MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held via ZOOM on THURSDAY 14 JANUARY 2021 at 7.00 PM

PRESENT:
Councillor Lesley Howes – Town Mayor
Councillor Emma Ben Moussa
Councillor Lorna Cross
Councillor Ann Duke
Councillor Linda Hall
Councillor Peter Harman
Councillor John Hayes
Councillor Jay Shah
Councillor Maurice Weet

ALSO PRESENT:
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Revd Charlie Lloyd-Evans
Dartford Borough Councillor David Mote (Greenhithe)
x1 Member of the Public

ABSENT: There were none

177/20-21. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Town Mayor explained the arrangements and constraints relating to the filming or recording of the meeting.

178/20-21. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Anita Barham, due to medical reasons, Sue Butterfill, due to other commitments, Dr Jo Harman due to medical reasons and Peter Harris due to medical reasons.

RESOLVED:

That the reasons for absence, for the above Councillors, be formally accepted and approved.

179/20-21. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Ann Duke declared a prejudicial interest in agenda item 20, COVID-19 Financial Implications, as she is the Chief Executive Officer of Walk Tall.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

180/20-21. MINUTES OF THE MEETING HELD ON 10 DECEMBER 2020.

RESOLVED:

That the Minutes of the Meetings held on 10 December 2020 be confirmed as a true record and be signed outside of this meeting.

181/20-21. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Assistant Town Clerk/ RFO explained to members that, further to minute 155/20-21, Dartford Borough Council had confirmed they intended to apply the Tree Preservation Order (TPO) to the trees to the south of the Swanscombe Centre in April of this year.

The Assistant Town Clerk/RFO also apologised that the paperwork for items 8 and 9 had both been labelled 9. It was confirmed that the paperwork for 'Application for Funding from the Town Council' should have been labelled as item 8.

180/20-21. MINUTES OF THE PERSONNEL MEETING HELD ON 3 DECEMBER 2020.

RESOLVED:

That the Minutes of the Personnel Meeting held on 3 December 2020 be confirmed as a true record and be signed outside of this meeting.

181/20-21. KENT COUNTY COUNCIL (KCC) - THE CLIMATE CHANGE ADAPTATION SURVEY FOR KENT AND MEDWAY

Members considered the Climate Change Adaptation Survey for Kent and Medway, sent through by KCC, with the responses provided being used to make a major contribution to the successful development of the Adaptation Programme and Implementation Plan and the future resilience of the region.

The deadline for responses was 15 January 2021 with members having previously been provided with the survey on 14 December 2020.

RESOLVED:

That the response, as detailed, be finalised and submitted.

182/20-21. LOCAL COUNCIL AWARDS SCHEME RENEWAL.

Further to minute 482/17-18, the Town Councils Local Council Award Scheme – Foundation Award is due to expire in December 2021.

Members were asked to agree to work being undertaken to renew the Foundation Award ahead of the expiry date. In addition members were also asked to agree that work begin as soon as possible, after the renewal of the Foundation Award, on attaining the Silver Award level.

RESOLVED:

That the work to re-new the Foundation Award be undertaken and, subsequently, the work to attain the Silver Award be undertaken.

183/20-21. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL.

Members considered the application and, after discussion, it was agreed that the following funding be awarded from the 2020 – 2021 budget:

- CAS - £500.00

RESOLVED:

That the funding, as detailed above, be awarded.

184/20-21. ANNUAL ESTIMATES 2021 – 2022.

Further to minute 159/20-21 *(full Council 10 December 2020)* members considered the previously provided proposed Annual Estimates for the 2021 - 2022 financial year.

After discussion it was proposed, duly seconded, and unanimously agreed:

RESOLVED:

That the Annual Estimates for the 2021 – 2022 financial year be approved and accepted.

185/20-21. COUNCIL TAX BASE 2021 – 2022.

To set the Council Tax Base for Band D properties and the precept figure for 2021 – 2022.

RESOLVED:

Members approved Council Tax Base for Band D as detailed in the Annual Estimates for the 2021 – 2022 financial year along with a precept figure of £420,053 for 2021 - 2022.

186/20-21. LOCAL POLICE – MONTHLY UPDATE.

Kent Police had provided the monthly updates for November.

Further to minute 161/20-21 the local PCSO has also provided a response to the request from members regarding the updates including positive feedback on crime resolution.

In addition PCSO Andrew Lewis had indicated his availability to attend the Town Council meetings scheduled for 11 February 2021, 11 March 2021 and the 8 April 2021

RESOLVED:

That the item be noted.

187/20-21. MONTHLY BANK RECONCILIATION.

In accordance with Financial Regulation 2.2, a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Jay Shah was appointed under minute 32/19-20.

RESOLVED:

That the bank reconciliations up to and including December 2020 be noted.

188/20-21 BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken for December 2020 for approval.

RESOLVED:

That the bank transfers undertaken for December 2020 be approved.

189/20-21 TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for December 2020 for approval.

RESOLVED:

That the receipts and payments for December 2020 be approved.

190/20-21 SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 December 2020.

RESOLVED:

That the summary of accounts up to 31 December 2021 be noted.

191//20-21. DECISIONS & RESPONSES.

Members were provided with the decisions and planning responses using the previously approved delegated authority, under Section 101(1) of the Local Government Act 1972, during the period of lockdown and since the previous meeting.

RESOLVED:

That the decisions and planning responses using the previously approved delegated authority, under Section 101(1) of the Local Government Act 1972, during the period of lockdown, and since the previous meeting, be noted and endorsed.

192//20-21. DARTFORD DRAFT LOCAL PLAN – SWANSCOMBE EXTRACT.

Dartford Borough Council (DBC) were proposing a specific policy within the Dartford Local Plan for Swanscombe and had requested the Town Council consider the draft extract with a view to submitting any comments by 15 January 2021.

Members considered the information provided from DBC and requested that the following comments be raised:

- That the Town Council feel that Greenhithe should be recognised within the extract as both share characteristics and a shared identity. Both parts of the Town border Ebbsfleet Development Corporation land and are impacted by development.
- That Members were pleased to see that the need for improvement to Swanscombe Railway Station had been recognised within the document.
- The Town Council would like to see the following changes / points of clarity considered for policy E3, paragraph 3 (a):
    - Clarity on what is meant by upgrades to, or a wholly new railway station, as this does not specify which station should be considered.
    - Within the statement regarding ‘Access to better facilities and public transport’ it should specify that this would include bus services with coverage throughout both Swanscombe and Greenhithe.

RESOLVED:

That the comments, as detailed, be submitted to Dartford Borough Council

193/20-21. 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.

Whitecliffe Community Liaison Group (WCLG)
Councillor Peter Harman is the Town Councils representative on the WCLG. As previously agreed the minutes from the 24 November 2020 meeting were available for inspection. Members were informed that the meeting previously scheduled for 19 January 2021 had been cancelled and was now due to take place on 23 February 2021.

North West Kent Volunteer Centre (NWKVC).
Councillor Sue Butterfill is the Town Councils representative on the NWKVC, and having previously submitted her apologies, no verbal update was provided.

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' Peter Harman and Peter Harris are the Council's representatives on IPGM.

Although unable to attend Councillor Peter Harris submitted the following update:

The meeting due to be held on Thu 21 Jan has been postponed and further meetings will not be held until it is safe to do so. Nevertheless business is being conducted via email with major projects such as the repairing of the Follies, replacement of some Heritage Trail fencing being taken forward by the First Port staff. There has been no progress with the adoption of the remaining Crest areas.

194/20-21. REPORT FROM KENT COUNTY COUNCILLOR (KCC).

Kent County Councillor Mr P M Harman gave an update which included:

No items had come up on recent planning meetings affecting the Town, but that all meetings were being conducted via Microsoft Teams.

A further update was provided on the ongoing traffic light issues at the junction of Craylands Lane and London Road.

Councillor Mr P M Harman listed all the projects and organisations that were currently being considered for funding from his Combined Members Grant.

Both the new street lights project, between the Grove Car Park and Swanscombe High Street, and the one way system project at Mumford Drive were progressing.

RESOLVED:

That the item be noted.

195//20-21 REPORT FROM DARTFORD BOROUGH COUNCILLORS.

The Dartford Borough Councillors reported on the following matters:

The biggest ongoing project at Dartford Borough Council (DBC) at present was the Draft Local Plan.

Work was being undertaken to identify businesses for financial support as a result of the impact of Covid 19.

Waste collection and fly-tipping were busy at present, and although extra vehicles had been put on to support waste collection, delays had occurred at the Pepper Hill Recycling Centre. Meetings were being held to review current levels of recycling and proactive promotion of what residents should be putting in their bins.

The level of communal bins at blocks of flats within the Town was being reviewed to ensure sufficient levels were in place.

DBC were continuing to use its own staff to provide COVID support as opposed to volunteers.

Funding and support had continued for the Winter Shelter and Severe Weather Emergency Protocols (SWEP) had been put in place with the aim to ensure no person was sleeping on the streets within Dartford.

The Town Centre regeneration was moving at pace.

DBC had launched its budget consultation to gauge public opinion on spending choices.

Work was continuing on buildings works at the new Council housing at both Keary Road and Milton Road with DBC Policy being to build Council homes for Dartford people.

During the Covid 19 crisis DBC had financially supported food banks within the Town.

RESOLVED:

That the item be noted.

Having already declared a prejudicial interest Councillor Ann Duke left the meeting and took no part in the discussion or decision of the following item.

196/20-21. COVID 19 – FINANCIAL IMPLICATIONS.

Members considered the report which detailed the financial implications for the Town Council as a result of the Covid 19 pandemic.

RESOLVED:

That the information contained be noted.

197/20-21. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor John Hayes and seconded by Councillor Emma Ben Moussa;

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

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

198/20-21. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL).

Members considered the confidential report for this item.

RESOLVED:

That the item be noted.

199/20-21. PAVILION COMMUNITY SPORTS AND SOCIAL CLUB – UPDATE.

Members discussed the contents of the update.

RESOLVED:

That the level of assistance, currently in place, be extended for as long as the club were unable to operate, and generate income, as a result of COVID 19 restrictions.

There being no further business to transact the Meeting closed at 9.05pm.

Signed: _____ Date:- _____

(Chairman)

LOCAL POLICE – MONTHLY UPDATES (p).

Parish Council monthly update

Greenhithe December 2020

Information provided by: PCSO Alan Mitchell Dartford CSU

Crimes of note:

- 01.12.2020 – Attempted Burglary Residential Dwelling – Ingress Park Avenue – 2 males entered garden
- 02.12.2020 – Attempted Burglary Business – Tiltman Way – site entered damage caused
- 04.12.2020 – Theft if not classified elsewhere – Manor Way – site entered, tools taken
- 06.12.2020 – Theft if not Classified elsewhere – Evelyn Walk – parcel confirmed delivered, not received
- 06.12.2020 – Interference with a motor vehicle – London Road – suspect tampered with bike
- 15.12.2020 – Other Criminal Damage – Parkwood Hill – vehicle driven onto communal grass areas
- 15.12.2020 – Attempted Other Criminal Damage – Parkwood Hill – suspects tried to break fence
- 15.12.2020 – Theft if not classified elsewhere – Parkwood Hill – keys taken from door of new build
- 16.12.2020 – Other Criminal Damage to a Vehicle – Manor Way – O/S front window damaged
- 16.12.2020 – Burglary Business and Community – The Avenue – Shed broken into, stored flooring stolen
- 20.12.2020 – Theft of a Motor Vehicle – Manor Way – car stolen while with mechanic
- 27.12.2020 – Theft of a Motor Vehicle – Cobham Terrace – Bike taken overnight, still has keys
- 28.12.2020 – Theft if not Classified elsewhere – ASDA Greenhithe – Clothes stolen from charity container
- 28.12.2020 – Theft from a Motor Vehicle – North Star Boulevard – vehicle opened parcels taken

Kent Police

For more information about policing in your area, visit **www.kent.police.uk**

To report a non-urgent crime online, visit **www.kent.police.uk/contactus**

Parish Council monthly update

Anti-social behaviour and other incidents of note:

- Nuisance youths ASDA Greenhithe - youths causing issues at rear – regular patrols
- Nuisance youths – Lightermans Way carpark – youths smoking weed, being abusive – regular patrols
- Nuisance youths – rear of ASDA – regular patrols of area

Items of good work:

- Regular vehicle and foot patrol of the area

Kent Police

For more information about policing in your area, visit **www.kent.police.uk**

To report a non-urgent crime online, visit **www.kent.police.uk/contactus**

Parish Council monthly update

Swanscombe

December 2020

Information provided by: PCSO Alan Mitchell Dartford CSU

Crimes of note:

- 03.12.2020 – Attempted Other Criminal Damage – Butcher Walk – neighbour kicked door, no damage
- 04.12.2020 – Other Criminal Damage to a Vehicle – Gilbert Close – site entered damage caused
- 04.12.2020 – Theft if not classified elsewhere – Manor Way – car keyed overnight
- 06.12.2020 – Attempted Burglary – Residential Dwelling – Milton Road – fence and rear door damaged
- 07.12.2020 – Theft if nor classified elsewhere – Milton Street – money taken from vulnerable victim
- 09.12.2020 – Theft of a Motor Vehicle – Stanhope Road – vehicle stolen from outside address
- 10.12.2020 – Other Criminal Damage – Butcher Walk – youths on off road bike damaged grass area
- 11.12.2020 – Other Criminal Damage to a vehicle – Gunn Road – vehicle located with damage
- 15.12.2020 – Other Criminal Damage to a residence – St Pauls Close – locks glued
- 15.12.2020 – Other Criminal Damage to a vehicle – Brenda Terrace – wing mirror smashed
- 16.12.2020 – Theft if not classified elsewhere – Brenda Terrace – items stolen from rear garden
- 17.12.2020 – Theft from a Motor Vehicle – Mitchell Walk – vehicle broken into overnight
- 23.12.2020 – Non-Crime Investigation - Accosting – Swanscombe Street – victim followed by male
- 29.12.2020 – Other Criminal Damage to a Vehicle – Church Road – tyre slashed by 3 suspects
- 30.12.2020 – Dangerous Dog – Church Road – victim bitten on arm
- 28.12.2020 – Theft from a Motor Vehicle – North Star Boulevard – vehicle opened parcels taken

1

Kent Police

For more information about policing in your area, visit **www.kent.police.uk**

To report a non-urgent crime online, visit **www.kent.police.uk/contactus**

Parish Council monthly update

Anti-social behaviour and other incidents of note:

- Nuisance vehicles – motorbikes causing issues – regular patrols
- Nuisance youths – Ames Road – youths drinking and causing issues – regular patrols

Items of good work:

- Regular vehicle and foot patrol of the area

3

Kent Police

For more information about policing in your area, visit www.kent.police.uk

To report a non-urgent crime online, visit www.kent.police.uk/contactus

Recommended: That the item be noted.

KENT COUNTY COUNCIL (KCC) – VISION ZERO ROAD SAFETY STRATEGY CONSULTATION (p).

We are keen to hear your thoughts on our draft Vision Zero Road Safety Strategy for Kent as we further develop it during formal consultation. We have provided this feedback questionnaire for you to give your comments.

We recommend that you read the draft Vision Zero: The Road Safety Strategy for Kent before answering this questionnaire. This can be found in the 'Documents' section on the consultation homepage or by clicking the link.

Please note all responses submitted for this questionnaire are anonymised. This means you will not be able to save your progress and return to your questionnaire, if you exit you will need to start again.

You do not have to complete all of the questions. However, please ensure that you click to the end of the questionnaire and click 'finish' to submit your response. Unsubmitted responses will not be taken into account.

Privacy

Kent County Council collects and processes personal information in order to provide a range of public services. Kent County Council respects the privacy of individuals and endeavours to ensure personal information is collected fairly, lawfully, and in compliance with the General Data Protection Regulation and Data Protection Act 2018.

For more information, view our Privacy Notice.

Next >>

Section One – About you

Q1. Are you responding as...?

Please select the option from the list below that most closely represents how you will be responding to this consultation. Please select one option.

- ◯ Yourself as an individual
- ◯ Yourself in your professional capacity
- ◯ A parish, town, borough, district or county councillor
- ◯ A local authority or council, such as a parish, town, district or borough council
- ◯ An educational establishment, such as a school, college or university
- ◯ A health organisation, such as a CCG, Hospital Trust or GP Practice
- ◯ A business
- ◯ A charity, voluntary or community sector organisation (VCS)
- ◯ A motoring group
- ◯ Other

Q1b. If you are responding on behalf of an organisation (business, community group, residents' association, council, motoring group or any other organisation), please tell us the name of your organisation.

Q2. Please tell us the first 5 characters of your postcode:

We use this to help us to analyse our data. It will not be used to identify who you are.

<< Previous Next >>

Q3. Thinking about your normal travel habits prior to the Covid-19 pandemic, on average how often did you use the following methods of transport when travelling in your local area?

Please select one option for each row.

	Regular, daily use	A couple of times a week	Less frequently	Never use
Drive a car	○	○	○	○
Passenger in a car	○	○	○	○
Drive a van (light goods 3.5-7.5 tonnes)	○	○	○	○
Drive an HGV (over 7.5 tonnes)	○	○	○	○
Drive a taxi/private hire	○	○	○	○
Ride a moped/motorcycle	○	○	○	○
Walk	○	○	○	○
Ride a bicycle	○	○	○	○
Other	○	○	○	○

Q4. Thinking about your normal travel habits prior to the Covid-19 pandemic, on average how often did you use the following methods of transport for longer journeys (those outside your local area)?

Please select one option for each row.

	Regular, daily use	A couple of times a week	Less frequently	Never use
Drive a car	○	○	○	○
Passenger in a car	○	○	○	○
Drive a van (light goods 3.5-7.5 tonnes)	○	○	○	○
Drive an HGV (over 7.5 tonnes)	○	○	○	○
Drive a taxi/private hire	○	○	○	○
Ride a moped/motorcycle	○	○	○	○
Ride a bicycle	○	○	○	○
Walk	○	○	○	○
Other	○	○	○	○

Q5. How did you find out about this consultation?

Please select all that apply.

- ☐ Email from Kent County Council
- ☐ Newspaper article
- ☐ From my Parish / Town / Borough / District Council
- ☐ From a friend or relative
- ☐ Social Media (Facebook, Twitter, LinkedIn or Instagram)
- ☐ Kent.gov.uk website
- ☐ From a local business
- ☐ Other

Section Two - The Strategy

Q6. Was the draft Vision Zero Road Safety Strategy easy to understand?

Please select one option.

- ◯ Yes
- ◯ No
- ◯ Don't know

Q6a. Please add any comments in the box below.

We ask you not to identify yourself within your response.

Please select from the list below, which of the chapters you would like to provide feedback on.

Please select all that apply. If you are unsure select them all, you will be able to skip through to only give feedback on those questions you wish to. If you do not select any you will be taken to the next section of the questionnaire.

- ☐ Chapter One – Introduction
- ☐ Chapter Two – Data and Risk
- ☐ Chapter Three – Safer Roads and Streets
- ☐ Chapter Four - Safer Speed
- ☐ Chapter Five - Safer Behaviours
- ☐ Chapter Six - Safer Vehicles
- ☐ Chapter Seven - Collision Response
- ☐ Chapter Eight - Governance and Monitoring

Recommended: To finalise a response to the survey.

RECREATIONAL FACILITY CHARGES 2021 – 2022 (p).

		2021/22
BOWLING GREEN:	Occassional	£4.90
	Hire of Woods	£4.90
CRICKET:	Season	£1,043.00
	Occasional	£110.00
FOOTBALL:	Per season	£820.00
	Per season mini-pitch	£410.00
	Per game	£92.00
ALLOTMENTS:	Per 10 rod -	£49.00
HIRE OF PARKS:	Local Organisation	£87.00
	Per Day - commercial use	£179.00
	Per week (7 days)	£1,047.00
CHURCH ROAD HALL:	**Meetings**	
	Per hour for regular bookings	£17.50
	Per hour for casual bookings	£18.50
	Social Events	
	Per hour - Monday to Sunday inclusive	£28.50
	Cygnets Playgroup	£13.00
HERITAGE COMMUNITY HALL: (For Lease)	**Meetings**	
	Per hour for regular bookings	£21.50
	Per hour for casual bookings	£22.50
	Social Events	
	Per hour - Monday to Sunday inclusive	£32.50
	FOSHP	£15.50
TOWN COUNCIL OFFICES COMMUNITY HALL:	**Meetings**	
	Per hour for regular bookings	£21.50
	Per hour for casual bookings	£22.50
	Social Events	
	Per hour - Monday to Sunday inclusive	£32.50
	Cygnets Pre-School	£15.50
COMMUNITY CAFÉ CONFIDENTIAL ROOM:	Per hour for regular bookings	£12.50
	Per hour for casual bookings	£13.00

Recommended: To approve the Recreation Facility Charges 2021 – 2022.

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ENVIRONMENTAL ACTION PLAN WORKING GROUP (p).

The following is an update on the progress of the project to create two new community green spaces within Swanscombe Park.

Financial Update

Further to the successful application to the Capacity Building Fund from Dartford Borough Council, officers have applied to the Members Grant Scheme from Kent County Council. This application has also been successful and a further £1,700 has been secured towards the project.

Progress to Date

An order has been placed for the installation of the new gates for both the community garden and the picnic area. This is scheduled for week commencing 22 February 2021.

An order has been placed for the new access path to connect the gate to the grass area within the picnic area.

Benches, bins, raised beds and arches have been order for use across both areas.

A risk assessment has been undertaken of the old bowls green area to ascertain a solution to the existing gully to mitigate the trip hazard.

Next Steps

Further to the risk assessment undertaken a solution has been found to mitigate the trip hazard within the picnic area. This would be to install a picket fence within the existing gully. This would both prevent people stepping in this area and also frame the green space to form a designated seating space.

In order to undertake these works a further £2,000 is needed to purchase and install the fence.

Members are asked to agree Community Infrastructure Levy (CiL) expenditure for the required fencing.

Recommended: To agree CiL expenditure as detailed.

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SECTION 137 EXPENDITURE: LIMIT FOR 2021 – 2022 (p).

The Local Government Act 1972 – A Summary (extract).

Section 137 Local Government Act 1972.

If a council is considering expenditure for which there is no statutory power councillors may use Section 137 of the Local Government Act 1972. which states: A ***local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of their area or any part of it or all or some of their inhabitants, up to a total of £8.41*** (the council are informed of what this amount will be each year by Department for Communities and Local Government (DCLG)) ***per elector Register of Electors.***

The expenditure must bring some direct benefit to the area or part of it, or to some or all of the inhabitants; this means that it must be possible to point to some way in which, in the broadest sense, the area or its inhabitants will be better off as a result of the expenditure. Direct benefit must be commensurate with the expenditure involved; it is for the council, acting reasonably, to judge whether this test is met, but they need to consider whether the expenditure is reasonable in relation to the degree of direct benefit that it will produce. Expenditure within the stated financial and legal parameters must be included within the budget of the council. The important thing to remember is that s137 cannot be spent on an individual. E.g. a young scout may ask the council for financial help to enable a visit to an international jamboree in South America. Worthy as this may be the council cannot agree because the statute says s137 money must benefit 'some or all of the inhabitants.' However if the request came from the scout troop the parish/town council could consider a grant to the troop as a whole; it would then be benefiting 'some' inhabitants.

Recommended: To note.

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COMMUNITY INFRASTRUCTURE LEVY (CIL) STRATEGY – WORKING GROUP UPDATE (p).

EXTRACT OF STANDING ORDERS.

25. ADVISORY COMMITTEES – WORKING GROUPS.

a) The Council may create advisory committees, whose name, and number of members (5) and the bodies to be invited to nominate members shall be specified.

b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.

c) An advisory committee may make recommendations and give notice thereof to the Council.

d) An advisory committee may consist wholly of persons who are not members of the Council.

e) That quorum for a Working Group to meet is 3 members.

f) That substitutes be permitted and have to be nominated by the Working Group member that cannot attend.

g) That at the creation of any Working Group it should be specified whether or not the Working Group is expected to act as a delegation to discuss matters and gather information on behalf of the Town Council.

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AGENDA ITEM 13

Town Council 11/02/2021

GENERAL DATA PROTECTION REGULATIONS – UPDATE (p).

COUNCIL OFFICES
THE GROVE
SWANSCOMBE
KENT, DA10 0GA

© 2009

Tel: 01322 385513
Fax: 01322 385849

9 December 2020

Dear

Town Councillor Email Addresses – Access via Office 365

As part of the upgrade to the Town Councils IT system all Town Council email addresses are migrating over to Office 365 from Tuesday 15 December 2020.

This means that in order to access your Town Council email addresses you need to go to the following website:

https://outlook.office.com/

You will be asked to sign in. This will initially ask you to input your Town Council email address, which is:

EMAIL ADDRESS

You will then be asked for a password. This is:

PASSWORD

You will be prompted to update your password.

Once the steps have been undertaken via the web link, and if you accessing emails via a tablet or mobile phone, you can download either the 'Microsoft Outlook' app from the online app store for your device.

Please **do not** attempt to do this before 11am on the 15 December 2020 as this will not work.

If you have any questions regarding this please contact the Town Council offices on the 15 December 2020 and we can either assist or direct you to the Town Councils IT contractor.

Yours Sincerely

Martin Harding
Assistant Town Clerk / RFO

Recommended: That the item be noted.

AGENDA ITEM 15

Town Council 11/02/2021

BANK TRANSFERS (p).

1 February 2021 (2020-2021)

Swanscombe and Greenhithe Town Council
TRANSFERS - JANUARY 2021

Date	Desc	From	To	Amount
14/01/2021	Bank to Bank Transfer	Active Saver 1	Current Account	24,004.29
26/01/2021	Bank to Bank Transfer	Active Saver 1	Current Account	9,756.29
29/01/2021	Bank to Bank Transfer	Active Saver 2	Active Saver 1	436.05
			Total.....	**34,196.63**

Recommended: To approve the bank transfers undertaken for January 2021.

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TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT (p).

1 February 2021 (2020-2021)

Swanscombe and Greenhithe Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-01-2021 and 31-01-2021)

Cost Centre Administration

Code Number 271 Miscellaneous Income

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
81	08/01/2021		Current Account	DC	VAT Repayment	HMRC	R	0.00	15,320.31	15,320.31
86	19/01/2021		Active Saver 1	DC	COVID Discretionary Grant	DBC	Z	31,503.00	0.00	31,503.00
						Subtotal for Code: Miscellaneous Income		£31,503.00	£15,320.31	£46,823.31

Code Number 274 Bank Interest

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
80	07/01/2021		Current Account	DC	Loyalty Reward	Barclays	Z	0.53	0.00	0.53
						Subtotal for Code: Bank Interest		£0.53	£0.00	£0.53
						Subtotals for Cost Centre: Administration		31,503.53	15,320.31	46,823.84

Cost Centre Heritage Community Hall

Code Number 335 Hire Income

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
85	08/01/2021		Active Saver 1		Rent	Walk Tall	Z	1,083.00	0.00	1,083.00
						Subtotal for Code: Hire Income		£1,083.00	£0.00	£1,083.00
						Subtotals for Cost Centre: Heritage Community Hall		1,083.00	0.00	1,083.00

Cost Centre Town Council Offices Community Hall

Code Number 370 Hire Income

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
82	05/01/2021		Active Saver 1		Hall Hire	North Kent Karate	Z	189.00	0.00	189.00
83	05/01/2021		Active Saver 1		Hall Hire	Rosie's Groovy Movers	Z	252.00	0.00	252.00
84	07/01/2021		Active Saver 1		Hall Hire	Cygnets	Z	1,680.00	0.00	1,680.00
87	29/01/2021		Active Saver 1		Hall Hire	North Kent Karate	Z	63.00	0.00	63.00
						Subtotal for Code: Hire Income		£2,184.00	£0.00	£2,184.00
						Subtotals for Cost Centre: Town Council Offices Communi		2,184.00	0.00	2,184.00

TOTALS £34,770.53 £16,320.81 £60,080.84

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Page 1

Swanscombe and Greenhithe Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-01-2021 and 31-01-2021)

Cost Centre Public Lighting

Code Number 1 Supply & Maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
807	25/01/2021		Current Account	DC	Electricity - Street Lighting	E-on	Z	136.41	0.00	136.41
					Subtotal for Code:	Supply & Maintenance		£136.41	£0.00	£136.41

Code Number 3 Christmas Lighting

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
755	08/01/2021		Current Account		Christmas Lighting - 2nd Instalment	Blachere Illumination	S	1,726.59	345.32	2,071.91
					Subtotal for Code:	Christmas Lighting		£1,726.59	£345.32	£2,071.91
					Subtotal for Cost Centre:	Public Lighting		1,863.00	345.32	2,208.32

Cost Centre Grove Car Park

Code Number 20 Rates

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
802	26/01/2021		Current Account	DC	NNDR	DBC	Z	0.00	0.00	0.00
					Subtotal for Code:	Rates		£0.00	£0.00	£0.00
					Subtotal for Cost Centre:	Grove Car Park		0.00	0.00	0.00

Cost Centre Parks Establishment

Code Number 40 Wages

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
739	05/01/2021		Current Account	DC	Park Keeper Contract - Site Checks	Night & Day Security	Z	1,253.54	0.00	1,253.54
740	05/01/2021		Current Account	DC	Park Keeper Contract	Night & Day Security	Z	1,400.51	0.00	1,400.51
741	05/01/2021		Current Account	DC	Park Keeper Contract - Play Area Clear	Night & Day Security	Z	1,752.43	0.00	1,752.43
769	14/01/2021		Current Account	DC	Pension E'ee	KCC - LGPS	Z	130.96	0.00	130.96
770	14/01/2021		Current Account	DC	Pension E'er	KCC - LGPS	Z	407.00	0.00	407.00
777	14/01/2021		Current Account	DC	Pension E'ee	Intelligent Money	Z	118.00	0.00	118.00
778	14/01/2021		Current Account	DC	Pension E'er	Intelligent Money	Z	70.80	0.00	70.80
779	14/01/2021		Current Account	DC	PAYE	HMRC	Z	386.60	0.00	386.60
780	14/01/2021		Current Account	DC	NI	HMRC	Z	807.62	0.00	807.62
787	14/01/2021		Current Account	DC	Wages	SGTC	Z	4,414.69	0.00	4,414.69
					Subtotal for Code:	Wages		£10,742.15	£0.00	£10,742.15

Code Number 41 Equipment/Materials

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
744	05/01/2021		Current Account	DC	Parks Equipment - General Equipment	Ernest Doe & Sons Ltd	S	16.84	5.36	22.20
745	05/01/2021		Current Account	DC	Parks Equipment - Equipment and PPE	Ernest Doe & Sons Ltd	S	220.83	44.17	265.00
750	06/01/2021		Current Account	DC	Parks Clothing - Coats and Hats	Trade UK	S	36.66	7.32	43.98
753	08/01/2021		Current Account		Parks Equipment - General Equipment	Discount Builders Merchants	S	34.28	7.13	41.41
754	08/01/2021		Current Account		Skip Hire	Pinden Ltd	S	220.00	44.00	264.00
762	12/01/2021		Current Account	DC	Parks Equipment - Paint	Discount Builders Merchants	S	26.05	5.21	31.26
765	13/01/2021		Current Account	DC	Parks Equipment - General Equipment	Trade UK	S	8.32	1.66	9.98

Swanscombe and Greenhithe Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-01-2021 and 31-01-2021)

766	13/01/2021		Current Account	DC	Parks Clothing - PPE	Amazon UK	S	32.92	6.58	39.50
809	27/01/2021		Current Account	DC	Parks Equipment - Fence Repair Suppl	First Fence	S	303.64	60.73	364.37
810	27/01/2021		Current Account	DC	General Equipment/Materials	Eden Park (STM3) Ltd	S	406.56	81.31	487.87
						Subtotal for Code: Equipment/Materials		£1,306.10	£263.47	£1,569.57

Code Number 43 Fuel

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
742	05/01/2021		Current Account	DC	Fuel	All Star	S	300.19	58.83	359.02
						Subtotal for Code: Fuel		£300.19	£58.83	£359.02

Code Number 46 Vehicles

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
748	06/01/2021		Current Account	DC	Vehicle - fitting alarms	Barclaycard	Z	1,469.97	0.00	1,469.97
798	19/01/2021		Current Account	DC	Road Fund Tax - Vans	DVLA	Z	265.00	0.00	265.00
						Subtotal for Code: Vehicles		£1,734.97	£0.00	£1,734.97

Code Number 47 Water Rates

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
791	14/01/2021		Current Account		Water Rates	Business Stream	Z	68.09	0.00	68.09
						Subtotal for Code: Water Rates		£68.09	£0.00	£68.09

Code Number 48 Gas/Electricity

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
763	12/01/2021		Current Account	DC	Electricity - Bowls Pavilion	EDF Energy	L	42.64	2.13	44.77
						Subtotal for Code: Gas/Electricity		£42.64	£2.13	£44.77

Code Number 49 Playground Equipment & Maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
800	25/01/2021		Current Account	DC	Parks Equipment - Play Equipment Par	RBS Playmakers	S	259.50	51.90	311.40
						Subtotal for Code: Playground Equipment & Mair		£259.50	£51.90	£311.40

Code Number 54 Trees

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
795	18/01/2021		Current Account	DC	Tree Works - Knockhall Park	SL Tree Care Ltd	S	5,016.00	1,003.20	6,019.20
796	18/01/2021		Current Account	DC	Tree Works - Valley View	SL Tree Care Ltd	S	132.00	26.40	158.40
						Subtotal for Code: Trees		£5,148.00	£1,029.60	£6,177.60
						Subtotal for Cost Centre: Parks Establishment		19,601.64	1,405.93	21,007.57

Cost Centre Heritage Park

Code Number 100 Maintenance/Rent

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
799	25/01/2021		Current Account	DC	Heritage Park Domain Name	Barclaycard	Z	57.46	0.00	57.46
						Subtotal for Code: Maintenance/Rent		£57.46	£0.00	£57.46
						Subtotal for Cost Centre: Heritage Park		57.46	0.00	57.46

Cost Centre Leisure Centre

Swanscombe and Greenhithe Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-01-2021 and 31-01-2021)

Code Number 146 Rates & Insurance Rent - DBC

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
803	26/01/2021		Current Account	DC	NNDR	DBC	Z	2,918.00	0.00	2,918.00
						Subtotal for Code: Rates & Insurance Rent - DBC		£2,918.00	£0.00	£2,918.00
						Subtotal for Cost Centre: Leisure Centre		2,918.00	0.00	2,918.00

Cost Centre Administration

Code Number 230 Wages

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
771	14/01/2021		Current Account	DC	Pension E'ee	KCC - LGPS	Z	331.24	0.00	331.24
772	14/01/2021		Current Account	DC	Pension E'er	KCC - LGPS	Z	1,026.65	0.00	1,026.65
775	14/01/2021		Current Account	DC	Pension E'ee	Intelligent Money	Z	171.32	0.00	171.32
776	14/01/2021		Current Account	DC	Pension E'er	Intelligent Money	Z	102.80	0.00	102.80
781	14/01/2021		Current Account	DC	PAYE	HMRC	Z	999.40	0.00	999.40
782	14/01/2021		Current Account	DC	NI	HMRC	Z	1,679.16	0.00	1,679.16
786	14/01/2021		Current Account	DC	Wages	SGTC	Z	7,494.77	0.00	7,494.77
						Subtotal for Code: Wages		£11,805.34	£0.00	£11,805.34

Code Number 232 Photocopier

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
793	15/01/2021		Current Account		Photocopier Rental	KCC - KCS	S	100.06	20.01	120.07
						Subtotal for Code: Photocopier		£100.06	£20.01	£120.07

Code Number 233 Stationary, Advertising & Postage

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
756	11/01/2021		Current Account	DC	Postage	Francotyp Postalia Ltd	Z	50.00	0.00	50.00
764	13/01/2021		Current Account	DC	Stationary	KCC - KCS	S	123.08	24.62	147.70
						Subtotal for Code: Stationary, Advertising & Post		£173.08	£24.62	£197.70

Code Number 234 Telephone / Internet

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
747	05/01/2021		Current Account	DC	Phone System - Lease Rental	BNP Paribas	S	622.50	124.50	747.00
752	08/01/2021		Current Account		Phone Bill	Overline	S	343.37	68.67	412.04
						Subtotal for Code: Telephone / Internet		£965.87	£193.17	£1,159.04

Code Number 239 Civic Reception

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
808	26/01/2021		Current Account	DC	Donation - Town Mayor's Charity Fund	Town Mayor	Z	1,500.00	0.00	1,500.00
						Subtotal for Code: Civic Reception		£1,500.00	£0.00	£1,500.00

Code Number 244 Local Funding

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
794	15/01/2021		Current Account		Local Funding Award	CAS Community Solutions	Z	500.00	0.00	500.00
						Subtotal for Code: Local Funding		£500.00	£0.00	£500.00

Swanscombe and Greenhithe Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-01-2021 and 31-01-2021)

Code Number 245 Miscellaneous Expenditure

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
751	06/01/2021		Current Account	DC	Card Fee	Barclaycard	Z	32.00	0.00	32.00
811	28/01/2021		Current Account		Portaloo Hire	Lav Hire	S	285.70	57.14	342.84
						Subtotal for Code: Miscellaneous Expenditure		£317.70	£57.14	£374.84

Code Number 249 IT Services

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
743	05/01/2021		Current Account		IT Support & Maintenance	MPR IT Solutions	S	274.50	54.90	329.40
757	11/01/2021		Current Account	DC	IT Support & Maintenance	MPR IT Solutions	S	100.20	20.04	120.24
						Subtotal for Code: IT Services		£374.70	£74.94	£449.64

Code Number 251 Council Offices Building Maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
758	12/01/2021		Current Account	DC	Hygiene Services	VR Sani	S	15.16	3.03	18.19
768	14/01/2021		Current Account		Cleaning Materials	KCC - KCS	S	19.42	3.88	23.30
797	19/01/2021		Current Account	DC	Replacement gate handles - TC Office	Jackson Fencing	S	33.60	6.72	40.32
						Subtotal for Code: Council Offices Building Maint		£68.18	£13.63	£81.81

Code Number 254 Electricity

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
792	14/01/2021		Current Account		Electricity	KCC - Laser	S	596.96	119.39	716.35
						Subtotal for Code: Electricity		£596.96	£119.39	£716.35

Code Number 255 Rates

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
804	26/01/2021		Current Account	DC	NNDR	DBC	Z	0.00	0.00	0.00
						Subtotal for Code: Rates		£0.00	£0.00	£0.00

Code Number 274 Bank Interest

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
749	06/01/2021		Current Account	DC	Bank Charges	Barclays	Z	10.00	0.00	10.00
801	26/01/2021		Current Account	DC	Bank Charges	Barclays	Z	10.00	0.00	10.00
						Subtotal for Code: Bank Interest		£20.00	£0.00	£20.00
						Subtotal for Cost Centre: Administration		16,421.89	502.90	16,924.79

Cost Centre Church Road Hall

Code Number 280 Wages

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
785	14/01/2021		Current Account	DC	PAYE	HMRC	Z	61.60	0.00	61.60
790	14/01/2021		Current Account	DC	Wages	SGTC	Z	347.77	0.00	347.77
						Subtotal for Code: Wages		£409.37	£0.00	£409.37

Code Number 281 Repairs & Maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
759	12/01/2021		Current Account	DC	Hygiene Services	VR Sani	S	3.79	0.76	4.55

Swanscombe and Greenhithe Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-01-2021 and 31-01-2021)

						Subtotal for Code:	Repairs & Maintenance		£3.79	£0.76	£4.55
Code Number	**285 Rates**										
Vchr.	**Date**	**Minute**	**Bank**	**Cheq. No.**	**Description**	**Supplier**		**Vat Type**	**Net**	**Vat**	**Total**
805	26/01/2021		Current Account	DC	NNDR	DBC		Z	127.00	0.00	127.00
						Subtotal for Code:	Rates		£127.00	£0.00	£127.00
						Subtotal for Cost Centre:	Church Road Hall		540.16	0.76	540.92
Cost Centre	**Town Council Offices Community Hall**										
Code Number	**360 Wages**										
Vchr.	**Date**	**Minute**	**Bank**	**Cheq. No.**	**Description**	**Supplier**		**Vat Type**	**Net**	**Vat**	**Total**
784	14/01/2021		Current Account	DC	PAYE	HMRC		Z	122.20	0.00	122.20
789	14/01/2021		Current Account	DC	Wages	SGTC		Z	488.50	0.00	488.50
						Subtotal for Code:	Wages		£610.70	£0.00	£610.70
						Subtotal for Cost Centre:	Town Council Offices Communi		610.70	0.00	610.70
Cost Centre	**Old Fire Station Cafe**										
Code Number	**380 Wages**										
Vchr.	**Date**	**Minute**	**Bank**	**Cheq. No.**	**Description**	**Supplier**		**Vat Type**	**Net**	**Vat**	**Total**
773	14/01/2021		Current Account	DC	Pension E'ee	KCC - LGPS		Z	45.72	0.00	45.72
774	14/01/2021		Current Account	DC	Pension E'er	KCC - LGPS		Z	167.92	0.00	167.92
783	14/01/2021		Current Account	DC	NI	HMRC		Z	18.08	0.00	18.08
788	14/01/2021		Current Account	DC	Wages	SGTC		Z	1,164.42	0.00	1,164.42
						Subtotal for Code:	Wages		£1,396.14	£0.00	£1,396.14
Code Number	**382 Furniture, Fixtures & Equipment (incl. I**										
Vchr.	**Date**	**Minute**	**Bank**	**Cheq. No.**	**Description**	**Supplier**		**Vat Type**	**Net**	**Vat**	**Total**
761	12/01/2021		Current Account	DC	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd		S	71.37	14.27	85.64
						Subtotal for Code:	Furniture, Fixtures & Equipme		£71.37	£14.27	£85.64
Code Number	**384 Rates**										
Vchr.	**Date**	**Minute**	**Bank**	**Cheq. No.**	**Description**	**Supplier**		**Vat Type**	**Net**	**Vat**	**Total**
806	26/01/2021		Current Account	DC	NNDR	DBC		Z	215.00	0.00	215.00
						Subtotal for Code:	Rates		£215.00	£0.00	£215.00
Code Number	**389 Maintenance**										
Vchr.	**Date**	**Minute**	**Bank**	**Cheq. No.**	**Description**	**Supplier**		**Vat Type**	**Net**	**Vat**	**Total**
746	05/01/2021		Current Account	DC	Waste Bin Collection	Viridor Waste Kent Ltd		S	91.15	18.23	109.38
760	12/01/2021		Current Account	DC	Hygiene Services	VR Sani		S	10.83	2.17	13.00
767	13/01/2021		Current Account	DC	Waste Bin Collection	Viridor Waste Kent Ltd		S	58.25	11.33	69.58
						Subtotal for Code:	Maintenance		£160.23	£31.73	£191.96
						Subtotal for Cost Centre:	Old Fire Station Cafe		1,842.74	46.00	1,888.74
						TOTALS			**£43,865.59**	**£2,300.91**	**£48,166.50**

Recommended: To approve receipts and payments for January 2021.

SUMMARY OF ACCOUNTS (p).

Month no. 10 of 12 — 1 February 2021 (2020-2021)

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2020 to 31/01/2021)

		Budget Receipts		Act. Receipts	Budget Payments		Act.Payments	Variance
		Total for year	Year to Date		Total for Year	Year to Date		Year to Date
Cost Centre Public Lighting								
1	Supply & Maintenance	0.00	0.00	0.00	2600.00	2,166.66	2615.06	-448.40
3	Christmas Lighting	0.00	0.00	0.00	3600.00	3,000.00	3517.42	-517.42
4	Repairs	0.00	0.00	0.00	500.00	416.66	139.01	277.65
5	Long Term Financial Risks	0.00	0.00	0.00	500.00	416.66	0.00	416.66
6	Income	1.00	0.84	1.15	0.00	0.00	0.00	0.31
7	Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total for Public Lighting		1.00	0.84	1.15	7,200.00	5,999.98	6,271.49	-271.20
Cost Centre Grove Car Park								
20	Rates	0.00	0.00	0.00	4399.00	3,665.84	4391.20	-725.36
21	Repairs & Maintenance	0.00	0.00	0.00	500.00	416.66	0.00	416.66
22	Long Term Financial Risks	0.00	0.00	0.00	655.00	545.84	0.00	545.84
23	Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
421	Income	800.00	666.66	0.00	0.00	0.00	0.00	-666.66
Sub Total for Grove Car Park		800.00	666.66	0.00	5,554.00	4,628.34	4,391.20	-429.52
Cost Centre Craylands Lane Car Park								
30	Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31	Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32	Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total for Craylands Lane Car Park		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cost Centre Parks Establishment								
40	Wages	0.00	0.00	0.00	105000.00	87,500.00	99666.76	-12,166.76
41	Equipment/Materials	0.00	0.00	1234.17	40000.00	33,333.34	33164.77	1,402.74
42	New Grounds Maintenance Equipm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43	Fuel	0.00	0.00	0.00	2500.00	2,083.34	1991.58	91.76
44	Fencing	0.00	0.00	0.00	5000.00	4,166.66	0.00	4,166.66
45	Telephone	0.00	0.00	0.00	554.00	461.66	148.88	312.78
46	Vehicles	0.00	0.00	1857.00	2500.00	2,083.34	3831.52	108.82
47	Water Rates	0.00	0.00	0.00	1030.00	858.34	371.67	486.67

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Page No. 1

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2020 to 31/01/2021)

		Budget Receipts			Budget Payments			Variance
		Total for year	Year to Date	Act. Receipts	Total for Year	Year to Date	Act.Payments	Year to Date
48	Gas/Electricity	0.00	0.00	35.23	2060.00	1,716.66	2093.43	-341.54
49	Playground Equipment & Maintenar	0.00	0.00	0.00	5000.00	4,166.66	954.78	3,211.88
50	Staff Training	0.00	0.00	0.00	1500.00	1,250.00	0.00	1,250.00
51	Knockhall Changing Rooms	0.00	0.00	0.00	500.00	416.66	0.00	416.66
52	Parks Works Area	0.00	0.00	0.00	750.00	625.00	430.66	194.34
53	Vandalism	0.00	0.00	150.00	1000.00	833.34	2053.92	-1,070.58
54	Trees	0.00	0.00	0.00	6000.00	5,000.00	9995.50	-4,995.50
55	New Recreational Facilities	0.00	0.00	0.00	2800.00	2,333.34	0.00	2,333.34
56	Unexpected/Emergency Works	0.00	0.00	0.00	1000.00	833.34	1415.00	-581.66
57	Long Term Financial Risks	0.00	0.00	0.00	10250.00	8,541.66	0.00	8,541.66
58	New Community Facility	0.00	0.00	0.00	0.00	0.00	0.00	0.00
59	Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65	Miscellaneous Income	1,000.00	833.34	400.00	0.00	0.00	0.00	-433.34
Sub Total for	**Parks Establishment**	**1,000.00**	**833.34**	**3,676.40**	**187,444.00**	**156,203.34**	**156,118.47**	**2,927.93**
Cost Centre	**Swanscombe Park**							
70	Bowls Pavilion Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71	Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
75	Bowls Income	3,375.00	2,812.50	0.00	0.00	0.00	0.00	-2,812.50
78	Hire Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
79	Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	894.44	-894.44
Sub Total for	**Swanscombe Park**	**3,375.00**	**2,812.50**	**0.00**	**0.00**	**0.00**	**894.44**	**-3,706.94**
Cost Centre	**Knockhall Playing Field**							
80	Rates	0.00	0.00	0.00	152.00	126.66	147.21	-20.55
81	Long Term Financial Risks	0.00	0.00	0.00	500.00	416.66	1716.00	-1,299.34
85	Football	5,843.00	4,869.16	4930.00	0.00	0.00	0.00	60.84
Sub Total for	**Knockhall Playing Field**	**5,843.00**	**4,869.16**	**4,930.00**	**652.00**	**543.32**	**1,863.21**	**-1,259.05**
Cost Centre	**Broomfield Sports Ground**							
90	Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
95	Football Income	5,906.00	4,921.66	6905.00	0.00	0.00	0.00	1,983.34

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2020 to 31/01/2021)

	Budget Receipts			Budget Payments			Variance
	Total for year	Year to Date	Act. Receipts	Total for Year	Year to Date	Act.Payments	Year to Date
96 Cricket Income	1,743.00	1,452.50	0.00	0.00	0.00	0.00	-1,452.50
97 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total for Broomfield Sports Ground	**7,649.00**	**6,374.16**	**6,905.00**	**0.00**	**0.00**	**0.00**	**530.84**
Cost Centre Heritage Park							
100 Maintenance/Rent	0.00	0.00	0.00	4500.00	3,750.00	57.46	3,692.54
104 Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total for Heritage Park	**0.00**	**0.00**	**0.00**	**4,500.00**	**3,750.00**	**57.46**	**3,692.54**
Cost Centre St Peter & St Paul's Churchyard							
110 Maintenance	0.00	0.00	0.00	3000.00	2,500.00	0.00	2,500.00
Sub Total for St Peter & St Paul's Churchyard	**0.00**	**0.00**	**0.00**	**3,000.00**	**2,500.00**	**0.00**	**2,500.00**
Cost Centre Other Projects							
121 General Projects (inc. Summer Ente	0.00	0.00	0.00	10800.00	9,000.00	0.00	9,000.00
Sub Total for Other Projects	**0.00**	**0.00**	**0.00**	**10,800.00**	**9,000.00**	**0.00**	**9,000.00**
Cost Centre Leisure Centre							
146 Rates & Insurance Rent - DBC	0.00	0.00	2220.48	32187.00	26,822.50	31405.48	-2,362.50
155 Management Fee	0.00	0.00	0.00	57000.00	47,500.00	56749.70	-9,249.70
Sub Total for Leisure Centre	**0.00**	**0.00**	**2,220.48**	**89,187.00**	**74,322.50**	**88,155.18**	**-11,612.20**
Cost Centre Squash Courts							
200 Maintenance	0.00	0.00	0.00	500.00	416.66	0.00	416.66
201 Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total for Squash Courts	**0.00**	**0.00**	**0.00**	**500.00**	**416.66**	**0.00**	**416.66**
Cost Centre Allotments							
210 Rents / Licences	0.00	0.00	0.00	245.00	204.16	217.00	-12.84
211 Repairs / Maintenance	0.00	0.00	0.00	250.00	208.34	0.00	208.34

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2020 to 31/01/2021)

		Budget Receipts			Budget Payments			Variance
		Total for year	Year to Date	Act. Receipts	Total for Year	Year to Date	Act.Payments	Year to Date
212	Water Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00
213	Long Term Financial Risks	0.00	0.00	0.00	1000.00	833.34	0.00	833.34
218	Rent Income	2,685.00	2,237.50	2392.89	0.00	0.00	0.00	155.39
Sub Total for	**Allotments**	**2,685.00**	**2,237.50**	**2,392.89**	**1,495.00**	**1,245.84**	**217.00**	**1,184.23**
Cost Centre	**Administration**							
230	Wages	0.00	0.00	0.00	142000.00	118,333.34	118132.14	201.20
231	Furniture, Fixtures & Fittings	0.00	0.00	0.00	1000.00	833.34	702.16	131.18
232	Photocopier	0.00	0.00	0.00	1000.00	833.34	933.23	-99.89
233	Stationary, Advertising & Postage	0.00	0.00	0.00	2300.00	1,916.66	2477.79	-561.13
234	Telephone / Internet	0.00	0.00	0.00	3700.00	3,083.34	6816.90	-3,733.56
235	Mileage Allowance	0.00	0.00	0.00	412.00	343.34	0.00	343.34
236	Insurance	0.00	0.00	0.00	13000.00	10,833.34	13189.59	-2,356.25
237	Subscriptions / Publications	0.00	0.00	0.00	5158.00	4,298.34	4215.39	82.95
238	Civic Budget	0.00	0.00	0.00	1500.00	1,250.00	20.00	1,230.00
239	Civic Reception	0.00	0.00	0.00	1500.00	1,250.00	1500.00	-250.00
240	Chains of Office	0.00	0.00	0.00	250.00	208.34	0.00	208.34
241	Legal Fees	0.00	0.00	0.00	5000.00	4,166.66	1169.94	2,996.72
242	External Audit Fees	0.00	0.00	0.00	1300.00	1,083.34	1300.00	-216.66
243	Internal Audit Fees	0.00	0.00	0.00	250.00	208.34	75.00	133.34
244	Local Funding	0.00	0.00	0.00	2000.00	1,666.66	6550.00	-4,883.34
245	Miscellaneous Expenditure	0.00	0.00	0.00	8250.00	6,875.00	2536.25	4,338.75
246	Election Expenses	0.00	0.00	0.00	2000.00	1,666.66	14280.82	-12,614.16
247	Staff Training	0.00	0.00	0.00	1500.00	1,250.00	235.00	1,015.00
248	Member Training	0.00	0.00	0.00	1500.00	1,250.00	320.00	930.00
249	IT Services	0.00	0.00	0.00	4000.00	3,333.34	5246.73	-1,913.39
250	Handyman (incl. seasonal park staff	0.00	0.00	0.00	1500.00	1,250.00	0.00	1,250.00
251	Council Offices Building Maintenanc	0.00	0.00	0.00	20000.00	16,666.66	12162.40	4,504.26
252	Water Rates	0.00	0.00	0.00	1413.00	1,177.50	1488.67	-311.17
253	Gas	0.00	0.00	0.00	2549.00	2,124.16	1393.03	731.13
254	Electricity	0.00	0.00	0.00	5373.00	4,477.50	6639.92	-2,162.42
255	Rates	0.00	0.00	0.00	22998.00	19,165.00	21956.00	-2,791.00

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2020 to 31/01/2021)

		Budget Receipts			Budget Payments			Variance
		Total for year	Year to Date	Act. Receipts	Total for Year	Year to Date	Act.Payments	Year to Date
256	Long Term Financial Risks	0.00	0.00	0.00	2000.00	1,666.66	0.00	1,666.66
270	Photocopier Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271	Miscellaneous Income	0.00	0.00	49801.14	0.00	0.00	3250.00	46,551.14
272	Precept	423,496.00	352,913.34	423496.00	0.00	0.00	0.00	70,582.66
273	Section 136	0.00	0.00	0.00	0.00	0.00	0.00	0.00
274	Bank Interest	2,400.00	2,000.00	682.41	0.00	0.00	547.26	-1,864.85
275	Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
276	Government CTax Grant	14,435.00	12,029.16	14435.00	0.00	0.00	0.00	2,405.84
422	CIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total for	**Administration**	**440,331.00**	**366,942.50**	**488,414.55**	**253,453.00**	**211,210.86**	**227,138.22**	**105,544.69**
Cost Centre	**Church Road Hall**							
280	Wages	0.00	0.00	0.00	5400.00	4,500.00	4520.02	-20.02
281	Repairs & Maintenance	0.00	0.00	0.00	3500.00	2,916.66	1242.15	1,674.51
282	Gas & Electricity	0.00	0.00	0.00	1215.00	1,012.50	267.99	744.51
283	Cleaning Materials	0.00	0.00	0.00	100.00	83.34	0.00	83.34
284	Furniture, Fixtures & Fittings	0.00	0.00	0.00	100.00	83.34	0.00	83.34
285	Rates	0.00	0.00	0.00	1333.00	1,110.84	1272.45	-161.61
287	Miscellaneous Expenditure	0.00	0.00	0.00	125.00	104.16	0.00	104.16
288	Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
295	Hire Income	3,560.00	2,966.66	823.25	0.00	0.00	149.45	-2,292.86
299	Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
406	Telephone Broadband	0.00	0.00	0.00	600.00	500.00	0.00	500.00
Sub Total for	**Church Road Hall**	**3,560.00**	**2,966.66**	**823.25**	**12,373.00**	**10,310.84**	**7,452.06**	**715.37**
Cost Centre	**Grove Hall**							
301	Repairs & Maintenance	0.00	0.00	0.00	700.00	583.34	35.00	548.34
302	Gas & Electricity	0.00	0.00	0.00	100.00	83.34	108.31	-24.97
305	Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306	Water Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308	Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2020 to 31/01/2021)

	Budget Receipts			Budget Payments			Variance
	Total for year	Year to Date	Act. Receipts	Total for Year	Year to Date	Act.Payments	Year to Date
Sub Total for Grove Hall	**0.00**	**0.00**	**0.00**	**800.00**	**666.68**	**143.31**	**523.37**
Cost Centre Heritage Community Hall							
320 Wages	0.00	0.00	0.00	0.00	0.00	116.40	-116.40
321 Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
322 Gas & Electricity	0.00	0.00	0.00	0.00	0.00	270.53	-270.53
323 Cleaning Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
324 Furniture, Fixtures & Fittings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
325 Rates	0.00	0.00	0.00	0.00	0.00	726.15	-726.15
326 Water Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
327 Miscellaneous Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00
328 Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329 Long Term Maintenance Requireme	0.00	0.00	0.00	0.00	0.00	0.00	0.00
335 Hire Income	11,300.00	9,416.66	4504.99	0.00	0.00	141.00	-5,052.67
Sub Total for Heritage Community Hall	**11,300.00**	**9,416.66**	**4,504.99**	**0.00**	**0.00**	**1,254.08**	**-6,165.75**
Cost Centre Sports Pavilion							
340 Gas & Electricity	0.00	0.00	0.00	679.00	565.84	0.00	565.84
341 Water Rates	0.00	0.00	0.00	509.00	424.16	0.00	424.16
342 Maintenance & Cleaning Contributic	0.00	0.00	695.00	1750.00	1,458.34	945.00	1,208.34
343 Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
344 Building Insurance	0.00	0.00	0.00	1418.00	1,181.66	1465.51	-283.85
345 Miscellaneous Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00
346 Long Term Financial Risks	0.00	0.00	0.00	27000.00	22,500.00	0.00	22,500.00
350 Rent Income	18,847.00	15,705.84	2092.00	0.00	0.00	0.00	-13,613.84
Sub Total for Sports Pavilion	**18,847.00**	**15,705.84**	**2,787.00**	**31,356.00**	**26,130.00**	**2,410.51**	**10,800.65**
Cost Centre Town Council Offices Community H							
360 Wages	0.00	0.00	0.00	7880.00	6,566.66	6107.85	458.81
361 Repairs & Maintenance	0.00	0.00	15.30	420.00	350.00	47.60	317.70
362 Furniture, Fixtures & Fittings	0.00	0.00	0.00	100.00	83.34	0.00	83.34
363 Cleaning Materials	0.00	0.00	0.00	260.00	216.66	17.22	199.44

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2020 to 31/01/2021)

		Budget Receipts			Budget Payments			Variance
		Total for year	Year to Date	Act. Receipts	Total for Year	Year to Date	Act.Payments	Year to Date
364	Miscellanous Expenditure	0.00	0.00	0.00	75.00	62.50	0.00	62.50
365	Long Term Financial Risks	0.00	0.00	0.00	5000.00	4,166.66	0.00	4,166.66
370	Hire Income	32,045.00	26,704.16	21476.75	0.00	0.00	250.00	-5,477.41
Sub Total for	**Town Council Offices Communi**	**32,045.00**	**26,704.16**	**21,492.05**	**13,735.00**	**11,445.82**	**6,422.67**	**-188.96**
Cost Centre	**Old Fire Station Cafe**							
380	Wages	0.00	0.00	0.00	18720.00	15,600.00	16582.91	-982.91
381	Food/Supplies	0.00	0.00	0.00	4000.00	3,333.34	157.46	3,175.88
382	Furniture, Fixtures & Equipment (inc	0.00	0.00	0.00	750.00	625.00	770.78	-145.78
383	Advertising	0.00	0.00	0.00	100.00	83.34	0.00	83.34
384	Rates	0.00	0.00	0.00	1775.00	1,479.16	2145.70	-666.54
385	Electricity & Water	0.00	0.00	0.00	1102.00	918.34	1575.67	-657.33
386	Cleaning Materials	0.00	0.00	0.00	130.00	108.34	0.00	108.34
387	DBC Maintenance Service Charge	0.00	0.00	0.00	1750.00	1,458.34	1015.05	443.29
388	Telephone / Internet	0.00	0.00	0.00	1000.00	833.34	0.00	833.34
389	Maintenance	0.00	0.00	0.00	1000.00	833.34	723.96	109.38
390	Miscellaneous Expenditure (incl. DE	0.00	0.00	0.00	1325.00	1,104.16	309.76	794.40
391	Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
392	Rent DBC	0.00	0.00	0.00	5600.00	4,666.66	0.00	4,666.66
393	Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
395	Cafe Income	10,000.00	8,333.34	179.30	0.00	0.00	0.00	-8,154.04
Sub Total for	**Old Fire Station Cafe**	**10,000.00**	**8,333.34**	**179.30**	**37,252.00**	**31,043.36**	**23,281.29**	**-391.97**
Cost Centre	**Bus Shelters**							
400	Maintenance	0.00	0.00	0.00	750.00	625.00	0.00	625.00
Sub Total for	**Bus Shelters**	**0.00**	**0.00**	**0.00**	**750.00**	**625.00**	**0.00**	**625.00**
Cost Centre	**Ingress Park Community Centre**							
407	Wages	0.00	0.00	0.00	6300.00	5,250.00	0.00	5,250.00
408	Repairs & Maintenance	0.00	0.00	0.00	1850.00	1,541.66	0.00	1,541.66
409	Gas & Electricity	0.00	0.00	0.00	1600.00	1,333.34	0.00	1,333.34
410	Cleaning Materials	0.00	0.00	0.00	1000.00	833.34	0.00	833.34

Recommended: To note the summary of accounts to 31 January 2021.

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2020 to 31/01/2021)

	Budget Receipts			Budget Payments			Variance
	Total for year	Year to Date	Act. Receipts	Total for Year	Year to Date	Act.Payments	Year to Date
411 Furniture & Fittings	0.00	0.00	0.00	6700.00	5,583.34	0.00	5,583.34
412 Rates (NNDR)	0.00	0.00	0.00	2442.00	2,035.00	0.00	2,035.00
413 Water Rates	0.00	0.00	0.00	650.00	541.66	0.00	541.66
414 Key Holder Security	0.00	0.00	0.00	800.00	666.66	0.00	666.66
415 Misc Expenditure	0.00	0.00	0.00	500.00	416.66	0.00	416.66
416 Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
417 Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
418 Hire Income	7,000.00	5,833.34	0.00	0.00	0.00	0.00	-5,833.34
419 Commuted Sum	6,000.00	5,000.00	0.00	0.00	0.00	0.00	-5,000.00
420 Contingency Fund	5,000.00	4,166.66	0.00	0.00	0.00	0.00	-4,166.66
Sub Total for Ingress Park Community Centre	**18,000.00**	**15,000.00**	**0.00**	**21,842.00**	**18,201.66**	**0.00**	**3,201.66**
GRAND TOTALS	**£555,436.00**	**£462,863.32**	**£538,327.06**	**£681,893.00**	**£568,244.20**	**£526,070.59**	**£117,637.35**

DECISIONS & RESPONSES (p).

Please find below a chronological list of the decisions and activities undertaken since the previously reported list (14 January 2021, minute 191/20-21):

Date:	Decision / Activity:
14 January 2021	Agreed, in consultation with the Town Mayor, for the Swanscombe Centre to be used as an Asymptomatic Testing Centre.
15 January 2021	Publicity campaign for Litter Awareness launched on Social Media.
18 January 2021	New designs and quotations for the next 3 years of festive lights agreed in consultation with the Town Mayor / Chairman of Finance & General Purposes Committee.
27 January 2021	Publicity for freezing the Town Councils part of the Council Tax agreed with the Town Mayor. This will be released in March 2021.
27 January 2021	Terms & Conditions and publicity for the Town Mayors 'Keep your Town Tidy' competitions agreed with the Town Mayor and the competition launched on 1 February 2021.
3 February 2021	Flag flown in Swanscombe Park at half mast in tribute to Captain Sir Tom Moore and all that he achieved.

TOWN PLANNING.

Please find below the planning applications received and responded to by the Town Clerk, in consultation with the Chairman, since the previously reported applications (minute 191/20-21).

DA/21/00002/FUL	Detached single storey building, with rooms in the roof space, ancillary to main dwelling. Ashwirad, Bean Road, Greenhithe, Kent, DA9 9JB
OBSERVATIONS:	The Town Council have concerns that the application may be used as a residential building and would like to see a condition to any permission granted that would clarify that this was not the case. Please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.
DA/20/01633/FUL	Erection of a first floor side extension and raising height of ridge to main roof with provision of a dormer window in front and rear elevations and front roof light in connection with providing additional rooms in the roof space. 125 Church Road, Swanscombe Kent DA10 0HF
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.
DA/20/01597/VCON	Variation of Condition 1 of Planning Permission DA/09/01538/VCON in respect of allowing 5 dental surgeries instead of 4. Greenhithe Dental Care, The Avenue, Greenhithe. Kent, DA9 9AN

OBSERVATIONS:	The Town Council strongly objects to this planning application. There are already serious problems of indiscriminate nuisance parking by dental surgery staff and patients in Worcester Close; depriving residents there of the ability to park and loss of their amenity. In addition to parking at the front of the dental practice, there is alternative parking available nearby on the single yellow line in The Avenue (except between 1000 and 1100 Monday to Fridays), and normally parking available nearby in "The Woodlands" car park (not currently available due to building works). Despite complaints from residents of Worcester Close, there has not been any apparent effort by practice management to address this problem. In addition the Town Council requests that all residents of Worcester Close should be notified of this planning application prior to any decision being made. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.
DA/21/00028/FUL	Replacement of rear ground floor window and doors with bi-folding glazed doors. 37 Watermans Way, Greenhithe Kent DA9 9GJ
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/21/00096/FUL	Removal of pergola and erection of a single storey gym/office/occasional bedroom. 3 College Way, Greenhithe, DA9 9GF
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/21/00107/FUL	Demolition of existing rear conservatory and erection of a single storey rear/side extension (retrospective application) 40 Hasted Close, Greenhithe
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

DA/20/01115/TPO	Application to reduce the crown spread of one London Plane (T180) subject to Tree Preservation Order No.3 2008 by up to 2m adjacent to the building and 1m on the opposite side as shown on submitted photo. Junction Of Capability Way/Park Cliff Road Greenhithe Kent
DA/20/01458/TPO	Application for G1 - Sycamore. 2 no. mature Sycamore stems one of which is multi-stemmed at approximately 0.5m located directly to rear of No.21 Watermans Way & No.1 Eliza Court Close, Ingress Park - Reduce upper canopy of tree group by approximately 30%. Lateral branch end reduction of approximately 2.5m. Manage regrowth from newly created branch end stubs on 3 year cycle. All works in keeping with previous tree management for this woodland area.G2 - Sycamore. 4 no. mature Sycamore stems two of which are multi-stemmed, located directly to side of No.19 Watermans Way, Ingress Park - Reduce upper canopy of tree group by approximately 30%. Lateral branch end reduction of approximately 2.5m. Manage regrowth from newly created branch end stubs on 3 year cycle. All works in keeping with previous tree management for this woodland area subject to Tree Preservation Order No.11 1990. Communal Area Adj 19 And 21 Watermans Way Greenhithe Kent DA9 9GJ
DA/20/01445/TPO	Application for T1 horse chestnut, to reduce the height and the lateral branches over the garden by up to 2m back to good growth points subject to Tree Preservation Order No.11 1990. Ingress Lodge Gatehouse View The Avenue Greenhithe
DA/20/01296/FUL	Erection of outbuilding to be used for ancillary purposes to provide garden room/gym/ home office and occasional sleeping accommodation (retrospective application). 18 The Crescent Greenhithe Kent DA9 9EP
DA/20/01504/FUL	Erection of a single storey rear extension. 27 Park Cliff Road Greenhithe Kent DA9 9FY

Recommended: To note, and endorse, the decisions and planning responses, using the previously agreed delegation under Section 101 (1) of the Local Government Act 1972, since the previous meeting.

ADAPTATIONS TO THE HERITAGE COMMUNITY HALL – REQUEST FROM WALK TALL (p).

From: Martin Harding
Sent: 02 February 2021 10:08
To: Ann Duke, Graham Blew
Subject: Reply: Heritage Centre - Fencing

Good morning Ann

Thank you for your email and we will ensure that this request is placed on the agenda for the next Town Council meeting on 11 February 2020.

In order to ensure that sufficient information is available for members consideration at the meeting, can I ask you to provide the following by close of business on Wednesday 3 February:

- An overhead plan showing where the proposed fence will be placed (including where gates would be positioned) **Please see attached**
- Examples of the fence style proposed to be used in both wood and metal **I've contacted Lee at Sinclair fencing who put in the fencing between Heritage and the allotment. He suggests the same fencing as that would be okay and would work for the gates. The fencing is 2.4 m high and we could have a sliding gate which would maximise the useable area by the fence. This would be my preference as it's sympathetic to the existing fence and pleasant to look at. If costs are prohibitive, we would look at a wooden fence.**
- Confirmation that Walk Tall will both maintain the fence during the term of the Lease, and also take full responsibility that the fence will be placed within the boundary of the Leased land.**Confirmed**

Thanks in advance and we look forward to receiving the additional information to be included on the agenda.

Yours sincerely,

Martin Harding
Assistant Town Clerk / RFO

Swanscombe & Greenhithe Town Council

From: Ann Duke
Sent: 01 February 2021 18:57
To: Graham Blew, Martin Harding
Subject: Heritage Centre - Fencing

Hello Graham and Martin

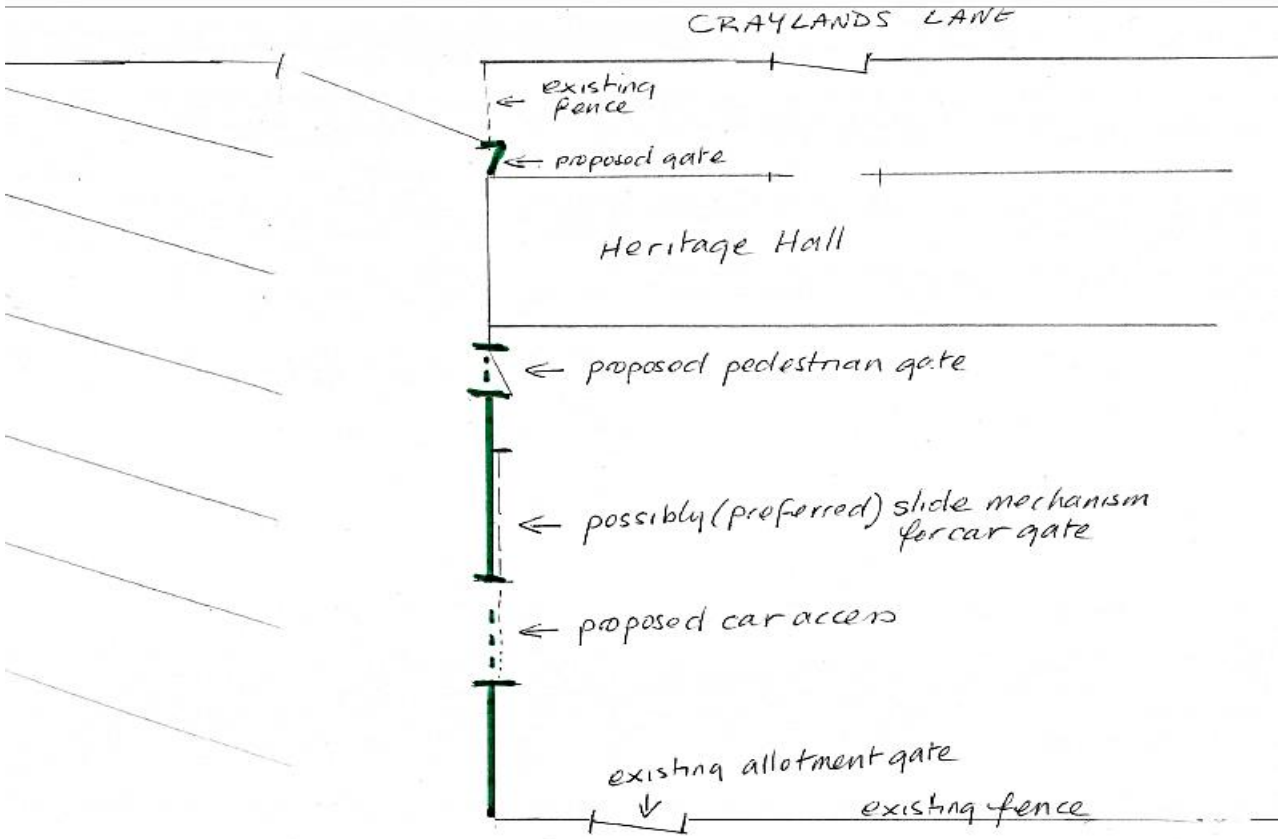
We would like to seek the Town Council's permission to erect a fence on the boundary between Heritage Hall land and the adjacent car showroom.

The fence will have a gate to allow cars to enter and leave, as well as a pedestrian gate. (This will ensure that allotment users will have easy access.) At present, we're not sure whether the fence will be wooden or metal - it will depend on cost. Our preferred option is a metal fence to the height of about 6 - 8 feet with a sliding gate to allow cars in and out.

Once the fence has been put up, we would like to plant a row of trees and shrubs inside the fence boundary. We would take advice on the appropriate distance for planting of the closest tree from the back of the hall in order to ensure that roots would not interfere with the hall's foundations.

Ann Duke

Dr Ann Duke FRSA
Chief Executive
Walk Tall (Registered Charity 1094146)



Recommended: To discuss and advise accordingly

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COVID-19 – FINANCIAL IMPLICATIONS (p).

Further to the previous update, below is a summary of the current financial position of the Town Council due to the losses of revenue resulting from the COVID – 19 pandemic.

- The following is a breakdown of the uninsured losses currently forecast to effect the Town Council.

Loss Area:	Amount:	Details:
Lessee of the Sports Pavilion	£15,178	X7 months rent free with a further 4 months only paying 1/3 rent (currently to Feb 2021).
Lessee of the Heritage Hall	£3,250	x6 months rent free (ended Sep 2020).
Hirer of the Squash Courts	£2,496	x6 months rent free (ended Jan 2021)
Lessee of the Bowls Pavilion	£3,800	2020 season rent free.
Football Income 19/20	£1,740	15% reduction offered to existing teams.
Football Income 20/21	£5,332	Potential 4 month rebate for loss of fixtures Nov 2020 to Feb 2021 (if not replayed)
Cricket Income	£1,000	Loss of a season's income.
Café Income	£9,900	X9 months lost takings
Town Council Hall Income	£17,500	X9 months lost takings
Church Road Hall Income	£3,500	X9 months lost takings
The Swanscombe Centre	£13,500	X3 months at £4,500 per month.
TOTAL	£77,196	

- Additional Expenses Incurred:

Expenses:	Amount:	Details:
Hygienic Cleaning of Play Areas	£13,753	Cost of contractor time, vehicle, PPE, Cleaning Solution and out of hours working (continuing due to national lockdown).

GRAND TOTAL	**£90,949**

- The following are the mitigating resources the Town Council have available to be utilised to cover these losses and expenses:

Finance Area:	Amount:	Details:
Uninsured risk contingency fund	£41,000	Loss of income fund allocated with the Financial Risk Assessments.
Loss of funding support (S136 & CT Grant)	£39,000	Loss of annual financial support fund allocated within the Financial Risk Assessments.
NNDR Rebate	£2,650	One month of NNDR not taken at the start of the pandemic. DBC have since identified that SGTC did not qualify and are charging NNDR (may be taken back in Jan-Feb 2021)
Unspent Summer Entertainment Budget	£11,000	Money allocated for Summer Entertainment that will create an underspend due to the activities being postponed until the next financial year.
Contribution to FRA 2020 – 2021	£49,031	Money saved from not contributing to the FRA for 2020-2021 if already agreed.
COVID Discretionary Grant Scheme (DBC)	£43,566	Second & Third rounds of support to local businesses who lost revenue from COVID.
TOTAL	**£186,247.00**	

Total Losses & Expenditure	£90,949
Total Financial Areas for Support.	£186,247
TOTAL	**£95,298** *(available for potential further losses).*

- <u>Funding</u>

The Town Council were successful in its latest application to Dartford Borough Council for the COVID Discretionary Grant Scheme. The Town Council received £36,564, which has been accounted for in the figures above.

Recommended: To discuss and advise accordingly.