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## SWANSCOMBE AND GREENHITHE TOWN COUNCIL

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

**WEDNESDAY 5 MAY 2021 at 7.00pm**

**TO TRANSACT THE UNDERMENTIONED BUSINESS.**

**DATED: 29 APRIL 2021**

Graham Blew  
**TOWN CLERK**

**Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 38 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/82084430497?pwd=QlhIR1d0VHN5QlZJY0pRd1h4dXBUT09>

**Meeting ID:** 820 8443 0497

**Passcode:** 402525

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.



ANNUAL GENERAL MEETING  
5 MAY 2021

**AGENDA**

1. To elect a Town Mayor for the ensuing year.
2. To receive the Town Mayor's Declaration of Acceptance of Office. *To be signed outside of the meeting when a copy of both the Civic Protocol and the Code of Conduct will be given to the Town Mayor.*
3. To elect a Deputy Town Mayor for the ensuing year.
4. To receive the Deputy Town Mayor's Declaration of Acceptance of Office. *To be signed outside of the meeting when a copy of both the Civic Protocol and the Code of Conduct will be given to the Town Mayor.*
5. To receive apologies for absence.
6. To receive any 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.***

**7. TO APPOINT COMMITTEES AND SUB-COMMITTEES.**

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

- ❖ *Agreement of the Committees indicates that Members have taken into account S/O 23 (e).*
- ❖ *Agreement of the Sub-Committees indicates that Members have taken into account S/O 24 (b).*

**8. TO CONSIDER AND AGREE THE TERMS OF REFERENCE OF THE COMMITTEES, SUB-COMMITTEES AND INTERNAL AUDIT (p).**



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**9. TO FIX THE DATES AND TIMES OF MEETINGS OF (p):**

- a) The Council.
- b) Standing Committees.

**10. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES.**

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

**11. BANK SIGNATORIES (p).**

- a) To appoint six members as signatories to authorise the payment of cheques.
- b) To appoint two signatories to authorise the payment of cheques on the Town Mayor's Charity Account.

**12. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 8 APRIL 2021 (p).**



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**13. REVIEW OF ACTION PLAN FOR 2021 – 2022 (p)**

As previously agreed the Action Plan is to be confirmed and adopted at the AGM each year (minute 17/18-19), with this in mind members are asked to consider the attached draft Action Plan 2021 - 2022.

**Recommended:** That the Action Plan 2021 – 2022 be confirmed.

**14. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

Standing Orders and the Financial Regulations were reviewed, in line with the National Association of Local Councils (NALC) Model Standing Orders, at the 16 May 2019 AGM (minute 18/19-20).

If any amendments are required/requested, they would be undertaken in the normal manner during the year and would require full Council approval.

- ❖ *Members have all previously been provided with hard copies of the current Standing Orders and Financial Regulations. These documents are also available via the Town Council website and copies are always available for inspection in the Council Chamber.*

**Recommended:** To review and approve the Standing Orders and Financial Regulations.

**15. ANNUAL RISK MANAGEMENT POLICY REVIEW (p).**

As part of the external audit the Town Council is required to evidence the minute of when the Risk Management Policy is reviewed. Members are asked to review and approve the Risk Management Policy.

**Recommended:** To review and approve the Risk Management Policy.

**16. REVIEW OF COUNCIL POLICIES AND PROCEDURES (p).**

The council reviews its policies and procedures at each Annual General Meeting with any changes in legislation, amendments etc. being put forward during the year in the usual manner. As previously agreed, minute 472, 23 February 2011, attached is an index of all the current policies and procedures.

**Recommended:** To review and amend / endorse the policies and procedures as listed.



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**17. 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.

**Recommended:** To approve the continued subscriptions / memberships as detailed.

**18. 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.

**Recommended:** To approve the continued regular payments as detailed.

**19. REVIEW OF INTERNAL AUDIT (p).**

❖ *The paperwork relating to this item is supplied with previous agenda item 10.*

The Town Council undertakes an annual review of the effectiveness of their system of internal audit and includes the results in the annual governance statement which is Part 2 of the annual return.

Regulation 6 requires that a council “*shall have maintained throughout the year an adequate and effective system of internal audit of the council’s accounting records and control systems.*”

The Responsible Financial Officer constantly reviews the extent and scope of the internal audit and as a minimum the following areas are assessed;

- The scope of internal audit
- Independence
- Competence
- Relationships
- Audit planning and reporting

**Recommended:** To ensure the regulatory requirements of internal audit are being met and to endorse the council’s internal controls and scope of internal audit.



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**20. RE - APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2021 – 2022.**

Members are asked to agree to the re-appointment of Mr Lionel Robbins as Independent Internal Auditor for the year 2021 – 2022.

**Recommended:** To agree to the re-appointment of Mr Lionel Robbins as the Internal Auditor for the year 2021 – 2022.

**21. ANNUAL INTERNAL AUDIT REPORT 2020 – 2021 (p).**

The Internal Auditor completed the internal audit of the Town Council's records for 2020 – 2021 on 21 April 2021 and the report from this is attached.

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

**22. ANNUAL RETURN FOR YEAR END 31 MARCH 2021 – GOVERNANCE STATEMENT (p).**

Please find attached Section 1 of the annual return, requested by the External Auditor (PKF Littlejohn LLP), for the year end 31 March 2021 for approval.

**Recommended:** That Section 1 of the annual return for the year end 31 March 2021 be approved.

**23. ANNUAL RETURN FOR YEAR END 31 MARCH 2021 - ACCOUNTING STATEMENTS (p).**

Please find attached Section 2 of the annual return, requested by the External Auditor (PKF Littlejohn LLP), for the year end 31 March 2021 for approval.

**Recommended:** That Section 2 of the annual return for the year end 31 March 2021 be approved.

**24. BALANCE SHEET FOR YEAR END 31 MARCH 2021 (p).**

Please find attached the balance sheet for the year end 31 March 2021 for approval (as indicated this has been signed off by the Independent Internal Auditor, 21 April 2021).

**Recommended:** That the balance sheet for the year end 31 March 2021 be approved.



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

The attached report details some of the contents of the website/social media streams and includes statistics covering the previous 12 month period.

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

**26. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2021 – 2022.**

Further to minute 444/14-15, Members are asked to consider, and agree, the two Town Councillors (ensuring this results in one Member from each of the three Wards) to make up the Panel along with the Town Mayor and Deputy Town Mayor.

- 1) Town Mayor – ? Ward
- 2) Deputy Town Mayor – ? Ward
- 3) Councillor – ? Ward
- 4) Councillor – ? Ward

**Recommended:** To agree the membership of the Recognition Award Scheme Panel for 2021 – 2022.

**27. MONTHLY BANK RECONCILIATIONS.**

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

**Recommended:** To appoint a member of the council to undertake the verification of the bank reconciliations.



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**28. TO CONFIRM MEMBERSHIP OF WORKING GROUPS.**

Further to minute 288/20-21 where a recent review of the Working Groups was undertaken Members are asked to confirm the Memberships of the Working Groups. As per Standing Order 25 (a) each working group should have a membership of between 3 – 5 members with the quorum for a meeting to take place being 3.

1. Community Event Working Group
2. Environmental Action Plan Working Group
3. Financial Risk Assessment Working Group
4. Grove Car Park Working Group
5. Ingress Park Community Centre Working Group
6. Pavilion Working Group
7. Strategic Building Portfolio Review Working Group

**Recommended:** To confirm Memberships of the Working Groups.

**29. MEMBERS TRAINING OPPORTUNITIES.**

As part of the training schedule for the coming year officers are proposing to deliver a series of in-house training courses for members to increase awareness in the following key area's:

- The Planning Process
- Standing Orders / Financial Regulations
- The Budget Setting Process
- Data Protection

The first of these is due to be ready shortly and dates and times will be sent out to Members in due course.

**Recommended:** To note.





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**30. 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.

**31. SUMMER ENTERTAINMENT 2021 (p).**

Attached for members is a calendar of activities that officers are currently preparing to deliver over the summer 2021 period. These include:

- Children's Summer Entertainment
- Summer of Sports – Taster Classes
- X 2 Outdoor Cinema Events

All of these events will be subject to Government guidelines / social distancing restrictions enabling these activities to be put on.

Promotional material will be put on the Town Councils noticeboards, website and social media feeds nearer the time.

**Recommended:** To note.

**32. ENVIRONMENTAL ACTION PLAN WORKING GROUP UPDATE / COMMUNITY ORCHARD (p).**

The Working Group met on 22 April 2021, at a site meeting in Swanscombe Park, and the notes are attached for members information.

The Working Group have made recommendations, contained within the notes, that are for members to consider. Also attached to support the recommendations are designs for the x 2 new community areas within Swanscombe Park and an additional area for consideration as a community orchard.

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



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**33. REVIEW OF CURRENT COMMUNITY SEATING / BINS (p).**

Further to minute 273/20-21 which included :-

3. *That an item be placed on the agenda for the next Town Council meeting to discuss other locations for benches that could be dedicated in this manner.*

Members requested an inventory of the Town Councils community seating across its public and open spaces which is attached and also includes bins.

A further request has been received regarding the possible installation of an additional litter bin at the Heritage Park.

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

**34. SEATING AREA ON PUBLIC RIGHT OF WAY DS6 (p).**

A member of the public contacted the Town Council regarding anti-social behaviour at one of the x3 seating areas located on PROW DS6 and asked if this bench could be removed/relocated.

To assist members photos are attached showing the location of the x3 seating areas along with photographs of the seating area located at the Knockhall end of DS6 which is the one in question.

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

**35. SEALING OF DOCUMENTS.**

There are none.

**36. TOWN MAYOR'S ANNOUNCEMENTS.**

**37. 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.



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**38. INGRESS PARK COMMUNITY CENTRE - UPDATE (p).**

Please find attached the confidential report for this item.

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

Information in the Office:

- Local Councils Update (Clerks and Councils Direct – Issue 249: April 2021 and Issue 250: May 2021).
- Kent Association of Local Councils News : March 2021.



You can follow us on Social Media and via our website.

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

