

ΔGM 5/5/21

COMMITTEES:

❖ **COMMUNITY SAFETY COMMITTEE (CSC) – 8 MEMBERS OF THE COUNCIL:**

| | | |
|----------------|----|----------------------------|
| Chairman: | 1. | Councillor Peter Harris |
| Vice-Chairman: | 2. | Councillor Peter Harman |
| Sub-Committee | 3. | Councillor Anita Barham |
| Members: | 4. | Councillor Emma Ben Moussa |
| | 5. | Councillor Sue Butterfill |
| | 6. | Councillor Lorna Cross |
| | 7. | Councillor Lesley Howes |
| | 8. | Councillor Jay Shah |

❖ **RECREATION, LEISURE & AMENITIES COMMITTEE (RLA) – 8 MEMBERS OF THE COUNCIL:**

| | | |
|-----------------------|----|-----------------------------------|
| Chairman: | 1. | Councillor Peter Harman |
| Vice-Chairman: | 2. | Councillor Emma Ben Moussa |
| Sub-Committee | 3. | Councillor Anita Barham |
| Members: | 4. | Councillor Lorna Cross |
| | 5. | Councillor Ann Duke |
| | 6. | Councillor Linda Hall |
| | 7. | Councillor John Hayes |
| | 8. | Councillor Lesley Howes |

❖ **FINANCE & GENERAL PURPOSES COMMITTEE (FGP) – 8 MEMBERS OF THE COUNCIL:**

| | | |
|-----------------------|----|-----------------------------------|
| Chairman: | 1. | Councillor Lesley Howes |
| Vice-Chairman: | 2. | Councillor Lorna Cross |
| Committee | 3. | Councillor Emma Ben Moussa |
| Members: | 4. | Councillor Sue Butterfill |
| | 5. | Councillor Ann Duke |
| | 6. | Councillor Peter Harman |
| | 7. | Councillor Jay Shah |
| | 8. | Councillor Maurice Weet |

❖ **PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE (PTE) – 8 MEMBERS OF THE COUNCIL:**

| | | |
|-----------------------|----|--------------------------------|
| Chairman: | 1. | Councillor John Hayes |
| Vice-Chairman: | 2. | Councillor Peter Harris |
| Committee | 3. | Councillor Lorna Cross |
| Members: | 4. | Councillor Ann Duke |
| | 5. | Councillor Linda Hall |
| | 6. | Councillor Peter Harman |
| | 7. | Councillor Lesley Howes |
| | 8. | Councillor Maurice Weet |

NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2021 – 2022.

❖ **PERSONNEL COMMITTEE – 8 MEMBERS OF THE COUNCIL:**

| | | |
|----------------|----|---------------------------|
| Chairman: | 1. | Town Mayor |
| Vice-Chairman: | 2. | Councillor Maurice Weet |
| Committee | 3. | Councillor Anita Barham |
| Members: | 4. | Councillor Sue Butterfill |
| | 5. | Councillor Lorna Cross |
| | 6. | Councillor Dr Jo Harman |
| | 7. | Councillor Peter Harman |
| | 8. | Councillor Peter Harris |

❖ **EXECUTIVE / EMERGENCY COMMITTEE - 8 MEMBERS OF THE COUNCIL:**

| | | |
|---------------|----|---------------------------|
| Chairman: | 1. | Town Mayor |
| Vice-Chairman | 2. | Councillor Peter Harris |
| Committee | 3. | Councillor Anita Barham |
| Members: | 4. | Councillor Sue Butterfill |
| | 5. | Councillor Ann Duke |
| | 6. | Councillor Peter Harman |
| | 7. | Councillor Jay Shah |
| | 8. | Councillor Maurice Weet |

SUB-COMMITTEES OF THE RLA COMMITTEE:

❖ **HERITAGE – 6 MEMBERS OF THE COUNCIL:**

| | | |
|----------------|----|----------------------------|
| Chairman: | 1. | Councillor Lesley Howes |
| Vice-Chairman: | 2. | Councillor Linda Hall |
| Sub-Committee | 3. | Councillor Anita Barham |
| Members: | 4. | Councillor Emma Ben Moussa |
| | 5. | Councillor Ann Duke |
| | 6. | Councillor Peter Harman |

❖ **ALLOTMENTS & CEMETERIES – 6 MEMBERS OF THE COUNCIL:**

| | | |
|----------------|----|----------------------------|
| Chairman: | 1. | Councillor Maurice Weet |
| Vice-Chairman: | 2. | Councillor Emma Ben Moussa |
| Sub-Committee | 3. | Councillor Lorna Cross |
| Members: | 4. | Councillor Linda Hall |
| | 5. | Councillor Peter Harman |
| | 6. | Councillor John Hayes |

NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2021 – 2022.

SUB-COMMITTEES OF THE FGP COMMITTEE:

❖ **LEASES & LEGAL – 6 MEMBERS OF THE COUNCIL:**

| | | |
|----------------|----|---------------------------|
| Chairman: | 1. | Councillor Lesley Howes |
| Vice-Chairman: | 2. | Councillor Ann Duke |
| Sub-Committee | 3. | Councillor Sue Butterfill |
| Members: | 4. | Councillor Lorna Cross |
| | 5. | Councillor Peter Harman |
| | 6. | Councillor Jay Shah |

SUB-COMMITTEES OF THE PTE COMMITTEE:

❖ **REGENERATION AND QUALITY – 6 MEMBERS OF THE COUNCIL:**

| | | |
|----------------|----|-------------------------|
| Chairman: | 1. | Councillor Peter Harris |
| Vice-Chairman: | 2. | Councillor Ann Duke |
| Sub-Committee | 3. | Councillor Lorna Cross |
| Members: | 4. | Councillor Peter Harman |
| | 5. | Councillor John Hayes |
| | 6. | Councillor Lesley Howes |

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**TERMS OF REFERENCE
THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 5 May 2021.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Sub-Committee after the Annual Meeting of the Town Council, the Sub-Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Sub-Committee Membership.

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet as required.

The Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Recreation, Leisure & Amenities Committee with reference to the appointment of lay volunteer allotment managers as per the provisions of Section 20 of the Small Holdings and Allotments Act 1908.

Exercise the functions of the Recreation Leisure & Amenities Committee on any finances relating to the provision, management, maintenance, improvement and administration of all allotments under the control of the Town Council, inclusive of the right to report suggestions for finances to be included within the annual estimates for specific schemes of improvement.

Exercise the functions of the Council in relation to the provision, management, maintenance and improvement of the Cemetery that is the responsibility of the Dartford Borough Council within Swanscombe Park.

Exercise the function of the Council in relation to the dead Cemetery within St Peter & St Paul's Church, in particular the maintenance of the Churchyard Wall.

TERMS OF REFERENCE
THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.



TERMS OF REFERENCE
THE COMMUNITY SAFETY COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 5 May 2021.

➤ **MEMBERSHIP:**

This Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet, where possible, on a nine weekly cycle on a Wednesday at 7.00pm at the Town Council's offices as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

To exercise the functions of the Council in working with the Police, the PCSO's and any other authorities, outside groups and agencies to alleviate the problems experienced by the local population with anti-social behaviour, crime, crime prevention and wider public safety issues.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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**TERMS OF REFERENCE
THE EXECUTIVE & EMERGENCY COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 5 May 2021.

➤ **MEMBERSHIP:**

This Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Town Mayor shall preside at meetings of this Committee.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet as required.

The Committee shall meet at the Town Council's offices.

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

Exercise any functions of the Council on urgent issues or during the period of recess of the Council save for those functions relating to the setting of an annual rate and issuing of precept, the raising of loans or borrowing of money and the securing of any necessary loan sanctions, and the approval of schemes for local lotteries.

Exercise any functions of the Council on matters specifically delegated to it to decide, save from those exempted from delegation by statute and listed above.

With reference to matters, not more than three Members of this Committee (to be selected by the Chairman of the Executive & Emergency Committee but not necessarily including the Chairman of the Executive & Emergency Committee) to form a Sub-Committee to deal with matters relating to staff disciplinary procedures.

To assist, in an emergency, the population of Swanscombe and Greenhithe in overcoming any extreme or unusual conditions caused by natural or accidental means.

To co-operate with other Agencies, Statutory or Voluntary, to assist in the above.

To enlist the support of any other Organisations or individuals to assist in the above, as may be necessary.

TERMS OF REFERENCE
THE EXECUTIVE & EMERGENCY COMMITTEE.

To prepare contingency plans to meet any of the situations as described above.

➤ **REFERRED FUNCTIONS:**

As an advisory body reporting to the Council on any matters it has been specifically instructed to investigate.



TERMS OF REFERENCE
THE FINANCE & GENERAL PURPOSES COMMITTEE.

➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were agreed by the Town Council at its meeting on 5 May 2021.

➤ **MEMBERSHIP:**

The Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet, where possible, on a nine-weekly cycle on a Thursday at 7.00pm at the Town Council's office as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

To exercise the functions of the Council in expending any finances allocated to it by the Council in the annual estimates or otherwise in the area of footway and footpath lighting, footpaths, car parks and donations to local organisations or individuals or other bodies.

To exercise the functions of the Council in the examination of all accounts submitted for payment and the collection of sums due to the Council.

To exercise the functions of the Council in the examination of any parochial charity accounts submitted to the Council under those provisions contained within Section 32 of the Charities Act 1960 as amended.

**TERMS OF REFERENCE
THE FINANCE & GENERAL PURPOSES COMMITTEE.**

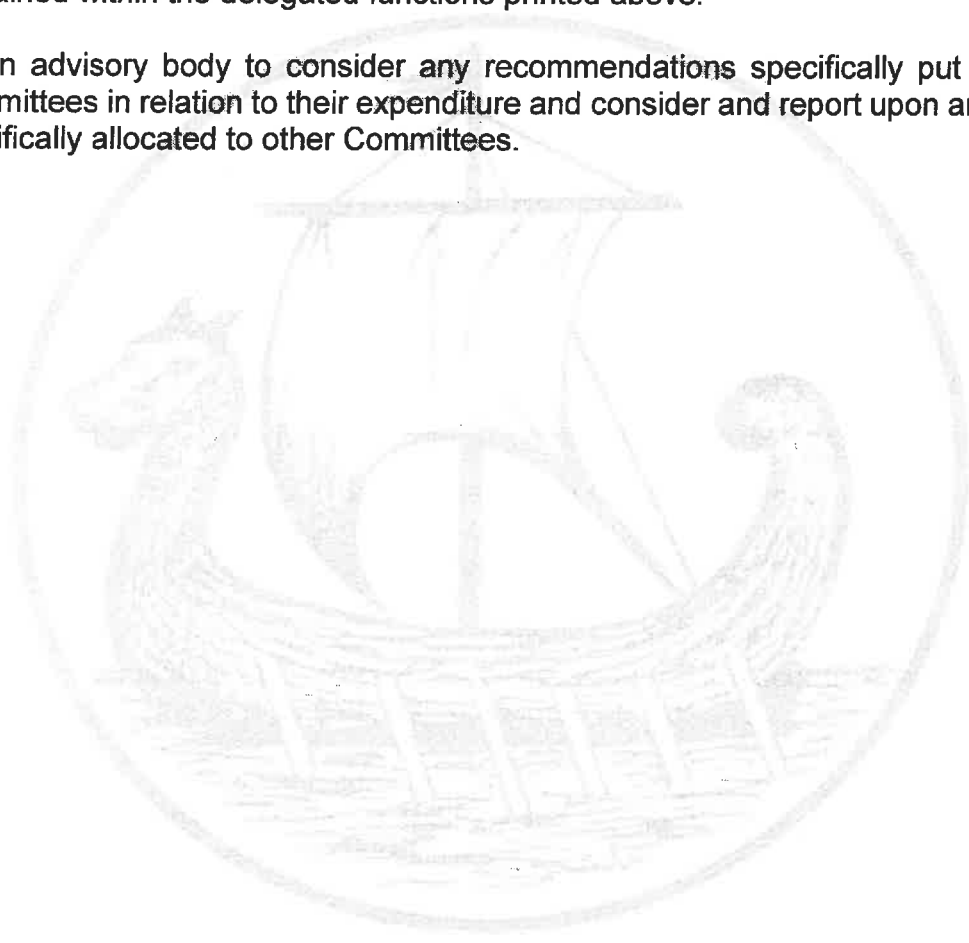
➤ **REFERRED FUNCTIONS:**

As an advisory body to consider and report to the Council on all finances not specifically allocated to other Committees including those finances contained within the balances and investment accounts.

As an advisory body to consider and report to Council, estimates for the making of the annual rate and precept issued, the raising of loans or borrowing money and securing of any necessary loan sanctions and the approval of schemes for local lotteries.

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities or areas within the scope of this Committee not contained within the delegated functions printed above.

As an advisory body to consider any recommendations specifically put to it by other Committees in relation to their expenditure and consider and report upon any matters not specifically allocated to other Committees.



TERMS OF REFERENCE **HERITAGE SUB-COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 5 May 2021.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support to the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Recreation, Leisure & Amenities Committee with all matters relating to Heritage within the Town.

Exercise the functions of the Recreation, Leisure & Amenities Committee in controlling the operation and provision of the facilities in relation to the Heritage Park / Skull Site.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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**TERMS OF REFERENCE
THE LEASES & LEGAL SUB-COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 5 May 2021.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Council in negotiating all items in relation to leases and their terms on Town Council property, apart from the setting of rent, as appropriately decided by the parent Committee.

Exercise the functions of the Council in dealing with all items in relation to legal matters laid before it, as appropriately decided by the parent Committee.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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**TERMS OF REFERENCE
THE PERSONNEL COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 5 May 2021.

➤ **MEMBERSHIP:**

This Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Town Mayor shall preside at meetings of this Committee.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet, where possible, in April/May and November each year and as required throughout the remainder of the year

The Committee shall meet at the Council Offices, The Grove, Swanscombe at a time suitable to Members of the Committee.

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

Exercise any functions of the Council in relation to personnel matters, with the exception of disciplinary procedures, apart from Stage 1- Formal Oral Warnings.

Formation of Interview Panels to be made up of the following:

- Town Mayor or Deputy Town Mayor;
- Appropriate Chairman of main committee;
- Town Clerk or Responsible Financial Officer (RFO).

Exercise functions of the Council on the question of levels of pay and salary settlements for all staff employed by the Council.

Exercise functions of the Council in relation to any Pension Scheme it administers.

Exercise functions of the Council in relation to staff health and safety and risk assessments.

Exercise functions of the Council in determining staff disciplinary and grievance procedures, assaults on staff and any other personnel legislation required.

**TERMS OF REFERENCE
THE PERSONNEL COMMITTEE.**

➤ **REFERRED FUNCTIONS:**

As an advisory body reporting to the Council on any matters it has been specifically instructed to investigate.



TERMS OF REFERENCE
THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & ENVIRONMENT COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 5 May 2021.

➤ **MEMBERSHIP:**

This Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council. The Committee may also consist of outside bodies or local authority representatives as deemed necessary in an advisory capacity.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The schedule of meetings shall be agreed at the Annual Meeting of the Town Council.

The Committee shall meet, where possible, on a three-weekly cycle on a Wednesday at 7.00pm at the Town Council's offices, unless varied by the agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

Decide the Town Council's responses on consultations on planning applications from Dartford Borough Council, Ebbsfleet Development Corporation, Gravesham Borough Council (where applications fall into the Swanscombe Boundary) and from the County Council.

Make recommendations to the Council on statutory and non-statutory planning policy documents.

Select from its membership a person, or persons, to represent the Council at site meetings, public enquiries, etc to represent the Council's previously agreed views.

TERMS OF REFERENCE
THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & ENVIRONMENT COMMITTEE.

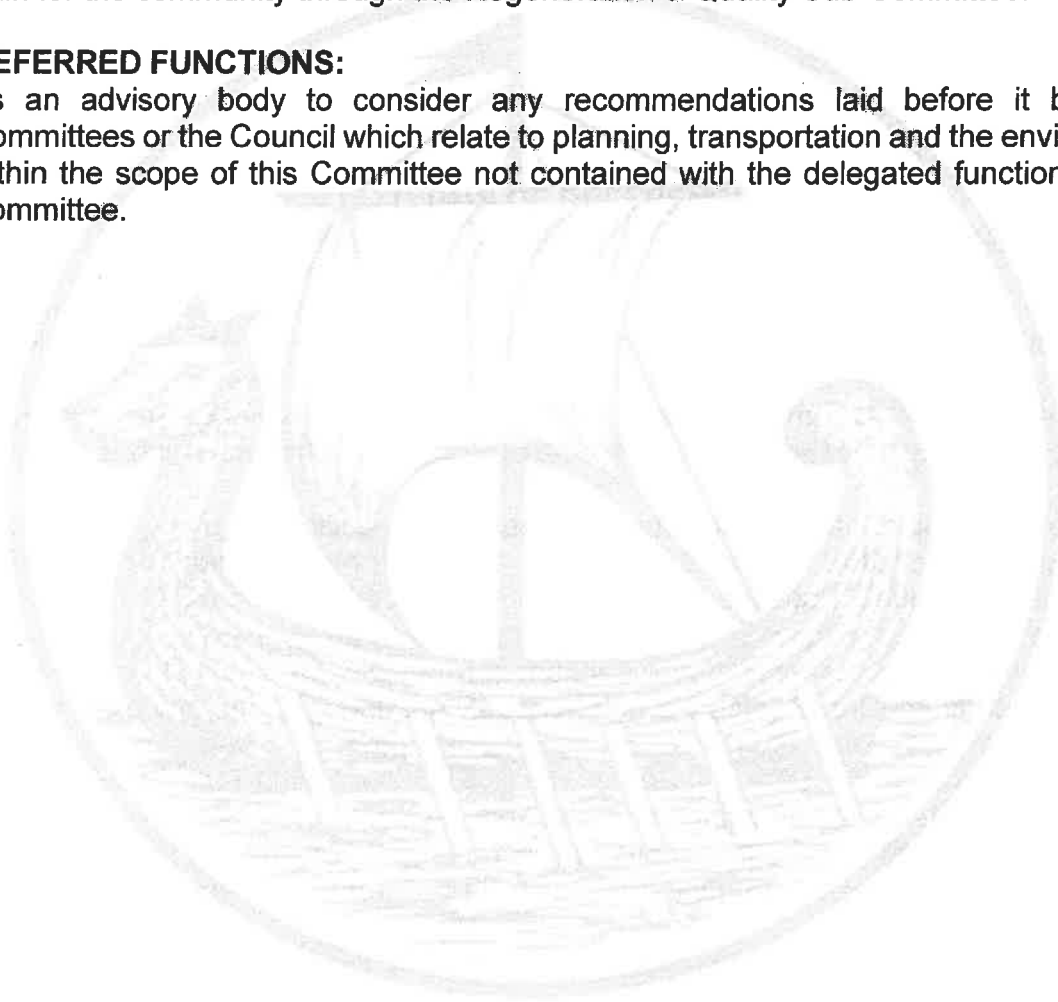
To deal with any items relating to transportation and environmental issues affecting the area and invite outside organisations to meetings to address issues highlighted. To lobby outside organisations on behalf of the Council to improve matters relating to transport and the environment.

Decide the Town Council's responses on consultations on major developments affecting the parish from Dartford Borough Council, Ebbsfleet Development Corporation, Gravesham Borough Council and from the County Council.

Exercise the functions of the Council in meeting with developers to negotiate planning gain for the community through the Regeneration & Quality Sub-Committee.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council which relate to planning, transportation and the environment within the scope of this Committee not contained with the delegated functions of the Committee.



TERMS OF REFERENCE
REGENERATION & QUALITY SUB-COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 5 May 2021.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Council in creating links with outside organisations and creating working partnerships to assist the Council in the area regeneration of Swanscombe and Greenhithe (*minute 197/16-17 Town Council 13 Oct 2016*).

Exercise the functions of the Council in obtaining Local Council Award Scheme Accreditation and all matters involved in achieving this.

Exercise the functions of the Council in meeting with developers to negotiate planning gain for the community (*minute 11/17-18 AGM 18 May 2017*).

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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TERMS OF REFERENCE
THE RECREATION, LEISURE AND AMENITIES COMMITTEE.

➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were agreed by the Town Council at its meeting on 5 May 2021.

➤ **MEMBERSHIP:**

The Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet, where possible, on a nine-weekly cycle on a Thursday at 7.00pm at the Town Council's office as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

To expend any finances allocated to it by the Council within the annual estimates or otherwise in the area of recreation grounds, parks, open spaces, playgrounds, allotments, sporting facilities, recreational facilities, community halls and leisure centres.

To exercise the functions of the Council in controlling the operation and provision of facilities in relation to recreation grounds, parks, open spaces, playgrounds, allotments, sporting facilities, community halls and the Swanscombe Centre and the Old Fire Station Community Cafe. To liaise with the Manager of the Swanscombe Centre as determined in the Management Agreement dated 12 July 2004 (re-newed 2014).

To make representation to the Council in relation to the annual estimates in respect of expenditure.

To liaise as required with other Committees and staff of the Council, outside bodies and persons on any aspects of joint responsibility.

TERMS OF REFERENCE
THE RECREATION, LEISURE AND AMENITIES COMMITTEE.

To liaise with the Town Clerk on aspects of leisure centre management as they affect the general administration of the Town Council.

➤ **REFERRED FUNCTIONS:**

To act as an advisory body considering any recommendations laid before it by other Committees or the Council which relates to facilities or areas within the scope of this Committee not contained within the delegated functions of this Committee.



TERMS OF REFERENCE SCOPE OF INTERNAL AUDIT

➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were reviewed by the Town Council at its meeting on 5 May 2021.

➤ **MEMBERSHIP:**

N/A.

➤ **PROCEDURES:**

The council will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices guidance. Internal audit testing of controls will be sufficient for the proper completion of the annual internal audit report. The annual internal audit report should provide an adequate level of assurance for the council to complete assertions 2 and 6 in its annual governance statement.

In completing the annual return at section 4 of the annual return, internal audit will have planned and carried out the work necessary to give the assurances called for. The ten key control tests in the annual report represent the minimum level of internal audit coverage required. Additional testing and reporting should be tailored to local circumstances.

Internal audit work always requires the application of judgement and should only be carried out following risk assessment. The scope and frequency of testing should reflect that assessment, and therefore should always be in proportion to the likelihood of fraud, error or misstatement that could occur. It should be directly related to the size and level of business activity of the council.

The following schedule provides an approach to the testing of key internal controls to provide assurance that the minimum level of coverage has been met.

**TERMS OF REFERENCE
SCOPE OF INTERNAL AUDIT**

| Internal control | Suggested testing |
|--|---|
| Proper bookkeeping | <ul style="list-style-type: none"> • Is the cash book maintained and up to date? • Is the cashbook arithmetic correct? • Is the cashbook regularly balanced? |
| a) Standing orders and financial regulations adopted and applied; and b) payment controls | <ul style="list-style-type: none"> • Has the council formally adopted standing orders and financial regulations? • Has the Responsible Financial Officer been appointed with specific duties? • Have items or services above the de minimus amount been competitively purchased? • Are payments in the cashbook supported by invoices authorised and minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is s137 expenditure separately recorded and within statutory limits. |
| Risk Management arrangements | <ul style="list-style-type: none"> • Does a review of the minutes identify any unusual financial activity? • Do minutes record the council carrying out an annual risk assessment? • Is insurance cover appropriate and adequate? • Are internal financial controls documented and regularly reviewed? |
| Budgetary controls | <ul style="list-style-type: none"> • Has the council prepared an annual budget in support of its precept? • Is actual expenditure against the budget regularly reported to the council? • Are there any significant unexplained variances from the budget? |
| Income Controls | <ul style="list-style-type: none"> • Is income properly recorded and promptly banked? • Does the precept recorded agree to the Council Tax authority notification? • Are security controls over cash and near-cash adequate and effective? |
| Petty cash procedures | <ul style="list-style-type: none"> • Is all petty cash spent recorded and supported by VAT invoices/receipts? • Is petty cash expenditure reported to each council meeting? • Is petty cash reimbursement carried out regularly? |
| Payroll Controls | <ul style="list-style-type: none"> • Do all employees have contracts of employment with clear terms and conditions? • Do salaries paid agree with those approved by the council? • Are other payments to employees reasonable and approved by the council? • Have PAYE/NIC been properly operated by the council as an employer? |

TERMS OF REFERENCE
SCOPE OF INTERNAL AUDIT

| | |
|---------------------|--|
| Asset Controls | <ul style="list-style-type: none">• Does the council maintain a register of all material assets owned or in its care?• Are the assets and investments registers up to date?• Do asset insurance valuations agree with those in the asset register? |
| Bank reconciliation | <ul style="list-style-type: none">• Is there a bank reconciliation for each account?• Is the bank reconciliation carried out regularly and in a timely fashion?• Are there any unexplained balance entries in any reconciliation?• Is the value of investments held summarised on the reconciliation? |
| Year-end procedures | <ul style="list-style-type: none">• Are year-end accounts prepared on the correct accounting basis (ie receipts and payments or income and expenditure)?• Do accounts agree with the cashbook?• Is there an audit trail from underlying financial records to the accounts?• Where appropriate, have debtors and creditors been properly recorded? |

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DATES OF MEETINGS 2021 - 2022

| CSC | F & G P | R L & A | TOWN COUNCIL | P, MD, T & E |
|--------------|--|--------------------|---------------|------------------------------------|
| 7 July 2021 | 8 July 2021 | 20 July 2021 (Tue) | 24 June 2021 | 30 June 2021 |
| 6 Oct 2021 | 9 Sept 2021 | 23 Sept 2021 | 7 Oct 2021 | 15 Sept 2021 |
| 1 Dec 2021 | 28 Oct 2021 | 18 Nov 2021 | 9 Dec 2021 | 29 Sept 2021 (might not be needed) |
| 16 Feb 2022 | 13 Jan 2022 ** | 27 Jan 2022 | 10 Feb 2022 | 13 Oct 2021 |
| 6 April 2022 | 3 March 2022 | 16 March 2022 (W) | 21 April 2022 | 3 Nov 2021 |
| | | | | 24 Nov 2021 |
| | ** Special Town Council after FGP | | | 15 Dec 2021 |
| | | | | 19 Jan 2022 |
| | | | | 2 Feb 2022 |
| CSC | Community Safety Committee | | | 23 Feb 2022 |
| F&GP | Finance and General Purposes Committee | | | 23 March 2022 |
| R&LA | Recreation, Leisure & Amenities Committee | | | 20 April 2022 |
| P,MD,T & E | Planning, Major Developments, Transportation & the Environment Committee | | | |
| | | | | |

12 May 2022 - Annual Open Town Meeting

19 May 2022 - Annual General Meeting

Meetings of the following Committees to be arranged as and when required:

Executive & Emergency Committee
Personnel Committee (April/May and November)

Meetings of the following Sub-Committees to be arranged as and when required:

Heritage
Allotments / Cemeteries
Leases & Legal
Regeneration & Quality



SWANSCOMBE AND GREENHITHE TOWN COUNCIL

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REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2021– 2022.

❖ **BLUEWATER FORUM:**

1. The Town Mayor or agreed substitute

❖ **BOROUGH AND PARISH FORUM** *(previously the Dartford Association of Town and Parish Councils)*
(1 MEMBER PLUS THE TOWN CLERK):

1. The Town Mayor

❖ **DIOCESE OF ROCHESTER - COMMUNITY YOUTH WORKER STEERING GROUP**

1. Councillor Peter Harman

❖ **EBBSFLEET WATER MANAGEMENT GROUP:**

1. Councillor Lesley Howes

❖ **ELDERLY FORUM (1 MEMBER):**

1. Councillor Lesley Howes

❖ **GREENHITHE COMMUNITY ASSOCIATION (2 MEMBERS):**

1. Councillor Lesley Howes
2. Councillor Maurice Weet

❖ **INGRESS PARK MANAGEMENT (GREENHITHE) LTD (IPGM) (2 MEMBERS) – DIRECTORSHIP:**

1. Councillor Peter Harman
2. Councillor Peter Harris

❖ **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) COUNTY AREA COMMITTEE (2 MEMBERS):**

1. Councillor Lorna Cross
2. Councillor Lesley Howes

❖ **KALC DARTFORD AREA COMMITTEE (2 MEMBERS):**

1. Councillor Lorna Cross
2. Graham Blew – Town Clerk. Nb. Councillor Ms L C Howes is also a member by way of her role as Vice-Chairman of the Area Committee)

❖ **NORTH WEST KENT VOLUNTEER CENTRE** *(formerly Dartford Volunteer Bureau)*
(1 MEMBER):

1. Councillor Sue Butterfill

REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2021– 2022.

❖ **LONDON RESORT COMPANY HOLDINGS LTD** (formerly PARAMOUNT LONDON)
COMMUNITY LIAISON GROUP (1 MEMBER):

1. Councillor Peter Harman

❖ **THE CHILDREN'S PARTNERSHIP CONVERSATION (1 MEMBER):**

1. Councillor Peter Harman

❖ **THE PAVILION COMMUNITY SPORTS AND SOCIAL CLUB** – observers/advisory
not decision making **(THE PAVILION) (3 MEMBERS):**

1. Councillor Anita Barham
2. Councillor Lorna Cross
3. Councillor Peter Harman

❖ **WHITECLIFFE COMMUNITY LIAISON COMMITTEE:**

1. Councillor Peter Harman

❖ **YOUNG PEOPLE'S PARTNERSHIP CONSERVATION** (formerly Youth Advisory Group):

1. Councillor Lesley Howes

BANK SIGNATORIES

| Current Account <i>(2 x Members plus Town Clerk or ATC/RFO)</i> | | Town Mayor's Charity Account |
|---|--|-------------------------------------|
| 1. Cllr Anita Barham | | 1. Town Clerk |
| 2. Cllr Sue Butterfill | | 2. Assistant Town Clerk/ RFO. |
| 3. Cllr Lorna Cross | | |
| 4. Cllr Peter Harman | | |
| 5. Cllr Peter Harris | | |
| 6. Cllr Lesley Howes | | |

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AGN 5/5/21

TOWN COUNCIL
8 APRIL 2021**MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held via ZOOM on THURSDAY 8 APRIL 2021 at 7.00 PM****PRESENT:**

Councillor Lesley Howes – Town Mayor
Councillor Anita Barham – Deputy Town Mayor
Councillor Emma Ben-Moussa
Councillor Sue Butterfill
Councillor Lorna Cross
Councillor Ann Duke
Councillor Linda Hall
Councillor Dr Jo Harman
Councillor Peter Harman
Councillor Peter Harris
Councillor John Hayes
Councillor Maurice Weet

ALSO PRESENT:

Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO
X1 Members of the Public

ABSENT:

There were none

262/20-21. 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.

263/20-21. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Jay Shah, due to an emergency work commitment.

An apology for absence was received from Dartford Borough Councillor (Greenhithe) David Mote who had provided a written report which would be read out at agenda item 19.

RESOLVED:

That the reason for absence, for the above Town Councillor, be formally accepted and approved.

264/20-21. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Sue Butterfill declared a prejudicial interest in agenda item 24, Gravesham Community Leisure Limited (GCLL) – Update and Request, as she is a Director of GCLL.

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.

265/20-21. MINUTES OF THE MEETING HELD ON 11 MARCH 2021.

RESOLVED:

That the Minutes of the Meeting held on 11 March 2021 be confirmed as a true record and be signed outside of this meeting.

266/20-21. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that an email had been received, via the Member of Parliaments office, from Mr Dennis Hagger and Mrs Maureen Hagger congratulating the Town Council on completing 40 years as a Town Council. Mr Hagger had been the first Town Mayor in 1981 – 1982. The Town Clerk was asked to thank Mr and Mrs Hagger for their email and continued interest in the Town Council.

267/20-21. LOCAL POLICE - MONTHLY UPDATE

Members were provided with February's monthly update.

RESOLVED:

That the information be noted.

268/20-21. SPECIAL PANDEMIC HERO AWARD.

Further to minute 20/20-21, members considered the nominations received for the Special Pandemic Hero Award 2020 – 2021.

Following discussion members agreed:

RESOLVED:

1. That the x 4 nominations all receive the Special Pandemic Hero Award.
2. That the winners are all presented with the award at the Annual Open Town Meeting.
3. That the proposed design be used for the winner's certificate.

269/20-21. ACCESS ROAD GULLIES – SWANSCOMBE CENTRE.

The access road to the side of the Swanscombe Centre serves several community facilities including the Swanscombe Centre itself, Craylands Lane allotments and Swanscombe Heritage Park.

The drains / gullies within the road are blocked and during heavy rain cause extensively flood the vicinity.

Initial investigations works had been undertaken to both attempt to clear the blockage and ascertain the route of the drain and the works required to remedy the problem.

Members considered the quotation received from e Town Council had obtained a quotation to excavate the soft ground and install two new pipes from the gullies to the storm drain at a cost of £3,375.00+VAT.

Members were advised that initially x2 companies had undertaken investigatory works but only one had been able to quote to undertake the repair works.

RESOLVED:

That, in accordance with Financial Regulations 11.1 (d) and 11.1 (i) the works be undertaken and that this be paid for from the monies currently held in the Community Infrastructure Levy budget.

270/20-21. ADDITIONAL BENCHES – SWANSCOMBE & BROOMFIELD PARKS.

The Town Council had received a request asking whether benches could be installed outside the play areas, to enable parents with dogs to sit and watch whilst their children play.

Members were made aware that as no budget has been allocated for this the cost would have to be met from the monies currently held in the Community Infrastructure Levy budget.

RESOLVED:

That x2 additional benches be installed, as indicated in the report, and that these be paid for from the monies currently held in the Community Infrastructure Levy budget.

271/20-21. BOOT SCRAPERS – SWANSCOMBE HERITAGE PARK.

The Town Council had received a request asking whether x2 boot scrapers could be installed at the two walking entrances to the Swanscombe Heritage Park.

Members were made aware that as no budget has been allocated for this the cost would have to be met from the monies currently held in the Community Infrastructure Levy budget.

After being proposed, duly seconded, and being put to a vote it was agreed:

RESOLVED:

That x2 additional boot scrapers be installed, as indicated in the report, and that these be paid for from the monies currently held in the Community Infrastructure Levy budget.

272/20-21. TREE WORKS & REPLACEMENT TREES – SWANSCOMBE PARK.

As part of the works agreed within the 2019 tree survey, the large Leylandii in the corner of the bowls green at Swanscombe Park was scheduled to be felled. These works had been delayed due to the pandemic and had now been scheduled for October 2021 to ensure that any works do not impact on the wildlife and nesting season.

When the decision was made to fell this tree, the decision was made to plant x 2 trees, at a more suitable location within the park, to replace it. Members considered the advice on the replacement trees supplied by the tree specialist (ARB Approved Contractor).

The opportunity to engage with the Planet Dartford project from Dartford Borough Council (DBC) was raised, to fund the trees to plant a community orchard. Councillor Butterfill offered to contact DBC on this.

Following lengthy discussion, it was resolved:

RESOLVED:

1. That the delay to the felling of the Leylandii tree be noted.
2. That the Town Council purchase two fruit trees (x1 Apple and x 1 Pear) to be planted within a community orchard as replacements for the felled Leylandii.
3. That Councillor Butterfill contact the DBC Planet Dartford to see if they would be able to assist with any funding or planting of additional trees for the community orchard.

273/20-21. COMMEMORATIVE BENCHES.

Members considered a suggestion to dedicate the new benches, planned to be installed within the new picnic area in Swanscombe Park, to those who had lost their lives during the COVID – 19 pandemic and / or to those key workers who went above and beyond to serve our community.

Following discussion, it was resolved:

RESOLVED:

1. That x 2 plaques be installed on the previously agreed new benches within the picnic area at Swanscombe Park.
2. That the plaques would dedicate the benches to those who had lost their lives during the COVID – 19 pandemic and to those key workers who went above and beyond to serve our community.
3. That an item be placed on the agenda for the next Town Council meeting to discuss other locations for benches that could be dedicated in this manner.

274/20-21. VE DAY 2021 – TOMMY SILHOUETTES.

Members discussed the possibility of purchasing tommy silhouettes to be used to commemorate VE Day 2021.

Members were made aware that as no budget has been allocated for this the cost would have to be met from the monies currently held in the Community Infrastructure Levy budget.

RESOLVED:

1. That x1 Tommy Silhouettes be purchased and that this is paid for from the monies currently held in the Community Infrastructure Levy budget.
2. That the Tommy Silhouette be installed as indicated within the report to commemorate VE Day, VJ Day and Remembrance Day.
3. That the flag schedule, previously agreed at minute 240/20-21, be amended to include raising the Union flag to commemorate VJ Day.

275/20-21. NEW NOTICEBOARD – THE AVENUE GREENHITHE.

The Town Council had been approached by Dartford Borough Council (DBC) asking whether it would like to place a community noticeboard on a piece of land they had recently renovated along The Avenue, Greenhithe.

Members were made aware that as no budget has been allocated for this the cost would have to be met from the monies currently held in the Community Infrastructure Levy budget.

RESOLVED:

That the Town Council thank DBC for the offer to place a noticeboard at the land along The Avenue, Greenhithe, but would decline the offer as this was not felt to be the right location.

276/20-21. NATURAL ENGLAND CONSULTATION – SWANSCOMBE PENINSULA.

Members had previously been provided with a letter from Natural England, along with supporting documents, indicating the enlargement of the Site of Special Scientific Interest (SSSI) at Bakers Hole, Swanscombe, to encompass the wider Swanscombe Peninsula area. The deadline for responses was by 12 July 2021.

RESOLVED:

That the response as detailed be submitted.

277/20-21. STAFF / MEMBER TRAINING UPDATE.

The following training had been scheduled / undertaken: -

| | | | |
|-----------------|------|---|---------------|
| Town Clerk | | SLCC Annual General Meeting (Zoom) | 17 March 2021 |
| Town Clerk | | KALC Press & Social Media Course (Zoom) | 21 April 2021 |
| Assistant Clerk | Town | KALC Crowdfunding Event (Zoom) | 17 March 2021 |
| Assistant Clerk | Town | IDOX Funding Webinar (Zoom) | 24 March 2021 |
| Assistant Clerk | Town | Breakthrough Comms – Crisis Communications Webinar (Zoom) | 31 March 2021 |

RESOLVED:

That the item be noted.

278/20-21. ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT.

Members were issued with the report on the Annual Playground Safety Inspection, showing most of the risk criteria ratings indicated L (low) or VL (very low)

As well as the items requiring consideration the report also highlighted some equipment may require replacing in the future and Members were asked to take this into account when setting the annual estimates for next year (2022-2023)

RESOLVED:

That the report be noted and the works highlighted agreed to be undertaken using the budget allocations as detailed in the report.

279/20-21. 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.

280/20-21. 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.

London Resort Company Holdings Ltd Community Liaison Group (LRCHCLG).

Councillor Peter Harman is the Town Councils representative on the LRCHCLG. As previously agreed, the Agenda for the 9 March 2021 meeting was available for inspection.

The LRCHCL had confirmed that a substitute could attend meetings but that this must be done in advance with the substitutes contact details being provided.

North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representative on the NWKVC and provided an update which included: That the centre had moved to its new home in Fawkham and work was well underway on the gardening support projects. The minibus services were resuming following the vaccination of all drivers and safety protocols being put in place.

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.

Councillor Peter Harris gave an update which included: That work was continuing from the recent tree survey, repairs to the follies and repairs to the fence within the Heritage Trail. Some of the spring bulbs recently planted had not flowered and the company who provided them had offered to provide further bulbs as a means of compensation. Crest had been approached and it was hoped to hold the September AGM in the Ingress Pak Community Centre.

281/20-21 REPORT FROM DARTFORD BOROUGH COUNCILLORS.

The Dartford Borough Councillors reported on the following matters:

Feedback was provided which included:

A newly appointed Street Cleaner for Swanscombe appeared to be having a positive impact on the roads being cleaned. This trial was being regularly monitored.

Liaison work was still being undertaken to try and resolve the issue of anti-social car racing around Crossways Boulevard.

To enable it to be undertaken virtually the Annual General Meeting of the Council would now be held on 28 April 2021.

Plans were being worked on for ways in which meetings would be undertaken when the regulations covering online and virtual meetings ceased, currently 6 May 2021.

A project had begun to install 450 new smoke and fire sensors within residents' homes.

Most of the summer activities had been cancelled but normal services were continuing.

Planet Dartford had recently planted two new orchards in Alamein Gardens and Hesketh Park.

Charges were due to resume for on street parking, with off street parking to remain free for the time being.

Following the creation of 86 new council homes in Temple Hill, work was continuing at the sites in Gilbert Close, Milton Road, Mead Crescent and Keary Road.

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.

282/20-21. COVID 19 - FINANCIAL IMPLICATIONS.

Members considered the report which detailed the financial implication for the Town Council because of the Covid 19 pandemic.

Members discussed the continuation of the daily cleaning of children play areas and when this should come to an end.

RESOLVED:

1. That the information contained be noted.
2. That notice be served on the contractor undertaking the play area cleaning to end the contract from 21 June 2021 in line with the removal of social distancing restrictions.

283/20-21. ANTI-SOCIAL BEHAVIOUR / HYGEINE CONCERNS – MANOR PARK, SWANSCOMBE.

Members considered the report which focussed on a particular issue that was repeatedly being experienced in the Manor Park area.

RESOLVED:

That the situation be monitored, and the Dartford Borough Councillor Emma Ben Moussa contact the Community Support Unit at DBC regarding the use of cameras in this area.

284/20-21. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Linda Hall and seconded by Councillor Lesley Howes.

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.

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

285/20-21. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – UPDATE.

Members discussed the contents of the update.

RESOLVED:

That the update be noted.

286/20-21. PAVILION COMMUNITY SPORTS AND SOCIAL CLUB – UPDATE.

Members discussed the contents of the update.

RESOLVED:

That the update be noted.

287/20-21. GROVE HALL WORKING GROUP.

The Working Group met on 5 March 2021. Members considered the confidential notes and recommendations from that Working Group.

RESOLVED:

That the recommendations in the report from the Working Group be agreed and endorsed.

288/20-21. WORKING GROUPS REVIEW.

Members considered the confidential report for this item.

RESOLVED:

1. That the Café Working Group be disbanded.
2. That the Pavilion Working Group set its Terms of Reference at its next meeting.

There being no further business to transact the Meeting closed at 9.15pm.

Signed: _____

(Chairman)

Date: - _____

**SWANSCOMBE AND GREENHITHE TOWN COUNCIL
ACTION PLAN 2021-22.**

AGENDA ITEM 13
AGM 5/5/21

1. Introduction

Swanscombe and Greenhithe Town Council constantly strives to work on behalf of parishioners on the issues that matter to the entire community of Swanscombe and Greenhithe.

Listed below is our current schedule of activity; this is regularly reviewed and updated as projects finish and priorities change.

2. Action Plan

Actions 2021-22 Financial Year

| Action: | Timescale: | Budget: |
|--|--|---|
| To increase the Town Councils stock of community seating. | Over the 2021 – 2022 financial year | Agreed from Community Infrastructure Levy (CIL). |
| To invest in additional boot scrapers within the Town Councils open spaces. | Over the 2021 – 2022 financial year | Agreed from CIL. |
| To plant more trees within the Town including the creation of a community orchard. | Over the 2021 – 2022 financial year | Agreed from within the budget for replacing felled trees. |
| To improve the Towns open spaces with the creation of a community garden and picnic space. | Over the 2021 – 2022 financial year | Agreed both from CIL and external funding sources. |
| To investigate hosting a community event to commemorate the Queens Platinum Jubilee. | Planned during the 2021 – 2022 financial year and delivered in May 2022. | Budget to be taken from money allocated for VE Day 2021 and external funding sources. |
| To continue working to increase the amount of community halls available to the public across the Town. | Over the 2021 – 2022 financial year | Agreed within the allocated cost centre for that new facility. |



SWANSCOMBE AND GREENHITHE TOWN COUNCIL ACTION PLAN 2021-22.

On-Going Actions

The following activities and actions are provided by the Town Council each year and are budgeted for within the appropriate cost centre.

- **Maintain approximately 64 acres of open space including:**
 - 3 full size football pitches
 - 3 mini football pitches
 - 1 cricket square
 - 2 outdoor tennis courts
 - 2 outdoor bowls greens
 - 1 outdoor basketball facility
 - 8 children's play areas
 - Swanscombe Skull Site (SSSI)
- **Maintain and book 2 community halls;**
- **Provide a programme of Children's Summer Entertainment;**
- **Provide grant/funding scheme for local organisations;**
- **Operate the Swanscombe and Greenhithe Recognition Award;**
- **Provide Swanscombe & Greenhithe 'In Bloom';**
- **Provision of "Summer of Sports",**
- **Provide open air cinema events within the Town;**
- **Maintain 3 car parks providing 163 spaces;**
- **Oversee 4 allotments sites with 88 plots;**
- **Manage and operate the Community Café;**
- **Continue to provide the existing 37 litter and 23 dog waste bins;**
- **Maintain 32 LED street lights/columns;**
- **Provide festive lights in both Swanscombe and Greenhithe High Streets;**
- **Maintain both the memorial within Swanscombe Park and the churchyard and surrounding wall at St Peters & St Pauls Church;**
- **Represent the Town at meetings with outside bodies.**

SWANSCOMBE & GREENHITHE TOWN COUNCIL 5/5/21

RISK MANAGEMENT POLICY 2021

(This Policy was reviewed by the full Council at its AGM held on 16 May 2019, minute 19/19-20)

| AREA | RISK | LEVEL | INTERNAL CONTROLS (AND AGREED IMPROVEMENTS) |
|----------------|---|-------|---|
| ASSETS | Protection of physical assets owned by the Council: Leisure Centre Church Road Hall Grove Hall Mess Room Garage at Broomfield Sports Ground Sports Pavilion Parks Store (former public toilets) Sports Pavilion and Squash Courts Security Stores, Swanscombe Park Bowls Pavilion and Toilet Block Knockhall Changing Rooms Four garages, Swanscombe Park Heritage Community Hall Town Council Offices and Community Hall Community Cafe | L | Buildings insured and where appropriate contents. Value increased annually by RPI. |
| | Security of buildings, equipment etc. | L | Alarm on Leisure Centre, Council offices, Parks Mess Room and Former Toilet Block store. Contents insured. |
| | Maintenance of buildings etc | L | External maintenance and grounds maintenance of is responsibility of the Council. Ad-hoc maintenance on other buildings. Electrical and safety equipment maintenance in place on all properties. GCLL has responsibility of internal maintenance of Leisure Centre. |
| | | | |
| FINANCE | Banking | L | Bulk of investment is handled by Council. Investment decisions made by the Town Council. |
| | Risk of consequential loss of income | L | Insurance cover. Business interruption insurance cover in place of £120,000. Loss of non-negotiable money and other money covered under insurance policy. |
| | Loss of cash through theft or dishonesty | L | Receipts issued. Cash kept in locked containers and safe. Banked monthly by ATC/Responsible Financial Officer (RFO). |
| | Financial controls and records | L | Monthly reconciliation prepared by RFO and reported to Council. Three signatories on cheques and direct debits (Town Clerk or ATC/RFO and 2 councillors). Cheque stubs initialled by councillors. Updated financial |

SWANSCOMBE & GREENHITHE TOWN COUNCIL

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|---------------------------|---|---|--|
| | | | regulations in place following the repeal of Section 150(5) of the LGA 1972 with increased internal controls. Internal and external audit. |
| | Comply with Customs and Excise Regulations | L | Use help line when necessary. VAT payments and claims calculated by RFO. Internal and external auditor to provide double check. |
| | Sound budgeting to underlie annual precept | L | Finance & General Purposes Committee and Council receive detailed budgets in the late autumn. Precept derived annual estimates. Expenditure against budget reported to every Meeting of the Finance & General Purposes Committee. |
| | Complying with borrowing restrictions | L | No new borrowing likely at present |
| | | | |
| LIABILITY | Risk to third party, property or individuals | L | Insurance in place. Parks and Open spaces checked daily. Health & Safety Assessments carried out annually on play equipment. Trees investigated when damage reported. Contractors issued with Notice to Contractors which stipulates health and safety and insurance requirements. |
| | Legal liability as consequence of asset ownership (especially leisure centre, playgrounds open spaces.) | L | Insurance in place. Integrated Management and Quality Management System operated by GCLL for Leisure Centre. H&S checklist operated in parks and open spaces. Daily checks of playgrounds. Written records kept. Annual safety checks on play grounds. |
| | | | |
| EMPLOYER LIABILITY | Comply with Employment Law | L | Membership of various national and regional bodies including Employers Organisation. |
| | Comply with Inland Revenue requirements | L | Regular advice from Inland Revenue and Sage. Internal and external auditor carry out annual checks. |
| | Safety of Staff and visitors | L | Security door, Alarm and CCTV camera fitted to restrict access to Council Offices. Secure locks on other properties. Health and Safety procedures in place, COSHH procedures in place. Asbestos register held. All health and safety matters regularly monitored. |
| | | | |
| LEGAL LIABILITY | Ensuring activities are within legal powers | L | Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary. |
| | Proper and timely reporting via the Minutes | L | Council meets on a nine-weekly cycle, and receives and approves Minutes of meetings held in interim. Minutes |

SWANSCOMBE & GREENHITHE TOWN COUNCIL

| | | | |
|-----------------------------|--|---|--|
| | | | are available to press and public via the Council office and on the council's website. |
| | Proper document control | L | Leases and legal documents are kept in Fire Proof Cabinet. Other data storage complies with the Data Protection Act. |
| COUNCILLOR PROPRIETY | Registers of Interests and gifts and hospitality in place | L | Register of interest completed. Members asked to declare interests in relation to items on the agendas of every meeting. Gifts and hospitality register is available at each Council meeting. |
| INSURANCE | Public Liability | L | Cover in place to £10,000,000 |
| | Hirer's Liability | L | Cover in place to £2,000,000 |
| | Employer's Liability | L | Cover in place to £10,000,000 |
| | Fidelity Guarantee | L | Covers members and employees to the sum of £500,000. Recommended formula in line with total balances plus 50% Annual Precept |
| | Personal Accident | L | Employees and Members covered to a capital sum of £115,000 |
| | Legal Expenses | L | Limit of Indemnity £100,000 for the following: Employment disputes and compensation awards Legal defence Property protection and bodily injury Tax Protection Statutory Licence Protection |
| PRECEPT | Annual precept not the result of proper detailed consideration | L | Budget setting process commences each September. All Committees requested for details of likely expenditure. Financial risk assessments reviewed annually to ensure correct long term financial risks are appropriately budgeted for. RFO undertakes detailed analysis of likely expenditure and income to produce draft annual estimates. Estimates considered by Finance and General Purposes Committee before being endorsed by full Council. |
| | Inaccurate monitoring of performance | L | Members provided with up to date budget monitoring at each Finance and General Purposes Committee. |
| PAYROLL | Loss of data on PC due to system fault | L | Data is backed up daily by external IT contractor. Maintenance agreement in place with Sage. Program provides legislative updates automatically. |
| | Loss of services of employee | L | Vacancy is advertised immediately (if necessary) and request help from existing remaining employees to cover temporary loss. More than 1 member of staff is trained to undertake payroll. |
| COMPUTER DATA | Loss of computer data | L | Data on server is backed up daily to secure off-site storage by IT contractor. Anti-virus software on all PCs. |
| ADMINISTRATION | Agency Advice | L | Continue with advice from KALC, SLCCCL, SEEMP, ACAS and solicitors. |
| ALLOTMENTS | Increase in net expenditure | L | Review allotment rents annually. |
| PARKS | Loss of use of play equipment | L | Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs are carried out. |

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SWANCOMBE & GREENHITHE TOWN COUNCIL POLICY & PROCEDURE INDEX

| GENERAL POLICIES | |
|---|----|
| Action Plan 2021-2022 | 1 |
| CCTV Policy | 2 |
| Child Protection Policy | 3 |
| Civic Protocol | 4 |
| Community Engagement Strategy | 5 |
| Complaints Procedure | 6 |
| Complaint Handling Procedure | 7 |
| Financial Regulations | 8 |
| Investment Strategy | 9 |
| Media Policy | 10 |
| Members Code Of Conduct | 11 |
| Member / Officer Relations Protocol | 12 |
| Memorial Policy | 13 |
| Policy for Use of Parks Open Spaces | 14 |
| Protocol for marking the death of a Senior National Figure | 15 |
| Recording, Filming, Photographing and Broadcasting Meetings | 16 |
| Risk Management Policy | 17 |
| Standing Orders | 18 |
| Terms Of Reference | 19 |
| Tree Management & Planting Policy | 20 |
| STAFFING POLICIES | |
| Assaults on Staff | 21 |
| Capability Policy | 22 |
| Dignity at Work | 23 |
| Equal Opportunities Policy | 24 |
| Family Leave Policy | 25 |
| Grievance Procedure | 26 |
| Health & Safety Policy Statement | 27 |
| Jury Service | 28 |
| LGPS Employer Policy Decision | 29 |
| Redundancy Policy | 30 |
| Staff Disciplinary Procedure | 31 |
| Stress Policy | 32 |
| Training / Learning and Development Policy. | 33 |
| Whistleblowing Policy | 34 |
| GDPR POLICIES | |
| Acceptable IT Usage Policy | 35 |
| Breach Notification Policy | 36 |
| Data Protection Policy | 37 |
| Data Protection Training Policy | 38 |
| Data Retention and Disposal Policy | 39 |
| Document Retention Policy | 40 |
| Information Security Policy | 41 |
| Publication Scheme incl Schedule of Charges | 42 |
| Subject Access Request Policy | 43 |
| Website Privacy Policy | 44 |

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SUBSCRIPTIONS - MEMBERSHIPS (p).

In accordance with Financial Regulations 5.6 members are provided with a list of the subscriptions and memberships that the Town Council hold, for resolution.

Subscriptions

- Local Council Update
- Sage Payroll
- Scribe 2000 Accounts

Memberships

- National Society of Allotments & Leisure Gardens
- Kent Association of Local Councils (KALC)
- National Association of Local Councils (NALC)
- South East Employers (SEEMP)
- Society for Local Council Clerks (SLCC)
- Action for Communities in Rural Kent
- Fields in Trust
- Bookers

Recommended:

To approve the continued memberships as detailed.

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REGULAR PAYMENTS - DIRECT DEBITS AND BACS PAYMENTS (p).

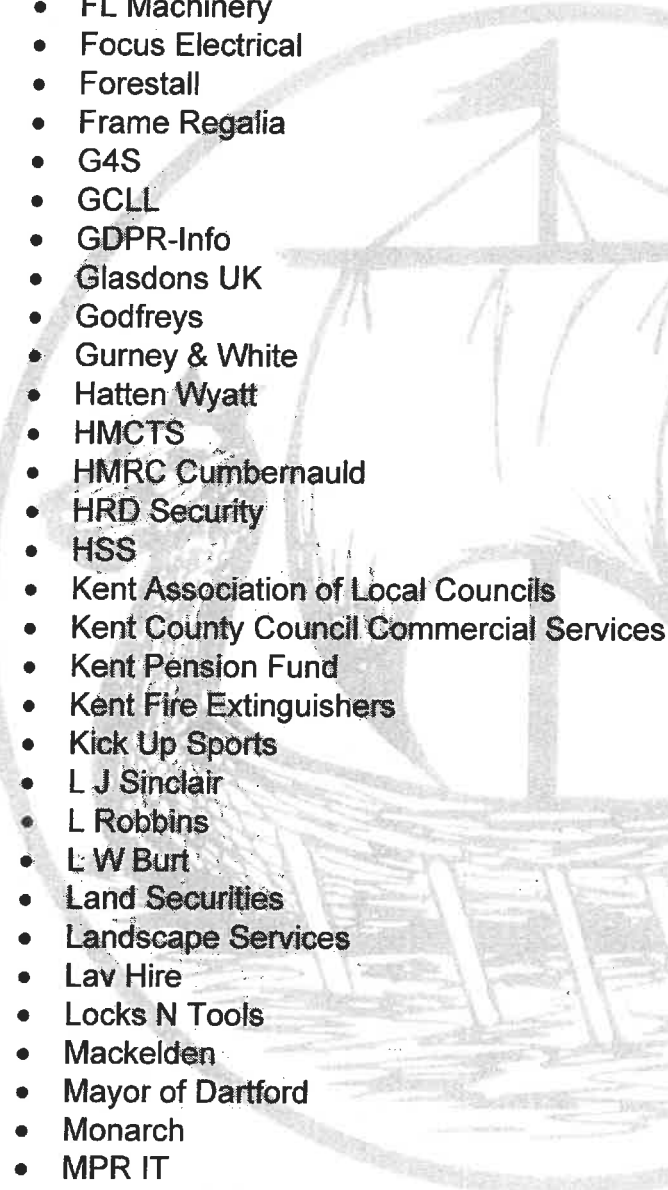
In accordance with Financial Regulations 5.6 and 6.9 members are provided with a list of the organisations that the Town Council pay on a regular basis, via either Direct Debit or BACS, for resolution.

Direct Debit

- Allstar Business
- Barclaycard
- BPN Paribas
- Business Stream
- Dartford Borough Council
- Driver & Vehicle Licencing Agency
- E-On
- EDF Energy
- Elavon
- Franco Postalia
- Information Commissioners
- Intelligent Money
- Kent Commercial Services
- Overline
- Sage Pay
- Tchibo
- Telefonica Ltd O2

BACS

- Active Security
- All Clear Water
- Allotment Society
- Altitude Events
- Amazon
- Amethyst
- Autoenroll
- Blachere
- Caloo Ltd
- Can-Do Hire
- CCA Occasions
- Chapman Cleaning
- Chic Event Hire
- Dartford Borough Council
- Dartford F C
- Discount Builders Merchants
- Diocese of Rochester
- Dor-2-Dor
- Dragon Spirit
- DTG Elliott

- 
- DWP
 - Eden Park
 - EDF
 - EIAT UK
 - Ernest Doe & Sons
 - Fabulous Finger Foods
 - Fields in Trust
 - Fireout
 - FL Machinery
 - Focus Electrical
 - Forestall
 - Frame Regalia
 - G4S
 - GCLL
 - GDPR-Info
 - Glasdons UK
 - Godfreys
 - Gurney & White
 - Hatten Wyatt
 - HMCTS
 - HMRC Cumbernauld
 - HRD Security
 - HSS
 - Kent Association of Local Councils
 - Kent County Council Commercial Services
 - Kent Pension Fund
 - Kent Fire Extinguishers
 - Kick Up Sports
 - L J Sinclair
 - L Robbins
 - L W Burt
 - Land Securities
 - Landscape Services
 - Lav Hire
 - Locks N Tools
 - Mackelden
 - Mayor of Dartford
 - Monarch
 - MPR IT
 - Mrs Back 2 Front
 - Mrs Roundabout
 - National Association of Local Councils
 - Night & Day Security
 - The Pavilion
 - PHC Ltd
 - Pinden
 - PKF Littlejohn

- Playdale
- RBL
- RSL Shutters
- RSS Play
- Sage UK Ltd
- Schindler Lifts
- Scribe 2000
- South East Employers
- SL Treecare
- Society for Local Council Clerks
- Steelway
- Stepforward
- Streetlights
- Tester
- TMH Contractors
- Trade UK
- Viking
- Viridor
- V R Sani Ltd
- Weed Management
- Wicksteed
- Zurich

Recommended:

To approve the continued regular payments as detailed.

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Swanscombe and Greenhithe Town Council

www.swanscombeandgreenhithe.town.council.gov.uk/WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered") | | | ✓ |
| L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities. | | | ✓ |
| M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | | | ✓ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

21/04/2021

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

21/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

SWANSCOME & GREENHITHE TOWN COUNCIL

INTERNAL AUDIT REPORT 2020-21

I am pleased to report to Members of the Town Council that I have completed my internal audit of the Town Council's records for 2020-21 and have been able to complete the Annual Internal Audit Report for the 2020-21 Annual Return.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping to be of a good standard and the Town Council's approach to the management of risks to be sound. As a result of my audit I was able to answer 'YES' to all the relevant questions contained in the Annual Internal Audit Report for 2020-21.

I would like to take this opportunity to thank your RFO for the assistance given to me in the conduct of the audit which was carried out on 21 April 2021.

PREVIOUS AUDITS:

External Audit:

PKF Littlejohn issued their certificate for the 2019-20 audit on 9 November 2020. It was clear - without comment or qualification and was considered at the Council's meeting on 17 November 2020.

Internal audit:

Nothing to follow up from 2019-20.

FINDINGS THIS AUDIT:

During the audit I carried out sufficient work to enable me to complete the Annual Internal Audit Report at the one visit, there being no interim audit this year. The work included reading the minutes, checking the accounting records and bank reconciliations with the cashbooks. I also reviewed the assets register and test checked the vehicles.

All tests were completed satisfactorily.

I discussed with the RFO the abnormally large balance in the Active Saver 2 account and accept his reasoning that costs of moving investments are higher than gains to be had, given current very low interest rates and access problems related to the covid pandemic.

I have nothing further to report.

Lionel Robbins
Independent Internal Auditor
24 April 2021

Section 1 – Annual Governance Statement 2020/21

AGENDA ITEM 22
5/5/21

We acknowledge as the members of:

Swanscombe and Greenhithe Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

| | Agreed | | *Yes* means that this authority: |
|---|--------|-----|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

05/05/2021

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2020/21 for

Swanscombe and Greenhithe Town Council

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|--|
| | 31 March 2020 £ | 31 March 2021 £ | |
| 1. Balances brought forward | 595,082 | 614,766 | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | 426,806 | 428,496 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 204,762 | 153,153 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | 281,373 | 293,559 | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 330,511 | 347,498 | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 614,766 | 550,357 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 604,073 | 536,576 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | 5,211,319 | 5,211,319 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> |
| | | ✓ | <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i> |

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

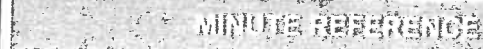
 **SIGNATURE REQUIRED**

Date **05/05/2021**


I confirm that these Accounting Statements were approved by this authority on this date:

05/05/2021

as recorded in minute reference:

 **MINUTE REFERENCE**

Signed by Chairman of the meeting where the Accounting Statements were approved

 **SIGNATURE REQUIRED**

21

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Swanscombe and Greenhithe Town Council

BALANCE SHEET

31/03/2021

AGENDA ITEM 24
5/5/21(Last) Year Ended
31 Mar 2020(Current) Year Ended
31 Mar 2021

| £ | | £ |
|-------------------|---|-------------------|
| | CURRENT ASSETS | |
| 0.00 | Stocks and stores | 0.00 |
| 0.00 | Work in progress | 0.00 |
| 0.00 | Debtors (Net of provision for doubtful debts) | 0.00 |
| 0.00 | Payments in advance | 0.00 |
| 10,692.81 | VAT Recoverable | 13,780.89 |
| 0.00 | Temporary lendings (investments) | 0.00 |
| 604,073.66 | Cash in hand | 536,576.56 |
| 614,766.47 | TOTAL ASSETS | 550,357.45 |
| | CURRENT LIABILITIES | |
| 0.00 | Creditors | 0.00 |
| <u>614,766.47</u> | NET ASSETS | <u>550,357.45</u> |
| | Represented by: | |
| 186,403.77 | General fund Balance | 127,994.75 |
| | Reserves: | |
| 0.00 | Capital | 0.00 |
| 428,362.70 | Earmarked | 422,362.70 |
| 0.00 | Adjustments | 0.00 |
| <u>614,766.47</u> | | <u>550,357.45</u> |

The above statement represents fairly the financial position of the council as at 31 Mar 2021

Signed


 Responsible Financial Officer

Date

20/4/2021

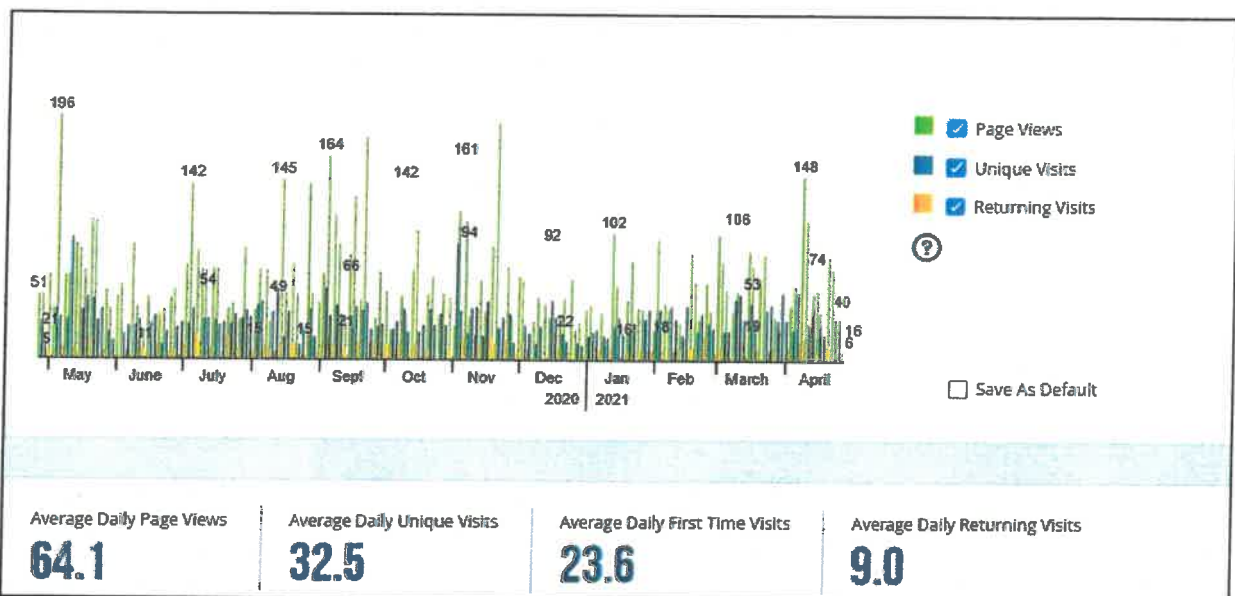
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PROGRESS REPORT ON THE TOWN COUNCIL WEBSITE AND SOCIAL MEDIA STREAMS (p).

Website

Below is the analysis report showing the volume of traffic to the Town Councils website over the 12 months from May 2020 to April 2021.

A further extract has been taken showing the most visited pages over the 9 days between 17 and 26 April 2021.



Pages

Filters

Conversion Tracking

Export

Page

Unique Visits

| | | |
|---|-----|---------------|
| Homepage Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/ | 120 | Page Analysis |
| Planning Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/homepage-one-2/planning-2018/ | 18 | Page Analysis |
| Your Councillors Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/homepage-one-2/your-councillors/ | 14 | Page Analysis |
| Local COVID Asymptomatic Testing Site Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/local-covid-asymptomatic-testing-site/ | 13 | Page Analysis |
| Rosie's Groovy Movers - Greenhithe & Swanscombe. Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/rosies-groovy-movers-greenhithe-swanscombe/ | 11 | Page Analysis |
| Facilities Information Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/recreation/facilities-information/ | 9 | Page Analysis |
| Local News Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/category/miscellaneous/local-news/ | 8 | Page Analysis |

Social Media

Below is a report showing the comparison between the Town Councils Facebook feed over the 7 days from 19 to 26 April 2021 and other similar local organisations.


A further extract has been taken showing all posts over the same 7 day period and the number of people they have reached and that have interacted with that post (commented, liked or shared).



All posts published

Create Post

Reach: Organic/Paid Post clicks Reactions, comments & shares

| Published | Post | Type | Targeting | Reach | Engagement | Promote |
|---------------------|---|---|---|-------|------------|------------|
| 26/04/2021 13:36 |  A2 Bean and Ebbsfleet junction improvements newsletter - April |  |  | 126 | 5 1 | Boost post |
| 24/04/2021 12:10 |  Town Mayor, Councillor Lesley Howes, would like to use her mayoral |  |  | 649 | 32 10 | Boost post |
| 23/04/2021 12:45 |  Improvement works have been scheduled to begin on Monday 26 |  |  | 757 | 48 11 | Boost post |
| 23/04/2021 12:24 |  Happy St George's Day. #pleaseshareourtag |  |  | 280 | 7 4 | Boost post |
| 23/04/2021 10:54 |  Message from Kent Highway Services - Craylands Lane, |  |  | 3.4K | 215 20 | Boost post |
| 23/04/2021 10:30 |  Happy St George's Day |  |  | 384 | 11 2 | Boost post |
| 23/04/2021 08:47 |  Happy St George's Day #pleaseshareourtag |  |  | 3K | 59 130 | Boost post |
| 22/04/2021 09:25 |  Happy St George's Day |  |  | 269 | 0 0 | Boost post |
| 22/04/2021 08:42 |  A2 Bean and Ebbsfleet junction improvement works update. |  |  | 396 | 8 2 | Boost post |
| 21/04/2021 14:57 |  Our thoughts are with Queen Elizabeth II on her 95th birthday. |  |  | 4.7K | 95 189 | Boost post |
| 21/04/2021 12:38 |  If you witness ASB or want to report a crime the following link should have |  |  | 2K | 41 4 | Boost post |
| 20/04/2021 18:04 |  6 May 2021. |  |  | 276 | 3 0 | Boost post |
| 20/04/2021 15:55 |  If you witness ASB or want to report a crime the following link should have |  |  | 3K | 66 19 | Boost post |

NB. Over the last 12 months the item the Town Council posted, on any of its social media feeds, that received the most views was the launch of the Swanscombe Centre as a COVID-19 Asymptomatic Testing Site. That social media post was viewed more than 15,000 times.

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WORKING GROUP MEMBERSHIPS FOR AGM – 5 MAY 2021.

A. COMMUNITY EVENT WORKING GROUP:

1. Councillor Anita Barham
2. Councillor Emma Ben Moussa
3. Councillor Lorna Cross
4. Councillor Peter Harman
5. Councillor Lesley Howes

B. ENVIRONMENTAL ACTION PLAN WORKING GROUP

1. Councillor Emma Ben Moussa
2. Councillor Ann Duke
3. Councillor Linda Hall
4. Councillor Peter Harman
5. Councillor Lesley Howes

C. FINANCIAL RISK ASSESSMENT WORKING GROUP:

1. Councillor Sue Butterfill
2. Councillor John Hayes
3. Councillor Lesley Howes
4. Councillor Jay Shah
5. Councillor Maurice Weet

D. GROVE CAR PARK WORKING GROUP:

1. Councillor Emma Ben Moussa
2. Councillor Sue Butterfill
3. Councillor Dr Jo Harman
4. Councillor Peter Harman
5. Councillor Lesley Howes

E. INGRESS PARK COMMUNITY CENTRE WORKING GROUP:

1. Councillor Dr Jo Harman
2. Councillor Peter Harman
3. Councillor Peter Harris
4. Councillor Lesley Howes
5. Councillor Jay Shah

F. PAVILION WORKING GROUP:

1. Councillor Emma Ben Moussa
2. Councillor Lorna Cross
3. Councillor Ann Duke
4. Councillor Dr Jo Harman
5. Councillor Peter Harman

WORKING GROUP MEMBERSHIPS FOR AGM – 5 MAY 2021.

G. STRATEGIC BUILDING PORTFOLIO REVIEW WORKING GROUP:

1. Councillor Lorna Cross
2. Councillor Peter Harman
3. Councillor Lesley Howes
4. Councillor Jay Shah
5. Councillor Maurice Weet



DECISIONS & RESPONSES (p).

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 279/20-21).

| | |
|-----------------|--|
| DA/21/00308/FUL | <p>Demolition of existing rear conservatory and erection of a single storey rear extension, loft and roof extension with box dormer and external terrace with external landscaping, external alterations at basement level including the creation of terraces at ground floor level.</p> <p>The Orchard, Mounts Road, Greenhithe, Kent. DA9 9ND</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>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.</p> |
| DA/21/00289/FUL | <p>Erection of a part 1/part 2 storey side extension, conversion of existing garage into habitable room, hip to gable end loft conversion and rear dormer, 1 No. sun tunnel and 3 No. roof lights to the front elevation in connection with providing additional rooms in the roof space. 2 No. roof lights to existing ground floor rear pitched roof. Pitched roof to single storey extension.</p> <p>7 Atlantic Close, Swanscombe, Kent, DA10 0LJ</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>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.</p> |

| | |
|-----------------|---|
| DA/21/00201/FUL | <p>Erection of a detached outbuilding.</p> <p>15 Betsham Road, Swanscombe, Kent, DA10 0EU</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>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.</p> |
| DA/21/00252/FUL | <p>Provision of two dormer windows in front elevation and one dormer window and two roof lights in rear elevation in connection with providing additional rooms in the roof. Space.</p> <p>3 Eliza Cook Close, Greenhithe, Kent, DA9 9GD</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>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.</p> |
| DA/21/00314/FUL | <p>Installation two rapid electric vehicle charging stations within the car park of McDonald's, Greenhithe. Two existing parking spaces will become EV charging bays, along with associated equipment.</p> <p>McDonalds Restaurant, Bean Road, Greenhithe, Kent, DA9 9HY</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> |

| | |
|-----------------|---|
| EDC/21/0051 | <p>Application for the partial discharge of condition 44 (Part C) attached to planning permission reference no. EDC/17/0048 relating to the Health Impact Assessment</p> <p>Alkerden and Ashmere Eastern Quarry Watling Street Swanscombe Kent</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>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.</p> |
| EDC/21/0052 | <p>Application for the partial discharge of condition 45 (Part C) attached to planning permission reference no. DA/12/01451/EQVAR relating to the Health Impact Assessment.</p> <p>Castle Hill, Eastern Quarry, Watling Street, Swanscombe.</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>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.</p> |
| DA/21/00395/FUL | <p>Conversion of integral garage into habitable room with associated alterations to front elevation.</p> <p>23 Kemsley close, Greenhithe, Kent DA9 9LS</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>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.</p> |

| | |
|-----------------|--|
| DA/21/00401/FUL | Demolition of existing garage/store and erection of a part two/part single storey side extension and rear conservatory 68 Swanscombe Street, Swanscombe, Kent DA10 0BW |
| 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/21/00402/FUL | Provision of a dormer window in rear elevation and roof lights in front elevation in connection with providing additional rooms in the roof space 123A Milton road, Swanscombe Kent DA10 0LS |
| 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/21/00358/FUL | Conversion of attached garage to habitable room, erection of a single storey rear extension and windows replacement. 19 Pilgrims View, Greenhithe, Kent DA9 9QB |
| 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/21/00403/FUL | <p>Provision of a dormer window in rear elevation and roof lights in front elevation in connection with providing additional rooms in the roof space</p> <p>125A Milton Road Swanscombe Kent DA10 0LS</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>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.</p> |
| DA/21/00300/FUL | <p>Erection of second floor extension with dormer windows to southern, eastern and northern elevations to provide 13 additional bedrooms including provision of 3 storey extension to north side of building to house a lift and staircase and a 2 storey extension to the south elevation to house a staircase.</p> <p>Rosewood, 28 Bean Road, Greenhithe, Kent, DA9 9JB</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>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.</p> |
| DA/21/00393/TPO | <p>Application for removal of 1 No. Maple tree subject to Tree Preservation Order No.3 2008</p> <p>Outside 78 Ingress Park Avenue, Greenhithe, Kent</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> |

| | |
|-----------------|---|
| DA/21/00433/TPO | <p>Application for removal of T3, T4 and T5 Field Maple trees to rear and T6 in front of property subject to Tree Preservation Order No.11 1990</p> <p>20 Ingress Park Avenue, Greenhithe, Kent</p> |
| OBSERVATIONS: | <p>The Town Council objects to this application as there is does not appear to be any tree surgeons' report to consider that the felling of these trees to be necessary. The Town Council object to felling of healthy trees.</p> <p>The trees make an important contribution to the visual amenities of the locality as part of the area covered by TPO No.11 1990 and their loss would be prejudicial to those amenities.</p> <p>A proper management scheme for the tree should be considered rather than proposing felling the trees. Any works approved for the trees should take into account nesting birds between March and September, in accordance with the Wildlife and Countryside Act 1991. Please ensure all neighbouring properties are consulted prior to the decision of the application.</p> |
| DA/21/00447/FUL | <p>Erection of single storey extensions to rear.</p> <p>39 Caspian Way, Swanscombe, Kent, DA10 0LB</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>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.</p> |
| DA/21/00462/TPO | <p>Application to carry out works as per survey to Lime trees along Portland Place subject to Tree Preservation Order No. 3 2008.</p> <p>Portland Place, Greenhithe</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> |


| | |
|-----------------|---|
| DA/21/00461/TPO | <p>Application to carry out works as per survey to Lime trees along Portland Place subject to Tree Preservation Order No. 3 2008 and 11 1990.</p> <p>The Boulevard, Greenhithe</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> |
| DA/21/00466/FUL | <p>Demolition of existing rear conservatory and erection of two/part single storey rear/side extension.</p> <p>45 Lewis Road, Swanscombe Kent DA10 0JH</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>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.</p> |
| DA/21/00503/FUL | <p>Erection of a single storey rear extension and conversion of garage to habitable room and replace garage door with a window (retrospective application)</p> <p>2 Robinson Way, Northfleet, Kent DA11 9AB</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>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.</p> |
| DA/21/00476/TPO | <p>Application for works to various trees (B&C class trees only) subject to Tree Preservation Orders No.11 1990 and 3 2008</p> <p>East Side Of Ingress Park, Greenhithe</p> |
| OBSERVATIONS: | <p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> |

| | |
|-----------------|---|
| DA/21/00477/TPO | Application for works to various trees (B&C class trees only) subject to Tree Preservation Orders No.11 1990 and 3 2008 Central Area Of Ingress Park, Greenhithe |
| OBSERVATIONS: | No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. |
| DA/21/00478/TPO | Application for works to various trees (B&C class trees only) subject to Tree Preservation Orders No.11 1990 and 3 2008 West Side Of Ingress Park, 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/21/00107/FUL | Demolition of existing rear conservatory and erection of a single storey rear/side extension (retrospective application) 40 Hasted Close, Greenhithe, Kent DA9 9HT |
| DA/20/01528/FUL | Demolition of existing garage and erection of a side and rear single storey extension 52 Pentstemon Drive Swanscombe Kent DA10 0NJ |

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.

| AUGUST 2021 | | | | | | |
|----------------------|---|--|---|---|--|----------------------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 WEEKEND | 2 | 3  Summer of Sport Tennis | 4  Crazy Golf | 5  Mrs Roundabout | 6  Summer of Sport Football | 7 WEEKEND |
| 8 WEEKEND | 9  Summer of Sports Athletics | 10  Summer of Sport Gymnastics | 11  Kick Up Sports | 12 | 13  Summer of Sport Football | 14 WEEKEND |
| 15 WEEKEND | 16  Summer of Sports Martial Arts | 17  Summer of Sport Fitness | 18  Crazy Golf | 19  Dizzy Lolly | 20 | 21 WEEKEND |
| 22 WEEKEND | 23  Summer of Sports Dodgeball / Ultimate Frisbee | 24  Outdoor Cinema Knockhall | 25  Kick Up Sports | 26  Outdoor Cinema Broomfield | 27  Summer of Sport Football | 28 WEEKEND |
| 29 WEEKEND | 30 BANK HOLIDAY | 31 | 1 | 2 | 3 | 4 WEEKEND |

18

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ENVIRONMENTAL ACTION PLAN WORKING GROUP – NOTES FROM SITE MEETING 22 APRIL 2021 AT 11.00AM

AGM 5/5/2021

Present:

Cllr Anita Barham
Cllr Emma Ben Moussa
Cllr Sue Butterfill
Cllr Linda Hall
Cllr Peter Harman

Apologies for absence None

Absent: None

Also Present:

G Blew – Town Clerk
M Harding – ATC/RFO
D Usher – Senior Groundsman Gardener

Members were informed that the site meeting had been arranged for Swanscombe Park so the Working Group could be made aware of the following:

- To see the installation works undertaken on the new access gates and pathways into both the community garden and picnic area.
- To view draft designs and costings provided by officers for both the community garden and picnic area.
- To discuss the proposed location of the community orchard with the potential for its expansion into a wider area of the park.

Members expressed their pleasure with the new access areas at both community garden and picnic area, and agreed that this would ensure both areas could be effectively accessed by the public.

Members reviewed the designs proposed by officers for both the community garden and picnic area. Members agreed that these designs should be put to the Annual General Meeting (AGM) of the Council for endorsement. Officers explained that the costings for the items needed to fulfil these designs would be approximately £9,000 and would be sought from an external funding bid to the National Lottery as soon as the designs had been endorsed. Members agreed that the planting of the raised beds within both areas be left to the Senior Groundsman Gardener to complete.

Members were informed of an offer of sponsorship for the remaining x 4 trees within the proposed community orchard in the area adjacent to the picnic area. Members were reminded that at the last Town Council meeting it was agreed to engage with Planet Dartford on the installation of trees for a community orchard (in addition to the x 1 Pear and x 1 Apple that the Town Council had agreed to purchase and plant). Officers suggested that the Town Council could offer the option of the large triangle of space, on the southern side of the picnic area, as a potential planting space for Planet Dartford. Members agreed that this proposal be recommended to members at the AGM.

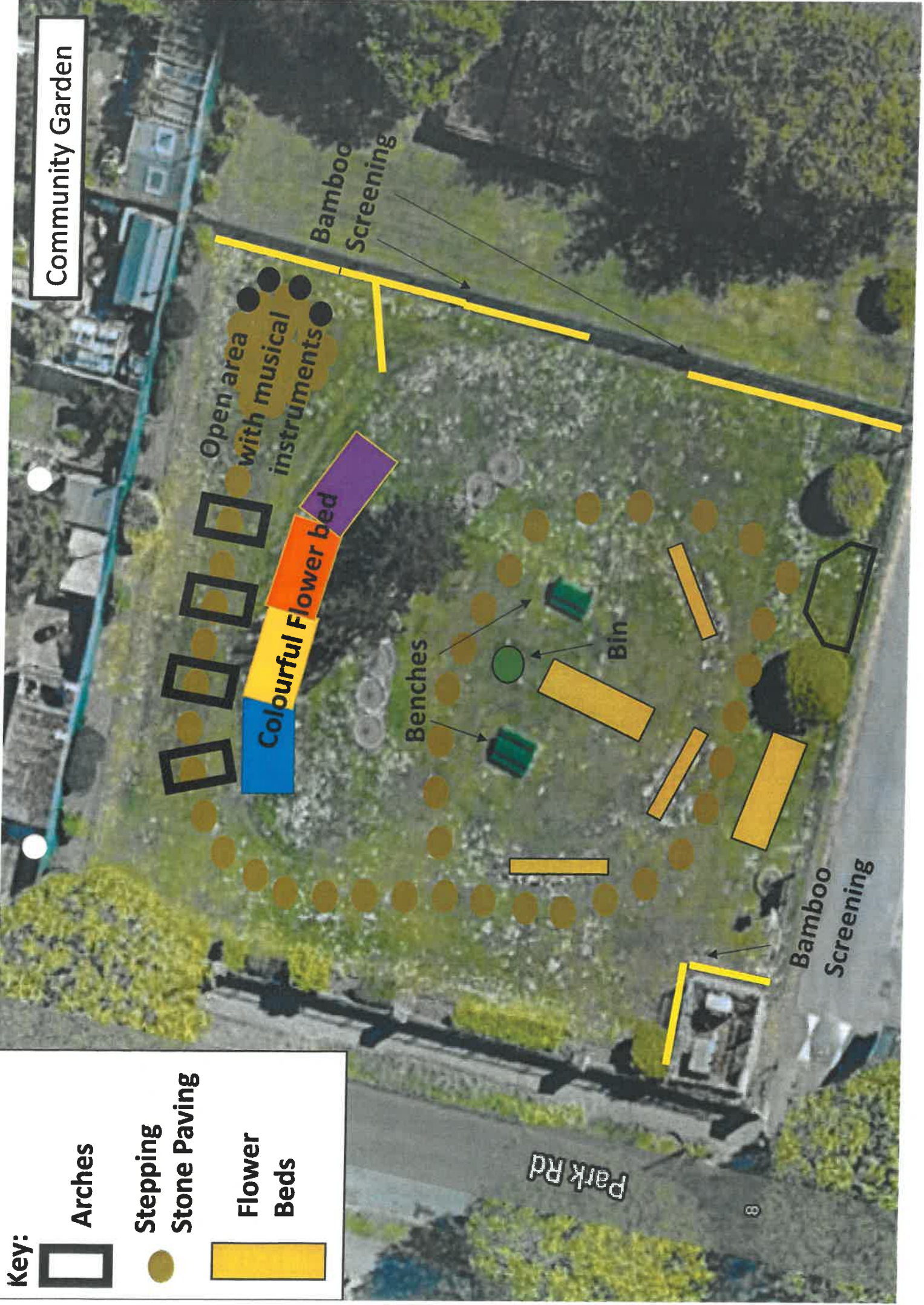
58

ENVIRONMENTAL ACTION PLAN WORKING GROUP –
NOTES FROM SITE MEETING 22 APRIL 2021 AT 11.00AM

Actions to be taken:

- That the proposed designs for both the community garden and picnic area be placed on the agenda for the AGM on 5 May 2021 for endorsement.
- That once endorsed officers pursue an external funding bid to the National Lottery to source the items needed.
- That the planting schedule for both the community garden and picnic area be managed by the Senior Groundsman Gardener.
- That an item be placed on the agenda for the AGM to agree to the remaining 4 trees within proposed community orchard be funded from sponsorship and the larger area to the south of the picnic area be considered for Planet Dartford.

Meeting Closed: 11.30am



Community Garden

Key:



Arches

Stepping

Stone Paving



Flower
Beds



Open area
with musical
instruments

Colourful Flower bed

Bamboo
Screening

Benches

Bin

Park Rd

Bamboo
Screening

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Key:



Flower Beds
(herbs)



Benches



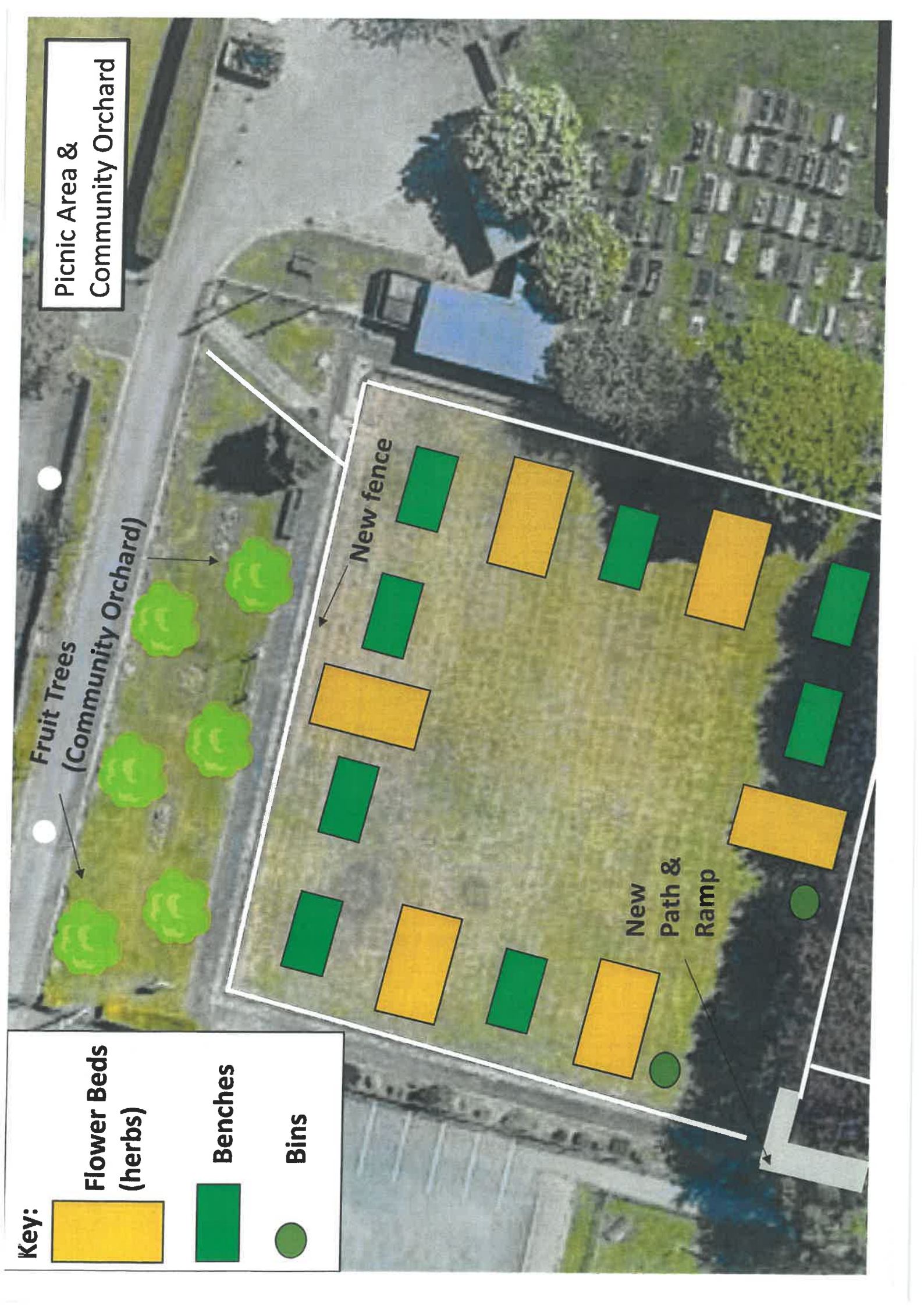
Bins

Picnic Area &
Community Orchard

Fruit Trees
(Community Orchard)

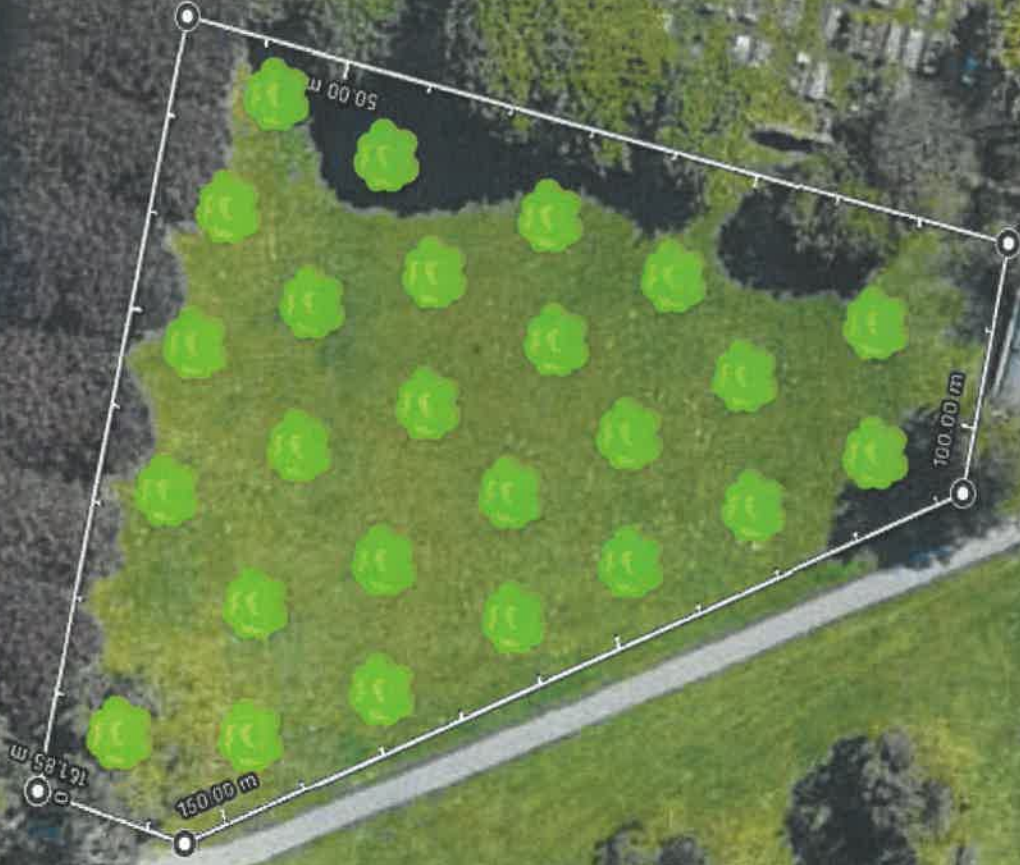
New fence

New
Path &
Ramp



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Potential Additional Community Orchard



Measure distance

Click on the map to add to your path

Total area: 1,478.35 m² (15,912.86 ft²)

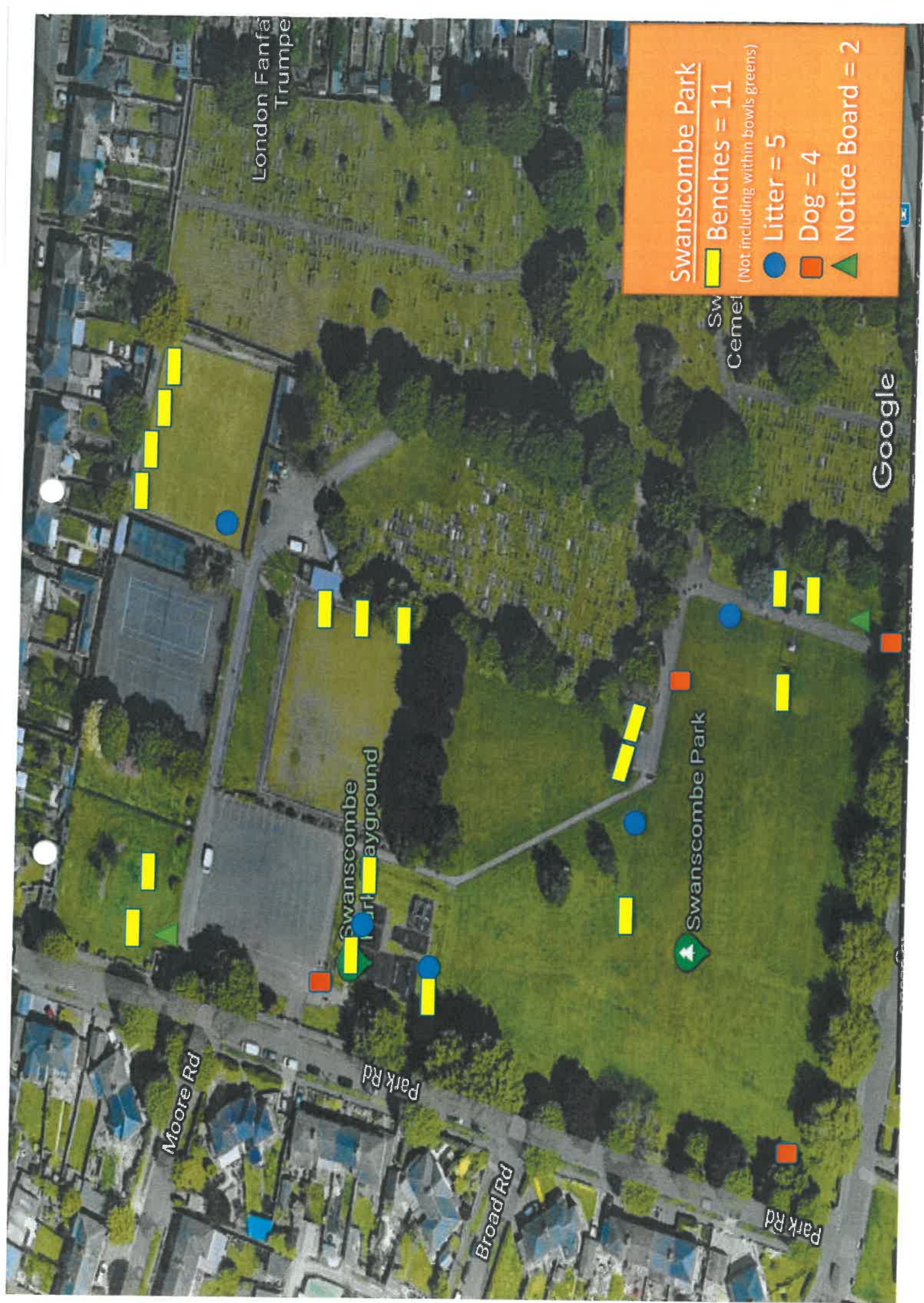
Total distance: 161.85 m (531.02 ft)

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| Site | Bench | Litter | Dog | Notice Board | Toadstool Seat | Boot Scraper |
|-------------------------------|-------|--------|-----|--------------|----------------|--------------|
| Broomfield/Neptune | 4 | 9 | 8 | 1 | | 1 |
| Church Rd Hall | | | | 1 | | |
| Eagles Road Play Area | 1 | 2 | | 1 | | |
| Grove Car Park | | 2 | | | | |
| Heritage Park and picnic area | 9 | 2 | 1 | | | |
| Heritage Pitch Area | 2 | | 1 | | | |
| Heritage Play Area | 2 | 1 | 1 | | | |
| Knockhall Park | 6 | 8 | 4 | 1 | | 2 |
| Leisure Centre and start of | 1 | 3 | 1 | 1 | | |
| Manor Park | 3 | 2 | 1 | | | |
| Saxon Court | 1 | 1 | 1 | | 1 | |
| Swanscombe Clinic | | | | 1 | | |
| Swanscombe Park | 11 | 5 | 4 | 2 | | |
| Valley View | 1 | 1 | | | | |
| DS6 - goes through Heritage | 3 | | 1 | | | |
| | | | | | | |
| | 44 | 36 | 23 | 8 | 1 | 3 |

88

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Swanscombe Park

 Benches = 11
(Not including within bowls greens)

 Litter = 5

 Dog = 4

 Notice Board = 2

Google

Sw
Cemet

Swanscombe
Park
Playground

Swanscombe Park

Moore Rd

Park Rd

Broad Rd

Park Rd

London Fanfa
Trumpe

Grove Car Park

Litter = 2

The Grove Car Park

The Grove

The Grove

Google

Map

inf

Valley View

 Bench = 1

 Litter = 1



Valley View

Valley View

Saxon Court

Litter = 1

Bench = 1

Toadstool seat = 1

Dog outside = 1



Hasted Cl

Alkerden Ln

Alkerden Ln

Manor Park

Benches = 3

Litter = 2

Dog = 1



St Peter's Playground

St Peter's Cl

Google Peter's Cl

Eglinton Rd

Eglinton Rd

Eglinton Rd

Swanscombe St

Swanscombe St

Map

Knockhall Park

Benches = 6

Litter = 8

Dog = 4

Notice Board = 1

Boot scraper = 2



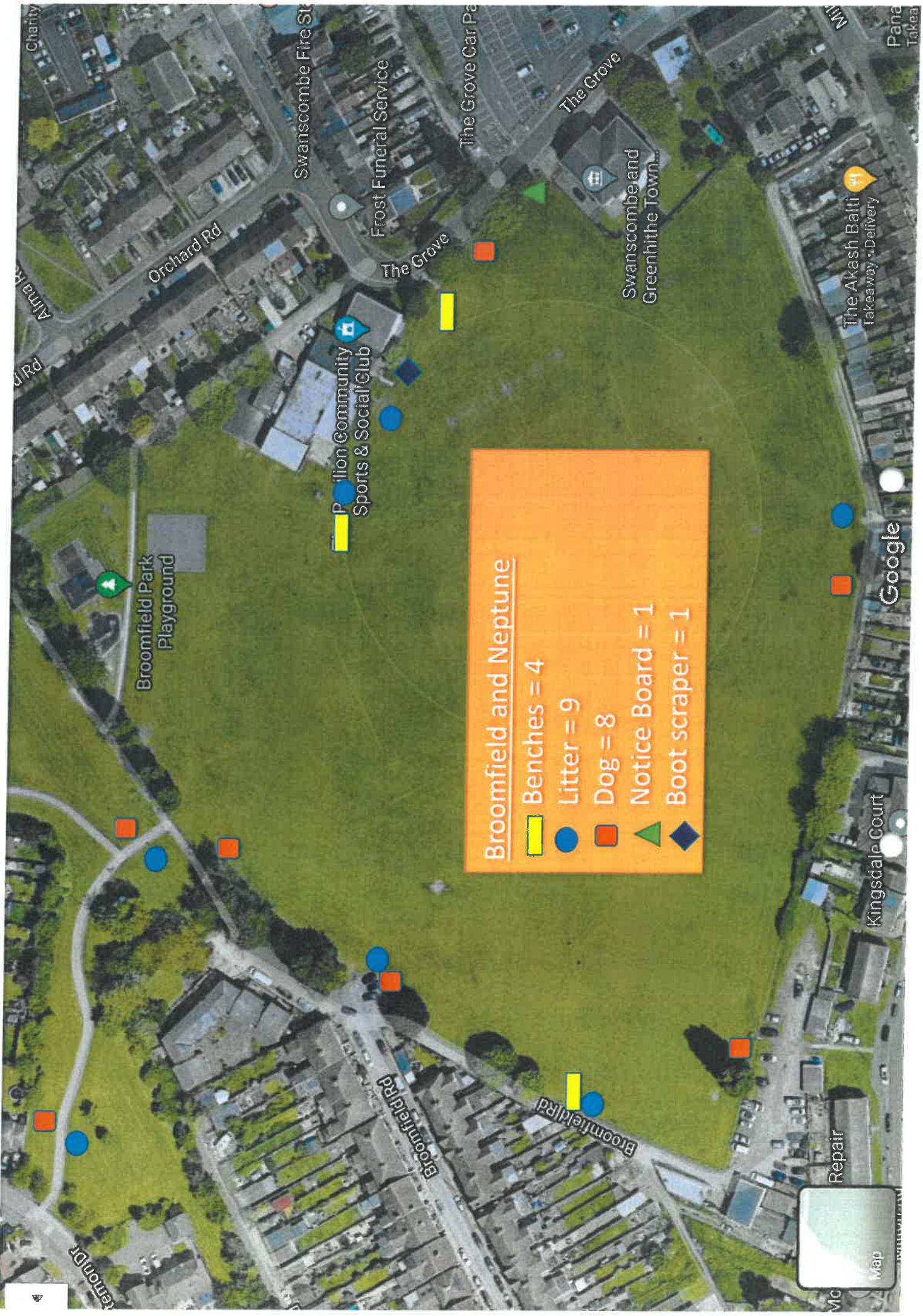
Eagles Road Play Area

 Bench = 1

 Litter = 2

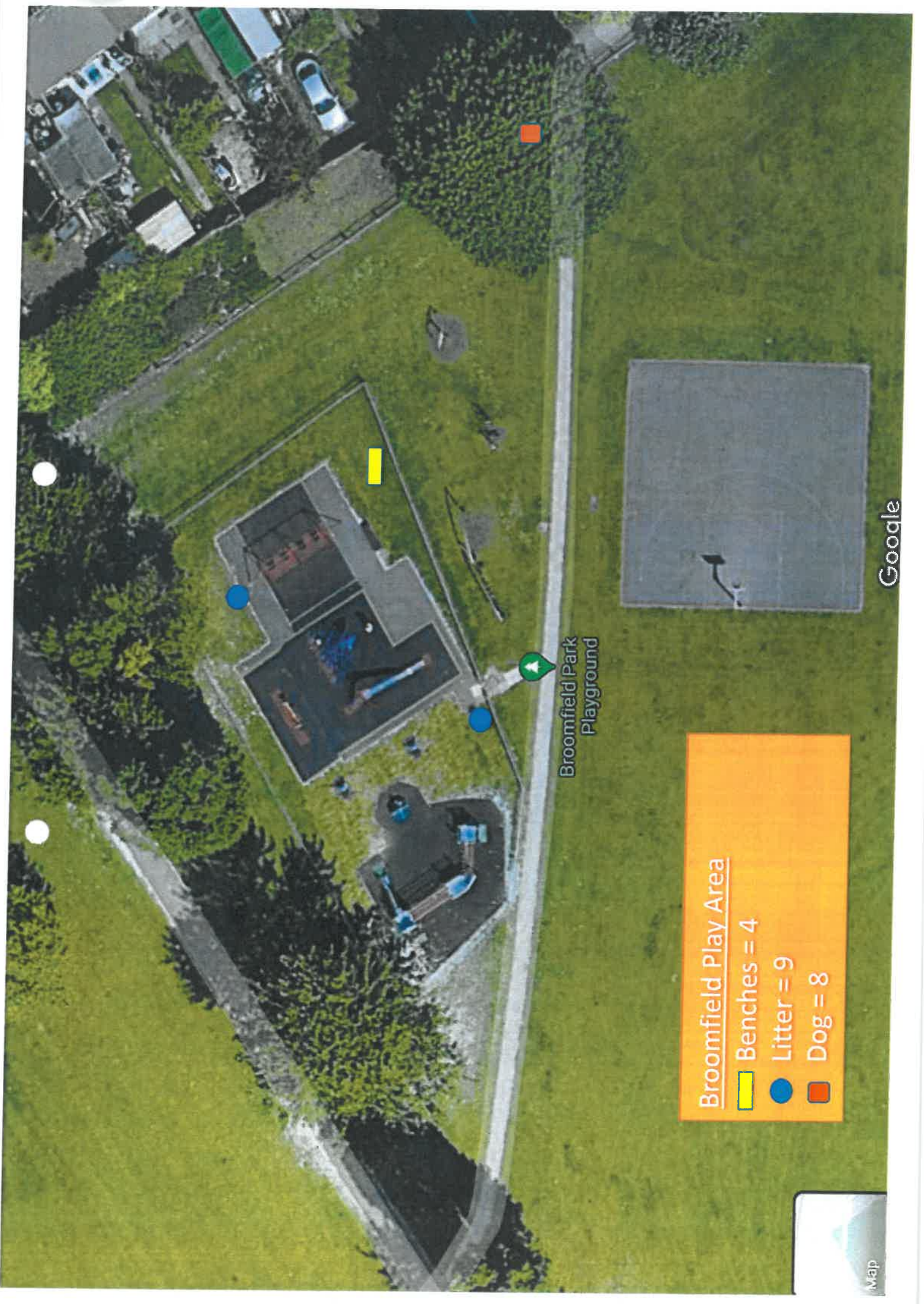
 Dog = 1 (DBC outside)

 Notice Board = 1



Broomfield and Neptune

- Benches = 4
- Litter = 9
- Dog = 8
- Notice Board = 1
- Boot scraper = 1



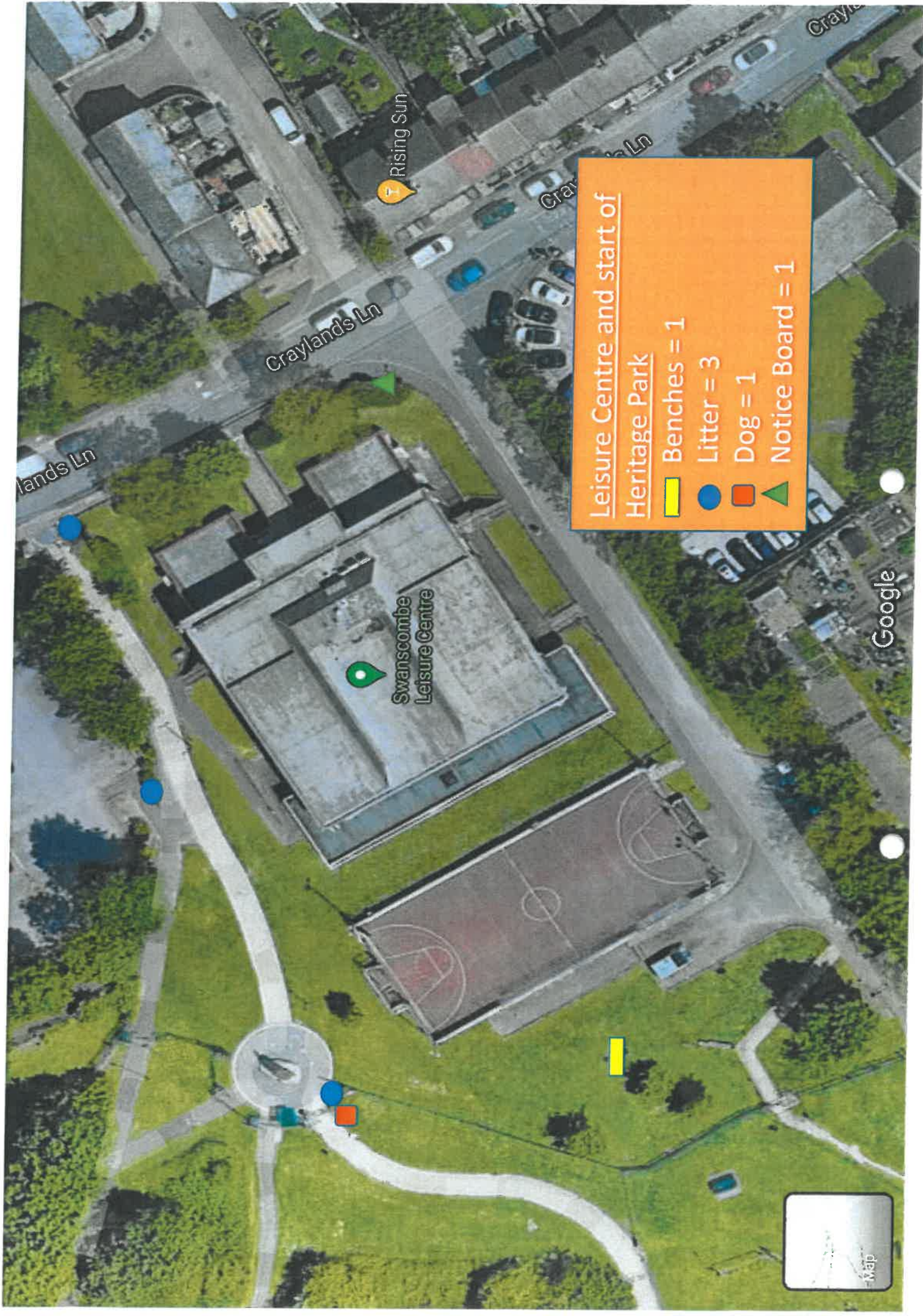
Google

Broomfield Play Area

 Benches = 4

 Litter = 9

 Dog = 8



Craylands Ln

7 Rising Sun

Craylands Ln

Craylands Ln

Leisure Centre and start of

Heritage Park

Benches = 1

Litter = 3

Dog = 1

Notice Board = 1



Google



Sign in



Heritage Play Area

Benches = 2

Litter = 1

Dog = 1



Google



DS6

Bench areas = 3

Dog = 1

Land bridge (not ours)

Litter = 1

Dog = 1

Heritage Pitch Area



Benches = 2



Dog = 1

Map

Google

Swanscombe
Heritage Park
Famous park

Sign in



Heritage Park + Picnic Area

 Benches = 9

 Litter = 2

 Dog = 1

Google

SKULL SITE

CHILDS CRESCENT

Map

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AGENDA ITEM
34

AGM 5/5/21



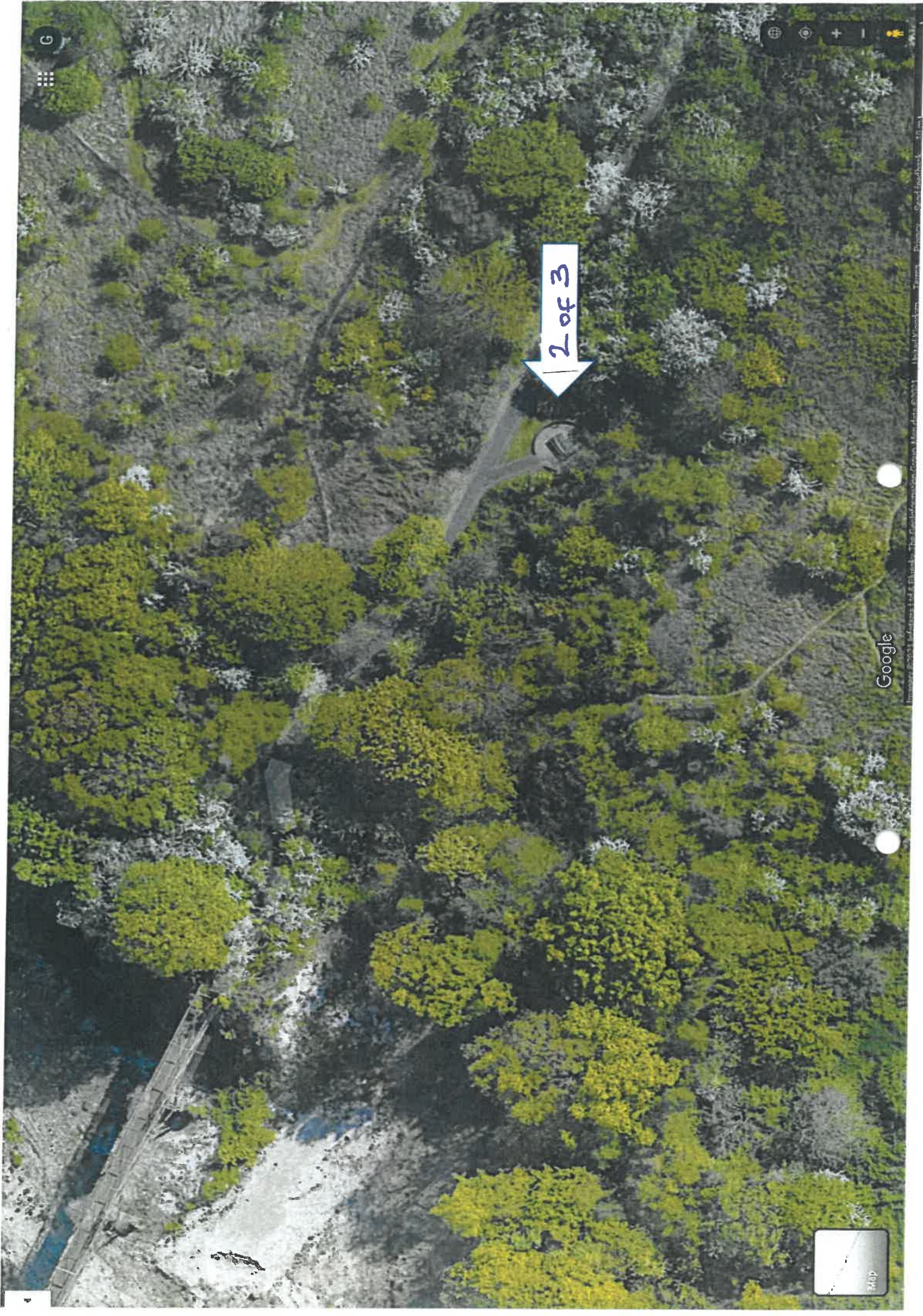




1 of 3

Google

Map



G



Google



2 of 3

The Graylands School

3 of 3

Google

Map

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