

South Willesborough and Newtown Community Council

Annual Community Council Meeting

I hereby give you notice that the Annual Community Council meeting of the full Council will be held on Tuesday 3rd May 2022 at 7.00 pm at the Salvation Army Hall, Cudworth Road Ashford

All members of the Council are summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.
(Note to Council members – Standing Order 3v The Chair may guillotine the meeting after 2.5 hours but with discretion to extend it if the business dictates)

This meeting is open to the public

Reports will be available at the meeting but can be requested in advance by contacting the Community Council Manager on 01233 528933 or clerk@swancc.org.uk

Sarah Evans

Community Council Manager
26th April 2022

77/22 Election of Chair and Vice Chair and sign declarations of office (Clerk to chair for this item)

78/22 Record attendance and list apologies for absence

79/22 Declarations of pecuniary, other significant or voluntary interest

A Member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, (unless a relevant dispensation has been granted by the Clerk)

A Member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote

A Member may also declare a voluntary Interest if they are unsure of their position. Inclusion and voting will be decided at the time of the declaration.

- i. Updating of Declarations of Interest for the Code of Conduct
- ii. To note the granting of any requests for dispensations and the decision

80/22 En bloc agreement of Election of Members to Committees and Outside Bodies

Finance and General Purposes Committee – as current membership

Planning and Highways Committee – as current membership plus one councillor to be advised

Allotments Committee – as current membership plus one councillor to be advised

Staffing Committee – as current membership

Appeals Committee – as agreed in Delegation scheme

Communications Working Committee – as current membership

Kent Association of Local Councils – to be advised

Observer - SWAN Community Centre Board – Cllr Bohill

81/22 En bloc agreement to delegations of Responsibilities for the term of the Council

Crime Liaison- Cllr Bohill

Environment Liaison – Cllr Godden

Social Media and Website Moderator – Community Council Manager and Chair of Communications Working Committee

82/22 To note the failure of Councillor Johnny Hunt to attend any meetings of the Council for six consecutive months without reason and agree automatic forfeiture of office in line with the S85 Local Government Act 1972

83/22 Meeting adjourned for members of the public to raise questions on items on the agenda (Maximum 10 minutes)

84/22 To agree minutes of the Council meeting of 11th April 2022 and sign

85/22 To note the draft minutes of the Planning and Highways Committee of 20th April 22

86/22 To note the draft minutes of the Allotments Committee meeting of 27th April 22 and consider any recommendations to Council

87/22 To note the draft minutes of the Communications Working Committee of 29th April 22 and consider any recommendations to Council

88/22 To note the draft minutes of the Finance and General Purposes Committee meeting of 29th April and consider its recommendations on:-

- a) The most effective use of the additional budget for area enhancement
- b) The Council's insurance requirements for 2022/23
- c) The value of KALC membership (cross ref with item 91/22c)

89/22 Review and adoption of key Council Policies

- a) Delegation Scheme
- b) Standing Orders
- c) Code of Conduct
- d) Transparency Code
- e) Public Participation policy
- f) Health and Safety Policy
- g) Safeguarding Policy
- h) Freedom of Information Policy and complaint procedures
- i) Equality and Diversity Policy

90/22 Council Finances

- a) Review of effectiveness of Internal Auditor
- b) To approve the 21/22 Annual Governance and Accounting Statements by resolution
- c) To confirm Internal Audit report 2021/22 to follow
- d) To agree addition of bus shelter to Fixed Asset Register

91/22 Data Security

- a) To agree continuation of Microshade contract for cloud storage, firewall protection and cyber security
- b) Confirmation of Mobile communications device policy
- c) Confirmation of Use Your Own Device policy
- d) To consider if Councillors wish to carry on with the 1 month trial from Microshade of extra security when clicking on links in emails or revert to as of March 2022.

92/22 To consider and agree a draft Allotment Policy

93/22 To consider and agree the hire of First Aid plus the addition of Bouncy Castles, Sumo Suits from Uprising and Football Cage from Glow Church and Guide Dogs Ashford Branded Stand for the Jubilee Event and external power if required.

94/22 Urgent Correspondence

- a) Renewal of Contract for telephone and broadband costs for the next 36 months
- b) Confirm agreement to Jubilee Event Management Plan
- c) Advertising of Jubilee Event on an online map by Ashford Borough Council

93/22 Forum for exchange of information between Council members.

94/22 To agree the date of the next meeting as Monday 13th June 2022 and items for the Agenda