

## SNODLAND ANNUAL COUNCIL

9 May 2024

Councillors in attendance:	Cllrs Mrs S Bell, A Bennison, Mrs D Crook, P Hickmott, Ms D King, D Lettington, S Loader, G Miners, Mrs N Misy, Mrs K Mordecai-Woolf and D Morgan
Other Council Members in Attendance:	Mrs K Sowten (CEO)
Others in Attendance	
Councillors Absent with apologies:	Cllr Miss V Lawrence, Mrs V Barker, W Mallard
Councillors Absent without apologies:	Cllr Mrs J Ayers
Other Apologies:	

1.	a) <u>To elect a Chairman of the Council</u>	
	Cllr Lettington	Proposed by Cllr Mrs King Seconded by Cllr Mrs Bell
	Cllr Hickmott	Proposed by Cllr Bennison Seconded by Cllr Miners
1224	<p>A vote ensued, the result of which was as follows:</p> <p>Cllr Lettington – 7 votes    Cllr Hickmott – 4 votes</p> <p><b>RESOLVED</b> - Cllr Lettington be appointed as Chairman of the Council for the Civic year 2024/25.</p>	
1225	<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><b>RESOLVED</b> - to receive the Chairman's declaration of acceptance of office, which was signed at the meeting.</p>	
2.	<u>Apologies for absence</u> See above	
3.	<u>Declaration of Interest</u> There were no declarations of interest.	
4.	<b>Questions from the Public.</b> <b>Pursuant to Standing Order 3 e &amp; 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.</b>	

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	There were no questions from the public.	
5.	<u>To elect a Vice Chairman of the Council</u>	
	Cllr Mrs Bell	Proposed by Cllr Lettington Seconded by Cllr Mrs Mordecai-Woolf
	Cllr Hickmott	Proposed by Cllr Miners Seconded by Cllr Bennison
<b>1226</b>	<p>A vote ensued, the result of which was as follows:</p> <p>Cllr Mrs Bell 7 – Votes Cllr Hickmott - 3 Votes</p> <p><b>RESOLVED</b> – Cllr Mrs Bell be appointed as Vice-Chairman of the Council for the Civic year 2024/25</p>	
6.	<u>To elect a Deputy Vice Chairman of the Council</u>	
	Cllr Mrs Mordecai-Woolf	Proposed by Cllr Lettington Seconded by Mrs King
<b>1227</b>	<b>RESOLVED</b> – Cllr Mrs Mordecai-Woolf be appointed as Deputy Vice Chairman of the Council for the Civic year 2024/25.	
7.	<u>To appoint Committee and sub-committees</u>	
	<b><u>Policy and Finance</u></b>	
	<p>Cllr Mrs V Barker  Cllr A Bennison  Cllr Mrs S Bell  Cllr P Hickmott  Cllr Ms D King  Cllr Miss V Lawrence  Cllr D Lettington  Cllr S Loader  Cllr W Mallard  Cllr G Miners</p>	
	<b><u>Planning and Environment</u></b>	
	<p>Cllr Mrs V Barker  Cllr Mrs S Bell  Cllr A Bennison  Cllr Mrs D Crook  Cllr P Hickmott  Cllr D Lettington  Cllr S Loader  Cllr W Mallard  Cllr G Miners  Cllr Mrs N Misy  Cllr Mrs K Mordecai-Woolf</p>	

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	<b><u>Amenities and Recreation</u></b>	
	Cllr Mrs J Ayers Cllr V Barker Cllr A Bennison Cllr Mrs S Bell Cllr Mrs D Crook Cllr P Hickmott Cllr Mrs D King Cllr S Loader Cllr W Mallard Cllr G Miners Cllr Mrs K Mordecai-Woolf Cllr D Morgan	
8.	<u>To elect Chairman and Vice Chairman of Committees</u>	
8.1	<u>Policy and Finance</u>	
	<u>Chairman</u>	
	Cllr Miss Lawrence	Proposed by Cllr Lettington Seconded by Cllr Mrs Bell
1228	<b>RESOLVED</b> – Cllr Miss Lawrence be appointed as Chairman of Policy & Finance for the Civic year 2024/25.	
	<u>Vice Chairman</u>	
	Cllr Mrs King	Proposed by Cllr Mordecai-Woolf Seconded by Cllr Mrs Bell
1229	<b>RESOLVED</b> - Cllr Mrs King be appointed as Vice Chairman of Policy & Finance for the Civic year 2024/25.	
8.2	<u>Planning and Environment</u>	
	<u>Chairman</u>	
	Cllr Loader	Proposed by Cllr Lettington Seconded by Cllr Mrs King
1230	<b>RESOLVED</b> - Cllr Loader be appointed as Chairman of Planning and Environment for the Civic year 2024/25.	
	<u>Vice Chairman</u>	
	Cllr Mrs Misy	Proposed by Cllr Mrs King Seconded by Cllr Lettington
1231	<b>RESOLVED</b> - Cllr Mrs Misy be appointed as Vice Chairman of Planning and Environment for the Civic year 2024/25.	

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	<u>Amenities and Recreation Chairman</u>  Cllr Mrs Crook	Proposed by Cllr Lettington Seconded by Cllr Mrs Bell
<b>1232</b>	<b>RESOLVED</b> - Cllr Mrs Crook be appointed as Chairman of Amenities and Recreation for the Civic year 2024/25.	
	<u>Vice Chairman</u>  Cllr Mrs Ayers  Cllr Morgan	Proposed by Cllr Lettington Seconded by Cllr Mrs King  Proposed by Cllr Miners Seconded by Cllr Mrs Misy
<b>1233</b>	A vote ensued, the result of which was as follows:  Cllr Mrs Ayers – 4 votes    Cllr Morgan – 6 votes  <b>RESOLVED</b> - Cllr Morgan be appointed as Vice Chairman of Amenities and Recreation for the Civic year 2024/25.	
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.	
<b>1234</b>	<b>RESOLVED</b> - 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>  Cllr Hickmott queried the subscription for KALC which is rather expensive and requested that this is reviewed to see if we are getting value for money. The CEO will report findings at a future meeting.	
<b>1235</b>	<b>RESOLVED</b> – to agree the Annual subscriptions (list on file).	
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.	

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12.	<p><u>To review and adopt Council Policy</u></p> <p>The revised NALC Financial regulation have not yet been published and therefore a review will take place later in the year.</p>
12.1	<p><u>Standing Orders</u></p> <p>Concerns were raised that at some meetings things seem to be getting a little out of control. It is important that everyone is able to put across their point of view, but the meeting should not become a discussion across the room. and it would therefore be beneficial for Councillors to reacquaint themselves with the standing orders of the council. Concerns were also raised regarding confidential items on the agenda and Councillors should paying particular attention to Item 11 c &amp; d in the standing orders.</p> <p>It was requested that this point was mentioned again when all councillors were present. The CEO will send an email to all councillors re-iterating this item and avail all councillors with a printed copy of the standing orders.</p> <p><b>1236 RESOLVED</b> – to approve Standing Orders with no amendments.</p>
12.2	<p><u>Terms of Reference</u></p> <p><b>1237 RESOLVED</b> – to approve terms of reference with amendments relating to spending authority.</p>
12.3	<p><u>Annual Investment Strategy</u></p> <p>This was originally agreed by Policy and Finance with one amendment to be added which is now included in the document under 10.4 relating to unethical causes.</p> <p><b>1238 RESOLVED</b> - to adopt the annual investment strategy for 2024/25.</p>
12.4	<p><u>Internal Control Procedures</u></p> <p><b>1239 RESOLVED</b> to adopt internal control procedures with amendments to on-line bank transfers.</p>
12.5	<p><u>Cash Handling Policy &amp; Procedures</u></p> <p><b>1240 RESOLVED</b> – to approve cash handling Policy and Procedures with no amendments.</p>
12.6	<p><u>Risk Register</u></p> <p><b>1241 RESOLVED</b> – to approve the risk register with amendments to section 8 Ensuring all business activities are within legal power.</p>

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12.7	<u>Grant Policy</u>
<b>1242</b>	<b>RESOLVED</b> – to approve the Grant policy with no amendments.
12.8	<u>Cyber Security Policy</u>
<b>1243</b>	<b>RESOLVED</b> to approve the Cyber Security Policy with no amendments.
12.9	<u>Kent Code of Conduct 2023</u>
	Following on from the comments made in relation to Standing orders item 12.1 a copy of the Code of Conduct would be printed for each councillor, with particular emphasis on the Sevon Principles of Public Life.
<b>1244</b>	<b>RESOLVED</b> to accept the new Kent Code of Conduct 2023.
13.	<u>To review the Council's Asset Register</u>
	Clarification was requested regarding the valuation of Land and Property. The CEO advised that Land and Property is registered at the purchase price and for insurance purposes a rebuild valuation is carried out every 3 years.
<b>1245</b>	<b>RESOLVED</b> – to approve the Council's Asset Register.
14.	<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>
<b>1246</b>	<b>RESOLVED</b> - that the council was eligible and would adopt the General Power of Competence for the civic year 2024/25.
15.	<u>Correspondence</u>
	15.1 To bring to the attention of the council an e-petition relating to planning application 23/03397 that is in progress by a resident.
	15.2 To bring to the councils attention an email received from Kent Highways relating to the proposed double yellow lines opposite 59-65 Poynder Drive and to request that removal of the double yellow lines opposite 59-65 Poynder Drive is abolished. The email detailed the reasoning behind the need to abolish the removal of the yellow lines (copy available on file).
<b>1247</b>	<b>RESOLVED</b> to abolish the proposed removal of the double yellow lines opposite 59-65 Poynder Drive, Holborough Lakes. Yellow lines to remain.

There being no other business, the meeting closed at 20:05