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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 13 October 2016 at 7.00pm

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

A handwritten signature in black ink that reads "Graham Blew". The signature is written in a cursive style and is underlined with a long, sweeping stroke.

**Graham Blew
Town Clerk**

Dated: 7 October 2016

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

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA
Tel: (01322) 385513 Fax: (01322) 385849

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 7 July 2016 (p).
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 (p):**
 - Planning, Major Developments, Transportation & the Environment Committee – 6 July, 7 September and 28 September 2016.
 - Recreation, Leisure & Amenities Committee – 21 September 2016.
 - Finance & General Purposes Committee – 8 September 2016.
 - Anti-Social Behaviour & Crime Sub-Committee – 29 June 2016 and 14 September 2016
 - Heritage Park / Skull Site Sub-Committee – 26 July and 13 September 2016.
 - Executive & Emergency Committee – 8 September 2016.
6. **CONSULTATION ON 2017 – 2018 LOCAL GOVERNMENT FINANCE SETTLEMENT (DCLG) (p).**

The attached consultation was received and emailed to members on 16 September 2016, the consultation has a deadline for responses of 28 October 2016.

Recommended: To discuss and advise accordingly.

7. **FUTURE DEVELOPMENTS/DEVELOPERS (p).**

Further to minute 147/16-17 members are asked to consider forming a Working Group, consisting of 7 members, tasked with exploring the setting up of a "Legacy" Committee to formulate how the Council approaches developments/developers in the future.

Recommended: To discuss and advise accordingly.

8. POTENTIAL NEW OUTDOOR GYM EQUIPMENT.

A sum was set aside in the budget for 2016 – 2017 (Cost Centre 4, Cost Code 55) for potential new outdoor gym equipment.

The ATC/RFO has been investigating this project and members are required to consider, and make a decision on, where they would like to locate the equipment as this information is required for possible funding applications. Each site would cost between £6,000 and £7,000 for approximately 4-6 exercise stations.

Following consultation with contractors officers feel the most appropriate site for initial installation would be at Knockhall Park, within the L shape of trees between the 2 commemorative benches.

Recommended: To discuss and advise accordingly.

9. MEMBERS SUGGESTIONS FOR 2017 - 2018 ESTIMATES (p).

Further to minute 122/16-17 Members were asked to provide any suggestions for projects/items to be considered for the 2017 - 18 Estimates. Members are now requested to consider the attached report of the projects/items that were submitted, prior to the agreed 31 August 2016 deadline, along with any known costings.

Recommended: To discuss and advise accordingly.

10. APPOINTMENT OF INTERNAL AUDITOR 2016 -2017.

As per minute 20/16-17 Members previously agreed to appoint Mr Kevin Funnell F.M.A.A.T as Independent Internal Auditor for the year 2016 – 2017.

Unfortunately the Town Council has received correspondence from Mr Funnell advising that he is retiring and therefore resigning as an Independent Internal Auditor for 2016 – 2017, Mr Funnell has included a recommendation for a replacement Internal Auditor. The financial arrangements for the Town Council would not change as the rates and frequency of visits would continue as per previous years.

Members are asked to agree to the appointment of Mr Lionel Robbins as Independent Internal Auditor for the year 2016 – 2017.

Recommended: To agree to the appointment of Mr Lionel Robbins as the Internal Auditor for the year 2016 – 2017.

11. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Employee 56, Groundsman / Gardener	Horticulture Level 2 Diploma (Sports and Turf Groundsman)	Over a period of 18 months – Hadlow College.
Town Clerk	KCC Parish & Town Council Seminar – Tonbridge Wells	10 November 2016
Cllr R J Lees	Introducing Allotment Law and Management to Local Councils (KALC)	28 September 2016

Recommended: To note.

12. INSURANCE CLAIM/S – UPDATE.

The following claim/s have now been settled:-

- Claim Ref: 27160000238 – damage to play equipment – this claim incurred a £200.00 excess.

Recommended: To note

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

Please find attached for your information the July and September 2016 issues of the Parish News.

Recommended: To note.

14. CO-OPTION OF TOWN COUNCILLOR FOR THE KNOCKHALL WARD (p).

Further to minute 117/16-17 an Expressions of Interest notice was displayed, seeking submissions by 5pm on 4 October 2016 (all received submissions are attached and listed below). Members are asked to consider co-option to fill the vacancy on the Knockhall Ward.

- A. Mr P C Harris
- B. Mr S Dalton

Recommended: To consider co-option to fill the vacancy on the Knockhall Ward.

15. CO-OPTION OF TOWN COUNCILLOR FOR THE SWANSCOMBE WARD (p).

Following the resignation of a Town Councillor on 22 August 2016 a public Notice of Casual Vacancy was displayed. This notice of vacancy was advertised between 24 August 2016 and 14 September 2016, providing electors from the Swanscombe Ward with 14 days to write to request a by-election be held to fill the vacancy. Dartford Borough Council (DBC) Electoral Services Department confirmed on 15 September 2016 that no such requests were forthcoming within the 14 day period, entitling the Town Council to now fill the vacancy by co-option.

An Expressions of Interest notice was displayed, seeking submissions by 5pm on 4 October 2016 with a view to co-opting at this meeting (all received submissions are attached and listed below). Members are asked to consider co-option to fill the vacancy on the Swanscombe Ward.

A. Mrs L Manchester

Recommended: To consider co-option to fill the vacancy on the Swanscombe Ward.

16. VACANCIES ON COMMITTEES/ SUB-COMMITTEES AND BANK SIGNATORY.

Further to minute 118/16-17 and the subsequent resignation members are asked to consider filling the vacancies on the following committees/sub-committees:-

- Recreation, Leisure & Amenities Committee (x1)
- Allotments & Cemeteries Sub-Committee (x1)
- Heritage Park/Skull Site Sub-Committee (x1)
- Bank Signatory (x1)

Recommended: To discuss and advise accordingly.

17. REPORTS OF OUTSIDE REPRESENTATIVES.

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

17.1 Borough and Parish Council Forum (BPCF)

The Town Mayor and Town Clerk are the Town Council's representatives on the BPCF. As previously agreed the agenda for the 5 July 2016 and 11 October 2016 meetings are available in the Chamber for inspection.

17.2 Community Liaison Group – London Paramount (CLG)

Councillor B R Parry is the Town Council's representative on the CLG. As previously agreed the minutes from the first CLG meeting, 21 July 2016 are available in the Chamber for inspection.

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

Councillor R J Lees and the Town Clerk are the Town Council's representatives on KALCDAC. As previously agreed the agendas for the 26 July and 4 October 2016 meetings (including the minutes from the 12 January and 26 July 2016 meetings) are available in the Chamber for inspection.

17.4 Bluewater Forum (BF)

The Town Mayor or agreed substitute is the Town Council representatives on BF. As previously agreed the agenda for the 22 September 2016 meeting is available in the Chamber for inspection.

17.5 Elders Forum -Dartford Borough Council (EF)

Councillor Ms L C Howes is the Town Council's representatives on the EF. As previously agreed the agenda for the 27 October 2016 meeting is available in the Chamber for inspection.

17.6 Dartford Youth Advisory Group (DYAG)

Councillor Ms L C Howes is the Town Council's representatives on the DYAG. As previously agreed the agenda and the minutes for the 26 September 2016 meeting are available in the Chamber for inspection.

17.7 Ingress Park (Greenhithe) Management Limited (IPGM).

Councillor P M Harman and Mr 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.

18. 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.

19. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

This item gives the 6 Dartford Borough Councillors representing Swanscombe and Greenhithe the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

20. SEALING OF DOCUMENTS.

There are none.

21. TOWN MAYOR'S ANNOUNCEMENTS.

22. QUESTIONS.

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

INFORMATION IN THE OFFICE.

- Clerks and Councils Direct – September 2016, Issue 107.
- Local Councils Update – Issue 197, July, Issue 198, August and September 2016, Issue 199.
- The Clerk Magazine, Society of Local Council Clerks, No.4, July 2016 and No.5, September 2016.
- LCR, Magazine of the National Association of Local Councils – autumn 2016.

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