



# Snodland Town Council

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## **TO ALL MEMBERS OF THE COUNCIL**

You are summoned to the Annual Meeting of Snodland Town Council to be held in the MG Suite, Town Hall, Waghorn Rd, Snodland, on Thursday 13 May 2021 at 7.30pm

Yours sincerely

*K Sowten*

Karen Sowten  
Chief Executive

**All meetings are open to members of the public. Information on how to observe the meeting will be published on the Council's website.**

| Information attached | Agenda item No. | Agenda Item  |
|----------------------|-----------------|--|
|                      | 1.              | a) To elect a Chairman of the Council<br>b) to receive the Chairman's declaration of acceptance of office  |
|                      | 2.              | Apologies for absence  |
|                      | 3.              | Declaration of Interests   |
|                      | 4.              | To elect a Vice Chairman of the Council  |
|                      | 5.              | To elect a Deputy Vice Chairman of the Council   |
| ✓                    | 6.              | To appoint Committee and sub-committees  |
|                      | 6.1             | To elect Chairman and Vice Chairman of Committees  |
| ✓                    | 7.              | To appoint representatives to outside bodies   |
| ✓                    | 8               | In accordance with our standing orders the Council is advised of annual subscriptions which have been included in the budget and agreed by the Council   |
|                      | 9.              | Councillors are advised that all Council Deeds and financial documents are available for inspection at the Council Offices upon request. Insurance renewal takes place in November and is reviewed by the Policy and Resources Committee prior to renewal and ratified by Full Council.  |
|                      | 10.             | To review and adopt Council Policy   |
| ✓                    | 10.1            | Standing Orders  |
| ✓                    | 10.2            | Terms of Reference   |
| ✓                    | 10.3            | Financial Regulations  |
| ✓                    | 10.4            | Internal Control Procedures  |
| ✓                    | 10.5            | Cash Handling Policy & Procedures  |
| ✓                    | 10.6            | Risk Register  |
| ✓                    | 11.             | To review the Councils Asset Register  |
| ✓                    | 12.             | To confirm the Council meets the conditions of eligibility to exercise the General Power of Competence in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Article 2; that at least 2/3 of Councillors have been elected at the ordinary elections; and the Clerk (Chief Officer) holds a relevant qualification (Certificate in Local Council Administration) |
| ✓                    | 13.             | To consider any proposals put forward relating to a Community Asset  |

|   |     |   |
|---|-----|---|
|   |     | Register  |
| ✓ | 14. | Council Meeting Dates From May 2021 to April 2022   |
|   |     | <b>Questions from the Public</b><br>Pursuant to Standing Order 3 e & g Members of the public may make representation, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A member of the public shall not speak for more than 3 minutes. |
|   | 15. | Questions from the public ( <i>Members of the public are advised that they may speak for up to three minutes each</i> )   |