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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Wednesday 9 October 2019 at 7.00pm

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

**Graham Blew
Town Clerk**

Dated: 3 October 2019

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.

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 11 July 2019 (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 – 4 September 2019 and 25 September 2019.
 - Recreation, Leisure & Amenities Committee – 19 September 2019.
 - Finance & General Purposes Committee – 5 September 2019.
 - Community Safety Committee – 10 July 2019.
 - Heritage Sub-Committee – 23 July 2019 and 24 September 2019.
6. **AMENDMENT TO STANDING ORDER 25 (a) – ADVISORY COMMITTEES – WORKING GROUPS (p).**

The Town Mayor has proposed the attached amendment to Standing Order 25(a).

As per Standing Order 41 if this amendment is seconded it will stand adjourned without discussion to the next ordinary meeting of the Council.

Recommended: That if the amendment is seconded it will stand adjourned without discussion to the next ordinary meeting of the Council.

7. **EXTERNAL AUDITOR REPORT AND CERTIFICATE 2018 – 2019 (p).**

To comply with statute full Council are required to consider (and minute their consideration) the external auditors annual letter/report (as attached).

Recommended: That the external auditors report and certificate 2018 - 2019 be noted, as required by statute.

8. DRAFT MEMBER / OFFICER RELATIONS' PROTOCOL (p).

Further to the x3 Code of Conduct training sessions provided by Dartford Borough Council (DBC), after the elections in May, the attached Draft Member / Officer Relations' Protocol has been produced for members' consideration. This document is in line with the guidelines set out by the principal authority, as well as other local councils of the same size as the Town Council. As part of best practice it is hoped this protocol will guide and provide clarity to both current, and future, elected members and officers of the Council.

Recommended: To consider agree and adopt the Draft Member – Officer Relations' Protocol.

9. SUGGESTIONS FOR 2020 - 2021 ESTIMATES (p).

Further to minute 151/19-20 Members were asked to provide any suggestions for projects/items to be considered for the 2020 - 21 Estimates. Members are now requested to consider the attached report of the projects/items that were submitted, prior to the agreed 31 August 2019 deadline, along with any known associated costings.

Recommended: To discuss and finalise the projects/items for inclusion in the 2020 – 2021 Estimates.

10. INSURANCE CLAIM/S – UPDATE.

The following claim/s have now been settled:-

- a) Claim Ref: 27190000198 – ASB damage to the new play equipment (rota glide) at Broomfield, this claim incurred a £100.00 excess.

Recommended: That the item be noted.

11. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Town Clerk	Kent Highway Services Parish Seminar – Kent County Council	28 November 2019 – Ditton
Assistant Town Clerk / RFO	Clerks Conference – Kent Association of Local Councils	17 September 2019 – Faversham

Recommended: That the item be noted.

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

Please find attached for your information the August 2019 and September 2019 issues of the KALC News.

Recommended: That the item be noted

13. YOUTH AND COMMUNITY ENGAGEMENT OFFICER – DIOCESE OF ROCHESTER (p).

Please find attached a report from the Community Safety Committee.

Recommended: To discuss and advise accordingly.

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 Castle Hill/Eastern Quarry Community Liaison Group (CHEQCLG)

Councillor Peter Harman is the Town Councils representative on the CHEQCLG. As previously agreed the minutes from the 10 September 2019 meeting are available in the Chamber for inspection.

14.2 North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representative on the NWKVC and she has requested that this item be on future agendas to enable her to give a verbal update.

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

Councillors' Peter Harman and Peter 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 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.

17. SEALING OF DOCUMENTS.

There are none.

18. TOWN MAYOR'S ANNOUNCEMENTS.

19. 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 231, August 2019, Issue 232, September 2019 and Issue 233, October 2019.
- The Clerk – Society of Local Council Clerks (SLCC) – Vol.50 No.4, July 2019 and Vol.50 No.5, September 2019.
- Clerks & Councils Direct – September 2019, Issue 125.
- LCR – the official magazine of the National Association of Local Councils – summer 2019.



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

