

AGENDA

ANNUAL COUNCIL MEETING

Date: Wednesday, 18 May 2022

Time: 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent ME10 3HT*

Quorum = 16

Information for the Public

*Members of the press and public can listen to this meeting live. Details of how to join the meeting will be added to the website on 17 May 2022.

Privacy Statement

Swale Borough Council (SBC) is committed to protecting the privacy and security of your personal information. As data controller we ensure that processing is carried out in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. In calling to join the meeting you will be asked to provide a username which will be visible to those in attendance at the meeting and will not be shared further. No other identifying information will be made available through your joining to the meeting. In joining the meeting you are providing the Council with your consent to process your username for the duration of the meeting.

Your username number will not be retained after the meeting is finished. Please note that you may use a pseudonym as your username, however please be aware that the use of any inappropriate name may lead to removal from the meeting. If you have any concerns or questions about how we look after your personal information or your rights as an individual under the Regulations, please contact the Data Protection Officer by email at dataprotectionofficer@swale.gov.uk or by calling 01795 417114.

RECORDING NOTICE

Please note: this meeting may be recorded.

At the start of the meeting the Mayor will confirm if all or part of the meeting is being audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained in accordance with the Council's data retention policy.

Therefore by entering the Chamber and speaking at Council you are consenting to being recorded and to the possible use of those sound records for training purposes.

If you have any queries regarding this please contact Democratic Services.

Pages

1. Emergency Evacuation Procedure

The Chairman 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 Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Apologies for Absence

3. Minutes

To approve the [Minutes](#) of the Annual Council Meeting held on 26 May 2021 (Minute Nos. 1 - 14), the [Minutes](#) of the Full Council meeting held on 30th March 2022 and the [Minutes](#) of the Extraordinary Council meeting held on 27th April 2022 as 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 Interest (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 appointment of Councillor Simon Clark as Mayor for the civic year 2022/23.

6. Forthcoming Mayoral Year

The Mayor will outline the forthcoming Mayoral Year.

7. Vote of Thanks to retiring Mayor

A vote of thanks will be given to the retiring Mayor, Councillor Paul Stephen.

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

8. Appointment of Deputy Mayor

To confirm the appointment of Councillor Sarah Stephen as Deputy Mayor for the civic year 2022/23.

9. Establishment of Committees and their Terms of Reference - Report to follow

To agree the Council's Committees and their terms of reference.

10. Allocation of Committee Seats and Committee Appointments for 2022/23 - Report to follow

11. Borough Council Nominations to Outside Bodies and Trusts administered

by Swale Borough Council and Statutory Bodes - report to follow

To confirm Borough Council's nominations to outside bodes and trusts administered by Swale Borough Council and statutory bodies.

12. Timetable of Meetings

To agree the timetable of meetings in the municipal year 2022/23.

Issued on Tuesday, 10 May 2022

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

**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**