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SWANSCOMBE AND GREENHITHE TOWN COUNCIL

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

THURSDAY 19 MAY 2022 at 7.00pm

TO TRANSACT THE UNDERMENTIONED BUSINESS.

DATED: 12 MAY 2022

Graham Blew

Graham Blew
TOWN CLERK

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

AGENDA

1. To elect a Town Mayor for the ensuing year.
2. To receive the Town Mayor's Declaration of Acceptance of Office. *To be signed outside of the meeting when a copy of both the Civic Protocol and the Code of Conduct will be given to the Town Mayor.*
3. To elect a Deputy Town Mayor for the ensuing year.
4. To receive the Deputy Town Mayor's Declaration of Acceptance of Office. *To be signed outside of the meeting when a copy of both the Civic Protocol and the Code of Conduct will be given to the Town Mayor.*
5. Vote of thanks by incoming Town Mayor to the outgoing Town Mayor in respect of services rendered during the past year and presentation of Past Mayor's Badge.
6. Response by Councillor Ms Lesley Howes.
7. To receive apologies for absence (*Local Government Act 1972, s.85*).
8. To receive any declarations of interest in Items on the Agenda.

* ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***

9. TO APPOINT COMMITTEES AND SUB-COMMITTEES (p).

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

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

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

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

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

12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES (p).

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

13. BANK SIGNATORIES (p).

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

14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 21 APRIL 2022 *(Local Government Act 1972, Sch 12, Para 41(1)).* **(p).**

15. REVIEW OF ACTION PLAN FOR 2022 – 2023 (p)

As previously agreed, the Action Plan is to be confirmed and adopted at the AGM each year (minute 17/18-19), with this in mind members are asked to consider the attached draft Action Plan 2022 - 2023.

Recommended: That the Action Plan 2022 – 2023 be confirmed.

16. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

Standing Orders and the Financial Regulations were reviewed, at the 5 May 2021 AGM (minute 18/21-22).

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

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

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

17. ANNUAL RISK MANAGEMENT POLICY REVIEW (p).

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

Recommended: To review and approve the Risk Management Policy.

18. REVIEW OF COUNCIL POLICIES AND PROCEDURES (p).

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

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

19. SUBSCRIPTIONS / MEMBERSHIPS (p).

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

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

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

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

Recommended: To approve the continued regular payments as detailed.

21. REVIEW OF INTERNAL AUDIT (p).

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

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

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

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

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

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

22. RE - APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2022 – 2023.

Members are asked to agree to the re-appointment of Mr Lionel Robbins as Independent Internal Auditor for the year 2022 – 2023.

Recommended: To agree to the re-appointment of Mr Lionel Robbins as the Internal Auditor for the year 2022 – 2023.

23. ANNUAL INTERNAL AUDIT REPORT 2021 – 2022 (p).

The Internal Auditor completed the internal audit of the Town Council's records for 2021 – 2022 on 26 April 2022 and the report from this is attached.

Recommended: That the item be noted.

24. ANNUAL RETURN FOR YEAR END 31 MARCH 2022 – GOVERNANCE STATEMENT (p).

Please find attached Section 1 of the annual return, requested by the External Auditor (PKF Littlejohn LLP), for the year end 31 March 2022 for approval.

Recommended: That Section 1 of the annual return for the year end 31 March 2022 be approved.

25. ANNUAL RETURN FOR YEAR END 31 MARCH 2022 - ACCOUNTING STATEMENTS (p).

Please find attached Section 2 of the annual return, requested by the External Auditor (PKF Littlejohn LLP), for the year end 31 March 2022 for approval.

Recommended: That Section 2 of the annual return for the year end 31 March 2022 be approved.

26. BALANCE SHEET FOR YEAR END 31 MARCH 2022 (p).

Please find attached the balance sheet for the year end 31 March 2022 for approval (as indicated this has been signed off by the Independent Internal Auditor, 26 April 2022).

Recommended: That the balance sheet for the year end 31 March 2022 be approved.

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

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

Recommended: That the item be noted.

28. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2022 – 2023.

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

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

Recommended: To agree the membership of the Recognition Award Scheme Panel for 2022 – 2023.

29. MONTHLY BANK RECONCILIATIONS.

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

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

30. TO CONFIRM MEMBERSHIP OF WORKING GROUPS (p).

Members are asked to confirm the Memberships of the Working Groups. As per Standing Order 25 (a) each working group should have a membership of between 3 – 5 members with the quorum for a meeting to take place being 3.

- A. Community Event Working Group
- B. Environmental Action Plan Working Group
- C. Financial Risk Assessment Working Group
- D. Grove Car Park Working Group
- E. Ingress Park Community Centre Working Group
- F. Pavilion Working Group
- G. Public Toilets Working Group
- H. Strategic Building Portfolio Review Working Group

Recommended: To confirm Memberships of Working Groups.

31. SECTION 137 EXPENDITURE: LIMIT FOR 2021 – 2022 (p).

The Department for Levelling Up, Housing and Communities (DLUHC) has confirmed that the appropriate sum for the purposes of Section 137 (4) (a) of the Local Government Act 1972 for local (parish and town) councils in England for 2022 – 2023 is £8.82.

This is the amount as a result of increasing the amount of £8.41 for 2021 – 2022 by the percentage increase in the retail index between September 2020 and September 2021, in accordance with Schedule 12B to the 1972 Act.

Recommended: That the item be noted.

32. COMMUNITY INFRASTRUCTURE LEVY (CIL), DARTFORD BOROUGH COUNCIL (DBC) (p).

Further to minutes 51/21-22 (*full Council 24 June 2021*) and 323/21-22 (*full Council 9 December 2021*) the Senior Infrastructure Planner (DBC) has written advising that a proportion of the CIL receipts received from development/s within the Town Council area, for period 1 October 2021 to 31 March 2022, have been received and apportioned accordingly.

Recommended: That the item be noted.

33. SEALING OF DOCUMENTS.

There are none.

34. TOWN MAYOR'S ANNOUNCEMENTS.

Information in the Office:

- Local Councils Update (Clerks and Councils Direct – Issue 261: May 2022.
- Kent Association of Local Councils (KALC) News: April 2022.
- Clerks and Councils Direct – Issue 141, May 2022.
- Allotment & Leisure Gardener (National Allotment Society) – Issue 2, 2022.

**** Members and their spouses / partners are cordially invited to join the Mayor Elect for refreshments after the Meeting.**



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

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

