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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 at
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA
on
THURSDAY 16 MAY 2019 at 7.00pm
TO TRANSACT THE UNDERMENTIONED BUSINESS.**

DATED: 10 MAY 2019

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.



ANNUAL GENERAL MEETING
16 MAY 2019

AGENDA

1. To elect a Town Mayor for the ensuing year.
2. To receive the Town Mayor's Declaration of Acceptance of Office. *At this point the Town Mayor will receive a copy of both the Civic Protocol and the Code of Conduct.*
3. To elect a Deputy Town Mayor for the ensuing year.
4. To receive the Deputy Town Mayor's Declaration of Acceptance of Office. *At this point the Deputy Town Mayor will receive a copy of both the Civic Protocol and the Code of Conduct.*
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 Mrs A E D Barham.
7. To receive apologies for absence.
8. To receive any declarations of interest in Items on the Agenda.

At the Town Mayor's discretion the meeting will be adjourned at this point to accept questions from the public.

9. TO APPOINT COMMITTEES AND SUB-COMMITTEES - *To be tabled*

- 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).*



ANNUAL GENERAL MEETING
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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 (*To be tabled*)

- a) Town Mayor or agreed substitute to serve on the Bluewater Forum
- b) One Representative on the Borough and Parish Forum, to be the Town Mayor (plus the Town Clerk).
- c) One Representative on the Castle Hill Community Liaison Group.
- 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 upon the Elderly Forum (Dartford Borough Council).
- g) Two Representatives to serve upon 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 upon the County Area Committee of the Kent Association of Local Councils (KALC).
- j) Two Representatives to serve upon the Dartford Area Committee of the Kent Association of Local Councils (KALC).
- k) One Representative to serve on the Committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- l) One Representative to serve upon London Resort Company Holdings Ltd (*was Paramount*) Community Liaison Group.
- m) One Representative to serve upon the SureStart – Knockhall Children’s Community Centre Committee (Dartford District Advisory Committee).
- n) One Representative to serve upon the SureStart – Swanscombe U1R Children’s Community Centre Committee (Dartford District Advisory Committee).
- o) Three representatives to serve upon the Pavilion Community Sports and Social Club Committee (observers only, not part of decision making).
- p) One Representative to serve upon the (Dartford) Youth Advisory Group (YAG).



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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 25 APRIL 2019 (p).

15. REVIEW OF ACTION PLAN FOR 2019 – 2020 (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 2019 - 2020.

Recommended: That the Action Plan 2019 – 2020 be confirmed.

16. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS (p).

Standing Orders and the Financial Regulations were reviewed and amended at the 18 May 2018 AGM (minute 18/18-19).

Any amendments required would be undertaken in the normal manner during the year and would require full Council approval.

Officers have undertaken a review of the Standing Orders, in line with the National Association of Local Councils (NALC) Model Standing Orders 2018, and attached, for members' consideration, an updated version with suggested amendments highlighted.

As per Standing Order 41 (b), if the suggested amendments are proposed and seconded this document will stand adjourned without discussion to the next ordinary meeting of the Council.

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



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Recommended:

1. To review and adopt the Standing Orders and Financial Regulations.
2. To agree to the proposed amendments to Standing Orders as detailed and for these to stand adjourned to the next ordinary meeting of the Council.

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 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.



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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 2019 – 2020.

Members are asked to agree to the re-appointment of Mr Lionel Robbins as Independent Internal Auditor for the year 2019 – 2020.

Recommended: To agree to the re-appointment of Mr Lionel Robbins as the Internal Auditor for the year 2019 – 2020.

23. ANNUAL INTERNAL AUDIT REPORT 2018 – 2019 (p).

The Internal Auditor completed the internal audit of the Town Council’s records for 2018 – 2019 on 24 April 2019 and the report from this is attached.

Recommended: That the item be noted.



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24. ANNUAL RETURN FOR YEAR END 31 MARCH 2019 – 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 2019 for approval.

Recommended: That Section 1 of the annual return for the year end 31 March 2019 be approved.

25. ANNUAL RETURN FOR YEAR END 31 MARCH 2019 - 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 2019 for approval.

Recommended: That Section 2 of the annual return for the year end 31 March 2019 be approved.

26. BALANCE SHEET FOR YEAR END 31 MARCH 2019 (p).

Please find attached the balance sheet for the year end 31 March 2019 for approval (as indicated this has been signed off by the Independent Internal Auditor, 24 April 2019).

Recommended: That the balance sheet for the year end 31 March 2019 be approved.

27. PROGRESS REPORT ON THE TOWN COUNCIL WEBSITE (p).

The attached report details some of the contents of the upgraded website and includes statistics covering the previous 12 month period.

Recommended: That the item be noted.



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28. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2019 – 2020.

Further to minute 444/14-15, and in-line with the reduced membership of the Town Council, 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 2019 – 2020.

29. GENERAL POWER OF COMPETENCY (GPC) (p).

The Town Council are required to formally resolve that it still meets the eligibility criteria for a council to qualify to use the GPC (details of the criteria are attached).

Recommended: To resolve that the Town Council meets the criteria set by the Secretary of State (Localism Act 2011 s8) and set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

30. MONTHLY BANK RECONCILIATIONS (p).

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

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



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31. GROVE CAR PARK MANAGEMENT SCHEME (p).

Further to minute 484/18-19 and the fact that the Grove Car Park Management Scheme has now been operational since 20 June 2018, members are asked to consider how they would like the review of the Scheme to be undertaken and to also confirm the timing of the review.

Recommended: To decide how the review of the Scheme should be undertaken and when the review should be undertaken.

32. TO CONFIRM MEMBERSHIP OF WORKING GROUPS (*To be tabled*)

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. Café Working Group
- b. Financial Risk Assessment Working Group
- c. Grove Car Park Working Group
- d. Ingress Park Community Centre Working Group
- e. Pavilion Working Group
- f. Strategic Building Portfolio Review Working Group

33. MEMBERS TRAINING OPPORTUNITIES.

Induction Training.

Places are available for the KALC Dynamic Councillor at Stone, 2 July 2019, Lenham, 1 June and Meopham, 29 August. These events are highly recommended for all, new Councillors and those re-elected.

❖ *Members that wish to attend should advise the Town Clerk as soon as is possible so that the necessary arrangements can be made.*

Code of Conduct Training.

DBC have provided mandatory training sessions for new councillors' that have been designed to give an overview of the Code of Conduct and ethical governance. Members have previously been supplied with the dates and times of the available options and below is the final available session.

28 May 2019	18.00 – 20.00	Council Chamber, DBC Civic Centre
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- ❖ *Members will be aware that they are required to contact DBC directly and arrange their attendance at one of the options and are asked to let the Council Office know in order to keep the Member Training records updated.*

34. DECLARATION OF ACCEPTANCE OF OFFICE (LOCAL GOVERNMENT ACT 1972, s83 (4)).

Each Councillor must sign their Declaration of Acceptance of Office at or before the first meeting after they are elected unless the council, at that meeting, permits the declaration to be made at, or before, a later meeting.

Declarations must be made in the presence of the council's proper officer, if the declaration is not executed at the proper time, a casual vacancy automatically arises.

35. SEALING OF DOCUMENTS.

There are none.

36. QUESTIONS.

Please note that questions do not form part of the Meeting. They are merely the opportunity for Members to exchange information.

**** 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>

