

KENNINGTON COMMUNITY COUNCIL

COUNCIL MEETING AGENDA

published 02 May 2024



**There is to be an Annual Meeting of the above Council
on **Wednesday 8th May 2024** starting at **6.30pm**,
in the **St Marys Community Centre**
You are hereby summoned to attend.
The agenda is as follows:**

73/24 Chairman

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

74/24 Vice Chairman

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

75/24 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.

76/24 Notification of Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest:

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

77/24 To consider and adopt the Minutes of the Ordinary Meeting held on 10th April 2024.

78/24 Terms of Reference: Council to **adopt** the Terms of Reference for each of the committees.

- 1) Allotments Subcommittee v1.00
- 2) Environment and Places v3.00
- 3) Finance and General Polices v5.00
- 4) Personnel and Development v4.00
- 5) Planning v5.00
- 6) Project Assessment Panel v3.1 – including amendment where states Finance and General Purposes committee to be changed to Finance and General Polices committee.

79/24 Committee Membership: Council to **elect** members to Committees and Working Groups

- 1) Allotments Subcommittee (1)
- 2) Environment and Places (8)
- 3) Finance and General Policies (7)
- 4) Personnel and Development (4)
- 5) Planning (9)

80/24 Project Assessment Panel Interest: Council to **note** members volunteering for the Panel to be agreed by the Finance and General Polices, at the next meeting of this committee (4 Cllrs, 2 non-Councillors)

81/24 Membership to Outside Bodies:

- 1) Council to **elect** members Kent Association of Local Council Ashford Branch meetings.
- 2) Council to **note** members for Kennington Parochial Charity already appointed – Cllrs Nathan Iliffe and Cllr Matt Bridger

82/24 Standing Orders adoption v.4.00: Council **approves** and **adopts** the current Standing Orders.

83/24 Financial Regulations adoption v.5.00: Council **approves** and **adopts** the current Financial Regulations.



84/24 Council agrees that the following Information, Finance and Governance policies remain in force without amendment:

- 1) Access to Information held by the Council v2.00
- 2) Appointment of a Non-Councillor v4.00
- 3) Code of Conduct v1.00
- 4) Complaints Procedure v3.00
- 5) Co-opting Councillors v3.00
- 6) Dementia Friendly v1.00
- 7) Expenses v2.00
- 8) General Privacy Notice v1.00
- 9) Information available from Kennington Community Council under the model publication scheme v2.00
- 10) Financial Risk Assessment v3.00
- 11) Financial Reserves v2.00
- 12) Privacy Notice for Councillors, Non-Councillors, Employees and Other Staff, and Volunteers v1.00
- 13) Publication Scheme v2.00
- 14) Records Retention v.2.00
- 15) Safeguarding Children, Young people and Vulnerable Adults (“Safeguarding”) v1.00
- 16) Training and Development v2.00
- 17) Vexatious v3.00

85/24 Employment policies and procedures: Council **confirms** that the Council employment and recruitment policy v1.00 and procedures remain applicable.

86/24 Finance:

- 1) **Payments** - Council to **authorise** payments as per document (circulated).
- 2) **Bank signatories** - To **reconfirm** bank signatories and **agree** additional signatories to be added to account and to online.
- 3) **Assets - Review** of inventory of assets including office equipment.
- 4) **Council annual memberships, monthly payments, direct debits, and subscriptions** – Council to **receive** and **agree** the information.
- 5) **Council Expenditure - Review** of the Council’s expenditure incurred under s.137 of the Local Government Act 1972.
- 6) **Yearend figures** – Council to note 1) monies carried over to 2024/2025 and 2) monies transferred and now held in reserves in 2024/2.

87/24 Public Open Session for members of the public who may make representations, give evidence, ask and answer questions regarding items on the agenda or to suggest issues for discussion at a future meeting. (This item will last no more than 15 minutes).

88/24 Code of Conduct: Council to **discuss** update from Standards Committee and **agree** next steps/actions.

89/24 Annual Report: Council **notes** current draft and **discuss, receive** and **agree** suggestions for inclusion and amendments to be made before Annual Assembly.

90/24 Planning applications: Council to **consider** and **agree** to any comments or actions, on any applications received that need a response before the next Planning committee meeting is held.

91/24 Monthly Reports: To **consider/note** information received relevant to the Council and **agree** any action necessary.

- 1) Correspondence received.
- 2) Ward Councillor Reports
- 3) Neighbourhood Watch
- 4) PCSO
- 5) KALC Ashford.

92/24 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.

93/24 Items for inclusion on the next agenda.

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94/24 Next and subsequent meetings:

- 1) Council **agrees** to meet on Wednesday 12th June and thereafter the second Wednesday of each month unless decided otherwise until its Annual Meeting on 14th May 2025.
- 2) Council to **note** Annual Assembly Wednesday 22nd May from 6pm.

95/24 To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.

96/24 Assistant Clerk and Allotments Manager vacancy:

- 1) To consider and agree recommendations from the Personnel and Development Committee
- 2) To consider and agree the employment contract as recommended by the Personnel and Development Committee.

97/24 Close of Meeting.

Signed

Deborah Prior

Clerk

If you would like to see any of the documentation produced for this meeting, please email the clerk@kenningtoncc.gov.uk