



**There is to be an Ordinary Meeting of the above Council
It is being held via Zoom, on **Wednesday 10th March 2021** starting at **6.30 pm**.
You are hereby summoned to attend. The agenda is as follows:**

- 52/21 To note those present and record any apologies.** *Members who cannot attend a meeting shall tender their apologies to the Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for the member's absence shall be accepted.*
- 53/21 To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.** *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. 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. Councillors 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.*
- 54/21 Public Open Session For members of the public to ask questions regarding items on the agenda.** *(This item will last no more than 15 minutes).*
- 55/21 To consider and adopt the Minutes of the Ordinary Meeting held on 10th February 2021.**
- 56/21 To consider and adopt the Minutes of the Extraordinary Meeting held on 7th September 2020.**
- 57/21 Finance: Payments: Council to authorise payments as per document (circulated).**
- 58/21 Responding to the Community's Needs under Covid-19:**
- i. Council **introduces** a temporary (to end-March 2023) provision in the Projects and Grants scheme: "d ii exceptionally, a grant in each of the financial years 2021-22 and 2022-23 may support non-salary running costs where a not-for-profit organisation can point to substantial drops in income in the previous or current year, related to the impacts of COVID-19 restrictions; the maximum level of each grant will be £3,500 for any one organisation, with each organisation permitted only one grant per year, and after providing a brief explanation as to why other public sector support schemes are not applicable."
 - ii. Council **agrees** to continue to support under s137 LGA 1972 up to three community pantry foodboxes at £15 per box per month until end-March 2022 and £45 per quarter for one replacement box unless this proves unnecessary.
 - iii. Council **agrees** to continue to support under s137 LGA 1972 the Fareshare Kent Foodbank in Ashford at the rate of £100 per month until end-March 2022.
 - iv. Council agrees to keep these schemes under review and, in case of a significant change in circumstances, to consider any necessary actions.
 - v. Council **agrees to create** an advisory Task and Finish Group of the Clerk, no more than 4 councillors and no more than 3 non-councillors to explore and assess options for supporting the Kennington Community Volunteers group and report back; the work should draw on experience of other local councils and other sources such as Ashford Volunteer Centre, and report no later than July 2020.
 - vi. Council **agrees** to initiate a public information campaign around managing personal debt and featuring in particular information on the credit union movement and credit unions operating locally.
- 59/21 Investments and reserves:** Council to **consider** and adopt the proposal from F and GP Committee to increase the amount on deposit with Nationwide to a total of £85,000 by opening a 95-day account and making an initial deposit of £55,000, for withdrawals only to the Council's Metro Bank current account.
- 60/21 Annual Meeting:** Council **agrees** that the Annual Meeting shall be held on Wednesday 12 May 2021, beginning at 18.00 and ending no later than 21.00. The meeting shall include a 10-15 minute break after the completion of the business required under Standing Order 5.
- 61/21 P&D Committee report:** Council receives report of matters from a meeting of the Personnel and Development Committee 24th February 2021.



- 62/21 IT Equipment Refresh for the Clerk and Provision for Allotments Manager:** Council to consider and approve the purchase of IT equipment for the use of the Clerk proposed by the P and D Committee
To consider and decide between two options for equipping the Assistant Clerk/Allotments Manager
- 63/21 Public Telephone Box -** to **discuss** and **agree** to **adopt** the phone box in Tile Kiln Road at a cost of £1, Council **approves** on the basis we will fit a defibrillator as per BT requirements and look then into best and most suitable options for fitting out for additional use and bring these back to Council following successful adoption.
- 64/21 Standing Orders update:** Council to **consider** the **recommended** revisions to Standing Orders proposed by F and GP Committee, **consider** any amendments, to **take note** of any amendments agreed and **invite** the Clerk to finalise the text for adoption at the Annual Meeting in May.
- 65/21 Co-opting Non-councillor Policy:** Council to **consider** and **adopt** the Policy on co-opting non-councillor members to committees proposed by F and GP Committee
- 66/21 Records retention policy:** to **consider** and **adopt** the policy proposed by F and GP Committee
- 67/21 Access to information held by Council Policy:** Council to consider and adopt the policy proposed by F and GP Committee and rescind the Policy and Procedure for Handling Requests for Information adopted 9 May 2019
- 68/21 Maximising benefit from IT systems :** Council **agrees** to **create** a Task and Finish Group to **advise** the Clerk on how she and Council might get the most effective usage from IT systems already purchased and from incremental improvements to these; and to advise the Clerk on options for combining remote and actual attendance at meetings when regulations permit this. The Group will consist of no more than 3 councillors and 1 non-councillor; will work with the Clerk according to her priorities; and will report back to Council no later than June to assess whether its work is complete.
- 69/21 Interaction of Decisions Relating to Social Media and their Impact on Staff and Training:** Council **agrees** to amend the Social Media Policy as follows:
- Delete: "Only the Social Media Administrator and the council Chairman is authorised to post content on Kennington Community Council's official social media channels."
- Insert: "The Social Media Administrator, the Proper Officer, the Council Chairman and the Chair of Communications are authorised to post content on Kennington Community Council's official social media channels on behalf of the Council. In addition, Councillors who have received training may take part in a rota to respond on behalf of Council on social media. This rota will be maintained by the Proper Officer who will control access to social media accounts accordingly and put in place training for Councillors accordingly. At no time will more than one person on this rota have parallel access."**
- 70/21 Council Website: Website Administration -** Council is invited: to create the non-paid role of Website Administrator – authorised to prepare the website for updating with provided content; to recognise the role of Content Providers and encourage every Councillor to fulfil that role; and to invite the Communications Committee to report quarterly on Website Traffic and Website Visit Duration



71/21 Council Website: Next Steps: Council

a) **Invites** the Clerk:

- i. to **compile** a list of suggestions from all councillors on how the new website might be incrementally improved.
- ii. to **present** this list at the next meeting of the Communications Committee.

b) **Invites** the Communications Committee:

- i. to **identify** which if any of the items proposed were included in the Design Brief (see article 4 of It'seeze contract terms and conditions).
- ii. to **bring** forward a prioritisation of this list to Council, giving indicative costings for each where possible.
- iii. to **identify** what input from the Clerk, or from councillor volunteers under the Clerk's guidance, may be needed to deliver each improvement and to request assistance from all councillors as the Committee considers necessary.

72/21 Grasmere Road Village Green/Town Green: Council to **discuss** this asset and agree to the development of a plan on what needs to be considered to register this as our asset, use it and initiate an action plan for forward development and use.

73/21 School Parking/Pick up and Drop of Issues (The triangle of land at the junction of Church Road and The Street, TN24 9): Council to **discuss** and **agree** an action plan for Clerk to establish who owns the land and to request title deeds with HM Land Registry investigate whether we are able to make a compulsory purchase of it for use by the schools for parents to pick up & drop off pupils.

74/21 Dog Bin Provision: Council to **discuss** and **agree** a strategic placement of dog bins and action plan of development that is required to implement these throughout the community.

75/21 Defibrillators: Council to **discuss** and **agree** the purchase and provision of strategically placed and easily accessible defibrillators and **agree** action plan for the end result of installation of these throughout Kennington.

76/21 Council Monthly Reports: To consider/note **information received relevant to the Council and agree any action necessary.**

- a) **Correspondence received.**
- b) **Ward Councillor Reports**

77/21 Financial Year 2020/21: Council to **note** expenditure and income to date and bank reconciliation as at 31/01/2021.

78/21 Annual Assembly: Council to **consider** options for the Annual Assembly as set out in the report of the Chair of F and GP Committee and indicate preferences.

79/21 Asset of Community Value and Town Green applications: Council to **take note** of the current, fluid ownership situation of the Land at The Pasture and give initial **consideration** to the Council's future position on ownership and legal advice.

80/21 Environmental Open Spaces: Council to note **oral update from Environment and Open Spaces Committee on**

- i) War Memorial Grant Request
- ii) Memorial Arch, Garden of Remembrance

81/21 Action log: Council to **review** of action log, to **discuss** developments for items to then to be considered for motion for next or future meeting or to **note** and be **recorded** as complete.



COUNCIL MEETING AGENDA - 10th MARCH 2021

82/21 Items for inclusion on the next agenda. Items currently include Vexatious Policy, Committee Structure after External review recommendation, Communications committee update, Bybrook-Bockhanger Community Facility Public Consultation, Conningbrook Park Task and Finish Group Terms of Reference).

83/21 Date of next meeting: Council **agrees** that the next ordinary meeting shall take place on Wednesday 14th April 2021 at 18.30. (*Deadline for agenda items 1st April. Documents to clerk for circulation no later than by 6th April (but if available please submit before for prior circulation as agreed in 34.21g Time Pressures).*)

84/21 Close of Meeting.

Signed

Deborah Prior

Clerk

To join the meeting via Zoom please contact the Clerk before 5pm on **Monday 8th March:**

Contact the Clerk on 07928 824482 or clerk@kenningtoncc.gov.uk