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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

A Meeting of the Swanscombe and
Greenhithe Town Council will be held
on

Thursday 20 October 2022 at 7.00pm

at: The Council Offices, The Grove, Swanscombe, DA10 0GA.

Graham Blew

Graham Blew
Town Clerk

Dated: 14 October 2022

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 19 onwards.

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.

A G E N D A

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive and accept apologies for absence (*Local Government Act 1972, s.85*).
2. Declarations of interest in items on the Agenda (*Localism Act 2011, s.31*).
- * ***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.***
3. To approve the Minutes of the Meeting held on 21 July 2022 (p) (*Local Government Act 1972, Sch 12, Para 41(1)*).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).
5. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p)**
(*Local Government Act 1972, Sch 12, Para 41(1)*):
 - Planning, Major Developments, Transportation & the Environment Committee – 7 September 2022 and 28 September 2022.
 - Recreation, Leisure & Amenities Committee – 6 October 2022.
 - Finance & General Purposes Committee – 29 September 2022.
 - Community Safety Committee – 5 October 2022.
 - Allotments & Cemeteries Sub-Committee – 4 October 2022
6. **AMENDMENT TO STANDING ORDERS AND FINANCIAL REGULATIONS (p).**

Further to minute 129/22-23 the attached amendments to Standing Orders and Financial Regulations are suggested to unify with the updated NALC model Standing Orders and Finance Regulations and in line with suggestions made by the Town Councils Internal Auditor as part of the 2021 – 2022 audit.

Recommended: To agree and adopt the amendments to Standing Orders and Financial Regulations, as detailed.
7. **EXTERNAL AUDITOR REPORT AND CERTIFICATE 2021 – 2022 (p).**

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

Recommended: That the external auditors report and certificate 2021 - 2022 be noted, as required by statute.

8. CIVILITY AND RESPECT PLEDGE (p).

The National Association of Local Councils (NALC), One Voice Wales (OVW) and the Society of local Council Clerks (SLCC) believe it's time to put civility and respect at the top of the agenda to start a culture change in the local council sector.

Members are asked to consider signing up to the Civility and Respect Pledge which would demonstrate that the Town Council is committed to treating councillors, employees, members of the public, representatives of partner organisations and volunteers, with civility and respect in their roles.

Recommended: To resolve to sign up to the Civility and Respect Pledge.

9. LOCAL COUNCIL AWARD SCHEME – FOUNDATION AWARD ACHIEVEMENT (p).

Further to minutes 182/20-21 and 408/21-22 The National Association of Local Councils (NALC) have confirmed that the Town Council has achieved the Foundation Award which shows that the Town Council achieves good practices in governance, community engagement, council improvements, and goes above and beyond the legal obligations.

Recommended: That the item be noted.

10. BUDGET FORECAST REPORT 2022 – 2023 & 2023 – 2024 (p).

Members are asked to consider the attached report.

Recommended: To agree to waive the review of the FRA's during 2022 – 2023 and suspend contributions to the FRA's in both the 2022 – 2023 and 2023 – 2024 financial years, except for monies required for works resulting from the next 5 yearly tree survey.

11. INSURANCE CLAIM/S – UPDATE.

The following claim/s have now been settled: -

- a) Claim Ref: 27210000328 – damage to the roof of the changing rooms at Knockhall Recreation Ground, this claim incurred a £525.89 excess.
- b) Claim Ref: 27210054895 – damage to play area surfacing at Knockhall Recreation Ground, this claim incurred a £250.00 excess.

Recommended: That the item be noted.

12. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken: -

Town Clerk	Parish Forum - 13 October 2022	KHS – Zoom.
X2 Groundsmen/Gardeners	Introduction to Playground Inspections for Local Councils – 21 September 2022	KALC – Elham Village Hall.

Recommended: That the item be noted.

13. REPORTS OF OUTSIDE REPRESENTATIVES.

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

13.1 London Resort Company Holdings Ltd. Community Liaison Group (LRCHCLG)
Councillor Peter Harman is the Town Councils representatives on the LRCHCLG.

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.

13.2 North West Kent Volunteer Centre (NWKVC).
Councillor Sue Butterfill is the Town Councils representative on the NWKVC and she has requested that this item be on future agendas to enable her to give a verbal update.

13.3 Ingress Park (Greenhithe) Management Limited (IPGM).
Councillors' Peter Harman and Peter Harris are the Council's representatives on IPGM. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

13.4 Dartford Children's Partnership Conversation (DCPC).
Councillor Peter Harman is the Town Councils representatives on the DCPC. As previously agreed, the Agenda for the 27 September 2022 meeting and the Notes from the 21 June 2022 meeting, are available for inspection.

13.5 Dartford Young People's Partnership Conversation (DYPPC)
Councillor Lesley Howes is the Town Councils representatives on the DCPC. As previously agreed, the Minutes from the 15 June 2022 meeting, are available for inspection.

13.6 Whitecliffe Community Liaison Group (WCLG).
Councillor Peter Harman is the Town Councils representatives on the WCLG. As previously agreed, the Agenda and Minutes from the 30 August 2022 meeting meetings are available for inspection.

14. REPORT FROM KENT COUNTY COUNCILLOR.

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

15. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

This item gives the x5 Dartford Borough Councillors representing Swanscombe and Greenhithe the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

16. SEALING OF DOCUMENTS.

There are none.

17. TOWN MAYOR'S ANNOUNCEMENTS.

18. EXCLUSION OF THE PRESS AND PUBLIC.

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

19. INGRESS PARK COMMUNITY CENTRE (IPCC) - UPDATE (p).

Attached are confidential updates for members information.

Recommended: That the item be noted.

20. 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.

A verbal update will be given if there is any further information since the Special Town Council meeting on 12 October 2022.

Recommended: That the item be noted.

INFORMATION IN THE OFFICE.

- KALC News – July 2022, August 2022 and September 2022.
- Local Councils Update – Issue 264, August 2022, Issue 265, September 2022 and Issue 266, October 2022.
- The Clerk – September 2022.
- Clerks & Councils Direct – September 2022, Issue 143



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

