



NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2018 – 2019.

COMMITTEES:

❖ **COMMUNITY SAFETY COMMITTEE (CSC) – 12 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor P C Harris
Vice-Chairman:	2.	Councillor Mrs L Manchester
Sub-Committee	3.	Councillor Mrs A E D Barham
Members:	4.	Councillor Mrs S P Butterfill
	5.	Councillor Ms L M Cross
	6.	Councillor P M Harman
	7.	Councillor Ms L C Howes
	8.	Councillor Mrs M B Kelly
	9.	Councillor D J Mote
	10.	Councillor B R Parry
	11.	Councillor A S Reach
	12.	Councillor B E Read

❖ **RECREATION, LEISURE & AMENITIES COMMITTEE (RLA) – 12 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor K G Basson
Vice-Chairman:	2.	Councillor P M Harman
Committee	3.	Councillor Mrs A E D Barham
Members:	4.	Councillor Mrs S P Butterfill
	5.	Councillor Ms L M Cross
	6.	Councillor Ms L M Hall
	7.	Councillor J A Hayes
	8.	Councillor Ms L C Howes
	9.	Councillor Mrs M B Kelly
	10.	Councillor D J Mote
	11.	Councillor B R Parry
	12.	Councillor B E Read

❖ **FINANCE & GENERAL PURPOSES COMMITTEE (FGP) – 12 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Ms L C Howes
Vice-Chairman:	2.	Councillor Mrs S Butterfill
Committee	3.	Councillor Mrs A E D Barham
Members:	4.	Councillor K G Basson
	5.	Councillor Ms L M Cross
	6.	Councillor P M Harman
	7.	Councillor P C Harris
	8.	Councillor K M Kelly
	9.	Councillor Mrs L Manchester
	10.	Councillor D J Mote
	11.	Councillor B E Read
	12.	Councillor Mrs I A Read



NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2018 – 2019.

SUB-COMMITTEES OF THE RLA COMMITTEE:

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

Chairman:	1.	Councillor Ms L C Howes
Vice-Chairman:	2.	Councillor Mrs A E D Barham
Sub-Committee	3.	Councillor Mrs S P Butterfill
Members:	4.	Councillor Ms L M Hall
	5.	Councillor R J Lees
	6.	Councillor D J Mote

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

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor Mrs S P Butterfill
Sub-Committee	3.	Councillor Mrs A E D Barham
Members:	4.	Councillor P M Harman
	5.	Councillor J A Hayes
	6.	Councillor R J Lees

SUB-COMMITTEES OF THE FGP COMMITTEE:

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

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor P M Harman
Sub-Committee	3.	Councillor Mrs L Manchester
Members:	4.	Councillor J A Hayes
	5.	Councillor Mrs M B Kelly
	6.	Councillor Mrs I A Read

SUB-COMMITTEES OF THE PTE COMMITTEE:

❖ **REGENERATION AND QUALITY – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor B R Parry
Vice-Chairman:	2.	Councillor S J Ryan
Sub-Committee	3.	Councillor K G Basson
Members:	4.	Councillor Mrs S P Butterfill
	5.	Councillor P M Harman
	6.	Councillor Ms L C Howes
	7.	Councillor D J Mote
	8.	Councillor B E Read

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

- **DELEGATION FROM THE TOWN COUNCIL:**
These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2018.
- **MEMBERSHIP:**
This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.
- **PROCEDURES:**
The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

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

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

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

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.

- **FREQUENCY OF MEETINGS:**
The Committee shall meet as required.

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

- **COMMITTEE FUNCTIONS:**
The Sub-Committee shall:
Exercise the functions of the Recreation, Leisure & Amenities Committee with reference to the appointment of lay volunteer allotment managers as per the provisions of Section 20 of the Small Holdings and Allotments Act 1908.

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

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



TERMS OF REFERENCE
THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE.

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

➤ **REFERRED FUNCTIONS:**

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



TERMS OF REFERENCE THE COMMUNITY SAFETY COMMITTEE.

- **DELEGATION FROM THE TOWN COUNCIL:**
These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2018.

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

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

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

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

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

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

- **FREQUENCY OF MEETINGS:**
The Committee shall meet on a nine weekly cycle on a Wednesday at 7.00pm at the Town Council's offices as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.

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

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

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TERMS OF REFERENCE
THE EXECUTIVE & EMERGENCY COMMITTEE.

- **DELEGATION FROM THE TOWN COUNCIL:**
These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2018.

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

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

The Town Mayor shall preside at meetings of this Committee.

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

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

- **FREQUENCY OF MEETINGS:**
The Committee shall meet as required.

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

- **COMMITTEE FUNCTIONS:**
The Committee shall:

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

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

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

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

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



TERMS OF REFERENCE
THE EXECUTIVE & EMERGENCY COMMITTEE.

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

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

➤ **REFERRED FUNCTIONS:**

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



TERMS OF REFERENCE
THE FINANCE & GENERAL PURPOSES COMMITTEE.

- **DELEGATION FROM THE COUNCIL:**
These Terms of Reference were agreed by the Town Council at its meeting on 17 May 2018.
- **MEMBERSHIP:**
The Committee shall consist of twelve Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.
- **PROCEDURES:**
The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

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

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

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

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

- **FREQUENCY OF MEETINGS:**
The Committee shall meet on a nine weekly cycle on a Thursday at 7.00pm at the Town Council's office as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.
- **COMMITTEE FUNCTIONS:**
To exercise the functions of the Council in expending any finances allocated to it by the Council in the annual estimates or otherwise in the area of footway and footpath lighting, footpaths, car parks and donations to local organisations or individuals or other bodies under Section 137 of the Local Government Act 1972.

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

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



TERMS OF REFERENCE
THE FINANCE & GENERAL PURPOSES COMMITTEE.

➤ **REFERRED FUNCTIONS:**

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

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

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

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



TERMS OF REFERENCE HERITAGE SUB-COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2018.

➤ **MEMBERSHIP:**

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

➤ **PROCEDURES:**

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

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

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

The Clerk to the Council (or any other appointed person) shall provide administrative support to the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

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

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

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

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

➤ **REFERRED FUNCTIONS:**

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

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TERMS OF REFERENCE SCOPE OF INTERNAL AUDIT

- **DELEGATION FROM THE COUNCIL:**
These Terms of Reference were reviewed by the Town Council at its meeting on 17 May 2018.
- **MEMBERSHIP:**
N/A.
- **PROCEDURES:**
The council will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices guidance. Internal audit testing of controls will be sufficient for the proper completion of the annual internal audit report. The annual internal audit report should provide an adequate level of assurance for the council to complete assertions 2 and 6 in its annual governance statement.

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

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

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

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**TERMS OF REFERENCE
SCOPE OF INTERNAL AUDIT**

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



**TERMS OF REFERENCE
SCOPE OF INTERNAL AUDIT**

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



TERMS OF REFERENCE
THE LEASES & LEGAL SUB-COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2018.

➤ **MEMBERSHIP:**

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

➤ **PROCEDURES:**

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

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

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

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

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

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

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

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

➤ **REFERRED FUNCTIONS:**

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

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TERMS OF REFERENCE THE PERSONNEL COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2018.

➤ **MEMBERSHIP:**

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

➤ **PROCEDURES:**

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

The Town Mayor shall preside at meetings of this Committee.

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

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

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet in April/May and October each year and as required throughout the remainder of the year

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

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

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

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

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

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

Exercise functions of the Council in relation to the Local Government Pension Scheme.

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



**TERMS OF REFERENCE
THE PERSONNEL COMMITTEE.**

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

➤ **REFERRED FUNCTIONS:**

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



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

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2018.

➤ **MEMBERSHIP:**

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

➤ **PROCEDURES:**

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

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

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

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

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

➤ **FREQUENCY OF MEETINGS:**

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

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

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

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

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

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



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

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

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

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

➤ **REFERRED FUNCTIONS:**

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



TERMS OF REFERENCE REGENERATION & QUALITY SUB-COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2018.

➤ **MEMBERSHIP:**

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

➤ **PROCEDURES:**

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

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

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

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

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

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

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

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

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

➤ **REFERRED FUNCTIONS:**

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

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TERMS OF REFERENCE
THE RECREATION, LEISURE AND AMENITIES COMMITTEE.

➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were agreed by the Town Council at its meeting on 17 May 2018.

➤ **MEMBERSHIP:**

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

➤ **PROCEDURES:**

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

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

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

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

The Clerk to the Council (or other appointed person) shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

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

➤ **COMMITTEE FUNCTIONS:**

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

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

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



TERMS OF REFERENCE
THE RECREATION, LEISURE AND AMENITIES COMMITTEE.

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

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

➤ **REFERRED FUNCTIONS:**

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

AGENDA ITEM 11

AGM 17/5/18

DATES OF MEETINGS 2018 - 2019

CSC	F & G P	R & L A	TOWN COUNCIL	P, MD, T & E
11 July 2018	14 June 2018	21 June 2018	5 July 2018	13 June 2018
3 Oct 2018	6 Sept 2018	20 Sept 2018	11 Oct 2018	4 July 2018
5 Dec 2018	1 Nov 2018	22 Nov 2018	13 Dec 2018	5 Sept 2018
13 Feb 2019	10 Jan 2019 **	31 Jan 2019	14 Feb 2019	26 Sept 2018
17 April 2019	7 March 2019	21 March 2019	25 April 2019	17 Oct 2018
				7 Nov 2018
** Special Town Council after FGP				28 Nov 2018
				19 Dec 2018
				16 Jan 2019
CSC	Community Safety Committee			6 Feb 2019
F&GP	Finance and General Purposes Committee			27 Feb 2019
R&LA	Recreation, Leisure & Amenities Committee			20 March 2019
P,MD,T & E	Planning, Major Developments, Transportation & the Environment Committee			10 April 2019
				1 May 2019

18 April 2019 - Annual Open Town Meeting
16 May 2019 - Annual General Meeting

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

Executive & Emergency Committee
 Personnel Committee (March/October)

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

Heritage
 Allotments / Cemeteries
 Leases & Legal
 Regeneration & Quality



SWANSCOMBE AND GREENHITHE TOWN COUNCIL

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REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2018– 2019.

- ❖ **BLUEWATER FORUM:**
 1. The Town Mayor or agreed substitute
- ❖ **BOROUGH AND PARISH FORUM** *(previously the Dartford Association of Town and Parish Councils)*
(1 MEMBER PLUS THE TOWN CLERK):
 1. The Town Mayor
- ❖ **CASTLE HILL LIAISON GROUP:**
 1. Councillor P M Harman
- ❖ **DIOCESE OF ROCHESTER - COMMUNITY YOUTH WORKER STEERING GROUP**
(when established)
 1. Councillor Mrs S P Butterfill
- ❖ **EBBSFLEET WATER MANAGEMENT GROUP:**
 1. Councillor Ms L C Howes
- ❖ **ELDERLY FORUM (1 MEMBER):**
 1. Councillor Ms L C Howes
- ❖ **GREENHITHE COMMUNITY ASSOCIATION (2 MEMBERS):**
 1. Councillor Mrs S P Butterfill
 2. Councillor B R Parry
- ❖ **INGRESS PARK MANAGEMENT (GREENHITHE) LTD (IPGM) (2 MEMBERS) – DIRECTORSHIP:**
 1. Councillor P M Harman
 2. Councillor P C Harris
- ❖ **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) COUNTY AREA COMMITTEE (2 MEMBERS):**
 1. Councillor Ms L C Howes
 2. Councillor Mrs S P Butterfill



REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2018– 2019.

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

1. Councillor R J Lees
2. Graham Blew – Town Clerk

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

1. Councillor Mrs S P Butterfill

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

1. Councillor B R Parry

❖ **SURESTART – KNOCKHALL CHILDREN'S COMMUNITY CENTRE COMMITTEE (1 MEMBER):**

1. Councillor Mrs S P Butterfill

❖ **SURESTART – SWANSCOMBE U1R CHILDREN'S CENTRE COMMITTEE (1 MEMBER):**

1. Councillor Mrs S P Butterfill

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

1. Councillor Mrs A E D Barham
2. Councillor Ms L M Cross
3. Councillor P M Harman

❖ **(DARTFORD) YOUTH ADVISORY GROUP (1 MEMBER):**

1. Councillor Ms L C Howes



ANNUAL GENERAL MEETING
17 MAY 2018

AGENDA ITEM 13

AGM 17/5/18

BANK SIGNATORIES

Current Account <i>(2 x Members plus Town Clerk or ATC/RFO)</i>		Town Mayor's Charity Account
1. Cllr Mrs S P Butterfill		1. Town Clerk
2. Cllr Ms L M Cross		2. Assistant Town Clerk/ RFO.
3. Cllr P M Harman		
4. Cllr R J Lees		
5. Cllr Mrs L Manchester		
6. Cllr Mrs I A Read		

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TOWN COUNCIL
26 APRIL 2018

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 26 APRIL 2018 at 7.00 PM

PRESENT:

Councillor Ms L M Cross (Town Mayor)
Councillor Mrs A E D Barham (Deputy Town Mayor)
Councillor Mrs S P Butterfill
Councillor Ms L M Hall
Councillor Dr J M Harman
Councillor P M Harman
Councillor P C Harris
Councillor Ms L C Howes
Councillor K M Kelly
Councillor Mrs M B Kelly
Councillor R J Lees
Councillor Mrs L Manchester
Councillor D J Mote
Councillor B R Parry
Councillor A S Reach
Councillor S J Ryan

ALSO PRESENT:

Ann Duke – Walk Tall
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT:

There were none

606/17-18. 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.

607/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K G Basson, J A Hayes, B E Read and Mrs I A Read.

Apologies for lateness were received from Councillor Dr J M Harman

608/17-18. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

At this point Ann Duke detailed the request for an extension of the existing storage agreement with the Town Council and outlined the proposal for potential future use.

609/17-18. MINUTES OF THE MEETING HELD ON 15 FEBRUARY 2018 AND THE SPECIAL MEETING HELD ON 22 MARCH 2018.

RESOLVED:

That the Minutes of the Meeting held on 15 February 2018 and the Special Meeting held on 22 March 2018 be confirmed and signed as a true record.

610//17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

611//17-18. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 7 FEBRUARY 2018, 28 FEBRUARY 2018, 21 MARCH 2018 AND 11 APRIL 2018.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 7 February 2018, 28 February 2018, 21 March 2018 and 11 April 2018 be confirmed and the recommendations made therein be adopted.

612//17-18. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 22 MARCH 2018.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 22 March 2018 be confirmed and the recommendations made therein be adopted.

613//17-18. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 8 MARCH 2018.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 8 March 2018 be confirmed and the recommendations made therein be adopted.

614/17-18. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 14 FEBRUARY 2018.

RESOLVED:

That the minutes of the Community Safety Committee meeting held 14 February 2018 be confirmed and the recommendations made therein be adopted.

615/17-18. MINUTES OF THE HERITAGE SUB-COMMITTEE MEETING HELD ON 6 MARCH 2018.

RESOLVED:

That the Minutes of the Heritage Sub-Committee meeting held on 6 March 2018 be confirmed and the recommendations made therein be adopted.

616/17-18. MINUTES OF THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE MEETING HELD ON 13 MARCH 2018.

RESOLVED:

That the Minutes of the Allotment & Cemeteries Sub-Committee meeting held on 13 March 2018 be confirmed and the recommendations made therein be adopted.

617/17-18. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 11 APRIL 2018.

RESOLVED:

That the Minutes of the Personnel Committee meeting held on 11 April 2018 be confirmed and the recommendations made therein be adopted.

618/17-18. GENERAL DATA PROTECTION REGULATIONS (GDPR).

Members considered implications of the GDPR, which comes into force on 25 May 2018, and were pleased to note that the Town Council already had many of the appropriate Policies in place.

Members were provided with an update Information Commissioners statement on GDPR from the National Association of Local Councils (NALC).

Members were also informed that NALC had advised that the Government tabled an amendment on 25 April 2018 to its Data Protection Bill to exempt all Parish and Town Councils from the requirement to appoint a Data Protection Officer (DPO) under the GDPR. Obviously this amendment still had to go through Parliamentary process.

Guidance from the recent GDPR training provided by Dartford Borough Council was read out informing Members that each borough Councillor should register individually with the Information Commissioners Office (ICO), as they handle information when representing residents of their wards. Members were informed of the fees associated with this registration.

Members agreed that although appointing a DPO may not be a requirement for the Town Council meeting all the other required GDPR criteria was still required and having a DPO would be good practice.

Members agreed to accept Quote A to undertake both the Initial Data Audit and to be appointed as the Town Councils DPO.

RESOLVED:

That Quote A be accepted and to appoint ABCICT Ltd as the Data Protection Officer for the Town Council.

619/17-18. SURESTART POLICY FOR CHILDMINDERS ACCESSING THEIR FACILITIES.

Further to minute 488/17-18 members were asked to consider the policy adopted by Sure Start Knockhall regarding Childminders accessing their facilities.

Councillor S J Ryan advised members that he had been working with the outreach officer at Knockhall School, and directly with Sure Start Knockhall, and that it had been agreed that childminders would be allowed to put on their own dedicated sessions within the centre. These sessions could be opened up to other centre users as well as childminders.

Councillor S J Ryan wished to thank both Theresa Blackman (Knockhall School) and Tracy O'Brien (childminder) for their work and support in arranging this outcome.

RESOLVED:

That the item be noted.

620/17-18. GROVE CAR PARK MANAGEMENT - UPDATE.

Further to minute 566/17-18, a meeting had been held with the appropriate DBC officers on 18 April 2018 and the installation of the equipment in the car park was due to take place any time now with a scheduled "go-live" date of 1 May 2018.

RESOLVED:

That the item be noted.

621/17-18. STAFF / MEMBER TRAINING - UPDATE.

Members were informed that the following training had been booked/undertaken:-

ATC/RFO	Heritage Watch Inception meeting – Historic England.	9 April 2018 – Leeds Castle	7 February 2018
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RESOLVED:

That the item be noted.

622/17-18. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

Members were supplied with the February 2018 edition of the Parish News.

RESOLVED:

That the item be noted.

623/17-18. INSURANCE CLAIM/S – UPDATE.

The following claim had now been settled:-

Claim Ref: 27170000648 – damaged Play Equipment at Swanscombe Park, this claim incurred a £100.00 excess.

RESOLVED:

That the item be noted.

624/17-18. REPORTS OF OUTSIDE REPRESENTATIVES.

Members were advised that this item provided an opportunity for Members' appointed as representatives on outside bodies to provide a report at the meeting.

Bluewater Forum (BF).

The Town Mayor is the Town Council representative on BF. As previously agreed the agenda for the 22 March meeting, including the minutes from the 25 January 2018 meeting were available in the Chamber for inspection.

Elders Forum (EF).

Councillor Ms L C Howes is the Councils representative on the EF. As previously agreed the agenda for the 23 March 2018 meeting was available in the Chamber for inspection.

Kent Association of Local Councils Dartford Area Committee (KALCDAC).

Councillors' Ms L C Howes and the Town Clerk are the Councils representatives on the KALCDAC. As previously agreed the agenda for the 20 February 2018 meeting, including the minutes from the 28 March 2017 meeting were available in the Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).

IPGM had indicated that, although unable to provide documentation, they would like to submit verbal updates to the Town Council.

Councillors' P M Harman and P C Harris are the Town Council's representatives on IPGM.

Councillor P M Harman updated members which included:

A meeting had been held on 19 April 2018 to discuss a report on staffing levels. As a result the position of Head Groundsman was being considered in order to improve the quality levels of the open spaces.

625/17-18. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman confirmed that the Annual General Meeting was scheduled for 17 May 2018. He had attended two recent meetings of the fire authority and a visit was also planned to the Channel Tunnel to help give a better understanding of responses to incidents.

RESOLVED:

That the item be noted.

626/17-18. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

The Dartford Borough Councillors on the Town Council reported on the following matters:

No information to update at present.

RESOLVED:

That the item be noted.

627/17-18. SEALING OF DOCUMENTS.

The following documents had been received from the Solicitor's acting on behalf of Natural England and required signing and sealing;

- Lease of land at Swanscombe Skull Site, Swanscombe, Kent (without security of tenure) – 1 April 2017 to 31 March 2038.

RESOLVED:

That, in accordance with Standing Order 21, a) and b), the documents be signed and sealed.

628/17-18. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor wished to thank all those that had attended her Civic Night on 21 April and confirmed that her final event of the year would be a thank you service at St Peter & St Pauls Church on Sunday 29 April 2018, which would be followed refreshments in the church hall afterwards.

629/17-18. QUESTIONS.

Members were informed that questions did not form part of the Meeting; they were merely the opportunity for Members to exchange information.

630/17-18. EXCLUSION OF PRESS AND PUBLIC

MOVED BY Councillor R J Lees and seconded by Councillor D J Mote.

RESOLVED:

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

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

631/17-18. REQUEST FROM WALK TALL.

Members discussed the additional request received from Walk Tall (original request dealt with under minute 330/17-18).

Members considered the request and after lengthy debate it was unanimously agreed:

RESOLVED:

1. That the existing storage agreement be extended for a period of three months (to 31 August 2018).
2. That a grant be awarded to Walk Tall, under Section 137 (3) of the Local Government Act 1972 to cover the costs, set out by the terms of the agreement, relating to storage.
3. That the extension to the storage agreement be subject to the provision of a detailed Business Plan and Feasibility Study for the additional request.
4. That it be made clear that, were it to be considered in the future, any acceptance of the additional request would be for a specific time limited period.

632/17-18. INGRESS PARK COMMUNITY CENTRE WORKING GROUP – UPDATE.

The Working Group had met on 3 April 2018 and the ATC/RFO provided a verbal update to members.

RESOLVED:

That the item be noted.

There being no further business to transact the Meeting closed at 8.20 pm.

Signed: _____

(Chairman)

Date:- _____

This Action Plan was adopted by the Full Council at its meeting held on 17 December 2018, minute XXX/18-19)

1. Introduction

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

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

2. Action Plan

Actions 2018-19 Financial Year

- Investment in new recreational areas within the Town;
- Provision of 2 new Town Council notice boards;
- Management of additional community meeting space;
- Introducing new equipment within parks and play areas;
- Purchase and installation of new dog and waste bins within the Town;
- Audio streaming Town Council meetings;
- Provision of "Summer of Sports" and "Skills Tester Days";
- Upgrade of benches and bins throughout the Town, including the installation of x2 WW1 Centenary Commemoration benches;
- Running of an English Tourism Week Competition;
- Purchase of Digital Mapping Software;
- Enhancing conservation areas and features within the Towns open spaces;
- Investing in Community Safety Initiatives.

On-Going Actions

- Maintain approximately 64 acres of open space including:
 - 3 full size football pitches
 - 3 mini football pitches
 - 1 cricket square
 - 2 outdoor tennis courts
 - 2 outdoor bowls greens
 - 1 outdoor basketball facility
 - 8 children's play areas
 - Swanscombe Skull Site (SSSI)
- Maintain and book 3 community halls;
- Provide programme of Children's Summer Entertainment;
- Provide grant/funding scheme for local organisations;
- Operate Swanscombe and Greenhithe Recognition Award;
- Provide Swanscombe & Greenhithe 'In Bloom';
- Provide open air cinema events within the Town;
- Partnership in provision of Community Worker for Swanscombe and Greenhithe;
- Maintain 3 car parks providing 163 spaces;
- Oversee 4 allotments sites with 88 plots;
- Manage and operate the Community Café;
- Continue to provide the existing 37 litter and 23 dog waste bins;

DRAFT

SWANSCOMBE AND GREENHITHE TOWN COUNCIL
ACTION PLAN 2018-19.

- Maintain 32 LED street lights/columns;
- Provide festive lights in both Swanscombe and Greenhithe High Streets;
- Maintain both the memorial within Swanscombe Park and the churchyard and surrounding wall at St Peters & St Pauls Church;
- Represent the Town at meetings with outside bodies.

Future Actions for Consideration

- Review the operation of all facilities
- Liaise with developers to ensure local facilities meet needs

DRAFT

RISK MANAGEMENT POLICY 2018

(This Policy was reviewed by the full Council at its AGM held on 18 May 2017, minute 18/17-18)

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

SWANSCOMBE & GREENHITHE TOWN COUNCIL

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

SWANSCOMBE & GREENHITHE TOWN COUNCIL

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

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**SWANCOMBE & GREENHITHE TOWN COUNCIL
 POLICY & PROCEDURE INDEX**

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Further to meeting with the Data Protection Officer the following will also be included, once agreed :
Statement of Impending Compliance
Legal Basis for Processing Policy
Employer Data Protection Policy
Date Breach Policy

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SUBSCRIPTIONS - MEMBERSHIPS (p).

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

Subscriptions

- Local Council Update
- Sage Payroll
- Scribe 2000 Accounts

Memberships

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

Recommended:

To approve the continued memberships as detailed.

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

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

Direct Debit

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

BACS

- ABC ICT Ltd
- Ace Shelters
- Action for Communities in Rural Kent
- Active Security
- All Clear Water
- Allotment Society
- Altitude Events
- Amazon
- Amethyst
- Aspen Interiors
- Autoenroll
- Parsons
- Ginn Restoration
- Caloo Ltd
- Can-Do Hire
- CCA Occasions
- Chapman Cleaning
- Chic Event Hire

02

- Communicorp
- D Ogilvie
- Dartford Borough Council
- Discount Builders Merchants
- Dor-2-Dor
- DTG Elliott
- DWP
- Ebbsfleet Printers
- Eden Park
- EIAT UK
- Ernest Doe & Sons
- Festive Lighting
- Fields in Trust
- Fireout
- FL Machinery
- Focus Electrical
- Forestell
- Frame Regalia
- G4S
- GCLL
- Glasdons UK
- Gurney White
- Hatten Wyatt
- HMCTS
- HMRC Cumbernauld
- HRD Security
- HSS
- Interact Entertainment
- Irwin Installations
- J W Gray
- Kent Association of Local Councils
- Kent County Council Commercial Services
- Kent Pension Fund
- Kelly King
- Kent Fire Extinguishers
- Kick Up Sports
- L J Sinclair
- L Robbins
- L W Burt
- Land Securities
- Locks N Tools
- Mackelden
- Dartford Mayor
- Monarch
- Mrs Back 2 Front
- Mrs Roundabout
- National Association of Local Councils

- Night & Day Security
- Harding Construction
- The Pavilion
- PHC Ltd
- Pinden
- PKF Littlejohn
- Playdale
- PPL
- RSL Shutters
- RSS Play
- Sage UK Ltd
- Schindler Lifts
- Science Boffins
- Scribe 2000
- South East Employers
- SL Treecare
- Society for Local Council Clerks
- Steelway
- Stepforward
- Streetlights
- Tester
- TMH Contractors
- Trade UK
- Viking
- Viridor
- V R Sani Ltd
- Wicksteed
- Zurich

Recommended:

To approve the continued regular payments as detailed.

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Annual Internal Audit Report 2017/18

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	YES		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		


K. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.		

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

Date(s) internal audit undertaken

15/02/18 & 26/04/18

Name of person who carried out the internal audit

 LIONEL ROBBINS

Signature of person who carried out the internal audit

Date

26/04/18

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

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

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Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved before 2 July 2018.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, must send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including Section 3 – External Auditor Report and Certificate will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 must publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- Section 1 – Annual Governance Statement 2017/18, page 4
- Section 2 – Accounting Statements 2017/18, page 5
- Section 3 – The External Auditor Report and Certificate 2017/18, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

SWANSCOMBE AND GREENHICHE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

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

Chairman

Clerk

dated

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address

www.swanscombeandgreenhichetowncouncil.gov.uk

Section 2 – Accounting Statements 2017/18 for

SWANSCOMBE AND GREENHATFIELD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	560566	554211	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	482139	494491	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	158383	170793	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	264123	249931	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	382752	364873	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	554211	605115	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	544895	592468	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5161228	5189119	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

MA

Date

24/4/18

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

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

21

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**SGTC
BALANCE SHEET
31/03/2018**

AGENDA ITEM 26
AGM 17/5/18

(Last) Year Ended
31 Mar 2017

(Current) Year Ended
31 Mar 2018

£		£
	CURRENT ASSETS	
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
0.00	Debtors (Net of provision for doubtful debts)	195.00
0.00	Payments in advance	0.00
9,740.79	VAT Recoverable	9,037.35
0.00	Temporary lendings (investments)	0.00
544,895.90	Cash in hand	592,468.60
554,636.69	TOTAL ASSETS	601,700.95
	CURRENT LIABILITIES	
424.97	Creditors	-3,414.92
0.00	Temporary borrowing	0.00
<u>554,211.72</u>	NET ASSETS	<u>605,115.87</u>
	Represented by:	
166,174.93	General fund Balance	218,469.08
	Reserves:	
0.00	Capital	0.00
388,036.79	Earmarked	386,646.79
0.00	Adjustments	0.00
<u>554,211.72</u>		<u>605,115.87</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2018

Signed


.....
Responsible Financial Officer

Date

8/5/18
.....

SGTC
Income & Expenditure Account
01/04/2017 to 31/03/2018

(Last) Year Ended
31 Mar 2017

(Current) Year Ended
31 Mar 2018

1,141.15
998.18
3,043.65
3,784.00
7,030.00
1,526.18
536,449.55
3,079.00
14,604.87
16,928.52
31,486.50
7,344.16
3,157.04
2,437.55
7,512.00

£640,522.35

Income

Public Lighting	8,141.15
Parks Establishment	18,562.20
Swanscombe Park	3,249.05
Knockhall Playing Field	4,367.00
Broomfield Sports Ground	8,699.50
Allotments	1,675.71
Administration	542,103.88
Church Road Hall	4,092.40
Heritage Community Hall	15,319.48
Sports Pavilion	17,301.00
Town Council Offices Commun	31,237.86
Old Fire Station Cafe	8,122.39
Other Projects	1,230.00
Leisure Centre	0.00
Bus Shelters	0.00
Grove Car Park	1,183.00

£665,284.62

5,689.11
4,296.41
170,997.84
130.68
25.00
5,777.28
83,147.26
258.43
225,112.93
9,928.86
1,617.17
18,968.66
62,020.31
16,062.28
31,641.56
1,950.00
180.00
9,072.99

£646,876.77

Expense

Public Lighting	16,869.20
Grove Car Park	3,983.39
Parks Establishment	205,523.24
Knockhall Playing Field	137.47
Heritage Park	50.00
Other Projects	8,925.04
Leisure Centre	84,153.64
Allotments	501.00
Administration	225,238.28
Church Road Hall	4,850.84
Grove Hall	186.02
Heritage Community Hall	11,246.98
Sports Pavilion	4,597.34
Town Council Offices Commun	14,804.39
Old Fire Station Cafe	29,791.50
St Peter & St Paul's Churchyar	2,753.00
Squash Courts	0.00
Bus Shelters	769.14

£614,380.47

170,731.41

640,522.35

811,253.76

646,876.77

164,376.99

-1,797.94

£166,174.93

General Fund

Balance at 01 Apr 2017

166,174.93

ADD Total Income

665,284.62

DEDUCT Total Expenditure

831,459.55

614,380.47

Transfer to/from Reserves

217,079.08

-1,390.00

Balance at 31 Mar 2018

£218,469.08

Transfers:

General Fund to Earmarked Reserve £-1,390.00

Bank reconciliation – pro forma

Name of smaller authority: SWANSCOMBE AND GREENHATTE TOWN COUNCIL

County area (local councils and parish meetings only): KENT

Financial year ending **31 March 2018**

Prepared by MARTIN HARDING RESPONSIBLE FINANCIAL (Name and role)

Date 24/4/18 ORACLE

Balance per bank statements as at 31 March 2018:

£ £

588615.02

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

-3853.58

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

592468.60

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)

544895.90

Add: Receipts in the year

715758.11

Less: Payments in the year

668185.41

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

592468.60

(See example for guidance if required)

Swanscombe Greenhithe Town Council

List of Assets held at 31 March 2018

Land

Date Purchased	Description of Asset	Current Value
01/04/1981	Broomfield Sports Ground	£1.00
01/04/1981	Knockhall Recreation Ground	£1.00
01/04/1981	Swanscombe Park	£1.00
01/04/1981	Manor Park	£1.00
01/04/1981	Saxon Court Play Area / Spring Vale	£1.00
01/04/1981	Valley View Children's Play Area	£1.00
		£6.00

Infrastructure

Date Purchased	Description of Asset	Current Value
01/04/1981	Sports Pavilion & Squash Courts	£1,517,371.32
01/04/1981	Grove Hall	£177,911.87
01/04/1981	Church Road Hall	£248,997.47
01/04/1981	Knockhall Changing Rooms	£41,470.58
01/04/1981	Bowls Pavilion and Toilet Block	£162,342.10
01/04/1981	Parks Store (former public toilets)	£55,765.15
01/04/1981	Mess Room/Store	£77,145.47
01/04/1981	Four Garages - Swanscombe Park	£111,014.70
01/04/1981	Garage - Broomfield Sports Ground	£89,447.66
01/04/1981	Security Store (3 x containers in Swanscombe Park)	£12,889.93
01/04/1981	Heritage Community Hall	£492,309.58
01/04/1981	Town Council Offices and Community Hall	£1,710,695.95
19/05/2011	St Peter & St Paul's Church Yard Wall	£16,390.90
01/04/2003	Axehead Sculpture	£40,000.00
22/10/2016	3 x Transit 2 Bay Bus Shelters	£9,000.00
		£4,762,752.68

Equipment

Date Purchased	Description of Asset	Current Value
13/02/2014	Tractor	£14,000.00
14/10/2010	Vans & Trailer	£15,500.00
01/04/1980	Tractor Mounted Equipment	£4,750.00
18/03/2010	Parks Equipment, inc all gardening equipment, tools etc	£74,595.32
18/03/2010	Playground Equipment	£180,193.68
19/05/2011	Height barrier - car park	£655.64
19/05/2012	2 x Diamond Jubilee Memorial Benches	£2,121.80
01/04/1974	Civic Regalia	£5,627.55
01/04/2007	8 x Public Notice Boards	£9,004.07
01/04/1980	Office Equipment, Furniture and Stationery	£52,478.21
01/04/2007	Old Fire Station Café - Furniture & Equipment	£30,951.49
01/04/2013	32 x Street Lights	£13,000.00
01/04/2013	Wooden Hut (Swanscombe Park Bowling Green)	£6,365.40
12/03/2015	Ride on Mower	£5,703.00
15/10/2015	Rotary Mower	£994.19
23/03/2016	2 x Cylinder Mower	£7,920.00
20/06/2016	2 x Queens 90th Commemorative Benches	£2,500.00
		£426,360.35

Total of Assets

£5,189,119.03

PROGRESS REPORT FOR UPGRADED TOWN COUNCIL WEBSITE.

<http://swanscombeandgreenhithetowncouncil.gov.uk/>

Since the previous progress report (18 May 2016) the website has been performing well with all the stats figures increasing:-

	Page Views	Unique Views	First Time Views	Returning Views
2016	18,870	7,692	4,586	3,106
2017	41,889	14,564	9,322	5,242
Difference	+ 23,019	+ 6,872	+ 4,736	+ 2,136

There are several categories/sections on the Homepage which all contain further sub-sections and these include:-

- Recreation – Facilities Information, Recreation Fees, Booking Information
- Council – Your Councillors, Council Tax Details, Council Overview, Dates for Council Meetings, Staff Structure
- Publications – Agendas, Minutes, Policies & Procedures, Financial Information
- Local – Local Contacts & Links, Local Traffic Information

Other features on the Homepage include a rolling news item, recent news, a calendar containing details of events/bookings in the Councils facilities, Contact Us, Map/Directions, FAQ, Useful Links.

We have also improved the Town Councils presence on Social Media with the website including links and feeds to our Facebook and Twitter pages.

As you can see from the attached statistics the new website has received 92.3 average daily views which is an increase from the 52 per day over the previous 12 months.

Nb.

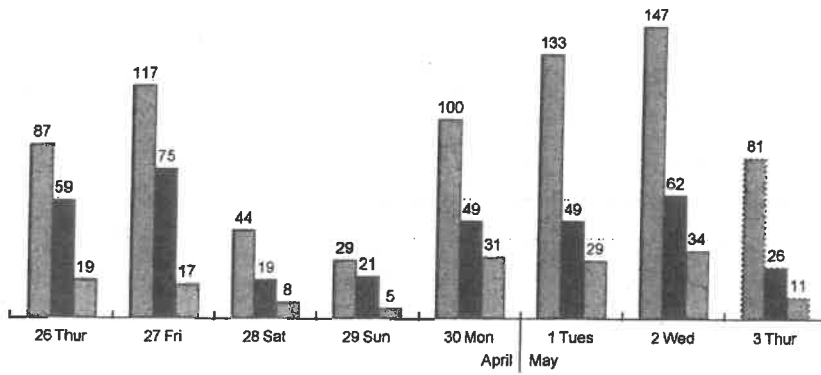
The website was instrumental in the Town Council successfully being accredited under the Local Council Award Scheme.

Recommended: That the item be noted.

FS

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Summary Stats
2018-05-03 14:22:05



PAGE VIEWS
UNIQUE VISITS
RETURNING VISITS

Avg. Daily Page Views

92.3

Avg. Daily Unique Visits

45.0

Avg. Daily First Time Visits

25.8

Avg. Daily Returning Visits

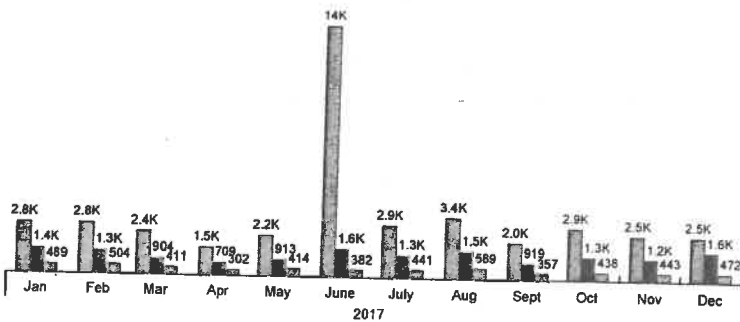
19.3

	Page Views	Unique Visits	First Time Visits	Returning Visits
Thur, 3 May 2018	81	26	15	11
Wed, 2 May 2018	147	62	28	34
Tues, 1 May 2018	133	49	20	29
Mon, 30 Apr 2018	100	49	18	31
Sun, 29 Apr 2018	29	21	16	5
Sat, 28 Apr 2018	44	19	11	8
Fri, 27 Apr 2018	117	75	58	17
Thur, 26 Apr 2018	87	59	40	19
Total	738	360	206	154

2017 YEAR - MONTHLY STATS (JAN TO DEC)

sgtc

Summary Stats
2018-05-03 14:22:05



PAGE VIEWS
UNIQUE VISITS
RETURNING VISITS

Avg. Monthly Page Views

3.5K

Avg. Monthly Unique Visits

1.2K

Avg. Monthly First Time Visits

776.8

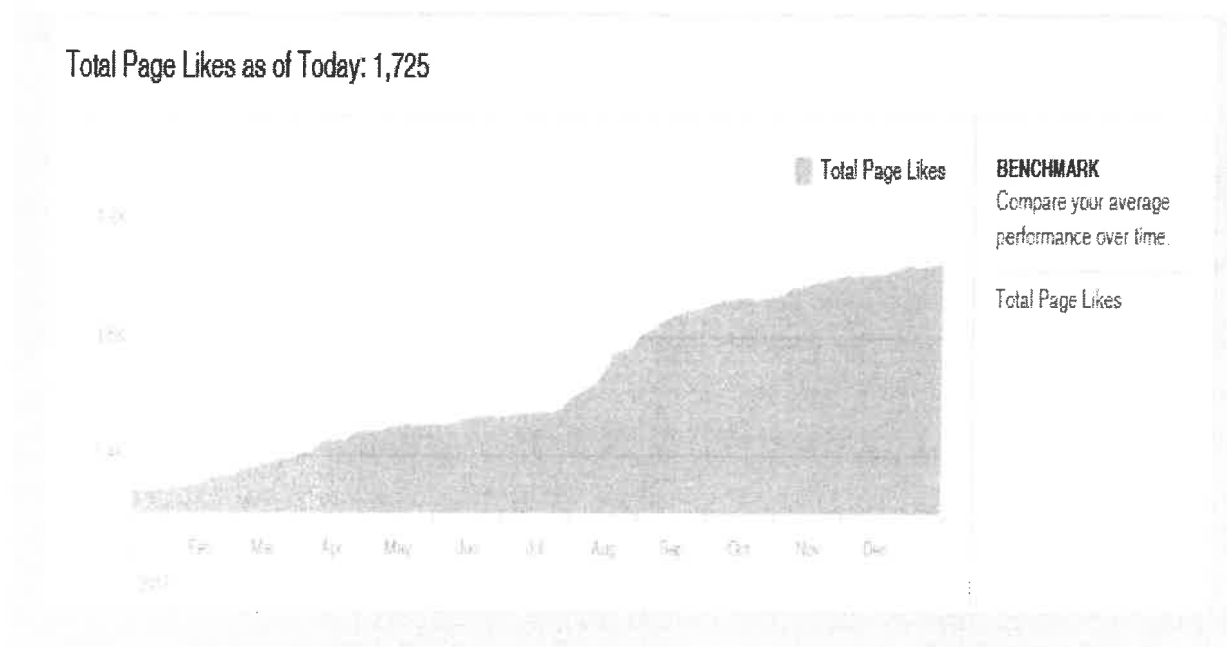
Avg. Monthly Returning Visits

436.8

	Page Views	Unique Visits	First Time Visits	Returning Visits
Dec 2017	2,471	1,623	1,151	472
Nov 2017	2,481	1,197	754	443
Oct 2017	2,863	1,279	841	438
Sept 2017	2,019	919	562	357
Aug 2017	3,359	1,529	940	589
July 2017	2,879	1,256	815	441
June 2017	14,061	1,553	1,171	382
May 2017	2,233	913	499	414
Apr 2017	1,530	709	407	302
Mar 2017	2,386	904	493	411
Feb 2017	2,808	1,291	787	504
Jan 2017	2,799	1,391	902	489
Total	41,889	14,564	9,322	5,242

SWANSCOMBE AND GREENHITHE TOWN COUNCIL FACEBOOK PAGE

Total Page likes 1 January 2017 to 31 December 2017.



As at 3 May 2018 we had 1899 likes and 1931 follows which is the highest of the parishes within Dartford (next largest has 1818 likes and 1808 follows).