

SNODLAND ANNUAL COUNCIL

18 May 2023

| | |
|---------------------------------------|---|
| Councillors in attendance: | Cllrs Mrs J Ayers, Mrs S Bell, A Bennison, Mrs D Crook, P Hickmott, Ms D King, Miss V Lawrence, D Lettington, W Mallard, Mrs N Misy, Mrs K Mordecai-Woolf and Miss V Parker. Following co-option Cllrs D Lettington, D Morgan and G Miners. |
| Other Council Members in Attendance: | Mrs K Sowten (CEO) |
| Others in Attendance | 4 Members of the Public |
| Councillors Absent with apologies: | |
| Councillors Absent without apologies: | |
| Other Apologies: | |

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

| | | |
|------|---|---|
| 1. | a) <u>To elect a Chairman of the Council</u> | |
| | Cllr P Hickmott | Proposed by Cllr W Mallard Seconded by Cllr A Bennison |
| | Cllr Mrs D King | Proposed by Cllr Mrs K Mordecai-Woolf Seconded by Cllr Miss V Lawrence |
| 1016 | <p>A vote ensued, the result of which was as follows:</p> <p>Cllr Hickmott – 5 votes Cllr Mrs D King – 6 votes</p> <p>RESOLVED - Cllr Mrs D King be appointed as Chairman of the Council for the Civic year 2023/24.</p> | |
| 1017 | <p>b) to receive the chairman's declaration of acceptance of office or, if not then received, to permit a declaration of office to be made at or before the next meeting.</p> <p>RESOLVED - to receive the Chairman's declaration of acceptance of office, which was signed at the meeting.</p> <p>c) to permit a declaration to be made if the declaration of acceptance of office for councillors had not been made prior to or at the annual meeting, for it to be made at or before the next meeting.</p> <p>All declarations of acceptance of office were signed prior to or at the annual meeting.</p> | |

SNODLAND ANNUAL COUNCIL

18 May 2023

| 2. | <p><u>Councillor Co-option</u></p> <p>The Chairman welcomed the Candidates.</p> <p>Councillors had received a copy of all the candidate's application forms prior to the meeting. Each Candidate introduced themselves and gave an outline of why they wanted to become a Councillor and what attributes they could bring to the council.</p> <p>The Chairman called for nominations for the Candidates</p> | | | | | | | | | | | | | | | | | | | | | | |
|------------------|--|--|---------|--|-----|---------|---------|-----------------|---|---|---|------------------|----|---|---|---------------|---|---|---|--------------|----|---|---|
| | Martin Aldridge | Proposed by Cllr P Hickmott Seconded by Cllr Miss V Parker | | | | | | | | | | | | | | | | | | | | | |
| | David Lettington | Proposed by Cllr Mrs S Bell Seconded by Cllr Mrs D Crook | | | | | | | | | | | | | | | | | | | | | |
| | Graeme Miners | Proposed by Cllr P Hickmott Seconded by Cllr Miss V Parker | | | | | | | | | | | | | | | | | | | | | |
| | David Morgan | Proposed by Cllr Mrs K Mordecai-Woolf Seconded by Cllr Ms J Ayers | | | | | | | | | | | | | | | | | | | | | |
| | A vote ensued, the result of which was as follows: | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" data-bbox="320 1227 1469 1429"> <thead> <tr> <th></th> <th>For</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>Martin Aldridge</td> <td>4</td> <td>7</td> <td>0</td> </tr> <tr> <td>David Lettington</td> <td>11</td> <td>0</td> <td>0</td> </tr> <tr> <td>Graeme Miners</td> <td>8</td> <td>1</td> <td>2</td> </tr> <tr> <td>David Morgan</td> <td>10</td> <td>0</td> <td>1</td> </tr> </tbody> </table> | | | | For | Against | Abstain | Martin Aldridge | 4 | 7 | 0 | David Lettington | 11 | 0 | 0 | Graeme Miners | 8 | 1 | 2 | David Morgan | 10 | 0 | 1 |
| | For | Against | Abstain | | | | | | | | | | | | | | | | | | | | |
| Martin Aldridge | 4 | 7 | 0 | | | | | | | | | | | | | | | | | | | | |
| David Lettington | 11 | 0 | 0 | | | | | | | | | | | | | | | | | | | | |
| Graeme Miners | 8 | 1 | 2 | | | | | | | | | | | | | | | | | | | | |
| David Morgan | 10 | 0 | 1 | | | | | | | | | | | | | | | | | | | | |
| 1018 | RESOLVED not to co-opt Martin Aldridge as Councillor for Snodland Town Council Snodland West and Holborough Lakes | | | | | | | | | | | | | | | | | | | | | | |
| 1019 | RESOLVED to co-opt David Lettington as Councillor for Snodland Town Council Snodland East and Ham Hill and to sign Declaration of acceptance of Office. | | | | | | | | | | | | | | | | | | | | | | |
| 1020 | RESOLVED to co-opt Graeme Miners as Councillor for Snodland Town Council Snodland West and Holborough Lakes and to sign Declaration of acceptance of Office. | | | | | | | | | | | | | | | | | | | | | | |
| 1021 | RESOLVED to co-opt David Morgan as Councillor for Snodland Town Council Snodland West and Holborough Lakes and to sign Declaration of acceptance of Office. | | | | | | | | | | | | | | | | | | | | | | |
| 3. | <p><u>Apologies for absence</u></p> <p>See above</p> | | | | | | | | | | | | | | | | | | | | | | |

SNODLAND ANNUAL COUNCIL

18 May 2023

| | | |
|-------------|---|--|
| 4. | <u>Declaration of Interest</u> | |
| | There were no declarations of interest. | |
| 5. | 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 questions from the public. | |
| 6. | <u>To elect a Vice Chairman of the Council</u> | |
| | Cllr Mrs S Bell | Proposed by Cllr Mrs D King Seconded by Cllr Mrs D Crook |
| | Cllr Mrs K Mordecai Woolf | Proposed by Cllr Mrs K Mordecai-Woolf Seconded by Cllr Mrs N Misy |
| | A vote ensued, the result of which was as follows: Cllr Mrs S Bell – 7 Votes Cllr Mrs K Mordecai-Woolf 4 | |
| 1022 | RESOLVED – Cllr Mrs S Bell be appointed as Vice-Chairman of the Council for the Civic year 2023/24 | |
| 7. | <u>To elect a Deputy Vice Chairman of the Council</u> | |
| | Cllr Mrs K Mordecai-Woolf | Proposed by Cllr Mrs D King Seconded by Miss V Lawrence |
| 1023 | RESOLVED – Cllr Mrs K Mordecai-Woolf be appointed as Deputy Vice Chairman of the Council for the Civic year 2023/24. | |
| 8. | <u>To appoint Committee and sub-committees</u> | |
| | <u>Policy and Finance</u> | |
| | Cllr A Bennison Cllr Mrs S Bell Cllr P Hickmott Cllr Ms D King Cllr Miss V Lawrence Cllr D Lettington Cllr W Mallard Cllr Miss V Parker | |
| | <u>Planning and Environment</u> | |
| | Cllr Mrs S Bell Cllr A Bennison Cllr Mrs D Crook Cllr P Hickmott Cllr D Lettington | |

SNODLAND ANNUAL COUNCIL

18 May 2023

| | | |
|------|---|--|
| | Cllr W Mallard Cllr Mrs K Mordecai-Woolf Cllr G Miners Cllr Mrs N Misy Cllr Mrs V Parker <u>Amenities and Recreation</u> Cllr Mrs J Ayers Cllr A Bennison Cllr Mrs S Bell Cllr Mrs D Crook Cllr P Hickmott Cllr Mrs D King Cllr W Mallard Cllr G Miners Cllr Mrs K Mordecai-Woolf Cllr D Morgan | |
| 8.1 | <u>To elect Chairman and Vice Chairman of Committees</u> | |
| | <u>Policy and Finance</u> | |
| | <u>Chairman</u> | |
| | Cllr P Hickmott | Proposed by Cllr A Bennison Seconded by Cllr Miss V Parker |
| | Cllr Miss V Lawrence | Proposed by Cllr Mrs S Bell Seconded by Cllr Mrs D King |
| 1024 | A vote ensued, the result of which was as follows: Cllr P Hickmott 7 Cllr Miss V Lawrence 8 (casting vote of the Chairman) RESOLVED – Cllr Miss V Lawrence be appointed as Chairman of Policy & Finance for the Civic year 2023/24. | |
| | <u>Vice Chairman</u> | |
| | Cllr D Lettington | Proposed by Cllr Mrs K Mordecai-Woolf Seconded by Cllr Mrs S Bell |
| 1025 | RESOLVED - Cllr D Lettington be appointed as Vice Chairman of Policy & Finance for the Civic year 2023/24. | |
| | <u>Amenities and Recreation</u> | |
| | <u>Chairman</u> | |
| | Cllr Mrs D Crook | Proposed by Cllr Mrs S Bell Seconded by Cllr Mrs N Misy |
| | <u>Vice Chairman</u> | |
| | Cllr D Morgan | Proposed by Cllr Mrs K Mordecai-Woolf Seconded by Cllr Mrs D King |

SNODLAND ANNUAL COUNCIL

18 May 2023

| | | |
|---------------------------------|---|--|
| 1026 | RESOLVED - Cllr Mrs D Crook be appointed as Chairman of Amenities and Recreation for the Civic year 2023/24. | |
| 1027 | RESOLVED - Cllr D Morgan be appointed as Vice Chairman of Amenities and Recreation for the Civic year 2023/24. | |
| <u>Planning and Environment</u> | | |
| | <u>Chairman</u> Cllr D Lettington | Proposed by Cllr Mrs D Crook Seconded by Cllr Mrs S Bell |
| | <u>Vice Chairman</u> Cllr Mrs K Mordecai-Woolf | Proposed by Cllr Mrs N Misy Seconded by Cllr Miss V Lawrence |
| 1028 | A vote ensued, the result of which was as follows: Cllr D Lettington – 8 Cllr Mrs K Mordecai-Woolf 6 RESOLVED - Cllr D Lettington be appointed as Chairman of Planning and Environment for the Civic year 2023/24. | |
| | <u>Vice Chairman</u> Cllr Mrs K Mordecai-Woolf | Proposed by Cllr Mrs S Bell Seconded by Cllr Mrs K Mordecai-Woolf |
| 1029 | RESOLVED - Cllr Mrs K Mordecai-Woolf be appointed as Vice Chairman of Planning and Environment for the Civic year 2023/24 | |
| 9. | <u>To appoint representatives to outside bodies</u> The list was circulated for: Staff Committee, Grievance Committee, Cemetery Advisory Committee, Allotments Advisory Committee, Emergency Procedures Committee, Snodland Partnership, Event Committee, Snodland Twinning Association, TMBC Parish Partnership, KCAP Crime Prevention Panel, TMBC Leybourne Lakes, Kent Association of Local Council, Tarmac Working Group, Joint Standards, Medway Valley Rail Partnership and Eustace Hook and Drummond Memorial Almshouses. | |
| 1030 | RESOLVED - the appointment of representatives to Outside Bodies were accepted. (List on file) | |
| 10. | <u>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</u> | |
| 1031 | RESOLVED – to agree the Annual subscriptions (list on file) | |

SNODLAND ANNUAL COUNCIL

18 May 2023

| | |
|-------------|---|
| 11. | Councillors are advised that all Council Deeds and Financial Documents are available for inspection at the Council Offices upon request. Insurance renewal takes place in November and is reviewed by the Policy and Finance Committee prior to renewal and ratified by Full Council. |
| 12. | <u>To review and adopt Council Policy</u> |
| 12.1 | <u>Standing Orders</u> |
| 1032 | RESOLVED – to approve Standing Orders with no amendments. |
| 12.2 | <u>Terms of Reference</u> |
| 1033 | RESOLVED – to approve terms of reference with no amendments. |
| 12.3 | <u>Financial Regulations</u> |
| 1034 | RESOLVED - to approve financial regulations with no amendments. |
| 12.4 | <u>Internal Control Procedures</u> Internal control procedures need to have some reference relating to the new audit procedures that will be carried out by Councillors. This will be returned to a future meeting for ratification. |
| 12.5 | <u>Cash Handling Policy & Procedures</u> |
| 1035 | RESOLVED – to approve cash handling Policy and Procedures with no amendments. |
| 12.6 | <u>Risk Register</u> |
| 1036 | RESOLVED – to approve the risk register with no amendments. |
| 12.7 | <u>Grant Policy</u> |
| 1037 | RESOLVED – to approve the Grant policy with no amendments. |
| 12.8 | <u>Cyber Security Policy</u> |
| 1038 | RESOLVED to approve the Cyber Security Policy. |
| 12.9 | <u>Social Media Policy</u> |
| 1039 | RESOLVED to approve the social media Policy. |
| 12.10 | <u>Kent Code of Conduct 2023</u> |
| 1040 | RESOLVED to accept the new Kent Code of Conduct 2023. |

SNODLAND ANNUAL COUNCIL

18 May 2023

| | |
|------------------------|---|
| 13. 1041 | <p><u>To consider the renewal of dispensations to Members pursuant to section 33(2) of the Localism Act 2011 and paragraph 8 of the adopted code of Conduct.</u></p> <p>RESOLVED to renew the dispensations to members pursuant to Section 33 (2) of the Localism Act 2011 and paragraph 8 of the adopted code of Conduct to speak and vote where:</p> <ul style="list-style-type: none"> a) So many members of the decision-making body have disclosable pecuniary interests in a matter that it would impede the transaction of the business; or b) Without a dispensation, no member of the Council would be able to participate on a particular item of business. c) Where any Planning Application is put forward by or on behalf of Snodland Town Council. d) In Matters relating to Snodland Town Council Property or Land Holding or to matters relating to a S106 agreement or grant monies. e) The granting of the dispensation is in the interests of persons living in the authority's area; or f) it is otherwise appropriate to grant a dispensation. g) Where a Councillor declares an interest because he is a member of a group, club or organisation within Snodland. h) Where a Councillor's declared interest is as a Town Council Allotment Holder. <p>These dispensations to run from 18 May 2023 to Annual Council Meeting of May 2027.</p> |
| 14. 1042 | <p><u>To review the Council's Asset Register</u></p> <p>RESOLVED – to approve the Council's Asset Register.</p> |
| 15. 1043 | <p><u>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).</u></p> <p>RESOLVED - that the council was eligible and would adopt the General Power of Competence for the civic year 2023/24.</p> |
| 16. 1044 | <p>To resolve that the Minutes of the Full Council held on 27 April 2023 (pp103-106) are a correct record.</p> <p>Cllr Miss Lawrence advised that she had been left of the attendance.</p> <p>RESOLVED that the Minutes of the Full Council meeting held on 27 April 2023 (pp103-106) with the amendment to add Cllr Miss Lawrence to the attendance and agreed as a correct record.</p> <p>Signed</p> |

There being no other business, the meeting closed at 20:49