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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## SUMMONS & AGENDA

A Meeting of the Swanscombe and  
Greenhithe Town Council will be held  
on

**Thursday 10 July 2014 at 7.00pm**

at: The Council Offices, The Grove, Swanscombe, DA10 0GA.

*Graham Blew*

Graham Blew  
Town Clerk

Dated: 3 July 2014

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA  
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## A G E N D A

### A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive apologies for absence.
2. Declarations of interest in items on the Agenda.

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

3. To approve the Minutes of the Meeting held on 21 May 2014.
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).
5. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE:**

- Planning, Major Developments, Transportation & the Environment Committee – 8 May 2014 and 11 June 2014.
- Recreation, Leisure & Amenities Committee – 26 June 2014.
- Finance & General Purposes Committee – 12 June 2014.

#### 6. LIST OF REGULAR PAYMENTS – REVIEW. (p)

Further to minute 16/14-15 it was agreed to review the list of regular payments at the Annual General Meeting or the first meeting of the full Council. The Town Clerk and Responsible Financial Officer have compiled the attached list which consists of 1) Regular Payments; 2) Online banking payments and direct debit payments (requires authorising by resolution) and 3) Variable direct debit payments (requires authorising by resolution).

#### **Recommended:**

1. To authorise the Regular payments as listed;
2. To authorise the online banking payments and direct debit payments as listed;
3. To authorise the Variable direct debit payments as listed.

#### 7. TOWN COUNCIL CREDIT/DEBIT CARDS.

Further to minute 16/14-15 the Responsible Financial Officer has investigated this and feels that it would be more appropriate/beneficial for the Town Clerk and the RFO to obtain credit cards rather than debit cards as these offer greater protection. Obviously a limit would need to be applied to these and it is suggested that £500.00 be set for each.

**Recommended:** To agree to the Town Clerk and RFO obtaining credit cards for the Town Council and that these have limits set at £500 for each card.

**8. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)). (p)**

Further to minute 474/13-14 the 2 applications have been submitted to Dartford Borough Council. From the attached update members will see that Councillor R J Lees and Councillor Ms N Salway (Southfleet) have both been accepted as panel members for the Capacity Building Fund, further information will be distributed once known.

**Recommended:** To note.

**9. REPRESENTATIVES ON OUTSIDE BODIES VACANCIES. (p)**

Further to minute 13/14-15, members are asked to consider filling the vacancies as indicated.

**Recommended:** To discuss and advise accordingly.

**10. AMENDMENTS TO STANDING ORDERS. (p)**

Further to minute 17/14-15 members are asked to consider the amendments to Standing Orders as indicated.

**Recommended:** To discuss and advise accordingly.

**11. INSURANCE CLAIM/S – UPDATE.**

The following claim/s has now been settled:-

- Claim Ref: 27140000270 – loss of earnings.
- Claim Ref: 27140000272 – replacement flooring.

These claims incurred a £250.00 excess.

**Recommended:** To note

**12. REQUEST TO USE BROOMFIELD PARK FOR FAMILY FUN DAY ON 24 MAY 2015 – THE PAVILION. (p)**

The attached request has been received from The Pavilion to use the park for a Family Fun Day on 24 May 2015.

**Recommended:** To discuss and advise accordingly.

**13. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS. (P)**

Please find attached for your information, May/June 2014 issue 376 of the Parish News.

**Recommended:** To note.

**14. REPORTS OF OUTSIDE REPRESENTATIVES.**

This provides an opportunity for Members' appointed as representatives on outside bodies to provide a report at the Meeting.

**14.1 Dartford Youth Advisory Group (DYAG)**

Councillor Ms L C Howes is the Town Council's representative on the DYAG. As previously agreed the minutes for the 9 April 2014 meeting and the agenda for the 10 July 2014 meeting are available in the Chamber for inspection.

**14.2 Borough and Parish Councils Forum (BPCF).**

The Town Mayor and the Town Clerk are the Town Council's representatives on BPCF. As previously agreed the agenda for the 1 July 2014 meeting is available in the Chamber for inspection.

**14.3 Greenhithe Community Association (GCA).**

Councillor Mrs S P Butterfill is currently the only Town Council representative on GCA. As previously agreed the agenda for the 20 May 2014 meeting, including the minutes from the 4 February 2014 meeting and the agenda for the AGM 17 June 2014 meeting, including the minutes from the AGM 26 June 2013 meeting are available in the Chamber for inspection.

**14.4 Bluewater Forum (BF).**

Councillor Mrs S P Butterfill is currently the only Town Council representative on GCA. As previously agreed the minutes from the 27 March 2014 meeting are available in the Chamber for inspection.

**14.5 Dartford District Children's Centres (Swanscombe & Knockhall) – Surestart (DDCC).**

Councillor R J Lees is the Town Council's representative on the DDCC. As previously agreed the minutes for the 19 March 2014 meeting are available in the Chamber for inspection.

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

Councillor R J Lees and the Town Clerk are the Town Council's representatives on the KALCDAC. As previously agreed the agenda for the 5 June 2014 meeting including the notes from the 20 February 2014 meeting are available in the Chamber for inspection.

**14.7 Advice Service Dartford Partnership (ASDP).**

The Town Clerk attends these meetings on behalf of the Town Council. As previously agreed the agenda for the 13 May 2014 meeting, including the minutes for the 11 February 2014 meeting are available in the Chamber for inspection.

**14.8 Ingress Park (Greenhithe) Management Limited (IPGM).**

Councillors' P M Harman and P C Harris are the Council's representatives on IPGM. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

**15. REPORT FROM KENT COUNTY COUNCILLOR.**

This item gives Kent County Councillor for Swanscombe and Greenhithe, Mr Peter M Harman the opportunity to submit a verbal report on relevant news or issues from Kent County Council.

**16. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

This item gives Dartford Borough Councillors the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

**17. SEALING OF DOCUMENTS.**

The following documents have been received from Fields in Trust (FiT) and require signing and sealing:

- Deed of Rectification – Swanscombe Park – pursuant to a Deed of Dedication dated 15 February 2013

\* *This is necessary to exclude the buildings in the park from the original Deed of Dedication dated 15 February 2013 and therefore allow the Lease of the Bowls Pavilion.*

**Recommended:** To sign and seal the above documents, in accordance with Standing Order 21, a) and b).

There are none.

**18. TOWN MAYOR'S ANNOUNCEMENTS. (p)**

**19. QUESTIONS.**

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

**20. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members are requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Town Mayor and Chairmen of the main committees, if appropriate. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

**Recommended:** That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 174 (June 2014).
- LCR, The Voice of Local Councils – summer 2014.
- Rural News (Action with Communities in Rural Kent) – Issue 137 and 138.
- Oast to Coast – summer 2014.
- The valley – spring/summer 2014.

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

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