



An ordinary meeting of the above Council
was held at the Kennington WI Hall,
on Wednesday 23rd June 2021.

145/21 To note those, present and record any apologies.

Present: Cllr Alan Dean (Chair), Cllr Kate Leavey, Cllr John Seaton, Cllr Ellie Crook, Cllr Chris Morley, Cllr Alan Cooper, Cllr Sue Huntley, Cllr Shafi Khan and Cllr Charles Ellis

Apologies: Cllr Justin Armitage, Cllr Carole White, Cllr Paul Bartlett, Cllr Nathan Iliffe, Cllr Mark Silvester, Cllr Christie Haggis and Cllr Jane Martin

Also present: Cllr Howard Turner (Bybrook) and the Clerk

146/21 To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda. None declared.

147/21 To consider and adopt the Minutes of the Annual Meeting held on 05th May 2021.

Agreed: Resolved the minutes were declared a true record and signed by the Chair.

148/21 Public Open Session For members public to ask questions regarding items on the agenda.

No one present wished to speak.

At this point the Chair and Councillors present agreed for the meeting to proceed to 156/21.

149/21 Committee Structure Recommendation – Council to consider and agree taking into account an oral update from the Chair of the Working Group discussions held on 16th June. .

Agreed: In general the 2-committee structure received positively at the Working Group , however, needs to be deferred until September Council when the findings and recommendations of the External Review have been considered alongside and incorporated as necessary. Consideration will need to be submitted for September Council agenda.

Agreed: All committees will continue with a mirror Working group, that can recommend to Council, consisting of same members, same Chairs until 30th September 2021.

Action: Clerk to diarise Committee Structure for September Council meeting.

150/21 Terms of Reference - to adopt the Terms of Reference for each of the committees, taking into account an oral update from the Chair of the Working Group discussions held on 16th June.

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

Agreed: All Terms of Reference are to remain in place and to be reviewed again together with Committee Structure Recommendation

Action: Clerk to diarise Terms of Reference along with Committee Structure for September Council meeting

151/21 Committee Membership – to elect members to Committees and Outside Bodies, taking into account an oral update from the Chair of the Working Group discussions held on 16th June.

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

Agreed: All committees will remain same membership, same Chairs until 30th September 2021.

Action: Clerk to diarise Committee Membership along with Committee Terms of Reference and Committee Structure for September Council meeting



7) Kent Association of Local Council Ashford meetings

Agreed: Agreed by all Councillors unanimously that Cllr Sue Huntley, Cllr Chris Morley will remain on the KALC Ashford meetings committee until reviewed at next annual meeting. Cllr Ellie Crook will attend if either Councillor unavailable.

152/21 Standing Orders adoption: Council approves the revised Standing Orders 2021 v1.3 to come into force on the day following this meeting, taking into account an oral update from the Chair of the Working Group discussions held on 16th June.

Agreed: It was agreed unanimously and resolved to adopt the Standing Order v1.3

Action: Clerk to update website with new Standing Orders adopted

153/21 Financial Regulations adoption: Council to adopt the revised Financial Regulations 4.2, taking into account an oral update from the Chair of the Working Group discussions held on 16th June.

Agreed: It was agreed unanimously and resolved to adopt the Financial Regulations 4.2

Action: Clerk to update website with new Financial Regulations adopted.

154/21 Complaints Procedure – Council agrees to adopt the new Complaints procedure with immediate effect, taking into account an oral update from the Chair of the Working Group discussions held on 16th June.

Agreed: It was agreed to add this to the July Council agenda once Councillors have had chance to read revisions incorporated following discussions of Working Group 16th June.

Action: Clerk to circulate revised paper for July's meeting which incorporated discussions of the Working Group of 16th June and add item to July Council agenda.

155/21 Code of Conduct – Council agrees to adopt the new code of conduct with immediate effect, taking into account an oral update from the Chair of the Working Group discussions held on 16th June.

Agreed: It was agreed unanimously to wait on consideration of the Monitoring Officer (ABC) as now advised there are no plans at present to adopt a revised code within ABC. Advised the revised national model code has a number of problems which Kent Monitoring Officers are meeting to discuss over coming weeks and months. Expected resolution not until autumn or winter at earliest.

Action: Clerk to diarise via FGP to monitor and bring to Council as appropriate.



156/21 Finance:

- 1) **Payments - Council to authorise payments as per document (circulated).**
Agreed: Unanimously agreed that papers reference payments can be if necessary circulated day before Council meeting as previously happened before current Clerk appointed.
- 2) **External Auditor Report and Certificate 2019/20 – Council to consider response from PFK Littlejohn, our appointed External Auditors for the period ending 31/03/20.**
Noted: Councillors considered and noted response from PFK Littlejohn for year ending 31/03/20.
- 3) **Internal Audit – to receive the report from the Internal Auditor (Page 3 of 6 and document circulated)**
Agreed: Internal Audit Page 3 of 6 / Control Objectives: The council resolved to accept the internal auditors completed internal control objectives. **Proposed:** Cllr Alan Dean **Seconded:** All Present: **Vote in Favour:** Unanimous
Action: The full Internal Audit report from Lionel Robbins to be considered in detail via Finance and General Purposes Committee and be table at next suitable Council meeting for noting and recommendation as necessary
- 4) **Certificate of Exemption – Council to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review.**
Noted: Considered by Councillors that this does not apply to our Community Council as Precept is higher than £25k
- 5) **Annual Governance Statement – Council to consider the questions and respond accordingly (Section 1, Page 4 of 6 of the Annual Governance Statement 2020/21)**
Agreed: Annual Governance Statement 2020/21 Cllr Alan Dean read out Section 1 of the Annual Governance Statement. Points 1-8 were agreed unanimously by the councillors present, point 9 is not relevant to this council. **Proposed:** Cllr Alan Dean **Seconded:** All present. **Vote In Favour:** Unanimous. Chair and Clerk signed Annual Governance Statement (page 4 of 6).
- 6) **Audit Accounting Statements – Council to consider and agree the accounting statement figures (Section 2, Page 5 of 6 of the Annual Governance Statement 2020/21)**
Agreed: Section 2 of the Accounting Statements Proposed: Cllr Alan Dean **Seconded:** All present. **Vote In Favour:** Unanimous. Chair and Clerk signed Audit Accounting Statement (page 5 of 6).
Agreed: Council agreed unanimously to the reasons of Variances in income and expenditure as detailed in the covering letter to PFK Littlejohn. Chair and Clerk signed cover letter.
- 7) **Electors' Rights – to note the dates of the Exercise of Public Rights as 30th June 2021 to 10th August 2021.**
Noted: Noted by all Councillors presents.

Actions: Clerk to upload relevant documentation. Notice onto website and send papers to PFK Littlejohn.
Action: Clerk to add Internal Audit by Lionel Robbins for full consideration of comments and feedback received within Full Internal Audit.

Immediately following this agenda item the meeting returned to item 149/21

157/21 **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.**

Action: Councillors to review and update the Clerk for any updates /completed actions

Action: Clerk to consider if time permits to dissect for forwarding to Working Groups (previous Committees) to action all those where possible outstanding.

158/21 **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, Maximising benefit from IT systems, Crime Prevention, Communications Strategy and Action Plan, Powers and Duties of Local Councils Policy, S106, Training and Development Policy, Allotment, Policy Review Diary, Policy Implementation planner, 20mph Speed Limit Restriction*

Action: Clerk to table items for next suitable meeting as completed and motion put forward by Councillor/s



159/21 Current position of Council meetings – Council to discuss and agree on the temporary position and procedures of meetings, taking into account an oral update from the Chair of the Working Group discussions held on 16th June.

Agreed: Cllr Dean will form a paper and circulate before next Council for discussion as per Weymouth Council on future and process of Council meetings going forward which will allow July meeting for us to meet remotely.

Action: Councillors to look at Weymouth Council website and send feedback of initial thoughts to Cllr Dean to consider whilst compiling his proposal.

Action: Councillors to consider and feedback once paper is circulated to all reference Council meeting virtually.

160/21 Date of next meeting. (14th July 2021). The next meeting will be held on 14th July 2021.

161/21 Close of Meeting. The meeting closed at 21:03.

DRAFT