

MINUTES of the MEETING of the LEASES & LEGAL SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 10 OCTOBER 2012 at 11.00AM

**PRESENT:** Councillor B E Read – Chairman  
Councillor J A Hayes  
Councillor R J Lees  
Councillor P J Scanlan

**ALSO PRESENT:** Sara Stapleton – Responsible Financial Officer (RFO)  
Mr R Swain – Managing Director (GCLL)  
Mr W Pedrick (GCLL)

**ABSENT:** None.

**227/12-13. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' L J Bobby (other commitments) and Mrs I A Read (other commitments).

**228/12-13. SUBSTITUTES.**

There were none.

**229/12-13. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor J A Hayes declared a voluntary personal interest as he was a member of the Swanscombe Centre.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**230/12-13. ITEMS AS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**231/12-13. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 7 SEPTEMBER 2012.**

The Minutes of the Meeting held on 7 September 2012 were approved and signed.

**232/12-13. EXCLUSION OF PRESS AND PUBLIC**

MOVED BY Councillor B E Read and seconded by Councillor J A Hayes;

RESOLVED:

*B E R*

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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.

No members of the press or public were present during discussion of the following items of business.

233/12-13. **GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – MANAGEMENT AGREEMENT (MA).**

Further to minutes 450-11/12 and 181-12/13, representatives from GCLL attended the meeting to discuss their proposals and financial plan for the Swanscombe Centre in connection with the new Management Agreement (MA). Mr Swain confirmed the proposed alterations and capital investment of approximately £529,000 that GCLL wished to make to the Swanscombe Centre and tabled to members the proposed annual management fee for either a 15 year or a 10 year contract based on the proposals. Members were also shown an interactive "walk through" DVD which illustrated how the Centre would look. GCLL confirmed that if the Town Council agreed to the proposals, they would like to start the refurbishment works as early as possible, which was hoped, would be in December 2012.

**Recommended:** That based on the proposals and financial information submitted, the Leases and Legal Sub-Committee wished to recommend to the Town Council that it enter into a 15 year management agreement with GCLL.

There being no further business, the Meeting closed at 11.40 pm

Signed:

*B. E. Read*  
Chairman

Date:

*30/1/13*

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 3 OCTOBER 2012 AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor L J Bobby  
Councillor Mrs S P Butterfill  
Councillor P M Harman  
Councillor P C Harris  
Councillor J A Hayes  
Councillor V Openshaw  
Councillor P J Scanlan

**ALSO PRESENT:** Sara Stapleton, Responsible Financial Officer

**ABSENT:** Councillor M D G Jackson

**218/12-13. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' B R Parry (holiday), D A West (unwell) and P A Read (other commitments).

**219/12-13. SUBSTITUTES.**

There were none.

**220/12-13. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

***The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.***

A member of the public was present at the meeting to make comment on planning application DA/12/01045/COU.

**221/12-13. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**222/12-13. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2012.**

**Recommended:** The Minutes of the meeting held on 12 September 2012 were confirmed and signed.

*BER*



**TOWN PLANNING:**

223/12-13. **APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

*Members were advised that the following planning applications had been received from Dartford Borough Council:*

DA/12/01045/COU                      Change of use to Tattoo studio (Sui Generis)  
(retrospective application).

1A Stanley Road, Swanscombe.

OBSERVATIONS:                      Members objected to the application on various health  
and safety grounds related to the use of the premises.  
Those being:

1. It had been noticed that the windows on the premises opened out onto the pavement and created a hazard to pedestrians.
2. There were no parking facilities at the premises, with double yellow lines on the roadway directly in front of the shop. Vehicles, mainly motorcycles, were therefore using the footpath to park, again creating a hazard to pedestrians and the disabled.
3. Tables and chairs had also been placed on the footpath for customer use, thus further creating hazards for pedestrians.

DA/12/01050/FUL                      Erection of a tree house (retrospective application with  
proposed alterations to elevations)

136 Knockhall Road, Greenhithe

OBSERVATIONS:                      Members had no objection to the application, provided  
that there were no objections from neighbouring  
consultees. Members also requested reassurance that  
the structure of the tree house met health and safety  
standards and that appropriate risk assessments were  
undertaken.

DA/12/01115/FUL                      Erection of a front porch (part retrospective application).

10 Alexander Road, Greenhithe

OBSERVATIONS:                      No observations provided neighbours were consulted.



224/12-13. **APPLICATIONS SUBMITTED BY GRAVESHAM BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

20120186

Application to vary condition C7 (Development within Springhead Quarter) and condition C9 (Development within Northfleet Rise Quarter) in order to vary the floorspace limits and range of uses in the Springhead and Northfleet Rise Quarter; the merging of condition D11 (Mixed Development-Springhead Quarter) and condition D12 (Mixed Development-Northfleet Rise Quarter) in order to vary the balance and delivery of the thresholds of residential units, employment floorspace and open space provision relative to each other; and the consequent deletion of condition D12 (Mixed Development-Northfleet Rise Quarter) of the outline planning permission reference number GR/1996/0035 for mixed use development up to 789,550 sq metres of gross floorspace.

Land at Ebbsfleet Bounded by A2, Southfleet Road, Springhead Road, North Kent Rail Line excluding Blue Lake, Springhead Enterprise Park and CTRL Alignment, Swanscombe/Northfleet, Kent.

OBSERVATIONS:

No observations.

20120187

Amendment to the Ebbsfleet wide and Springhead Quarter transport strategies originally approved under application GR/2003/441 on 13 May 2005 pursuant to the requirements of conditions F1 (a-d) and F1 (c) respectively of the outline planning permission reference number GR/1996/0035 for mixed use development up to 789,550 sq metres of gross floorspace, in order to reflect the proposed land use swap between Springhead and Northfleet Rise Quarters of the Ebbsfleet development and the associated revised timing of delivery for the Springhead Bridge link.

Land at Ebbsfleet Bounded by A2, Southfleet Road, Springhead Road, North Kent Rail Line excluding Blue Lake, Springhead Enterprise Park and CTRL Alignment, Swanscombe/Northfleet, Kent.

OBSERVATIONS:

No observations.

BER

225/12-13. **GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following granted decision notices were noted.

DA/12/00947/FUL Provision of a door to replace a window on west elevation and installation of 3 no. air conditioning units with cages, 1 no on west elevation adjacent to new door and 1 no. air conditioning unit on south elevation

Community Centre, Unit 1, North Star Boulevard, Greenhithe

DA/12/00803/FUL Demolition of existing rear conservatory and erection of a two storey rear extension

Lyndhurst, 117 Milton Street, Swanscombe

226/12-13. **REFUSED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following refused decision notices were noted.

DA/12/00931/FUL Erection of a single storey front extension and single storey rear extensions and provision of 2 no. dormer windows in rear elevation and roof lights in front and side elevation in connection with alterations to existing 3 no. one-bedroom flats and 5 no. bedsits to create 7 no. one-bedroom flats and 1 no. bedsit flat.

Flats 1 – 8 Eglinton House, Swanscombe Street

There being no further business to transact, the Meeting closed at 7.45 pm.

Signed: AE Read  
(Chairman)

Date: 24/10/12

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 14 NOVEMBER 2012 AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor P J Scanlan  
Councillor Mrs S P Butterfill  
Councillor P C Harris  
Councillor J A Hayes  
Councillor V Openshaw  
Councillor B R Parry

**ALSO PRESENT:** Graham Blew - Town Clerk

**ABSENT:** Councillor P M Harman  
Councillor M D G Jackson

**281/12-13. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' L J Bobby (other commitments), P A Read (other commitments) and D A West (unwell).

**282/12-13. SUBSTITUTES.**

There were none.

**283/12-13. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor B R Parry declared a personal interest in item 8.2 - Granted Decision Notices submitted by Dartford Borough Council, as he is a member of the Executive Committee of the Dartford Cambria Sea Scouts.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**284/12-13. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk informed members that the agenda for the 5 December 2012 meeting would include a presentation by representatives of the developers for the land just south of Knockhall Road (Empire Bowls Club).

**285/12-13. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 24 OCTOBER 2012.**

**Recommended:** The Minutes of the meeting held on 24 October 2012 were confirmed and signed.

*BER*



286/12-13. **ESTIMATES FOR 2013 – 2014.**

Members were informed that officers had begun work on the estimates for 2013 – 2014 and that they were invited to contact the RFO and inform her of any suggestions and/or items they felt should be included.

The draft Annual Estimates 2013 - 2014 would need to be approved and endorsed by the full Council in January 2013 before setting the Council Tax Base for the 2013 - 2014 financial year.

**Recommended:** To note.

287/12-13. **INFORMAL MEETING WITH LAND SECURITIES – UPDATE.**

The Chairman appraised members of the informal meeting held on 31 October 2012 with Land Securities. All members of the Planning, Major Developments, Transportation & the Environment Committee had been invited to attend the informal meeting.

**Recommended:** That the item be noted.

**TOWN PLANNING:**

288/12-13. **APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

*Members were advised that the following planning applications had been received from Dartford Borough Council:*

DA/12/01308/FUL

Provision of new three-arm signalised junction and associated internal access road located on the B255 St Clements Way north of junction with Mounts Road to serve potential forthcoming development of land located immediately to the west.

Land at St Clements Way, Greenhithe.

**OBSERVATIONS:**

The Town Council object to this proposal as this stretch of road/area already has an extremely high density of vehicular movement which increases dramatically at stages throughout the year (Christmas, Easter, school holidays etc.) and it is felt an additional junction, of the type detailed, would be unsustainable. The proposal appears to affect both sides of the St Clements Way carriageway which raises serious concerns regarding the increase in congestion and the creation of additional problems in this area. Clarification is sought as to

whether buses approaching Bluewater would need to change lanes and if so would this require further phasing?

This area is unique within the borough as it contains several elements and large developments such as; the expansion of the Bluewater Shopping Centre; the large development at Eastern Quarry; the recent discussions/plans for improvements to the McDonalds roundabout as well as the Bean Interchange.....all of these matters need to be considered with a Strategic Plan for the infrastructure around this area being produced and consulted on prior to any permissions or work being granted or undertaken.

- The Development Control Board members are respectfully requested to hold a site meeting, preferably during peak time, prior to making any decisions on this application.

The Town Council would welcome the chance to enter into dialogue with all agencies/partners involved in this application.

289/12-13. **GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following granted decision notices were noted.

DA/12/01208/CDNA

Submission of details relating to Archaeological Watching Brief pursuant to Condition 2 of Planning Permission DA/11/00926/FUL for demolition of existing toilet block and boat house and erection of a single storey boat house.

Submission of details pursuant to External Materials and External Lighting pursuant to Condition 3 and Condition 5 of Planning Permission DA/11/00926/FUL for demolition of existing toilet block and boat house and erection of a single storey boat house.

Dartford Cambria Sea Scouts Group, Scout Hall, The Avenue, Greenhithe.

*BER*

There being no further business to transact, the Meeting closed at 7.35 pm.

Signed:           *W. Read*            
(Chairman)

Date:           *9/12/12*



MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at  
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 8 NOVEMBER 2012  
AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor R J Lees  
Councillor K G Basson  
Councillor Mrs S P Butterfill  
Councillor P C Harris  
Councillor Ms L C Howes  
Councillor P A Read (substituting for Councillor Mrs I A Read)  
Councillor P J Scanlan

**ALSO PRESENT:** Graham Blew – Town Clerk

**ABSENT:** Councillor M D G Jackson

**271/12-13. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' L J Bobby (unwell), Ms L M Cross (work commitments), V Openshaw (other commitments), and Mrs I A Read (other commitments).

An apology for lateness was received and accepted from Councillor K G Basson.

**272/12-13. SUBSTITUTES.**

Councillor P A Read substituted for Councillor Mrs I A Read.

**273/12-13. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**274/12-13. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

The Town Clerk informed members of the recent passing of previous Town Councillor and Town Mayor, Mr P Defty; a letter of condolence had been sent to Mrs Defty.

The Chairman paid tribute to Mr P Defty's contribution to the council and community highlighting his four terms as Town Mayor.

The meeting stood for a minutes silence as a mark of respect to Mr P Defty.

**275/12-13. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 SEPTEMBER 2012.**

**Recommended:** The Minutes of the meeting held on 6 September 2012 were confirmed and signed as a true record.

**276/12-13. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

Members were provided with details of all receipts and payments for authorisation for August and September 2012.

Members asked that it be recorded that, as was normal practice, each page of the finance statements and accounts was scrutinised.

**Recommended:** That the receipts and payments for August and September 2012, as per the annexed list, be approved.

**277/12-13. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Summary of Accounts, balanced to 30 September 2012.

**Recommended:** That the details of the Summary of Accounts, balanced to 30 September 2012 be noted.

**278/12-13. APPOINTMENT OF EXTERNAL AUDITOR FOR 5 YEARS FROM 2012 – 2013.**

Members received confirmation from the Audit Commission regarding the appointment of Littlejohn LLP as external auditor to audit the annual return for five years from 2012 – 2013.ite be noted.

**Recommended:** That the item be noted.

**279/12-13. TOWN COUNCIL COMMUNITY CAFÉ (CHURCH ROAD) – ANNUAL GRANT TO 2017.**

Members considered the Dartford Borough Council Cabinet report, 25 October 2012, which confirmed an annual grant up to the next rent review, due 1 March 2017.

**Recommended:** That the item be noted.

**280/12-13. ESTIMATES FOR 2013 – 2014.**

Members were informed that officers had begun work on the estimates for 2013 – 2014 and that they were invited to contact the RFO, outside of the meeting, and inform her of any suggestions and/or items they felt should be included.





FGP 8/11/12

**SGTC**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01/08/2012 to 31/08/2012)**

Code Number	Date	Particulars	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>Cost Centre Parks Establishment</b>									
65	28/08/2012	Miscellaneous Income		Football Pitch Hire	Swancombe Tigers FC	Z	500.00	0.00	500.00
		Current Account			Subtotal for Code: Miscellaneous Income		£500.00	£0.00	£500.00
					Subtotal for Cost Centre: Parks Establishment		500.00	0.00	500.00

Code Number	Date	Particulars	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>Cost Centre Knockhall Playing Field</b>									
85	28/08/2012	Football		Football Pitch Hire	Various	Z	1,560.00	0.00	1,560.00
		Current Account			Subtotal for Code: Football		£1,560.00	£0.00	£1,560.00
					Subtotal for Cost Centre: Knockhall Playing Field		1,560.00	0.00	1,560.00

Code Number	Date	Particulars	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>Cost Centre Broomfield Sports Ground</b>									
95	28/08/2012	Football Income		Football Pitch Hire	Various	Z	4,505.00	0.00	4,505.00
		Current Account			Subtotal for Code: Football Income		£4,505.00	£0.00	£4,505.00
					Subtotal for Cost Centre: Broomfield Sports Ground		4,505.00	0.00	4,505.00

Code Number	Date	Particulars	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>Cost Centre Allotments</b>									
218	28/08/2012	Rent Income		Allotment Rent	Various	Z	35.00	0.00	35.00
		Current Account			Subtotal for Code: Rent Income		£35.00	£0.00	£35.00
					Subtotal for Cost Centre: Allotments		35.00	0.00	35.00

Code Number	Date	Particulars	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>Cost Centre Administration</b>									
271	28/08/2012	Miscellaneous Income		Overbanking	SGTC	Z	0.50	0.00	0.50
		Current Account			Subtotal for Code: Miscellaneous Income		£0.50	£0.00	£0.50

Code Number	Date	Particulars	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>Cost Centre Church Road Hall</b>									
274	06/08/2012	Bank Interest	DD	Bank Charges	Barclays	Z	-9.05	0.00	-9.05
	20/08/2012	Business Prer	DC	Bank Interest	Barclays	Z	22.78	0.00	22.78
	20/08/2012	Reserve Account	DC	Bank Interest	Barclays	Z	10.74	0.00	10.74
					Subtotal for Code: Bank Interest		£24.47	£0.00	£24.47
					Subtotal for Cost Centre: Administration		24.97	0.00	24.97

*BER*







**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/08/2012 to 31/08/2012)**

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>43 Fuel</b>									
Vchr. 529	16/08/2012	Current Account	DD	Diesel	Asda Stores Ltd	S	319.66	63.93	383.59
					Subtotal for Code: Fuel		£319.66	£63.93	£383.59
					Subtotal for Code: Equipment/Materials		£8,085.90	£1,521.17	£9,607.07
<b>45 Telephone</b>									
Vchr. 546	23/08/2012	Current Account	DD	Parks Mobile Phone	O2	S	14.89	2.48	17.37
					Subtotal for Code: Telephone		£14.89	£2.48	£17.37
<b>46 Vehicles</b>									
Vchr. 543	23/08/2012	Current Account	712585	Van Repairs	SMC Ford	S	153.84	30.77	184.61
					Subtotal for Code: Vehicles		£153.84	£30.77	£184.61
<b>47 Water Rates</b>									
Vchr. 531	16/08/2012	Current Account	DD	Water Rates - Swanscombe Park	Thames Water	Z	234.55	0.00	234.55
					Subtotal for Code: Water Rates		£234.55	£0.00	£234.55
<b>48 Gas/Electricity</b>									
Vchr. 478	02/08/2012	Current Account	DD	Electricity - Bowls Pavilion	EDF Energy	L	101.64	5.08	106.72
Vchr. 518	16/08/2012	Current Account	712570	Electricity - Mess Room	EDF Energy	L	207.05	10.35	217.40
					Subtotal for Code: Gas/Electricity		£308.69	£15.43	£324.12
<b>51 Knockhall Changing Rooms</b>									
Vchr. 550	01/08/2012	Current Account	DD	Electricity	EDF Energy	Z	50.00	0.00	50.00
					Subtotal for Code: Knockhall Changing Room		£50.00	£0.00	£50.00
					Subtotal for Cost Centre: Parks Establishment		17,815.38	1,633.78	19,449.16
<b>146 Rates &amp; Insurance Rent - DBC</b>									
Vchr. 470	01/08/2012	Current Account	DD	NNDR	DBC	Z	2,198.00	0.00	2,198.00
Vchr. 551	15/08/2012	HI Business Prer	DC	Leisure Centre Insurance	GCLL	S	-2,501.47	-154.74	-2,656.21
					Subtotal for Code: Rates & Insurance Rent - I		£-303.47	£-154.74	£-458.21
<b>155 Management Fee</b>									
Vchr. 536	16/08/2012	Current Account	712579	Management Fee - Jul 12 - Sep 12	GCLL	S	15,325.00	3,065.00	18,390.00
					Subtotal for Code: Management Fee		£15,325.00	£3,065.00	£18,390.00
					Subtotal for Cost Centre: Leisure Centre		15,021.53	2,910.26	17,931.79

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/08/2012 to 31/08/2012)**

Code Number	211 Repairs / Maintenance	Code No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute	Bank	Cheq. No.					
525	16/08/2012	Current Account	712576	Locks N Tools	S	11.00	2.20	13.20
				Subtotal for Code: Repairs / Maintenance		£11.00	£2.20	£13.20
				Subtotal for Cost Centre: Allotments		11.00	2.20	13.20
Code Number	230 Wages	Code No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute	Bank	Cheq. No.					
492	09/08/2012	Current Account	712567	Inland Revenue	Z	664.20	0.00	664.20
493	09/08/2012	Current Account	712567	Inland Revenue	Z	879.30	0.00	879.30
499	09/08/2012	Current Account	DD	KCC - LGPS	Z	421.00	0.00	421.00
500	09/08/2012	Current Account	DD	KCC - LGPS	Z	2,042.90	0.00	2,042.90
505	09/08/2012	Current Account	DD	SGTC	Z	5,761.28	0.00	5,761.28
				Subtotal for Code: Wages		£9,768.68	£0.00	£9,768.68
Code Number	232 Photocopier	Code No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute	Bank	Cheq. No.					
527	16/08/2012	Current Account	712577	KCC - KCS	S	189.76	37.95	227.71
				Subtotal for Code: Photocopier		£189.76	£37.95	£227.71
Code Number	233 Stationery, Advertising & Postage	Code No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute	Bank	Cheq. No.					
476	02/08/2012	Current Account	712562	KCC - KCS	S	44.30	8.86	53.16
526	16/08/2012	Current Account	712577	KCC - KCS	S	33.16	6.63	39.79
544	23/08/2012	Current Account	712586	KCC - KCS	S	4.35	0.87	5.22
547	23/08/2012	Current Account	DD	Royal Mail	Z	60.00	0.00	60.00
				Subtotal for Code: Stationery, Advertising & F		£141.81	£16.36	£158.17
Code Number	234 Telephone / Internet	Code No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute	Bank	Cheq. No.					
507	09/08/2012	Current Account	DD	SGTC	S	20.83	4.17	25.00
533	16/08/2012	Current Account	DD	British Telecom	S	149.30	29.86	179.16
				Subtotal for Code: Telephone / Internet		£170.13	£34.03	£204.16
Code Number	235 Mileage Allowance	Code No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute	Bank	Cheq. No.					
506	09/08/2012	Current Account	DD	SGTC	S	60.15	1.60	61.75
				Subtotal for Code: Mileage Allowance		£60.15	£1.60	£61.75
Code Number	241 Legal Fees	Code No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute	Bank	Cheq. No.					
549	28/08/2012	Current Account	DD	S&G Association of Sports & Soci	S	-275.00	-55.00	-330.00
				Subtotal for Code: Legal Fees		£-275.00	£-55.00	£-330.00

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**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/08/2012 to 31/08/2012)**

Code Number		Date		Bank		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
<p align="right">Subtotal for Code: Miscellaneous Expenditure £3.99 £0.80 £4.79</p> <p align="right">Subtotal for Cost Centre: Heritage Community Hall 868.29 15.49 883.78</p>																			
<b>Cost Centre Town Council Offices Community Hall</b>																			
<b>Code Number 360 Wages</b>																			
Vchr.	Date	Minute	Bank	Account	Current	712567		PAYE	Inland Revenue	Z	130.00	0.00	130.00						
495	09/08/2012		Current Account	712567				NI	Inland Revenue	Z	5.51	0.00	5.51						
496	09/08/2012		Current Account	712567				Wages	SGTC	Z	356.93	0.00	356.93						
508	09/08/2012		Current Account	DD					Subtotal for Code: Wages		£492.44	£0.00	£492.44						
<p align="right">Subtotal for Cost Centre: Town Council Offices Comir 492.44 0.00 492.44</p>																			
<b>Cost Centre Old Fire Station Cafe</b>																			
<b>Code Number 380 Wages</b>																			
Vchr.	Date	Minute	Bank	Account	Current	712567		NI	Inland Revenue	Z	-6.82	0.00	-6.82						
494	09/08/2012		Current Account	712567				Pension E'ee	KCC - LGPS	Z	33.30	0.00	33.30						
503	09/08/2012		Current Account	DD				Pension E'er	KCC - LGPS	Z	194.98	0.00	194.98						
504	09/08/2012		Current Account	DD				Wages	SGTC	Z	1,099.73	0.00	1,099.73						
514	09/08/2012		Current Account	DD					Subtotal for Code: Wages		£1,321.19	£0.00	£1,321.19						
<p align="right">Subtotal for Cost Centre: Wages 12.75 0.00 12.75</p> <p align="right">Subtotal for Code: Food/Supplies £12.75 £0.00 £12.75</p>																			
<b>Code Number 381 Food/Supplies</b>																			
Vchr.	Date	Minute	Bank	Account	Current	DD		Costs to go to Costco	SGTC	Z	12.75	0.00	12.75						
515	09/08/2012		Current Account	DD					Subtotal for Code: Food/Supplies		£12.75	£0.00	£12.75						
<b>Code Number 382 Furniture, Fixtures &amp; Equipment (i</b>																			
Vchr.	Date	Minute	Bank	Account	Current	DD		Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00						
482	02/08/2012		Current Account	DD					Subtotal for Code: Furniture, Fixtures & Equip		£65.00	£13.00	£78.00						
<p align="right">Subtotal for Code: Rates</p>																			
<b>Code Number 384 Rates</b>																			
Vchr.	Date	Minute	Bank	Account	Current	DD		NNDR	DBC	Z	137.00	0.00	137.00						
467	01/08/2012		Current Account	DD					Subtotal for Code: Rates		£137.00	£0.00	£137.00						
<b>Code Number 385 Electricity</b>																			
Vchr.	Date	Minute	Bank	Account	Current	DD		Electricity	EDF Energy	S	413.72	82.74	496.46						
481	02/08/2012		Current Account	DD					Subtotal for Code: Electricity		£413.72	£82.74	£496.46						
<b>Code Number 388 Telephone / Internet</b>																			
Vchr.	Date	Minute	Bank	Account	Current	DD		Phone Bill - Cafe	British Telecom	S	106.79	21.35	128.14						
534	16/08/2012		Current Account	DD				Phone Bill - Cafe Internet	British Telecom	S	113.52	22.70	136.22						
535	16/08/2012		Current Account	DD					Subtotal for Code: Telephone / Internet		£220.31	£44.05	£264.36						



**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/08/2012 to 31/08/2012)**

Code Number	390	Miscellaneous Expenditure	Supplier	Vat Type	Net	Vat	Total		
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Waste Bin Collection	Contribution to Sanitary Collection		
519	16/08/2012		Current Account	712571	Waste Bin Collection				
548	28/08/2012		Current Account		Contribution to Sanitary Collection				
					Viridor Waste Kent Ltd	S	49.96		
					Groundwork Kent-Thameside	S	-52.02		
					Subtotal for Code: Miscellaneous Expenditure		£-2.06		
					Subtotal for Cost Centre: Old Fire Station Cafe		2,167.91		
					<b>TOTALS</b>		<b>£50,620.90</b>	<b>£4,915.30</b>	<b>£55,536.20</b>

*See*











**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/09/2012 to 30/09/2012)**

Cost Centre		Leisure Centre		Subtotal for Code: General Projects (inc. Sur		Subtotal for Cost Centre: Other Projects					
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
146						<b>Rates &amp; Insurance Rent - DBC</b>					
591		01/09/2012		Current Account	DD	NNDR	DBC	Z	2,198.00	0.00	2,198.00
638		20/09/2012		Current Account	712617	Rent - Leisure Centre	DBC	Z	1.00	0.00	1.00
Subtotal for Code: Rates & Insurance Rent - I									£2,199.00	£0.00	£2,199.00
Subtotal for Cost Centre: Leisure Centre									2,199.00	0.00	2,199.00
Cost Centre		Allotments		Subtotal for Code: Allotments		Subtotal for Cost Centre: Allotments			180.00	0.00	180.00
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
210						<b>Rents / Licences</b>					
639		20/09/2012		Current Account	712617	NBG Allotment Rent	DBC	Z	50.00	0.00	50.00
640		20/09/2012		Current Account	712617	Licence for Water - NBG Allotment	DBC	Z	130.00	0.00	130.00
Subtotal for Code: Rents / Licences									£180.00	£0.00	£180.00
Subtotal for Cost Centre: Allotments									180.00	0.00	180.00
Cost Centre		Administration		Subtotal for Code: Wages		Subtotal for Cost Centre: Wages			£10,564.97	£0.00	£10,564.97
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
230						<b>Wages</b>					
582		06/09/2012		Current Account	712599	PAYE	Inland Revenue	Z	869.60	0.00	869.60
583		06/09/2012		Current Account	712599	NI	Inland Revenue	Z	1,019.65	0.00	1,019.65
601		06/09/2012		Current Account	DD	Pension E'ee	KCC - LGPS	Z	463.12	0.00	463.12
602		06/09/2012		Current Account	DD	Pension E'er	KCC - LGPS	Z	2,247.31	0.00	2,247.31
605		06/09/2012		Current Account	DD	Wages	SGTC	Z	5,965.29	0.00	5,965.29
Subtotal for Code: Wages									£10,564.97	£0.00	£10,564.97
Cost Centre		Photocopier		Subtotal for Code: Photocopier		Subtotal for Cost Centre: Photocopier			£362.16	£72.43	£434.59
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
232						<b>Photocopier</b>					
618		12/09/2012		Current Account	712602	Photocopier Usage	KCC - KCS	S	172.40	34.48	206.88
632		20/09/2012		Current Account	712613	Photocopier Rental	KCC - KCS	S	189.76	37.95	227.71
Subtotal for Code: Photocopier									£362.16	£72.43	£434.59
Cost Centre		Stationary, Advertising & Postage		Subtotal for Code: Stationary, Advertising & Postage		Subtotal for Cost Centre: Stationary, Advertising & Postage			£95.38	£7.08	£102.46
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
233						<b>Stationary, Advertising &amp; Postage</b>					
643		20/09/2012		Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	60.00	0.00	60.00
647		27/09/2012		Current Account	712620	Stationery	Viking Direct	S	15.39	3.08	18.47
650		27/09/2012		Current Account	712621	Stationery	KCC - KCS	S	19.99	4.00	23.99
Subtotal for Code: Stationary, Advertising & Postage									£95.38	£7.08	£102.46
Cost Centre		Telephone / Internet		Subtotal for Code: Telephone / Internet		Subtotal for Cost Centre: Telephone / Internet			20.83	4.17	25.00
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
234						<b>Telephone / Internet</b>					
607		06/09/2012		Current Account	DD	Use of Personal Mobiles - TC and I	SGTC	S	20.83	4.17	25.00



**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/09/2012 to 30/09/2012)**

Code Number	Date	Minute	Gas	Bank	Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
597	06/09/2012	253	Gas	Current Account	DD	Gas	KCC - Laser	L	83.48	4.17	87.65	
								Subtotal for Code:		£83.48	£4.17	£87.65
								Subtotal for Code: Gas				
Subtotal for Code: Council Offices Building M £2,335.00 £462.00 £2,797.00												
598	06/09/2012	254	Electricity	Current Account	DD	Electricity	KCC - Laser	S	376.30	75.26	451.56	
								Subtotal for Code:		£376.30	£75.26	£451.56
								Subtotal for Code: Electricity				
593	01/09/2012	255	Rates	Current Account	DD	NNDR	DBC	Z	2,095.00	0.00	2,095.00	
								Subtotal for Code:		£2,095.00	£0.00	£2,095.00
								Subtotal for Code: Rates				
								Subtotal for Cost Centre: Administration		19,407.65	1,228.58	20,636.23
<b>Cost Centre Church Road Hall</b>												
612	06/09/2012	280	Wages	Current Account	DD	Wages	SGTC	Z	373.64	0.00	373.64	
								Subtotal for Code:		£373.64	£0.00	£373.64
								Subtotal for Code: Wages				
594	06/09/2012	282	Gas & Electricity	Current Account	DD	Gas	KCC - Laser	L	-4.96	-0.25	-5.21	
								Subtotal for Code:		£-4.96	£-0.25	£-5.21
								Subtotal for Code: Gas & Electricity				
555	06/09/2012	283	Cleaning Materials	Current Account	712587	Cleaning Materials	Petty Cash	S	4.97	1.00	5.97	
								Subtotal for Code:		£4.97	£1.00	£5.97
								Subtotal for Code: Cleaning Materials				
589	01/09/2012	285	Rates	Current Account	DD	NNDR	DBC	Z	104.00	0.00	104.00	
								Subtotal for Code:		£104.00	£0.00	£104.00
								Subtotal for Code: Rates				
622	12/09/2012	287	Miscellaneous Expenditure	Current Account	712606	Hygiene Services	Cannon	S	4.55	0.91	5.46	
								Subtotal for Code:		£4.55	£0.91	£5.46
								Subtotal for Code: Miscellaneous Expenditure				
								Subtotal for Cost Centre: Church Road Hall		482.20	1.66	483.86
<b>Cost Centre Grove Hall</b>												
		302	Gas & Electricity	Bank		Description	Supplier	Vat Type	Net	Vat	Total	

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/09/2012 to 30/09/2012)**

595	06/09/2012	Current Account	DD	Gas	KCC - Laser	L	-6.06	-0.30	-6.36
642	20/09/2012	Current Account	DD	Gas	KCC - Laser	L	1.20	0.06	1.26
Subtotal for Code: Gas & Electricity									£-5.10
Subtotal for Cost Centre: Grove Hall									-5.10

**Cost Centre Heritage Community Hall**

Code Number	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>320 Wages</b>										
586	06/09/2012	Current Account		712599	PAYE	Inland Revenue	Z	93.40	0.00	93.40
609	06/09/2012	Current Account		DD	Wages	SGTC	Z	348.46	0.00	348.46
Subtotal for Code: Wages									£441.86	£441.86

**Code Number 322 Gas & Electricity**

Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
596	06/09/2012	Current Account		DD	Gas	KCC - Laser	L	38.07	1.90	39.97
Subtotal for Code: Gas & Electricity									£1.90	£39.97

**Code Number 325 Rates**

Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
590	01/09/2012	Current Account		DD	NNDR	DBC	Z	200.00	0.00	200.00
Subtotal for Code: Rates									£0.00	£200.00

**Code Number 327 Miscellaneous Expenditure**

Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
621	12/09/2012	Current Account		712606	Hygiene Services	Cannon	S	3.99	0.80	4.79
Subtotal for Code: Miscellaneous Expenditure									£0.80	£4.79
Subtotal for Cost Centre: Heritage Community Hall									2.70	686.62

**Cost Centre Town Council Offices Community Hall**

Code Number	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>360 Wages</b>										
585	06/09/2012	Current Account		712599	PAYE	Inland Revenue	Z	89.00	0.00	89.00
608	06/09/2012	Current Account		DD	Wages	SGTC	Z	346.51	0.00	346.51
Subtotal for Code: Wages									£0.00	£435.51

**Code Number 361 Repairs & Maintenance**

Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
646	27/09/2012	Current Account		712619	Repairs Door Release	Focus Electrical	S	125.00	25.00	150.00
Subtotal for Code: Repairs & Maintenance									£25.00	£150.00

**Code Number 363 Cleaning Materials**

Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
633	20/09/2012	Current Account		712613	Cleaning Materials	KCC - KCS	S	24.28	4.86	29.14
649	27/09/2012	Current Account		712621	Cleaning Materials	KCC - KCS	S	5.16	1.03	6.19
Subtotal for Code: Cleaning Materials									£5.89	£35.33
Subtotal for Cost Centre: Town Council Offices Comr									30.89	620.84



**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/09/2012 to 30/09/2012)**

Cost Centre Old Fire Station Cafe							
Code Number	380 Wages						
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
584	06/09/2012	Current Account	712599	NI	Inland Revenue	Z	0.78
603	06/09/2012	Current Account	DD	Pension E'ee	KCC - LGPS	Z	36.63
604	06/09/2012	Current Account	DD	Pension E'er	KCC - LGPS	Z	214.47
614	06/09/2012	Current Account	DD	Wages	SGTC	Z	1,002.09
Subtotal for Code: Wages							£1,253.97
Code Number	381 Food/Supplies						
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
557	06/09/2012	Current Account	712587	Food Supplies	99p Store	Z	6.93
558	06/09/2012	Current Account	712587	Food Supplies	Asda Stores Ltd	Z	43.15
559	06/09/2012	Current Account	712587	Food Supplies	Co-Operative Stores	Z	15.11
560	06/09/2012	Current Account	712587	Food Supplies	Costco	S	83.11
561	06/09/2012	Current Account	712587	Food Supplies	Corner Shop	Z	0.99
562	06/09/2012	Current Account	712587	Newspapers	Corner Shop	Z	24.65
563	06/09/2012	Current Account	712587	Food Supplies	Morrisons	Z	8.35
564	06/09/2012	Current Account	712587	Food Supplies	Nilla	Z	106.20
565	06/09/2012	Current Account	712587	Food Supplies	Poundland	Z	4.00
566	06/09/2012	Current Account	712587	Food Supplies	Sainsburys	Z	4.40
615	06/09/2012	Current Account	DD	Costs to go to Costco	SGTC	Z	12.75
Subtotal for Code: Food/Supplies							£309.64
Code Number	382 Furniture, Fixtures & Equipment (i						
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
653	27/09/2012	Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00
Subtotal for Code: Furniture, Fixtures & Equip							£65.00
Code Number	384 Rates						
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
588	01/09/2012	Current Account	DD	NNDR	DBC	Z	137.00
Subtotal for Code: Rates							£137.00
Code Number	387 DBC Maintenance Service Charge						
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
624	12/09/2012	Current Account	712608	Insurance - Old Fire Station Cafe	DBC	S	256.21
Subtotal for Code: DBC Maintenance Service							£256.21
Code Number	390 Miscellaneous Expenditure						
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
620	12/09/2012	Current Account	712604	Waste Bin Collection	Viridor Waste Kent Ltd	S	62.45
Subtotal for Code: Miscellaneous Expenditure							£62.45
Subtotal for Cost Centre: Old Fire Station Cafe							2,084.27

*ABC*

**SGTC**

**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/09/2012 to 30/09/2012)**

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TOTALS .....	£41,469.97	£2,435.14	£43,905.11
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BER

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 24 OCTOBER 2012 AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor P J Scanlan  
Councillor L J Bobby  
Councillor P C Harris  
Councillor J A Hayes  
Councillor D A West

**ALSO PRESENT:** Graham Blew - Town Clerk

**ABSENT:** Councillor P M Harman  
Councillor M D G Jackson  
Councillor P A Read

**262/12-13. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' Mrs S P Butterfill (other commitments), V Openshaw (unwell) and B R Parry (other commitments).

**263/12-13. SUBSTITUTES.**

There were none.

**264/12-13. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**265/12-13. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**266/12-13. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 OCTOBER 2012.**

**Recommended:** The Minutes of the meeting held on 3 October 2012 were confirmed and signed.

BER

267/12-13. **SWANSCOMBE PENINSULAR – PLANNED REGENERATION PROJECT.**

The Chairman appraised members of the informal meeting held earlier in the day with representatives of Lafarge. The Chairman confirmed that the idea was a concept at this stage with no real detail available or known as yet, The Town Council had requested that Lafarge advise the developer that the Town Council would like to be involved and have input into the project at the earliest opportunity.

**Recommended:** That the item be noted.

**TOWN PLANNING:**

268/12-13. **APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

*Members were advised that the following planning applications had been received from Dartford Borough Council:*

DA/12/01180/FUL

Demolition of existing pre-fabricated hall building and erection of a two storey building to provide workshop and associated offices in association with the change of use of the land to car sales with use of existing garage for car repairs associated with the sales of operation.

Former St John Ambulance Hall, Craylands Lane, Swanscombe.

**OBSERVATIONS:**

The Town Council objects to the application on the following grounds:

1. The proposed use, as a commercial premises, contained within this application would be out of character with and have a severe detrimental effect and impact on the surrounding properties which include a community hall used on a daily basis by a pre-school, a community leisure centre, an allotment site and a Site of Special Scientific Interest (Swanscombe Heritage Park).
2. The proposal would have inadequate off street parking to serve the needs of the development, the absence of which would give rise to an increase in traffic and on street parking in an area where there is very limited capacity, contrary to Policies T22 and T23 of the Dartford Local Plan, Policy T11 of the Dartford Local Plan Review Second Deposit Draft and Policy TP19 of the Kent



and Medway Structure Plan 2006.

3. The proposed development would result in an undesirable intensification of use and overdevelopment of the site to the detriment of the amenities of the occupiers of neighbouring residential properties and to the street scene and locality, contrary to Policies B1 and H8 of the Adopted Local Plan 1995 and Policies DD11 and H4 of the Local Plan Review 2004.
4. Although aware that it is not a planning consideration the Town Council notes, and would like the Development Control Board members to be aware, that the original owners of the land have an active covenant in place which limits the use of the site i.e. *not to develop the property for residential, industrial or commercial use.*

The Development Control Board are respectfully requested to hold a site meeting prior to making a decision on this application.

**269/12-13. GRANTED DECISION NOTICES RECEIVED FROM KENT COUNTY COUNCIL FOR MEMBERS INFORMATION.**

The following granted decision notices were noted.

DA/12/975	Planning renewal for two, five bay mobile classroom units.
	Craylands Primary School, Craylands Lane, Swanscombe.

**270/12-13. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The Town Clerk advised members that the following decision notices had been received earlier in the day.

The following granted decision notices were noted.

DA/12/00935/FUL	Erection of a single storey rear extension and a front porch.
	3 Stanley Road, Swanscombe.



MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 18 OCTOBER 2012 at 7.00 PM

**PRESENT:** Councillor V Openshaw – Town Mayor  
Councillor L J Bobby  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor Ms L M Hall  
Councillor P M Harman  
Councillor P C Harris  
Councillor J A Hayes  
Councillor B R Parry  
Councillor B E Read  
Councillor P J Scanlan  
Councillor D A West

**ALSO PRESENT:** Sara Stapleton – Responsible Financial Officer (RFO)

**ABSENT:** Councillor M D G Jackson

**234/12-13. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' K G Basson (work commitments), Mrs C Openshaw (other commitments), R J Lees (other commitments), Mrs I A Read (unwell) and Mr P Read (other commitments). Members were advised that Councillor's J A Hayes and Ms L M Hall may be late.

The Town Clerk submitted an apology for absence due to a family bereavement.

**235/12-13. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillors' P M Harman and J A Hayes declared a DPI in item 25 – Swanscombe and Greenhithe Association of Sports and Social Clubs (Pavilion) – update and way forward as they are both council representatives on the pavilion Committee..

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**236/12-13. MINUTES OF THE MEETING HELD ON 12 JULY 2012 AND THE SPECIAL MEETINGS HELD ON 6 SEPTEMBER 2012 AND 27 SEPTEMBER 2012.**

Members were provided with a copy of the Minutes of the Meeting held on 12 July 2012 and the Special Meetings held on 6 September 2012 and 27 September 2012.

**RESOLVED:**

That the Minutes of the Meeting held on 12 July 2012 and the Special Meetings held on 6 September 2012 and 27 September 2012 be confirmed and signed as a true record.

**237/12-13. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The RFO advised members that SwanscombeDowns Bowls Club had notified the Town Council that the club would be submitting written notification, as per the terms required within the Lease, of the demise of the Club. Once this has been formally received it would be submitted to the Recreation, Leisure & Amenities Committee on 29 November 2012.

**238/12-13. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 12 SEPTEMBER 2012 AND 3 OCTOBER 2012.**

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 12 September 2012 and 3 October 2012 be confirmed and the recommendations made therein be adopted.

**239/12-13. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 27 SEPTEMBER 2012.**

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 27 September 2012 be confirmed and the recommendations made therein be adopted.

**240/12-13. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 6 SEPTEMBER 2012.**

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 6 September 2012 be confirmed and the recommendations made therein be adopted.

**241/12-13. MINUTES OF THE HERITAGE PARK / SKULL SITE SUB-COMMITTEE MEETING HELD ON 4 SEPTEMBER 2012.**

RESOLVED:

That the Minutes of the Heritage Park / Skull Site Sub – Committee Meeting held on 4 September 2012 be confirmed and the recommendations made therein be adopted.



**242/12-13. MINUTES OF THE LEASES AND LEGAL SUB-COMMITTEE MEETINGS HELD ON 7 SEPTEMBER 2012 AND 10 OCTOBER 2012.**

RESOLVED:

That the Minutes of the Leases and Legal Sub-Committee Meeting held on 7 September 2012 and 10 October 2012 be confirmed and the recommendations made therein be adopted. That the minutes of the meeting held on 10 October 2012 to amended as Councillor's P M Harris and M D G Jackson were recorded as being absent, although neither were on the Sub-Committee. This was an administrative error and the minutes would be amended accordingly.

**243/12-13. BUILDING VALUATIONS.**

Further to minute 48/12-13 re-evaluation of the council's buildings/properties had been undertaken by the Valuation Office Agency and the results notified to the council's insurers.

RESOLVED:

That the contents of the re-evaluation and report be noted and amendment of the sum insured figures on the council's insurance policy be agreed.

**244/12-13. EXTERNAL AUDITOR'S CERTIFICATE AND REPORT FOR THE FINANCIAL YEAR END 31 MARCH 2012.**

Members noted that the report was very positive and thanked the Administration Team for their continued professionalism.

RESOLVED:

That the item be noted.

**245/12-13. KENT COUNTY COUNCIL (KCC) – BUDGET CONSULTATION 2013 – 2014.**

Members considered the consultation which had a deadline for responses of 5.00pm on 1 November 2012.

RESOLVED:

That the item be noted and that the RFO, in consultation with Chairman of the Finance & General Purposes Committee, review the document to establish if there were any adverse comments that could affect the Town Council.

**246/12-13. COUNCIL TAX BASE AND FUNDING FOR LOCAL PRECEPTING AUTHORITIES – DCLG CONSULTATION.**



Further to minute 215/12-13 members were provided with the response submitted by the RFO, in consultation with the Chairman of the Finance and General Purposes Committee.

RESOLVED:

That the item be noted.

**247/12-13. COMMITTEE MEMBERSHIPS FOLLOWING RESIGNATION.**

Members were asked to consider the memberships of the Recreation, Leisure & Amenities Committee and the Anti-Social Behaviour and Crime Sub-Committee following the recent resignation of a Town Councillor.

RESOLVED:

That the positions remain vacant and the Committee memberships be reviewed once the Town Council had co-opted a new member.

**248/12-13. INSURANCE CLAIM UPDATE : 27/12/21/01847/Z.**

Members received the information contained in the council's insurer's letter and the RFO appraised the meeting of the Town Clerks actions regarding this incident.

RESOLVED:

That the item be noted and the actions taken by the Town Clerk regarding this claim be endorsed.

**249/12-13. LETTER OF COMPLAINT.**

As per paragraph 4 of the Complaint Handling Procedure members were provided with the correspondences regarding a written complaint received via the Member of Parliament for Dartford's office.

RESOLVED:

That the Town Clerk's actions in responding to the complaint be endorsed.

**250/12-13. PAYMENTS TO PARISH AND TOWN COUNCILS UNDER SECTION 136 OF THE LOCAL GOVERNMENT ACT 1972.**

Members were provided with details of the proposals from Dartford Borough Council (DBC) regarding the changes to Section 136 contributions to the parishes within the Borough.

RESOLVED:

1. That the report and DBC proposed changes to the allocation of Section 136 to the parishes be noted.
2. That DBC be requested to provide, at the earliest opportunity, the exact amount of money from the first element of the grant that each parish will receive.
3. That DBC be asked to consider phasing the changes rather than implementing them as set out in the proposals from the 2013/14 financial year, as the Town Council was very concerned about the detrimental affect and potentially huge financial impact this would have on the Town Council's precept.
4. That DBC be requested to confirm, at the earliest opportunity, exactly what will be considered as suitable projects or initiatives that the parishes are able to bid for.
5. That once the detail has been confirmed, if necessary a special meeting of the Finance & General Purposes Committee be called to discuss the effect that change in the level of Section 136 will have on the Town Council's budget setting process.

**251/12-13. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS (ISSUES 362, July 2012 AND 363, AUGUST/SEPTEMBER 2012).**

RESOLVED:

That the item be noted.

**252/12-13. REPORTS OF OUTSIDE REPRESENTATIVES.**

Members were advised that this item provided an opportunity for Members' appointed as representatives on outside bodies to provide a report at the meeting.

Dartford Association of Parish and Town Councils (DAPTC).

The Town Mayor and the Town Clerk are the Council's representatives on the DAPTC. As previously agreed, a copy of the minutes of the 26 June 2012 meeting and notes of the meeting held on 11 September 2012 were available in the Chamber for inspection.

Dartford Youth Advisory Group (YAG).

Councillor Ms L C Howes is the Council's representatives on the YAG. As previously agreed a copy of the agenda and minutes for the 24 April 2012 meeting, which includes a copy of the minutes from the 7 December 2011 meeting and a copy of the agenda from the 26 June 2012 meeting were available in the Chamber for inspection. Largely concerning an organisation called "The House" a mobile unit to help the young. A mobile service. The group had an input for locations of where this service should be.

Kent Association of Local Councils – Dartford Area Committee (KALCDAC).

Councillor R J lees and the Town Clerk are the Council's representatives on the KALCDAC. As previously agreed a copy of the minutes for 23 February 2012 and the agenda for the 2 August 2012 meeting were available in the Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).

IPGM had indicated that, although unable to provide documentation, they would like to submit verbal updates to the Town Council.

Councillors' P M Harman and P C Harris are the Town Council's representatives on IPGM. Members were advised that:

- IPGM held an AGM on Monday 8 October 2012 where the members decided to re-appoint the current resident director and confirm the Board's selection of a second resident director. Members also agreed to hold an AGM every year on the recommendation of the Board despite this not being required by the 2006 Companies Act.
- IPGM was now at full strength with resident directors and was keen to continue to concentrate on monitoring the public open space contract with the management company Consort. The board had therefore decided to hold monthly meetings instead of quarterly meetings to maintain the pressure on Consort to ensure value for money was being achieved for the management of the public open spaces.
- The board would also be selecting a new chair at its next meeting which was due to be held on Monday 29 October 2012.

**253/12-13. REPORT FROM KENT COUNTY COUNCILLOR.**

- Councillor RJ Lees was unable to attend the meeting and no report was submitted.

RESOLVED:

That the item be noted.

**254/12-13. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

The Dartford Borough Councillors on the Town Council reported on the following matters:

- Both DBC and Gravesham Borough Council had met with the developers of Swanscombe Peninsula; whose intention was to build a theme park on the land. Councillor B E Read confirmed that the proposals were only a concept and that there were no detailed plans and that further details would emerge in due course.

RESOLVED:

That the item be noted.

**255/12-13. SEALING OF DOCUMENTS.**

There were none.

**256/12-13. TOWN MAYOR'S ANNOUNCEMENTS.**

The Town Mayor informed members that he had attended a race night for the Residents' Association on Saturday 13 October 2012 and auctioned 2 tickets for Ebbsfleet United raising £43.00 for his charity fund and St Mary's Church in Greenhithe had also donated the sum £106.54 for his charity fund from proceeds raised from the congregation at the Harvest Festival.

257/12-13. **QUESTIONS.**

Members were informed that questions did not form part of the Meeting; they were merely the opportunity for Members to exchange information.

258/12-13. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor B E Read and seconded by Councillor J A Hayes;

RESOLVED:

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.

No members of the press or public were present during discussion of the following item of business.

259/12-13. **SWANSCOMBE CASH OFFICE.**

Members were informed that DBC had indicated that they would be closing the cashiers office on Friday 21 December 2012.

RESOLVED:

1. To agree to accept DBC's offer of the Chubb safe and to relocate it to the administration offices as per the quotation obtained and detailed by the RFO.
2. That the item be noted.

260/12-13. **GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – SWANSCOMBE CENTRE, MANAGEMENT AGREEMENT.**

Further to the meeting of the Leases and Legal Sub – Committee on 10 October 2012 members were provided with a copy of the amended management agreement and the financial information detailing the annual cost to the Town Council for GCLL to operate The Swanscombe Centre. Members were advised that GCLL would be making a substantial capital investment, as detailed at the Lease and Legal Sub-Committee on 10 October 2012, which included a total refurbishment of the ground floor, creating two special fitness studios, a new reception and café area and a dedicated crèche/children's party room. On the lower floor, the gym would be extended and new fitness equipment installed; both the male and female changing rooms would be refurbished with new lockers installed; the centre would be redecorated throughout with

the aim being to create a "high spec" finish that would be comparable to the "private sector". Members were advised that the Town Council's landlord, DBC, would need to approve the alterations. A meeting with GCLL, DBC and the Town Clerk and RFO had been held at the Centre on Wednesday 17 October 2012.

Members were provided with financial details for both a 10 year and a 15 year contract. Members were reminded that the Town Council had agreed to negotiate a 10 year contract with an option to extend for an additional 5 years. However, in light of the details provided, members were asked if they wished to consider entering into a 15 year contract, with an option to renew at the end of the 15 year period.

RESOLVED:

1. That the draft management agreement be approved and passed to the council's solicitors to ensure that any legal and statutory requirement references were up to date.
2. That the Town Council enter into a 15 year contract based on the figures provided by GCLL with an option to renew the contract at the end of the term.

*Having already declared a DPI Councillors' P M Harman and J A Hayes left the chamber and took no part in the debate or decision of the following item.*

261/12-13. **SWANSCOMBE AND GREENHITHE ASSOCIATION OF SPORTS AND SOCIAL CLUBS (PAVILION) – UPDATE AND WAY FORWARD.**

Further to minute 182/12-13 members considered the correspondence received on 11 October 2012.

RESOLVED:

That the Council write to the Trustees of the Association advising that the Council had received written confirmation that the Chairman of the Association had resigned and the Trustees therefore had a statutory responsibility to call a meeting of the Committee and appoint appropriate persons to fill the vacant role(s). The Association would also need to provide the council with a plan on how they intended to pay the outstanding rent for the Sports Pavilion and if a response was not received by Friday 9 November 2012, the Town Council would assume that, by default, the Association no longer wished to renew the lease and therefore the Town Council would have no option but to determine the lease on the grounds of non-payment of rent. The letter was to be sent to each trustee by recorded delivery.

There being no further business to transact the Meeting closed at 8.25 pm.

Signed:



(Chairman)

Date:

20-12-12



MINUTES of the SPECIAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 27 SEPTEMBER 2012 at 7.45 PM

**PRESENT:** Councillor V Openshaw – Town Mayor  
Councillor L J Bobby  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor P C Harris  
Councillor J A Hayes  
Councillor P J Scanlan  
Councillor D A West

**ALSO PRESENT:** Graham Blew - Town Clerk

**ABSENT:** Councillor P M Harman  
Councillor M D G Jackson  
Councillor P A Read

**212/12-13. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' K G Basson (work commitments), Ms L M Hall (other commitments), Ms L C Howes (holiday), R J Lees (other commitments), Mrs C K Openshaw (other commitments), B R Parry (holiday), B E Read (holiday) and Mrs I A Read (holiday).

**213/12-13. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**214/12-13. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk confirmed that W S Cunningham had resigned as a Town Councillor on 25 September 2012 and that the resignation took immediate effect.

The Town Clerk reminded members that their Code of Conduct, Disclosable Pecuniary Interest and associated forms were required to be completed and returned by 4 October 2012.

**215/12-13. COUNCIL TAX BASE AND FUNDING FOR PRECEPTING AUTHORITIES – DCLG.**

The Town Clerk advised that since the Department of Communities and Local Government (DCLG) consultation received via the National Association of Local Councils (NALC) another consultation/review had been received from the DCLG which,

if approved, seemed to indicate that the parish level of councils would be exempt from the possible 10% reduction.

Members welcomed this further review by the DCLG of the Localising Support for Council Tax, in particular that Local Precepting Authorities are proposed to be exempt from the previously proposed changes.

RESOLVED:

That the Responsible Financial Officer, in consultation with the Chairman of Finance and General Purposes Committee, responds appropriately to the latest consultation on behalf of the Town Council.

**216/12-13. EXCLUSION OF THE PRESS AND PUBLIC**

MOVED BY Councillor L J Bobby and seconded by Councillor J A Hayes;

RESOLVED:

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.

No members of the press or public were present during discussion of the following item of business.

**217/12-13. ST JOHNS HALL (STANLEY ACKERS) – CRAYLANDS LANE.**

The Town Clerk went through the report and updated members on the current situation including the informal meeting held with the new owner of the hall and the Chairman of Recreation, Leisure & Amenities Committee, Finance and General Purposes Committee and the Kent County Councillor for Swanscombe and Greenhithe on 12 September 2012. The Town Clerk advised members that it had now been established that the land at the side of the allotments was owned by LaFarge and that a representative of LaFarge had agreed to the request from the Town Council to install a gate there.

RESOLVED:

- 1 That option 1 contained in the report be agreed.
- 2 That the Town Clerk be delegated to make the necessary arrangements regarding the installation of a new access gate, as per the report.

SPECIAL TOWN COUNCIL  
27 SEPTEMBER 2012

There being no further business to transact the Meeting closed at 8.00pm.

Signed: V. dill  
(Chairman)

Date: 18<sup>th</sup> 11. 12

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 27 SEPTEMBER 2012 at 7.00PM

**PRESENT:** Councillor L J Bobby (Chairman)  
Councillor P C Harris (substituting for Councillor B R Parry)  
Councillor J A Hayes  
Councillor P J Scanlan  
Councillor D A West

**ALSO PRESENT:** Graham Blew - Town Clerk  
Dan Usher – Senior Groundsman/Gardener

**ABSENT:** Councillor P M Harman  
Councillor M D G Jackson  
Councillor P A Read

197/12-13. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' K G Basson (work commitments), Ms L M Hall (other commitments), B R Parry (holiday) and B E Read (holiday).

198/12-13. **SUBSTITUTES.**

Councillor P C Harris substituted for Councillor B R Parry.

199/12-13. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

200/12-13. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

201/12-13. **TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 28 JUNE 2012.**

**Recommended:** That the Minutes of the Meeting held on 28 June 2012 were approved and signed as a true record.



**202/12-13. SENIOR GROUNDSMAN/GARDENER'S REPORT.**

The Senior Groundsman/Gardener updated members on the work undertaken, by the Parks Department and also the work planned for the future which included:

Swanscombe Park, Manor Park, Broomfield. Knockhall, Heritage Park and Community Payback Scheme.

**Recommended:** That the item be noted.

**203/12-13. REQUEST TO USE BROOMFIELD PARK IN THE EVENING AND TO STORE GENERATOR AND FLOODLIGHTS – SWANSCOMBE TIGERS FOOTBALL CLUB.**

Members discussed the content and idea behind the request and felt that, on this occasion, it was not able to agree to the request.

**Recommended:** That the request be refused.

**204/12-13. REQUEST TO PLANT TREES AND WHIPS IN SWANSCOMBE HERITAGE PARK (COMMUNITY TREE PLANTING) - GROUNDWORK.**

Members considered the request submitted by the Principal Landscape Architect, Groundwork, Kent and Medway.

**Recommended:** To agree, in principal, to the request and to invite the Principal Landscape Architect, Groundwork, to attend the next meeting of the Heritage Park / Skull Site Sub-Committee to discuss the detail of the request.

**205/12-13. COUNCIL OFFICE AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS.**

**Recommended:** That the Council Offices and Café be closed on 24, 27, 28, and 31 December 2012, with a notice being displayed, in advance, advising Members of the Public of the closures.

**206/12-13 REQUEST TO LOCATE TEMPORARY POLLING STATION IN ST PAULS CLOSE – DARTFORD BOROUGH COUNCIL (DBC).**

**Recommended:** That the Town Clerks actions in agreeing to the request be endorsed.

**207/12-13. MAINTENANCE TO ST PETER AND ST PAULS CHURCH WALL.**

The Town Clerk clarified the contents of the report informing members of the need to undertake the repairs.





**Recommended:** That it be agreed for the repairs to be undertaken for the sum of £740.00 with any additional flints / costs being agreed with the RFO, in consultation with the Chairman of the Committee.

208/12-13. **COMMUNITY CAFÉ – UPDATE.**

The Town Clerk detailed the situation since the previous update, minute 407/11-12.

**Recommended:** That the item be noted.

209/12-13. **INTERNAL DECORATION – TOWN COUNCIL OFFICES AND COMMUNITY HALL AND THE COMMUNITY CAFÉ.**

Members were pleased to note the work undertaken regarding the re-decoration (minute 498/11-12).

**Recommended:** That the item be noted.

210/12-13. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor P J Scanlan and seconded by Councillor J A Hayes;

RESOLVED:

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.

No members of the press or public were present during discussion of the following item of business.

211/12-13. **CONVERSION OF OLD TOILET BLOCK.**

The Town Clerk explained the reasons and actions taken, as contained in the report.

**Recommended:**

- 1 To endorse the Town Clerk's actions in having the work undertaken.
- 2 To agree to the monies being used from the FRA Funds with the FRA's being amended accordingly to reflect this unexpected expenditure

There being no further business to transact, the Meeting closed at 7.30 pm.

Signed: *J. J. Bobley* Date: 29-11-2012  
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 12 SEPTEMBER 2012 AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor L J Bobby  
Councillor P C Harris  
Councillor V Openshaw  
Councillor B R Parry  
Councillor D A West

**ALSO PRESENT:** Graham Blew – Town Clerk

**ABSENT:** Councillor M D G Jackson

**33/12-13. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' Mrs S P Butterfill (DBC meeting), P M Harman (other commitments), J A Hayes (holiday), P A Read (other commitments) and P J Scanlan (other commitments).

**184/12-13. SUBSTITUTES.**

There were none.

**185/12-13. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**36/12-13. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**187/12-13. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 20 JUNE 2012.**

**Recommended:** The Minutes of the meeting held on 20 June 2012 were confirmed and signed.

**188/12-13. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – CONSULTATION ON THE KENT LANE RENTAL SCHEME.**

BER

The Town Clerk advised members that this was linked to item 11 on the agenda and should be considered at the same time.

The County Secretary had written informing that the above consultation on proposals to introduce a Kent Lane Rental Scheme was open until 17 September 2012. The documentation for this scheme could be viewed at the following website:-

<http://consultations.kent.gov.uk/consult.ti/kentlane2012/consultationHome>

Members considered the KALC draft response to this consultation.

**Recommended:** That a response be sent advising that the Scheme should include that contractors are not released from their commitment to re-instate the roads/works until all the associated equipment / signage/ barriers has been collected and removed from the site.

189/12-13. **KENT COUNTY COUNCIL'S (KCC) DEFINITIVE MAP AND STATEMENT (DMS) OF PUBLIC RIGHTS OF WAY COUNTY OF KENT.**

The Senior Public Rights of Way Officer – Definition had written informing that KCC would shortly be producing a new DMS and had asked if any routes that people may feel are not shown correctly can be highlighted to them. The draft consultation maps could be viewed at the following website:-

<http://www.kent.gov.uk/prowconsultations>

Any comments were required to be submitted by 19 October 2012.

**Recommended:** That the item be noted.

190/12-13. **DARTFORD AND GRAVESHAM RAMBLERS – 3 ROUTES.**

Members considered the correspondence received from the Dartford and Gravesham Ramblers along with the KCC Senior Public Rights of Way Officer's comments regarding the 3 routes.

**Recommended:** That the Ramblers Association be requested to supply the necessary evidence, as indicated by KCC PROW, before any applications are submitted regarding these routes.

191/12-13. **PARKING STANDARDS SUPPLEMENTARY PLANNING DOCUMENT (SPD) (DARTFORD BOROUGH COUNCIL).**

The Senior Planner (Policy) had informed that the SPD and Modifications Documents, adopted by DBC on 26 July 2012, could be viewed on the DBC website :-

[www.dartford.gov.uk/by-category/environment-and-planning2/planning/planning-policy](http://www.dartford.gov.uk/by-category/environment-and-planning2/planning/planning-policy)

**Recommended:** That the item be noted.

192/12-13. **COMMUNITY TRANSPORT FUND – KENT COUNTY COUNCIL (KCC).**

The Transport & Safety Policy Manager (KCC) had notified that KCC had been awarded central Government funding to improve Community Transport with this funding being available to all Voluntary and Community Organisations and not for profit providers of community transport services in Kent.

**Recommended:** That the Oast House (Age UK) be informed of the scheme.

33/12-13. **KENT LANE RENTAL SCHEME – CONSULTATION (KCC).**

The Director of Highways and Transportation (KCC) had advised that the consultation period ran from 25 June 2012 to 17 September 2012 with the documentation being available at the following website:-

[www.kent.gov.uk/kentlane2012](http://www.kent.gov.uk/kentlane2012)

This item was considered at the same time as agenda item 6 (minute 188/12-13).

**Recommended:** That this item be noted and considered at the same time as agenda item 6.

**TOWN PLANNING:**

194/12-13. **APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

*Members were advised that the following planning applications had been received from Dartford Borough Council and, in accordance with minute 68/12-13, had been dealt with during summer 2012 recess.*

DA/12/00758/VCON

Variation of Condition 3 of Outline Planning Permission DA/11/01134/OUT to include the Development Parameters Schedule and Disposition of Development Table.

Eastern Quarry, Watling Street, Swanscombe.

**OBSERVATIONS:**

No objections but the Town Council would respectfully request that the Planning Authority notify/advises them of what the capacity of the site is going to be and that

- this information be made available as soon as is possible.
- DA/12/00772/FUL      Erection of a second floor extension to provide 11 No. additional bedrooms.
- Rosewood, 28 Bean Road, Greenhithe.
- OBSERVATIONS:      The Town Council would seek assurances that the relevant authorities (police, fire, HSE etc.) have confirmed their satisfaction with the proposals contained in the application.
- In light of the fact that this proposal would increase the traffic flow within the area as well as the parking the Town Council request confirmation from the Planning Authority that, should this application be approved, the local infrastructure is capable of withstanding these increases.
- DA/12/00808/FUL      Provision of replacement windows.
- 105b Westview Court, Mounts Road, Greenhithe.
- OBSERVATIONS:      No observations. Please ensure all neighbours are consulted prior to the application being considered.
- DA/12/00803/FUL      Erection of rear conservatory.
- 11 Reservoir Close, Greenhithe.
- OBSERVATIONS:      No observations. Please ensure all neighbours are consulted prior to the application being considered.
- DA/12/00852/FUL      Erection of a rear conservatory.
- 3 Eleanor Walk, Greenhithe.
- OBSERVATIONS:      No observations. Please ensure all neighbours are consulted prior to the application being considered.
- DA/12/00910/FUL      Erection of a part two / part single storey rear / side extension incorporating terrace at first floor level.
- 8 The Dell, Greenhithe.
- OBSERVATIONS:      No observations. Please ensure all neighbours are consulted prior to the application being considered. The



Town Council would request that the parking provision at the site is adequate to take any increase in the amount of cars which may result from the increases in size of the property as the Swanscombe and Greenhithe area already has a very limited capacity.

DA/12/00920/TPO

Application to lift the crown to approx 9m overhanging 21 Watermans Way of 2 No. Sycamore trees subject to Tree Preservation Order No. 11 1990.

Communal Area rear of 21 Watermans Way, Greenhithe.

OBSERVATIONS:

No observations. Please ensure all neighbours are consulted prior to the application being considered.

DA/12/00925/TPO

Application to reduce height by 3m 1 No. Holme Oak tree subject to Tree Preservation Order No.11 1990.

Land R/O 4 Ingress Park Avenue Greenhithe Kent DA9 9XJ

OBSERVATIONS:

No observations. Please ensure all neighbours are consulted prior to the application being considered.

DA/12/00935/FUL

Erection of a single storey rear extension and front porch.

3 Stanley Road, Swanscombe.

OBSERVATIONS:

No observations. Please ensure all neighbours are consulted prior to the application being considered.

DA/12/00947/FUL

Provision of a door to replace a window to west elevation and installation of 3 No. air conditioning units within cages 2 No. on west elevation adjacent to new door and 1 No. air conditioning unit on south elevation).

Community Centre, Unit 1, North Star Boulevard, Greenhithe.

OBSERVATIONS:

The Town Council have concerns regarding parking provision for a commercial use of this kind (dance studio), especially in this area which embraces a bus square and many members of the public using the adjacent paths to access the ASDA store. The Town Council also have concerns regarding the developers original ethos of providing a community facility which is

now proposed to be a commercial dance studio which although maybe a lawful use (D1/D2) was not what was envisaged.

The Town Council respectfully request that any permission granted in connection to this application should only be done so after full and detailed liaison with the Town Council regarding community provision within the Greenhithe area as the legal agreement that accompanied the original planning permission required financial contributions towards the provision of community facilities.

DA/12/00931/FUL

Erection of a single storey front extension and single storey rear extensions and provision of 2 No. dormer windows in rear extension and roof lights in front and side elevation in connection with alterations to existing 3 No. one-bedroom flats and 5 No. bedsits to create 7 No. one-bedroom flats and 1 No. bedsit flat.

Flats 1-8 Eglinton House, Swanscombe Street, Swanscombe.

OBSERVATIONS:

The Town Council objects to this application as it would result in an undesirable intensification of use and overdevelopment of the site to the detriment of the amenities of the occupiers of neighbouring residential properties and to the street scene and locality, contrary to Policies B1 and H8 of the Adopted Local Plan 1995 and Policies DD11 and H4 of the Local Plan Review 2004.

The proposal would have inadequate off street parking to serve the needs of the development, the absence of which would give rise to an increase in on street parking in an area where there is very limited capacity, contrary to Policies T22 and T23 of the Dartford Local Plan, Policy T11 of the Dartford Local Plan Review Second Deposit Draft and Policy TP19 of the Kent and Medway Structure Plan 2006.

Policy DD11 of the Dartford Local Plan Review Amended Second Deposit Draft April 2004 includes; "incorporates appropriate provision for the role of the car", the Town Council feels that this development does not fulfil this.

Policy B1 of the Dartford Borough Local Plan 1995

includes; "(a) Proposed Use – The nature of and characteristics of the proposed use should be appropriate for its location and should not have a detrimental effect on the local area through visual impact, traffic generation, noise, fumes or other factors".

The Town Council would request that the Planning Officers and members of the Development Control Board take into account the fact that the adjacent roads already suffer severe problems regarding traffic flow and on street parking as well as being a much used and needed bus route. This proposal is also in very close proximity to St Peter and St Paul's Church which is used for many events but especially weddings and funerals.

DA/12/00950/FUL

Demolition of existing rear conservatory and erection of a two storey rear extension.

Lyndhurst, 117 Milton Street, Swanscombe.

OBSERVATIONS:

No observations. Please ensure all neighbours are consulted prior to the application being considered. The Town Council would request that the parking provision at the site is adequate to take any increase in the amount of cars which may result from the increases in size of the property as the Swanscombe and Greenhithe area already has a very limited capacity.

***Members are advised that the following planning applications have been received from Kent County Council and dealt with during summer 2012 recess.***

KCC/DA/0263/2012

Planning renewal for two, five bay mobile classroom units.

The Craylands Primary School, Craylands Lane, Swanscombe.

OBSERVATIONS:

The Town Council have no observations regarding this application but would like to respectfully suggest that the Kent County Council re-assess the permanent school provision in this area of Kent especially in regard to the recent population increases as well as the large proposed future developments.

***Members are advised that the following Granted Decision Notices were received from Dartford Borough Council during the summer 2012 recess.***

- DA/12/00397/COU            Change of use from HS1 Construction Land to Open Storage. Unite E1 to include cement silo and structure for use as office and amenity facilities.
- Units E1 and E3 land west of Kent Kraft Ind. Estate, Lower Road, Northfleet.
- DA/12/00426/CON            Demolition of existing building within Greenhithe Conservation area to facilitate construction of 4 bedroom house Planning Application Ref: DA/12/00425/FUL).
- Neptune Slipway, Pier Road, Greenhithe.
- DA/12/00639/CDNA            Submission of details relating to Archaeological Watching Brief pursuant to Condition 2 of Planning Permission DA/11/01464/FUL for change of use of land for open storage for plant equipment and formwork with the erection of associated workshop and office building and provision of parking, turning area, vehicle wash area and 3m high security fence inside existing 2.2m high iron fence.
- Land west of Rod End Estate, Lower Road, Northfleet.
- DA/12/00668/CDNA            Submission of details relating to Demarcation of Parking Spaces pursuant to Condition 7 of Planning Permission DA/11/01616/FUL for erection of single store rear extensions, first floor side and rear extensions and alterations to roof to form hip ends for conversion of existing public house into 4 x 1 bed flats and 2 x 2 bed flats with associated alterations to elevations, parking and bin stores.
- The Morning Star, 141 Church Road, Swanscombe.
- DA/12/00572/FUL            Erection of a satellite dish on rear elevation (retrospective application).
- 32 Liverymen Walk, Greenhithe.
- DA/12/00566/LDC            Use for Motor Vehicles repairs within Use Class B2 of the Town and Country Planning (Use Classes) Order 1987 as amended.
- Barney Sands, Unit P2, Northfleet Ind. Estate, Lower Road.

- DA/12/00808/FUL Provision of replacement windows.  
105b Westview Court, Mounts Road, Greenhithe.
- DA/12/00772/FUL Erection of a second floor extension to provide 11 No. additional bedrooms.  
Rosewood, 28 Bean Road, Greenhithe.

***Members are advised that the following Refused Decisions were received from Dartford Borough Council during the summer 2012 recess.***

- DA/12/00425/FUL Erection of a detached 4 bedroom house with associated parking.  
Neptune Slipway, Pier Road, Greenhithe.
- DA/12/00588/FUL Erection of a single storey front extension.  
18 Stanley Road, Swanscombe.

***Members are advised that the following Appeal Decision Notices were received from Dartford Borough Council during the summer 2012 recess.***

- DA/10/00534/VCON Change of user to A3 (restaurants and cafes) Opening  
Appeal against refusal hours 09:00 to 23:15.  
dismissed.  
125 Milton Road, Swanscombe.

\* **Recommended:** To note and endorse the responses submitted during the summer 2012 recess.

195/12-13. **APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

- DA/12/01023/CDNA Submission of details relating to programme of historic building recording and archaeological work pursuant to Conditions 2 and 4 of Planning Permission DA/11/01616/FUL for erection of single storey rear extensions, first floor side and rear extensions and alterations to roof to form hip ends for conversion of existing public house into 4 x 1 bed flats and 2 x 2 bed flats with associated alterations to elevations, parking and bin stores.

The Morning Star, 141 Church Road, Swanscombe.

**OBSERVATIONS:** No observations please ensure all neighbouring properties are



consulted prior to this application being considered.

DA12/01091/FUL

Demolition of existing detached garages and erection of a two storey side extension.

92 Ames Road, Swanscombe.

OBSERVATIONS:

The Town Council would seek assurances from the Planning Officers that ample off street parking provision is available for this development in accordance with the adopted standards of the Local Planning Authority and is contrary to Policy T23 of the Adopted Dartford Local Plan 1995 and Policy T11 of the Local Plan Review 2004. Assurance is sought that the proposal complies with policy T23 of the Dartford Borough Local Plan 1995 which states; "Development proposals should include adequate off-street parking facilities and appropriate rear access arrangements to properties.

DA/12/01095/FUL

Erection of a detached garage.

14 Gasson Road, Swanscombe.

OBSERVATIONS:

No observations. Please ensure all neighbours are consulted prior to the application being considered.

DA/12/01037/OUT

Demolition of the existing dwellings and the erection of 66 flats incorporating 53 two bedroom and 13 three bedroom apartments with provision for 98 car park spaces over two levels and an additional 6 spaces for the residents of Flint Cottage.

1A, 1B & 1C Knockhall Road, Greenhithe.

OBSERVATIONS:

The Town Council object to the application on the following grounds: overdevelopment of the site, lack of parking facilities, bad access due to location on the corner of the junction.

Inadequate street parking: The proposal would have inadequate off street parking to serve the needs of the development, the absence of which would give rise to an increase in on street parking in an area where there is very limited capacity, contrary to Policies T22 and T23 of the Dartford Local Plan, Policy T11 of the Dartford Local plan Review Second Deposit Draft and Policy TP19 of the Kent and Medway Structure Plan 2006.

The Town Council have concerns that the parking appears to

be on 3 levels and not the 2 levels stated on the attached application. Previous experience of this type of parking has evidenced that vans, 4 x 4 and larger vehicles are not able to use this design of parking which would give rise to an increase in on street parking in an area where there is very limited capacity, contrary to Policies T22 and T23 of the Dartford Local Plan, Policy T11 of the Dartford Local Plan Review Second Deposit Draft and Policy TP19 of the Kent and Medway Structure Plan 2006.

The proposed development would result in an undesirable intensification of use and overdevelopment of the site to the detriment of the amenities of the occupiers of neighbouring residential properties and to the street scene and locality, contrary to Policies B1 and H8 of the Adopted Local Plan 1995 and Policies DD11 and H4 of the Local Plan Review 2004.

Should the Development Control Board be minded to approve this application the Town Council would respectfully request that:-

The Planning Authority ensures that the amount of financial contribution the developer previously offered (DA/10/00872/OUT) for the improvement of recreational facilities for local children in the area is secured and that due to the increase in amount of dwellings from 50 to 66, this be increased accordingly and that this be used within the nearby Knockhall Recreation Ground.

Due to the previous uses of the site archaeological tests should be undertaken prior to any building works being started.

The Town Council would also like to request that the improvement of the junction with London Road be considered as priority for any funding secured through Section 106 Agreement attached to this development.

**196/12-13. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following granted decision notices were noted.

DA/12/00801/TPO      Application to prune back lower canopy over gardens of 67 Swanscombe Street and 24/26 Keary Road by either removal of branches back to source or suitable growing points leaving

approx 1m from boundary wall of Various mixed species on  
boundary with 67 Swanscombe Street and 24/26 Keary Road  
subject to Tree Preservation Order No.3 1991.

Playground, St Peters Close, Swanscombe.

There being no further business to transact, the Meeting closed at 7.40 pm.

Signed:                     *A. Rowland*                     Date:                     3/10/12                      
(Chairman)

MINUTES of the MEETING of the LEASES & LEGAL SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on FRIDAY 7 SEPTEMBER 2012 at 11.00AM

**PRESENT:**  
Councillor B E Read – Chairman  
Councillor L J Bobby  
Councillor J A Hayes  
Councillor Mrs I A Read  
Councillor P J Scanlan

**ALSO PRESENT:**  
Graham Blew – Town Clerk  
Sara Stapleton – Responsible Financial Officer (RFO)  
Mr R Garner, Pavilion Trustee  
Mr G Clutterbuck (on behalf of Ms F Clutterbuck, Pavilion Trustee)

**174/12-13. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillor R J Lees (KCC Meeting) and Mr M Crundwell, Chairman of Pavilion (other commitments).

**175/12-13. SUBSTITUTES.**

There were none.

**176/12-13. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor J A Hayes declared a DPI in agenda item 6 – Swanscombe and Greenhithe Association of Sports and Social Clubs (The Pavilion) – General update and way forward, as he was a Town Council representative on the Pavilion Committee.

The Town Clerk advised the remaining members that under the recently adopted Code of Conduct, including the adopted definition of Prejudicial Interests, Associated Membership of The Pavilion, through being members of the Swanscombe and Greenhithe Residents Association, no longer constituted a Prejudicial Interest therefore no dispensation was required.

***The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.***

**177/12-13. ITEMS AS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**178/12-13. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 14 JUNE 2012.**

The Minutes of the Meeting held on 14 June 2012 were approved and signed.

BJR

179/12-13. **EXCLUSION OF PRESS AND PUBLIC**

MOVED BY Councillor B E Read and seconded by Councillor J A Hayes;

RESOLVED:

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.

No members of the press or public were present during discussion of the following items of business.

180/12-13. **CHANGE IN AGENDA ORDER**

The Chairman advised members that the agenda order would be changed to consider item 7 before item 6.

181/12-13. **GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – MANAGEMENT AGREEMENT (MA).**

The Town Clerk appraised members of the contents of the meeting he and the RFO had attended with representatives of GCLL on 22 August 2012.

Members were very interested in the proposals made by GCLL and requested that a meeting be arranged with them so that they could discuss these in detail.

**Recommended:** That a meeting of the sub-committee be arranged, with GCLL invited to attend, to discuss the proposals for the Leisure Centre.

182/12-13. **SWANSCOMBE AND GREENHITHE ASSOCIATION OF SPORTS AND SOCIAL CLUBS (PAVILION) – GENERAL UPDATE AND WAY FORWARD.**

This item had been included on the agenda as per minute 62/12-13.

The Chairman thanked Mr Clutterbuck and Mr Garner for attending.

The RFO confirmed the outstanding rental payments to date and advised that the next quarters amounts would be added to this on 1 October 2012, the Chairman advised the Pavilion representatives of the Town Councils concerns regarding the severity of the current situation and the fact that three months on from the previous meeting it appeared that they were no further advanced in addressing the issues.

As the Pavilion had not come with a plan of how they were going to progress it was agreed that a meeting be held in a month's time where the Pavilion would submit a report and discuss how they were going to address the current outstanding rental payments due.

*GAR*



The Chairman advised the Pavilion of the rental figure for the new lease, agreed by the council, minute 557/11-12, and the fact that this was £2,000.00 lower than the current annual rental figure.

A hard copy of the Dilapidation Report was given to Mr R Garner for him to forward on to the Chairman and Pavilion committee members.

**Recommended:**

- 1 That the Pavilion provide a report on how they will address the current unsatisfactory situation within 1 month;
- 2 That a meeting of the Leases and Legal Sub-Committee be held to discuss the report contained in 1 above and that the Pavilion be invited to attend.

There being no further business, the Meeting closed at 12.00 noon.

Signed: *A. E. Read*  
Chairman

Date: *10/10/12*

MINUTES of the SPECIAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 6 SEPTEMBER 2012 at 7.50 PM

**PRESENT:**

Councillor V Openshaw – Town Mayor  
Councillor K G Basson  
Councillor Mrs S P Butterfill  
Councillor Ms L M Hall  
Councillor P C Harris  
Councillor Ms L C Howes  
Councillor R J Lees  
Councillor Mrs C K Openshaw  
Councillor B R Parry  
Councillor B E Read  
Councillor Mrs I A Read  
Councillor P J Scanlan  
Councillor D A West

**ALSO PRESENT:**

Graham Blew - Town Clerk  
Sara Stapleton – Responsible Financial Officer (RFO)

**ABSENT:** There were none

**166/12-13. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' L J Bobby (unwell), Ms L M Cross (work commitments), W S Cunningham (other commitments), J A Hayes (DBC Meeting), P M Harman (other commitments), P A Read (other commitments) and M D G Jackson (abroad).

**167/12-13. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**168/12-13. MINUTES OF THE ANTI-SOCIAL BEHAVIOUR AND CRIME SUB-COMMITTEE MEETING HELD ON 4 JULY 2012.**

**RESOLVED:**

That the Minutes of the Anti-Social Behaviour and Crime Sub-Committee Meeting held on 4 July 2012 be confirmed and the recommendations made therein be adopted.

169/12-13. **MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 18 JULY 2012.**

RESOLVED:

That the Minutes of the Personnel Committee Meeting held on 18 July 2012 be confirmed and the recommendations made therein be adopted.

170/12-13. **CODE OF CONDUCT.**

The Town Clerk advised members that should they accept and adopt the code of conduct contained in the report the following additional amendments, not contained in the report, would also need to be made to Standing Orders:

- 39 d) to refer to Standing Orders 30 and 31
- 40 to have reference to the Standards Board for England removed

Members agreed that Standing Order 14 should include provision for any beaches of the Code of Conduct being dealt with by the Town Clerk in conjunction with the Monitoring Officer at Dartford Borough Council.

The Town Clerk advised members that, upon adoption of the Code of Conduct, they would be required to sign, date and return declaration forms within 28 days and that these forms would be distributed after the meeting.

Members discussed the detailed report and it was;

RESOLVED:

1. the 'Prejudicial Interest' definition and associated public interest test as set out in Appendix A to the report, be adopted as another prescribed interest to be declared when relevant.
2. That, the Code of Conduct at Appendix B to the report, which deals with the conduct expected of Members and voting Co-opted Members of this Council when they are acting in that capacity, be adopted and that the Town Clerk be granted delegated authority to publicise the Code.
3. That additional Standing Order 44 as detailed in Appendix C to the report be adopted.
4. That a financial threshold for triggering the registration and declaration of a gift, benefit and hospitality be set at £100 and that this be included as Standing Order 45 – Appendix C.
5. That the Town Clerk be designated as Proper Officer for the purposes of receiving applications for grants of dispensation.

6. That the dispensation functions set out para. 2 of Appendix D to the report, be delegated to the Town Clerk.
7. The following amendments would need to be made to Standing Orders:
  - 39 d) to refer to Standing Orders 30 and 31
  - 40 to have reference to the Standards Board for England removed

Standing Order 14 to include provision for any breaches of the Code of Conduct being dealt with by the Town Clerk in conjunction with the Monitoring Officer at Dartford Borough Council.

**171/12-13. GENERAL POWER OF COMPETENCY (GPC).**

Members congratulated the Town Clerk on his passing Section 7 of CiLCA 2012 and also on being the first parish clerk within the borough of Dartford to do so.

RESOLVED:

That the Town Council meets the criteria set out by the Secretary of State (Localism Act 2011s8) and set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

**172/12-13. EXCLUSION OF THE PRESS AND PUBLIC**

MOVED BY Councillor P J Scanlan and seconded by Councillor Mrs S P Butterfill;

RESOLVED:

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.

No members of the press or public were present during discussion of the following item of business.

**173/12-13. ST JOHNS HALL (STANLEY ACKERS) – CRAYLANDS LANE.**

The Town Clerk went through the report and updated members on the current situation including his meeting this week with the new owner of the hall.


Councillor R J Lees requested that the leases for other Town Council owned/managed areas that may encounter access issues be checked.

RESOLVED:

That the current situation be noted and that leases for other Town Council owned/managed areas that may encounter access issues be checked.

SPECIAL TOWN COUNCIL  
6 SEPTEMBER 2012

There being no further business to transact the Meeting closed at 8.20pm.

Signed:  Date: 18-11-12  
\_\_\_\_\_  
(Chairman)



MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at  
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 6 SEPTEMBER 2012  
AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor R J Lees  
Councillor K G Basson  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor P C Harris  
Councillor Ms L C Howes  
Councillor V Openshaw  
Councillor B R Parry (substituting for Councillor M D G Jackson)  
Councillor Mrs I A Read  
Councillor P J Scanlan

**ALSO PRESENT:** Graham Blew – Town Clerk  
Sara Stapleton – Responsible Financial Officer (RFO)

**ABSENT:** There were none

**149/12-13. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' L J Bobby (unwell) and M D G Jackson (abroad).

An apology for lateness was received and accepted from Councillor K G Basson.

**150/12-13. SUBSTITUTES.**

Councillor B R Parry substituted for Councillor M D G Jackson.

**151/12-13. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor R J Lees declared disclosable pecuniary interest (DPI) in agenda item 16 – Swanscombe and Greenhithe Association of Sports & Social Club (Pavilion) - Update, as he is a Town Council representative on the Swanscombe and Greenhithe Association of Sports & Social Club Committee.

Councillor R J Lees declared a DPI in agenda item 9 – Funding Application made to the Town Council – Dartford Citizens Advice Bureau (CAB) as he was currently in the process of becoming a trustee of the CAB.

***The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.***

BER

**152/12-13. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**153/12-13. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 31 MAY 2012.**

**Recommended:** The Minutes of the meeting held on 31 May 2012 were confirmed and signed as a true record.

**154/12-13. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

Members were provided with details of all receipts and payments for authorisation for May, June and July 2012.

Members asked that it be recorded that, as was normal practice, each page of the finance statements and accounts was scrutinised.

**Recommended:** That the receipts and payments for May, June and July 2012, as per the annexed list, be approved.

**155/12-13. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Summary of Accounts, balanced to 31 July 2012.

**Recommended:** That the details of the Summary of Accounts, balanced to 31 July 2012 be noted.

**156/12-13. PAYMENTS BY PARISH AND COMMUNITY COUNCILS AND CHARTER TRUSTEES – CONSULTATION PAPER.**

The RFO detailed her report and members concurred with the view that the Town Council should move forward with electronic payments but should not lose its current controls requiring two members signatures along with either the Town Clerk or RFO's signature to authorise payments.

Members requested that the RFO respond to DCLG on their behalf.

**Recommended:** That the the Town Council move forward with electronic payments but should not lose its current controls requiring two members signatures along with either the Town Clerk or RFO's signature to authorise payments.

*Having already declared a DPI Councillor R J Lees left the chamber and took no part in the discussion or decision of the following item.*

**157/12-13. FUNDING APPLICATION MADE TO THE TOWN COUNCIL – DARTFORD CITIZENS  
ADVICE BUREAU (CAB).**

Members received the application from the CAB. After discussion members agreed that it would be appropriate to award £500.00 funding from the Section 137 budget, along with the free use of the room at the Community Café on the proviso that the CAB obtains sufficient funding from other sources to continue the service at the Community Café.

**Recommended:** That it would be appropriate to award £500.00 funding from the Section 137 budget, along with the free use of the room at the Community Café on the proviso that the CAB obtains sufficient funding from other sources to continue the service at the Community Café.

**158/12-13. FUNDING APPLICATION MADE TO THE TOWN COUNCIL –  
SWANSCOMBEDOWNS BOWLS CLUB.**

Members received the application made by the SwanscombeDowns Bowls Club. Members considered the items submitted by the club that funding was being asked for and felt that the club should be able to provide these type of items as part of its normal operation. It was agreed that it would not be appropriate to award funding on this occasions.

**Recommended:** That on this occasion no funding be awarded.

**159/12-13. LOCALISING SUPPORT FOR COUNCIL TAX IN ENGLAND – DARTFORD  
BOROUGH COUNCIL (DBC).**

Members considered the extract of the minutes from the Cabinet Advisory Panel (DBC) meeting held on 25 June 2012. Members raised concerns regarding the timescales involved in setting it's budget for the forthcoming year and requested that through the next DAPTC meeting the borough council be urged to give as much time as possible to the parish councils for this process.

**Recommended:** That the item be noted.

**160/12-13. LETTER OF THANKS – DARTFORD CAMBRIA SEA SCOUTS.**

Members were happy to note the letter of thanks regarding the recent funding award.

Councillor Mrs S P Butterfill passed on her gratitude to the Town Council for the recent donation towards the Ingress Park Family Fun Day and advised that the day had been a huge success and would not have been possible without the Town Council's assistance.

**Recommended:** That the item be noted.

**161/12-13. DARTFORD BOROUGH COUNCIL (DBC) – CONSULTATION ON STATEMENT OF GAMBLING POLICY FOR THE PERIOD 3 JANUARY 2013 TO 2 JANUARY 2016.**

The Senior Licensing Officer, DBC, had written notifying the consultation was being undertaken with a deadline for comments of 2 October 2012.

**Recommended:** That the item be noted.

**162/12-13. ELECTRICITY SUPPLY: KCC LASER – NEW THREE YEAR CONTRACT.**

Members considered the report regarding the new three year contract.

**Recommended:** That RFO's actions in entering into a new three year contract with Southern Electric for the supply of the electricity to the council's properties be endorsed.

**163/12-13. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor B E Read and seconded by Councillor P J Scanlan;

RESOLVED:

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.

No members of the press or public were present during discussion of the following item of business.

**164/12-13. OLD TOILET BLOCK CONVERSION.**

Members considered the report for this item and received a verbal update from the Town Clerk.

Councillor R J Lees highlighted the importance of replenishing the funds used from the FRA Funds.

**Recommended:**

- 1 That the Town Clerk's actions in having the work undertaken be endorsed.
- 2 That it be agreed for the FRA Funds being used to pay for these works with the FRA's being amended accordingly to reflect this unexpected expenditure.

*Having already declared a DPI Councillor R J Lees was advised by the Town Clerk that there would be no discussion or decision regarding the following item purely an update.*

BR

165/12-13. **SWANSCOMBE AND GREENHITHE ASSOCIATION OF SPORTS AND SOCIAL CLUBS (THE PAVILION) – UPDATE.**

Further to minute 62/12-13, members were appraised of the situation regarding the outstanding amounts owed by The Pavilion and also of the fact that, since the agenda had been published it had been possible to arrange a meeting of the Leases & Legal Sub-Committee which would take place on 7 September 2012.

**Recommended:** That the item be noted.

There being no further business, the Meeting closed at 7.50 pm.

Signed:

BE Read  
(Chairman)

Date:

8/10/12



## SGTC

### Listing of Receipts in each Code for All Cost Centres (Between 01/05/2012 to 31/05/2012)

<b>Cost Centre Broomfield Sports Ground</b>												
<b>Code Number</b>	<b>95</b>	<b>Football Income</b>										
<b>Vchr.</b>	18	31/05/2012	Minute	Bank	Current Account	<b>Cheq. No.</b>		<b>Description</b>		<b>Supplier</b>		<b>Total</b>
								Football Pitch Hire		Pavilion Athletic		55.00
										Subtotal for Code: Football Income		£55.00
												£55.00
<b>Code Number 96 Cricket Income</b>												
<b>Vchr.</b>	20	31/05/2012	Minute	Bank	Current Account	<b>Cheq. No.</b>		<b>Description</b>		<b>Supplier</b>		<b>Total</b>
								Cricket Pitch Hire		S&G 1880 Cricket Club		740.00
										Subtotal for Code: Cricket Income		£740.00
												£740.00
<b>Subtotal for Cost Centre: Broomfield Sports Ground</b>												
												795.00
<b>Cost Centre Allotments</b>												
<b>Code Number</b>	<b>218</b>	<b>Rent Income</b>										
<b>Vchr.</b>	19	31/05/2012	Minute	Bank	Current Account	<b>Cheq. No.</b>		<b>Description</b>		<b>Supplier</b>		<b>Total</b>
								Allotment Rent		Hutton		16.00
								Allotment Rent		Bossa		17.50
										Subtotal for Code: Rent Income		£33.50
												£33.50
<b>Subtotal for Cost Centre: Allotments</b>												
												33.50
<b>Cost Centre Administration</b>												
<b>Code Number</b>	<b>271</b>	<b>Miscellaneous Income</b>										
<b>Vchr.</b>	29	30/05/2012	Minute	Bank	HI Business Prer DC	<b>Cheq. No.</b>		<b>Description</b>		<b>Supplier</b>		<b>Total</b>
								Cash Office Recharge		DBC		2,044.57
										Subtotal for Code: Miscellaneous Income		£2,044.57
												2,453.48
<b>Subtotal for Cost Centre: Administration</b>												
												£2,453.48
<b>Cost Centre Church Road Hall</b>												
<b>Code Number</b>	<b>274</b>	<b>Bank Interest</b>										
<b>Vchr.</b>	27	08/05/2012	Minute	Bank	Current Account	<b>Cheq. No.</b>		<b>Description</b>		<b>Supplier</b>		<b>Total</b>
								Bank Charges		Barclays		-9.05
										Subtotal for Code: Bank Interest		£-9.05
												£-9.05
<b>Subtotal for Cost Centre: Administration</b>												
												2,035.52
<b>Cost Centre Church Road Hall</b>												
<b>Code Number</b>	<b>295</b>	<b>Hire Income</b>										
<b>Vchr.</b>	21	31/05/2012	Minute	Bank	Current Account	<b>Cheq. No.</b>		<b>Description</b>		<b>Supplier</b>		<b>Total</b>
								Hall Hire		Various		199.00
										Subtotal for Code: Hire Income		£199.00
												£199.00
<b>Subtotal for Cost Centre: Church Road Hall</b>												
												199.00
<b>Cost Centre Heritage Community Hall</b>												
<b>Code Number</b>	<b>335</b>	<b>Hire Income</b>										
<b>Vchr.</b>	23	31/05/2012	Minute	Bank	Current Account	<b>Cheq. No.</b>		<b>Description</b>		<b>Supplier</b>		<b>Total</b>
								Hall Hire		Various		1,650.00
										Subtotal for Code: Hire Income		£1,650.00
												£1,650.00

**SGTC**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01/05/2012 to 31/05/2012)**

Cost Centre Sports Pavilion				Subtotal for Cost Centre: Heritage Community Hall						
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
25	31/05/2012		Current Account		Pavilion Rent	S&G Association of Sports & Soci	Z	1,004.54	0.00	1,004.54
Subtotal for Code: Rent Income								£1,004.54	£0.00	£1,004.54
Subtotal for Cost Centre: Sports Pavilion								1,004.54	0.00	1,004.54
Cost Centre Town Council Offices Community Hall				Subtotal for Cost Centre: Town Council Offices Comrr						
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
22	31/05/2012		Current Account		Hall Hire	Various	Z	1,417.50	0.00	1,417.50
26	31/05/2012		Current Account		Hall Hire Refund	Neal	Z	-22.50	0.00	-22.50
30	24/05/2012		HI Business Prer	DC	Hall Hire	North Kent Karate	Z	168.00	0.00	168.00
Subtotal for Code: Hire Income								£1,563.00	£0.00	£1,563.00
Subtotal for Cost Centre: Town Council Offices Comrr								1,563.00	0.00	1,563.00
Cost Centre Old Fire Station Cafe				Subtotal for Cost Centre: Old Fire Station Cafe						
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
28	31/05/2012		Current Account		Food Sales	Old Fire Station Cafe	S	802.13	160.42	962.55
Subtotal for Code: Cafe Income								£802.13	£160.42	£962.55
Subtotal for Cost Centre: Old Fire Station Cafe								802.13	160.42	962.55
<b>TOTALS .....</b>								<b>£8,082.69</b>	<b>£569.33</b>	<b>£8,652.02</b>

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/05/2012 to 31/05/2012)**

Cost Centre	Public Lighting	1 Supply & Maintenance		Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Minute	Bank	Cheq. No.						
Vchr. 165	10/05/2012	Current Account	712469	Street Lighting Maintenance	Direct Technical Services	S	600.97	120.19	721.16
Vchr. 206	17/05/2012	Current Account	DD	Electricity - Street Lighting	E-on	L	70.82	3.54	74.36
				Subtotal for Code: Supply & Maintenance			£671.79	£123.73	£795.52
Code Number	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 227	31/05/2012	Current Account	712491	Christmas Lighting - Electricity	EDF Energy	S	364.94	55.82	420.76
				Subtotal for Code: Christmas Lighting			£364.94	£55.82	£420.76
Code Number	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 212	24/05/2012	Current Account	712482	Street Lighting Repairs	Direct Technical Services	S	1,530.00	306.00	1,836.00
				Subtotal for Code: Repairs			£1,530.00	£306.00	£1,836.00
				Subtotal for Cost Centre: Public Lighting			2,566.73	485.55	3,052.28
Code Number	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 127	01/05/2012	Current Account	DD	NNDR	DBC	Z	320.00	0.00	320.00
				Subtotal for Code: Rates			£320.00	£0.00	£320.00
				Subtotal for Cost Centre: Grove Car Park			320.00	0.00	320.00
Code Number	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 167	10/05/2012	Current Account	712471	PAYE	Inland Revenue	Z	617.40	0.00	617.40
Vchr. 168	10/05/2012	Current Account	712471	NI	Inland Revenue	Z	591.65	0.00	591.65
Vchr. 178	10/05/2012	Current Account	DD	Wages	SGTC	Z	4,573.70	0.00	4,573.70
Vchr. 179	10/05/2012	Current Account	DD	Park Keeper Cover	SGTC	Z	203.82	0.00	203.82
Vchr. 187	10/05/2012	Current Account	DD	Pension E'ee	KCC - LGPS	Z	261.23	0.00	261.23
Vchr. 188	10/05/2012	Current Account	DD	Pension E'er	KCC - LGPS	Z	1,425.71	0.00	1,425.71
Vchr. 230	31/05/2012	Current Account	DD	Park Keeper Cover	S Hoadley	Z	261.62	0.00	261.62
				Subtotal for Code: Wages			£7,935.13	£0.00	£7,935.13
Code Number	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 137	03/05/2012	Current Account	712455	Gang Mowing	J B Westwood	S	1,602.00	320.40	1,922.40
Vchr. 138	03/05/2012	Current Account	712456	Dog Bin Disposal	Enterprise	S	144.00	28.80	172.80
Vchr. 140	03/05/2012	Current Account	712458	Replacement Equipment - Break In	Discount Builders Merchants	S	66.64	13.34	79.98
Vchr. 141	03/05/2012	Current Account	712459	Sports Grounds Maintenance Supp	Eden Park (STMS) Ltd	S	285.21	16.50	301.71
Vchr. 143	03/05/2012	Current Account	712460	Fire Extinguisher Service	KCC - KCS	S	16.40	3.28	19.68

## SGTC

### Listing of Payments in each Code for All Cost Centres (Between 01/05/2012 to 31/05/2012)

156	10/05/2012	Current Account	712462	Replacement Equipment - Break In	Godfreys	S	693.33	138.67	832.00	
160	10/05/2012	Current Account	712465	Replacement Dog Bin	Gladdon UK Ltd	S	171.40	34.28	205.68	
163	10/05/2012	Current Account	712467	Replacement Equipment - Break In	Ernest Doe & Sons Ltd	S	558.96	111.75	670.71	
166	10/05/2012	Current Account	712470	Mower Service	FL Machinery	Z	333.76	0.00	333.76	
199	17/05/2012	Current Account	712474	Paint	Timber Mouldings Ltd	S	121.35	24.27	145.62	
200	17/05/2012	Current Account	712475	Skip Hire	Pinden Ltd	S	185.00	37.00	222.00	
201	17/05/2012	Current Account	712476	Replacement Equipment - Break In	Trade UK	S	265.70	53.14	318.84	
205	17/05/2012	Current Account	712478	Cleaning Materials	KCC - KCS	S	115.81	23.16	138.97	
216	24/05/2012	Current Account	712482	New Lock for Parks Container follo	Locks N Tools	S	86.88	17.38	104.26	
223	31/05/2012	Current Account	712487	Sports Grounds Maintenance Supp	Eden Park (STMS) Ltd	S	350.75	28.90	379.65	
225	31/05/2012	Current Account	712489	Bedding Plants	DTG Elliott & Son Ltd	S	136.00	27.20	163.20	
228	31/05/2012	Current Account	712492	Dog Bin Disposal	Enterprise	S	144.00	28.80	172.80	
232	31/05/2012	Current Account	DD	Petrol Can	Petty Cash	S	18.95	3.79	22.74	
235	31/05/2012	Current Account	DD	New Kettle	Petty Cash	S	4.58	0.91	5.49	
236	31/05/2012	Current Account	DD	General Equipment/Materials	Petty Cash	S	7.93	1.59	9.52	
250	31/05/2012	Current Account	DD	Spray Paint	Petty Cash	S	9.60	1.92	11.52	
252	31/05/2012	Current Account		Insurance Claim - Swanscombe Pa	Zurich Municipal	Z	-150.95	0.00	-150.95	
							£5,167.30	£915.08	£6,082.38	
							Subtotal for Code: Equipment/Materials			
<b>43 Fuel</b>										
<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
233	31/05/2012	Current Account	DD	Diesel	Petty Cash	S	16.67	3.33	20.00	
257	14/05/2012	Current Account	DD	Diesel	Asda Stores Ltd	S	194.74	38.95	233.69	
							£211.41	£42.28	£253.69	
							Subtotal for Code: Fuel			
<b>44 Fencing</b>										
<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
129	03/05/2012	Current Account	712453	Fencing Repairs - Leisure Centre	Forestrall Ltd	S	37.44	7.49	44.93	
							£37.44	£7.49	£44.93	
							Subtotal for Code: Fencing			
<b>45 Telephone</b>										
<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
154	03/05/2012	Current Account	DD	Parks Mobile Phone	O2	S	14.89	2.48	17.37	
221	24/05/2012	Current Account	DD	Parks Mobile Phone	O2	S	14.89	2.48	17.37	
234	31/05/2012	Current Account	DD	Mobile Phone Top Up Voucher	Petty Cash	S	25.00	5.00	30.00	
							£54.78	£9.96	£64.74	
							Subtotal for Code: Telephone			
<b>47 Water Rates</b>										
<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
185	10/05/2012	Current Account	DD	Water Rates - Swanscombe Park	Thames Water	Z	32.92	0.00	32.92	
							£32.92	£0.00	£32.92	
							Subtotal for Code: Water Rates			
<b>48 Gas/Electricity</b>										
<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
150	03/05/2012	Current Account	712461	Electricity - Mess Room	EDF Energy	L	545.65	27.26	572.91	



## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/05/2012 to 31/05/2012)

152	03/05/2012	Current Account	DD	Electricity - Bowls Pavilion	EDF Energy	L	105.08	5.25	110.33
					Subtotal for Code: Gas/Electricity		£650.73	£32.51	£683.24
<b>Code Number</b>	<b>49</b>	<b>Playground Equipment &amp; Mainteni:</b>							
<b>Vchr. Date</b>	<b>224 31/05/2012</b>	<b>Minute Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
		Current Account	712488	Playground Equipment Repairs	Ray-Weld	S	220.00	44.00	264.00
				Subtotal for Code: Playground Equipment & I			£220.00	£44.00	£264.00
<b>Cost Centre</b>	<b>Swanscombe Park</b>			Subtotal for Cost Centre: Parks Establishment			14,309.71	1,051.32	15,361.03
<b>Code Number</b>	<b>70</b>	<b>Bowls Pavilion Maintenance</b>							
<b>Vchr. Date</b>	<b>144 03/05/2012</b>	<b>Minute Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
		Current Account	712460	Fire Extinguisher Service	KCC - KCS	S	6.00	1.20	7.20
				Subtotal for Code: Bowls Pavilion Maintenance			£6.00	£1.20	£7.20
<b>Cost Centre</b>	<b>Knockhall Playing Field</b>			Subtotal for Cost Centre: Swanscombe Park			6.00	1.20	7.20
<b>Code Number</b>	<b>80</b>	<b>Rates</b>							
<b>Vchr. Date</b>	<b>123 01/05/2012</b>	<b>Minute Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
		Current Account	DD	NNDR	DBC	Z	38.00	0.00	38.00
				Subtotal for Code: Rates			£38.00	£0.00	£38.00
<b>Cost Centre</b>	<b>Other Projects</b>			Subtotal for Cost Centre: Knockhall Playing Field			38.00	0.00	38.00
<b>Code Number</b>	<b>121</b>	<b>General Projects (inc. Summer En:</b>							
<b>Vchr. Date</b>	<b>161 10/05/2012</b>	<b>Minute Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
		Current Account	712465	Benches - Diamond Jubilee	Glasdon UK Ltd	S	1,809.66	361.93	2,171.59
		Current Account	712473	Plaques for Diamond Jubilee Benc	Glasdon UK Ltd	S	125.82	25.16	150.98
				Subtotal for Code: General Projects (inc. Sur			£1,935.48	£387.09	£2,322.57
<b>Code Number</b>	<b>124</b>	<b>Basketball Court</b>							
<b>Vchr. Date</b>	<b>211 24/05/2012</b>	<b>Minute Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
		Current Account	712481	New Basketball Facility	Trevor May Contracts Ltd	S	11,875.00	2,375.00	14,250.00
				Subtotal for Code: Basketball Court			£11,875.00	£2,375.00	£14,250.00
<b>Cost Centre</b>	<b>Leisure Centre</b>			Subtotal for Cost Centre: Other Projects			13,810.48	2,762.09	16,572.57
<b>Code Number</b>	<b>146</b>	<b>Rates &amp; Insurance Rent - DBC</b>							
<b>Vchr. Date</b>	<b>126 01/05/2012</b>	<b>Minute Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
		Current Account	DD	NNDR	DBC	Z	2,198.00	0.00	2,198.00
				Subtotal for Code: Rates & Insurance Rent - I			£2,198.00	£0.00	£2,198.00
<b>Code Number</b>	<b>155</b>	<b>Management Fee</b>							
<b>Vchr. Date</b>	<b>159 10/05/2012</b>	<b>Minute Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
		Current Account	712464	Management Fee - 1 April - 30 Jun	GCLL	S	15,325.00	3,065.00	18,390.00



## SGTC

### Listing of Payments in each Code for All Cost Centres (Between 01/05/2012 to 31/05/2012)

Code Number		211 Repairs / Maintenance		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Account	712482												
215	24/05/2012		Current Account				Repairs to NBG Allotment Ground I	Locks N Tools	S			56.24	11.25	67.49			
Subtotal for Code: Repairs / Maintenance												£56.24	£11.25	£67.49			
Subtotal for Cost Centre: Allotments												56.24	11.25	67.49			
Subtotal for Code: Management Fee												£15,325.00	£3,065.00	£18,390.00			
Subtotal for Cost Centre: Leisure Centre												17,523.00	3,065.00	20,588.00			
Code Number		230 Wages		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Account	712471												
169	10/05/2012		Current Account				PAYE	Inland Revenue	Z			785.40	0.00	785.40			
170	10/05/2012		Current Account				NI	Inland Revenue	Z			879.30	0.00	879.30			
173	10/05/2012		Current Account				Wages	SGTC	Z			5,265.99	0.00	5,265.99			
189	10/05/2012		Current Account				Pension E'ee	KCC - LGPS	Z			421.00	0.00	421.00			
190	10/05/2012		Current Account				Pension E'er	KCC - LGPS	Z			2,042.90	0.00	2,042.90			
Subtotal for Code: Wages												£9,394.59	£0.00	£9,394.59			
Code Number		231 Furniture, Fixtures & Fittings		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Account	712472												
197	17/05/2012		Current Account				New Hardrive for RFO Laptop	ABC ICT Ltd	S			57.50	11.50	69.00			
Subtotal for Code: Furniture, Fixtures & Fittin'												£57.50	£11.50	£69.00			
Code Number		232 Photocopier		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Account	712485												
217	24/05/2012		Current Account				Photocopier Usage	KCC - KCS	S			241.44	48.29	289.73			
Subtotal for Code: Photocopier												£241.44	£48.29	£289.73			
Code Number		233 Stationary, Advertising & Postage		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Account	DD												
222	24/05/2012		Current Account				Smartstamp Monthly Top Up	Royal Mail	Z			60.00	0.00	60.00			
Subtotal for Code: Stationary, Advertising & F												£60.00	£0.00	£60.00			
Code Number		234 Telephone / Internet		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Account	DD												
175	10/05/2012		Current Account				Use of Personal Mobiles - TC and I	SGTC	S			20.83	4.17	25.00			
195	10/05/2012		Current Account				Phone Bill - Admin Internet	British Telecom	S			142.50	28.50	171.00			
Subtotal for Code: Telephone / Internet												£163.33	£32.67	£196.00			
Code Number		235 Mileage Allowance		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Account	DD												
174	10/05/2012		Current Account				Mileage	SGTC	S			50.02	1.33	51.35			
Subtotal for Code: Mileage Allowance												£50.02	£1.33	£51.35			



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### Listing of Payments in each Code for All Cost Centres (Between 01/05/2012 to 31/05/2012)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>251 Council Offices Building Maintena</b>										
Vchr.	148	03/05/2012	Current Account	712460	Fire Extinguisher Service	KCC - KCS	S	10.00	2.00	12.00
						Subtotal for Code: Council Offices Building M		£10.00	£2.00	£12.00
<b>252 Water Rates</b>										
Vchr.	128	01/05/2012	Current Account	DD	NNDR	DBC	Z	2,095.00	0.00	2,095.00
	186	10/05/2012	Current Account	DD	Water Rates	Thames Water	S	161.78	20.36	182.14
						Subtotal for Code: Water Rates		£2,256.78	£20.36	£2,277.14
<b>253 Gas</b>										
Vchr.	220	24/05/2012	Current Account	DD	Gas	KCC - KCS	S	203.89	40.78	244.67
						Subtotal for Code: Gas		£203.89	£40.78	£244.67
<b>254 Electricity</b>										
Vchr.	184	10/05/2012	Current Account	DD	Electricity	EDF Energy	S	1,901.78	380.36	2,282.14
	231	31/05/2012	Current Account	DD	Electricity	KCC - Laser	S	339.88	67.98	407.86
						Subtotal for Code: Electricity		£2,241.66	£448.34	£2,690.00
						Subtotal for Cost Centre: Administration		33,764.90	874.70	34,639.60
<b>Cost Centre Church Road Hall</b>										
<b>280 Wages</b>										
Vchr.	180	10/05/2012	Current Account	DD	Wages	SGTC	Z	341.95	0.00	341.95
						Subtotal for Code: Wages		£341.95	£0.00	£341.95
<b>281 Repairs &amp; Maintenance</b>										
Vchr.	247	31/05/2012	Current Account	DD	Window Repairs	Petty Cash	S	11.61	2.33	13.94
						Subtotal for Code: Repairs & Maintenance		£11.61	£2.33	£13.94
<b>282 Gas &amp; Electricity</b>										
Vchr.	151	03/05/2012	Current Account	DD	Electricity	EDF Energy	L	45.57	2.28	47.85
	218	24/05/2012	Current Account	DD	Gas	KCC - KCS	L	59.46	2.97	62.43
						Subtotal for Code: Gas & Electricity		£105.03	£5.25	£110.28
<b>283 Cleaning Materials</b>										
Vchr.	248	31/05/2012	Current Account	DD	Cleaning Materials	Petty Cash	Z	1.02	0.00	1.02
						Subtotal for Code: Cleaning Materials		£1.02	£0.00	£1.02
<b>285 Rates</b>										
Vchr.			Bank		Description	Supplier	Vat Type	Net	Vat	Total

## SGTC

### Listing of Payments in each Code for All Cost Centres (Between 01/05/2012 to 31/05/2012)

124	01/05/2012		Current Account	DD	NDR	DBC	Z	104.00	0.00	104.00
						Subtotal for Code: Rates		£104.00	£0.00	£104.00
<b>Code Number</b>	<b>Date</b>	<b>287</b>	<b>Miscellaneous Expenditure</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute	Bank			KCC - KCS	S	11.00	2.20	13.20
146	03/05/2012		Current Account	712460	Fire Extinguisher Service			4.55	0.91	5.46
202	17/05/2012		Current Account	712477	Hygiene Services	Can-do Hire Centres Ltd	S	£15.55	£3.11	£18.66
						Subtotal for Code: Miscellaneous Expenditure		579.16	10.69	589.85
						Subtotal for Cost Centre: Church Road Hall				
<b>Cost Centre</b>	<b>Grove Hall</b>									
<b>Code Number</b>	<b>Date</b>	<b>302</b>	<b>Gas &amp; Electricity</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute	Bank			EDF Energy	L	36.89	1.84	38.73
153	03/05/2012		Current Account	DD	Electricity			£36.89	£1.84	£38.73
						Subtotal for Code: Gas & Electricity		36.89	1.84	38.73
						Subtotal for Cost Centre: Grove Hall				
<b>Cost Centre</b>	<b>Heritage Community Hall</b>									
<b>Code Number</b>	<b>Date</b>	<b>320</b>	<b>Wages</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute	Bank			Inland Revenue	Z	84.80	0.00	84.80
172	10/05/2012		Current Account	712471	PAYE			339.62	0.00	339.62
177	10/05/2012		Current Account	DD	Wages	SGTC	Z	£424.42	£0.00	£424.42
						Subtotal for Code: Wages		147.34	7.37	154.71
						Subtotal for Code: Gas & Electricity		£147.34	£7.37	£154.71
<b>Code Number</b>	<b>Date</b>	<b>322</b>	<b>Gas &amp; Electricity</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute	Bank			KCC - KCS	L	25.98	5.20	31.18
219	24/05/2012		Current Account	DD	Gas			£25.98	£5.20	£31.18
						Subtotal for Code: Cleaning Materials		200.00	£0.00	£200.00
						Subtotal for Code: Rates		£200.00	£0.00	£200.00
<b>Code Number</b>	<b>Date</b>	<b>323</b>	<b>Cleaning Materials</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute	Bank			KCC - KCS	S	22.88	4.58	27.46
204	17/05/2012		Current Account	712478	Cleaning Materials			£22.88	£4.58	£27.46
						Subtotal for Code: Water Rates		16.00	3.20	19.20
<b>Code Number</b>	<b>Date</b>	<b>325</b>	<b>Rates</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute	Bank			Thames Water	S	22.88	4.58	27.46
125	01/05/2012		Current Account	DD	NDR			£22.88	£4.58	£27.46
						Subtotal for Code: Water Rates		16.00	3.20	19.20
<b>Code Number</b>	<b>Date</b>	<b>326</b>	<b>Water Rates</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute	Bank			KCC - KCS	S	16.00	3.20	19.20
162	10/05/2012		Current Account	712466	Water Rates			22.88	4.58	27.46
						Subtotal for Code: Water Rates		16.00	3.20	19.20
<b>Code Number</b>	<b>Date</b>	<b>327</b>	<b>Miscellaneous Expenditure</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute	Bank			KCC - KCS	S	16.00	3.20	19.20
147	03/05/2012		Current Account	712460	Fire Extinguisher Service			22.88	4.58	27.46
						Subtotal for Code: Water Rates		16.00	3.20	19.20

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### Listing of Payments in each Code for All Cost Centres (Between 01/05/2012 to 31/05/2012)

203	17/05/2012	Current Account	712477	Hygiene Services	Can-do Hire Centres Ltd	S	3.99	0.80	4.79			
					Subtotal for Code: Miscellaneous Expenditure		£19.99	£4.00	£23.99			
					Subtotal for Cost Centre: Heritage Community Hall		840.61	21.15	861.76			
<b>Cost Centre Sports Pavilion</b>												
<b>Code Number</b>	<b>340 Gas &amp; Electricity</b>	<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
254	31/05/2012	Current Account			Current Account		Contribution to Gas and Electric	S&G Association of Sports & Soci	Z	176.07	0.00	176.07
								Subtotal for Code: Gas & Electricity		£176.07	£0.00	£176.07
<b>Code Number</b>	<b>341 Water Rates</b>	<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
255	31/05/2012	Current Account			Current Account		Contribution to Water Rates	S&G Association of Sports & Soci	Z	378.47	0.00	378.47
								Subtotal for Code: Water Rates		£378.47	£0.00	£378.47
<b>Code Number</b>	<b>344 Building Insurance</b>	<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
158	10/05/2012	Current Account			Current Account	712463	Insurance Policy Renewal	Zurich Municipal	Z	2,261.15	0.00	2,261.15
								Subtotal for Code: Building Insurance		£2,261.15	£0.00	£2,261.15
								Subtotal for Cost Centre: Sports Pavilion		2,815.69	0.00	2,815.69
<b>Cost Centre Town Council Offices Community Hall</b>												
<b>Code Number</b>	<b>360 Wages</b>	<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
176	10/05/2012	Current Account			Current Account	DD	Wages	SGTC	Z	401.08	0.00	401.08
193	10/05/2012	Current Account			Current Account	DD	Pension Eee	KCC - LGPS	Z	23.34	0.00	23.34
194	10/05/2012	Current Account			Current Account	DD	Pension E'er	KCC - LGPS	Z	136.66	0.00	136.66
								Subtotal for Code: Wages		£561.08	£0.00	£561.08
<b>Code Number</b>	<b>361 Repairs &amp; Maintenance</b>	<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
149	03/05/2012	Current Account			Current Account	712460	Fire Extinguisher Service	KCC - KCS	S	7.50	1.50	9.00
								Subtotal for Code: Repairs & Maintenance		£7.50	£1.50	£9.00
								Subtotal for Cost Centre: Town Council Offices Comr		568.58	1.50	570.08
<b>Cost Centre Old Fire Station Cafe</b>												
<b>Code Number</b>	<b>380 Wages</b>	<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
171	10/05/2012	Current Account			Current Account	712471	NI	Inland Revenue	Z	-0.90	0.00	-0.90
182	10/05/2012	Current Account			Current Account	DD	Wages	SGTC	Z	1,065.62	0.00	1,065.62
191	10/05/2012	Current Account			Current Account	DD	Pension E'ee	KCC - LGPS	Z	33.30	0.00	33.30
192	10/05/2012	Current Account			Current Account	DD	Pension E'er	KCC - LGPS	Z	194.98	0.00	194.98
								Subtotal for Code: Wages		£1,293.00	£0.00	£1,293.00
<b>Code Number</b>	<b>381 Food/Supplies</b>	<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>



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**Listing of Payments in each Code for All Cost Centres  
(Between 01/05/2012 to 31/05/2012)**

130	03/05/2012	Current Account	712454	Food Supplies	99p Store	Z	1.98	0.00	1.98		
131	03/05/2012	Current Account	712454	Food Supplies	Asda Stores Ltd	Z	68.07	0.00	68.07		
132	03/05/2012	Current Account	712454	Food Supplies	Co-Operative Stores	Z	6.35	0.00	6.35		
133	03/05/2012	Current Account	712454	Food Supplies	Costco	S	117.63	9.20	126.83		
134	03/05/2012	Current Account	712454	Food Supplies	Corner Shop	Z	21.89	0.00	21.89		
135	03/05/2012	Current Account	712454	Food Supplies	Morrisons	S	15.17	0.33	15.50		
136	03/05/2012	Current Account	712454	Food Supplies	Nila	S	61.45	0.70	62.15		
139	03/05/2012	Current Account	712457	Coffee Machine Supplies	Tchibo Coffee International Ltd	Z	72.32	0.00	72.32		
183	10/05/2012	Current Account	DD	Costs to go to Costco	SGTC	S	10.63	2.12	12.75		
237	31/05/2012	Current Account	DD	Food Supplies	Asda Stores Ltd	Z	42.42	0.00	42.42		
238	31/05/2012	Current Account	DD	Food Supplies	Co-Operative Stores	Z	15.19	0.00	15.19		
239	31/05/2012	Current Account	DD	Food Supplies	Corner Shop	Z	4.14	0.00	4.14		
240	31/05/2012	Current Account	DD	Newspapers	Corner Shop	Z	14.25	0.00	14.25		
241	31/05/2012	Current Account	DD	Food Supplies	Morrisons	Z	9.00	0.00	9.00		
242	31/05/2012	Current Account	DD	Food Supplies	Nila	Z	146.05	0.00	146.05		
243	31/05/2012	Current Account	DD	Food Supplies	Discount UK	Z	1.98	0.00	1.98		
244	31/05/2012	Current Account	DD	Food Supplies	Wilkinsons	Z	2.00	0.00	2.00		
258	31/05/2012	Current Account	DD	Food Supplies	Sainsburys	Z	12.00	0.00	12.00		
Subtotal for Code: Food/Supplies							£622.52	£12.35	£634.87		
<b>Code Number</b>	<b>Date</b>	<b>382 Furniture, Fixtures &amp; Equipment (i</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.											
155	03/05/2012	Current Account	DD	Current Account		Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00
Subtotal for Code: Furniture, Fixtures & Equip							£65.00	£13.00	£78.00		
<b>Code Number</b>	<b>Date</b>	<b>384 Rates</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.											
122	01/05/2012	Current Account	DD	Current Account		NNDR	DBC	Z	137.00	0.00	137.00
Subtotal for Code: Rates							£137.00	£0.00	£137.00		
<b>Code Number</b>	<b>Date</b>	<b>385 Electricity</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.											
256	10/05/2012	Current Account	DD	Current Account		Electricity	EDF Energy	S	517.02	103.41	620.43
Subtotal for Code: Electricity							£517.02	£103.41	£620.43		
<b>Code Number</b>	<b>Date</b>	<b>387 DBC Maintenance Service Charge</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.											
145	03/05/2012	Current Account	712460	Current Account		Fire Extinguisher Service	KCC - KCS	S	5.00	1.00	6.00
Subtotal for Code: DBC Maintenance Service							£5.00	£1.00	£6.00		
<b>Code Number</b>	<b>Date</b>	<b>388 Telephone / Internet</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.											
207	17/05/2012	Current Account	DD	Current Account		Phone Bill - Cafe	British Telecom	S	99.60	19.92	119.52
208	17/05/2012	Current Account	DD	Current Account		Phone Bill - Cafe Internet	British Telecom	S	108.72	21.74	130.46
Subtotal for Code: Telephone / Internet							£208.32	£41.66	£249.98		



**SGTC**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01/06/2012 to 30/06/2012)**

Cost Centre		Broomfield Sports Ground									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr. 33	28/06/2012		Current Account		Football Pitch Hire	Swancombe Tigers FC	Z	55.00	0.00	55.00	
Subtotal for Code: Football Income £55.00											
Subtotal for Cost Centre: Broomfield Sports Ground 55.00											

Cost Centre		Allotments									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr. 37	28/06/2012		Current Account		Allotment Rent	Various	Z	33.50	0.00	33.50	
Subtotal for Code: Rent Income £33.50											
Subtotal for Cost Centre: Allotments 33.50											

Cost Centre		Administration									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr. 31	06/06/2012		Current Account	DD	Bank Charges	Barclays	Z	-9.05	0.00	-9.05	
Vchr. 40	06/06/2012		HI Business Prer	DC	Bank Interest	Barclays	Z	9.54	0.00	9.54	
Vchr. 41	11/06/2012		HI Business Prer	DC	Bank Interest	Barclays	Z	47.69	0.00	47.69	
Vchr. 46	06/06/2012		Reserve Account	DC	Bank Interest	Barclays	Z	6.96	0.00	6.96	
Subtotal for Code: Bank Interest £55.14											
Subtotal for Cost Centre: Administration 55.14											

Cost Centre		Church Road Hall									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr. 32	28/06/2012		Current Account	712522	Refund of Returnable Deposit	McDiarmid	Z	-45.00	0.00	-45.00	
Vchr. 34	28/06/2012		Current Account		Hall Hire	Various	Z	136.00	0.00	136.00	
Subtotal for Code: Hire Income £91.00											
Subtotal for Cost Centre: Church Road Hall 91.00											

Cost Centre		Heritage Community Hall									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr. 36	28/06/2012		Current Account		Hall Hire	Various	Z	441.00	0.00	441.00	
Vchr. 44	20/06/2012		HI Business Prer	DC	Hall Hire	DBC	Z	42.00	0.00	42.00	
Subtotal for Code: Hire Income £483.00											
Subtotal for Cost Centre: Heritage Community Hall 483.00											

Cost Centre		Sports Pavilion									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr. 350			Rent Income								



**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/06/2012 to 30/06/2012)**

Cost Centre Public Lighting				1 Supply & Maintenance						
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 309	14/06/2012		Current Account	DD	Electricity - Street Lighting	E-on	L	73.18	3.66	76.84
326	28/06/2012		Current Account	712519	Street Lighting Repairs	Direct Technical Services	S	110.70	22.14	132.84
Subtotal for Code: Supply & Maintenance								£183.88	£25.80	£209.68
Subtotal for Cost Centre: Public Lighting								183.88	25.80	209.68
Cost Centre Grove Car Park										
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 264	01/06/2012		Current Account	DD	NNDR	DBC	Z	320.00	0.00	320.00
Subtotal for Code: Rates								£320.00	£0.00	£320.00
Subtotal for Cost Centre: Grove Car Park								320.00	0.00	320.00
Cost Centre Parks Establishment										
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 269	14/06/2012		Current Account	712497	PAYE	Inland Revenue	Z	786.60	0.00	786.60
270	14/06/2012		Current Account	712497	NI	Inland Revenue	Z	798.34	0.00	798.34
297	14/06/2012		Current Account	DD	Wages	SGTC	Z	4,214.89	0.00	4,214.89
298	14/06/2012		Current Account	DD	Park Keeper Cover	SGTC	Z	1,017.39	0.00	1,017.39
301	14/06/2012		Current Account	DD	Pension E'ee	KCC - LGPS	Z	261.23	0.00	261.23
302	14/06/2012		Current Account	DD	Pension E'er	KCC - LGPS	Z	1,425.71	0.00	1,425.71
Subtotal for Code: Wages								£8,504.16	£0.00	£8,504.16
Code Number										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
275	14/06/2012		Current Account	712498	Replacement Litter Bin	Glasdon UK Ltd	S	41.63	8.32	49.95
276	14/06/2012		Current Account	712499	General Equipment/Materials	Ernest Doe & Sons Ltd	S	348.75	69.75	418.50
277	14/06/2012		Current Account	712500	Repairs to Seating Area - Swansco	Discount Builders Merchants	S	81.63	16.33	97.96
281	14/06/2012		Current Account	712504	Skip Hire	Pinden Ltd	S	185.00	37.00	222.00
282	14/06/2012		Current Account	712505	Bedding Plants	DTG Elliott & Son Ltd	S	107.65	21.53	129.18
288	14/06/2012		Current Account	712508	Cleaning Materials	KCC - KCS	S	5.16	1.03	6.19
316	21/06/2012		Current Account	712515	Bedding Plants	Wyevale East Nurseries Ltd	S	51.24	10.25	61.49
328	28/06/2012		Current Account	712521	Car Window Repairs - Damaged C:	Mr G K	S	132.62	26.52	159.14
330	28/06/2012		Current Account	712524	General Equipment/Materials	Eden Park (STMS) Ltd	S	25.00	5.00	30.00
336	28/06/2012		Current Account		Insurance Claim - Container Break	Zurich Municipal	Z	-3,835.31	0.00	-3,835.31
Subtotal for Code: Equipment/Materials								£-2,856.63	£195.73	£-2,660.90
Code Number										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
291	14/06/2012		Current Account	DD	Diesel	Asda Stores Ltd	S	428.10	85.62	513.72



**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/06/2012 to 30/06/2012)**

		Subtotal for Code: Fuel		£428.10	£85.62	£513.72
<b>Code Number</b>	<b>45 Telephone</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Total</b>
Vchr. 319	Minute Bank	DD	Parks Mobile Phone	O2	S	17.87
Date 21/06/2012	Current Account	DD				£17.87
		Subtotal for Code: Telephone		£15.31	£2.56	£17.87
<b>Code Number</b>	<b>47 Water Rates</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Total</b>
Vchr. 317	Minute Bank	DD	Water Rates	Southern Water	Z	19.87
Date 21/06/2012	Current Account	DD				£19.87
		Subtotal for Code: Water Rates		£19.87	£0.00	£19.87
<b>Code Number</b>	<b>51 Knockhall Changing Rooms</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Total</b>
Vchr. 327	Minute Bank	712520	Padlock for Knockhall Changing Rc	Locks N Tools	S	34.52
Date 28/06/2012	Current Account	712520				£34.52
		Subtotal for Code: Knockhall Changing Room		£28.77	£5.75	£34.52
		Subtotal for Cost Centre: Parks Establishment		6,139.58	289.66	6,429.24
<b>Cost Centre</b>	<b>Knockhall Playing Field</b>					
<b>Code Number</b>	<b>80 Rates</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Total</b>
Vchr. 260	Minute Bank	DD	NNDR	DBC	Z	38.00
Date 01/06/2012	Current Account	DD				£38.00
		Subtotal for Code: Rates		£38.00	£0.00	£38.00
		Subtotal for Cost Centre: Knockhall Playing Field		38.00	0.00	38.00
<b>Cost Centre</b>	<b>Heritage Park</b>					
<b>Code Number</b>	<b>100 Maintenance/Rent</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Total</b>
Vchr. 312	Minute Bank	712511	Heritage Park Rent	Land Securities	S	15.00
Date 21/06/2012	Current Account	712511				£15.00
		Subtotal for Code: Maintenance/Rent		£12.50	£2.50	£15.00
		Subtotal for Cost Centre: Heritage Park		12.50	2.50	15.00
<b>Cost Centre</b>	<b>Other Projects</b>					
<b>Code Number</b>	<b>121 General Projects (inc. Summer En</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Total</b>
Vchr. 344	Minute Bank	DC	Donation for Jubilee	DBC	Z	-500.00
Date 11/06/2012	HI Business Prer	DC				£-500.00
		Subtotal for Code: General Projects (inc. Surr		£-500.00	£0.00	£-500.00
		Subtotal for Cost Centre: Other Projects		-500.00	0.00	-500.00
<b>Cost Centre</b>	<b>Leisure Centre</b>					
<b>Code Number</b>	<b>146 Rates &amp; Insurance Rent - DBC</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Total</b>
Vchr. 263	Minute Bank	DD	NNDR	DBC	Z	2,198.00
Date 01/06/2012	Current Account	DD				£2,198.00
		Subtotal for Code: Rates & Insurance Rent - l		£2,198.00	£0.00	£2,198.00
		Subtotal for Cost Centre: Leisure Centre		2,198.00	0.00	2,198.00