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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## SUMMONS & AGENDA

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

**Thursday 16 February 2017 at 7.00pm**

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

**Graham Blew  
Town Clerk**

Dated: 9 February 2017

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 15 December 2016 and the Special Meeting held on 12 January 2017 (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 – 21 December 2016, 18 January 2017 and 8 February 2017.
- Recreation, Leisure & Amenities Committee – 2 February 2017.
- Finance & General Purposes Committee – 12 January 2017.
- Anti-Social Behaviour & Crime Sub-Committee – 11 January 2017.
- Heritage Park / Skull Site Sub-Committee – 17 January 2017.

**6. MEDIA POLICY (p).**

Members are asked to consider adopting the attached draft Media Policy.

**Recommended:** That the Media Policy be adopted.

**7. EXTERNAL AUDITOR CERTIFICATE AND OPINION 2015 – 2016 (p).**

To comply with statute, and further to minutes 165/16-17 and 192/16-17, full Council are required to consider (and minute their consideration) the external auditors annual letter/report (as attached).

Nb.

The external auditor, PKF Littlejohn LLP, report of the Annual Return for the year ended 31 March 2016 states “*no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*”

**Recommended:** That the external auditors report/letter be noted, as required by statute.

## 8. REVIEW OF FINANCIAL REGULATIONS (p).

The Audit Commission Act 1998 has been replaced by (Statutory Instrument 2015 No. 234) the Local Audit and Accountability Act 2014. This requires the Town Councils Financial Regulations to be amended accordingly (attached).

**Recommended:** That the Financial Regulations (1.15 and 2.9) be amended as detailed.

## 9. INTERNAL AUDITOR'S INTERIM REPORT FOR THE 2016 – 2017 FINANCIAL YEAR (p).

The enclosed interim report from the new internal auditor has been received following his first visit to the council offices on 25 January 2017.

**Recommended:** That the internal auditors interim report for the 2016 – 2017 financial year be noted.

## 10. INSURANCE CLAIM/S – UPDATE.

The following claim/s have now been settled:-

- Claim Ref: 27160000615Z – windows damaged/broken in Council Office Community Hall - this claim incurred a £250.00 excess.

**Recommended:** To note

## 11. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.

Further to minutes 385/16-17 and 420/16-17 members are asked to begin considering suitable/appropriate projects for this year's scheme.

**Recommended:** To note.

## 12. REPORTS OF OUTSIDE REPRESENTATIVES.

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

### 12.1 Bluewater Forum (BF)

The Town Mayor or agreed substitute is the Town Council representatives on BF. As previously agreed the agenda for the 26 January 2017 meeting, including the minutes from the 24 November 2016 meeting are available in the Chamber for inspection.

**12.2 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 24 February 2017 meeting is available in the Chamber for inspection.

**12.3 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.

**13. 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.

**14. 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.

**15. SEALING OF DOCUMENTS.**

There are none.

**16. TOWN MAYOR'S ANNOUNCEMENTS.**

**17. 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.**

- Local Councils Update – Issue 203, January / February 2017.
- The Clerk Magazine, Society of Local Council Clerks, No.1, January 2017
- Clerks & Councils Direct – Issue 109, January 2017.



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

