

AGENDA

ANNUAL COUNCIL MEETING

Date: Wednesday, 26 May 2021

Time: 7.00 pm

Venue: West Faversham Community Centre, Bysing Wood Road, Faversham, Kent ME13 7RH

Quorum = 16

Pages

1. Emergency Evacuation Procedure

The Mayor will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Mayor will inform the meeting that:

There is no scheduled test of the fire alarm during this event. If the alarm does sound, please leave the building quickly without collecting any of your possessions, using the doors signed as fire escapes, and assemble in the car park at the front of the building. Await instructions from the Fire Marshal before entering the building.

Should anyone require assistance in evacuating the building, please make the volunteer staff in the front office aware of any special needs so that suitable arrangements may be made in the event of an emergency.

2. Apologies for Absence

Apologies for absence will be announced.

3. Minutes

To approve the [Minutes](#) of the Meeting held on 15 July 2020 (Minute Nos. 1 - 16) and the [Minutes](#) of the Full Council Meeting held on 31 March 2021 (Minute Nos. 590 – 607) as a correct records.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary Interests (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the member might be predetermined or biased the Member should declare their predetermination or bias and then leave the meeting while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

5. Appointment of Mayor

To confirm the re-appointment of Councillor Paul Stephen as Mayor for the civic year 2021/22.

6. Declaration of Acceptance by Incoming Mayor

7. Forthcoming Mayoral Year

The Mayor will outline the forthcoming Mayoral Year.

8. Appointment of Deputy Mayor

To confirm the appointment of Councillor Simon Clark as Deputy Mayor for the civic year 2021/22.

9. Declaration of Acceptance by Incoming Deputy Mayor

10. Vote of thanks to retiring Deputy Mayor

A vote of thanks will be given to the retiring Deputy Mayor, Councillor Benjamin Martin.

The retiring Deputy Mayor is invited to say a few words about their term as Deputy Mayor.

11. Amendments to Constitution: Cabinet Advisory Committees 5 - 8
12. Establishment of Committees and their Terms of Reference - Report to-follow
To agree the Council's Committees and their terms of reference.
13. Allocation of Committee Seats and Committee Appointments for 2021/22 - Report to-follow
14. Borough Council Nominations to Outside Bodies and Trusts administered by Swale Borough Council and Statutory Bodies - Report to-follow
To confirm Borough Council nominations to outside bodies and trusts administered by Swale Borough Council and statutory bodies.
15. Confirmation of Timetable of Meetings 9 - 10
To note the timetable of meetings in the municipal year 2021/22 which was agreed at Full Council held on 24 February 2021.

Issued on Tuesday, 18 May 2021

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of Council, please visit www.swale.gov.uk

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