

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 19 MAY 2022 at 7.00pm

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

ABSENT: There were none

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Sandra Kelleher – Administration Assistant
Rebecca Rawlings – Administration Assistant
x19 Members of the Public

1/22-23. 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.

2/22-23. ELECTION OF TOWN MAYOR.

The Town Mayor requested nominations for the position of Town Mayor for the forthcoming year.

MOVED by Councillor Peter Harman and seconded by Councillor Ann Duke.

RESOLVED:

That Councillor Lorna Cross be duly elected as Town Mayor for the ensuing year 2022- 2023.

3/22-23. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following her election, Councillor Lorna Cross made her Declaration of Office and signed the Acceptance of Office form.

ANNUAL GENERAL MEETING
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4/22-23. ELECTION OF DEPUTY TOWN MAYOR.

MOVED by Councillor Lesley Howes and seconded by Councillor Ann Duke.

RESOLVED:

That Councillor Peter Harman be duly elected as Deputy Town Mayor for the ensuing year 2022 - 2023.

5/22-23. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following his election, Councillor Peter Harman made his Declaration of Office and signed the Acceptance of Office form.

6/22-23. VOTE OF THANKS.

Councillor Lorna Cross gave a vote of thanks to the outgoing Town Mayor, Councillor Lesley Howes.

7/22-23. PAST MAYOR'S BADGE / GIFT.

Councillor Lorna Cross presented the past Town Mayor, Councillor Lesley Howes with a past mayor's badge / gift.

8/22-23. RESPONSE BY COUNCILLOR LESLEY HOWES.

Councillor Lesley Howes advised it had been a memorable and enjoyable term of office despite the obvious effects of the Covid pandemic. She had set a theme of "Pride in our Town" and had run several competitions for the community including photographic, window boxes, a flower and produce show etc.

There had also been a Christmas Fair, a showing of the film "Where the Wild Orchid Grows" and x2 tours of the Town hosted by Christoph Bull. Visits to Ebbsfleet Academy (twice), Knockhall and Craylands School and the opening of the x3 Community Areas within Swanscombe Park as well as the Civic Night which had been a very successful evening.

Through the funds raised by the Mayor's Charity Fund Councillor Howes had been able to assist/support many local charities/organisations as well as the Hearing Dogs organisation.

It had been an enjoyable 18 months and thanks were passed onto the Admin Staff for all the assistance they had provided.

Councillor Lesley Howes thanked her Deputy Mayor for a wonderful year and congratulated the new Town Mayor and Deputy Town Mayor.

ANNUAL GENERAL MEETING
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9/22-22. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Emma Ben Moussa due to medical reasons.

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 9 December 2021 (minute 315/21-22).

RESOLVED:

That the reasons for absence, for all the Councillors' listed, be formally accepted and approved.

10/22-23. **DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.**

There were none.

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.

11/22-23. **TO APPOINT COMMITTEES AND SUB-COMMITTEES.**

- a) Allotments & Cemeteries Sub-Committee.
- b) Community Safety Committee.
- c) Executive & Emergency Committee.
- d) Finance & General Purposes Committee.
- e) Heritage Sub-Committee.
- f) Leases & Legal Sub-Committee.
- g) Personnel Committee.
- h) Planning, Major Developments, Transport & Environment Committee.
- i) Regeneration & Quality Sub-Committee.
- j) Recreation, Leisure & Amenities Committee.

The Town Clerk highlighted that there was a vacancy on the Personnel Committee as Councillor Lorna Cross was Chairman by virtue of her position as Town Mayor.

It was proposed, duly seconded, and agreed that Councillor Lesley Howes be appointed to the Personnel Committee.

MOVED by Councillor Peter Harman and seconded by Councillor Anita Barham.

RESOLVED:

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list, and to include the amendment detailed above.

ANNUAL GENERAL MEETING
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12/22-23. TERMS OF REFERENCE OF THE COMMITTEES, SUB-COMMITTEES, AND INTERNAL AUDIT.

Members were provided with the Terms of Reference of the Committees, Sub-Committees, and Internal Audit to be approved.

MOVED by Councillor Peter Harman and seconded by Councillor Peter Harris.

RESOLVED:

That the Terms of Reference of the Committees, Sub-Committees and Internal Audit be approved, as per the annexed list.

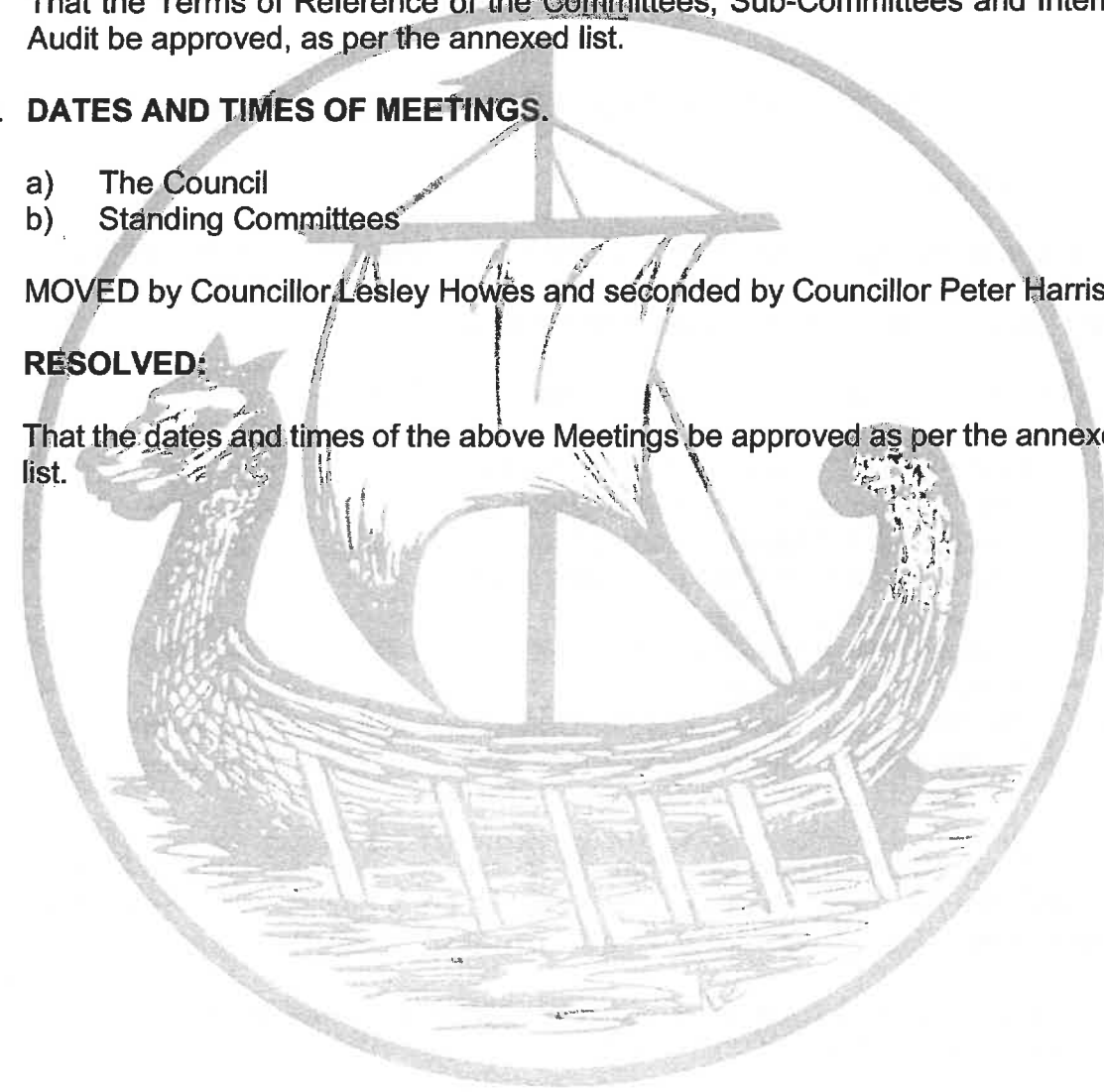
13/22-23. DATES AND TIMES OF MEETINGS.

- a) The Council
- b) Standing Committees

MOVED by Councillor Lesley Howes and seconded by Councillor Peter Harris.

RESOLVED:

That the dates and times of the above Meetings be approved as per the annexed list.



ANNUAL GENERAL MEETING
19 MAY 2022

14/22-23. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

- a) Town Mayor or agreed substitute to serve on the Bluewater Forum.
- b) One Representative to serve on the Borough and Parish Forum, to be the Town Mayor (plus the Town Clerk).
- c) One Representative to serve on the Children's Partnership Conversation.
- d) One Representative to serve on the Diocese of Rochester Youth Worker Steering Group.
- e) One Representative to serve on the Ebbsfleet Water Management Group.
- f) One Representative to serve on the Elderly Forum (Dartford Borough Council).
- g) Two Representatives to serve on the Greenhithe Community Association.
- h) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- i) Two Representatives to serve on the Kent Association of Local Councils (KALC) County Area Committee.
- j) Two Representatives to serve on the Kent Association of Local Councils (KALC) Dartford Area Committee.
- k) One Representative to serve on London Resort Company Holding Ltd. Community Liaison Group.
- l) One Representative to serve on the Committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- m) Three Representatives to serve on the Pavilion Community Sports & Social Club Committee (observers only, not part of decision making).
- n) One Representative to serve on the Whitecliffe Community Liaison Committee.
- o) One Representative to serve on the Young People's Partnership Conversation (formerly Youth Advisory Group).

MOVED by Councillor Sue Butterfill and seconded by Councillor Peter Harman.

RESOLVED:

That the appointment of representatives to outside bodies be approved as per the annexed list.

ANNUAL GENERAL MEETING
19 MAY 2022

15/22-23. **BANK SIGNATORIES.**

MOVED by Councillor Sue Butterfill and seconded by Councillor Ann Duke.

RESOLVED:

That the following Members be appointed as signatories to authorise the payment of cheques.

Current Account	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	

16/22-23. **MINUTES OF THE MEETING HELD ON 21 APRIL 2022.**

MOVED by Councillor Peter Harman and seconded by Councillor Ann Duke.

RESOLVED:

That the Minutes of the meeting held on 21 April 2022 be confirmed as a true record and signed outside of the meeting.

17/22-23. **REVIEW OF ACTION PLAN FOR 2022 - 2023.**

Members reviewed the Action Plan for 2022 - 2023.

MOVED by Councillor John Hayes and seconded by Councillor Ann Duke.

RESOLVED:

That the Action Plan 2022 – 2023 be confirmed.

18/22-23. **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

Members reviewed the Standing Orders and Financial Regulations

MOVED by Councillor Peter Harman and seconded by Councillor Linda Hall.

RESOLVED:

That Standing Orders and Financial Regulations be approved.

ANNUAL GENERAL MEETING
19 MAY 2022

19/22-23. ANNUAL RISK MANAGEMENT POLICY.

Members reviewed the Risk Management Policy.

MOVED by Councillor Peter Harris and seconded by Councillor Anita Barham.

RESOLVED:

That the Risk Management Policy be approved.

20/22-23. REVIEW OF COUNCIL POLICIES AND PROCEDURES.

Members reviewed the current policies and procedures of the Town Council.

MOVED by Councillor Linda Hall and seconded by Councillor Ann Duke.

RESOLVED:

That the Policies and Procedures, as listed, be endorsed.

21/22-23. SUBSCRIPTIONS / MEMBERSHIPS.

In accordance with Financial Regulation 5.6 members were provided with the list of subscriptions - memberships held by the Town Council.

MOVED by Councillor Ann Duke and seconded by Councillor Linda Hall.

RESOLVED:

That the continued subscriptions - memberships, as detailed, be approved.

22/22-23. REGULAR PAYMENTS – DIRECT DEBITS AND BACS PAYMENTS:

In accordance with Financial Regulations 5.6 and 6.9 members considered the list of organisations paid, on a regular basis, via Direct Debit or the BACS system.

MOVED by Councillor Peter Harris and seconded by Councillor John Hayes.

RESOLVED:

That the continued regular payments, as listed, be approved.

ANNUAL GENERAL MEETING
19 MAY 2022

23/22-23. REVIEW OF INTERNAL AUDIT.

Members reviewed the internal audit and confirmed they were satisfied the regulatory requirements were being met.

Regulation 6 requires that a council "shall have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems"

Members reviewed the legal requirements, regarding control objectives, which included an assessment of each of the following: the scope of internal audit, independence, competence, relationships, audit planning and reporting the council had to achieve throughout the financial year and agreed that the council had an adequate and effective system of internal audit.

MOVED by Councillor Peter Harman and seconded by Councillor John Hayes.

RESOLVED:

That, after assessing the process for the internal audit, specifically: the scope of internal audit, independence, competence, relationships, audit planning and reporting, the effectiveness of the council's internal controls were deemed adequate and that these ensured the regulatory requirements regarding control objectives were being met.

24/22-23. RE-APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2022 - 2023.

Members were asked to agree to the re-appointment of Mr Lionel Robbins as internal auditor for the year 2022 – 2023.

MOVED by Councillor Ann Duke and seconded by Councillor Sue Butterfill.

RESOLVED:

That Mr Lionel Robins be re-appointed as internal auditor for the year 2022 – 2023.

25/22-23. ANNUAL INTERNAL AUDIT REPORT 2021 – 2022.

Members received the internal auditors report for 2021 - 2022.

MOVED by Councillor Peter Harris and seconded by Councillor Peter Harman.

RESOLVED:

That the report be noted.

ANNUAL GENERAL MEETING
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26/22-23. ANNUAL RETURN FOR YEAR END 31 MARCH 2022 – GOVERNANCE STATEMENT.

Members considered Section 1 of the Annual Return, the Annual Governance Statement requested by the External Auditor (PKF Littlejohn LLP), for the year end 31 March 2022.

MOVED by Councillor Anita Barham and seconded by Councillor Sue Butterfill.

RESOLVED:

That Section 1 of the Annual Return – Governance Statement, for the year end 31 March 2022 be approved, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

27/22-23. ANNUAL RETURN FOR YEAR END 31 MARCH 2022 – ACCOUNTING STATEMENT.

Members considered Section 2 of the Annual Return, the Accounting Statement requested by the External Auditor, for the year end 31 March 2022.

MOVED by Councillor John Hayes and seconded by Councillor Anita Barham.

RESOLVED:

That Section 2 of the Annual Return – Accounting Statement, for the year end 31 March 2022 be approved.

28/22-23. BALANCE SHEET FOR YEAR END 31 MARCH 2022.

Members considered the balance sheet for the year end 31 March 2022 (as indicated this has been signed off by the Independent Internal Auditor, 26 April 2022).

MOVED by Councillor Peter Harman and seconded by Councillor Ann Duke.

RESOLVED:

That the balance sheet for the year end 31 March 2022 be approved.

29/22-23. PROGRESS REPORT ON TOWN COUNCIL WEBSITE AND SOCIAL MEDIA STREAMS.

Members discussed the report which included statistics for the previous 12 months.

MOVED by Councillor Ann Duke and seconded by Councillor Dr Jo Harman.

RESOLVED:

That the report be noted.

ANNUAL GENERAL MEETING
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30/22-23. **SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2022 – 2023.**

Further to minute 444/14-15 Members discussed, and agreed, with x1 abstention, the three Town Councillors to make up the Panel along with the Town Mayor and Deputy Town Mayor (ensuring this resulted in one Member from each of the three wards).

MOVED by Councillor Peter Harman and seconded by Councillor Linda Hall.

1. Councillor Lorna Cross (Town Mayor) – Knockhall Ward
2. Councillor Peter Harman (Deputy Town Mayor) – Greenhithe Ward
3. Councillor Ann Duke - Swanscombe Ward
4. Councillor Dr Jo Harman - Greenhithe Ward
5. Councillor Peter Harris - Knockhall Ward

RESOLVED:

That the Panel for 2022 - 2023 be made up of the Councillors as detailed above.

31/22-23. **MONTHLY BANK RECONCILIATION.**

In accordance with Financial Regulation 2.2, a member of the council other than the Town Mayor or a cheque signatory needs to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis.

MOVED by Councillor Peter Harman and seconded by Councillor Peter Harris.

RESOLVED:

That Councillor Ann Duke be appointed to undertake the verification of bank reconciliations.

ANNUAL GENERAL MEETING
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32/22-23. MEMBERSHIPS OF WORKING GROUPS.

As per Standing Order 25 (a) each working group should have a membership of between 3 – 5 members with the quorum for a meeting to take place being 3.

- a. Community Event Working Group
- b. Environmental Action Plan Working Group
- c. Financial Risk Assessment Working Group
- d. Grove Car Park Working Group
- e. Ingress Park Community Centre Working Group
- f. Pavilion Working Group
- g. Public Toilets Working Group
- h. Strategic Building Portfolio Review Working Group

MOVED by Councillor John Hayes and seconded by Councillor Ann Duke.

It was agreed, with x2 abstentions:

RESOLVED:

That the memberships of the Working Groups, as detailed, be confirmed.

33/22-23. SECTION 137 EXPENDITURE: LIMIT FOR 2022 – 2023.

Members were informed that the Department for Levelling Up, Housing and Communities (DLUHC) had confirmed that the appropriate sum for the purposes of Section 137 (4) (a) of the Local Government Act 1972 for local (parish and town) councils in England for 2022 – 2023 was £8.82.

This is the amount as a result of increasing the amount of £8.41 for 2021 – 2022 by the percentage increase in the retail index between September 2020 and September 2021, in accordance with Schedule 12B to the 1972 Act.

MOVED by Councillor Peter Harman and seconded by Councillor Ann Duke.

RESOLVED:

That the item be noted.

ANNUAL GENERAL MEETING
19 MAY 2022

34/22-23. COMMUNITY INFRASTRUCTURE LEVY (CIL), DARTFORD BOROUGH COUNCIL (DBC).

Further to minutes 51/21-22 (*full Council 24 June 2021*) and 323/21-22 (*full Council 9 December 2021*) the Senior Infrastructure Planner (DBC) had written to advise that a proportion of the CIL receipts received from development/s within the Town Council area, for period 1 October 2021 to 31 March 2022, had been received and apportioned accordingly.

MOVED by Councillor Peter Harris and seconded by Councillor Peter Harman.

RESOLVED:

That the item be noted.

35/22-23. SEALING OF DOCUMENTS.

There are none

36/22-23. TOWN MAYORS ANNOUNCEMENTS.

Councillor Lorna Cross informed the meeting that she would not have a specific charity during her term but would be concentrating on loneliness, of all ages, within the Town.

There being no further business to transact the Meeting closed at 7.50pm.

Members were invited to join the Mayor Elect for refreshments after the Meeting.

Signed: _____

(Chairman)

Date:- _____

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 20 APRIL 2022 AT 7.00PM

PRESENT: Councillor Peter Harris – Vice-Chairman in the Chair
Councillor Lorna Cross
Councillor Ann Duke

ALSO PRESENT: Martin Harding – Assistant Town Clerk/RFO
Sandra Kelleher – Administration Assistant

ABSENT: There were none.

494/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

495/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Linda Hall, due to other commitments.

An apology for absence was received from Councillor Peter Harman, due to other commitments.

An apology for absence was received from Councillor John Hayes, due to other commitments.

An apology for absence was received from Councillor Lesley Howes, due to other commitments.

Councillor Maurice Weet had previously received dispensation from attending meetings for a six-month period commencing 28 October 2021 (minute 251/21-22).

An apology for absence was received from the Town Clerk, due to medical reasons.

496/21-22. SUBSTITUTES.

There were none.

497/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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.

498/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

499/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 23 MARCH 2022.

Recommended: The Minutes of the meeting held on 23 March 2022 were confirmed and signed.

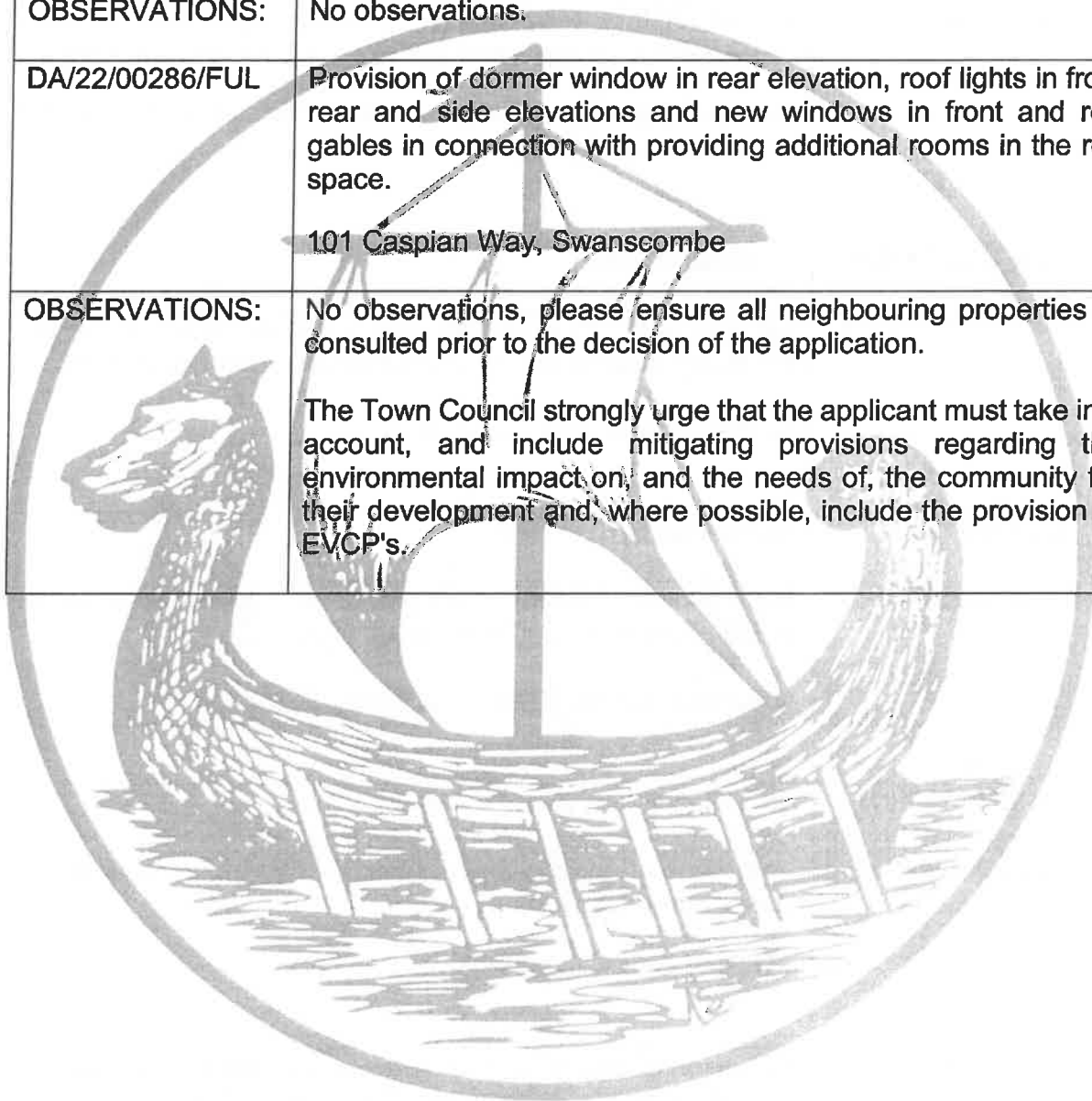
TOWN PLANNING:

500/21-22. The following planning applications have been received from Dartford Borough Council / Ebbsfleet Development Corporation for Members observations (full details of these applications can be viewed via the Town Council, DBC and the EDC websites).

KCC/DA/0200/2021 (RE-CONSULTATION)	Operation of aggregates recycling facility to accept 150,000tpa of construction and demolition waste. Sheerness Recycling Ltd, Land to the South of Manor Way Swanscombe
OBSERVATIONS:	No observations.
DA/22/00336/FUL	Erection of a two-storey side extension. 19 Trebble Road, Swanscombe.
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 EVCP's.
DA/22/0361/LBC	Application for listed building consent for structural repair and like-for-like restoration of Lovers Arch, Monk's Well and The Cave of the Seven Heads. The Cave of The Seven Heads, Lovers Arch and Monks Well, Ingress Park, Greenhithe.
OBSERVATIONS:	No observations.

DA/22/0362/LBC	<p>Application for listed building consent for repair and restoration of listed flint structures around Ingress Abbey.</p> <p>The Grange Gatehouse and Georgian Garden Tunnel, Ingress Park, Greenhithe.</p>
OBSERVATIONS:	No observations.
DA/22/0363/LBC	<p>Application for listed building consent for repair, investigation and reinstatement of flint, brick and stone follies at Ingress Park.</p> <p>Grange Tunnels and Lime Kiln Brick Tunnel at Ingress Abbey, Ingress Park, Greenhithe.</p>
OBSERVATIONS:	No observations.
DA/22/00391/TPO	<p>Application for T1 sycamore tree, proposed to remove and treat the stump subject to Tree Preservation Order No.11 1990.</p> <p>15 Watermans Way, Greenhithe.</p>
OBSERVATIONS:	No observations.
DA/22/00393/TPO	<p>Application for T1 Ash, to remove to near ground level subject to Tree Preservation Order No.11 1990.</p> <p>Adjacent Garages Eliza Cook Close, Greenhithe.</p>
OBSERVATIONS:	No observations.
DA/22/00388/FUL	<p>Demolition of existing rear extension and erection of a single storey rear extension.</p> <p>4 Hasted Close, Greenhithe.</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 EVCP's.</p>

EDC/21/0148	<p>Reserved Matters application (details of access, appearance, layout, scale and landscaping) pursuant to conditions 2 and 25 of outline planning permission EDC/17/0048 for the installation of a road, including vehicle, pedestrian and cycle access, landscaping and associated works.</p> <p>Fastrack – Alkerden and Ashmere, Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
DA/22/00286/FUL	<p>Provision of dormer window in rear elevation, roof lights in front, rear and side elevations and new windows in front and rear gables in connection with providing additional rooms in the roof space.</p> <p>101 Caspian Way, 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 EVCP's.</p>



501/21-22. The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

DA/22/00141/FUL	Erection of boundary fence and gates (retrospective application) 149 Church Road, Swanscombe.
DA/22/00185/FUL	Erection of a detached garage. 125A Milton Road, Swanscombe.
DA/21/01883/FUL	Removal of fence (retrospective) and erection of double set of gates on rear boundary. 5 Meriel Walk, Greenhithe.
	Erection of a single storey rear extension. 6 Eleanor Walk Greenhithe.

There being no further business to transact, the Meeting closed at 7.15 pm.

Signed: _____
(Chairman)

Date: _____

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 25 MAY 2022 AT 7.00PM

PRESENT: Councillor John Hayes – Chairman
Councillor Peter Harris – Vice-Chairman
Councillor Lorna Cross
Councillor Ann Duke
Councillor Linda Hall

ALSO PRESENT: Martin Harding – Assistant Town Clerk/RFO
Sandra Kelleher – Administration Assistant

ABSENT: Councillor Maurice Weet

37/22-23. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

38/22-23. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Peter Harman, due to other commitments.

An apology for absence was received from Councillor Lesley Howes, due to other commitments.

39/22-23. SUBSTITUTES.

There were none.

40/22-23. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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.

41/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

42/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 20 APRIL 2022

Recommended: The Minutes of the meeting held on 20 April 2022 were confirmed and signed.

TOWN PLANNING:

43/22-23. **The following planning applications have been received from Dartford Borough Council / Ebbsfleet Development Corporation for Members observations (full details of these applications can be viewed via the Town Council, DBC and the EDC websites).**

DA/22/00530/FUL	Removal of planter (retrospective) and erection of a 2m high timber fence on top of existing patio to provide screening. The Pier Hotel, 6 High Street, Greenhithe
OBSERVATIONS:	No observations.
DA/22/00567/COU	Change of use of ground floor from builder's merchant Class B2 to Class E office. Ground Floor of Former A E Frost Builders Merchant, 64 Stanhope Road, Swanscombe.
OBSERVATIONS:	The Town Council object to this proposal on the basis that the access way to the parking spaces to the rear is inadequate given the narrow road it is situated on. Without improvements this may limit vehicle access and increase on street parking, causing a detrimental impact on the number of cars on surrounding roads, which could impede emergency vehicle access. 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 EVCP's.
DA/22/00548/TRO	Application for Sycamore Tree - remove all ivy throughout the canopy, crown lift to 6m from ground level, and reduce as per annotated photos subject to Tree Preservation Order No.4 1983 within Greenhithe Conservation Area. 18 Worcester Close, Greenhithe.
OBSERVATIONS:	No observations.
DA/22/00602/FUL	Demolition of existing rear conservatory and erection of a single storey rear extension. 10 Fiddlers Close, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to application being granted. 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 EVCP's.

EDC/22/0041	<p>Discharge of condition 9 (Heritage Interpretation Boards) pursuant to planning permission reference no. EDC/21/0064.</p> <p>Former Croxton & Garry Site, Tiltman Avenue, Swanscombe.</p>
OBSERVATIONS:	No observations.
KCC/DA/0200/2021	<p>Operation of aggregates recycling facility to accept 150,000tpa of construction and demolition waste.</p> <p>Sheerness Recycling Ltd, Land to the South of Manor Way, Swanscombe.</p>
OBSERVATIONS:	No observations.
KCC/DA/0082/2022	<p>Change of use of industrial yard to create a facility for the collection and distribution of hazardous wastes (including liquid waste oils/petrochemicals, liquid waste coolants, automotive wastes and packaged hazardous wastes); installation of new offices, weighbridge, laboratory, oil storage tanks, oil interceptor, new hard surfacing/hard standing and impermeable bunding; demolition of part of building 5 and a fire damaged structure; and retention, reprofiling and landscaping of the northern bund.</p> <p>Unit 6, Rod End Estate, Northfleet Industrial Estate, Lower Road, Northfleet.</p>
OBSERVATIONS:	<p>Whilst the Town Council do not object to this application, we urge the Planning Authority to ensure all safety and regulatory protocols are in place for a facility of this type.</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 EVCP's.</p>

44/22-23. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/22/00108/ADV	Provision of a freestanding illuminated double sided information and advertisement panel. Greenhithe Railway Station, Station Road, Greenhithe.
DA/22/00159/FUL	Provision of dormer windows to rear roof slopes in connection with providing additional rooms in the loft space. 79 Broomfield Road, Swanscombe.
DA/22/00336/FUL	Erection of a two-storey side extension. 19 Trebble Road, Swanscombe.
DA/21/01806/FUL	Erection of a part two/part single storey rear extension with decking to the rear. 25 Stanhope Road, Swanscombe.

45/22-23. **The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/21/01308/FUL	Erection of six residential dwellings, together with associated parking, amenity space and landscaping. Land East of Parkwood Hill and Knockhall Road, Greenhithe.
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There being no further business to transact, the Meeting closed at 7.25 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 22 JUNE 2022 AT 7.00PM

PRESENT:

Councillor John Hayes – Chairman
Councillor Peter Harris – Vice-Chairman
Councillor Lorna Cross
Councillor Ann Duke
Councillor Lesley Howes
Councillor Maurice Weet

ALSO PRESENT:

Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT:

There were none.

46/22-23. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

47/22-23. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Linda Hall, due to other commitments.

An apology for absence was received from Councillor Peter Harman, due to other commitments.

Recommended:

That the reasons for absence, for the Councillor(s) listed, be formally accepted, and approved.

48/22-23. SUBSTITUTES.

There were none.

49/22-23. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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.

50/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

51/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 25 MAY 2022.

Recommended:

The Minutes of the meeting held on 25 May 2022 were confirmed and signed.

TOWN PLANNING:

52/22-23. The following planning applications have been received from Dartford Borough Council / Ebbsfleet Development Corporation for Members observations (full details of these applications can be viewed via the Town Council, DBC and the EDC websites).

DA/22/00634/TPO	<p>Application to reduce height of 2 No. Sycamore trees to height of gutter and give 2m clearance from house subject to Tree Preservation Order no.11 1990.</p> <p>19 Watermans Way, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council request that any permission granted include a condition that a tree maintenance schedule is put in place by the applicant to avoid this amount of reduction in the future.</p>
EDC/22/0092	<p>Reserved matters application (details relating to access, appearance, landscaping, layout and scale) pursuant to Conditions 2 and 25 of outline planning permission EDC/17/0048 for infrastructure works in the form of land forming and earthworks around Alkerden Barn.</p> <p>Alkerden Barn, Alkerden Lane, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council support the letter, dated 19 June 2022, submitted to the Ebbsfleet Development Corporation by Mr G Baker regarding this application and suggest the application is reviewed and re-submitted with the following:</p> <ol style="list-style-type: none"> 1. The plans for this application need to be more detailed and at a more appropriate scale, showing the interface between proposed contours and the surrounding retained levels at the existing access track to the farm from Alkerden Lane and at the retained woodland edge. 2. The application should not rely on previous topographical surveys where the levels have already been changed. There should be a new survey so that actual existing levels on site can be better compared with what is proposed. 3. A detailed plan at an appropriate scale and with sections should be provided to show how the proposed landform can successfully accommodate the agreed design for the open space shown in the Area Masterplan. 4. If the proposed levels require modifications to that part of the Area Masterplan, then these changes should be consulted on and agreed before approval is given for the proposed earthwork levels – this is because approval of this application may predetermine the outcome in terms of the detailed design of the open space and the new setting for the barn.

DA/22/00717/FUL	<p>Erection of a building to accommodate 6 flats along with parking, amenity and landscaping.</p> <p>Former Builders Yard, Harmer Road, rear of 64 Stanhope Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council strongly object to this application on the following grounds:</p> <p>There is inadequate and insufficient parking provision to serve the needs of the development which would give rise to an increase in indiscriminate on-street parking in an area where there is very limited, if any capacity.</p> <p>The proposal would constitute an over intensive development of the site which would be detrimental to and have an overbearing impact on surrounding properties.</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 EVCP's.</p>
EDC/22/0090 DA/22/00711/EDCON	<p>Change of use from Public House (sui generis) to Pizza Delivery and Takeaway (sui generis) and installation of ancillary equipment including extraction duct.):</p> <p>The former George and Dragon PH, London Road, Swanscombe.</p>
OBSERVATIONS:	<p>Members of the Town Council, as local people, know that the proposal would bring more traffic flow to the immediate vicinity which already suffers from heavy use and cannot absorb this.</p> <p>The Town Council do not feel that this application does enough to mitigate the reasons the previous application (EDC/19/0203) was refused with the refusal being upheld on appeal by The Planning Inspectorate (Ref: APP/J2285/W/20/3259455) therefore the Town Council strongly object to this application on the following grounds:</p> <p>Poor access - this appears to be over private land which raises concerns about its availability and suitability.</p> <p>Inadequate parking provision - the proposed parking seems to be inadequate for the proposed use which will result in users parking anti-socially in the surrounding area which, in turn, will then have an adverse impact on the local roads and the busy junction the property is located on.</p>

Increase of pollution - The Town Council have concerns regarding the detrimental effect the proposed use would have on both the air quality of the area and the addition to the noise pollution.

Extra litter in surrounding area - The proposed change of use will result in additional litter being deposited in/on the local roads and footpaths.

Out of keeping with character of area - the George & Dragon PH is a well-established community facility which provided a meeting place and focus for the locals and this historic use would be lost forever with the proposed change of use. This location is also one of the main entry points for Swanscombe and as such the location would not be suitable for this application.

Traffic / Highways - The proposal would result in an increase in vehicular movements in an area already suffering from high traffic volumes and congestion, the busy junction adjacent to the property, and on London Road, is already heavily used and has been the scene of numerous accidents. Kent Highways (KCC) have had to repair the island on numerous occasions and the property very recently had its side wall knocked over by a vehicle.

The Town Council do not feel that there has been sufficient evidence of a need for the proposed use. There are already at least 5 takeaway food facilities in close proximity and the addition of another one would not only appear to be un-needed it would also go against the objectives of the Ebbsfleet Development Corporation wanting to promote Healthy Cities/Towns/Lifestyle?

The proposal would result in a loss of the areas amenity and have a negative impact on the character of the local area and also on the highway safety.

Whilst no longer located within the Dartford Borough Council planning area the Town Council would ask that confirmation is given that the application meets the principles of the Dartford Adopted Local Plan.

The sheer volume of responses to this applications consultation gives a very good indication on whether the application is wanted or needed by the local community and the EDC are asked to take this into account when considering this 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 EVCP's.
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53/22-23. **The following Appeal Consultation Letters have been received from Dartford Borough Council for Members observations.**

DA/21/00724/FUL	<p>Erection of 3 buildings up to four storeys in height to provide 47 flats with off-street car parking, communal amenity space, hard and soft landscaping, recycling and refuse storage facilities and new vehicular accesses serving the site from Station Road and Station Approach.</p> <p>Land North of Railway Line, Station Road, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council note that similar applications for this site have previously been refused or withdrawn (14/01035/OUT, 20/00565/FUL).</p> <p>The Town Council objects to the application as it is an overdevelopment of the site which is not compatible with surrounding developments. This proposal would have adverse effects on nearby existing properties.</p> <p>There are concerns that the parking provisions contained in the proposal do not meet the requirements/standards of the Planning Authority and would be insufficient for all residents and visitors which will result in excess vehicles parking in adjacent roads that already suffer with serious parking issues.</p> <p>The proposed access/egress points are not suitable as these are already busy roads (for the train station) and especially at peak times when drop offs and pick-ups occur. Further traffic in this area will make it dangerous and more difficult for the users of the roads in this area.</p> <p>The Town Council strongly urge that the applicant must consider, 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> <p>It is not felt that the benefits of developing this site for high density housing would be outweighed by the disbenefits.</p>

54/22-23. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/22/00391/TPO	Application for T1 sycamore tree, proposed to remove and treat the stump subject to Tree Preservation Order No.11 1990. 15 Watermans Way, Greenhithe.
DA/22/00393/TPO	Application for T1 Ash, to remove to near ground level subject to Tree Preservation Order No.11 1990. Adjacent Garages Eliza Cook Close, Greenhithe.
DA/22/00286/FUL	Provision of dormer window in rear elevation, raising part of the ridge, roof lights in front, rear and side elevations and new window in front gable in connection with providing additional rooms in the roof space. 101 Caspian Way, Swanscombe.
DA/21/00300/FUL	Erection of second floor extension with dormer windows to southern, eastern and northern elevations to provide 13 additional bedrooms including provision of a 3-storey extension to north side of building to house a lift and staircase, erection of a 2-storey rear extension to house a fire escape, removal of a Copper Beach tree subject to a Tree Preservation Order and provision of a hardstanding within the front garden to provide 4 additional car parking spaces (Revised description) Rosewood, 28 Bean Road, Greenhithe

There being no further business to transact, the Meeting closed at 7.25 pm.

Signed: _____
(Chairman)

Date: _____

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 13 JULY 2022 AT 7.00PM

PRESENT:

Councillor John Hayes – Chairman
Councillor Peter Harris – Vice-Chairman
Councillor Lorna Cross
Councillor Ann Duke
Councillor Linda Hall
Councillor Lesley Howes
Councillor Maurice Weet

ALSO PRESENT:

Martin Harding – Assistant Town Clerk/RFO

ABSENT:

There were none.

98/22-23. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

99/22-23. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Peter Harman, due to other commitments.

An apology for absence was received from the Town Clerk, due to other commitments.

Recommended: That the reasons for absence, for the Councillor(s) listed, be formally accepted, and approved.

100/22-23. SUBSTITUTES.

There were none.

101/22-23. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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.

102/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

103/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 22 JUNE 2022.

Recommended: The Minutes of the meeting held on 22 June 2022 were confirmed and signed.

TOWN PLANNING:

104/22-23. The following planning applications have been received from Dartford Borough Council / Ebbsfleet Development Corporation for Members observations (full details of these applications can be viewed via the Town Council, DBC and the EDC websites).

DA/22/00670/FUL	Erection of part two/part first floor side extension. 18 Caspian Way, Swanscombe.
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 EVCP's.
DA/22/00745/TPO	Application for G1. 19 Hornbeam, 6 Beech, 1 Lime, 1 Whitebeam - To reduce all overhanging tree to the boundary line subject to Tree Preservation Order No.2 2022. Adjacent SWCS Car Sales, Craylands Lane, Swanscombe.
OBSERVATIONS:	The Town Council objects to this application as it believes that the proposed works are unnecessary due to the level/amount of overhang from the trees.
DA/22/00827/VCON	Application for variation of condition 8 of planning permission ref DA/21/01409/VCON to increase the number cap from 50,000 visitors per annum to 125,000 visitors per annum. Hangloose Adventure, Bluewater Parkway, Bluewater.
OBSERVATIONS:	The Town Council has concerns on the environmental impact this development causes on both neighbouring wildlife habitats, and the increase in traffic generated which will have an adverse effect on the local roads and the air quality of the area.

DA/22/00751/FUL	<p>Erection of a single storey front extension and work to the rear of removing the existing support post and replacing with new support posts.</p> <p>32 Spring Vale, Greenhithe.</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 EVCP's.</p>
DA/22/0807/FUL	<p>Erection of a single storey rear infill extension.</p> <p>3 Portland Place, Greenhithe.</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 EVCP's.</p>
DA/22/00612/FUL	<p>Erection of a single storey rear extension.</p> <p>32 Pentstemon Drive, 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 EVCP's.</p>
DA/22/00814/TPO	<p>Application to remove leaving stump 1 No. Silver Birch tree subject to Tree Preservation Order No. 11 1990.</p> <p>9 The Dell, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council would like to see a condition placed on the removal of this tree that ensures a suitable alternative is planted, and that a sufficient stump is left in place to act as a habitat for wildlife.</p>

EDC/22/0084	<p>Reserved matter application (details relating to access, appearance, landscaping, layout and scale) pursuant to condition 2 and 25 of outline permission EDC/17/0048 for 83 dwellings, 3264 sqm of non-residential commercial use and associated infrastructure including roads, underground car park and surface water attenuation, together with submission of details relating to a neighbourhood green open space (condition 31) and noise assessment (Condition 28).</p> <p>Alkerden Market Centre, Eastern Quarry, Watling Street.</p>
OBSERVATIONS:	No observations.

105/22-23. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/22/00548/TPO	<p>Application for Sycamore Tree - remove all ivy throughout the canopy, crown lift to 6m from ground level, and reduce as per annotated photos subject to Tree Preservation Order No.4 1983 within Greenhithe Conservation Area</p> <p>18 Worcester Close, Greenhithe.</p>
DA/22/00530/FUL	<p>Removal of planter (retrospective) and erection of a 2m high timber fence on top of existing patio to provide screening.</p> <p>The Pier Hotel, 6 High Street, Greenhithe.</p>
DA/21/00144/FUL	<p>Demolition of existing rear conservatory and erection of a single storey rear extension.</p> <p>3 Moore Road, Swanscombe.</p>
DA/21/01291/FUL	<p>Raising of roof height to provide additional storey of accommodation plus rooms within new roof space, part three storey rear extension, and alterations to convert single dwelling into two semi-detached houses.</p> <p>The Orchard, Mounts Road, Greenhithe.</p>

106/22-23. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

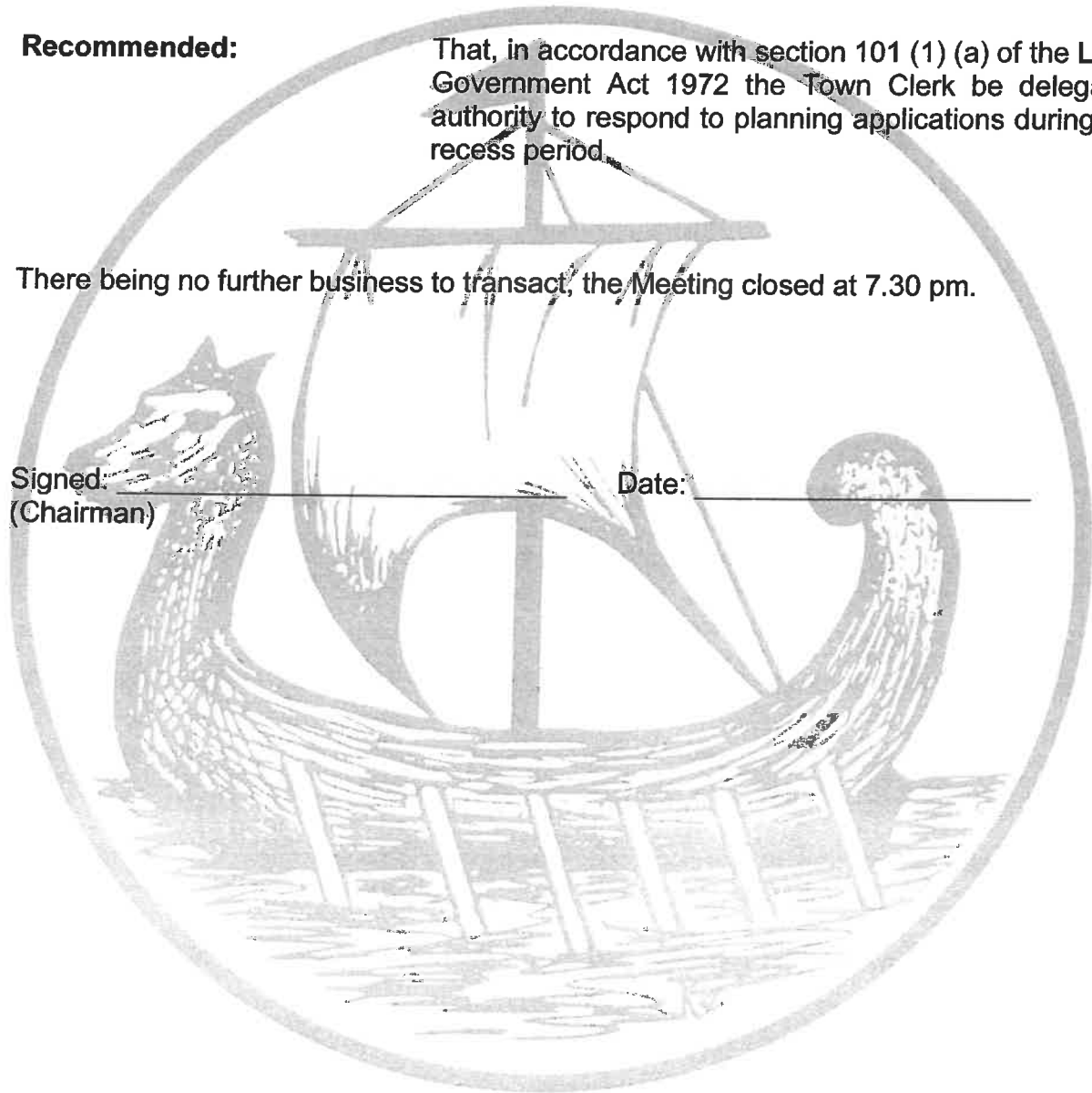
Recommended:

That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to respond to planning applications during the recess period.

There being no further business to transact, the Meeting closed at 7.30 pm.

Signed:
(Chairman)

Date:



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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 30
JUNE 2022 at 7.00PM

PRESENT: Councillor Emma Ben-Moussa – Vice Chairman in the Chair
Councillor Anita Barham
Councillor Lorna Cross
Councillor Ann Duke
Councillor Linda Hall
Councillor Lesley Howes

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Dan Usher – Senior Groundsman/Gardener

ABSENT: There were none

69/22-23. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING
THE MEETING.**

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

70/22-23. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Peter Harman, due to other commitments.

An apology for absence was received from Councillor John Hayes due to medical reasons.

RESOLVED:

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

71/22-23. **SUBSTITUTES.**

There were none.

72/22-23. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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.

73/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

74/22-23. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 16 MARCH 2022.

Recommended: That the Minutes of the Meeting held on 16 March 2022 were approved and signed as a true record.

75/22-23. SENIOR GROUNDSMAN /GARDENER'S REPORT.

Members were provided with a copy of the report which updated members on the work undertaken, by the Parks Department and the work planned which included:

Broomfield Park, Heritage Park, Knockhall Park, Manor Park, Swanscombe Park, Saxon Court and Equipment.

Recommended: That the information be noted.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.

76/22-23. ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT.

The Annual Playground Safety Inspection was undertaken in March 2022 by a RPII (Register of Playground Inspectors International) / ROSPA (Royal Society for the Prevention of Accidents) Certified Playground Specialist. Most of the risk criteria ratings were L (low) or VL (very low). One item which was assessed as (M) Moderate was the Delta Climber in Broomfield as parts of the frame had corroded, whilst these have been repaired. Members were asked to consider replacing this item as it was no longer possible to obtain parts due to the age of his equipment (manufactured approximately 1982). Member's agreed to keep this piece of equipment under review subject to possible future funding opportunities.

Recommended: That the report be noted and that the actions taken by the Town Clerk to rectify the highlighted works be endorsed.

77/22-23. REPLACEMENT TREES – SWANSCOMBE PARK.

Further to minute 461/21-22 members were issued with options for the x2 trees to replace the felled cedar tree provided by the tree surgeon/specialist.

Members were asked to consider the options and select the x2 that they would like to be purchased and planted and to agree the location within the park.

Recommended: That x1 Persian Ironwood and x1 Himalayan White Birch, as detailed in the report, be purchased, and planted at locations, selected by the Senior Groundsman/Gardener, within Swanscombe Park.

78/22-23. DAMAGED TREES AT MANOR PARK.

The Town Council had planted x2 replacement trees in Manor Park on 18 February 2022 (in place of the x1 removed). Unfortunately, on 15 June 2022 these were discovered as having been broken/snapped by Anti-Social Behaviour.

Recommended: That the item be noted and that no further action be taken.

79/22-23. FOOTBALL PITCH ALLOCATION.

Further to minute 569/17-18 (Recreation, Leisure & Amenities Committee 22 March 2018) members were supplied with a copy of the football pitch allocations for 2022 – 2023 football season.

Recommended: That the pitch allocations for 2022 – 2023 be noted.

80/22-23. REQUEST TO HIRE BROOMFIELD PARK.

A request to hire Broomfield Park on Monday 25 July 2022 had been received and members considered the Event Notification Form, a copy of the Policy for Use of Town Council Parks/open Spaces by external organisations and the organisers responses to enquiries put to them.

Recommended: That the request be approved, as detailed, and the organiser ensures that it is made clear that it is not a Town Council event.

81/22-23. REQUEST TO USE KNOCKHALL PARK AS FIRE ASSEMBLY POINT.

Members discussed the request that had been received to use Knockhall Park as a Fire Assembly Point.

Recommended: That the request be approved, as detailed.

82/22-23. YOUTH HUB OUTREACH PROJECT (KENT COUNTY COUNCIL)

The Youth Hub Delivery Manager for the Dartford District had contacted the Town Council to advise that they wished to re-instate the outreach project whereby they come in their outreach van and park alongside Broomfield Park and engage/work with the young people. They were still in the planning stage but were looking to deliver a weekly service starting around Wednesday 8 June 2022.

The Town Clerk had responded that this was something the Town Council would welcome provided any equipment/litter was removed from the site and that any marked areas of the park were not used.

Recommended: That the item is noted, and the actions of the Town Clerk are endorsed.

83/22-23. FOOTBALL CONTRACT DURATION – CORRESPONDENCE FROM SWANSCOMBE TIGERS FC.

The Town Council had received a query from Swanscombe Tigers regarding charging for football fixtures that fell outside of the contract period of hire for the Town Councils facilities.

Members considered the correspondence received from Swanscombe Tigers FC and, after discussion, it was agreed:

Recommended:

1. Games played after the end of the contract date are chargeable.
2. Any games played after the end of the contract date must be played at Knockhall Park, by the end of May, subject to availability.

84/22-23. “MEMORIAL” IN HERITAGE PARK.

Officers had been informed that someone had placed a “memorial” in the Swanscombe Heritage Park. The Town Council had not received any prior requests or had not been contacted regarding this.

Members were asked to consider how to deal with this issue and after discussion it was agreed that Councillor Lesley Howes would try and contact the family concerned and ask them to apply for a Memorial as per the Memorial Policy.

Recommended:

That the item be deferred, and the memorial left in situ, until an application for a memorial had been received and considered.

85/22-23. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were requested to delegate authority to the Town Clerk, in accordance with section 101(1)(a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended:

That, in accordance with section 101(1)(a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

There being no further business to transact the Meeting closed at 8.10 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 23 JUNE 2022 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Lorna Cross – Vice-Chairman
Councillor Emma Ben Moussa
Councillor Ann Duke

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk / RFO

ABSENT: Councillor Maurice Weet

55/22-23. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

56/22-23. APOLOGIES FOR ABSENCE.

An apology for absence was submitted by Councillor Sue Butterfill, due to other commitments.

An apology for absence was submitted by Councillor Peter Harman, due to other commitments.

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 9 December 2021 (minute 315/21-22).

Recommended: That the reasons for absence, for the Councillors listed, be formally accepted, and approved.

57/22-23. SUBSTITUTES.

There were none.

58/22-23. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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.

59/22-23. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

60/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 MARCH 2022.

Recommended: That the Minutes of the meeting held on 3 March 2022 were confirmed and signed as a true record.

61/22-23. MONTHLY BANK RECONCILIATIONS.

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Ann Duke was appointed (minute 33/33-23).

Recommended: That the bank reconciliations for May 2022 be noted.

62/22-23. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken between February and May 2022.

Recommended: That the bank transfers undertaken between February and May 2022 be approved.

63/22-23. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation between February and May 2022.

Recommended: That the receipts and payments between February and May 2022, as per the annexed list, be approved.

64/22-23. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 May 2022.

Recommended: That the summary of accounts to 31 May 2022 be noted.

TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER'S (RFO) REPORT.

65/22-23. PLANNED PREVENTATIVE MAINTENANCE CONTRACT (3 YEARS).

In accordance with Financial Regulation 11.1 (iv), a 3-year contract renewal quotation had been supplied for the planned preventative maintenance covering the heating, plumbing and ventilation in the Council Offices/Hall and Church Road Hall. The contract is comparable in price to the previous 3-year fixed contract and allows for effective budgeting over this period.

NB. The contract can be terminated by either party giving three months' notice in writing.

Recommended: That, in accordance with Financial Regulation 11.1 (iv), the renewal of the contract for planned maintenance be agreed.

66/22-23 ACCESS CONTROL SYSTEM.

Following a recent maintenance visit from the Town Councils security contractor it had been identified that an upgrade was required to the current access control system for the Town Council offices and community hall.

The software that operates the system was no longer supported and could cause problems in the future.

The company had provided a quotation to upgrade the system and this expenditure was able to be sourced from the plant budget area within the Financial Risk Assessments for the building.

Recommended: That the purchase of an upgraded access control system for the Town Council offices, as per the quotation received, and to be funded from Financial Risk Assessments as indicated, be agreed.

67/22-23. CARD PAYMENT SYSTEM – OLD FIRE STATION CAFÉ.

Members considered the report detailing the proposal to purchase a card payment system for the Old Fire Station Community Café. This would give the café the ability to take card payments and would also resolve the issue of the current dated till faults which were unable to be repaired due to replacement parts now being obsolete.

After discussion Members agreed that a 12-month contract should be entered into and that this be reviewed at the end of this period.

Recommended: That a 12-month contract be entered into, as detailed in the report, for a card payment system for the Old Fire Station Community Café and that this be reviewed after that period.

68/22-23. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972, the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

There being no further business, the Meeting closed at 7.15 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 6 JULY 2022 at 7.00 PM

PRESENT: Councillor Lorna Cross (Chairman for the meeting)
Councillor Anita Barham
Councillor Emma Ben-Moussa
Councillor Lesley Howes

ALSO PRESENT: Martin Harding – Assistant Town Clerk / Responsible Financial Officer
PCSO Alan Mitchell – Kent Police
Billy Unsworth – Kent County Council Community Warden
X 1 member of the public

ABSENT: Councillor Peter Harman
Councillor Jay Shah

86/22-23. ELECTION OF CHAIRMAN FOR THE MEETING.

As both the Chairman and Vice-Chairman were unable to attend the meeting it was duly proposed, seconded, and agreed.

Recommended: That Councillor Lorna Cross be elected as Chairman for the meeting.

87/22-23. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

88/22-23. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Sue Butterfill, due to other commitments.

An apology for absence was received from Councillor Peter Harris, due to medical reasons.

An apology was also received from David Mote (DBC Borough Councillor – Greenhithe).

Recommended: That the reasons for absence, for the Councillors listed, be formally accepted, and approved.

89/22-23. SUBSTITUTES.

There were none.

90/22-23. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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.

91/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The ATC/RFO reminded those present that no case specific detail, names, and addresses, should be discussed during the public section of the meeting.

92/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 APRIL 2022

Recommended: That the Minutes of the Meeting held on 6 April 2022 be confirmed and signed as a true record.

93/22-23. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

PCSO Mitchell had provided the monthly update reports for March, April and May on recent activity and investigations undertaken in the areas of Swanscombe and Greenhithe.

A verbal update was provided on the continued issues of thefts from shops and the review of neighbourhood policing.

Members discussed and agreed that officers send an email to the Inspector on behalf of this committee to express how important the role of the PCSO's are within the community policing team for Swanscombe and Greenhithe.

Recommended:

1. That the report be noted and PCSO Mitchell be thanked for his attendance.
2. That officers send an email to the Inspector on behalf of this committee to express how important the role of the PCSO's are within the community policing team for Swanscombe and Greenhithe.

94/22-23. KENT COUNTY COUNCIL COMMUNITY WARDENS REPORT.

KCC Warden Unsworth gave an update on matters he had been involved with in the area, including fly tipping, water leaks, dog attacks and suspicious incidents.

Recommended: That the report be noted and KCC Warden Unsworth be thanked for his attendance.

95/22-23. **COMMUNITY SAFETY LIAISON.**

Dartford Borough Council (CSU) – Councillor Ben Moussa updated that she had attended a recent meeting with the CSU Team to discuss autism awareness.

Recommended: That those who provided reports be thanked and the information be noted.

96/22-23. **DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.**

Members were provided and discussed the up-to-date detailed analysis of crime figures for Swanscombe and Greenhithe.

Recommended: That the information be noted.

97/22-23. **DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period

There were no confidential items for discussion.

There being no further business to transact, the Meeting closed at 7.35 pm.

Signed _____
Chairman Date

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MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 19 MAY 2022 at 11.00am

PRESENT: Councillor Lesley Howes – Chairman
Councillor Anita Barham
Councillor Peter Harman
Councillor Peter Harris

ABSENT: Councillor Dr Jo Harman
Councillor Maurice Weet

ALSO PRESENT: Graham Blew - Town Clerk
Martin Harding - Assistant Town Clerk / Responsible Financial Officer

526/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

527/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Sue Butterfill due to other commitments.

An apology for absence was received from Councillor Lorna Cross due to other commitments.

An apology for lateness was submitted by Councillor Peter Harman.

Recommended: That the reason for absence, for the above Town Councillors, be formally accepted and approved.

528/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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.

529/21-22. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

530/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 23 NOVEMBER 2021.

Recommended: That the minutes from the meeting held on 23 November 2021 be confirmed and signed.

531/21-22. STAFF ISSUES.

Members were informed that the vacant position had been advertised and, after the interview process, employee 69 had been appointed with a starting date of 31 January 2021.

Recommended: That the item be noted.

532/21-22. STAFF APPRAISALS 2021 – 2022.

The Town Clerk had undertaken appraisals for all the appropriately experienced staff (ones that had passed their probationary periods), that report to him.

Recommended: That the item be noted.

533/21-22. TOWN CLERKS APPRAISAL 2021 – 2022.

Further to minute 143/20-21 members were informed that the Town Clerks appraisal was undertaken by the Chairman (Vice-Chairman was on six months dispensation from attending meetings from 28 October 2021) on 31 March 2022.

Recommended: That the completion of the Town Clerks Appraisal process for 2021 – 2022 be noted.

534/21-22. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Peter Harris and seconded by Councillor Anita Barham.

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 item of business.

535/21-22. **PAY CLAIM 2022 – 2023.**

As part of its Terms of Reference the Personnel Committee are required to:

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

The 2022 – 2023 estimates included the provision for awarding cost of living pay rises to 2.5% and a 1 SP increase.

Any pay award would be dated from 1 April 2022.

After discussion it was proposed, duly seconded and agreed;

Recommended: That a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2022.

536/21-22. **SPINAL POINT INCREASES.**

The Town Clerk re-iterated that the SP increases, detailed in the confidential report, were within the budget agreed and set out by the Town Council and were also within the Salary Bands of the Employees concerned.

As per minute 520/16-17 the Town Clerk reported the SP increase awarded and the rationale behind this.

Members considered the confidential report and after discussion it was proposed, duly seconded, and agreed.

Recommended: That the SP increase detailed in the confidential report be noted and endorsed.

There being no further business, the Meeting closed at 11.20am.

Signed: _____ Date: _____
(CHAIRMAN)

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Please ask for: Sarah Martin
Direct Line: (01322) 343432



E-mail: community.review@dartford.gov.uk

We welcome calls via Typetalk

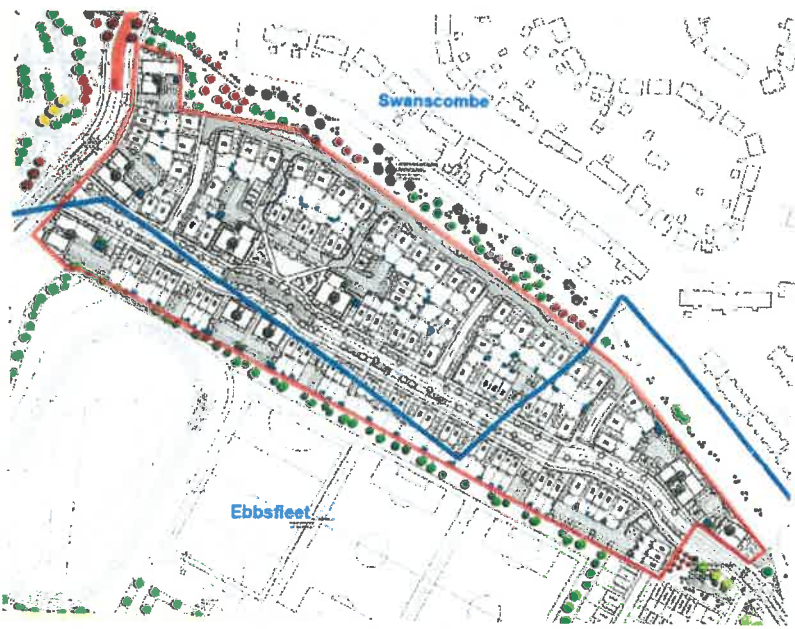
Your Ref:
Our Ref:
Date:

Dear Swanscombe & Greenhithe Town Council,

COMMUNITY GOVERNANCE REVIEW

The last Community Governance Review (CGR) was conducted in 2018 reviewing the Swanscombe and Greenhithe Town Council arrangements.

It is recognised that over time communities may expand with new housing developments. This can lead to existing parish boundaries becoming anomalous as new houses are built across the boundaries resulting in people being in different areas from their neighbours.



A new development which has been granted planning permission will create an anomalous arrangement on the Swanscombe and Ebbsfleet Ward boundary which encompasses the Town Council's Swanscombe Ward.

In these circumstances, Dartford Borough Council, as the principle council, can conduct a CGR on all or part of a parish arrangement, consulting electors and interested parties. Before completing a

Reorganisation of Community Governance Order however to make the change, permission will need to be sought from the Local Government Boundary Commission for England.

It is therefore proposed that the Electoral Provisions Sub-committee will consider if a CGR should be conducted at its next meeting before referring its recommendations to

the General Assembly of the Council on the 25 July 2022. If approved the public consultation of the CGR will commence and we will contact you again for your comments.

Please note that it is only proposed at this time we look at this boundary and not the whole of Swanscombe and Greenhithe Town Council arrangements.

Yours sincerely

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke extending to the right.

**Chief Officer and Director of Corporate Services
Dartford Borough Council**

ELECTORAL PROVISIONS SUB-COMMITTEE

30 June 2022

COMMUNITY GOVERNANCE REVIEW – SWANSCOMBE TOWN WARD

3

Ebbsfleet and Swanscombe

1. Summary

1.1 To consider whether:

- (a) a Community Governance Review should be conducted for the Swanscombe Ward area of Swanscombe and Greenhithe Town Council;
- (b) the boundaries of Swanscombe and Ebbsfleet borough wards be amended so they are coterminous and if this is endorsed, to recommend to the General Assembly of the Council that the Local Government Boundary Commission for England be asked to make an Order confirming the amendment.

2. RECOMMENDATIONS

- 2.1 That, to ensure that the town and parish council governance arrangements continue to reflect the identities and interests of the community and is effective and convenient, a Community Governance Review be conducted to consider amending the boundary of the Swanscombe Ward area of Swanscombe and Greenhithe Town Council, as delineated by a red line on the map, at Appendix B to the report.
- 2.2 That the Terms of Reference and timescale for the Community Governance Review, as detailed in Appendix C to the report, be approved.
- 2.3 That Members note that the Community Governance Review cannot make any changes to the Swanscombe Town Ward or Swanscombe and Ebbsfleet borough ward boundaries, without the consent of the Local Government Boundary Commission for England.
- 2.4 That, subject to the outcome of the Community Governance Review, the Subcommittee considers whether the boundaries of Swanscombe and Ebbsfleet borough wards should be amended so they are coterminous and if the proposal is endorsed, subject to the consultation outcome, the General Assembly of the Council be recommended to ask the Local Government Boundary Commission for England to make an Order confirming the amendment.

3. Background and Discussion

- 3.1. A Community Governance Review (CGR) is the process that can be used by the Borough Council (the 'principal council' under the Local Government and Public Involvement in Health Act 2007) to consider whether existing parish arrangements are robust, representative and provide efficient delivery of local services.
- 3.2. The Borough Council has responsibility for undertaking CGRs and is able to decide whether to give effect to recommendations made in those

ELECTORAL PROVISIONS SUB-COMMITTEE

30 June 2022

reviews. In making that decision, the Borough Council will need to take account of the views of local people before completing a Reorganisation of Community Governance Order to make the change(s).

- 3.3. The last CGR was conducted across all the parish arrangements for the borough in 2018, coinciding with a review of the Borough ward boundaries by the Local Government Boundary Commission for England (LGBCE).
- 3.4. Although a CGR can be conducted at any time, it is good practice for the Borough Council to consider conducting a review every 10-15 years. It can be helpful to undertake CGRs in circumstances such as where there have been changes in population, or in reaction to specific or local new issues e.g. over time, communities may expand with new housing developments, leading to existing parish boundaries becoming anomalous as new houses are built across the boundaries, resulting in people being in different parishes from their neighbours.
- 3.5. Appendix B to the report shows planned development which has been granted planning permission and which straddles both the Ebbsfleet and Swanscombe borough wards. This development is expected to be completed by 2025.

As shown on the map at Appendix B, the planned development is divided by the borough ward (black line). Once this development is completed, neighbouring properties on the same road would be in different borough wards with different elected representatives, with both wards falling within the Kent County Council Division of Swanscombe and Greenhithe.
- 3.6. The area of the development which falls within the Swanscombe borough ward would also be parished and form part of Swanscombe ward area of Swanscombe and Greenhithe Town Council. The Ebbsfleet borough ward is unparished, following the last CGR conducted in the area in 2018.
- 3.7. In the circumstances, the Borough Council can implement the CGR process to consider whether the existing Swanscombe Ward parish arrangements are robust, representative and provide efficient delivery of local services. The process includes consulting electors, the Swanscombe and Greenhithe Town Council and interested parties before completing a Reorganisation of Community Governance Order to make the change(s).
- 3.8. When conducting the CGR, the Borough Council should take into account community identity and interests in the area, and consider whether any particular ties or linkages might be broken by changing boundaries.
- 3.9. In the interests of effective and convenient local government, it would be sensible to consider conducting a CGR of the Swanscombe Ward area now whilst there are no electors living in the area of planned

ELECTORAL PROVISIONS SUB-COMMITTEE

30 June 2022

development and avoid confusion in the future and try to get the changes implemented before the next scheduled local election in May 2023.

- 3.10. When the previous CGR was conducted in 2018, the option for parish arrangements to remain unchanged was the preferred option of residents in Swanscombe and Greenhithe, but the situation within Ebbsfleet was very different. In Ebbsfleet, residents favoured the proposal that they be separated from Swanscombe and Greenhithe, and of those who expressed a view that one or more of the areas should be unparished, by far the greatest number emanated from Ebbsfleet. The Borough Council therefore felt at that time it was appropriate to consider new arrangements for the Ebbsfleet community and that the Ebbsfleet borough ward area be unparished.
- 3.11. In the 2018 CGR, it was identified that functions that might usually be undertaken by a parish council were being discharged by management and maintenance regimes funded by contributions from residents and it was agreed that it was difficult to see a current remit for a parish council in the Ebbsfleet area at that time.
- 3.12. Although there are historic origins in the Swanscombe area, the Ebbsfleet area is now a garden city, which has developed its own identity and character, which is distinct from its neighbouring communities, with its own borough ward representation.]
- 3.13. The whole of the planned development falls within the Ebbsfleet Development Corporation area (purple area on Appendix B) and fixing this boundary to one that is easily identifiable with Swanscombe should be considered to resolve splitting the planned development across two borough wards.
- 3.14. As a review has been conducted by the LGBCE within the previous five years, the arrangements for the parish councils in Dartford are protected and consent is required from the Chief Executive of the LGBCE before any changes are made.
- 3.15. The request to the LGBCE for related alterations to boundaries can only be made once the CGR for the Swanscombe Ward area has been completed and consultation has been held with electors, interested parties and Swanscombe and Greenhithe Parish Council. X
- 3.16. The CGR cannot make any changes to borough wards. LGBCE has advised that any requests for related alterations to boundaries of Swanscombe and Ebbsfleet borough wards so they are coterminous will have to be made by the 1 October 2022, and that there can be no guarantee that any Order will be made in time for implementation for the elections scheduled for May 2023.
- 3.17. Subject to the outcome of the CGR, the Sub-committee is recommended to consider whether the boundaries of Swanscombe and Ebbsfleet borough wards should be amended so they are coterminous and if the proposal is endorsed, subject to the consultation outcome, the General Assembly of the Council be recommended to ask the Local Government

ELECTORAL PROVISIONS SUB-COMMITTEE
30 June 2022

Boundary Commission for England to make an Order confirming the amendment.

4. Relationship to the Corporate Plan

Theme: A council performing strongly:
 Objective 2. Inform and consult residents and stakeholders about Council services.

5. Financial, legal, staffing and other implications and risk assessments*

Financial Implications	The costs of the consultation exercise will be met from within existing budgets.
Legal Implications	The Borough Council will need to resolve to make a Reorganisation Order by December 2022 for these changes to come into effect for the local government elections in May 2023.
Public Sector Equality Duty	None
Climate Impact Assessment	None
Staffing Implications	None
Administrative Implications	<p>The Electoral Management system will need to be amended and the Register of Electors republished to reflect the changes in time for the nomination registers for the May 2023 elections.</p> <p>The new parish boundaries and wards would be taken into account in the polling district and polling place review and changes made where necessary.</p> <p>The Council Tax system will also need to be updated so that the correct precept is calculated for each parish area. All other Council databases will also need to be updated to ensure that they hold the correct information, which will include planning, and property related information.</p>
Risk Assessment	No uncertainties and/or constraints

6. Details of Exempt Information Category

Not applicable

ELECTORAL PROVISIONS SUB-COMMITTEE
30 June 2022

7. Appendices

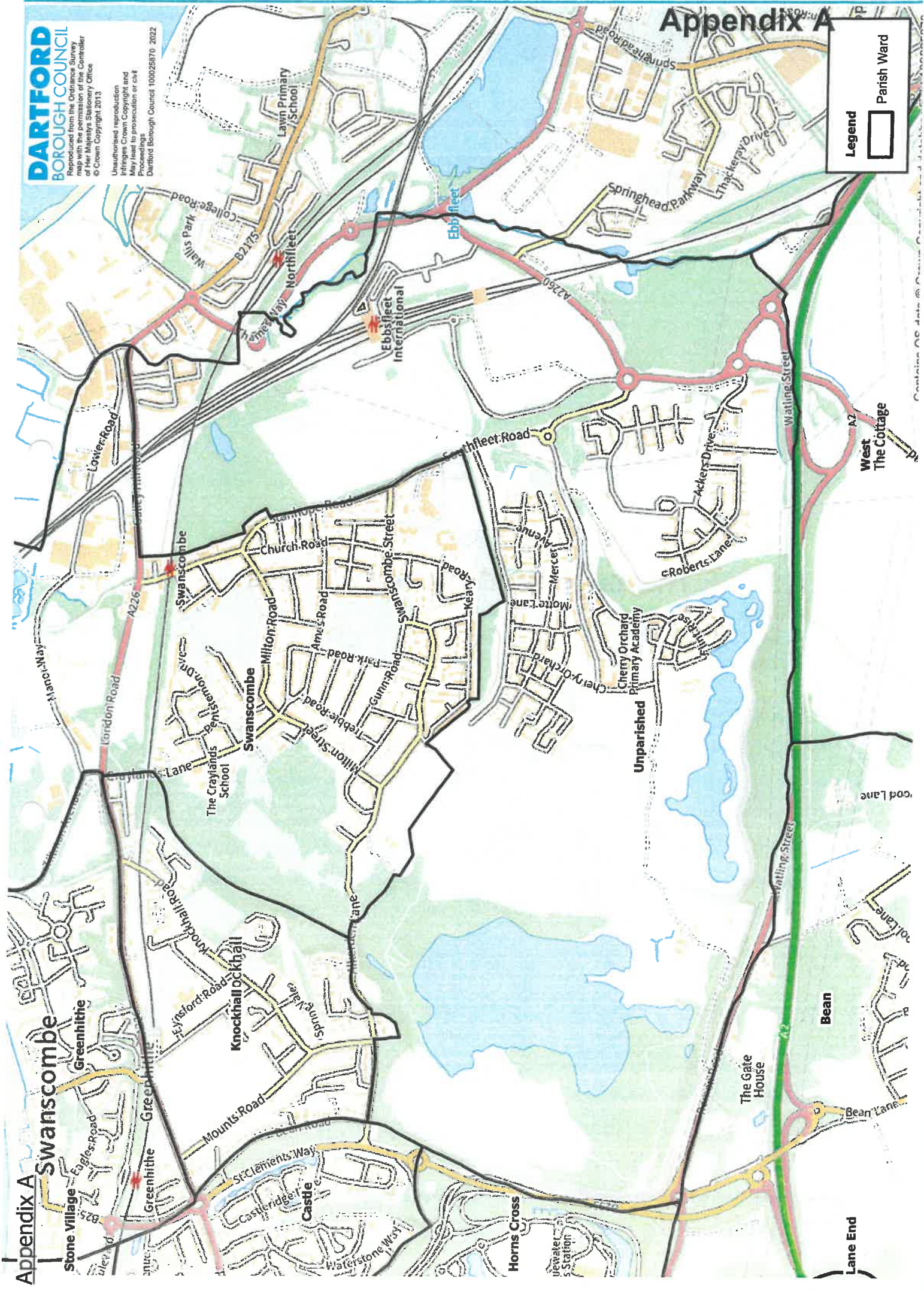
- Appendix A – Map of current boundaries
- Appendix B - Map of proposed changes boundaries
- Appendix C – CGR Terms of Reference

BACKGROUND PAPERS

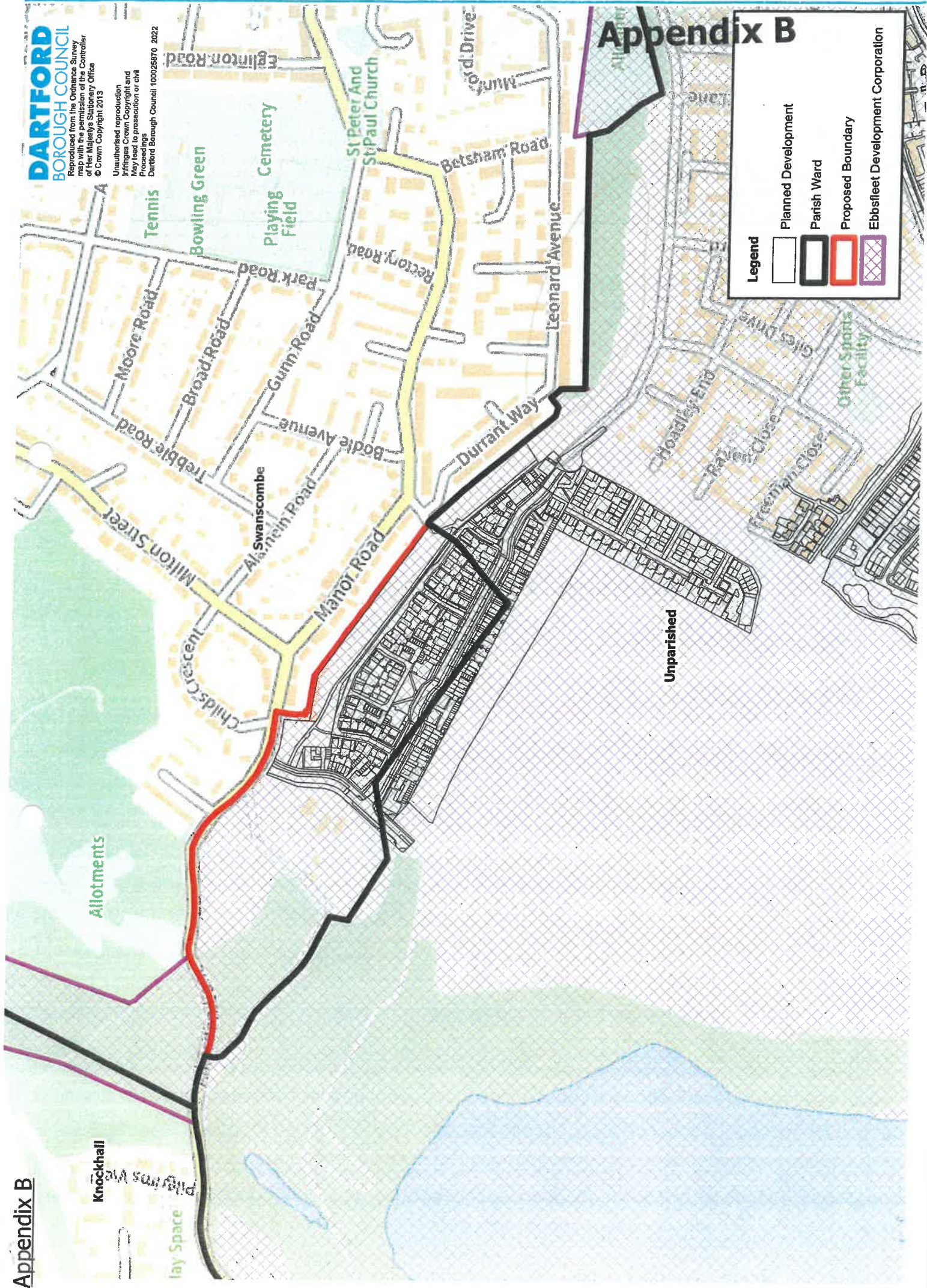
<u>Documents consulted</u>	<u>Date / File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
		Jeanette Pegler (01322) 343424	Electoral Services /Chief Officer and Director of Corporate Services	N/A

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Legend
 Parish Ward



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Knockhall

lay Space

Unparished

Other Sports Facility

Allotments

Playing Field

Bowling Green

Tennis

St Peter And
St Paul Church

Cemetery

Eglington Road

Betsham Road

Leonard Avenue

Durrant Way

Recrey Road

Gunn Road

Broad Road

Moore Road

Treble Road

Milton Street

Bodle Avenue

Alarheim Road

Manor Road

Childs Crescent

Woodley End

Raven Close

Freeman Close

Giles Drive

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General Assembly of Council with recommendations based on the responses to the consultation. The steering group will need to carry out the review impartially and objectively.

If the review concludes that changes should be made, and these are then approved by the General Assembly of the Council, then Dartford Borough Council would make and publish a Reorganisation Order to put the changes into effect. The Order may cover any matters that appear to the Council to be necessary to give effect to the Order. These may include the transfer and management or custody of property, functions, rights and liabilities and the setting of a precept if a new parish were to be created.

How does the Council propose to conduct consultations during the Review?

Before making or publicising the recommendations, the Council will take account of the views of local people. The Local Government and Public Involvement in Health Act 2007 requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review.

The Council will:

- publish a notice and these terms of reference on the Council's website;
- send a copy of the notice and these terms of reference to Members of Parliament, Kent County Council, Swanscombe & Greenhithe Town Council and Kent Association of Local Councils;
- Advertise that a Community Governance Review is being undertaken;
- Publish information on the Council's website www.dartford.gov.uk;
- Consult local government electors for the areas under review inviting responses;
- Consult other interested stakeholders and local members;
- Welcome comments from any other person or body that wishes to make representation;
- Take into account any representations received in connection with the review;
- Any petitions received during this review will be treated as a consultation response and the lead petitioner be recorded as the point of contact.

Timetable for the Review

Stage	Action	Timescale
Commencement	Terms of Reference be approved by the Electoral Provisions Sub-committee and published.	30 June 2022
Stage 1	Initial submissions are invited	1 July 2022
Stage 2	General Assembly of Council to grant delegated authority to the Chief Officer and Director of Corporate Services to seek permission from the LGBCE for any changes necessary.	25 July 2022
Stage 3	Consideration of submissions received – Draft recommendations are prepared & published	8 August 2022
Stage 4	Final Recommendations are published on Dartford Borough Council's website – concluding the review	22 August 2022
Stage 5	The General Assembly of the Council resolves to make a Reorganisation Order (subject to permission from the LGBCE)	By 1 October 2022

NB: the timetable is subject to alteration although the Review must be completed with twelve months of this publication of the terms of reference.

Reorganisation of Community Governance Orders

The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order, the maps that show the effects of the Order in detail, and the documents which set out

the reasons for the decision that the Council has taken will be deposited at the Council's Civic Offices and published on the Council's website.

How to Submit Your Views

You can submit your views via email or in writing to:

Electoral Services Manager (C1)
Civic Centre
Home Gardens
Dartford
DA1 1DR

Or via email community.review@dartford.gov.uk

Date of Publication: 30 June 2022

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11 JUL 2022

Please ask for: Jeanette Pegler

Direct Line: (01322) 343424

E-mail:
community.review@dartford.gov.uk

DX: 142726 Dartford 7
We welcome calls via Typetalk

Your Ref:

Date: 3 July 2022



Chairman
Swanscombe & Greenhithe Town
Council
The Town Council Offices
The Grove
Swanscombe
Kent
DA10 0GA

Dear Chairman,

COMMUNITY GOVERNANCE REVIEW: SWANSCOMBE WARD

Dartford Borough Council has commenced a Community Governance Review (CGR) on the boundary of Swanscombe Ward which forms part of Swanscombe and Greenhithe Town Council.

A Community Governance Review (CGR) is the process that can be used by the Borough Council (the 'principal council' under the Local Government and Public Involvement in Health Act 2007) to consider whether existing parish arrangements are robust, representative and provide efficient delivery of local services.

A new housing development has been granted planning permission which straddles the two borough wards – one is parished and forms part of the Swanscombe and Greenhithe Town Council and the other was unparished following our previously Community Governance Review conducted in 2018 (please see enclosed maps).

This development is expected to be completed by 2025 and therefore the Electoral Provisions Sub-committee has agreed that it is a practical time to undertake this review, and if necessary seek that the Local Government Boundary Commission for England to also review the borough boundaries.

As this area formed part of the review undertaken in 2018, it is protected for five years and permission will need to be sought from the Local Government Boundary Commission for England for any changes proposed the parish (Town) boundary.

The terms of reference can be found on our website and any comments can be submitted to community.review@dartford.gov.uk by the 8 August 2022.

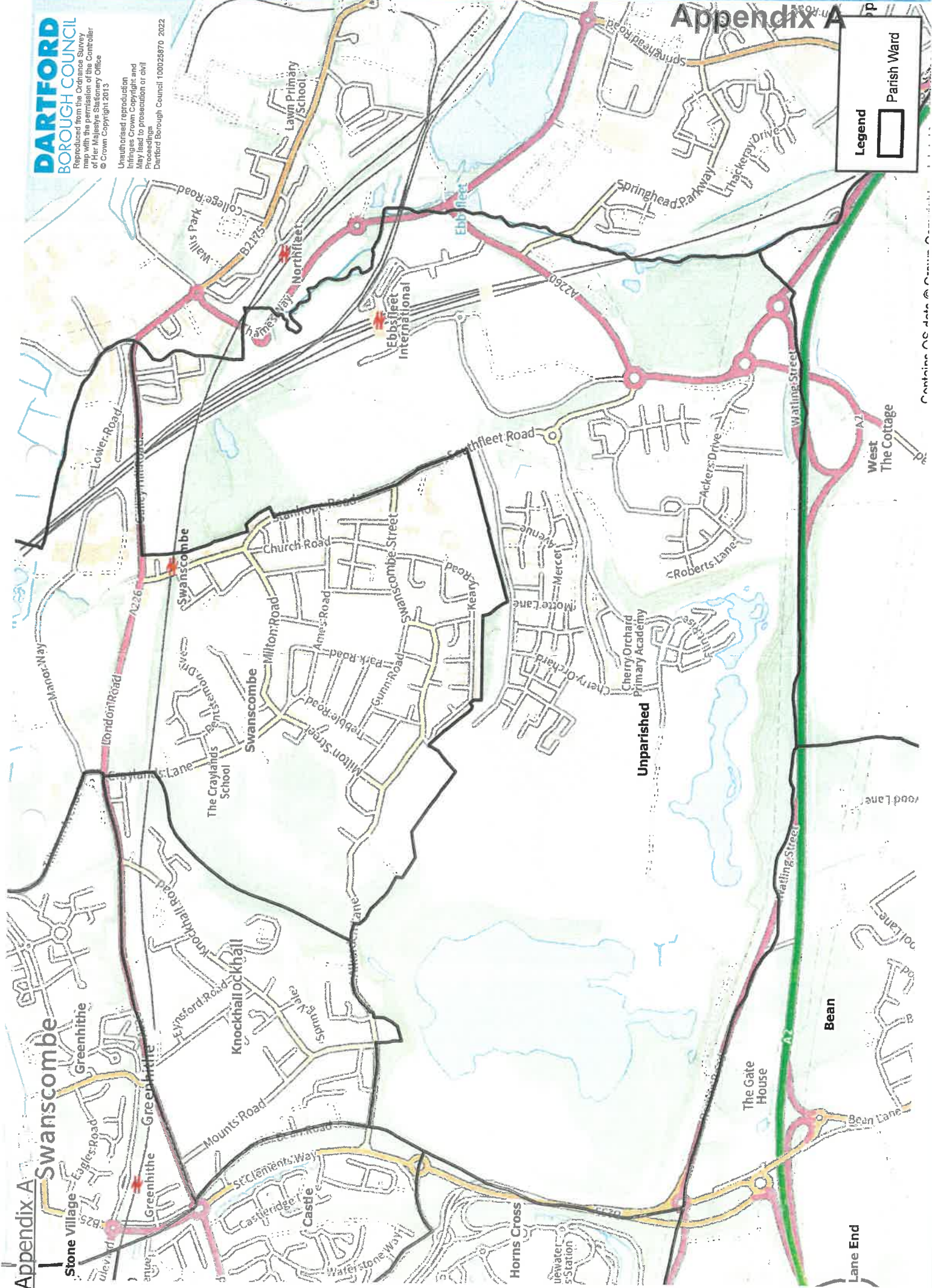
Yours sincerely

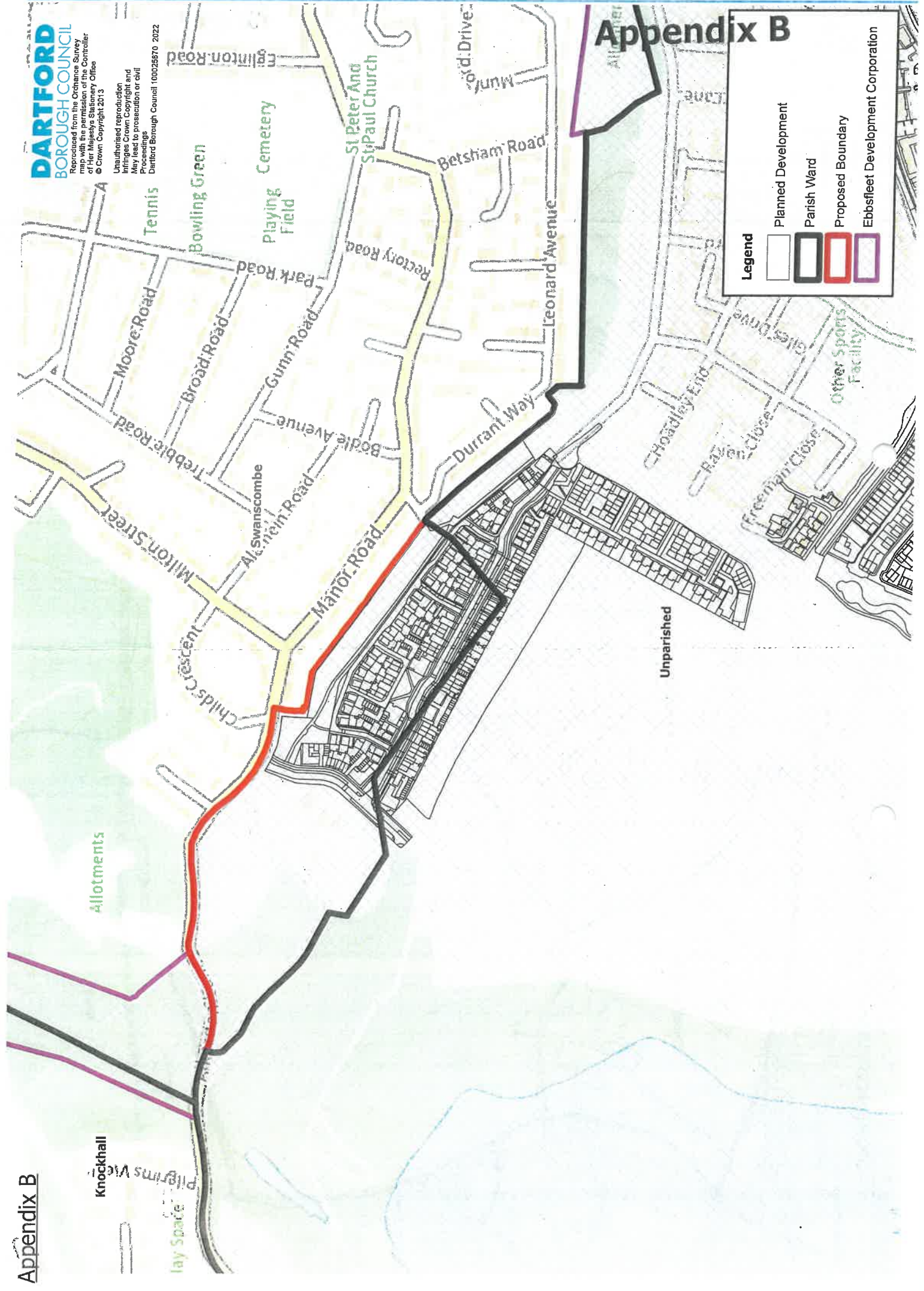
Jeanette Pegler
Electoral Services Manager

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Legend

Parish Ward





Allotments

Knockhall

Pilgrims View

lay Space

Unparished

Other Sports Facility

HARD COPY AGENDAS (p).

- **FINANCIAL IMPLICATIONS REPORT**

The following is a breakdown of the costs associated with printing and distributing agendas to members during the 2021 – 2022 municipal year.

Printing

Each agenda is printed 18 times per meeting to ensure that a copy is available for each member/officer, along with copies available for the meeting, either for members or the public. In addition, one copy is retained for the official records.

During 2021 – 2022 this cost was estimated at £316.80 which is based on a 50% split between colour and black & white printing.

N.B.

It is forecast that members changing to electronic delivery of agendas would not result in any financial saving as hard copies would still need to be available for members at the meeting (in case they do not bring their devices and in case the wi-fi fails or is not sufficient) along with copies for the public and for official record purposes.

Postage

During 2021 – 2022, 44 meetings were held that required an agenda to be distributed. The average cost of sending a set of agendas to members is £16.50 per meeting. Officers already take steps to further reduce postage costs by the following:

- Sending multiple agendas out together if meetings are close in date
- Tabling agendas at meetings the previous week, and then only posting out the copies to members that did not attend the meeting

This has brought down the overall postage cost for meetings during 2021 – 2022 to £497.00.

IT Infrastructure

At present the Town Council has Wi-Fi capability within the building but the strength of this system is limited by range from the source.

Should multiple members wish to access this to view documents from either emails or the Town Council website during a meeting, the Wi-Fi would need to be upgraded to enable this.

The annual cost of an additional broadband connection and router for the chamber would be £516.00 per year.

Recommended: To set a policy for agenda delivery methods.

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THURSDAY 19 MAY 2022

10. LAND ADJACENT TO CRAYLANDS LANE/ADJACENT TO ACCESS TO SWANSCOMBE HERITAGE PARK, SWANSCOMBE

The Board considered a report which sought authority to confirm a provisional tree preservation order, TPO No.2 2022, in respect of 19 Hornbeam trees, 6 Beech trees, 1 Lime tree and 1 Whitebeam tree located along the grass verge in-between the northern boundary of the adjacent SWCS car sales site and the access road leading to Swanscombe Heritage Park. The TPO had been requested by Swanscombe and Greenhithe Town Council, which held an underlease and tenancy arrangement for different parts of the land, due to concerns for the protection of the trees in view of the grant of outline planning permission for property development on the land immediately to the south of the group of trees. The Council's Tree Consultant had conducted an assessment of the trees as part of a Tree Evaluation Method for Preservation Orders (TEMPO) assessment resulting in a score of 15, which indicated that making a TPO in this case had merit and could be justified. It was noted that one objection to the making of the order had been received from the owner of the adjacent land which was open to potential development and details of the reasons for objection were detailed in the report. The report outlined relevant policy, amenity, and expediency considerations and the advantages of protecting the trees for the wider public benefit.

RESOLVED:

That, for the reasons detailed in the report, The Borough of Dartford Tree Preservation Order No. 2 2022 – Swanscombe Centre, Craylands Lane, Swanscombe, Kent, be confirmed.

The meeting closed at 7.21 pm

Councillor D E HUNNISETT
CHAIRMAN

CHAIRMAN'S INITIALS

5.18 As highlighted previously within this report, the expediency for the proposed Tree Preservation Order relates to the potential future development and post development pressures relating to the flatted residential scheme approved at the SWCS car sales site immediately adjacent to the said group of trees shown in Appendix A. Trees further to the west along the access road to Swanscombe Heritage Park abut a local allotment and are not under any potential or perceived threat in the near future. Therefore, there was no need to extend the proposed group of trees which form the proposed Tree Preservation Order.

6. Conclusions

6.1 A TPO is an appropriate way of ensuring that any works to the protected trees are monitored by the Council, to allow for a professional and objective opinion on the works requested and to ensure that any work undertaken to a tree is acceptable from an arboricultural point of view. This can also ensure that there would be no detrimental impact on the long term health of the trees or their visual amenity value, taking into account any health and safety issues.

6.2 Without the protection of the TPO the trees could be removed at any time and/or works carried out to the tree that may have a harmful effect on their health. I am therefore of the opinion that the TPO should be confirmed for the wider public benefit.

7. Relationship to the Corporate Plan

7.1 Not applicable.

8. Financial, legal, staffing and other administrative implications and risk assessments

HUMAN RIGHTS IMPLICATIONS

I have considered the application in the light of the Human Rights Act 1998. I am satisfied that my analysis of the issues in this case and my consequent recommendation are compatible with the Act.

Financial Implications	None
Legal Implications	The confirmation of the TPO can be challenged in the High Court (within 6 weeks of the notice of confirmation), under section 288 of the Town and Country Planning Act 1990. On the grounds that the TPO is not within the powers of the Town and Country Planning Act 1990 or the requirements of the 1990 Act or



Tree Preservation Order No 02 - 2022
 Swanscombe Centre Craylands Lane Swanscombe Kent
 DA10 0LP

DARTFORD
BOROUGH COUNCIL
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**TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (TREE PRESERVATION)(ENGLAND)
REGULATIONS 2012**

**THE BOROUGH OF DARTFORD TREE PRESERVATION ORDER
NO. 2 – 2022 SWANSCOMBE CENTRE CRAYLANDS LANE
SWANSCOMBE KENT**

THE DARTFORD BOROUGH COUNCIL

On 4 February 2022, we made the above tree preservation order. We have considered whether or not the order should be confirmed (or, in other words, made permanent).

On 19 May 2022, the Council decided to confirm the order in the interest of visual amenity of the locality. For more information about our decision, please contact Sarah Ashton, Civic Centre, Home Gardens, Dartford Kent DA1 1DR (01322 343608) sarah.ashton@dartford.gov.uk

If you want to carry out works on any protected trees, write to the Council and ask for permission, specifying the trees, what you want to do and why. It is important that you specify the work you wish to carry out clearly, especially pruning operations. In setting out your reasons for a proposal, it is also helpful if you can provide evidence to support your case (such as a professional report into the health of the tree, or in cases of alleged subsidence, a professional report on ground movement at the site). You may find it helpful to consult a tree surgeon to clarify what you need to do. The Arboricultural Association has a list of approved tree surgery contractors (telephone 01794 368717 or visit www.trees.org.uk).

If you disagree with our decision, you can challenge it by applying to the High Court under section 288 of the Town and Country Planning Act 1990. You can apply to the High Court if you believe:

- (1) the order is not within the powers of the Town and Country Planning Act 1990; or
- (2) the requirements of the 1990 Act or Town and Country Planning (Tree Preservation)(England) Regulations 2012 have not been met.

You must apply to the High Court within six weeks from the date of our decision.

Date: 8 June 2022



Head of Legal Services
Dartford Borough Council
Civic Centre
Home Gardens
Dartford
Kent DA1 1DR

155/20-21. **TREE PRESERVATION ORDER (TPO) – ACCESS ROAD, SWANSCOMBE CENTRE, CRAYLANDS LANE.**

Officers had requested information from the Planning authority regarding the possibility of having a TPO placed on the row of trees lining the access road adjacent to the Swanscombe Centre.

Members considered the response provided by the Senior Planning Officer, Development management, Dartford Borough Council (DBC).

Members disagreed with the advice provided regarding the TPO and felt that the trees in question needed to be protected from potential damage, both above and below ground. This was most prevalent in relation to the proposed neighbouring development.

Members requested officers correspond with the Senior Planning Officer (DBC), stating that, whilst the Town Council welcomed the advice regarding these trees, their preservation was important to the Town and that the Town Council would like to progress an application for a TPO.

RESOLVED:

That officers correspond with the Senior Planning Officer (DBC), stating that whilst the Town Council welcomed the advice regarding these trees, their preservation was important to the Town and that the Town Council would like to progress an application for a TPO.

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PUBLIC TOILET WORKING GROUP MEETING –
NOTES FROM 23 JUNE 2022 AT 6.15PM

AGENDA ITEM

10

Present: Cllr Emma Ben-Moussa
Cllr Lorna Cross
Cllr Ann Duke
Cllr Lesley Howes

TC 21/7/22

Apologies: Cllr Peter Harman

Also Present: Graham Blew – Town Clerk
Martin Harding – ATC/RFO

1. Members were provided with a copy of the notes from the last Working Group meeting on 3 March 2022. These were noted including the actions taken forward to this meeting.
2. Members reviewed the design and costing research undertaken by officers. The financial and staffing implications of each design were discussed, and it was noted that both eco-friendly (off-grid) toilets and modular toilets blocks were very expensive to purchase, with prices ranging from £25k to £49k.

Officers reiterated to members that the stated costs did not include any civil works to connect the units to services, and in the case of Swanscombe Park, the cost to demolish the old toilet block if that site were considered.

3. Members discussed potential locations that had a need for better access to public toilets. Members agreed that Broomfield Park would be adequately served by the proposed new Community Hub.

Members decided that the first site for consideration should be Swanscombe Park, but that the costs associated with the project would prevent this as being able to be considered before the investment in the new Community Hub at the Pavilion Site was completed.

It was unanimously agreed that a recommendation be put to the next full Town Council meeting on 21 July 2022 to defer consideration of this project until such time as the new Community Hub at the Pavilion Site is completed.

Members requested that, in the interim, officers continue to investigate any possible funding options that may facilitate this project being moved forward.

Actions to be taken:

- A. That a recommendation be put to the next full Town Council meeting on 21 July 2022 to defer consideration of this project until such time as the new Community Hub at the Pavilion Site is completed
- B. That, in the interim, officers continue to investigate any possible funding options that may facilitate this project being moved forward.

Meeting Closed: 6.30pm

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Present: Cllr Emma Ben Moussa
Cllr Lorna Cross
Cllr Ann Duke
Cllr Lesley Howes
Martin Harding – ATC/RFO

Also Present: There were none

Apologies for Absence: Cllr Peter Harman
Graham Blew – Town Clerk

Absent: There were none

Item 1.

Members were asked to review the recent 'A Right Royal Celebration Event', both in relation to its preparation and delivery.

Members felt the event had been a great success and had been well received by the community. Feedback had been given that the public were pleased with the free activities available as this made the event inclusive for all.

Members had all been approached to encourage the Town Council to host these on a regular basis.

It was agreed that whilst members wanted to hold an annual day for the community, they were mindful of the demands this placed on officers' time and resources given that the vast majority of the organising and delivery of activities had been undertaken by them.

The ATC/RFO explained that the cost of the event had been approximately £4,000, which, in the current climate, would be hard to include as an addition to future budgets.

Members discussed options for how future events could be best facilitated and agreed to put forward a recommendation to the next meeting of the Town Council that, the current budget and resources allocated to the outdoor cinema events be shared with a community day and that these be delivered on an alternating basis with a community day in 2023 – 2024, and the cinema events to follow in 2024 – 2025.

Members also agreed that the first community day should not be held in the period leading up to the election in April/May 2023.

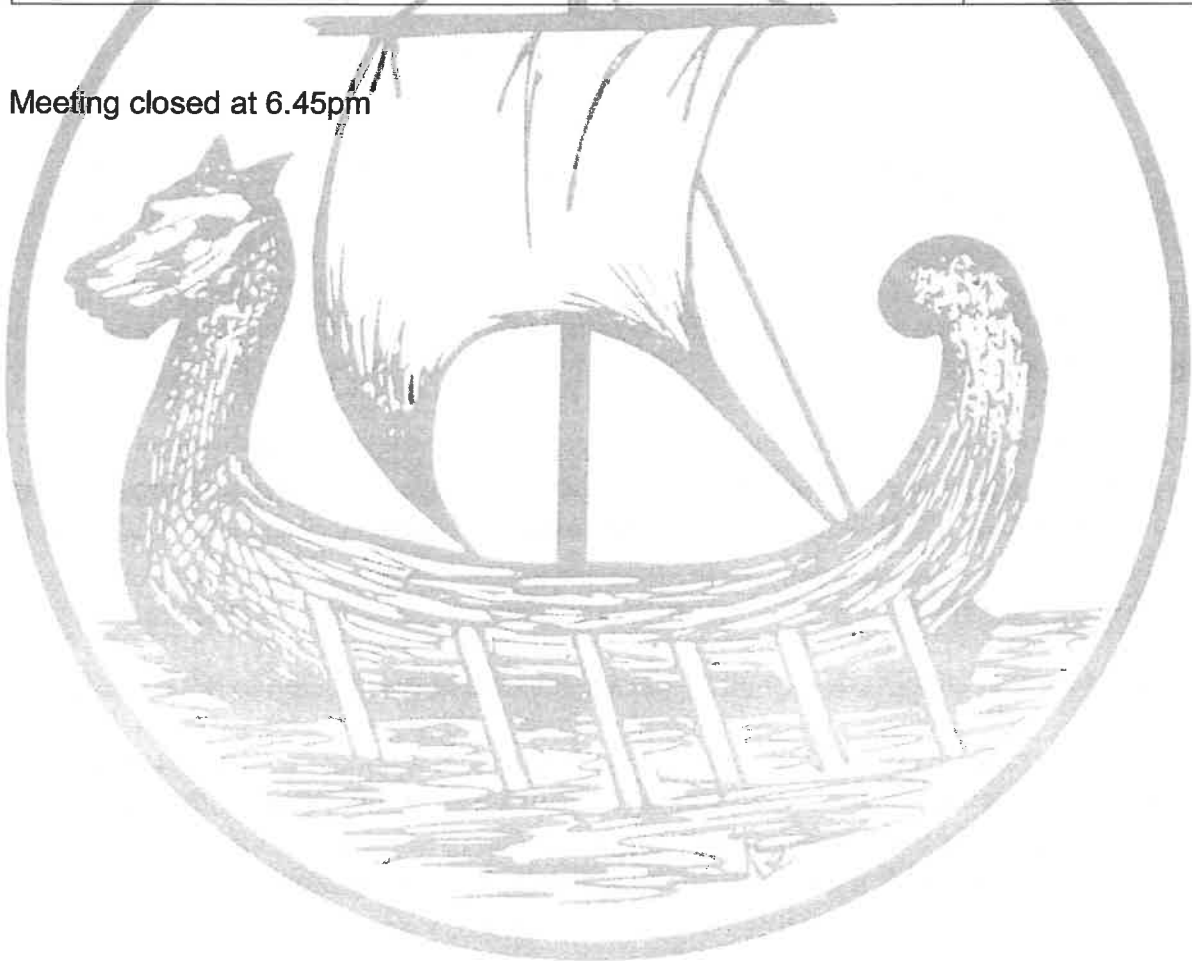
The ATC/RFO confirmed that the notes from this Working Group, along with the agreed recommendation would be put to the full Town Council meeting on 21 July 2022. If agreed, a meeting of the Working Group would then be called to begin the preparation process.

Community Event Working Group – 13 July 2022 at 6.15pm

The following actions were agreed going forward:

Action:	Tasked to:
<p>To put the notes from this meeting on the agenda for the full Town Council meeting on 21 July 2022 to recommend;–</p> <p>That the current budget and resources allocated to the Outdoor Cinema Events be shared with future Community Day Events to enable them to be delivered in alternate years. This would result in the first Community Day Event being delivered in the 2023 – 2024 financial year, with the next Outdoor Cinema Events to follow in 2024 – 2025.</p>	MH/GB

Meeting closed at 6.45pm



From: Sandie Wade [REDACTED]
Sent: 06 July 2022 14:05
To: Graham Blew
Subject: Re: 2RE: Update : Agreed: Happy to Chat/Contact Benches

[WARNING] This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Graham

I am sorry to say, that the club has decided not to progress with the project.

I still think that Happy to Chat benches are an incredibly good idea and I will bring the project back to the club at another time.

Regards

Sandie

On Wednesday, 29 June 2022, Graham Blew <graham.blew@swanscombeandgreenhithetowncouncil.gov.uk> wrote:

Sandie

I trust you are well.

Further to your email below have you had your Trustees meeting and are able to provide an update on the Happy To chat Bench ?

Yours sincerely,

Graham Blew

Town Clerk

Swanscombe & Greenhithe Town Council | Council Offices |

The Grove | Swanscombe | Kent | DA10 0GA.
Tel: 01322 385513 | Fax: 01322 385849

Having already declared a personal interest Councillors' Lorna Cross and Lesley Howes took no part in the decision of the following item.

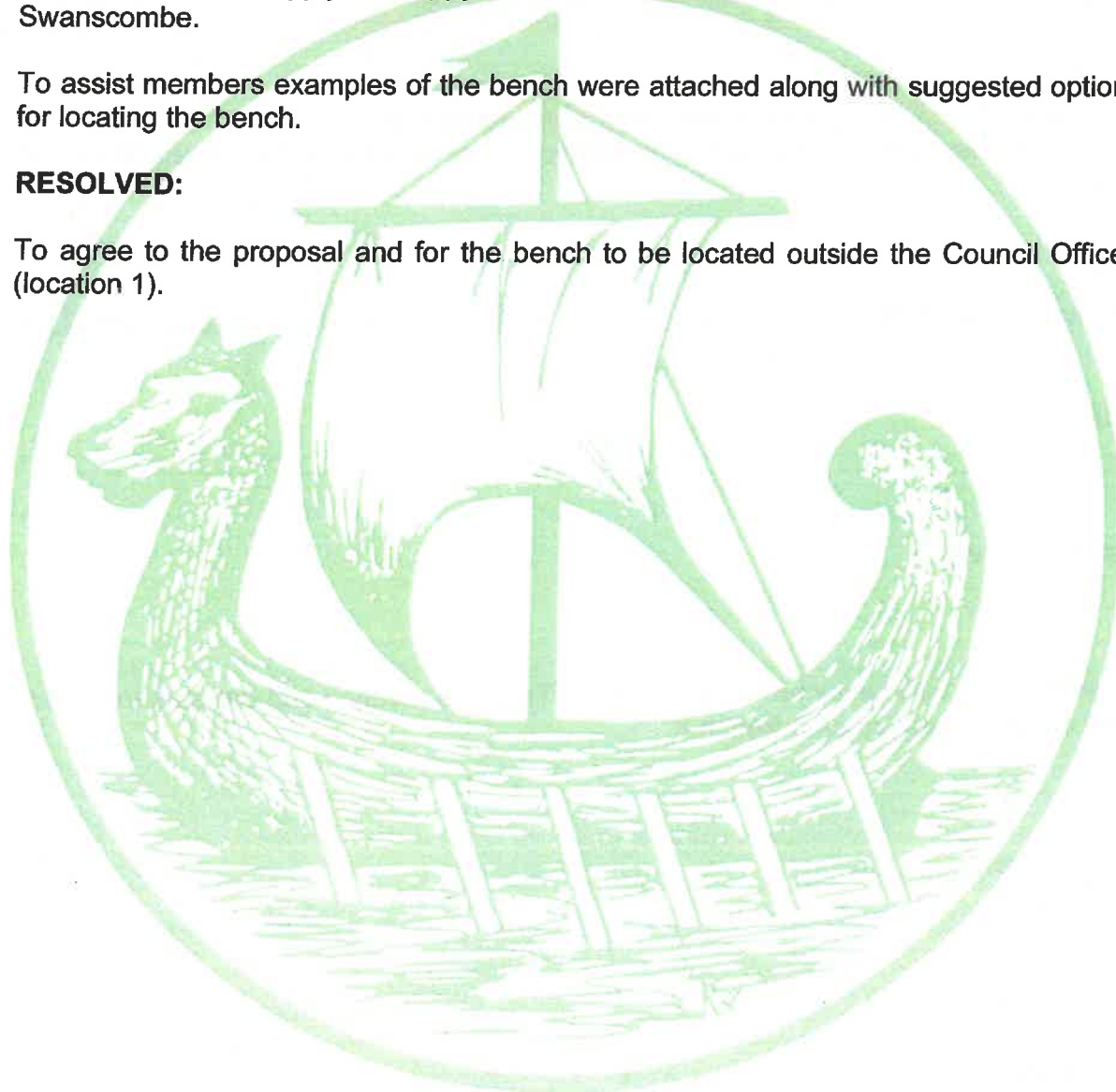
57/21-22. **HAPPY TO CHAT / CONTACT BENCH.**

The Northfleet, Ebbsfleet & Swanscombe Lions Club had approached the Town Council with an offer to supply a Happy to Chat / Contact Bench to be installed within Swanscombe.

To assist members examples of the bench were attached along with suggested options for locating the bench.

RESOLVED:

To agree to the proposal and for the bench to be located outside the Council Offices (location 1).



sit at a
**& CHATTER
& NATTER**
table

A Chatter & Natter table is where customers can sit if they are happy to talk to other customers.

who can join in?

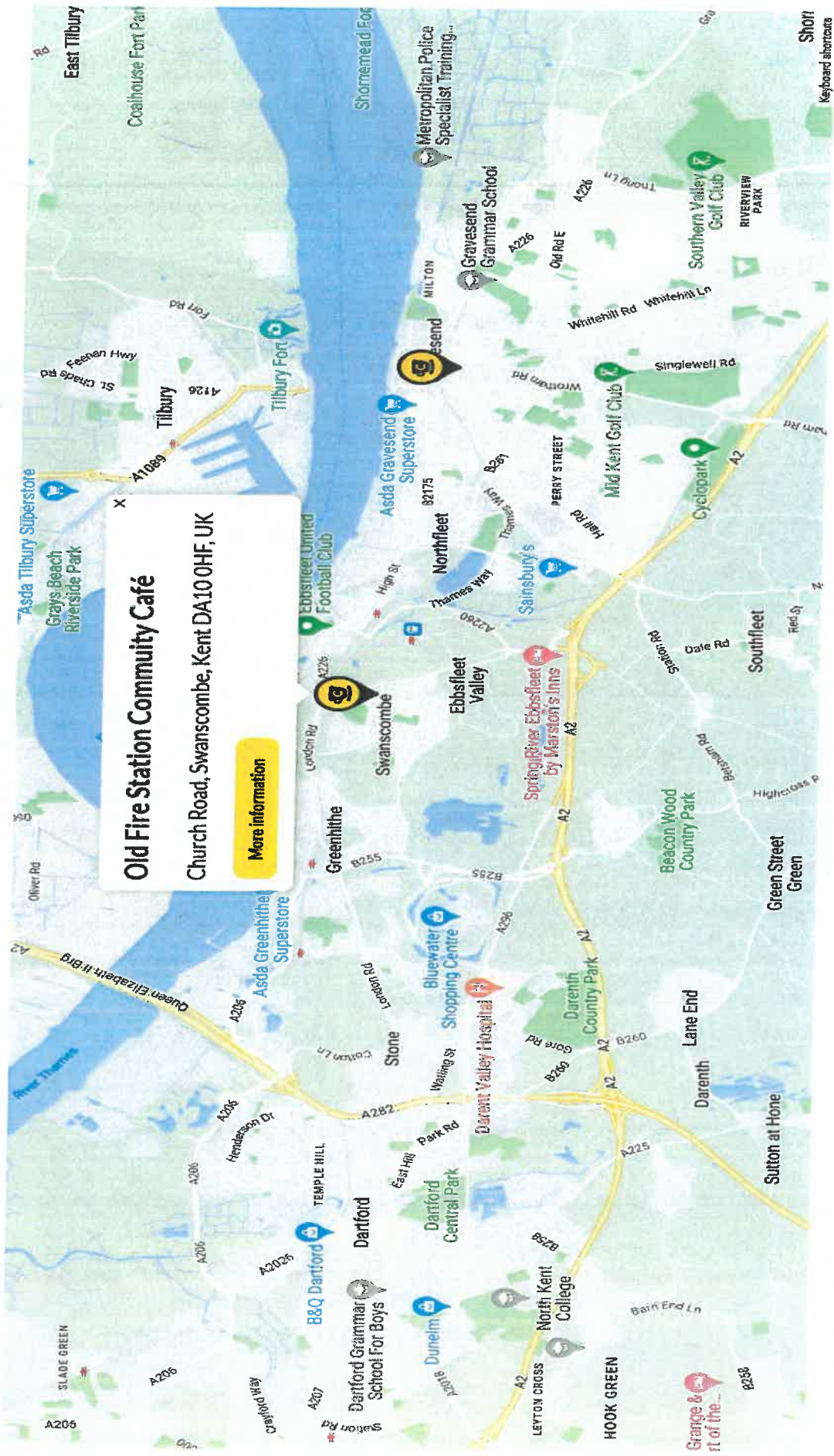
Anyone... if you're on your own, in a couple, with a friend, if you're a carer why not sit there with who you care for, mums and babies, dads and babies, grandparents and babies, young people, older people and anyone in between!

what do I do?

When you are deciding where to sit, look for the chatter & natter table and sit there! Stay for five minutes while you have your drink or longer. It's not about making friends just having good old fashioned human interaction!

For more information call **07465 966 597**
or email jenny@thechattycafescheme.co.uk

For a list of all the cafés with a Chatter & Natter table visit
www.thechattycafescheme.co.uk



Old Fire Station Community Café
 Church Road, Swanscombe, Kent DA10 0HF, UK

[More information](#)

- 7 JUL 2022

Town Council 21/7/22



SWANSCOMBE AND GREENHITHE TOWN COUNCIL
"TAKING PRIDE IN OUR TOWN"

Event Notification Form

(A)

What happens to my information?

This form is an application to undertake an event on land owned by Swanscombe and Greenhithe Town Council. Your event notification form and public liability certificate will be considered by the Town Council in order to determine whether the event can take place.

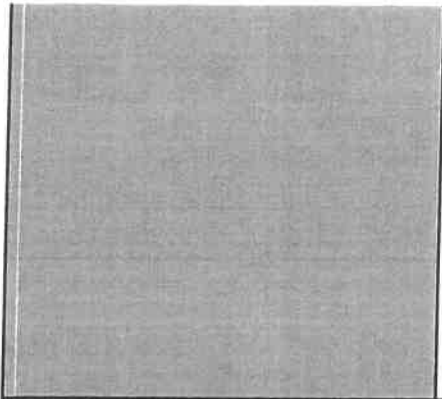
Time Limits – Any notification form would be required to be received a minimum of 14 weeks prior to any event taking place, except minor events when the required notice period will be a minimum of 4 weeks. This must enable time for the information to be considered by an appropriate meeting of the Town Council.

1. Contact Information

Name of event organiser	Claire Hill		
Organisation	Dartford Children Centre		
Registered charity	Yes No	If yes please provide number:	
Street Address	Swanscombe Children Centre, Keary Road		
Postcode	Da10 0bs		
Telephone Number	03000 417 862		
Mobile Number	07947714900		
E-Mail Address	Claire.Hill@kent.gov.uk		

2. Your Proposed Event

Event Name	Family Outreach Event			
Date(s) of event	Start date	03/08/2022	End date	03/08/2022
Proposed times of event	Start time	9am	End time	1pm
Location of event	Swanscombe Park, Park Road			
May the details supplied in 2 above be used for publicity purposes or given to interested parties?				
a) Yes No				
b) If yes, which name and contact details can we release?				
Has the event taken place before?	Yes No	If yes, please state when: August 2021		
Description of Event	<p>Dartford Children Centres would like to host a Family outreach event for the local community.</p> <p>We will be erecting a number of Gazebos (roughly 4 to 5)</p> <p>There will be activities for families to engage in</p> <p>Arts and crafts activities for children aged up to 8 years.</p> <p>Baby Corner</p> <p>Treasure Hunt</p> <p>Small assort course</p> <p>We will be sharing key messages, like change for Life, Baby Friendly incitive and our children centre sessions</p>			



What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?	50
---	----

3. Programme of Activities

Programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)	
Time	Activity
9am-10am	Set Up
10am-12pm	Activities as described above
12pm-1pm	Pack Away

4. Waste management

Will your event require the site to be cleaned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who will undertake this?		
Will your event require the use of toilets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How will these be provided?		

5. Parking

Will your event require car parking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Where will this be provided?		
How will this be managed?		

6. Utilities

Will your event require a power supply?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How will this be provided?		

7. What activities might there be at Your Proposed Event?

Please check boxes as appropriate (activities are in alphabetical order).

<input type="checkbox"/> Animals	<input type="checkbox"/> Aircraft / parachutists	<input type="checkbox"/> Archery / shooting	<input type="checkbox"/> Balloon launch
<input type="checkbox"/> BBQs	<input type="checkbox"/> Bonfires	<input type="checkbox"/> Boot Fair	<input type="checkbox"/> Carnival procession
<input type="checkbox"/> Coconut shy or other stalls	<input type="checkbox"/> Dance performance	<input type="checkbox"/> Drones	<input type="checkbox"/> Electricity
<input type="checkbox"/> Fairground rides	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Food/drink concessions*	<input type="checkbox"/> Free admission to event
<input type="checkbox"/> Gambling*	<input type="checkbox"/> Gas	<input type="checkbox"/> Hot air balloons	<input type="checkbox"/> Indoor sporting events
<input type="checkbox"/> Inflatable's / bouncy castles	<input type="checkbox"/> Lasers/strobe lighting	<input type="checkbox"/> Live entertainment* (e.g. amplified music)	<input type="checkbox"/> Lotteries/raffles* At the time of the event
<input type="checkbox"/> Lotteries/raffles* Sold before the event	<input type="checkbox"/> Market/Charity stalls	<input type="checkbox"/> Motor vehicles (including motorbikes & scooters)	<input type="checkbox"/> Plays / Films
<input type="checkbox"/> Pyrotechnics/ special effects	<input type="checkbox"/> Re-enacting groups	<input type="checkbox"/> Sale of alcohol*	<input type="checkbox"/> Sale of food or drink between 23:00 – 05:00*
<input type="checkbox"/> Sporting Events	<input type="checkbox"/> Street collections/ charity collections*	<input type="checkbox"/> Street Party	<input type="checkbox"/> Ticket Sales*
<input type="checkbox"/> Temporary Structures (i.e. Marquees, staging, gazebos)	<input type="checkbox"/> Train rides	<input type="checkbox"/> Other: Please specify	

Temporary Event Notice

All activities marked with an (*) indicate licensable activities that may require a temporary event notice, which you will need to apply for separately. A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

Licensable activities include: Sale and Supply of Alcohol
 The provision of late night refreshments to the public
 Regulated entertainment

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licenses in place.

8. Traders / Stall Holders

2.2a Details of any traders/commercial traders and charity stalls that will be at the event, please ensure that you check any safety documentation of traders (please continue on a blank sheet of paper if required)

Name of Organisation	Concession Type
Not Applicable	

9. Sale of Alcohol

If you are selling alcohol at the event, please explain below how you will manage the sale of alcohol.

Please note a Temporary Events Notice will be required.

Not Applicable

10. Catering Requirements (Food, drink, water)

For **each** catering supplier/food stall that is attending the event, please provide the following information:
Please continue on a separate sheet where necessary.

Name of Business	Not Applicable
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	
Name of Business	
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	

Notes Section / any further comments (please continue on a blank sheet of paper if required):

What happens next?

Your application will be considered by members of the Town Council at the next appropriate meeting.

The Town Council may request additional information in relation to your event.

The Town Council will require copies of a Risk Assessment for the event as well as any appropriate public liability insurances prior to the event taking place.

Name (printed)	Claire Hill
Date	07/07/2022

If you have any queries regarding completing this form please contact:
info@swanscombeandgreenhithetowncouncil.gov.uk or telephone 01322 385513

Please keep a copy of this form for your own records.

- 7 JUL 2022

Event Notification Form



**SWANSCOMBE
AND GREENHITHE
TOWN COUNCIL**
"TAKING PRIDE IN OUR TOWN"

What happens to my information?

This form is an application to undertake an event on land owned by Swanscombe and Greenhithe Town Council. Your event notification form and public liability certificate will be considered by the Town Council in order to determine whether the event can take place.

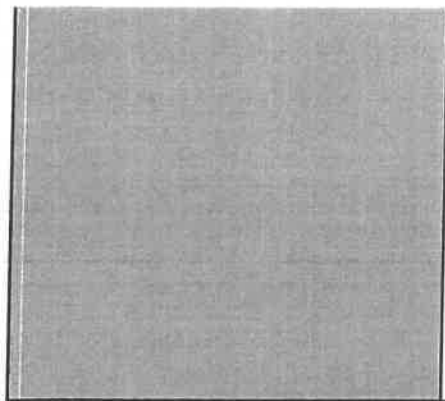
Time Limits – Any notification form would be required to be received a minimum of 14 weeks prior to any event taking place, except minor events when the required notice period will be a minimum of 4 weeks. This must enable time for the information to be considered by an appropriate meeting of the Town Council.

1. Contact Information

Name of event organiser	Claire Hill		
Organisation	Dartford Children Centres		
Registered charity	Yes No	If yes please provide number:	
Street Address	Knockhall Children Centre, Abbey Road		
Postcode	Da9 9hd		
Telephone Number	03000 417 862		
Mobile Number	07947714900		
E-Mail Address	Claire.Hill@kent.gov.uk		

2. Your Proposed Event

Event Name	Family Outreach Event			
Date(s) of event	Start date	24/08/2022	End date	24/08/2022
Proposed times of event	Start time	9am	End time	1pm
Location of event	Knockhall Park, Knockhall Road			
May the details supplied in 2 above be used for publicity purposes or given to interested parties?				
a) Yes No				
b) If yes, which name and contact details can we release?				
Has the event taken place before?	Yes No	If yes, please state when: August 2021		
Description of Event	<p>Dartford Children Centres would like to host a Family outreach event for the local community.</p> <p>We will be erecting a number of Gazebos (roughly 4 to 5)</p> <p>There will be activities for families to engage in</p> <p>Arts and crafts activities for children aged up to 8 years.</p> <p>Baby Corner</p> <p>Treasure Hunt</p> <p>Small assort course</p> <p>We will be sharing key messages, like change for Life, Baby Friendly incitive and our children centre sessions</p>			



What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?	50
---	----

3. Programme of Activities

Programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
9am-10am	Set Up
10am-12pm	Activities as described above
12pm-1pm	Pack away

4. Waste management

Will your event require the site to be cleaned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who will undertake this?		
Will your event require the use of toilets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How will these be provided?		

5. Parking

Will your event require car parking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Where will this be provided?		
How will this be managed?		

6. Utilities

Will your event require a power supply?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How will this be provided?		

7. What activities might there be at Your Proposed Event?

Please check boxes as appropriate (activities are in alphabetical order).

<input type="checkbox"/> Animals	<input type="checkbox"/> Aircraft / parachutists	<input type="checkbox"/> Archery / shooting	<input type="checkbox"/> Balloon launch
<input type="checkbox"/> BBQs	<input type="checkbox"/> Bonfires	<input type="checkbox"/> Boot Fair	<input type="checkbox"/> Carnival procession
<input type="checkbox"/> Coconut shy or other stalls	<input type="checkbox"/> Dance performance	<input type="checkbox"/> Drones	<input type="checkbox"/> Electricity
<input type="checkbox"/> Fairground rides	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Food/drink concessions*	<input type="checkbox"/> Free admission to event
<input type="checkbox"/> Gambling*	<input type="checkbox"/> Gas	<input type="checkbox"/> Hot air balloons	<input type="checkbox"/> Indoor sporting events
<input type="checkbox"/> Inflatables / bouncy castles	<input type="checkbox"/> Lasers/strobe lighting	<input type="checkbox"/> Live entertainment* (e.g. amplified music)	<input type="checkbox"/> Lotteries/raffles* At the time of the event
<input type="checkbox"/> Lotteries/raffles* Sold before the event	<input type="checkbox"/> Market/Charity stalls	<input type="checkbox"/> Motor vehicles (including motorbikes & scooters)	<input type="checkbox"/> Plays / Films
<input type="checkbox"/> Pyrotechnics/ special effects	<input type="checkbox"/> Re-enacting groups	<input type="checkbox"/> Sale of alcohol*	<input type="checkbox"/> Sale of food or drink between 23:00 – 05:00*
<input type="checkbox"/> Sporting Events	<input type="checkbox"/> Street collections/ charity collections*	<input type="checkbox"/> Street Party	<input type="checkbox"/> Ticket Sales*
<input type="checkbox"/> Temporary Structures (i.e. Marquees, staging, gazebos)	<input type="checkbox"/> Train rides	<input type="checkbox"/> Other: Please specify	

Temporary Event Notice

All activities marked with an (*) indicate licensable activities that may require a temporary event notice, which you will need to apply for separately. A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

Licensable activities include:

- Sale and Supply of Alcohol
- The provision of late night refreshments to the public
- Regulated entertainment

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licenses in place.

8. Traders / Stall Holders

2.2a Details of any traders/commercial traders and charity stalls that will be at the event, please ensure that you check any safety documentation of traders (please continue on a blank sheet of paper if required)

Name of Organisation	Concession Type
Not Applicable	

9. Sale of Alcohol

If you are selling alcohol at the event, please explain below how you will manage the sale of alcohol.

Please note a Temporary Events Notice will be required.

Not Applicable

10. Catering Requirements (Food, drink, water)

For **each** catering supplier/food stall that is attending the event, please provide the following information:
Please continue on a separate sheet where necessary.

Name of Business	Not Applicable
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	
Name of Business	
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	

Notes Section / any further comments (please continue on a blank sheet of paper if required):

What happens next?

Your application will be considered by members of the Town Council at the next appropriate meeting.

The Town Council may request additional information in relation to your event.

The Town Council will require copies of a Risk Assessment for the event as well as any appropriate public liability insurances prior to the event taking place.

Name (printed)	Claire Hill
Date	07/07/2022

If you have any queries regarding completing this form please contact:
info@swanscombeandgreenhithetowncouncil.gov.uk or telephone 01322 385513

Please keep a copy of this form for your own records.

KCC Risk Assessment Form – The 5 step approach

B

Activity / Operation/ Event: Outreach – FAMILY OUTREACH SWANSCOMBE PARK PLEASE ENSURE WHEN USING THIS GENERIC RISK ASSESSMENT, THAT YOU CONSIDER ANY ADDITIONAL		Assessment Date: 11/07/2022					
Establishment: Dartford Children's Centres		Review Date: 11/07/23					
Step 1 Identify the hazards	Step 2 Who might be harmed & how?	Step 3 What are you already doing?	Risk Rating <small>Trivial/ low / medium / high / stop</small>	Step 4 Is anything further needed?	Step 5 Action & Review		
					Action required	Responsible person	Date completed
Lifting and moving equipment	Staff – physical injury	Staff have completed Manual Handling online training	LOW	Yes	Ensure outreach activities are adequately staffed. Staffing rota to reflect this	All CC Staff	
Dog / animal Mess	Children - infection through handling/eating	Walk and clear the grass area before setting up. Nappy sacks and gloves to be available.	Med	Yes	Activity to be set up in dog free area. Staff to highlight to activity lead (responsible person) if faeces are unable to be thoroughly cleared.	All CC staff	
Hot weather	All, especially children – Sunburn, sunstroke, dehydration	Shade, and water available. Sun Safety advice available.	Low	Yes	Staff to remind parents of sun safety. Display Sun Safety Notices and refer to these when reminding parents.	All CC Staff	
Nettle stings & insect bites	All – discomfort, possible anaphylactic shock	Avoid using overgrown areas. Check area when setting up for nettles & ant nests	Low	Yes	Ensure First aid kit is available and first aider is recorded on the responsible person list	All CC staff	
Litter	All – Cuts & Trips Children – putting in mouths	Walk and clear the grass area before setting up. Black sacks available to dispose of litter.	Low	No		All Staff	

Grass/ pollen	All – Hayfever, eczema	Parents aware the event will take place in the park. Parents responsible for taking precautionary medication	Trivial	No		
Vehicles	All, especially children – collision injuries	Parents to supervise own children and to be vigilant in car parks and areas in the park where cars are authorised.	Low	Yes	Activity to be set up in gated area	
Getting lost	Children – emotional distress	Parents to supervise own children. Staff to remain vigilant.	Low	Yes	Supervision of children on the day. Everyone will be signed in and given a badge, there will be staff on gates.	Parents/ carers/staff
Structures (Gazebo / pop up signs) blown over	Children, adults struck by falling object	All Gazebos and pop ups are to be tethered to the ground using tent pegs, guy lines and weights	Low	Yes	Staff to regularly check structures are secure and in the event of strong winds consider removing / relocating them.	All CC Staff
Activities	All – cuts, falls, food allergies	Age appropriate equipment provided. Hand sanitiser available.. All EHSWs are paediatric first aid trained	Low		Ensure First aid kit & mobile phone available and first aid point designated	All CC Staff

Assessor Name(s): Claire Hill

Signature: C. Hill

Job Title: Senior Early Help Worker

Review Date: 11/07/23

Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you already doing?	Risk rating	Step 4 Is anything further needed?	Step 5 Action & Review
Spot hazards by: <ul style="list-style-type: none"> ▪ walking around your workplace ▪ asking those doing the task what they think ▪ checking manufacturers' instructions ▪ considering health hazards 	Identify groups of people, consider: <ul style="list-style-type: none"> ▪ employees ▪ temporary / agency staff ▪ contractors ▪ volunteers ▪ members of the public ▪ children (including work experience) ▪ lone workers ▪ pupils ▪ service users 	List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> ▪ guarding ▪ training ▪ procedures, safe systems of work ▪ personal protective equipment (PPE) 	Trivial, low, medium, high or stop (please see matrix below)	You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first. List: <ul style="list-style-type: none"> ▪ actions required ▪ who needs to do them ▪ by when ▪ Check actions completed

Risk rating

	Slightly harmful	Harmful	Extremely harmful
Highly unlikely	Trivial risk	Low risk	Medium risk
Unlikely	Low risk	Medium risk	High risk
Likely	Medium risk	High risk	STOP

Risk level	Action and Timescale
Trivial	No action required and no documentary record needs to be kept.
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Stop	Work should not be started or continued until the risk has been reduced to an acceptable level. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

KCC Risk Assessment Form – The 5 steps approach

Activity / Operation/ Event: Outreach – FAMILY OUTREACH KNOCKHALL PARK <small>PLEASE ENSURE WHEN USING THIS GENERIC RISK ASSESSMENT, THAT YOU CONSIDER ANY ADDITIONAL</small> Establishment: Dartford Children's Centres						Assessment Date: 11/07/2022 Review Date: 11/07/23	
Step 1	Step 2	Step 3	Risk Rating	Step 4	Step 5		
Identify the hazards	Who might be harmed & how?	What are you already doing?	Trivial/ low / medium / high / stop	Is anything further needed?	Action required	Responsible person	Date completed
Lifting and moving equipment	Staff – physical injury	Staff have completed Manual Handling online training	Low	Yes	Ensure outreach activities are adequately staffed. Staffing rota to reflect this	All CC Staff	
Dog / animal Mess	Children - infection through handling/eating	Walk and clear the grass area before setting up. Nappy sacks and gloves to be available.	Med	Yes	Activity to be set up in dog free area. Staff to highlight to activity lead (responsible person) if faeces are unable to be thoroughly cleared.	All CC staff	
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Nettle stings & insect bites	All – discomfort, possible anaphylactic shock	Avoid using overgrown areas. Check area when setting up for nettles & ant nests	Low	Yes	Ensure First aid kit is available and first aider is recorded on the responsible person list	All CC staff	
Litter	All – Cuts & Trips Children – putting in mouths	Walk and clear the grass area before setting up. Black sacks available to dispose of litter.	Low	No		All Staff	

Grass/ pollen	All – Hayfever, eczema	Parents aware the event will take place in the park. Parents responsible for taking precautionary medication	Trivial	No		
Vehicles	All, especially children – collision injuries	Parents to supervise own children and to be vigilant in car parks and areas in the park where cars are authorised.	Low	Yes	Activity to be set up in gated area	
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Activities	All – cuts, falls, food allergies	Age appropriate equipment provided. Hand sanitiser available.. All EHSWs are paediatric first aid trained	Low		Ensure First aid kit & mobile phone available and first aid point designated	All CC Staff

Assessor Name(s): Claire Hill

Signature: C. Hill

Job Title: Senior Early Help Worker

Review Date: 11/07/23

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Spot hazards by: <ul style="list-style-type: none"> ▪ walking around your workplace ▪ asking those doing the task what they think ▪ checking manufacturers' instructions ▪ considering health hazards 	Identify groups of people, consider: <ul style="list-style-type: none"> ▪ employees ▪ temporary / agency staff ▪ contractors ▪ volunteers ▪ members of the public ▪ children (including work experience) ▪ lone workers ▪ pupils ▪ service users 	List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> ▪ guarding ▪ training ▪ procedures, safe systems of work ▪ personal protective equipment (PPE) 	Trivial, low, medium, high or stop (please see matrix below)	You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first. List: <ul style="list-style-type: none"> ▪ actions required ▪ who needs to do them ▪ by when ▪ Check actions completed

Risk rating

Highly unlikely	Slightly harmful	Harmful	Extremely harmful
Unlikely	Trivial risk	Low risk	Medium risk
Likely	Low risk	Medium risk	High risk
	Medium risk	High risk	STOP

Risk level	Action and Timescale
Trivial	No action required and no documentary record needs to be kept.
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Stop	Work should not be started or continued until the risk has been reduced to an acceptable level. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

③

From: Claire Hill
Sent: 12 July 2022 09:47
To: Info
Subject: REPLY: Park Hire

Good Morning

Please find attached risk assessments for Knockhall and Swanscombe Parks.

We are requesting the use of the parks for free, we have previously used these park spaces for a family outreach events for the local community. We have KCC children centres based in Swanscombe and Knockhall.

We will be advertising in all of our children centres, families we carry out home visits to and our local partners.

All children centre staff will be attending so there will be around 15 staff at the event. All our stations will be manned, we will have signing in station so we can keep track of numbers and attendance.

We hope not to have to turn anyone away, but if numbers do reach capacity families tend to play in the park until our numbers reduce to allow other families to attend.

Kind Regards

Claire

Claire Hill | Dartford District, Senior Early Help Worker | Children, Young people and Education | Kent County Council | Oakfield Children's Centre, Oakfield Lane, DA1 2SW |



 ***Making Kent a County that works for all children.***
Please consider the envi

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AGENDA ITEM 15

Town Council 21/07/2022

REQUESTS TO USE BROOMFIELD PARK

From: K Basson

Sent: 13 July 2022 21:11

To: Martin Harding

Subject: Swanscombe Tigers Fun Day and Charity Football Match request

Good Morning Martin

Thank you for your prompt response and apologies I wasn't aware of the 14 week rule so I on behalf of the Club appreciate your willingness to put the request forward.

I will return the form tomorrow for the separate events with the Fun Day on the Sunday and the Charity match on the Bank Holiday Monday.

Regards

Kevin Basson

Chairman

Swanscombe Tigers FC

On 13 Jul 2022, at 11:12, Martin Harding wrote:

Good morning Kevin

I am surprised to receive this request as both the first section (Time Limits) of the required 'Event Notification Form', and 'Policy for the use of Parks & Open Spaces' states that any notification form would be required to be received a minimum of 14 weeks prior to any event taking place, except minor events when the required notice period will be a minimum of 4 weeks.

With this in mind I will put your request to the Town Council but am extremely concerned about making exceptions to clear / agreed procedures.

To enable your request to be considered you will need to complete the attached 'Event Notification Form' and return this immediately.

I have also enclosed the Policy for the Use of Parks & Open Spaces for your reference, and as your request relates to Broomfield Park, the designated area available as part of any hire agreement. Please ensure all of your proposed activities would fit within this space.

In your request you have asked for both a Funday and also a Charity Football match. Both are stated as for the Sunday but one mentions the 28 August and the other the

29 August. Can you clarify whether these are separate events or running on the same day.

Please ensure you provide as much detail as possible for the events in order for a decision to be made. This would also need to include your risk assessment for the activities taking place.

As already mentioned we would need this information urgently in order for a decision to be made.

Many thanks in advance.

Yours sincerely,

Martin Harding
Assistant Town Clerk / RFO

Swanscombe & Greenhithe Town Council
Council Offices | The Grove | Swanscombe | Kent | DA10 0GA
Tel: 01322 385513 | Fax: 01322 385549

From: K Basson
Sent: 12 July 2022 20:58
To: Martin Harding
Subject: Swanscombe Tigers Fun Day and Charity Football Match request

Good Morning Martin

I am contacting you to request the Councils permission for Swanscombe Tigers to use Broomfield Park on Sunday 28th August along the lines of the Fun Days we have held in the past.

In addition we would also like to request a pitch (which hopefully the Council will waive the hire fee for as they have done previously) for a Charity match on Sunday 29th August to raise funds for local and national charities.

I appreciate that there will be a number of questions to be answered and forms to be completed in respect of the above requests but the Councils agreement in principle to the above would be gratefully received.

I look forward to hearing from you.

Regards

Kevin Basson
Chairman
Swanscombe Tigers FC



*) ○ ○
AGENDA ITEM
T/C 21-7-22 16



A SURVEY ON DEMENTIA-FRIENDLY COMMUNITIES 2022

The National Association of Local Councils (NALC), alongside our partners at The University of Plymouth, Faculty of Health and Dementia-Friendly Parishes believe that local (parish and town) councils are ideally placed as the central point of communities to improve the quality of life of their community.

There is a mounting body of research that outlines the prevalence of dementia in our society and the effects that this can have on any individual; such as isolation and loneliness. This, in addition to the reduction of health services in rural communities, will be the largest health problem that our country faces. Dementia-Friendly Communities, as set up by local councils, can ensure that people living with dementia can live well in their community. And guarantee that people living with dementia have access to an active lifestyle in their community.

In 2020, NALC launched a survey to identify the work that local councils are already doing to

0 of 14 answered

barriers to this progress. Following this, NALC published the 'Dementia-Friendly Communities' guide which demonstrates the positive impact of building Dementia-Friendly Communities and provides our local councils with the tools to help them build their own.

This short follow up survey is designed to gather feedback on the usage and effectiveness of this publication. All responses will be used to further support our local councils in ensuring that people living with dementia and their families continue to be included in all aspects of community life.

Please complete this survey by **23:45 on 22 July 2022**.

If you have any questions, please get in touch with NALC at policycomms@nalc.gov.uk.

* 1. Name of your local (parish and town) council?

* 2. Contact details

Name *

Address

Address 2

0 of 14 answered

ZIP/Postal
Code

Email Address *

Phone Number

* 3. Would you be happy for us to contact you?

Yes

No

4. County association area:

5. Is your local council Dementia-Friendly?

"A city, town or village where people with dementia are understood, respected and supported, and confident they can contribute to community life. In a dementia-friendly community, people will be aware of and understand dementia, and people with dementia will feel included and involved, and have choice and control over their day-to-day lives". -The Alzheimer's Society

Yes

No

0 of 14 answered

6. Did you use the Dementia-Friendly Communities guide?

Yes

No

7. If yes, did you find the guide helpful?

Yes

No

8. Did your council formally adopt a proposal and plan to work towards becoming a Dementia-Friendly Council?

Yes

No

9. If yes, did your council identify a councillor responsible for the promotion of the Dementia-Friendly Community approach?

Yes

No

0 of 14 answered

Yes

No

11. If yes, who do you work with?

12. Has your council implemented any other actions from the guide's action planning checklist?

Identify and put in place technology and training to increase the flexibility and connectivity to your community.

Conduct an audit of current Dementia-Friendly activities in the area would identify gaps to promote awareness

Ensure all public buildings are Dementia-Friendly

Setting up a Dementia-Friendly council working group

Ensure that responses to planning applications demonstrate an awareness of dementia where appropriate.

Promoting the Alzheimer's Dementia-Friendie programme

Engage with local organisations, businesses and schools to promote an inclusive Dementia-Friendly Community

0 of 14 answered

13. What is preventing your local council from becoming Dementia-Friendly?

14. Thank you from all of us at NALC and the University of Plymouth for completing this survey. Feel free to leave any further comments below.

DONE

Powered by



See how easy it is to [create a survey](#).

[Privacy & Cookie Notice](#)

0 of 14 answered

nalc



Publications
**Dementia-Friendly
Communities**

**National Association
of Local Councils**

www.nalc.gov.uk

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Published in September 2020.

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FOREWORD

My father in law died in 2008 and for the last three years of his life suffered from ever worsening dementia. It was one of the hardest things that our family have ever had to deal with. These days, very few families do not have first or second-hand experience of the devastation that dementia can bring: confusion, memory loss, change of personality and more.

Fortunately, a great deal has been learned about coping with dementia in the past decade and many people have done excellent work in preparing our communities to better help those whom dementia strikes, often coming like a thief in the night. Although research into this condition continues and millions of pounds are rightly being invested into it, there are some steps we can all take to support those who are struggling with this condition and their loved ones and carers which are simple and affordable.

That is why I am delighted to welcome this guide. It has been forged through practical hands-on experience as well as the compilation of data from different parts of the country. It builds upon the excellent work that parish and town councils carry out every day throughout the realm and looks to provide down to earth and current advice. I am thrilled that in my constituency of South West Devon we have several Dementia-Friendly Communities and I have seen and heard first-hand what a positive difference this can make.

As technology surges forward and life becomes ever more frenetic, it is vital that we do not leave behind the elderly and frail who have made their vital contribution to our nation's social and economic prosperity. Demonstrating how all of us can better care for them in a practical way is what this guide is all about.

I salute those who have invested so much time effort and expertise in putting it together and hope that it will be of enormous benefit to every community of the United Kingdom.

Sir Gary Streeter MP

INTRODUCTION

This guide has been produced in response to NALC's 2020 Dementia Survey undertaken by local (parish and town) councils. NALC has worked collaboratively with Plymouth University Faculty of Medicine, Dentistry and Allied Health in its production. It acknowledges the contributions of Ian Sherriff, B.E.M.MA. DMS. CQSW. DipCII Faculty of Health: Medicine, Dentistry & Human Sciences, Prime Ministers Rural Dementia Challenge Group and Cllr Liz Hitchins MA, chairman of Brixton Parish Council and chairman of Dementia Friendly Parishes around the Yealm.

Throughout 2020 the effects of COVID-19 have challenged all statutory and voluntary agencies to examine how they offer support and guidance to people living with dementia and their families. Local councils, as the most local form of government, have a major role to play in interpreting government and local COVID-19 plans to ensure that people living with dementia and their families continue to be included in all aspects of community life. This guide should be read, interpreted and implemented using current government guidance and local COVID-19 management plans.

NALC signed a strategic commitment on 31 October 2017 with the Alzheimer's Society to promote Dementia-Friendly Communities across England. The key aims of that commitment are:

- To ensure that people living with dementia, their carers, families have a voice and can maintain and, where necessary, increase their social contacts within their local community.
- To develop or contribute to the development of suitable inclusive social activities and services locally for people living with dementia and their carers.
- To work in collaboration with local groups and organisations and to, recognise that local councils and county associations can and do have a key role to play in achieving this.

The 2020 Dementia Survey was issued between February and July to England's 10,000 parish and town councils to discover how many local councils are Dementia Friendly, or working towards becoming Dementia Friendly.

Research identifies the prevalence of dementia in our society and the effects it can have on a person and their family; such as increasing isolation and loneliness. These effects are some of the largest problems that our rural

INTRODUCTION

communities face. Dementia-Friendly Communities, as supported by local councils, can ensure that people living with dementia can live well in their community.

NALC and the University of Plymouth designed this survey to identify the work that local councils are already doing to assist those most vulnerable in their communities. This research provides evidence to NALC to monitor the progress of implementation of Dementia-Friendly Communities across England.

Local councils, given the leadership that they can provide, should be acting as catalysts in their communities to support other organisations to work collaboratively. Although some councils have a limited resources, all councils are in a unique position to gather people together and inspire other organisations to take this agenda forward.

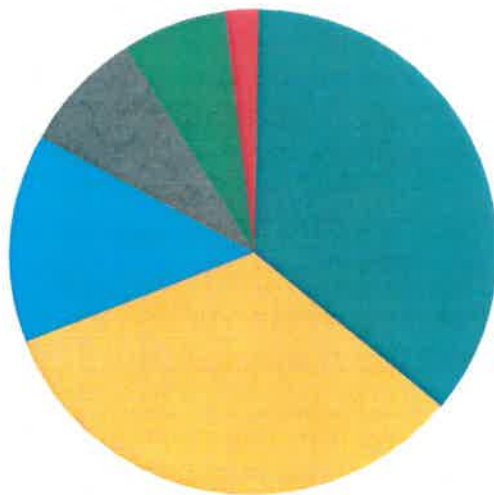
Is your local council Dementia-Friendly? A city, town or village where people with dementia are understood, respected and supported, and confident they can contribute to community life. In a dementia-friendly community, people will be aware of and understand dementia, and people with dementia will feel included and involved, and have choice and control over their day-to-day lives.¹



¹ Alzheimer's Society, 2020

INTRODUCTION

What Dementia-Friendly activities or involvement does your local council have?



- Support local organisations in providing Dementia-Friendly activities — 33%
- Support an inclusive and accessible activity group — 14%
- Challenge stigma and raise awareness around dementia — 8%
- Support people with dementia and their families — 7%
- Assist health-care bodies (e.g. your local medical centre) — 2%
- Other — 36%

Do you work with any Dementia-Friendly organisations?



YES — 48%



NO — 52%

Would your local council benefit from a Dementia-Friendly Community guide?



YES — 88%



NO — 12%

DEMENTIA-FRIENDLY COMMUNITIES

The Alzheimer's Society stated "it became evident that the "lives of people living with dementia and their carers in rural communities would be enhanced if their everyday living tasks were made easier. People living with dementia and their family carers stated that the vast majority of businesses, organisations, agencies and communities, had no perception of what life is like for people living with dementia and their carers. The challenge to all of us is how do local councils become Dementia-Friendly and, promote Dementia-Friendly Communities and how can these be sustained?".¹

Given the prevalence of dementia and the associated issues of isolation and loneliness, which have increased as a result of COVID-19, the reduction of services and the development of social prescribing schemes, rural communities are ideally placed to respond and meet the challenges to improve the quality of life for people living with dementia and their families. Research indicates that a diagnosis of dementia can result in the person withdrawing from an active lifestyle in their community. Rural Dementia-Friendly Communities ensure that people living with dementia can live well in their community.

What is a rural Dementia-Friendly Community?

An inclusive rural Dementia-Friendly Community creates an enabling environment engaging with people living with dementia, their families and carers. This makes it possible for people living with dementia to continue to be involved in all aspects of local rural life. In a Dementia-Friendly Community people with dementia have a sense of belonging and a valued part of a family, community and civic life. (Source: National Dementia Declaration 2012).

An inclusive rural Dementia-Friendly Community works to sustain and improve the quality of life for all people, particularly people living with dementia in their communities and reduce the impact of stigma, isolation and loneliness.

Rural Dementia-Friendly Communities need to be flexible, adaptable and responsive to change. It is important to ensure that people living with dementia can continue with previous activities and groups, and their involvement with local organisations, businesses, GP practices, schools, and churches, voluntary and statutory agencies.

¹ Alzheimer's Society, 2020

DEMENTIA FRIENDLY COMMUNITIES

Dementia-Friendly Community initiatives should reflect the needs of each community taking into account accessibility, affordability and acceptability. One size does not fit all!

Why do we need rural Dementia-Friendly Communities?

Dementia, as a hidden disability, is a significant health and social care challenge faced by our society. This challenge cannot be ignored. It can only be tackled through new approaches that draw on all parts of our communities. In March 2012, the then Prime Minister, David Cameron, set a challenge to deliver major improvements in dementia care and research. One of the key aims of the challenge is to raise public awareness about dementia and build inclusive Dementia-Friendly Communities.²

Furthermore, this has been exacerbated by the COVID-19 pandemic which has seen disastrous effects for people living with dementia such as a reduction in memory, change in routine which has caused high stress, panic around the use of face masks due to not being able to see people's faces, reduction in confidence, further mental and physical deterioration and a significant increase in stress for carers.

COVID-19 has prevented the usual way of communicating with people living with dementia and their families. Whilst there is no substitute for human contact, innovation and flair has dominated the way organisations and communities have had to change how they engage with people living with dementia and their families. The Alzheimer's Society and other organisations have introduced singing for memory, carers' support line, online memory café's, using various forms of technology; support telephone calls have seen a major increase. Examples of technology use include ZOOM, Facetime, Microsoft Teams, WhatsApp, telephone calls, conference calls and, Messenger. These are just some of the examples of the use of new technology in maintaining Dementia-Friendly Communities.

² Prime Minister's challenge on dementia, 2020

BUILDING INCLUSIVE DEMENTIA FRIENDLY COMMUNITIES

Rural local councils can build strong, vibrant, and resilient communities, which deliver an ever-growing, more ambitious and innovative range of activities, as well as supporting the devolution agenda and taking over more services, assets and facilities from principal (county, district and unitary) councils.

Local councils have been responding positively to the social, economic and environmental needs of communities despite limited capacity, growing demands and increasing fiscal challenges including:

- Responding to the challenge of COVID-19; such as setting up emergency response volunteer groups, using the community emergency plan to look after their communities and residents.
- Promoting the use of new technology to increase connectivity with the community.
- Supporting adult social care and the NHS through social prescribing, building inclusive Dementia-Friendly Communities and reducing loneliness and isolation through social networks and other community projects.
- Working with principal councils to provide and support discretionary and other services under threat from spending reductions such as libraries, public toilets, parks and open spaces and youth services.
- Championing their local place to influence and work in partnership with other organisations and agencies.
- Using neighbourhood planning and other tools to promote housing and sustainable communities.

ACTION PLANNING CHECKLIST

For local councils to promote inclusive Dementia-Friendly Communities the following actions should be considered:

- At a council meeting formally adopt a proposal and plan to work towards becoming a Dementia-Friendly Council.
- Identify a councillor responsible for the promotion of the Dementia-Friendly Community approach.
- Identify and put in place technology and training to increase the flexibility and connectivity to your community.
- Have the development of a Dementia-Friendly Community as a regular item on the council agenda.
- Ensure all public buildings are Dementia-Friendly — see Alzheimer's Society website or email communities@alzheimers.org.uk.
- Ensure that responses to planning applications demonstrate an awareness of dementia where appropriate.
- Engage with local organisations, businesses and schools to promote an inclusive Dementia-Friendly Community.
- As part of the council's work plan, an audit of current Dementia-Friendly activities in the area would identify gaps to promote awareness. This should be reviewed annually.
- Working groups, which include people living with dementia and their families, can be set up by the local councils to establish networks with all stakeholders to develop a Dementia-Friendly Communities and work with existing community alliances, and other councils. This can include the use of virtual technology.
- Promoting the Alzheimer's Dementia Friends programme — find out more at www.dementiafriends.org.uk.
- Ensure sustainability by considering all aspects of funding and support (in-kind) — for example, the use of council-owned buildings free of charge.
- Dementia-Friendly Community groups may vary and change over time responding to the needs and capacity of people with dementia and their families.
- It is important to consider succession planning; including where appropriate, how to build a pipeline of future volunteers.
- COVID-19 provides the opportunity for local councils to think differently in how they develop their Dementia-Friendly Communities in future by being innovative to respond to the needs of people living with dementia and their families in their community.

PROMOTING DEMENTIA FRIENDLY COMMUNITIES IN A COVID-19 ENVIRONMENT

Some issues you need to consider during your Dementia-Friendly Communities group meetings:

- What difficulties do people living with dementia and their carers face when wanting to participate and access services/activities in our local community?
- What changes can local councils and other community organisations make to resolve these difficulties to become dementia-friendly?
- What lessons can be learnt from Dementia-Friendly Communities already in place?
- How can my council develop the use of information technology to engage with its communities?
- Would a logo be helpful to identify your Dementia-Friendly Community? For example, the use of a logo in local community hotspots and on your website.
- No two communities are the same. Each Dementia-Friendly Community will be different reflecting the needs of their population.
- Small steps and changes make a big impact for people living with dementia and their families e.g. identifying someone to welcome people living with dementia and their carer to an established group.

This list will help you and your group grow to become a Dementia-Friendly Community.

CASE STUDIES

Holbeton Parish Council, Devon

Population: 600

Holbeton, is a picture-postcard South West Devon village, with 600 plus residents, many of them elderly. With two pubs, a church, local store, and primary school. It's one of five parish councils which are part of the ground-breaking community project, Dementia-Friendly Parishes around the Yealm (DFPY). This early group, now a charity, was amongst the first in the country to bring together five rural parish councils, Wembury Parish Council, Brixton Parish Council, Yealmpton Parish Council, Holbeton Parish Council and Newton & Noss Parish Council, to improve and change the lives of people with dementia, their carers and families.

Holbeton Parish Council has found it easy to become Dementia-Friendly. It didn't take a lot of money, or endless meetings, nor did they have to produce a new suite of policies, procedures and plans. All it took was a few small steps to make a big difference. Practical actions that would bring to life the DFPY mantra: "We can't change the person living with dementia but we can change the experience they have in their own community."

Most importantly, these practical steps were minuted by the parish council so that councillors could hold themselves to account.

Holbeton Parish Council's checklist:

- It already had a representative on the committee of Dementia-Friendly Parishes around the Yealm (DFPY).
- Feedback on dementia community initiatives was a regular topic at council meetings.
- Its website states a commitment to being Dementia-Friendly.
- Local businesses and organisations were already on board.
- An annual visit from DFPY to the parish council to support them moving forward

Plans for the coming year agreed and minuted by councillors (February 2020):

- To set up a dementia awareness session in the village.
- To sponsor the front page of "Holbeton News", the monthly magazine, to publicise the event.

CASE STUDIES

- DFPY Project Coordinator to attend the Holbeton Lunch & Social Club lunch in the village hall.
- To use DFPY guidance to audit the dementia friendliness of public buildings in the parish.
- To further promote Holbeton Parish as a Dementia Friendly Parish by encouraging local groups to be open, inclusive and dementia-aware

Find out more at www.dementiayealm.org.

East Peckham Parish Council, Kent

Population: 3,306

To mark the 125 anniversary, East Peckham Parish Council chose to become a Dementia-Friendly Community to support their residents and carers locally to celebrate. The parish council and our Kent County Council Community Warden investigated what we had in the village and what we needed to become dementia-friendly. We sought out people with the same thoughts and conducted some resident engagement to gain a better understanding of local needs.

To raise awareness of dementia, they have held Dementia-Friends awareness sessions and have over 190 Dementia-Friends, people of all ages and backgrounds, who can be identified by their special forget-me-not pin badges. The council-run these sessions on demand and is now looking to do these using ZOOM. Businesses too have become involved; all of the staff at the local garden centre is Dementia-Friends as is the staff at our local Village Stores, Chemist and Hair Salon.

The council has upcycled a redundant telephone kiosk by converting it into a Dementia-Friendly Information Hub and have upcycled a planter by turning into a Dementia-Friendly sensory garden with plans to install another shortly.

In October 2019, East Peckham was recognised by the Alzheimer's Society as a Dementia-Friendly Community and in November 2019, the council held an open day where the planter and information hub was officially opened by the Mayor of Tonbridge and Malling Borough Council. Representatives from the Alzheimer's Association and the chairman of the Kent Association of Local Councils also attended.

CASE STUDIES

Before COVID-19, East Peckham Parish Council was holding a monthly carers café. COVID-19 has been challenging but they have not stopped raising awareness. In June they held a socially distanced cake sale which raised £440 for the Alzheimer's Society. They also delivered 40 afternoon teas to people within their community who are carers or cared for, it was a way of the council saying that despite COVID-19 lockdown restrictions they were remembering and thinking of them. In August 2020, and to tie in with VE Day, the council held a Singing for Memories session with their local care home where the majority of residents are living with dementia. They also delivered specially made forget-me-not biscuits to their carers and cared for residents

The strategy for the near future is having more events to keep raising awareness so that more within East Peckham are Dementia Aware.

Find out more at www.eastpeckham-pc.gov.uk.

Harpenden Town Council, Hertfordshire

Population: 30,000

Harpenden is located just north of London, in Hertfordshire. The town has a population of just over 30,000 people, with approximately 17% of the population over age 65.

In summer 2019, the council established a Dementia-Friendly Harpenden Working Party with the goal of ensuring that Harpenden is a town where those living with dementia are understood, respected and included. The overall approach included increasing dementia awareness for the general public and establishing a local dementia café.

The council launched the initiative by organising a series of Dementia-Friends talks hosted by the local Alzheimer's Society Dementia Champion. These free sessions gave participants the opportunity to find out more about dementia and ways to make a difference locally, becoming Dementia-Friends at the end of the talk. The sessions are regularly booked to capacity and within the first five months of talks, the council facilitated Dementia-Friends training for 170 residents.

CASE STUDIES

The Dementia-Friends talks were also attended by council officers. The skills and information obtained in the talks have come in use by officers as they interact in person and over the phone with members of the public who live with dementia. Additionally, the council now provides dementia information and leaflets in the Town Hall Information Point and added a dementia resources page to its website, which provides updated information about dementia resources and activities.

Perhaps the most impactful aspect of the Dementia-Friendly Harpenden initiative was the creation of a dementia café in town. Harpenden Memory Lane Café was organised by the council to give those living with dementia a safe and friendly setting in which to gather. A local church kindly offered their coffee shop as a setting for the café, which takes place every other week, and the council provides complimentary cakes and hot drinks for guests. Special activities and information sessions – including talks with local organisations, nature walks, and music sessions – are planned alongside the café gatherings to give guests an option to chat casually or participate in more structured activities.

With the success of the Café and the Dementia-Friends talks, the Council is working on an action plan to continue making Harpenden a more welcoming place for people living with dementia.

Find out more at www.harpenden.gov.uk.

CONCLUSION

This guide provides an overarching framework of knowledge, ideas and recommendations to enable local councils to engage and support people living with dementia and their families.

Research shows that where local councils, rural communities and community organisation proactively engage in providing support, isolation, loneliness, stigma and despair experienced by people living with dementia and their locations reduces. This impacts positively on their health and wellbeing. COVID-19 has further exacerbated these issues, however, the use of technology and government guidance, such as social distancing, provides an opportunity to think differently about engaging with the local community.

Where local councils and their communities can act on the advice and guidance provided in this guide there is opportunity to make a major impact on the quality of life and lived experience for people living with dementia and their families in your rural communities.

This guide goes some way to identifying what local councils can do to develop a rural Dementia-Friendly Community. This will require all members of local communities to understand the needs, aspirations and the voice of people living with dementia and their families on what makes them feel a valued member of their rural community. We wish you all every success in your endeavours to become dementia friendly communities in these particularly challenging times.

FACTS AND FIGURES

Below is a list of facts and figures that demonstrates the severity of the illness and the need for a long term approach to support people with dementia and their families:

- The Alzheimer's Society COVID-19 study 2020 who surveyed, 2,000 people living with dementia and their carers during lockdown and isolation; it found that 82% of those respondents reported deterioration in their symptoms. Of those 82%, around half reported increase memory loss and difficulty concentrating, more than one in four (27%) said reading and writing had become more difficult and one in three said they had difficulty speaking and understanding speech. More than a quarter (28%) had seen a loss in the ability to do daily tasks, such as cooking and dressing.¹
- There are approximately 850,000 people in the UK living with a form of dementia. This figure is predicted to rise to 2 million by 2051.
- 1 in 3 people over the age of 65 will develop dementia.
- An increasing number of younger people between the ages of 30 to 64 are being diagnosed with a dementia.²
- About 225,000 people will develop a dementia every year (that's one every three minutes).
- A third of people living with dementia live on their own in the community.
- The total cost of dementia to the UK economy, including costs to the NHS, paid social care and unpaid care, has risen to £34.7bn and will rise further to £94.1bn by 2040.
- One in four beds in the NHS is taken by a person living with dementia.
- People with living dementia stay five to seven times longer in hospital than other patients.³
- People aged 65 and over comprise 23% of the rural population, well above the 16% of the urban population.⁴ However, in many rural areas the percentage of older people can be as high as 56% of the total population for that area.⁵
- 24% of older people in rural communities are themselves carers. Projections indicate that the number of older people in need of care will grow faster than the number of their children who might help provide it.⁶
- Current research suggests that 44,000 people, between the ages of 30-64, in the UK have an early onset dementia. This represents around 5% of

1 Alzheimer's Society, 2020

2 Alzheimer's Society, 2020

3 Alzheimer's Society, 2020

4 SORS, 2016

5 CFAS II, 2011

6 SORS, 2016

FACTS AND FIGURES

- the 850,000 people who have a diagnosis.⁷
- Lonely socially isolated people have a 64% increased chance of developing clinical dementia.⁸
- Researchers have put a financial price on an “epidemic of loneliness” - estimating it costs £6,000 per person in health costs and pressure on local services.⁹
- In rural areas the lack of public transport to access services can often result in social isolation.¹⁰

7 Alzheimer's Society, 2020

8 Holwerda et al, 2012

9 Age UK, 2019

10 SORS, 2016

FREQUENTLY ASKED QUESTIONS

Our village is of modest size, with a small population size, how can we help residents with dementia?

Your council could consider working in collaboration with local organisations, such as WI, local radio stations, schools, Faith Groups, Rural Agricultural Benevolent Institute (R.A.B.I), Community Farming Network (C.F.N), and neighbouring parishes.

How can I receive Dementia-Friendly awareness?

Contact your local Alzheimer's Society or the national Dementia-Friends session webpage to set up a dementia awareness session or a Dementia-Friends session.

Our council does not have the structure to provide a lot of direct services. How can my council help?

No matter how small your council is, every action can help. As a council you might establish a network with local stakeholders to develop your own dementia friendly community or work with existing community alliances and other councils.

We are a small council with limited funding, what practises can be put in place for our residents?

Look to work with other local community groups to become dementia friendly. Look to work with neighbouring parish councils and other local community groups to become Dementia - friendly. This collaborative approach could open up other funding opportunities. This may be an opportunity for your council to consider raising its precept

My council is considering become Dementia Friendly, how could this be integrated with other council work?

Councils work can cover a depth and breadth of subjects. People living with dementia and their families are affected by the council's policies on health and wellbeing, neighbourhood planning, isolation, and transport. Within your project planning you should include Dementia Friendly practises to ensure that future project planning is inclusive.

FREQUENTLY ASKED QUESTIONS

My council does not have any local volunteers, what should I do?

Work in partnership with existing community groups to create a network of volunteers who then can receive dementia-awareness sessions by the Alzheimer's Society. This will enable your council to help people living with dementia and their families to take an active role in their community.

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SWANSCOMBE AND GREENHITHE TOWN COUNCIL

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

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PREFACE

Some of the Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **bold type**. These Standing Orders cannot be altered.

TOWN MAYOR

The Chairman of a Town Council is entitled to use the title "Town Mayor". The title confers no additional powers on the chairman, and in particular, has no implications for his conduct in meetings.

1. MEETINGS OF THE TOWN COUNCIL.

- a) Meetings of the Town Council shall be held at the Council's offices in each year on such dates and times and at such place as the Council may direct. **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b) Smoking is not permitted at any meeting of the Council. All Council properties are No Smoking Areas.
- c) Mobile phones must be switched to silent, during all Meetings of the Council, committees and sub-committees.
- d) **Three clear days before a Meeting of the Town Council (not including the day of issue, the meeting day, a Sunday, a day of the Christmas Break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning):**
 - i) **Notice of the time and place of the Meeting shall be published at the Council's offices, which is signed by the Town Clerk, specifying the business proposed to be transacted thereat (usually in the form of an Agenda);**
 - ii) **Where a meeting is called by councillors', the Notice will be signed by those members, specifying the business proposed to be transacted thereat;**
 - iii) **The summons to attend a Meeting specifying the business to be transacted at the meeting and certified by the proper officer of the Council, shall be sent to every member of the council by an appropriate method.**
- e) Except in the case of business required by or under the Local Government Act 1972 or any other Act to be transacted at the Annual Meeting and other business brought before that Meeting as a matter of urgency in accordance with the Town Council's Standing Orders, no business shall be transacted at the Meeting other than that specified in the summons relating thereto.
- f) The minutes of a meeting shall record the names of councillors present and absent.

STANDING ORDERS

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- g) All members are required to submit apologies and the reason for absence prior to the beginning of the meeting they refer to.

2. THE STATUTORY ANNUAL MEETING.

- a) In an election year the Annual General Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and;
- b) In a year, which is not an election year, the Annual General Council Meeting shall be held on any such day in May as the Council may direct (decided at the previous Annual Meeting).
- c) In an election year, if a Member(s) are unable to return their Declaration of Acceptance of Office at the Annual General Council Meeting then the Council will need to accept that it/they can be submitted at a later date.
- d) In addition to the Statutory Annual Town Council Meeting, at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.

3. CHAIRMAN OF THE MEETING OF THE TOWN COUNCIL.

- a) The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- b) Subject to standing orders which indicate otherwise, anything authorized or required to be done by, to or before the Chairman may, in their absence be done by, to or before the Vice – Chairman (if any).

4. PROPER OFFICER.

Where a statute, regulation or order confers function or duties on the Proper Officer of the Council in the following cases, he shall be the clerk or nominated officer: -

- a) To receive declarations of acceptance of office;
- b) To receive and record notices disclosing interests at meetings;
- c) To receive and retain plans and documents;
- d) To sign notices or other documents on behalf of the Council;
- e) **To receive copies of by-laws made by another local authority;**
- f) To certify copies of by-laws made by the Council;
- g) **To sign and issue the summons to attend meetings of the Council;**
- h) To keep proper records for all Council meetings;
- i) **To facilitate inspection of the minute book by local government electors.**

STANDING ORDERS

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5. QUORUM OF THE COUNCIL.

Three Members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

- a) If a quorum is not present when the Council meets, a maximum period of 10 minutes, from the advertised start time of the meeting, can be allowed in an effort to obtain a quorum.
- b) **If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum no business shall be transacted, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.**
- c) The quorum of a sub-committee shall be one half of its members.

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6. VOTING.

- a) **All questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- b) **Voting on any question shall be by a show of hands, or, if at least two Members so request, by signed ballot. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request must be made before moving on to the next business.**
- c) **Subject to (i) and (ii) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.**
 - (i) **If the person presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the Membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.**
 - (ii) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

7. ORDER OF BUSINESS.

- a) **At each Annual Town Council Meeting the first business shall be:**
 - i) **To elect a Town Mayor of the Council;**
 - ii) **To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received;**
 - iii) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations;**
 - iv) **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received;**

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

- v) To elect a Deputy Town Mayor of the Council;
- vi) To receive the Deputy Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received;
- (vii) To appoint memberships of committees and sub-committees;
- viii) To appoint representatives to outside bodies;
- ix) To inspect any deeds and trust investments in the custody of the Council as required;

and shall thereafter follow the order set out in para (c) below;

- b) **At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.**
- c) After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
 - i) To read and consider the Minutes; provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read;
 - ii) After consideration to approve the signature of the Minutes by the person presiding as a correct record;
 - iii) **To deal with business expressly required by statute to be done;**
 - iv) To dispose of business, if any, remaining from the last meeting.
 - v) If necessary, to authorise the signing of orders for payment.
 - vi) To receive and consider reports and minutes of committees.
 - vii) To receive and consider resolutions or recommendations in the order in which they have been notified.
 - viii) To consider correspondence received by Council.
 - ix) To authorise the sealing of documents.
 - x) To answer questions from councillors.

8. URGENT BUSINESS.

A motion to vary the order of business on the grounds of urgency:

- a) May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- b) Shall be put to the vote without discussion.

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

9. RESOLUTIONS MOVED ON NOTICE.

- a) Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least five clear working days before the next meeting of the Council.
- b) The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- c) The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the Member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- d) If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other Member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- e) If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- f) Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

10. RESOLUTIONS MOVED WITHOUT NOTICE.

Resolutions dealing with the following matters may be moved without notice:

- a) To appoint a Chairman of the meeting.
- b) To approve the absences of councillors.
- c) To approve the accuracy of the minutes of the previous meeting.
- d) To correct an inaccuracy of the minutes of the previous meeting.
- e) To dispose of business, if any, remaining from the last meeting.
- f) To alter the order of business on the agenda for reasons of urgency or expedience.
- e) To proceed to the next business on the agenda.
- f) To close or adjourn debate.
- g) To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- h) To appoint a committee or sub-committee or any councillors thereto.
- i) To receive nominations to a committee or sub-committee.
- j) To dissolve a committee or sub-committee.
- k) To note the minutes of a meeting of a committee or sub-committee.

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

- l) To consider a report and/or recommendations made by a committee or a sub-committee or an employee..
- m) To extend the time limit for speeches.
- n) To exclude the press and public for all or part of a meeting.
- o) To silence or eject from the meeting a councillor or member of the public for disorderly conduct.
- p) To give the consent of the Council if such consent is required by these Standing Orders.
- q) **To suspend any Standing Order except those which are mandatory by law.**
- r) To adjourn the meeting.
- s) To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- t) To answer questions from councillors.

11. QUESTIONS.

- a) A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, provided five clear working days' notice of the question has been given to the person to whom it is addressed.
- b) No questions not connected with the business under discussion shall be asked except during the part of the meeting set aside for questions.
- c) Every question shall be put and answered without discussion.
- d) A person to whom a question has been put may decline to answer.

12. RULES OF DEBATE.

- a) No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- b) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- c) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- d) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- e) The mover of a motion or the mover of an amendment shall have the right of reply, not exceeding five minutes and no other speech shall exceed five minutes except by consent of the Council.
- f) An amendment to a motion shall be either:
 - i) To leave out words.

STANDING ORDERS

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- ii) To leave out words and add other words
 - iii) To add words.
- g) A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration..
- h) If an amendment be carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- i) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- j) The mover of a resolution or of an amendment shall have a right of reply, not exceeding five minutes.
- k) A Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- l) A Member may speak on a point of order or a personal explanation. A Member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him, which may have been misunderstood.
- m) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- n) When a resolution is under debate no other resolution shall be moved except the following:
- i) To amend the resolution.
 - ii) To proceed to the next business.
 - iii) To adjourn the debate.
 - iv) That the question be now put.
 - v) That a Member named be not further heard.
 - vi) That a Member named leave the meeting.
 - vii) That the resolution be referred to a committee.
 - viii) To exclude the public and press.
 - ix) To adjourn the meeting.
 - ex) ~~A Member shall remain seated when speaking unless requested to stand by the Chairman~~ To suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- o) A Member shall remain seated when speaking unless requested to stand by the Chairman.

STANDING ORDERS

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- p) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- q) Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide whom to call upon.
- r) Whenever the Chairman speaks during a debate all other Members shall be silent.

13. CLOSURE.

At the end of any speech a Member may, without comment, move "*that the question be now put*", "*that the debate be now adjourned*" or "*that the Council do now adjourn*". If such motion is seconded, the Chairman shall put the motion but, in the case of a motion "*that the question be now put*", only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion "*that the question be now put*" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

14. CODE OF CONDUCT.

- a) All Members must observe the Code of Conduct, adopted by the Council.
- b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forth with and without discussion. If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Town Clerk.
- d) If either of the motions mentioned in paragraph c is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.
- e) Breaches of the Code of Conduct adopted by the Council shall be dealt with by the Town Clerk, in consultation with the Monitoring Officer, Dartford Borough Council.

15. RIGHT OF REPLY.

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

16. RESCISSION / ALTERATION OF PREVIOUS RESOLUTION.

- a) A Member may, with the consent of his seconder, move amendments to his own resolution.
- b) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least three members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- c) When a special resolution or any other resolution moved under the provisions of paragraph (b) of this Order has been disposed of, no similar resolution may be moved within a further six months.

17. VOTING ON APPOINTMENTS.

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

18. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL.

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 34(a)).

19. RESOLUTIONS ON EXPENDITURE.

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance & General Purposes Committee or of another Committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance & General Purposes Committee shall report on the financial aspect of the matters).

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

20. EXPENDITURE.

Orders for the payment of money shall be authorised by resolution of the Council in accordance with Financial Regulations.

21. SEALING OF DOCUMENTS.

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) **The Council's Common Seal shall alone be used for sealing documents. It shall be applied and signed by the Town Mayor if present, or the Deputy Town Mayor, and Proper Officer in the presence of another member.**

22. SPECIAL MEETING.

- a) **The Chairman of the Council may convene a Special meeting of the Council at any time.**
- b) **If the Chairman of the Council does not or refuses to call a Special meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene a Special meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
- c) The Chairman of a committee may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

23. COMMITTEES AND SUB-COMMITTEES.

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b) **May appoint persons other than Members of the Council to any committee except for the Finance & General Purposes Committee; and**
- c) May subject to the provisions of Standing Order 23 above at any time dissolve or alter the membership of committee.
- d) The Town Mayor and Deputy Town Mayor, ex-officio, shall be voting members of every Committee and therefore unable to substitute for members of Committees.

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

- e) Every Committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.
- f) Members of the Council shall be allowed to attend any Meeting of the Town Council's Committee's or sub-committee's as Substitute for an absent Member of such committee or sub-committee (substitutes have to be nominated by the member that cannot attend) except for the Personnel Committee where no substitutes be allowed.
- g) An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

24. SUB-COMMITTEES.

- a) **Every committee may appoint sub-committees for purposes to be specified by the committee.**
- b) The Chairman and Vice-Chairman of the committee shall be Members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- c) Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee shall be one-third of its Members and a sub-committee shall be one-half of its Members.
- d) The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to committee and sub-committee meetings.

25. ADVISORY COMMITTEES – WORKING GROUPS.

- a) The Council may create advisory committees, whose name, and number of members (5) and the bodies to be invited to nominate members shall be specified.
- b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- c) An advisory committee may make recommendations and give notice thereof to the Council.
- d) **An advisory committee may consist wholly of persons who are not members of the Council.**
- e) That quorum for a Working Group to meet is 3 members.
- f) That substitutes be permitted and have to be nominated by the Working Group member that cannot attend.

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

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

26. VOTING IN COMMITTEES.

- a) Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
- b) **Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

27. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS.

A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

28. ACCOUNTS AND FINANCIAL STATEMENT.

- a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the Finance & General Purposes Committee, or by the Proper Officer for payment with the approval of the Town Mayor or Deputy Town Mayor or Chairman of the Finance and General Purposes Committee.
- c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments before the Council.
- d) The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of May.

29. ESTIMATES / PRECEPTS

- a) **The Council shall approve written estimates for the coming financial year at its meeting before the end of the month of January.**
- b) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than 30 November.

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

30. INTERESTS (ENGLAND).

- a) **If a member has a Disclosable Pecuniary Interest or Prejudicial Interest as defined by the Code of Conduct and Standing Order 43 adopted by the Council on 6 September 2012, then they shall declare such interest as per Standing Order 43. All such declarations shall be recorded in the minutes.**
- b) **The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**
- c) If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, Standing Orders 30 (a), (b) (c) and (d) shall apply as appropriate.
- d) The Clerk shall make known the purpose of Standing Order 30 (c) to every candidate.

31. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS.

- a) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this subparagraph of this Standing Order to every candidate.
- b) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c) Standing Order Nos. 30 (b) and 31 shall apply to tenders as if the person making the tender were a candidate for an appointment.

32. INSPECTION OF DOCUMENTS.

- a) A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- b) **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

33. UNAUTHORISED ACTIVITIES.

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions.

Unless authorised to do so by the Council or the relevant committee or subcommittee.

34. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS.

- a) **The press and public shall be admitted to all Meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the press and public which must be done by a resolution which shall give reasons for the public's exclusion.**
- b) The Council shall state the special reason for exclusion.
- c) At all meetings of the Council the Chairman may, at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted. Public speaking shall be limited to three minutes per person / organisation, this may be extended (if appropriate) at the Chairman's discretion.
- d) A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a councillor for an oral response or to an officer for a written response.
- e) **The Clerk shall afford to the press and public reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present.**
- f) If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.
- g) Any person who records, films, photographs, broadcasts or uses other communication methods in such a way as to be disruptive to the conduct of the meeting or the decision making process, will be asked by the Mayor or the Chairman to desist from such behaviour with immediate effect. Standing Order 34 (f) will be applied where the person fails to comply with the Mayor or Chairman's instruction.
- h) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

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STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

35. CONFIDENTIAL BUSINESS.

- a) No member of the Council or of any committee or sub-committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b) Any member in breach of the provisions of paragraph (a) of this Standing Order may be removed from any committee or sub-committee of the Council by the Council, subject to any decision made as per Standing Order 14 (e).

36. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS.

- a) A list of the scheduled meetings, as agreed at the AGM shall be sent, as way of an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.
- b) At the discretion of the Clerk a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

37. PLANNING APPLICATIONS.

The Clerk shall, as soon as it is received, keep a records of the following particulars of every planning application notified to the Council:

- i) the date on which it was received
- ii) the name of the applicant
- iii) the place to which it relates;

38. FINANCIAL MATTERS.

- a) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:
 - i) the accounting records and systems of internal control;
 - ii) the assessment and management of risks faced by the Council;
 - iii) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
 - iv) the financial reporting requirements of members and local electors and
 - v) procurement policies (subject to (b) below) including the setting of values for different procedures where the contract has an estimated value less than £25,000.
- b) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other**

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

- c) Any formal tender process shall comprise the following steps:
- i) a public notice of intention to place a contract to be placed in a local newspaper;
 - ii) a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii) a copy of the specification of works shall be added to the 'Contracts Finder' website.
 - iv) tenders are to be sent, in a sealed marked envelope, to the Responsible Financial Officer by a stated date and time;
 - v) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and/or Responsible Financial Officer and at least one Member of Council;
 - vi) tenders are then to be assessed and reported to the appropriate meeting of Council or committee.
- d) The Council, nor any committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 30 (e), 31 regarding improper activity.
- e) The Financial Regulations of the Council shall be subject to an annual review
- f) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g) **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

39. CODE OF CONDUCT ON COMPLAINTS.

The Council shall deal with complaints of misadministration allegedly committed by the Council or by any Officer or Member in such manner as adopted by the Council.

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

40. GENERAL POWER OF COMPETENCE (GPC):

- a) Before exercising the GPC, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b) The Council's period of eligibility begins on the date that the resolution above was made and the council is then required to revisit that decision and make a new resolution at every annual meeting of the council after the ordinary election that normally takes place every four years (the confirmation does NOT have to take place every year).

41. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- a) Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.
- b) A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

42. STANDING ORDERS.

- a) A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.
- b) The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- c) A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

43. INTERESTS OF MEMBERS.

- (1) **A member with a Disclosable Pecuniary Interest (DPI) or Prejudicial Interest in a matter to be considered, or being considered at a meeting must:**
 - a) **disclose the interest; and**
 - b) **explain the nature of that interest at the commencement of that consideration or when the interest becomes apparent; unless he/she has been granted a dispensation:**
 - c) **not participate in any discussion of, or vote on, the matter at the meeting; and**
 - d) **withdraw from the meeting room whenever it becomes apparent that the business is being considered; and**
 - e) **not seek improperly to influence a decision about that business.**

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022.

- (2) **Unless a dispensation has been granted where a Member with a DPI or Prejudicial Interest in a matter under discussion, chooses to participate in the discussion and vote, the Town Mayor / Chairman may refuse to count the "vote" of the member concerned, for the "vote" will have been cast illegally and cannot be considered to be a vote at all.**
- (3) **A dispensation may be granted in accordance with standing order 43(2) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**
- (4) The Town Mayor / Chairman may request that a member declare a DPI or Prejudicial Interest in a matter under discussion, and, leave the room, should he/she have reason to believe that the provisions of the Code of Conduct and / or this Standing Order are being breached. The Town Mayor / Chairman may apply the rules in Standing Order 14 relating to "code of conduct".
- (5) Where a DPI has been agreed by the Town Clerk as being a Sensitive Interest, the member need only to disclose the existence of the interest but not its nature.
- (6) **Notification of Interests**

The Town Clerk must be notified of any DPI before the end of 28 days beginning with the day a member becomes a member or voting co-opted member of the Town Council, or before the end of 28 days beginning with the day on which the Code of Conduct takes effect (whichever is the later). In addition, a member must, before the end of 28 days beginning with the day they become aware of any DPI or change to any interest already registered, register details of that new interest or change, by providing written notification to the Town Clerk.

(7) **Requests for Dispensations (Interests)**

A member's request for a dispensation must be made using the "Dispensation Request Form" and submitted to the Town Clerk not less than 1 clear working day before the meeting it is needed for. All requests for dispensation must include :

- The name of the applicant;
- The description (e.g. Disclosable pecuniary interest or other) and the nature of the interest;
- Whether the dispensation is for the member to participate in a discussion only or a discussion and a vote;

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022.

- The date of the meeting or the period (not exceeding 4 years) for which the dispensation is sought and
- An explanation as to why the dispensation is sought.

(8) Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office as Councillors / Co-opted members. Interests must be recorded and capable of audit.

(9) Members attending meetings to present petitions will declare any interests in a manner specified in this Standing Order.

44. REGISTRATION AND DECLARATION OF A GIFT, BENEFIT OR HOSPITALITY.

Any member receiving a gift, benefit or hospitality in the course of their duties as a Town Councillor, with a value of £100.00 or more should notify the full details as soon as is possible to the Town Clerk, in writing. Each gift, benefit or hospitality with a value of £100.00 or more will be reported to the next full council meeting.

45. RECORDING, FILMING, PHOTOGRAPHING, BROADCASTING AND/OR ORAL COMMENTARY BY THE PRESS AND/OR PUBLIC.

(i) **The press and public may, during the whole or part of a meeting of the Council, Committees, Sub-committees, that is open to the public:**

- (a) **film, photograph, record and broadcast the proceedings;**
- (b) **use other means for enabling persons not present at the meeting, to see or hear proceedings, as it takes place or later;**
- (c) **in writing only, report or provide commentary on the proceedings, so that the written report or written commentary is available, as the meeting takes place or later, to persons not present at the meeting.**

(ii) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

(iii) If it is resolved to exclude the press and public in accordance with Standing Order 34 (a) (b), all rights to film, photograph, record and broadcast the meeting will be rescinded and recording equipment used for the purpose of reporting the meeting, removed from the meeting room.

(iv) Where a member of the public is permitted to address a meeting, the Mayor (in the case of a meeting of the Council) or Chairman (in the case of a meeting of a Committee, Sub-committee), will ask the individual to give their express permission to being filmed, recorded, photographed or appear in a broadcast. Where permission is refused, the Mayor or Chairman will instruct that, whilst the person is addressing the meeting, any recording, filming, photographing, broadcast or the use of other communication methods, cease with immediate effect. Failure of any person to comply with this instruction will be deemed to constitute disruptive behaviour in accordance

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022.

with para.5 of the Policy on Recording, Filming, Photographing and Broadcasting Swanscombe and Greenhithe Town Council Meetings.

- (v) in the event that the activity is carried out in a manner that disrupts and/or interferes with the proper conduct of the meeting, the Mayor or the Chairman may at any time withdraw consent to film, record, photograph, broadcast or to the use of other communication methods. The Mayor or Chairman's ruling is final.

46. MANAGEMENT OF INFORMATION & DATA PROTECTION

a) The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

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b) The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

c) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

d) Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

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e) In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

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f) The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

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g) The Council may appoint a Data Protection Officer.

h) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.

i) The Council shall have a written policy in place for responding to and managing a personal data breach.

j) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its meeting on 10 Feb 2022..

- j) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- k) The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- l) The Council shall maintain a written record of its processing activities.





SWANSCOMBE AND GREENHITHE TOWN COUNCIL
FINANCIAL REGULATIONS

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These Financial Regulations were reviewed by the full Council at its Annual General Meeting held on 5 May 2021, minute 18/ 21-22.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations¹.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the ~~power of well-being~~ General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of (Statutory Instrument 2015 No. 234) the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Town Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council the Finance and General Purposes Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by (Statutory Instrument 2015 No. 234) the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and General Purposes Committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items ~~between over~~ £25,000 ~~and~~ £5,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year by the Personnel Committee and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £1,000 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Finance and General Purposes Committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or the Finance and General Purposes Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Finance and General Purposes Committee Meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes Committee;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or the Finance and General Purposes Committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £35,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or the Finance and General Purposes Committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or the Finance and General Purposes Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the Finance and General Purposes Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committees shall be signed by two member(s) of council, and countersigned by the Town Clerk or ATC/RFO in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance and General Purposes Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and the RFO or the Clerk and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two members of council and countersigned by the RFO, the Clerk, or the Administration Assistant are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than

in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two members of council and by the RFO, or the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and General Purposes Committee. Transactions and purchases made will be reported to the Finance and General Purposes Committee and authority for topping-up shall be at the discretion of the Finance and General Purposes Committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and the RFO and shall be subject to automatic

payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain as petty cash float of £250 for administration, £250 for the parks department and £350 for the Old Fire Station Cafe for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or other relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (~~confidential cash book~~). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or

- d) by any person authorised under ~~Audit Commission Act 1998~~ the Accounts and Audit Regulations, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in

accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall be subject to Standing Order 39.
- i. When it is to enter into a contract of less than £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply) taking into account paragraph c above; where the value is below £5,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- j. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

- I. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive [2014/24/EU](#)²⁰¹⁵ (which may change from time to time)³.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk and RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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