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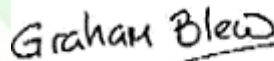
# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## SUMMONS & AGENDA

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

**Tuesday 14 July 2020 at 2.00pm**

This will be conducted as a virtual meeting using Zoom.



Graham Blew  
Town Clerk

Dated: 9 July 2020

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 20 onwards.

This virtual meeting will be conducted via Zoom. Should any member of the public or outside organisation wish to gain access to this online meeting then please email [info@swanscombeandgreenhithetowncouncil.gov.uk](mailto:info@swanscombeandgreenhithetowncouncil.gov.uk) for the access code and link.

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.



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## A G E N D A

### A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive and accept apologies for absence.
2. Declarations of interest in items on the Agenda.

***At the Chairman's discretion the meeting will be adjourned at this point to accept questions from the public.***

3. To approve the Minutes of the Meeting held on 20 February 2020 (p).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).

**5. TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p):**

- Planning, Major Developments, Transportation & the Environment Committee – 26 February 2020 and 18 March 2020.
- Recreation, Leisure & Amenities Committee – 19 March 2020.
- Finance & General Purposes Committee – 5 March 2020.
- Community Safety Committee – 12 February 2020.
- Executive & Emergency Committee – 20 March 2020.
- Heritage Sub-Committee – 25 February 2020.

**6. THE PASSING OF FORMER TOWN COUNCILLOR BRYAN READ.**

Members are asked to join the Town Mayor and Officers in conducting a minutes silence to honour former Town Councillor Bryan Read who sadly passed away on 26 March 2020.

**7. RE - APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2020 – 2021.**

Members are asked to agree to the re-appointment of Mr Lionel Robbins as Independent Internal Auditor for the year 2020 – 2021.

**Recommended:** To agree to the re-appointment of Mr Lionel Robbins as the Internal Auditor for the year 2020 – 2021.

**8. ANNUAL INTERNAL AUDIT REPORT 2019 – 2020 (p).**

The Internal Auditor completed the internal audit of the Town Council's records for 2019 – 2020 on 24 May 2020 and the report from this is attached.

**Recommended:** That the item be noted.

**9. ANNUAL RETURN FOR YEAR END 31 MARCH 2020 – GOVERNANCE STATEMENT (p).**

Please find attached Section 1 of the annual return, requested by the External Auditor (PKF Littlejohn LLP), for the year end 31 March 2020 for approval.

**Recommended:** That Section 1 of the annual return for the year end 31 March 2020 be approved.

**10. ANNUAL RETURN FOR YEAR END 31 MARCH 2020 - ACCOUNTING STATEMENTS (p).**

Please find attached Section 2 of the annual return, requested by the External Auditor (PKF Littlejohn LLP), for the year end 31 March 2020 for approval.

**Recommended:** That Section 2 of the annual return for the year end 31 March 2020 be approved.

**11. BALANCE SHEET FOR YEAR END 31 MARCH 2020 (p).**

Please find attached the balance sheet for the year end 31 March 2020 for approval (as indicated this has been signed off by the Independent Internal Auditor, 24 May 2020).

**Recommended:** That the balance sheet for the year end 31 March 2020 be approved.

**12. ANNUAL GENERAL MEETING OF THE TOWN COUNCIL.**

On the 4 April 2020 the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations came into force.

This legislation brought into effect the following key points:

- Enabling Parish and Town Council meetings to be held remotely
- Suspending the requirement for Town Councils to hold an Annual General Meeting before 7 May 2021
- Enabling all current appointments (Town Mayor, Chairman and membership of committees) to continue unchanged until 7 May 2021 or such time as the Parish or Town Council decides to change these.

Following consultation with the Town Mayor and Deputy Town Mayor the decision was made to suspend holding an Annual General Meeting until May 2021.

This would mean that all current appointments and committee structure remain unchanged until the Annual General Meeting is held.

**Recommended:** To note and endorse the decision to suspend the holding of an Annual General Meeting until May 2021.

### 13. RESUMPTION OF TOWN COUNCIL MEETINGS (p).

Further to item 12 and in consultation with the Town Mayor and Deputy Town Mayor a decision was made to resume Town Council meetings, remotely, but as a single monthly full Town Council meeting.

This meeting process would work alongside the existing delegated authority granted under Section 101 (1) of the Local Government Act 1972. This would enable the Town Clerk, in consultation with the Town Mayor and Deputy Town Mayor, to make any time critical decisions requiring a decision prior to the next monthly meeting.

Members are asked to note and endorse this decision and agree to the attached schedule of meetings for the remainder of 2020 – 2021.

**Recommended:**

1. To note and endorse the decision to conduct monthly full Town Council meetings.
2. To agree to the continuation of delegated authority to the Town Clerk, in consultation with the Town Mayor and Deputy Town Mayor, to make any time critical decisions.
3. To agree to the schedule of monthly meetings.

### 14. SPECIAL TOWN COUNCIL AWARD 2020 – 2021.

A suggestion has been proposed to amend the Town Councils Recognition Award scheme to look at specific examples of community work undertaken during the COVID-19 pandemic.

Members are asked to consider how this award process could be undertaken and when any award would be made.

The existing recognition award scheme requires nominations by 31 March each year, with the final award being made at the Annual Open Town Meeting.

Its existing Panel for 2020 – 2021 is made up of the following Councillors:-

1. Councillor Peter Harman (Town Mayor) – Greenhithe Ward
2. Councillor Lesley Howes (Deputy Town Mayor) – Knockhall Ward
3. Councillor Sue Butterfill – Greenhithe Ward
4. Councillor Maurice Weet – Knockhall Ward
5. Councillor Lorna Cross – Swanscombe Ward

**Recommended:** To discuss and advise accordingly.



## 15. CORPORATE TREE PLANTING.

Further to the successful tree planting even undertaken in February 2020 between North West Kent Countryside Partnership and Optimum Power Solutions, another request has been received from these two organisations to plant more trees in the Swanscombe Heritage Park.

At present, subject to government guidance, this is proposed for November / December this year. This would be planting approximately 100 saplings to continue the new woodland area within the site.

Members are asked to approve this project as the landowners of the Swanscombe Heritage Park.

**Recommended:** To discuss and advise accordingly.

## 16. REPORTS OF OUTSIDE REPRESENTATIVES.

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

### 16.1 Whitecliffe Community Liaison Group (WCLG)

Councillor Peter Harman is the Town Councils representative on the WCLG. As previously agreed the agenda and minutes from the 12 May 2020 meeting are available for inspection.

### 16.2 London Resort Community Liaison Group (LRCLG)

Councillor Peter Harman is the Town Councils representatives on the LRCLG. As previously agreed the agenda for the 25 June 2020 meeting is available for inspection.

### 16.3 North West Kent Volunteer Centre (NWKVC)

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

### 16.4 Ingress Park (Greenhithe) Management Limited (IPGM)

Councillors' Peter Harman and Peter Harris are the Council's representatives on IPGM. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

## 17. DECISIONS, RESPONSES & FINANCES – LOCKDOWN (p).

Attached for member's consideration are the following:

- Decisions and activities undertaken during the period of lockdown to date.
- Planning applications, responses and decision notices during the period of lockdown to date.
- Financial payments made and approved with the Chairman of the Finance & General Purposes Committee during the period of lockdown to date.

**Recommended:** To note and endorse the decision, planning responses and finances discharged during the period of lockdown to date.

**18. DECISIONS, RESPONSES & FINANCES – LOCKDOWN (p).**

Attached for members information is the current return to work plan prepared by officers for the remaining services within the Town Council.

**Recommended:** To note.

**19. EXCLUSION OF THE PRESS AND PUBLIC.**

TO RESOLVE: 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 press and public leave the meeting during consideration of the following item.

**20. INFORMAL MEETING WITH CAMLAND / EBBSFLEET DEVELOPMENT CORPORATION (EDC) (p).**

Further to minutes 202/18-19 (Recreation, Leisure & Amenities Committee 20 September 2018), 538/18-19 (Recreation, Leisure & Amenities Committee 21 March 2019) and 111/19-20 (Recreation, Leisure & Amenities Committee 20 June 2019), a further informal meeting was held with Camland and representatives from EDC.

The confidential notes from this meeting, 18 June 2020, are attached for members' information.

**Recommended:** That the item be noted.

**21. COVID-19 – FINANCIAL IMPLICATIONS AND REQUESTS (p).**

Please find attached the confidential report for this item.

**Recommended:** To discuss and advise accordingly.



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Swanscombe and Greenhithe Town Council Website:  
<http://www.swanscombeandgreenhithe town council.gov.uk>





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