

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 Monday 13th May 2024 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
8th May 2023

119/24 Election of Chair and Vice Chair (Current Chair to Preside for this item)

120/24 Record and List apologies for absence

121/24 107/24 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

122 /24 To Agree Minutes of the Additional Council Meeting 23rd April 2024 and sign (attached).

123/24 To sign and accept the Council Code of Conduct

124/24 To sign and accept the SWANCC Standing Orders

125/24 To agree the delegation scheme for 2024 2024

126/24 To agree Election of Members to Committees

Finance and General Purposes Committee as current membership plus 2 members

Planning and Highways Committee - as current membership

Allotments Committee - and non-elected membership

Staffing Committee – as current membership plus 1 Member

Appeals Committee – as agreed in Delegation scheme

Communications Working Committee

Planting and Bio Diversity Working Group and non-elected Membership

Living Bus stop Working Group

Events Working Group

Awards Panel

127/24 To consider a working group for Newtown Area Enhancements with terms of reference and membership and agree

128/24 En bloc agreement to delegations of Responsibilities for the year May 2024 to May 2025

Kent Association of Local Councils up to 2 Members

Observer to Board of Directors for Newtown Railway Works Development Cllr Hodges

Crime Prevention Champion and Designated Safeguarding Leads Cllr Bohill

Rising Costs Champion

Environment Champion 1 Member

Social Media and Website Moderator Community Council Manager and Chair of Communications

Workings Committee 1 Member

Editor and Editor Support for SWAN News Newsletter

129/24 Review and adoption of key Council Policies

- a) Transparency Code
- b) Public Participation Policy
- c) Health and Safety Policy and sign statements
- d) Freedom of Information Policy
- e) Financial Regulations
- f) Internet Banking Policy including the use the Council Debit Card
- g) Procurement Policy
- h) Freedom of Information and Environment Information Requests Policy
- i) Social Media and IT Policy
- j) Grants Policy

130/24 Data Security

- a) To agree continuation of Microshade contract for cloud storage, firewall protection and Cyber security
- b) To agree Use your own device policy
- c) To agree Council provided Communications Devices Policy
- d) To agree GDPR , Privacy Policy

131/24 To consider a draft policy on the hire of Bouncy Castles and Inflatables and agree

132/24 To consider a Risk Assessment Review Programme and Agree

133/24 To consider the Internal Audit Report for 2023 2024 and confirm the effectiveness of the Internal Auditor

134/24 To agree the dates of the Exercise of Public Rights

135/24 To agree the explanation of significant variances report and fixed asset register update and its publication on the SWANCC website

136/24 To approve the 23/24 Annual Governance and Accounting Statements by Resolution

136/24 To consider a draft of the Letter for Support for the Newtown Monument and Memorial and agree

137/24 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.

138/24 To receive the Minutes of the May Planting and Biodiversity Meeting and consider

Recommendations

139/24 To consider a report of the Community Council Manager on the Living Bus Stop and agree

140/24 To consider the increase of fly-tipping in Newtown and agree any actions – Cllr Parkinson

141/24 Urgent Correspondence

142/24 Forum for exchange between Council Members

143/24 To agree the date of the next meeting as Tuesday 21st May 2024 and items for the Agenda