



**There is to be an Annual Meeting of the above Council
being held via Zoom, on **Wednesday 5th May 2021** starting at **6.00 pm**.**

You are hereby summoned to attend.

The agenda is as follows:

115/21 Chairman

- 1) To **elect** a Council member to Chair to the Council for the year until the next Annual Council Meeting 2022
- 2) The Chairman to take and sign the Declaration of Acceptance of Office

116/21 Vice Chairman

- 1) To **elect** a Council member to Vice-Chair to the Council for the year until the next Annual Council Meeting 2022.
- 2) The Vice Chair to take and sign the Declaration of Acceptance of Office

117/21 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.*

118/21 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 or the declaration*

- 1) Updating of Declarations, to register any new interests or remove any interests.
- 2) To note the granting of any requests for dispensations and the decision

119/21 To consider and adopt the Minutes of the Ordinary Meeting held on 10th March 2021.

120/21 Committee Structure Recommendation – Council to **consider and **agree** from the recommendations of the FGP committee**

121/21 Terms of Reference - to **adopt the Terms of Reference for each of the committees**

- 1) Bybrook Bockhanger Community Facility
- 2) Communications
- 3) Environment and Open Spaces
- 4) Finance and General Purposes
- 5) Personnel and Development
- 6) Planning

122/21 Committee Membership – to **elect members to Committees and Outside Bodies.**

- 1) Bybrook Bockhanger Community Facility
- 2) Communications
- 3) Environment and Open Spaces
- 4) Finance and General Purposes
- 5) Personnel and Development
- 6) Planning
- 7) Kent Association of Local Council Ashford meetings

123/21 Standing Orders adoption: Council **approves the revised Standing Orders 2021 v1.3 to come into force on the day following the Annual Meeting.**

124/21 Financial Regulations adoption: Council to **adopt the revised Financial Regulations 4.2**

125/21 Complaints Procedure – Council **agrees to **adopt** the new Complaints procedure with immediate effect**

126/21 Code of Conduct – Council **agrees to **adopt** the new code of conduct with immediate effect**



127/21 Finance:

- 1) **Payments** - Council to **authorise** payments as per document (circulated).
- 2) **Reconciliation** - Council to **note** expenditure and income to date and bank reconciliation as at 31/03/21.
- 3) **Bank signatories**
 - a) FGP invites Council to authorise two councillors as verifiers for payments from the Council's Metro Bank accounts, one of whom will generally be a back-up for the other
 - b) FGP invites Council to authorise one of those two councillors to act as verifiers for payments online from the Council's Metro Bank accounts
- 4) **Council annual memberships, monthly payments, direct debits and subscriptions** – Council to **receive** and **agree** the information
- 5) **Annual Insurance** – to **receive** and **approve**
- 6) **Yearend figures** –
 - a) Council to **consider** and **agree** recommendations for underspend
 - b) Council to **note** monies transferred to reserves and **consider** and **agree** carry over figures to 21/22 financial year due to payments that were agreed but not fulfilled in 20/21.
 - c) Council **consider** and **agree** for virements to ensure there is no overspend

128/21 **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).

129/21 **Preparations for returning to Face-to-Face meetings** - Council to **note** as outlined.

130/21 **Level of delegation temporary increase** – Council **agrees** to **agree** the temporary delegations with immediate effect as recommended by FGP committee

131/21 **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 with interim recommendations and September to assess whether its work is complete.

132/21 **Crime Prevention:** Council is **invited** to **consider** and **agree** the proposals as outlined in the document circulated by the Crime Prevention Task and Finish Group.

133/21 **Communications Strategy and Action Plan:** Council to **discuss** and **consider** revised Communications Strategy and Action Plan.

134/21 **Powers and Duties of Local Councils policy:** Council to **consider** this list of Powers of a Parish Council as a policy.

135/21 **S106** – Council to **consider** Section 106 funding report following the 6th of April March Planning Committee meeting and the Environment and Open Spaces Committee 7th April and **agree** actions as appropriate.

136/21 **Training and Development Policy v2.2:** Council **approves** and **adopts** the revised policy.

137/21 **Conningbrook Park Task and Finish Group Terms of Reference:** Council to **approve** and to **adopt** the policy with revision of date of review (item6) from January 21 to June 21

138/21 **Council Monthly Reports:** To **consider/note** information received relevant to the Council and **agree** any action necessary.

- 1) Correspondence received.
- 2) Ward Councillor Reports

139/21 **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.



- 140/21** To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.
- 141/21** **Allotments Professional Fees** – to discuss and agree re quotation for professional fees in the transfer of allotments
- 142/21** **Items for inclusion on the next agenda.** *Items currently include Vexatious Policy, Bybrook-Bockhanger Community Facility Public Consultation, Defibrillators Update. Litter Bins Update, School Parking Update, Grasmere Road Town Green. Beecholme Drive Town Green, Public Phone Box Purchase*
- 143/21** **Date of next meeting.**
- 144/21** **Close of Meeting.**

Signed

Deborah Prior

Clerk

To join the meeting via Zoom please contact the Clerk before 5pm on **Monday 3rd May.**

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