

# Agenda

## Annual Council Meeting

Date: Wednesday, 15 May 2024

Time 7.00 pm

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

Quorum = 16

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### Pages

#### Information about this meeting

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 by 14 May 2024.

#### Recording and Privacy Notice

Swale Borough Council is committed to protecting the security of your personal information. As data controller we process data in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation.

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#### 1. Emergency Evacuation Procedure

Visitors and members of the public who are unfamiliar with the building and procedures are advised that:

- (a) The fire alarm is a continuous loud ringing. In the event that a fire drill is planned during the meeting, the Chair will advise of this.
- (b) Exit routes from the chamber are located on each side of the room, one directly to a fire escape, the other to the stairs opposite the lifts.
- (c) In the event of the alarm sounding, leave the building via the nearest safe exit and gather at the assembly point on the far side of the car park. Do not leave the assembly point or re-enter the

building until advised to do so. Do not use the lifts.

- (d) Anyone unable to use the stairs should make themselves known during this agenda item.

2. Apologies for Absence

3. Minutes

To approve the [Minutes](#) of the meeting held on 17 May 2023 (Minute Nos. 1 – 16) and the [Minutes](#) of the meeting held on 3 April 2024 (Minute Nos. 795 – 809) 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, their families or friends.

The Chair will ask Members if they have any disclosable pecuniary interests (DPIs) or disclosable non-pecuniary interests (DNPIs) to declare in respect of items on the agenda. Members with a DPI in an item must leave the room for that item and may not participate in the debate or vote.

Aside from disclosable interests, where a fair-minded and informed observer would think there was a real possibility that a Member might be biased or predetermined on an item, the Member should declare this and leave the room while that item is considered.

Members who are in any doubt about interests, bias or predetermination should contact the monitoring officer for advice prior to the meeting.

5. Appointment of Mayor

To confirm the appointment of Councillor Ben J Martin as Mayor for the civic year 2024/25.

6. Forthcoming Mayoral Year

The new Mayor will outline their forthcoming Mayoral Year.

7. Vote of Thanks to Retiring Mayor

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

The retiring Mayor is invited to say a few words about their Mayoral Year.

8. Appointment of Deputy Mayor

To confirm the appointment of Councillor Karen Watson as Deputy

- Mayor for the civic year 2024/25.
9. Establishment of Committees and their Terms of Reference 5 - 24  
To agree to the Council's Committees and their terms of reference.
10. Allocation of Committee Seats and Committee Appointments 2024/25 25 - 36
11. Borough Council Nominations to Outside Bodies and Trusts Administered by Swale Borough Council and Statutory Bodies 37 - 40  
To confirm Borough Council's nominations to outside bodies and trusts administered by Swale Borough Council and statutory bodies.
12. Timetable of Meetings 41 - 46  
To agree the timetable of meetings for the municipal year 2024/24.
13. Exclusion of the Press and Public  
To decide whether to pass the resolution set out below in respect of the following item:  
  
That under Section 100A(4) of the Local Government Act 1972, as amended, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act.  
  
1. Information relating to any individual.
14. Waiver of Six-Month Councillor Attendance rule 47 - 50

### **Issued on Tuesday, 7 May 2024**

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 [democraticservices@swale.gov.uk](mailto:democraticservices@swale.gov.uk). To find out more about the work of Council, please visit [www.swale.gov.uk](http://www.swale.gov.uk)

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