

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 9th May 2023 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
3rd May 2023

80/23 Election of Chair and Vice Chair (Current Chair to preside for this item)

81/23 To sign Councillor Declarations of Office

82/23 Record attendance and list apologies for absence

83/23 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

84/23 To note the requirement to publish Register of Councillors Interests on the SWANCC Website

85/23 Agree Minutes of the Council meeting of 3rd of April 2023 and the Additional Meeting of the 3rd April 2023 and sign

86/23 To consider to co-opt Mr David Mullan and Mr Eric Parkinson as Councillors to SWANCC and agree

87/23 To sign and accept the Councillor Code of Conduct

88/23 To sign and accept the SWANCC Standing Orders

89/23 To agree the delegation scheme

90/23 To agree Election of Members to Committees and Outside Bodies

Finance and General Purposes Committee

Planning and Highways Committee

Allotments Committee

Staffing Committee – as current membership
Appeals Committee – as agreed in Delegation scheme
Communications Working Committee
Planting and Bio Diversity Working Group
Living Bus stop Working Group
Events Working Group
Awards Panel

91/23 En bloc agreement to delegations of Responsibilities for the year May 2023 to May 2024

Kent Association of Local Councils – to be advised
Observer - SWAN Community Centre Board – Cllr Bohill
Observer to the Board of Directors for Newtown Railway Works Development -Cllr Rogers
Crime Prevention Champion Cllr Bohil
Environment Champion Cllr Godden
Social Media and Website Moderator – Community Council Manager and Chair of Communications Working Committee

92/23 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) Freedom of Information Policy and Data Subject Access Requests and agree amendments
- h) Equality and Diversity Policy

93/23 To receive and note the minutes of the Finance and General Purposes Committee 24th April 2023

94/23 To receive the end of year financial report from the Community Council Manager as reviewed by the Finance and General Purposes Committee and agree

95/23 To agree the date of 7th June 2023 for the Internal Auditor Lionel Robbins

96/23 To confirm Internal Audit report 2022/23 will follow at the next available meeting and to review and agree its effectiveness

97/23 To complete and approve the 2022/2023 Annual Governance and Accounting Statements by resolution

98/23 To consider and agree to hold cover for the Council Insurance for 2023 2024 until the renewal quotes are arranged.

99/23 To receive a report of the Community Council manager on the Annual meeting of Electors and agree recommendations

100/23 To consider dates for the Community Skip days (6 weeks notice and better weather required)

101/23 To review the management of the parking situation on Newtown Green Cllr Bohill

102/23 To review a response to FM Conway on the Works on A2070 Cllr Bohill

103/23 To review a report of the Community Council manager regarding invitations to the Railway Vintage Festival

104/23 To agree to the invoice from Roger Crouch for bookings for the Railway Event

105/23 Urgent Correspondence

106/23 Forum for Exchange

107/23 To agree the date of the next meeting June 5th 2023 and items for the Agenda