SNODLAND ANNUAL COUNCIL

5 May 2022

Committee Members present:	Mrs S Bell, Mrs A Barden, A Bennison, J Butterfield, Mrs D Crook, Cllrs P Hickmott, Ms D King, D Lettington, W Mallard, J Minter, Mrs N Misy and Mrs K Mordecai-Woolf
Council Members present:	Mrs K Sowten (CEO)
Members of the public:	There were no members of the public present

The Chairman began the proceedings by making an announcement and welcoming members of the Committee.

1.	a) To elect a Chairman of the Council		
	Nominations		
	Cllr Mrs S Bell	Proposed by Cllr Mrs D Crook Seconded by Cllr W Mallard	
	Cllr Ms D King	Proposed by Cllr Mrs K Mordecai-Woolf Seconded by Cllr Mrs A Barden	
0876	RESOLVED - Cllr Mrs S Bell be appointed as Chairman of the Council for the Civic year 2022/23.		
0877	RESOLVED - to receive the Chairman's declaration of acceptance of office, which was signed at the end of the meeting.		
2.	Apologies for absence		
	Apologies for absence we (County Councillor)	ere received from Cllr Mrs S Shaw and Cllr S Hohler	
3.	Declaration of Interest		
	There were no declaratio	ns of interest.	
4.	To elect a Vice Chairman	of the Council	
	Cllr K Mordecai-Woolf	Proposed by Cllr Ms D King Seconded by Cllr Mrs N Misy	
0878	RESOLVED - Cllr Mrs K Council for the Civic year	Mordecai-Woolf be appointed as Vice-Chairman of the 2022/23.	

E	To place a Danish War O	hairman af 11-	o Council
5.	To elect a Deputy Vice Chairman of the Council		
	Cllr Mrs N Misy	-	y Cllr Ms D King by Cllr J Butterfield
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0879	RESOLVED – Cllr Mrs N Misy be appointed as Deputy Vice Chairman of the Council for the Civic year 2022/23.		
6.	To appoint Committee and sub-committees		
	Policy and Resources		
	Cllr J Butterfield Cllr Mrs S Bell Cllr P Hickmott Cllr Ms D King Cllr D Lettington Cllr Mrs N Misy Cllr Mrs K Mordecai-Woo Cllr W Mallard Cllr Mrs S Shaw	lf	
	Planning and Environm	<u>ent</u>	
	Cllr Ms A Barden Cllr Mrs S Bell Cllr A Bennison Cllr J Butterfield Cllr Mrs D Crook Cllr P Hickmott Cllr W Mallard Cllr Mrs K Mordecai-Woo Cllr J Minter Cllr Mrs N Misy Cllr Mrs S Shaw	if	
	Amenities and Recreati	<u>on</u>	
	Cllr Ms A Barden Cllr A Bennison Cllr Mrs S Bell Cllr Mrs D Crook Cllr P Hickmott Cllr Mrs D King Cllr W Mallard Cllr Mrs K Mordecai-Woo Cllr Mrs N Misy	lf	
6.1	To elect Chairman and V	ice Chairmar	of Committees
	Policy and Resources		
	Chairman Cllr J Butterfield		Proposed by Cllr Ms D King
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		Seconded by Cllr Mrs N Misy
		Seconded by Cllr Mrs N Misy
	<u>Vice Chairman</u>	
	Cllr D Lettington	Proposed by Cllr Ms D King Seconded by Cllr Mrs K Mordecai-Woolf
0880	RESOLVED - Cllr Butterfield be appointed as Chairman of Policy & Resources for the Civic year 2022/23.	
0881	RESOLVED - Cllr Lettington be appoint Resources for the Civic year 2022/23.	
	Planning and Environment	
	Chairman	
	Cllr Mrs K Mordecai-Woolf	Proposed by Cllr Mrs N Misy Seconded by Cllr Mrs A Barden
	<u>Vice Chairman</u>	
	Cllr Mrs N Misy	Proposed by Cllr Mrs K Mordecai-Woolf Seconded by Cllr Ms D King
0882	RESOLVED - Cllr Mrs K Mordecai-Wo & Environment for the Civic year 2022	oolf be appointed as Chairman of Planning 2/23.
0883	RESOLVED - Cllr Mrs N Misy be appear Environment for the Civic year 2022/2	ointed as Vice Chairman of Planning & 23.
	Amenities and Recreation	
	<u>Chairman</u>	
	Cllr Mrs D Crook	Proposed by Cllr Mrs N Misy Seconded by Cllr Mrs S Bell
	Vice Chairman	,
	Cllr Mrs A Barden	Proposed by Cllr Ms D King Seconded by Cllr Mrs K Mordecai-Woolf
0884	RESOLVED - Cllr Mrs D Crook be ap Recreation for the Civic year 2022/23.	•
0885	RESOLVED - Cllr Mrs A Barden be a Recreation for the Civic year 2022/23	ppointed as Vice Chairman of Amenities &
7.	To appoint representatives to outside	<u>bodies</u>
	Advisory Committee, Allotments Advi	Lakes, Kent Association of Local nt Standards, Medway Valley Rail

0886	RESOLVED - the appointment of representatives to Outside Bodies were accepted. (List on file)
8.	In accordance with our standing order the Council is advise of annual
	subscriptions which have been included in the budget and agreed by the Council
0887	RESOLVED – to agree the Annual subscriptions (list on file)
9.	Councillors are advised that Insurance renewal takes place in November and is reviewed by the Policy and Resources Committee prior to renewal and ratified by Full Council.
10.	To review and adopt Council Policy
10.1	Standing Orders
0888	RESOLVED – to approve Standing Orders with amendments to item 19c.
10.2	Terms of Reference
0889	RESOLVED – to approve terms of reference with no amendments.
10.3	Financial Regulations
0890	RESOLVED - to approve financial regulations with amendments to items 4.5, 5.7, 6.8, 6.10 and 11h add "verbal estimates". Strike out item 5.12, 6.9 and 6.18 "which are used for internet banking"
10.4	Internal Control Procedures
0891	RESOLVED – to approve internal control procedures with amendments to items 20, 23 and 29.
10.5	Cash Handling Policy & Procedures
0892	RESOLVED – to approve cash handling Policy and Procedures with amendments to item 4, and under banking strike out "with the exception of cash security deposits" and under Petty cash change to "reconciled monthly".
10.6	Risk Register
0893	RESOLVED – to approve the risk register with no amendments.
10.7	Meeting Attendance Policy
	The introduction of a new meeting attendance policy was introduced giving clear details of apologies for absence, extended periods of absence and the recording and publishing of attendance.
0894	RESOLVED – to approve the Meeting attendance Policy
11.	To review the Council's Asset Register
0895	RESOLVED – to approve the Council's Asset Register.

12.	To confirm that the Council meets the conditions of eligibility to exercise the General Power of Competence in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Article 2; that at least 2/3 of Councillors have been elected at the ordinary elections; and the Clerk (Chief Officer) holds a relevant qualification (Certificate in Local Council Administration).
0896	RESOLVED - that the council was eligible and would adopt the General Power of Competence for the civic year 2022/23.
13.	Council Meeting Dates from 5 May – 7 June 2022
	The proposed list of dates for 5 May to 7 June 2022 was circulated prior to the meeting.
0897	RESOLVED to approve the council dates from 5 May to 7 June and to issue the dates for the remainder of the civic year based on the days that the Chairman of each committee is available for the meetings.
14.	Questions from the Public. Pursuant to Standing Order 3 e & g Members of the Public may make representation, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A member of the public shall not speak for more than 3 minutes There were no members of the public in attendance.
15.	To consider and if agreed sign a licence for Zoe Evans Childcare for the
	use of part of Holborough Park for Forest School Activities
	Details of the licence were distributed prior to the meeting which set out the requirements in the licence for Zoe Evans Childcare for the use of part of Holborough Park for Forest School Activities.
0898	RESOLVED to sign and seal the licence for Zoe Evans Childcare for the use of part of Holborough Park for Forest School Activities
16.	To consider Footpath proposals at Brooklands Lake
0000	The CEO and Cllr Hickmott met with KCC officers to look at realigning the footpath around Brooklands Lake, together with improvements to the footpath surfaces. (copy on file)
0899	RESOLVED to accept the proposed changes to the footpath around Brookland Lake

There being no other business, the meeting closed at .19:54