

NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2022 – 2023.

## COMMITTEES:

### ❖ **COMMUNITY SAFETY COMMITTEE (CSC) – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Peter Harris
Vice-Chairman:	2.	Councillor Peter Harman
Sub-Committee	3.	Councillor Anita Barham
Members:	4.	Councillor Emma Ben Moussa
	5.	Councillor Sue Butterfill
	6.	Councillor Lorna Cross
	7.	Councillor Lesley Howes
	8.	Councillor Jay Shah

### ❖ **RECREATION, LEISURE & AMENITIES COMMITTEE (RLA) – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Peter Harman
Vice-Chairman:	2.	Councillor Emma Ben Moussa
Sub-Committee	3.	Councillor Anita Barham
Members:	4.	Councillor Lorna Cross
	5.	Councillor Ann Duke
	6.	Councillor Linda Hall
	7.	Councillor John Hayes
	8.	Councillor Lesley Howes

### ❖ **FINANCE & GENERAL PURPOSES COMMITTEE (FGP) – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Lesley Howes
Vice-Chairman:	2.	Councillor Lorna Cross
Committee	3.	Councillor Emma Ben Moussa
Members:	4.	Councillor Sue Butterfill
	5.	Councillor Ann Duke
	6.	Councillor Peter Harman
	7.	Councillor Jay Shah
	8.	Councillor Maurice Weet

### ❖ **PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE (PTE) – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor John Hayes
Vice-Chairman:	2.	Councillor Peter Harris
Committee	3.	Councillor Lorna Cross
Members:	4.	Councillor Ann Duke
	5.	Councillor Linda Hall
	6.	Councillor Peter Harman
	7.	Councillor Lesley Howes
	8.	Councillor Maurice Weet

*NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2022 – 2023.*

❖ **PERSONNEL COMMITTEE – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Town Mayor
Vice-Chairman:	2.	Councillor Maurice Weet
Committee	3.	Councillor Anita Barham
Members:	4.	Councillor Sue Butterfill
	5.	Councillor Lorna Cross
	6.	Councillor Dr Jo Harman
	7.	Councillor Peter Harman
	8.	Councillor Peter Harris

❖ **EXECUTIVE / EMERGENCY COMMITTEE - 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Town Mayor
Vice-Chairman	2.	Councillor Peter Harris
Committee	3.	Councillor Anita Barham
Members:	4.	Councillor Sue Butterfill
	5.	Councillor Ann Duke
	6.	Councillor Peter Harman
	7.	Councillor Jay Shah
	8.	Councillor Maurice Weet

**SUB-COMMITTEES OF THE RLA COMMITTEE:**

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

Chairman:	1.	Councillor Lesley Howes
Vice-Chairman:	2.	Councillor Linda Hall
Sub-Committee	3.	Councillor Anita Barham
Members:	4.	Councillor Emma Ben Moussa
	5.	Councillor Ann Duke
	6.	Councillor Peter Harman

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

Chairman:	1.	Councillor Maurice Weet
Vice-Chairman:	2.	Councillor Emma Ben Moussa
Sub-Committee	3.	Councillor Linda Hall
Members:	4.	Councillor Peter Harman
	5.	Councillor John Hayes
	6.	Councillor Lesley Howes

*NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2022 – 2023.*

## **SUB-COMMITTEES OF THE FGP COMMITTEE:**

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

Chairman:	1.	Councillor Lesley Howes
Vice-Chairman:	2.	Councillor Ann Duke
Sub-Committee	3.	Councillor Sue Butterfill
Members:	4.	Councillor Lorna Cross
	5.	Councillor Peter Harman
	6.	Councillor Jay Shah

## **SUB-COMMITTEES OF THE PTE COMMITTEE:**

### **❖ REGENERATION AND QUALITY – 6 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Peter Harris
Vice-Chairman:	2.	Councillor Ann Duke
Sub-Committee	3.	Councillor Lorna Cross
Members:	4.	Councillor Peter Harman
	5.	Councillor John Hayes
	6.	Councillor Lesley Howes

**This page is intentionally left blank.**

**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 AGM on 19 May 2022.

➤ **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 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.

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.

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



**TERMS OF REFERENCE  
THE COMMUNITY SAFETY COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 19 May 2022.

➤ **MEMBERSHIP:**

This 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.

➤ **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, where possible, 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.

**This page is intentionally left blank.**



**TERMS OF REFERENCE**  
**THE EXECUTIVE & EMERGENCY COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 19May 2022.

➤ **MEMBERSHIP:**

This 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 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.

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

**TERMS OF REFERENCE**  
**THE EXECUTIVE & EMERGENCY COMMITTEE.**

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 AGM on 19 May 2022.

➤ **MEMBERSHIP:**

The 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.

➤ **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, where possible, 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.

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.**

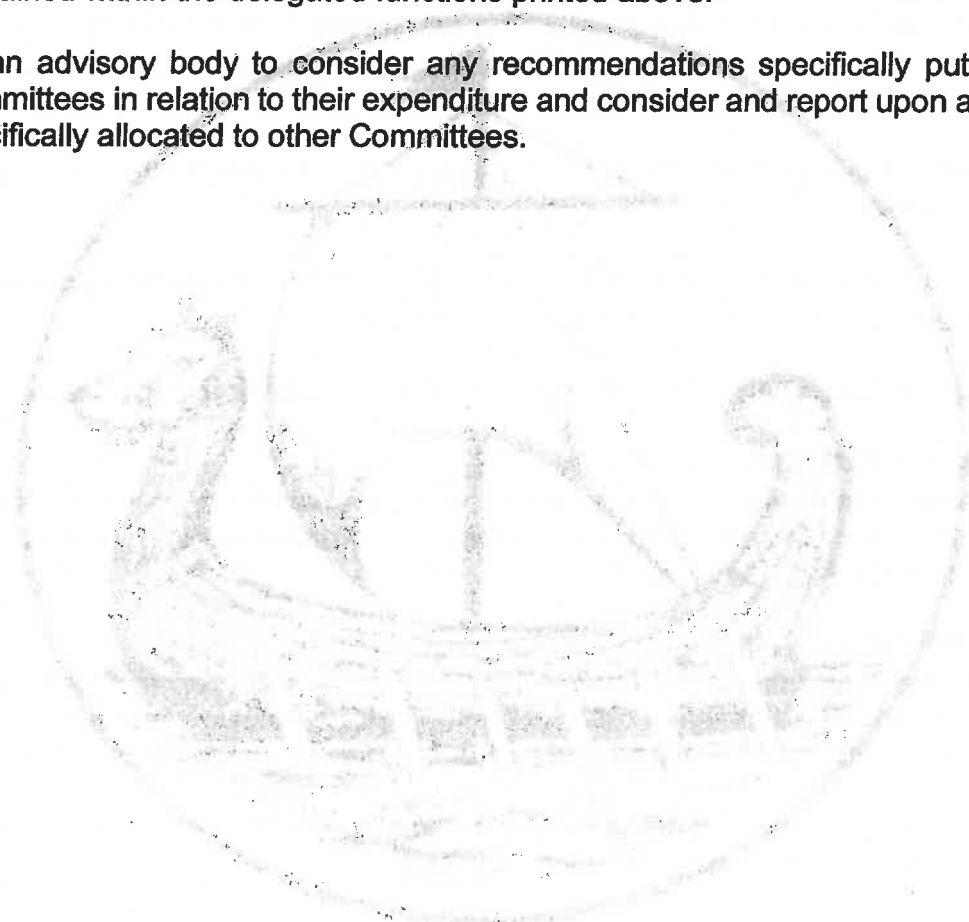
➤ **REFERRED FUNCTIONS:**

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 AGM on 19 May 2022.

➤ **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 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.

**This page is intentionally left blank.**

**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 AGM on 19 May 2022.

➤ **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 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.

**This page is intentionally left blank.**



**TERMS OF REFERENCE  
THE PERSONNEL COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 19 May 2022.

➤ **MEMBERSHIP:**

This 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 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, where possible, in April/May and November 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 any Pension Scheme it administers.

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

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

**TERMS OF REFERENCE  
THE PERSONNEL COMMITTEE.**

➤ **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 AGM on 19 May 2022.

➤ **MEMBERSHIP:**

This 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. 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, where possible, 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, Ebbsfleet Development Corporation, 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.**

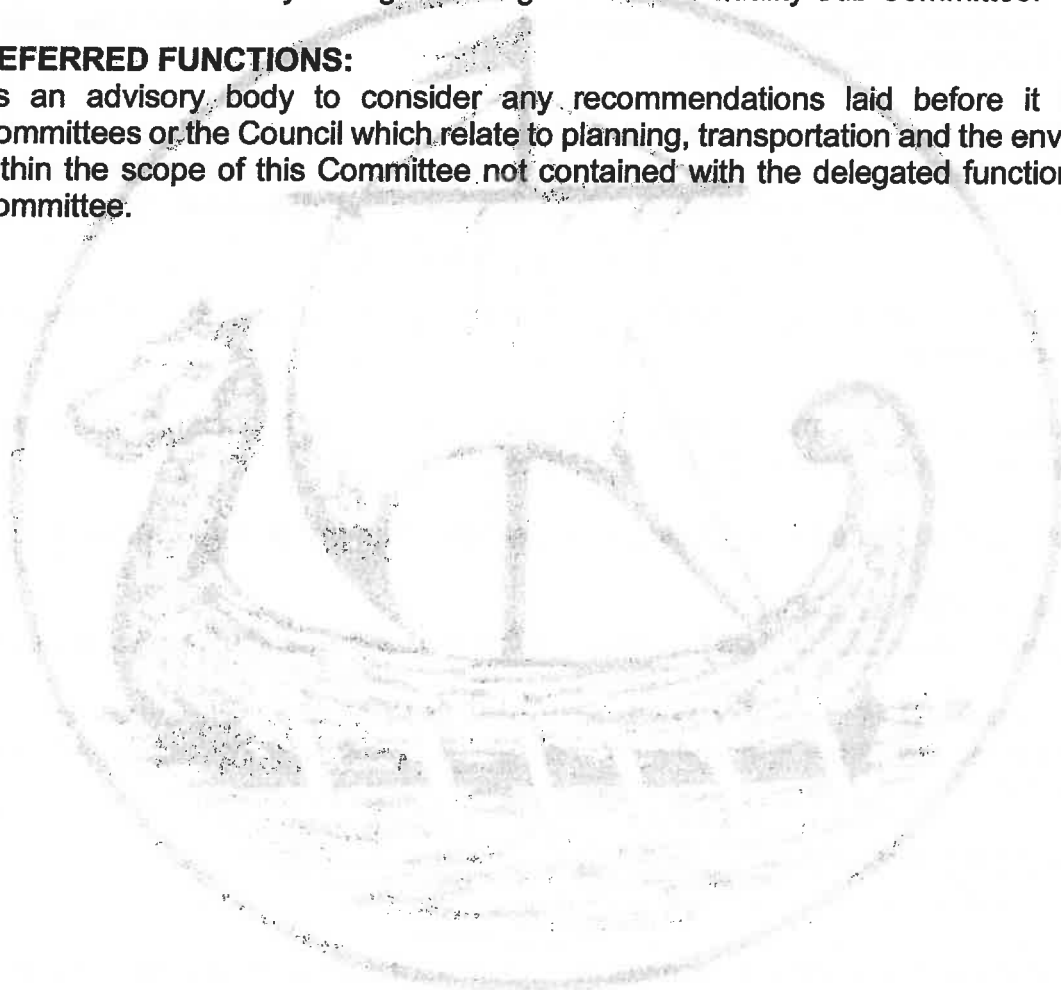
To deal with any items relating to transportation and environmental issues affecting the area and invite outside organisations to meetings to address issues highlighted. To lobby outside organisations on behalf of the Council to improve matters relating to transport and the environment.

Decide the Town Council's responses on consultations on major developments affecting the parish from Dartford Borough Council, Ebbsfleet Development Corporation, 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 AGM on 19 May 2022.

➤ **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, 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 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.

**This page is intentionally left blank.**

**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 AGM on 19 May 2022.

➤ **MEMBERSHIP:**

The 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.

➤ **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, where possible, 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.

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

**TERMS OF REFERENCE**  
**THE RECREATION, LEISURE AND AMENITIES COMMITTEE.**

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.





## **TERMS OF REFERENCE SCOPE OF INTERNAL AUDIT**

➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were reviewed by the Town Council at its AGM on 19 May 2022.

➤ **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.

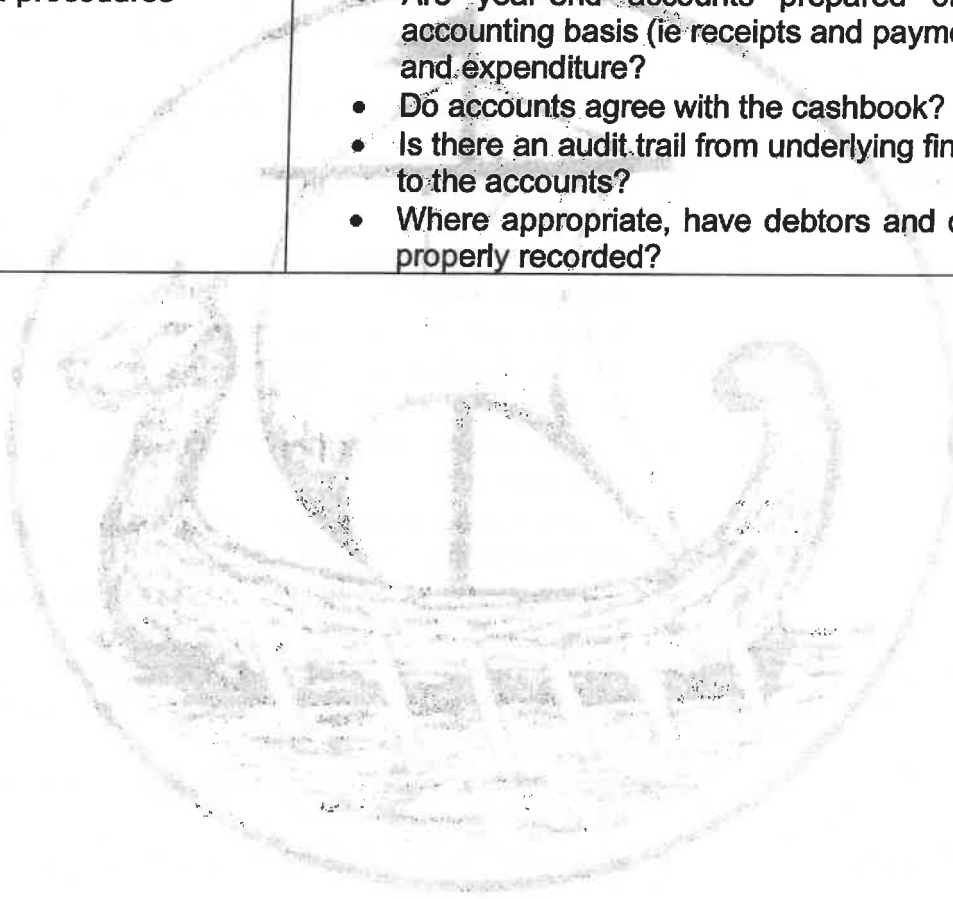
**This page is intentionally left blank.**

**TERMS OF REFERENCE  
SCOPE OF INTERNAL AUDIT**

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

**TERMS OF REFERENCE**  
**SCOPE OF INTERNAL AUDIT**

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



AGM 19/5/22

## DATES OF MEETINGS 2022 - 2023

CSC	F & G P	R L & A	TOWN COUNCIL	P, MD, T & E
6 July 2022	23 June 2022	30 June 2022	21 July 2022	25 May 2022
5 Oct 2022	15 Sept 2022	22 Sept 2022	20 Oct 2022	22 June 2022
7 Dec 2022	3 Nov 2022	24 Nov 2022	8 Dec 2022	13 July 2022
15 Feb 2023	12 Jan 2023 **	18 Jan 2023(W)	9 Feb 2023	7 Sept 2022
5 April 2023	9 March 2023	23 March 2023	20 April 2023	28 Sept 2022
				26 Oct 2022
	** Special Town Council after FGP			16 Nov 2022
				14 Dec 2022
				11 Jan 2023
CSC	Community Safety Committee			8 Feb 2023
F&GP	Finance and General Purposes Committee			1 March 2023
R&LA	Recreation, Leisure & Amenities Committee			29 March 2023
P,MD,T & E	Planning, Major Developments, Transportation & the Environment Committee			26 April 2023

**12 April 2023 - Annual Open Town Meeting**

**17 May 2023 - 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**

**This page is intentionally left blank.**

**REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2022– 2023.**

❖ **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

❖ **CHILDREN'S PARTNERSHIP CONVERSATION (1 MEMBER):**

1. Councillor Peter Harman

❖ **DIOCESE OF ROCHESTER - COMMUNITY YOUTH WORKER STEERING GROUP**

1. Councillor Peter Harman

❖ **EBBSFLEET WATER MANAGEMENT GROUP:**

1. Councillor Lesley Howes

❖ **ELDERLY FORUM (1 MEMBER):**

1. Councillor Lesley Howes

❖ **GREENHITHE COMMUNITY ASSOCIATION (2 MEMBERS):**

1. Councillor Peter Harman
2. Councillor Lesey Howes

❖ **INGRESS PARK MANAGEMENT (GREENHITHE) LTD (IPGM) (2 MEMBERS) – DIRECTORSHIP:**

1. Councillor Peter Harman
2. Councillor Peter Harris

❖ **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) COUNTY AREA COMMITTEE (2 MEMBERS):**

1. Councillor Lorna Cross
2. Councillor Lesley Howes

**REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2022– 2023.**

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

1. Councillor Lorna Cross
2. **Graham Blew – Town Clerk.** Nb. Councillor Ms L C Howes is also a member by way of her role as Vice-Chairman of the Area Committee)

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

1. Councillor Peter Harman

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

1. Councillor Sue Butterfill

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

1. Councillor Anita Barham
2. Councillor Lorna Cross
3. Councillor Peter Harman

❖ **WHITECLIFFE COMMUNITY LIAISON COMMITTEE:**

1. Councillor Peter Harman

❖ **YOUNG PEOPLE'S PARTNERSHIP CONSERVATION (formerly Youth Advisory Group):**

1. Councillor Lesley Howes



**BANK SIGNATORIES**

<b>Current Account</b> <i>(2 x Members plus Town Clerk or ATC/RFO)</i>		<b>Town Mayor's Charity Account</b>
1. Cllr Anita Barham		1. Town Clerk
2. Cllr Sue Butterfill		2. Assistant Town Clerk/ RFO.
3. Cllr Lorna Cross		
4. Cllr Peter Harman		
5. Cllr Peter Harris		
6. Cllr Lesley Howes		

**This page is intentionally left blank.**

TOWN COUNCIL  
21 APRIL 2022

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 21 APRIL 2022 at 7.00 PM

**PRESENT:** Councillor Lesley Howes – Town Mayor  
Councillor Lorna Cross – Deputy Town Mayor  
Councillor Emma Ben-Moussa  
Councillor Ann Duke  
Councillor Peter Harman  
Councillor Peter Harris

**ALSO PRESENT:** Martin Harding – Assistant Town Clerk/ RFO  
X 3 members of the public

**ABSENT:** There were none

**502/21-22. 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.

**503/21-22. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Anita Barham, due to other commitments.

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

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

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

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

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

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

An apology for absence was received from Dartford Borough Councillor David Mote.

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

**RESOLVED:**

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

**504/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.*

**505/21-22. TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 10 FEBRUARY 2022 AND THE SPECIAL TOWN COUNCIL MEETING HELD ON 17 FEBRUARY 2022.**

**RESOLVED:**

That the Minutes of the Town Council Meeting held on 10 February 2022 and the Special Town Council Meeting held on 17 February 2022 be confirmed as a true record and be signed.

**506/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**507/21-22. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 23 FEBRUARY 2022 AND 23 MARCH 2022.**

**RESOLVED:**

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 23 February 2022 and 23 March 2022 be confirmed and the recommendations made therein be adopted.

**508/21-22. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 16 MARCH 2022.**

**RESOLVED:**

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 16 March 2022 confirmed and the recommendations made therein be adopted.

**509/21-22. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 3 MARCH 2022.**

**RESOLVED:**

That the Minutes of the Finance & General Purposes Committee Meeting held on 3 March 2022 be confirmed and the recommendations made therein be adopted.

**510/21-22. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 16 FEBRUARY 2022 AND 6 APRIL 2022.**

**RESOLVED:**

That the Minutes of the Community Safety Committee Meeting held on 16 February 2022 and 6 April 2022 be confirmed and the recommendations made therein be adopted.

**511/21-22. DARTFORD BOROUGH COUNCIL (DBC) – POLLING DISTRICT & POLLING PLACE REVIEW 2022.**

DBC were conducting a review on the Polling Districts & Polling Places and have identified some changes details of which can be found on the following website: -

<https://www.dartford.gov.uk/elections/review-polling-districts-polling-stations-2022/1b>

DBC had written to the Town Council to see if they have any comments and the deadline for responses was 30 May 2022.

**RESOLVED:**

That no response be sent for the DBC – Polling District & Polling Place Review 2022

**512/21-22. TREE GIVEAWAY – EBBSFLEET DEVELOPMENT CORPORATION (EDC)**

The EDC contacted the Town Council to ask if it would like any native trees they had left over from their "Plant a Tree for the Jubilee" events.

The Town Council had received x1 Silver Birch (planted in Broomfield/Neptune Park), x3 Mountain Ash, x3 Field Maple and x3 Hawthorn (planted in Swanscombe and Broomfield Parks)

**RESOLVED:**

That the item be noted.

513/21-22. **SWANSCOMBE HEALTH CENTRE.**

Residents had contacted Members with complaints about the system used, and time taken in attempts, to book appointments.

Two representatives from the Swanscombe Health Centre were in attendance and fielded questions from members on the issues of:

Telephone wait times – Enhancements were expected to the system to bring all of the surgeries into a single system.

Alternatives to phone waits – The options for email correspondence and e-consultations were available but that the challenge was ensuring they were used.

Expansion of the service – The practice had aspired to open more facilities in both Castle Hill and space with the old White Horse Surgery in Northfleet. These had been delayed by lack of available land/space, IT issues at Northfleet and engagement with the CCG.

Community Engagement – The practice continues to support the Senior Lunch Club with equipment and a chef, whilst running groups to focus on carers and veterans. The staff hoped to work collaborative with community representatives such as Councillors to further to message of what was being done.

Signposting – The practice continued to work to signpost patients to all forms of medical support including local pharmacies and the minor injuries centre in Gravesend.

**RESOLVED:**

That the representatives from Swanscombe Health Centre be thanked for attending and providing an update on how the practice was operating.

**514/21-22. YOUTH SERVICES - CAS TRAINING REQUEST.**

Further to minute 415/19-20 (Town Council 9 January 2020) and 221/21-22 (Town Council 21 October 2021), where the Town Council agreed the expenditure to recommission CAS Training for youth provision, members are asked to consider the attached report.

An allocated fund of £4,000 was put in place for the 2022 – 2023 financial year under Cost Centre 245 – Miscellaneous Expenditure.

Members discussed the importance of this service and that it was critical to ensure it had the maximum number of sessions available to the community. Members agreed to fund the amount of £7,000 towards the service with the additional £3,000 coming from Community Infrastructure Levy (CiL). Cllr Peter Harman agreed to offer CAS the remaining £1,391 from his Members Grant from Kent County Council.

**RESOLVED:**

To commission the youth provision to be provided by CAS Training as detailed, with the additional financial contribution being paid for from the monies currently held in the Community Infrastructure Levy budget.

**515/21-22 STAFF / MEMBER TRAINING – UPDATE**

The following training had been scheduled / undertaken: -

Cllr Lorna Cross	Understanding Precepts	KALC Bitesize courses – online
Cllr Lorna Cross	Data Protection Essentials	KALC Bitesize courses – online
Cllr Lorna Cross	Team Leadership Essentials	KALC Bitesize courses – online
Admin Assistant	Managing and reducing stress	KALC Bitesize courses – online

**RESOLVED:**

That the item be noted.

**516/21-22. 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.

London Resort Company Holdings Ltd Community Liaison Group (LRCHCLG).

Councillor Peter Harman is the Town Councils representative on the LRCHCLG. As previously agreed, the Minutes from the 24 June 2021 and 14 October 2021 meetings were available for inspection.

NB. In response to an enquiry, LRCHCLG have confirmed that they are happy to accept a substitute representative, if the current cannot attend, but this must be done in advance, with the substitute members contact details being provided.

North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representatives on the NWKVC but having submitted her apologies for the meeting no update was available.

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' Peter Harman and Peter Harris are the Council's representatives on IPGM.

Councillor Peter Harris gave an update which included:

A deadline set by Ebbsfleet Development Corporation to Crest regarding the repairs to the Follies had been missed with Crest not engaging.

The x 2 Directors from Crest on the board of IPGM had been issued letters removing them from the board due to non-attendance. A letter was to be sent to the CEO of Crest explaining the position with the local representation.

A meeting was scheduled for Friday 22 April with Gareth Johnson MP 6to discuss flood defence issues and engagement with the Environment Agency.

Dartford Children's Partnership Conversation (DCPC).

Councillor Peter Harman is the Town Councils representatives on the DCPC. As previously agreed, 25 January 2022 meeting and the Agenda for the Annual Event held on 23 February 2022, are available for inspection

Borough and Parish Forum (BPF).

The Town Mayor and Town Clerk are the Town Council representatives on the BPF. As previously agreed, the agenda for the 5 April 2022 were available for inspection.



Whitecliffe Community Liaison Group (WCLG).

Councillor Peter Harman is the Town Councils representatives on the WCLG. As previously agreed, the minutes and the interim report from the 1 February 2022 were available for inspection.

Councillor Peter Harman updated members that a meeting was scheduled for 26 April, where he would raise the continued issue of community sports pitch funding.

**517/21-22 REPORT FROM KENT COUNTY COUNCILLOR.**

Kent County Councillor Mr Peter M Harman gave an update which included:

He had attended a recent Planning Committee regarding the provision of disabled play equipment at Shorne Country Park.

Meetings were also scheduled for next week regarding Kent Fire & Rescue Board and a Pension Appeal hearing.

**RESOLVED:**

That the item be noted.

**518/21-22 REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

The Dartford Borough Councillors reported on the following matters:

A change of leadership had occurred within the Labour Group at Dartford.

A report from Urbaser at the Scrutiny Meeting yesterday evening had confirmed that collections were not marked as missed until they were 6 days late, instead they were recorded as delayed collections.

A Working Group was looking to be formed on equality and how all residents within the Town could gain access to services and see improvements.

A meeting was scheduled for next week to review the proposed yellow line scheme within Ingress Park to establish better access for refuse vehicles.

The official openings for the new developments at Keary Road and Milton Road were imminent. The archaeological finds at the Gilbert Close site had triggered a review of the foundations plans for the building.

**RESOLVED:**

That the item be noted.

**519/21-22. SEALING OF DOCUMENTS.**

There were none.

**520/21-22. TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor explained that she had attended engagement events at Ebbsfleet Academy, Craylands School and Knockhall School. The students at each meeting had been both polite and engaging.

The Town Mayor was due to cut the ribbon on the new community spaces in Swanscombe Park on Friday 22 April.

The Town Mayor thanked those that attended her Civic Night and was pleased with how the evening went and the excellent entertainment from the Motley Crew Sea shanty group.

**521/21-22. EXCLUSION OF THE PRESS AND PUBLIC.**

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

**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.

**522/21-22. INGRESS PARK COMMUNITY CENTRE.**

Members considered the confidential report and verbal update provided.

**RESOLVED:**

That the Town Council write to the CEO of Crest to explain the delays with the Freehold Transfer and request any support with this.

**523/21-22. IPCC MANAGEMENT PROPOSAL.**

Members considered the confidential proposal received from a third party.

**RESOLVED:**

That the third party be contacted and informed that the Town Council would contact them once further progression had been made on the Freehold Transfer.

**524/21-22. PAVILION PROJECT - UPDATE.**

Further to minutes 253/21-22 (28 October 2021 Special Town Council) and 230/21-22 (7 October 2021 Town Council), where it was agreed that a standing item be included on future Town Council agendas. Members were provided with a confidential update so that all members are aware of how the project is proceeding.

**RESOLVED:**

That the x 3 recommendations contained within the confidential update be agreed.

**525/21-22. PAVILION COMMUNITY SPORTS AND SOCIAL CLUB – REQUEST.**

Members considered the confidential report for this item.

**RESOLVED:**

That the request be agreed, under the same terms as previously, for a period of 3 months (until June 2022).

There being no further business to transact the Meeting closed at 9.30pm.

Signed: \_\_\_\_\_

(Chairman)

Date: \_\_\_\_\_

**This page is intentionally left blank.**

**SWANSCOMBE AND GREENHITHE TOWN COUNCIL  
ACTION PLAN 2022-23.**

**AGENDA ITEM 15**  
AGM 19/5/22

**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 2022-23 Financial Year

Action:	Timescale:	Budget:
To host an event to commemorate the Queens Platinum Jubilee	Deliver on 5 June 2021	Budget carried over from the cancelled VE Day event, along with allocation from 2022-23 budget and grants from external sources.
To commission an external youth provision.	Over the 2022 – 2023 financial year	Agreed from both the 2022-23 budget and a contribution from CIL.
To continue planting trees to replace those felled as a result of the proposed works from the 2019 tree survey.	Over the 2022 – 2023 financial year	Agreed from within the budget for replacing felled trees.
To continue the planning and preparation to build a new Community Hub on the site of the current Pavilion Sports & Social Club.	Over the 2022 – 2023 financial year	Agreed for the continued professional fees to be funded from CIL.
To continue working to increase the amount of community halls available to the public across the Town.	Over the 2022 – 2023 financial year	Agreed within the allocated cost centre for that new facility.

## SWANSCOMBE AND GREENHITHE TOWN COUNCIL ACTION PLAN 2022-23.

### On-Going Actions

The following activities and actions are provided by the Town Council each year and are budgeted for within the appropriate cost centre.

- Maintain approximately 64 acres of open space including:
  - 3 full size football pitches
  - 3 mini football pitches
  - 1 cricket square
  - 2 outdoor tennis courts
  - 1 outdoor bowls greens
  - 1 outdoor basketball facility
  - 8 children's play areas
  - Swanscombe Skull Site (SSSI)
  - 1 community garden
  - 1 community picnic area
  - 2 community orchards
- Maintain and book 2 community halls;
- Provide a programme of Children's Summer Entertainment;
- Provide grant/funding scheme for local organisations;
- Operate the Swanscombe and Greenhithe Recognition Award;
- Provide Swanscombe & Greenhithe 'In Bloom';
- Provision of "Summer of Sports",
- Provide open air cinema events within the Town;
- 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 40 litter and 23 dog waste bins;
- 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.

**RISK MANAGEMENT POLICY 2021**

(This Policy was reviewed by the full Council at its AGM held on 5 May 2021, minute 19/21-22)

AREA	RISK	LEVEL	INTERNAL CONTROLS (AND AGREED IMPROVEMENTS)
<b>ASSETS</b>	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.
<b>FINANCE</b>	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
<b>LIABILITY</b>	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.
<b>EMPLOYER LIABILITY</b>	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.
<b>LEGAL LIABILITY</b>	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.
<b>COUNCILLOR PROPRIETY</b>	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.
<b>INSURANCE</b>	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
<b>PRECEPT</b>	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.
<b>PAYROLL</b>	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.
<b>COMPUTER DATA</b>	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.
<b>ADMINISTRATION</b>	Agency Advice	L	Continue with advice from KALC, SLCCCL, SEEMP, ACAS and solicitors.
<b>ALLOTMENTS PARKS</b>	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.

**This page is intentionally left blank.**



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

**AGENDA ITEM 18**  
AGM 19/5/22

<b>GENERAL POLICIES</b>	
Action Plan 2021- 2022	1
CCTV Policy	2
Child Protection Policy	3
Civic Protocol	4
Community Engagement Strategy	5
Complaints Procedure	6
Complaints Handling Procedure	7
Financial Regulations	8
Investment Strategy	9
Media Policy	10
Members Code Of Conduct	11
Member/ Officer Relations' Protocol	12
Memorial Policy	13
Policy for Use of Parks Open Spaces	14
Recording, Filming, Photographing and Broadcasting Meeting	15
Risk Management Policy	16
Standing Orders	17
Terms Of Reference	18
Tree Management & Planting Policy	19
<b>STAFFING POLICIES</b>	
Absence Management Policy	20
Assaults on Staff	21
Capability Policy	22
Dignity at Work	23
Equal Opportunities Policy	24
Family Leave Policy	25
Grievance Procedure	26
Health & Safety Policy Statement	27
Jury Service	28
LGPS Employer Policy Decision	29
Redundancy Policy	30
SmokeFeee Policy	31
Staff Disciplinary Procedure	32
Stress Policy	33
Training / Learning and Development Policy.	34
Whistleblowing Policy	35
<b>GDPR POLICIES</b>	
Acceptable IT Usage Policy	36
Breach Notification Policy	37
Data Protection Policy	38
Data Protection Training Policy	39
Document Retention and Disposal Policy	40
Document Retention Policy	41
Information Security Policy	42
Publication Scheme incl. Schedule of Charges	43
Subject Access Request Policy	44
Website Privacy Policy	45

**This page is intentionally left blank.**

**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.

**This page is intentionally left blank.**

## 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.

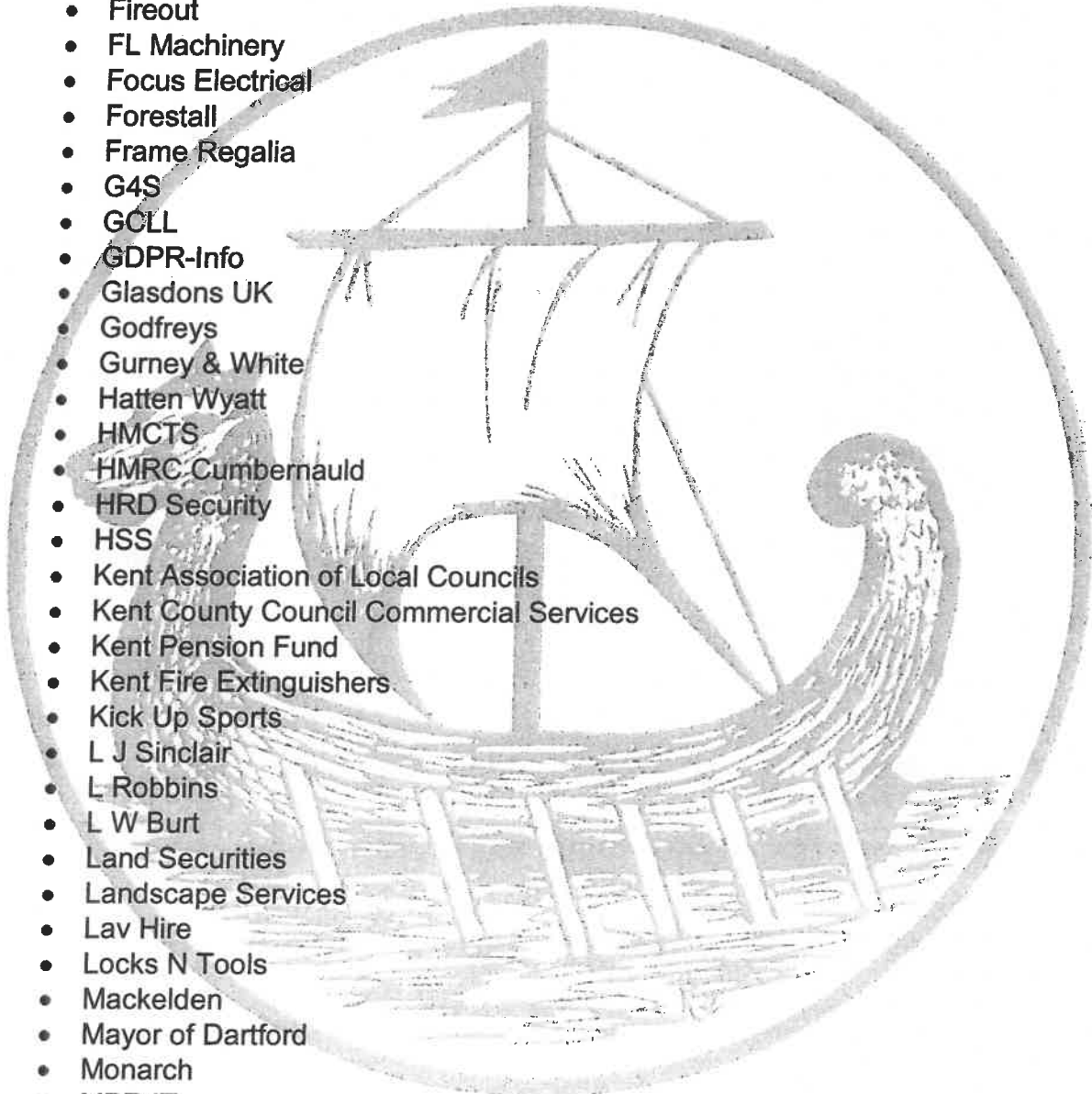
### Direct Debit

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

### BACS

- Active Security
- All Clear Water
- Allotment Society
- Altitude Events
- Amazon
- Amethyst
- Autoenroll
- Bazaar Print Solutions
- Blachere
- Caloo Ltd
- Can-Do Hire
- CCA Occasions
- Chapman Cleaning
- Chic Event Hire
- Dartford Borough Council
- Dartford F C
- Discount Builders Merchants
- Diocese of Rochester
- Dor-2-Dor
- Dragon Spirit

- DTG Elliott
- DWP
- Eden Park
- EDF
- EIAT UK
- Ernest Doe & Sons
- Fabulous Finger Foods
- Fields in Trust
- Fireout
- FL Machinery
- Focus Electrical
- Forestall
- Frame Regalia
- G4S
- GCLL
- GDPR-Info
- Glasdons UK
- Godfreys
- Gurney & White
- Hatten Wyatt
- HMCTS
- HMRC Cumbernauld
- HRD Security
- HSS
- Kent Association of Local Councils
- Kent County Council Commercial Services
- Kent Pension Fund
- Kent Fire Extinguishers
- Kick Up Sports
- L J Sinclair
- L Robbins
- L W Burt
- Land Securities
- Landscape Services
- Lav Hire
- Locks N Tools
- Mackelden
- Mayor of Dartford
- Monarch
- MPR IT
- Mrs Back 2 Front
- Mrs Roundabout
- National Association of Local Councils
- Night & Day Security
- The Pavilion
- PHC Ltd
- Pinden

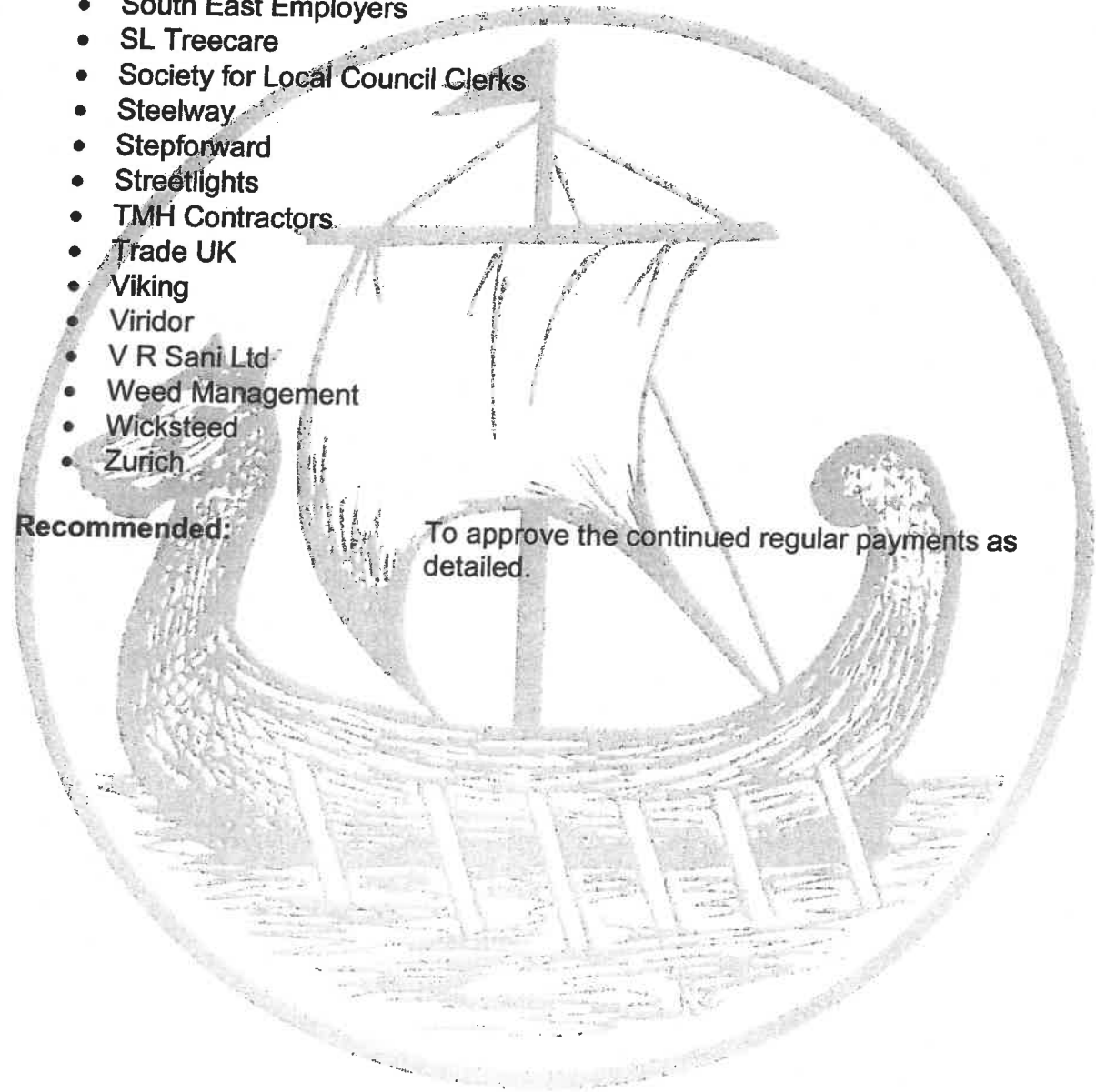




- PKF Littlejohn
- Playdale
- RBL
- RSL Shutters
- RSS Play
- Sage UK Ltd
- Schindler Lifts
- Scribe 2000
- South East Employers
- SL Treecare
- Society for Local Council Clerks
- Steelway
- Stepforward
- Streetlights
- TMH Contractors
- Trade UK
- Viking
- Viridor
- V R Sani Ltd
- Weed Management
- Wicksteed
- Zurich

**Recommended:**

To approve the continued regular payments as detailed.



**This page is intentionally left blank.**

Annual Internal Audit Report 2021/22

Swanscombe and Greenhithe Town Council

ENTER AUTHORITY AVAILABLE WEBSITE/WEBPAGE ADDRESS  
https://swanscombeandgreenhithe.towncouncil.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 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	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> 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: 27/04/2022  
 Name of person who carried out the internal audit: ENTER NAME / IONISE ROBBINSON  
 Signature of person who carried out the internal audit: [Signature]  
 Date: 27/04/2022

\*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).

# **SWANSCOME & GREENHITHE TOWN COUNCIL**

## **INTERNAL AUDIT REPORT 2021-22**

---

I am pleased to report to Members of the Town Council that I have completed my internal audit of the Town Council's records for 2021-22 and have been able to complete the Annual Internal Audit Report for the 2021-22 Annual Return.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping to be of a good standard and the Town Council's approach to the management of risks to be sound. As a result of my audit I was able to answer 'YES' to all the relevant questions contained in the Annual Internal Audit Report for 2021-22.

I would like to take this opportunity to thank your RFO for the assistance given to me in the conduct of the audit which was carried out on 27 April 2022.

### **PREVIOUS AUDITS:**

#### **External Audit:**

Certificate for 2020-21 considered by Council on 7 October 2021, no action required.

#### **Internal audit:**

Nothing to follow up from 2020-21.

### **FINDINGS THIS AUDIT:**

During the audit I carried out sufficient work to enable me to complete the Annual Internal Audit Report at the one visit, there being no interim audit this year. The work included reading the minutes, checking the accounting records and bank reconciliations with the cashbooks. I also reviewed the assets register and test checked the vehicles.

All tests were completed satisfactorily.

The Council, following best practice, has set up e-mail accounts for its councillors and staff. Not all councillors are using their Council e-mail accounts. Use of personal or other non-council e-mail accounts for council business presents Data Protection risks for the Council and in some cases may contravene the Council's Acceptable IT Usage Policy.

The Council has adopted the NALC model for its Financial Regulations (as posted on the website). The NALC model itself needs updating as it continues to refer to the Audit Commission (abolished 2015). The model also contains policies that the Council may consider to be inappropriate – such as the para 7.4 requirement to maintain a separate confidential cashbook for staff pay. I recommend a review aimed at tailoring the NALC model to fit more closely the Council's needs.

I have nothing further to report.

**Lionel Robbins**  
**Independent Internal Auditor**  
**1 May 2022**

**Section 1 – Annual Governance Statement 2021/22**

We acknowledge as the members of:

**Swanscombe and Greenhithe 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 2022, 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	NA
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

19/05/2022

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

<https://swanscombeandgreenhithe.town.council.gov.uk/> SITE/WEBPAGE ADDRESS

**This page is intentionally left blank.**

**Section 2 – Accounting Statements 2021/22 for**

Swanscombe and Greenhithe Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	614,766	550,357	<i>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.</i>	
2. (+) Precept or Rates and Levies	423,496	420,052	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	153,153	340,148	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	293,559	294,774	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	347,498	437,432	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	550,357	578,350	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	536,576	562,841	<i>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.</i>	
9. Total fixed assets plus long term investments and assets	0	0	<i>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.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*[Signature]*

Date 14/04/2022

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

19/05/2022

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURES REQUIRED

**This page is intentionally left blank.**



## Swanscombe and Greenhithe Town Council

## AGENDA ITEM

## BALANCE SHEET

31/03/2022

AGM 19/5/22 26

(Last) Year Ended 31 Mar 2021		(Current) Year Ended 31 Mar 2022
£		£
	<b>CURRENT ASSETS</b>	
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	
	Prepayments	
13,780.89	VAT Recoverable	15,508.57
	Temporary lendings (investments)	
536,576.56	Cash in hand	562,841.46
550,357.45	<b>TOTAL ASSETS</b>	578,350.03
	<b>CURRENT LIABILITIES</b>	
	Creditors	
<u>550,357.45</u>	<b>NET ASSETS</b>	<u>578,350.03</u>
	<b>Represented by:</b>	
127,994.75	General fund Balance	87,420.60
	<b>Reserves:</b>	
	Capital	
422,362.70	Earmarked	490,929.43
	Adjustments	
<u>550,357.45</u>		<u>578,350.03</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2022

Signed


  
Responsible Financial Officer

Date



## Swanscombe Greenhithe Town Council

### List of Assets held at 31 March 2022

#### 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
		<u>£6.00</u>

#### 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
		<u>£4,762,752.68</u>

#### Equipment

Date Purchased	Description of Asset	Current Value
13/02/2014	Tractor	£14,000.00
22/02/2019	3x Vans & Trailer	£21,500.00
01/04/1980	Tractor Mounted Equipment	£4,750.00
18/03/2010	Parks Equipment, inc all gardening equipment, tools etc	£75,740.32
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	£10,000.00
15/10/2015	Rotary Mower	£994.19
23/03/2016	3 x Cylinder Mower	£12,300.00
20/06/2016	4 x Commemorative Benches (2 Queens / 2 WW1)	£3,700.00
15/03/2020	15 x New Benches & 22 x New Bins	£15,000.00
		<u>£458,382.35</u>

#### Total of Assets

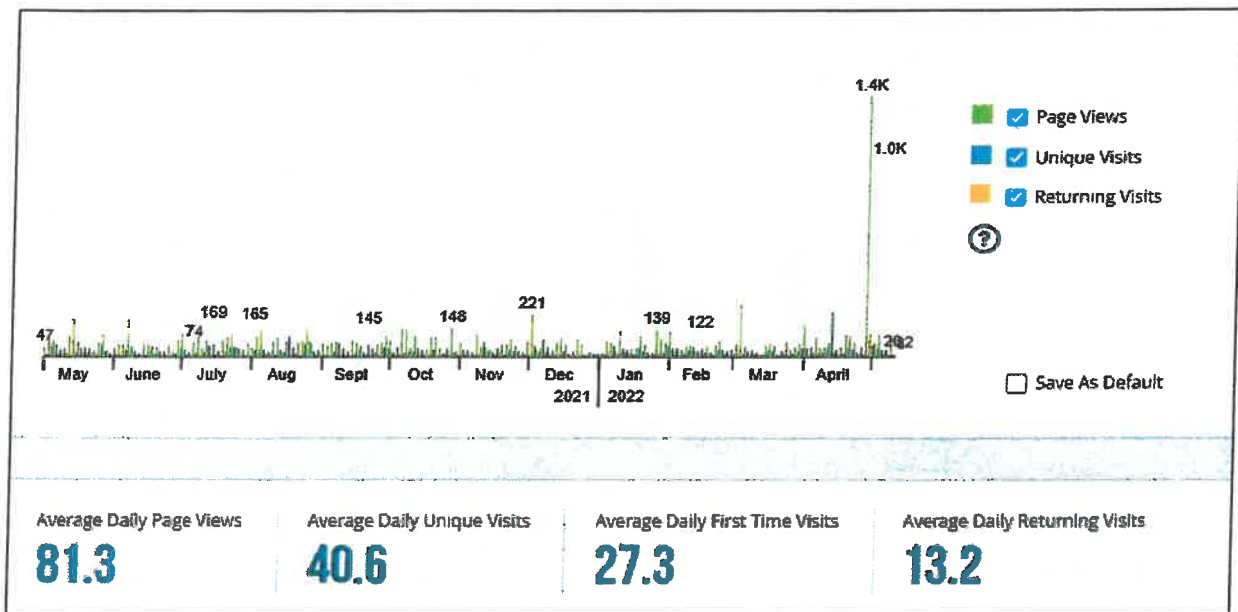
£5,221,141.03

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

### Website

Below is the analysis report showing the volume of traffic to the Town Councils website over the 12 months from May 2021 to April 2022.

A further extract has been taken showing the most visited pages over the 5 days between 4 and 9 May 2022.



### Pages

Entire Log (5 days)

Filters Conversion Tracking Export

Page	Unique Visits	Bounce Rate	Page Analysis
Homepage   Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/	99	53.5%	Page Analysis
The Pavilion Project - Have Your Say   Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/the-pavilion-project-have-your-say/	53	86.8%	Page Analysis
Facilities Information   Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/recreation/facilities-information/	21	57.1%	Page Analysis
The Pavilion Community Sports &amp; Social Club.   Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/the-pavilion-community-sports-social-club/	17	58.8%	Page Analysis
Calendar   Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/calendar/	8	37.5%	Page Analysis
Your Councillors   Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/homepage-one-2/your-councillors/	6	100%	Page Analysis
Allotments Information   Swanscombe and Greenhithe Town Council swanscombeandgreenhithe town council.gov.uk/allotments-available/	6	66.7%	Page Analysis

## Social Media

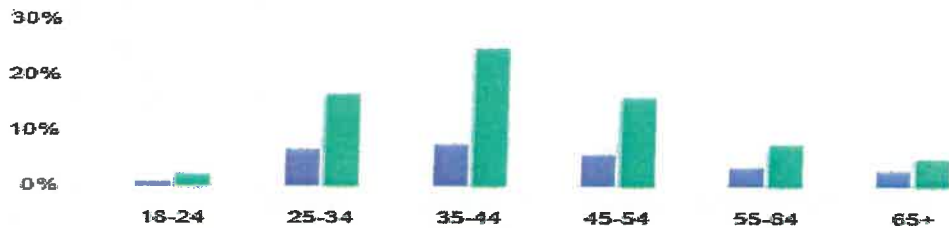
Below is a report showing the breakdown of the gender, age and declared location for the 3581 followers the Town Councils Facebook page currently has.

A further extract has been taken showing all posts over the last 7 day period and the number of people they have reached and that have engaged with that post (commented, liked or shared).

## Audience

### Age and gender

Men 27.30%  
Women 72.70%



### Location

#### Towns/cities

#### Countries

Swanscombe	835
Greenhithe	694
Gravesend	472
Dartford	470
London	246
Rochester	86
Longfield	36
Chatham	30
Lenham	28
Swanley	25

## Posts

Last 7 days

Date ▾



**Sunday 8 May 2022 marks 77 years since VE Day (the end of the Second World War in Europe.)...**  
Sun, 8 May

Post reach **992** Engagement **48**



**Suns out and the cricket square is cut and ready for this weekends opening matches of the season....**  
Fri, 6 May

Post reach **3607** Engagement **114**



**A2 Bean & Ebbsfleet junction improvement scheme - update from Highways England. Please find attached the closure information for the A2 Bean and Ebbsfleet junction improvements scheme for the next two weeks. We appreciate your co-operation and understanding whilst these works are carried out, and we will continue to send out updates. If you have any questions regarding these works, please don't hesitate to contact us. Highways England Customer Contact Centre **0300 123 5000** ● [www.highways.gov.uk](http://www.highways.gov.uk)**  
Fri, 6 May

Post reach **10212** Engagement **803**



**Anyone for afternoon tea? Just £8.50 to book a space and enjoy a very delicious afternoon. Please contact Sam & Kelly on **01322 423476** ● to book your space.**  
Fri, 6 May

Post reach **1956** Engagement **72**



**Swanscombe and Greenhithe Town Council have pledged to leave uncut additional areas of the...**  
Thurs, 5 May

Post reach **2037** Engagement **38**



**Today the Town Mayor, Cllr Lesley Howes, was pleased to be able to officially open the new trim trail ...**  
Wed, 4 May

Post reach **4764** Engagement **1184**

**NB.** Over the last 12 months the item the Town Council posted, on any of its social media feeds, that received the most views was the launch of the public consultation into the new Community Hub at the site of the existing Pavilion Community Sports & Social Club. That social media post was viewed more than 11,000 times.

**This page is intentionally left blank.**

**A. COMMUNITY EVENT WORKING GROUP:**

1. Councillor Emma Ben Moussa
2. Councillor Lorna Cross
3. Councillor Ann Duke (7/10/2021)
4. Councillor Peter Harman
5. Councillor Lesley Howes

**B. ENVIRONMENTAL ACTION PLAN WORKING GROUP**

1. Councillor Emma Ben Moussa
2. Councillor Ann Duke
3. Councillor Linda Hall
4. Councillor Peter Harman
5. Councillor Lesley Howes

**C. FINANCIAL RISK ASSESSMENT WORKING GROUP:**

1. Councillor Sue Butterfill
2. Councillor John Hayes
3. Councillor Lesley Howes
4. Councillor Jay Shah
5. Councillor Maurice Weet

**D. GROVE CAR PARK WORKING GROUP:**

1. Councillor Emma Ben Moussa
2. Councillor Sue Butterfill
3. Councillor Dr Jo Harman
4. Councillor Peter Harman
5. Councillor Lesley Howes

**E. INGRESS PARK COMMUNITY CENTRE WORKING GROUP:**

1. Councillor Dr Jo Harman
2. Councillor Peter Harman
3. Councillor Peter Harris
4. Councillor Lesley Howes
5. Councillor Jay Shah

**F. PAVILION WORKING GROUP:**

1. Councillor Emma Ben Moussa
2. Councillor Lorna Cross
3. Councillor Ann Duke
4. Councillor Dr Jo Harman
5. Councillor Peter Harman

**G. PUBLIC TOILETS WORKING GROUP:**

1. Councillor Emma Ben Moussa
2. Councillor Lorna Cross
3. Councillor Ann Duke
4. Councillor Peter Harman
5. Councillor Lesley Howes

**H. STRATEGIC BUILDING PORTFOLIO REVIEW WORKING GROUP:**

1. Councillor Lorna Cross
2. Councillor Peter Harman
3. Councillor Lesley Howes
4. Councillor Jay Shah
5. Councillor Maurice Weet



## The Local Government Act 1972 – A Summary (extract).

**Section 137 Local Government Act 1972.**

If a council is considering expenditure for which there is no statutory power councillors may use Section 137 of the Local Government Act 1972. which states: ***A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of their area or any part of it or all or some of their inhabitants, up to a total of £8.82*** (the council are informed of what this amount will be each year by Department for Levelling Up, Housing and Communities (DLUHC) ***per elector Register of Electors.***

The expenditure must bring some direct benefit to the area or part of it, or to some or all the inhabitants; this means that it must be possible to point to some way in which, in the broadest sense, the area or its inhabitants will be better off because of the expenditure. Direct benefit must be commensurate with the expenditure involved; it is for the council, acting reasonably, to judge whether this test is met, but they need to consider whether the expenditure is reasonable in relation to the degree of direct benefit that it will produce. Expenditure within the stated financial and legal parameters must be included within the budget of the council. The important thing to remember is that s137 cannot be spent on an individual. E.g., a young scout may ask the council for financial help to enable a visit to an international jamboree in South America. Worthy as this may be the council cannot agree because the statute says s137 money must benefit some or all of the inhabitants.' However, if the request came from the scout troop the parish/town council could consider a grant to the troop as a whole; it would then be benefiting 'some' inhabitants.

**This page is intentionally left blank.**

**Planning Services**

Mr Graham Blew  
Clerk to Swanscombe & Greenhithe Town  
Council  
The Town Council Offices  
The Grove  
Swanscombe  
Kent DA10 0GA

Please ask for: Stephen Dukes  
Direct line: (01322) 343015  
Direct fax: (01322) 343047  
E-mail: stephen.dukes@dartford.gov.uk  
DX: 142726 Dartford &  
Your ref:  
Our ref: SWANS001

Date: 25 April 2022

Dear Graham

**Subject: Dartford Community Infrastructure Levy: Duty to pass CIL to local councils (Neighbourhood Portion) under CIL Regulations 2010 (as amended) Regulations 59A to 59D**

Dartford Borough Council implemented the Community Infrastructure Levy for development in the Borough from 1<sup>st</sup> April 2014. All new development which incorporates new floor space or creates a new home is liable to CIL, subject to the development type and rates set out in Dartford's CIL Charging Schedule and provisions in national regulations.

The Council is required to pass on a proportion of the CIL receipts to town and parish councils that have been received from chargeable development in their area. This will be 15% of the total applicable CIL receipts up to a maximum of £100 (indexed) per dwelling within your Council's area.

I am writing to inform you that CIL payments were received by the Borough Council during the period 1<sup>st</sup> October 2021 to 31<sup>st</sup> March 2022 from development within your town council area. Therefore, a local proportion of £84,808.71 will be transferred to Swanscombe & Greenhithe Town Council. The payment will be paid directly into your account shortly. The CIL payments received were related to the following development:

**£84,808.71 from EDC/19/0159 Former Croxton & Garry Site (being the 2<sup>nd</sup> of 4 payments due)**

Government guidance requires that: *"The local council must use the CIL receipts passed to it to support the development of the local council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area."*

CIL Neighbourhood Proportion monies may be spent on local priorities. CIL Regulations provide the ability for the parish council to agree priority projects with the Borough Council so that the neighbourhood proportion can be used to support the funding of 'larger' infrastructure that the local council itself may not normally directly deliver (where it supports development within the local area). Please contact me if you would like to discuss the overall infrastructure delivery programme within the Borough, and the potential for the local council to use this funding to support and achieve shared priorities within its area.

Please note that under CIL Regulation 59E the Borough Council may serve a notice on the local council requiring it to repay some or all of the CIL receipts that has not been applied to support development in its area within 5 years of receipt.

Would you please bring this letter to the attention of the Chair of the town council.

Yours sincerely

*Stephen Dukes*

Stephen Dukes  
Senior Infrastructure Planner  
Dartford Borough Council

**This page is intentionally left blank.**