

South Willesborough and Newtown Community Council

www.swancc.org.uk

I hereby give you notice that an Ordinary meeting of the Council will be held on Monday 5th December 2022 at Salvation Army Hall, Cudworth Road, Ashford at 7.00 pm

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

NOTES for Members of 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
30th November 2022

200/22 Record attendance and list apologies for absence

201/22 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

202/22 Agree Minutes of the Council meeting of 7th November 2022 and sign (attached)

203/22 Meeting adjourned for members of the public to raise questions on items on the agenda (This item will last no more than 15 minutes in total)

204/22 To receive a presentation from Peter Le Rossignol, Council Manager, Kingsnorth Parish Council on successes and challenges for the Council at Kingsnorth.

205/22 To receive reports from

- a. Ashford Borough Council Ward representative
- b. Kent County Council Ward representative
- c. Police and Neighbourhood Watch representatives
- d. KALC representatives
- e. Swan Centre representative

206/22 To receive the minutes of the Extraordinary Finance and General Purposes Committee of 7th November 2022 (attached) and consider the following recommendation

- a) That a separate notice board is kept permanently UpToDate in the Clerk office confirming all committee member holiday dates and this is recommended to Council for all committees.

207/22 To receive and note the draft minutes of the Ordinary Finance and General Purposes Committee of 21st November 2022 and consider the following recommendations

- A) Item 90/22 - To review the following Council policies - Safeguarding Policy: Disciplinary Procedures: Training, Learning and Development Policy
The Committee recommends to Council
 - i. that all 3 policies require further review and/or investigation
 - ii. that the target date for the revised Safeguarding Policy is February Council meeting

- iii. that an up to date employment handbook should be produced to complement the revised Disciplinary Procedures
- iv. that the Training Learning and Development policy should reflect the Council's aspiration for Quality Council status

B) Item 91/22 To note the new pay scales for 2022-23,

The Committee recommends Council to accept the new nationally agreed pay award backdated to 1st April 2022 in recognition of the excellent service provided by the staff

C) Item 92/22 To consider the insurance renewal quote for the Gas House Fields allotments and agree

- i. To recommend to Council, the in principle purchase of specialised Allotmenteeer Insurance from Chris Knott Insurance that will extend cover to the site representative, volunteers and the community plot as well as providing insurance cover for all tenants of the allotments
- ii. To recommend to Council to minimise risk through a policy offering £5million cover at a cost of £370.85
- iii. To recommend to Council and Allotments Committee that the unit cost to tenants, estimated at £4.04p per person pa, is not passed on this year
- iv. To recommend to Council, to re-endorse the current policy of Council-led management on the Gas House Fields site

208/22 To receive a report of the Responsible Financial Officer on the budget process and agree (attached)

209/22 To receive and note the draft minutes of the Staffing Committee of 30th November 2022 and consider its recommendations

210/22 To review Committee progress reports from the Community Council Manager and note any feedback

211/22 To receive a verbal update from Cllr Campkin on the Planting and Biodiversity Working Group and agree

213/22 To receive a report of the Community Council Manager on the community event in July 2023 and agree to book main acts and requirements, review the initial income opportunities and agree

214/22 To consider options for a Coronation event and delegate to the Events Working Group Cllr Porter

215/22 To receive an update regarding UKCPM Car Parking and agree actions Cllr Mullan

215/22 To receive an update report of the Community Council Manager on the Eat Well Spend Less Roadshow

216/22 To receive the proposed meetings programme for 2023 and agree (attached) To agree a closure period over Christmas 2022 and New Year 2023

218/22 To agree an internal audit including the Delegation Scheme by Chair and Vice Chair to assist the Community Council Manager in February 2022

219/22 To receive urgent correspondence

220/22 To agree date of next meeting as 10th January 2023 and any agenda items

221 /22 Forum for exchange of information between Council Members

Asda Bridge Flooding update Cllr Bohill.