

ANNUAL GENERAL MEETING
16 MAY 2019

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at the TOWN COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 16 MAY 2019 at 7.00pm

PRESENT: Councillor Peter Harman – Town Mayor
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Sue Butterfill
Councillor Lorna Cross
Councillor Ann Duke
Councillor Linda Hall
Councillor Dr Jo Harman
Councillor Peter Harris
Councillor John Hayes
Councillor Lesley Howes
Councillor Jay Shah
Councillor Maurice Weet

ABSENT: There were none

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Sandra Kelleher – Administration Assistant
Rebecca Rawlings – Administration Assistant
8 x members of the public

1/19-20. 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.

2/19-20. ELECTION OF TOWN MAYOR.

The Town Mayor requested nominations for the position of Town Mayor for the forthcoming year.

MOVED by Councillor Lorna Cross and seconded by Councillor John Hayes.

RESOLVED:

That Councillor Peter Harman be duly elected as Town Mayor for the ensuing year 2019 – 2020.

3/19-20. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following his election, Councillor Peter Harman made his Declaration of Office and signed the Acceptance of Office form.

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4/19-20. ELECTION OF DEPUTY TOWN MAYOR.

MOVED by Councillor Sue Butterfill and seconded by Councillor Dr Jo Harman.

RESOLVED:

That Councillor Lesley Howes be the Deputy Town Mayor for the ensuing year 2019 - 2020.

5/19-20. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following her election, Councillor Lesley Howes made her Declaration of Office and signed the Acceptance of Office form.

6/19-20. VOTE OF THANKS.

Councillor Peter Harman gave a vote of thanks to the outgoing Town Mayor, Councillor Anita Barham.

7/19-20. PAST MAYOR'S BADGE.

Councillor Peter Harman presented the past Town Mayor, Councillor Anita Barham with a past mayor's badge.

8/19-20. RESPONSE BY COUNCILLOR ANITA BARHAM.

Councillor Mrs Anita Barham advised it had been both a privilege and an honour to serve the community of Swanscombe & Greenhithe. It was something she truly believed in and had endeavoured to give her best. Her Mayoral year had been tiring but rewarding and she hoped the community was proud of her efforts as mayor, as she was proud of the community. Some of the highlights had included: the dedication of the World War 1 commemorative benches, meeting so many dedicated young people as part of both the Town Councils skills programmes and schools volunteer days, being able to award grants to local communities from the funds raised at mayoral events and also presenting the Town Council Recognition Award at the Annual Open Town Meeting which had been a wonderful evening.

Councillor Anita Barham also thanked her Deputy Mayor for a wonderful year and presented Councillor Peter Harman with a gift.

9/19-20. APOLOGIES FOR ABSENCE.

There were none.

10/19-20. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

11/19-20. **TO APPOINT COMMITTEES AND SUB-COMMITTEES.**

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

MOVED by Councillor Sue Butterfill and seconded by Councillor John Hayes.

RESOLVED:

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list and to include the amendments detailed above.

12/19-20. **TERMS OF REFERENCE OF THE COMMITTEES, SUB-COMMITTEES AND INTERNAL AUDIT.**

Members were provided with the Terms of Reference of the Committees, Sub-Committees and Internal Audit to be approved.

Members were made aware that the Terms of Reference for the Personnel Committee should have read 8 members, in line with the agreed Committee membership.

MOVED by Councillor Peter Harris and seconded by Councillor Sue Butterfill.

RESOLVED:

That the Terms of Reference of the Committees, Sub-Committees and Internal Audit, with the amendment as detailed, be approved as per the annexed list.

13/19-20. **DATES AND TIMES OF MEETINGS.**

- a) The Council
- b) Standing Committees

MOVED by Councillor John Hayes and seconded by Councillor Lorna Cross.

RESOLVED:

That the dates and times of the above Meetings be approved as per the annexed list.

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14/19-20. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

- a) Town Mayor or agreed substitute to serve upon 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 (when established).
- 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 upon the Committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- l) One Representative to serve upon London Resort Company Holding Ltd (formerly Paramount) Community Liaison Group.
- m) One Representative to serve upon the SureStart – Knockhall Children’s Community Centre Committee.
- n) One Representative to serve upon the SureStart – Swanscombe U1R Children’s Community Centre Committee.
- o) Three Representatives to serve upon the Pavilion Community Sports & Social Club Committee (observers only, not part of decision making).
- p) One Representative to serve upon the (Dartford) Youth Advisory Group (YAG).

The Town Clerk detailed the nominations that had been provided.

MOVED by Councillor Sue Butterfill and seconded by Councillor Linda Hall.

RESOLVED:

That the appointment of representatives to outside bodies be approved as per the annexed list.

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15/19-20. **BANK SIGNATORIES.**

MOVED by Councillor Lorna Cross and seconded by Councillor Sue Butterfill.

RESOLVED:

That the following Members be appointed as signatories to authorise the payment of cheques;

Current Account	Town Mayor's Charity Account
1 Cllr Anita Barham	1 Town Clerk
2. Cllr Sue Butterfill	2. ATC/RFO
3. Cllr Lorna Cross	
4. Cllr Peter Harman	
5 Cllr Peter Harris	
6 Cllr Lesley Howes	

16/19-20. **MINUTES OF THE MEETING HELD ON 25 APRIL 2019.**

MOVED by Councillor John Hayes and seconded by Councillor Sue Butterfill.

RESOLVED:

That the Minutes of the meeting held on 25 April 2019 be confirmed and signed as a true record.

17/19-20. **REVIEW OF ACTION PLAN FOR 2019 – 2020.**

Members reviewed the Action Plan for 2019 - 2020.

MOVED by Councillor Lorna Cross and seconded by Councillor Sue Butterfill.

RESOLVED:

That the Action Plan 2019 – 2020 be confirmed.

18/19-20. **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

Members reviewed the Financial Regulations and were provided with an updated Standing Orders that had been reviewed in line with the National Association of Local Councils Model Standing Orders and contained proposed amendments.

Members were informed that in accordance with Standing Order 41 (b) if members were in agreement the updated version would stand adjourned without discussion until the next ordinary meeting of the Council.

MOVED by Councillor Sue Butterfill and seconded by Councillor Lorna Cross.

RESOLVED:

That Standing Orders and Financial Regulations be approved and that under Standing Order 41 (b) the proposed amendments to Standing Orders stand adjourned without discussion until the next ordinary meeting of the Council.

19/19-20. REVIEW OF ANNUAL RISK MANAGEMENT POLICY.

Members were asked to review and approve the Risk Management Policy.

MOVED by Councillor John Hayes and seconded by Councillor Lorna Cross.

RESOLVED:

That the Risk Management Policy be approved.

20/19-20. REVIEW OF COUNCIL POLICIES AND PROCEDURES.

Members were asked to review the current policies and procedures of the Town Council.

MOVED by Councillor Lesley Howes and seconded by Councillor Lorna Cross.

RESOLVED:

That the Policies and Procedures, as listed, be endorsed.

21/19-20. SUBSCRIPTIONS – MEMBERSHIPS.

In accordance with Financial Regulation 5.6 members were provided with the list of subscriptions - memberships held by the Town Council.

MOVED by Councillor Sue Butterfill and seconded by Councillor Peter Harris.

RESOLVED:

That the continued subscriptions - memberships, as detailed, be approved.

22/19-20. REGULAR PAYMENTS – DIRECT DEBITS AND BACS PAYMENTS.

In accordance with Financial Regulations 5.6 and 6.9 members considered the list of organisations paid, on a regular basis, via Direct Debit or the BACS system.

MOVED by Councillor John Hayes and seconded by Councillor Sue Butterfill.

RESOLVED:

That the continued regular payments, as listed, be approved.

23/19-20. REVIEW OF INTERNAL AUDIT.

Members were asked to review and confirm they were satisfied with the internal audit.

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*”

Members reviewed the legal requirements, regarding control objectives, which included an assessment of each of the following: the scope of internal audit, independence, competence, relationships, audit planning and reporting the council had to achieve throughout the financial year and agreed that the council had an adequate and effective system of internal audit.

MOVED by Councillor Sue Butterfill and seconded by Councillor John Hayes.

RESOLVED:

That, after assessing the process for the internal audit, specifically: the scope of internal audit, independence, competence, relationships, audit planning and reporting; the effectiveness of the council’s internal controls were deemed adequate and that these ensured the regulatory requirements regarding control objectives were being met.

24/19-20. RE-APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2019 – 2020.

Members were asked to agree to the re-appointment of Mr Lionel Robbins as internal auditor for the year 2019 – 2020.

MOVED by Councillor Sue Butterfill and seconded by Councillor Lesley Howes.

RESOLVED:

That Mr Lionel Robins be re-appointed as internal auditor for the year 2019 – 2020.

25/19-20. ANNUAL INTERNAL AUDIT REPORT 2018 – 2019.

Members received the internal auditors report for 2018 – 2019.

MOVED by Councillor Lorna Cross and seconded by Councillor Sue Butterfill.

RESOLVED:

That the report be noted.

26/19-20. ANNUAL RETURN FOR YEAR END 31 MARCH 2019 – GOVERNANCE STATEMENT.

Members considered Section 1 of the Annual Return, the Annual Governance Statement and supporting documents requested by the External Auditor, for the year end 31 March 2019.

MOVED by Councillor John Hayes and seconded by Councillor Lesley Howes.

RESOLVED:

That the Annual Return – Governance Statement, for the year end 31 March 2019 be approved, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

27/19-20. ANNUAL RETURN FOR YEAR END 31 MARCH 2019 – ACCOUNTING STATEMENT.

Members considered Section 2 of the Annual Return, the Accounting Statement and supporting documents requested by the External Auditor, for the year end 31 March 2019.

MOVED by Councillor Sue Butterfill and seconded by Councillor Anita Barham.

RESOLVED:

That the Annual Return – Accounting Statement, for the year end 31 March 2019 be approved and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

28/19-20. BALANCE SHEET FOR YEAR END 31 MARCH 2019.

Members considered the balance sheet for the year end 31 March 2019.

MOVED by Councillor Anita Barham and seconded by Councillor Dr Jo Harman.

RESOLVED:

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

29/19-20. PROGRESS REPORT ON UPGRADED TOWN COUNCIL WEBSITE.

Members discussed the report which included statistics for the previous 12 months.

Members agreed that the website was very informative and contained lots of useful information regarding other local groups / organisations and their activities / events. Members felt that the website was a very good asset of the Town Council.

RESOLVED:

That the item be noted.

30/19-20. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2018 – 2019.

Further to minute 444/14-15 Members discussed, and agreed, the three Councillors to make up the Panel along with the Town Mayor and Deputy Town Mayor (ensuring this resulted in one Member from each of the three wards).

It was agreed that the Panel for 2019 – 2020 be made up of the following Councillors:-

1. Councillor Peter Harman (Town Mayor) – Greenhithe Ward
2. Councillor Lesley Howes (Deputy Town Mayor) – Knockhall Ward
3. Councillor Sue Butterfill – Greenhithe Ward
4. Councillor Maurice Weet – Knockhall Ward
5. Councillor Lorna Cross – Swanscombe Ward

RESOLVED:

That the Panel for 2019 – 2020 be made up of the Councillors as detailed above.

31/19-20. GENERAL POWER OF COMPETENCY (GPC).

Members agreed that following the election the Town Council still met the eligibility criteria for a council to qualify to use the GPC as detailed.

MOVED by Councillor Lorna Cross and seconded by Councillor Sue Butterfill.

RESOLVED:

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.

32/19-20. MONTHLY BANK RECONCILIATIONS.

In accordance with Financial Regulation 2.2, Members agreed to appoint a Member of the council, other than the Town Mayor or a cheque signatory, to regularly verify the bank reconciliations produced by the Responsible Financial Officer for all the council's accounts.

MOVED by Councillor Sue Butterfill and seconded by Councillor Linda Hall.

RESOLVED:

That Councillor Jay Shah be appointed to undertake the verification of the bank reconciliations.

33/19-20. GROVE CAR PARK MANAGEMENT SCHEME.

Further to minute 484/18-19 Members discussed the process by which the review of the Grove Car Park Management Scheme would be undertaken.

Members agreed that the Grove Car Park Working Group be assigned to meet at the earliest opportunity to review the management of the car park with any recommendations agreed by the Working Group being put to full Council.

MOVED by Councillor Sue Butterfill and seconded by Councillor John Hayes.

RESOLVED:

That the review be undertaken at the earliest opportunity by the Grove Car Park Working Group and any recommendations agreed by the Working Group being put to full Council.

34/19-20. MEMBERSHIP OF WORKING GROUPS.

As per Standing Order 25 (a) members discussed and agreed the five Councillors to make up each Working Group

- 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

Members discussed accessibility and inclusivity for members and the public when attending meetings or using the community hall. It was agreed that an item be placed on the agenda for the next meeting of the Council to discuss this further.

MOVED by Councillor Lesley Howes and seconded by Councillor Dr Jo Harman.

RESOLVED:

1. That the appointment of membership to Working Groups be approved as per the annexed list.
2. That an item be placed on the agenda for the next meeting of the Council to discuss the accessibility and inclusivity for members and the public when attending meetings or using the community hall.

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35/19-20. **MEMBERS TRAINING OPPORTUNITIES**

Members were reminded of the availability of KALC Dynamic Councillor Events at Stone, Lenham and Ditton and that they were asked to advise the Clerk of their availability/attendance so that the required arrangements could be made.

DBC had also invited Members to attend training sessions on the Code of Conduct and Ethical Governance with the final session being available to Members on 28 May 2019 between 18.00 and 20.00 at the Council Chamber in the Civic Centre.

Members were reminded to inform the Council Offices of any training that they attend so that these could be recorded.

RESOLVED:

That the item be noted.

36/19-20. **DECLARATION OF ACCEPTANCE OF OFFICE.**

Each Member was reminded that their declaration of acceptance of office was required to be signed either prior to or at the meeting in the presence of the Town Clerk.

RESOLVED:

That the item be noted.

37/19-20. **SEALING OF DOCUMENTS.**

There were none.

38/19-20. **QUESTIONS.**

There were none.

There being no further business to transact the Meeting closed at 7.55 pm.

Members were invited to join the Mayor Elect for refreshments after the Meeting.

Signed:

Dated:

CHAIRMAN