

# South Willlesborough and Newtown Community Council

## Annual Community Council Meeting

I hereby give you notice that the Annual Community Council meeting of the full Council will be held on Monday 11<sup>th</sup> May 2026 at 7.00 pm at the Salvation Army Hall, Cudworth Road Ashford

All members of the Council are summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.  
(Note to Council members – Standing Order 3v The Chair may guillotine the meeting after 2.5 hours but with discretion to extend it if the business dictates)

**This meeting is open to the public**  
**Reports will be available at the meeting but can be requested in advance by**  
[clerk@southwillesboroughnewtown-ccgov.uk](mailto:clerk@southwillesboroughnewtown-ccgov.uk)

*Sarah Evans*

Community Council Manager  
6<sup>th</sup> May 2026

### **92/26 Election of Chair and Vice Chair (Current Chair to Preside for this item)**

### **93/26 Record and List apologies for absence**

### **94/26 Declarations of pecuniary, other significant or voluntary interest.**

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 by the Clerk)

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

A Member 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.

- i. Updating of Declarations of Interest for the Code of Conduct
- ii. To note the granting of any requests for dispensations and the decision

### **95 /26 To Agree Minutes of the Council Meeting April 2026 and sign (attached).**

### **96/26 To sign and accept the Council Code of Conduct**

### **97/26 To agree the Financial Regulations no amendments proposed**

### **98/26 To agree the Standing Orders no amendments proposed**

### **99/26 To agree Election of Members to Committees**

Finance and General Purposes Committee

Planning and Highways Committee

Allotments Committee

Staffing Committee

Appeals Committee – as agreed in Delegation scheme

Communications Working Committee

Planting and Bio Diversity Working Group and non-elected Membership

Newtown Enhancements Working Group

Community Hub Working Group

Events Working Group

### **100/26 To a review an amendment to the delegation scheme for 2026 2027 no amendments proposed**

**101/26 En bloc agreement to delegations of Responsibilities for the year May 2026 to May 2027**

**Kent Association of Local Councils up to 2 Members  
Observer to Board of Directors for Newtown Railway Works Development  
Crime Prevention Champion and Designated Safeguarding Leads  
Rising Costs Champion  
Environment Champion  
Editor and or Editor Support for SWAN News Newsletter**

**102/26 Review and adoption of key Council Policies**

- a) **Public Participation Policy**
- b) **Health and Safety Policy and sign statements**
- c) **Internet Banking Policy including the use the Council Debit Card**
- d) **Freedom of Information and Environment Information Requests Policy**
- e) **Allotments Policy**
- f) **Equality Policy**

**103/26 Data Security and IT Policies**

- a) **To agree Use Your Own Device Policy**
- b) **To agree Council Provided Communications Devices Policy**
- c) **To agree GDPR , Privacy Policy**
- d) **To agree Social Media and IT Policy**

**104/26 To review the SWANCC Council Finance Risk Assessment and approve**

**105/26 To review practical works risk assessments and approve**

- a) **Food Preparation Risk Assessment**
- b) **Planting Risk Assessment**
- c) **Watering Risk Assessment**
- d) **Hedge Cutting Risk Assessment**

**106/26 To agree the Asset register for 2025 2026**

**107/26 To agree Council Insurance renewal and approve payment**

**108/26 To Review the Bank Mandate and Signatories verbal report**

**109/26 To agree the 2025 2026 Year End Bank Reconciliation, Reserves position Budget Monitor.**

**110/26 To agree the payments listing endorse payments agreed by email**

**111/26 To agree quotations for outdoor furniture and water maintenance upgrades and for Gas House Fields and application for associated S106 funding request**

**112/26 To review a statement to the Planning Committee relating to review of planning applications PA 2026 0229 and Pa 0171 2026 relating to Newtown Works**

**113/26 To Review Nominations for the SWANCC Youth Awards and Agree**

**113/26 Urgent Correspondence**

**114/26 Forum of Exchange**

**115/26 To Note the date of the Next Meeting 15<sup>th</sup> June 2026 and Agree items for the Agenda.**

