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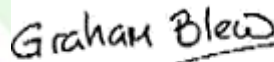
SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

NOTICE is HEREBY GIVEN that the ANNUAL GENERAL MEETING of the SWANSCOMBE AND GREENHITHE TOWN COUNCIL will be held on

Thursday 19 November 2020 at 7.00pm

This will be conducted as a virtual meeting using Zoom.



**Graham Blew
Town Clerk**

Dated: 12 November 2020

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 32 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 they will need to input the following details:

<https://us02web.zoom.us/j/81536762117?pwd=b3NsWUZ3R0I5ZGVFdJJCQ1pFU2lnUT09>

**Meeting ID – 815 3676 2117
Password – 048294**

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.



**The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.
Tel: (01322) 385513 Fax: (01322) 385849**



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A G E N D A
A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To elect a Town Mayor for the remainder of the ensuing year.
2. To receive the Town Mayor's Declaration of Acceptance of Office (to be signed outside of the meeting).
3. To elect a Deputy Town Mayor for the remainder of the ensuing year.
4. To receive the Deputy Town Mayor's Declaration of Acceptance of Office (to be signed outside of the meeting).
5. Vote of thanks by the incoming Town Mayor to the outgoing Town Mayor in respect of services rendered during the past year/term of office (Past Mayor's Badge to be presented outside of the meeting).
6. Response by Councillor Peter Harman.
7. To receive and accept apologies for absence.
8. Declarations of interest in items on the Agenda.
- * ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***
9. To approve the Minutes of the Meeting held on 15 October 2020 (p).
10. 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*).
- 11. TO APPOINT COMMITTEES AND SUB-COMMITTEES (p)**

In accordance with the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Meetings) (England and Wales) Regulations it was previously resolved (minute 18/20-21) that, during the Covid-19 situation monthly full Council meetings take place until May 2021. With this in mind, and with the election of a new Town Mayor, only the following Committee memberships need to be amended.

- Personnel Committee
- Executive & Emergency Committee.

12. TO APPOINT REPRESENTATIVES TO THE CHILDREN'S CENTRE DISTRICT ADVISORY BOARD (OUTSIDE BODY).

A "vacancy" has arisen and members are asked to consider appointing a Councillor as the Town Councils representative on the Children's Centre District Advisory Board (previously SureStart – Swanscombe and Knockhall Children's Community Centre Committee).

Recommended: To appoint a Councillor as the Town Councils representative on the Children's Centre District Advisory Board.

13. TO FIX THE DATE AND TIMES OF MEETINGS OF THE COUNCIL.

It was previously resolved (minutes 19/20-21 and 58/20-21) that, during the ongoing Covid-19 situation, monthly full Council meetings be scheduled until May 2021. With this in mind the following are the proposed dates (all 7.00pm) for the remainder of this period:-

- Thursday 10 December 2020
- Thursday 14 January 2021
- Thursday 11 February 2021
- Thursday 11 March 2021
- Thursday 8 April 2021
- Thursday 13 May 2021 - AGM

14. FINANCIAL RISK ASSESSMENT (FRA) WORKING GROUP – UPDATE (p).

The FRA Working Group normally meets to review the expenditure and balances of the FRA which feed into the estimate setting process. This usually takes place in October with the recommendation and notes being endorsed by the Finance and General Purposes Committee in November and being fully ratified by full Council in December.

Obviously events this year have impacted on the process and the focus this year has been to consider the best way to utilise the FRA to mitigate the negative impact/s as a result of Covid19.

The FRA Working Group met on 21 October 2020 and have proposed the following recommendation:

Recommended:

1. That the update be noted.
2. That, due to the impact of Covid19 and, in order to maximise the Town Councils financial resilience the contributions to the FRA's be frozen for the current financial year (2020 – 2021).

15. KENT COUNTY COUNCIL (KCC) ELECTRIC VEHICLE CHARGING POINTS GRANT.

As per minutes 33/20-21 the Town Council submitted an application to the Grant Scheme.

The Transport Innovations Team, KCC have advised that the application has been successfully put forward to the next stage and, provisionally they will look to offer the following:-

- The Grove Car Park – 2 x 22kwh (subject to power requirements)
- The Swanscombe Centre – 2 x 22kwh (subject to power requirements)
- Ingress Park Community Centre – 1 x 7kwh

Recommended: That the item be noted.

16. LOCAL POLICE – MONTHLY UPDATES (p).

Kent Police have provided the attached monthly updates for September (these were previously emailed to all members).

Recommended: That the item be noted.

17. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL (p).

Please find the attached application for funding. There is currently £1600.00 remaining in the 2020 - 21 budget for local funding applications (Cost Code 244).

A. Ellenor

- ❖ To assist members a copy of the “*Guidance Notes for Applications for Funding from the Town Council*” is attached.

Recommended: To decide on the applications received and, if successful, any amount of funding to be awarded.

18. GENERAL DATA PROTECTION REGULATIONS – UPDATE.

Further to minute 79/20-21 members are reminded that Town Council email accounts should be used for correspondence regarding Town Council business. Members are also asked to check their Town Council email accounts on a regular basis for communications.

Recommended: That the item be noted.

19. STEPS IN HERITAGE PARK (CHILDS CRESCENT) (p).

It was recently brought to our attention that the steps at the Heritage Park were uneven and could be a trip hazard. As members will see from the attached photographs x2 signs have been installed at the top and bottom of the steps warning of uneven surfaces and advising to use the handrail. The edges of the steps were also re- painted yellow.

Members are asked to consider whether they wish work to be undertaken to even out the steps or whether sufficient mitigating actions have been taken to reduce the potential for accidents. If works were to be undertaken it would involve the steps being closed and inaccessible for a short period.

Nb. When a hazard is identified its potential severity and the probability of the occurrence are assessed. The rating of severity and probability are multiplied together to reach the actual risk.

Recommended: To discuss and advise accordingly.

20. MONTHLY BANK RECONCILIATION.

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

Recommended: That the bank reconciliations, up to and including October 2020, be noted.

21. BANK TRANSFERS (p).

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers in October 2020 for approval.

Recommended: To approve the bank transfers undertaken in October 2020.

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

In accordance with Financial Regulation 5.5 (a), please find attached a detailed list of all receipts and payments for October 2020 for approval.

Recommended: To approve receipts and payments for October 2020.

23. SUMMARY OF ACCOUNTS (p).

Please find attached the Flex-Budget Report balanced to 31 October 2020.

Recommended: To note the summary of accounts to 31 October 2020.

24. DECISIONS & RESPONSES (p).

Attached for member's consideration are the following:

- Decisions and activities undertaken under Section 101 (1) of the Local Government Act 1972 since the previous meeting.
- Planning applications for consideration and responses and decision notices submitted/received during the period of lockdown since the previous meeting.

Recommended: To note and endorse the decision and planning responses discharged since the previous meeting.

25. KCC BUDGET CONSULTATION 2021 – 2022 (p).

KCC have produced a consultation document for their Budget 2021 – 2022. As well as raise awareness of this to the public via social media the Town Council held a members' only meeting on 2 November 21020 to formulate a draft response of the Consultation questionnaire document (attached).

The webpage with details is as follows: <https://www.kent.gov.uk/about-the-council/finance-and-budget/our-budget> with a deadline of 24 November 2020.

Members are asked to consider and endorse the submission of the completed questionnaire as detailed.

Recommended: To endorse the submission of the completed questionnaire, as detailed.

26. EXTERNAL AUDITOR REPORT AND CERTIFICATE 2019 – 2020 (p).

To comply with statute full Council are required to consider (and minute their consideration) the external auditors annual letter/report (as attached).

Recommended: That the external auditors report and certificate 2019 - 2020 be noted, as required by statute.

27. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Cllr Sue Butterfill	KALC Annual General Meeting (Zoom)	28 November 2020
Cllr Lorna Cross	KALC Net Zero & Environment Brief	3 November 2020
Cllr Lesley Howes	KALC Net Zero & Environment Brief	3 November 2020
Cllr Lesley Howes	KALC Annual General Meeting (Zoom)	28 November 2020
Cllr Lesley Howes	KALC Chairing Virtual Meetings (Zoom)	10 December 2020

Recommended: That the item be noted.

28. REPORTS OF OUTSIDE REPRESENTATIVES.

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

28.1 Whitecliffe Community Liaison Group (WCLG)

Councillor Peter Harman is the Town Councils representative on the WCLG. As previously agreed the update from 22 September 2020 meeting are available for inspection.

28.2 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.

28.3 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.

28.4 London Resort Community Liaison Group (LRCLG)

Councillor Peter Harman is the Town Council's representative on the LRCLG. The last meeting of the LRCLG was scheduled for 4 November 2020.

28.5 Children's Centre District Advisory Board (CCDAB)

Councillor Peter Harris was the Town Council's representative on the CCDAB. Unfortunately he was unable to attend the 29 September 2020 meeting but, as previously agreed, the minutes from the meeting are available for inspection.

29. REPORT FROM KENT COUNTY COUNCILLOR.

This item gives Kent County Councillor for Swanscombe and Greenhithe, Mr Peter M Harman the opportunity to submit a verbal report on relevant news or issues from Kent County Council.

30. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

This item gives the 5 Dartford Borough Councillors representing Swanscombe and Greenhithe the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

31. 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.

32. REQUEST FROM BELLWAY (p).

The attached request has been received from Bellway.

Recommended: To discuss and advise accordingly.

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

Please find attached the confidential report for this item.

Recommended: To discuss and advise accordingly.

34. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – UPDATE / REQUEST (p).

Further to minute 60/20-21 please find attached the confidential report for this item.

Recommended: To discuss and advise accordingly.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issues 243 (September 2020), 244 (October 2020) and 245 (November 2020).
- The Clerk – Society of Local Council Clerks (SLCC) – Vol.51 No.5, September 2020 and No.6, November 2020.
- Clerks & Councils Direct – September 2020, Issue 131 and November 2020, Issue 132.
- LCR – the official magazine of the National Association of Local Councils – summer 2020.
- Kent Association of Local Councils (KALC) News – October 2020



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Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithetowncouncil.gov.uk>

