

**MINUTES OF THE FIRST ANNUAL MEETING OF
KENNINGTON COMMUNITY COUNCIL
HELD ON 9TH MAY 2019
IN SPORTS PAVILION KENNINGTON AND
ST MARY'S COMMUNITY CENTRE, RYLANDS ROAD**

Those Present

Councillors: Mr P Goodwin, Mr C Ellis, Mr A Cooper, Mr Chris Morley, Mr B Varney and Mr P Bartlett. Also, present were Ashford Borough Council (ABC) Cllrs: Mr Nathan Illfe, Mr D Jones, Mr S Howard-Smith, Mr Diccon Jeremy Spain. Mr Clive Powell –Kent Association of Local Councils (KALC) Advisor, 2 members of the public and the Locum Clerk – L Hedley.

01/19 Acceptance of Office

To note the completion of the declaration of acceptance of office forms by the Community Councillors.

These were **duly signed** and witnessed by the Locum Clerk

02/19 Election of Chair for 2019/2020

Cllr Cooper took the chair and asked for nominations.

a) Cllr Bartlett nominated Cllr Morley, this being the only nomination Cllr Morley was **elected** as **Chairman** for the coming year.

b) To sign the declaration of acceptance of office

The declarations of acceptance to office as Chairman was **duly signed**

Cllr Morley took the Chair

03/19 Kent Code of Conduct for Members

In accordance with the requirements of the Localism Act 2011, the Council adopts the Kent Code of Conduct for Members and having been previously circulated and proposed the Code was **duly adopted**.

04/19 Apologies for Absence

To record apologies for absence

There were **none** declared.

05/19 Appointment of Vice-Chair for 2019/2020

a) To consider whether to elect a Vice Chairperson.

After a brief debate it was **agreed** a vice chairman would be useful.

b) If 'a; above is agreed, to ask for nominations and elect a Vice Chairperson

The chairman asked for nominations. Cllr Bartlett nominated Cllr Varney, this being the only nomination Cllr Varney was **duly elected** as vice-chairman

At this point of the meeting a group who had previously booked the room arrived. The meeting was adjourned. It was noted there appeared to be some confusion over double booking and it was agreed that the Kennington CC would find an alternative. Members of the council and the public moved to St Mary's Community Centre where the meeting re commenced in the Kitchen from 7.35 to 8.00pm

06/19 Policies and Procedures

- a) The note following policies and procedures that have been reviewed on an informal basis by the shadow council.
- I. Standing Orders
 - II. Finance Regulations
 - III. Risk Assessment
 - IV. Complaints and Grievance
 - V. General Data Protection Order (GDPR)
 - VI. Training & Development
 - VII. Freedom of Information (FOI)
 - VIII. Publication Scheme

All the above listed Policies and procedures had been previously circulated.

- b) To **consider** and **agree** adoption of all, noting they can be reviewed.

A debate took place with various issues highlighted; after which it was agreed:

- The documents, as listed, would be **adopted**
- Cllr's Varney and Cooper would review Standing Orders and the Finance Regulations, and they will be circulated for adoption at the next meeting.
- Other policies and procedures will be reviewed no later than October 2019.
- The quorum for the full CC Meetings will be 3, this will be a temporary measure until further people are co-opted as Members of the CC
- It was further agreed no avoidable decisions were to be made if only three Councillors were in attendance.

07/19 Consideration of Planning Applications

- a) To note and agree that Kennington Community Council as a Statutory Consultee would like to be informed of all planning applications made within the Kennington Community Council Boundary.
This statement was **noted and agreed**.
- b) To agree the recommendation that Kennington CC advise ABC that this Council of the above decision.
This recommendation was **agreed**, it was further **agreed** that the Kent County Council Planning Department should also be informed.
- c) To further agree that all notifications should be sent to the Locum Clerk.
This was **agreed**.

The meeting was adjourned again so that members of the CC and public could re-convene in the hall once tables and chairs had been set up.

08/19 Financial Arrangements

- a) Banking arrangements
- I. To agree to continue using the Metro Bank for the Kennington CC
Given the news that Metro Bank shares had fallen dramatically there was some concern that a 'Northern Rock' event would take place and the money held by Metro would not be safe.
A lengthy debate took place, where the following was **agreed**:
 - The money should be safe under the FSC regulations.

➤ Changing banks would be a long a difficult process
Therefore, it was **agreed** to stay with Metro for the time being. It was **further agreed** that:

- the name should be changed from Kennington Shadow Council to Kennington Community Council
- Mr T Bartlett who was part of the shadow council will be contacted, as he will be required to sign the bank mandate forms for the change of name and to be removed from mandate.

II. To note that this may be reviewed later if required.
This was **noted**

b) Appointment of Signatories

To note and confirm the signatories for the coming year
The persons who will be on the mandate for authorising payment will be Cllrs Morley, Varney and Ellis, the Locum Clerk until a permanent Clerk is employed.

c) To note the budget submitted by the shadow council

The Budget as produced by the shadow council and precept amount submitted to the BC was previously circulated.
It was **adopted** by the CC., but it was **agreed** that it should be reviewed once a Finance Committee is set up.

ABC will need to be made aware of the bank account name and numbers for transferring the precept.

d) To consider approval for the following Organisations and agree payment

- I. Kent Association of Local Councils (for the Council)
 - II. Society of Local Council Clerks (for the Clerk)
- Both were **agreed**

c) To note invoices and agree payment.

Items requiring payment were noted as

Came & Company	Insurance	£470.00
KALC	Annual Subscription	£1,560.00 (vat £260)

On being asked about VAT implications, the Locum clerk explained that local councils do not need to register with HMRC to claim their VAT back. There is a system in place that providing the payment is addressed to the council and is for non-business purposes VAT can be claimed on the expenditure. This can be done on a monthly, quarterly or annual basis depending on the amount to be claimed. A VAT 126 form is downloadable from HMRC website.

09/19 Committee arrangements

a) To consider the setting up of committees and agree actions

A general debate took place and it was felt that:

- A committee should be set up for Finance & General Purposes and staffing.
- But due to the lack of councillors it was felt that a planning committee would be unhelpful at this time. – All **agreed**

- b) If 'a' above is agreed to further agree the number of Councillors and level of authority for the committee.

After a brief debate the following was **agreed**;

- 1) Staffing Committee – would be two, these were Cllr's Morley and Goodwin
- 2) Finance and General Purposes – this would require three, and a set of Terms of Reference. Cllr's Varney and Cooper members.
- 3) Planning – no action currently

10/19 Appointment of a Clerk to the Community Council

- a) To consider interim arrangements until a permanent appointment is made and agree any action required.

This was not debated.

- b) To consider arrangements for the appointment of a Clerk to the Council.

The Locum clerk explained that she had not produced a report given the lack of time between the cut-off date for applicants and the date of meeting. However, of the 21 people who had stated an interest, on being sent the application pack only 8 had subsequently sent in an application.

It was **agreed** that a first 'filter' of applicants would be done, this will take place at Sellindge PC office due to lack of venue in Kennington. Both Committee members would send dates they are available to the Locum Clerk.

11/19 Meetings of the Council

To fix the dates, and times of meetings of the Council for 2019/2020.

1. The meeting date in June to be agreed – this will be on 12th June, venue to be confirmed.
2. The format of other meetings to be agreed – these will continue the second Wednesday of the month
3. To confirm the date of the Annual Assembly – this will be on 29th May.

12/19 To note the following ward vacancies

There are 10 ward vacancies to fill.

A discussion took place on how best to fill these vacancies, it was noted that they must be filled within 35 days from the day of the election.

- The number of vacancies were **noted** for each Ward as follows:
 - Kennington Ward 3 Vacancies
 - Bybrook Ward 2 vacancies
 - Grosvenor Ward 2 Vacancies
 - Little Burton ward – 3 vacancies
- There needs to be some way in which people standing are split over the different parish wards, a problem could occur if more people stand for one ward and are then not able to be co-opted.
- Information will be placed on the website and the Kennington CC Facebook page.

13/19 To consider and agree a timetable for filling the noted vacancies.

(Section 21 of the Representation of the People Act 1985 gives the Community Council the power of co-option to fill vacancies remaining unfilled following an ordinary election.)

After the above discussion, the advisor of KALC stated he would be happy to send a copy of the Best Practice document for co-opting to vacancies, which the Finance and General Purposes Committee would review and present for approval at the next meeting

14/19 Open Session for members of the Public to raise questions on items on the agenda

No members of the public wished to raise any concerns, however subsequently, a member of the public came forward stating they were interested in becoming a councillor.

15/19 Meet your Ward Members

Each Borough council Ward member introduced themselves.

Nathan Illfe – Kennington

Dillion Jones – Grosvenor Hall

Simon Howard-smith – Goat Lees

Diccon Jeremy Spain – Bockhanger

Howard Turner – Bybrook, he had sent apologies

It is hoped that the BC ward members will work together with the County Councillors to ensure that Kennington and its very different aspects will benefit in the long term.

16/19 Matters of General Interest

It was noted that an email had been circulated prior to the meeting, but after the agenda had been published regarding the opening of the Library. Cllr's had responded to the email and their comments will be placed on a subsequent agenda to be formally noted and adopted.

Items for the next meeting

The Open session for members of the public will be moved to the beginning of the meeting

Co-option to fill vacancies

Policy for Grant Applications from Kennington groups and organisations.

Adopt dates for CC meetings for the coming year

17/19 Close and date of next meeting

The next meeting of the Kennington CC will be on Wednesday 12th June starting at 7.00pm, there being no further business the meeting closed at 9.15pm

James
12/6/19
CM
12 June
2019