

ANNUAL GENERAL MEETING
17 MAY 2018

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at the TOWN COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 17 MAY 2018 at 7.00pm

PRESENT: Councillor Mrs A E D Barham – Town Mayor
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P M Harman
Councillor P C Harris
Councillor J A Hayes
Councillor Ms L C Howes
Councillor K M Kelly
Councillor Mrs M B Kelly
Councillor D J Mote
Councillor B R Parry
Councillor A S Reach
Councillor B E Read
Councillor Mrs I A Read
Councillor S J Ryan

ABSENT: There were none

ALSO PRESENT: Rev. Mark Hurley – St Peter & St Pauls Church
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Sandra Kelleher – Administration Assistant
Rebecca Rawlings – Administration Assistant
12 x members of the public

1/18-19. 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.

2/18-19. ELECTION OF TOWN MAYOR.

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

MOVED by Councillor S J Ryan and seconded by Councillor Ms L C Howes.

RESOLVED:

That Councillor Mrs A E D Barham be duly elected as Town Mayor for the ensuing year 2018 – 2019.

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3/18-19. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following her election, Councillor Mrs A E D Barham made her Declaration of Office and signed the Acceptance of Office form.

The Town Mayor introduced Rev. Mark Hurley and thanked him for attending the meeting. Rev. Mark Hurley then led the Council in prayer.

4/18-19. ELECTION OF DEPUTY TOWN MAYOR.

MOVED by Councillor Mrs S P Butterfill and seconded by Councillor Ms L M Cross.

RESOLVED:

That Councillor P M Harman be the Deputy Town Mayor for the ensuing year 2018 - 2019.

5/18-19. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

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

6/18-19. VOTE OF THANKS.

Councillor Mrs A E D Barham gave a vote of thanks to the outgoing Town Mayor, Councillor Ms L M Cross.

7/18-19. PAST MAYOR'S BADGE.

Councillor Mrs A E D Barham presented the past Town Mayor, Councillor Ms L M Cross with a past mayor's badge.

8/18-19. RESPONSE BY COUNCILLOR Ms L M CROSS.

Councillor Ms L M Cross 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. She had embraced the changes and considered all to be positive. Her Mayoral year had been tiring but rewarding and some of the highlights had included: the outdoor cinema events, the installation of new play equipment and gyms in parks, the photography and the heritage competitions and being able to awarding grants to local communities from the funds raised at mayoral events and also presenting the Town Council Recognition Award the Annual Open Town Meeting which had been a wonderful evening.

Councillor Ms L M Cross also thanked her Deputy Mayor for a wonderful year and presented Councillor Mrs A E D Barham with a bouquet of flowers.

9/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Ms L M Hall, Dr J M Harman, R J Lees and Mrs L Manchester.

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10/18-19. 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.

11/18-19. 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.

The Town Clerk detailed the nominations that had been provided and advised Members that the Vice-Chairman of the Heritage Sub-Committee had been amended and should now read Councillor Mrs S P Butterfill.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

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.

12/18-19. 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

MOVED by Councillor B E Read and seconded by Councillor K G Basson.

RESOLVED:

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

13/18-19. DATES AND TIMES OF MEETINGS.

- a) The Council
- b) Standing Committees

MOVED by Councillor B E Read and seconded by Councillor Mrs S P Butterfill.

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RESOLVED:

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

14/18-19. **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 and advised Members that : j) The Dartford Area Committee of the Kent Association of Local Councils had been amended and should now read Councillor Ms L C Howes.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

RESOLVED:

That the appointment of representatives to outside bodies be approved as per the annexed list and to include the amendments detailed above

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15/18-19. **BANK SIGNATORIES.**

MOVED by Councillor B E Read and seconded by Councillor K G Basson.

RESOLVED:

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

Current Account	Town Mayor's Charity Account
1 Cllr Mrs S P Butterfill	1 Town Clerk
2. Cllr Ms L M Cross	2. ATC/RFO
3. Cllr P M Harman	
4. Cllr R J Lees	
5 Cllr Mrs L Manchester	
6 Cllr Mrs I A Read	

16/18-19. **MINUTES OF THE MEETING HELD ON 26 APRIL 2018.**

MOVED by Councillor B E Read and seconded by Councillor A S Reach.

RESOLVED:

That the Minutes of the meeting held on 26 April 2018 be confirmed and signed as a true record.

17/18-19. **REVIEW OF ACTION PLAN FOR 2018 – 2019.**

Members reviewed the draft Action Plan and, after discussion it was agreed that, whilst the Action Plan was formulated as part of the budget setting process in December it was entirely appropriate for it to be confirmed and adopted at the Annual General Meeting each year.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

RESOLVED:

That the Action Plan 2018 – 2019 be confirmed.

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

Members reviewed Standing Orders and the Financial Regulations.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

RESOLVED:

That Standing Orders and Financial Regulations be approved.

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19/18-19. REVIEW OF ANNUAL RISK MANAGEMENT POLICY.

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

MOVED by Councillor B E Read and seconded by Councillor K G Basson.

RESOLVED:

That the Risk Management Policy be approved.

20/18-19. REVIEW OF COUNCIL POLICIES AND PROCEDURES.

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

MOVED by Councillor B E Read and seconded by Councillor A S Reach.

RESOLVED:

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

21/18-19. 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 B E Read and seconded by Councillor Mrs M B Kelly.

RESOLVED:

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

22/18-19. 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 B E Read and seconded by Councillor K G Basson.

RESOLVED:

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

23/18-19. 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*”

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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 B E Read and seconded by Councillor K G Basson.

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.

24/18-19. RE-APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2018 – 2019.

Members were asked to agree to the re-appointment of Mr Lionel Robbins as internal auditor for the year 2018 – 2019.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

RESOLVED:

That Mr Lionel Robins be re-appointed as internal auditor for the year 2018 – 2019.

25/18-19. INTERNAL AUDIT REPORT 2017 – 2018.

Members received the internal auditors report for 2017 – 2018.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

RESOLVED:

That the report be noted.

26/18-19. ANNUAL RETURN FOR YEAR END 31 MARCH 2018 – 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 2018.

MOVED by Councillor B E Read and seconded by Councillor K G Basson.

RESOLVED:

That the Annual Return – Governance Statement, for the year end 31 March 2018 be approved, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

27/18-19. ANNUAL RETURN FOR YEAR END 31 MARCH 2018 – 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 2018.

MOVED by Councillor B E Read and seconded by Ms L M Cross.

RESOLVED:

That the Annual Return – Accounting Statement, for the year end 31 March 2018 be approved and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

28/18-19. BALANCE SHEET FOR YEAR END 31 MARCH 2018.

Members considered the balance sheet for the year end 31 March 2018.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

RESOLVED:

That the balance sheet for the year end 31 March 2018 be approved.

29/18-19. 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 far more user friendly and easier to navigate around and that it enabled the Town Council to increase its engagement with the public.

RESOLVED:

That the item be noted.

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30/18-19. **SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2018 – 2019.**

Further to minute 444/14-15 Members were asked to agree the three Councillors to make up the Panel along with the Town Mayor and Deputy Town Mayor (ensuring this resulted in at least one Member from each of the four wards).

It was agreed that the Panel for 2018 – 2019 be made up of the following Councillors:-

1. Councillor Mrs A E D Barham (Town Mayor) – Knockhall Ward
2. Councillor P M Harman (Deputy Town Mayor) – Greenhithe Ward
3. Councillor Mrs S P Butterfill – Greenhithe Ward
4. Councillor Ms L M Cross – Galley Hill Ward
5. Councillor B E Read – Swanscombe Ward

RESOLVED:

That the Panel for 2018 – 2019 be made up of the Councillors as detailed above.

31/18-19. **SEALING OF DOCUMENTS.**

There were none.

There being no further business to transact the Meeting closed at 7.30 pm.

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

Signed:

Dated:

CHAIRMAN