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**SWANSCOMBE AND GREENHITHE
TOWN COUNCIL**

**NOTICE is HEREBY GIVEN that the ANNUAL GENERAL MEETING of
the**

**SWANSCOMBE AND GREENHITHE TOWN COUNCIL will be held at
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA
on**

THURSDAY 19 MAY 2016 at 7.00pm

TO TRANSACT THE UNDERMENTIONED BUSINESS.

DATED: 11 MAY 2016

Graham Blew

**Graham Blew
TOWN CLERK**

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.

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ANNUAL GENERAL MEETING
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AGENDA

1. To elect a Town Mayor for the ensuing year.
2. To receive the Town Mayor's Declaration of Acceptance of Office. *At this point the Town Mayor will receive a copy of both the Civic Protocol and the Code of Conduct.*
3. To elect a Deputy Town Mayor for the ensuing year.
4. To receive the Deputy Town Mayor's Declaration of Acceptance of Office. *At this point the Deputy Town Mayor will receive a copy of both the Civic Protocol and the Code of Conduct.*
5. Vote of thanks by incoming Town Mayor to the outgoing Town Mayor in respect of services rendered during the past year and presentation of Past Mayor's Badge.
6. Response by Councillor P M Harman.
7. To receive apologies for absence.
8. To receive any declarations of interest in Items on the Agenda.

At the Town Mayor's discretion the meeting will be adjourned at this point to accept questions from the public.

9. TO APPOINT COMMITTEES AND SUB-COMMITTEES (p).

- a) Allotments & Cemeteries Sub-Committee.
- b) Anti-Social Behaviour & Crime Sub-Committee.
- c) Executive & Emergency Committee.
- d) Finance & General Purposes Committee.
- e) Heritage Park / Skull Site Sub-Committee.
- f) Leases & Legal Sub-Committee.
- g) Personnel Committee.
- h) Planning, Major Developments, Transport & Environment Committee.
- i) Regeneration & Quality Sub-Committee.
- j) Recreation, Leisure & Amenities Committee.

* Agreement of the Committees indicates that Members have taken into account S/O 23 (e);

* Agreement of the Sub-Committees indicates that Members have taken into account S/O 24 (b).



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10. TO CONSIDER AND AGREE THE TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES (p).
11. TO FIX THE DATES AND TIMES OF MEETINGS OF (p):
 - a) The Council.
 - b) Standing Committees.
12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES (p).
 - a) Town Mayor or agreed substitute to serve upon the Bluewater Forum
 - b) One Representative on the Dartford Association of Town and Parish Councils, to be the Town Mayor (plus the Town Clerk).
 - c) One Representative to serve upon the Committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
 - d) One representative to serve upon the Elderly Forum (Dartford Borough Council).
 - e) One representative to serve upon the Eastern Quarry Community Liaison Group.
 - f) Two Representatives to serve upon the Greenhithe Community Association.
 - g) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
 - h) Two Representatives to serve upon the County Area Committee of the Kent Association of Local Councils (KALC).
 - i) Two Representatives to serve upon the Dartford Area Committee of the Kent Association of Local Councils (KALC).
 - j) One Representative to serve upon the SureStart – Knockhall Children's Community Centre Committee.
 - k) One Representative to serve upon the SureStart – Swanscombe U1R Children's Community Centre Committee.
 - l) Three representatives to serve upon the Pavilion Community Sports and Social Club Committee (observers only, not part of decision making).
 - m) One Representative to serve upon the (Dartford) Youth Advisory Group (YAG).
 - n) One Representative to serve upon Paramount Community Liaison Group
13. BANK SIGNATORIES (p).
 - a) To appoint six members as signatories to authorise the payment of cheques.
 - b) To appoint two signatories to authorise the payment of cheques on the Town Mayor's Charity Account.
14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 28 APRIL 2016 (p).



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15. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS (p).

Standing Orders and Financial Regulations were recently amended at the 28 April 2016 meeting. At this meeting it was also agreed that the Town Council would change the way it recorded members apologies for absence. To eliminate any possible confusion or mis-interpretation it was proposed that Standing Order 1 h) should be revoked therefore, in accordance with Standing Order 41 b) this amendment stood adjourned without discussion.

As a matter of good practice Standing Orders and the Financial Regulations should be regularly reviewed (last undertaken on 28 April 2016). Members are asked to consider the current Standing Orders and Financial Regulations, and amend / adopt accordingly. All members have previously received a hard copy of both documents with their also being copies available for inspection in the Council Chamber throughout the year.

It has previously been agreed (24 April 2013 meeting, Minute 547/12-13), not to reproduce the documents, for agreement at the AGM.

* NB.

Members should ensure that they keep an up to date copy of each of these documents throughout their term as these are the "rules" under which the council operates.

Recommended:

- 1 To revoke Standing Order 1 h) as indicated.
- 2 To review and amend / adopt the Standing Orders and Financial Regulations.

16. ANNUAL RISK MANAGEMENT POLICY REVIEW (p).

As part of the external audit the Town Council is required to evidence the minute of when the Risk Management Policy is reviewed. Members are asked to review and approve the Risk Management Policy.

Recommended: To review and approve the Risk Management Policy.



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17. REVIEW OF COUNCIL POLICIES AND PROCEDURES (p).

The council reviews its policies and procedures at each Annual General Meeting with any changes in legislation, amendments etc. being put forward during the year in the usual manner. In accordance with minute 472, 23 February 2011, attached is an index of all the current policies and procedures, new members will be supplied with hard copies.

Recommended: To review and amend / endorse the policies and procedures as listed.

18. REVIEW OF INTERNAL AUDIT (p).

The Town Council undertakes an annual review of the effectiveness of their system of internal audit and includes the results in the annual governance statement which is Part 2 of the annual return.

Regulation 6 requires that a council "*shall have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems.*"

The Responsible Financial Officer constantly reviews the extent and scope of the internal audit and as a minimum the following areas are assessed;

- The scope of internal audit
- Independence
- Competence
- Relationships
- Audit planning and reporting

Recommended: To ensure the regulatory requirements of internal audit are being met and to endorse the council's internal controls and scope of internal audit.

19. RE - APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2016 – 2017.

Members are asked to agree to the re-appointment of Mr Kevin Funnell F.M.A.A.T as Independent Internal Auditor for the year 2016 – 2017.

Recommended: To agree to the re-appointment of Mr Kevin Funnell F.M.A.A.T as the Internal Auditor for the year 2016 – 2017.



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20. INTERNAL AUDIT REPORT 2015 – 2016 (p).

The internal auditor completed the internal audit of the Town Council's records for 2015 – 2016 on 27 April 2016 and the report from this is attached.

Recommended: To note.

21. ANNUAL RETURN FOR YEAR END 31 MARCH 2016 – GOVERNANCE STATEMENT (p).

Please find attached Section 1 of the annual return, requested by the External Auditor (PKF Littlejohn LLP), for the year end 31 March 2016 for approval.

Recommended: That Section 1 of the annual return for the year end 31 March 2016 be approved.

22. ANNUAL RETURN FOR YEAR END 31 MARCH 2016 - ACCOUNTING STATEMENT (p).

Please find attached Section 2 of the annual return, requested by the External Auditor (PKF Littlejohn LLP), for the year end 31 March 2016 for approval.

Recommended: That Section 2 of the annual return for the year end 31 March 2016 be approved.

23. BALANCE SHEET FOR YEAR END 31 MARCH 2016 (p).

Please find attached the balance sheet for the year end 31 March 2016 for approval (as indicated this has been signed off by the Independent internal Auditor, 27 April 2016).

Recommended: That the balance sheet for the year end 31 March 2016 be approved.



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24. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2016 – 2017.

Further to minute 444/14-15 Members are asked to consider and agree the three Town Councillors (ensuring this results in one Member from each of the four Wards) to make up the Panel along with the Town Mayor and Deputy Town Mayor.

The 2015 - 2016 panel consisted of:-

- 1) Councillor P M Harman (Town Mayor – Greenhithe Ward)
- 2) Councillor B E Read (Deputy Town Mayor) – Swanscombe Ward
- 3) Councillor Ms L M Cross – Galley Hill Ward
- 4) Councillor Mrs A E D Barham – Knockhall Ward
- 5) Councillor Mrs S P Butterfill – Greenhithe Ward

Recommended: To agree the membership of the Recognition Award Scheme panel for 2016 – 2017.

25. EXCLUSION OF THE PRESS AND PUBLIC.

TO RESOLVE: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that, because of the confidential nature of the business to be transacted, the press and public leave the meeting during consideration of the following item.

26. EAGLES ROAD (GREENHITHE) PLAY AREA (p).

Please see the confidential report.

Recommended: To discuss and advise accordingly.

27. SEALING OF DOCUMENTS.

There are none.

28. QUESTIONS.

Please note that questions do not form part of the Meeting. They are merely the opportunity for Members to exchange information.



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INFORMATION IN THE OFFICE

- Fields in Trust (FiT) – Agenda for AGM on 7 June 2016 and Friends Update – spring/summer 2016.

Members and their spouses / partners are cordially invited to join the Mayor Elect for refreshments after the Meeting.

Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithe.tc.kentparishes.gov.uk/>

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