

ANNUAL GENERAL MEETING  
18 MAY 2017

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at the TOWN COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 18 MAY 2017 at 7.00pm

**PRESENT:** Councillor Ms L M Cross – Town Mayor  
Councillor Mrs A E D Barham  
Councillor K G Basson  
Councillor Mrs S P Butterfill  
Councillor Dr J M Harman  
Councillor P M Harman  
Councillor Ms L C Howes  
Councillor R J Lees  
Councillor Mrs L Manchester  
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:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Sandra Kelleher – Administration Assistant  
Rebecca Rawlings – Administration Assistant  
9 x members of the public

**1/17-18. ELECTION OF TOWN MAYOR.**

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

MOVED by Councillor B E Read and seconded by Councillor P M Harman.

**RESOLVED:**

That Councillor Ms L M Cross be duly elected as Town Mayor for the ensuing year 2017 – 2018.

**2/17-18. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following her election, Councillor Ms L M Cross made her Declaration of Office and signed the Acceptance of Office form.

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**3/17-18. ELECTION OF DEPUTY TOWN MAYOR.**

MOVED by Councillor Ms L M Cross and seconded by Councillor A S Reach.

**RESOLVED:**

That Councillor Mrs A E D Barham be the Deputy Town Mayor for the ensuing year 2017 - 2018.

**4/17-18. DEPUTY 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.

**5/17-18. VOTE OF THANKS.**

Councillor Mrs L M Cross gave a vote of thanks to the outgoing Town Mayor, Councillor B E Read.

**6/17-18. PAST MAYOR'S BADGE.**

Councillor Mrs L M Cross presented the past Town Mayor, Councillor B E Read with gift in lieu of a past mayor's badge.

**7/17-18. RESPONSE BY COUNCILLOR B E READ.**

Councillor B E Read advised that he had thoroughly enjoyed his year in office and wished to thank the Mayoress and the Deputy Town Mayor for the support they had given him over the year. Councillor B E Read highlighted some of the events that he had attended and he thanked staff and all councillors who had supported his fundraising events, the culmination of which was his presentation of funds from his Mayors Charity Fund to the local organisations at the recent Annual Town's Meeting.

Councillor B E Read also paid tribute to his wife, Councillor Mrs I A Read, who had supported and accompanied him throughout the year.

Councillor B E Read wished the new Town Mayor, and Deputy Town Mayor, all the best during their term in office, and presented them with bouquets to thank them for all the help and support afforded him during the previous 12 months.

**8/17-18. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Ms L M Hall, P C Harris, J A Hayes, K M Kelly, Mrs M B Kelly and D J Mote.

**9/17-18. 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.**

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10/17-18. **TO APPOINT COMMITTEES AND SUB-COMMITTEES.**

- a) Allotments & Cemeteries Sub-Committee.
- b) Anti-Social Behaviour & Crime Sub-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 Members put forward their suggestions for the memberships of the Committees and Sub-Committees which included:

- a) Vacancy on Allotments & Cemeteries Sub-Committee. To be filled by Councillor. Mrs A E D Barham.
- e) Heritage Sub-Committee – Vice-Chairman to be elected at first meeting.
- g) Personnel Committee – Councillor P M Harman to be replaced by Councillor Mrs I A Read

MOVED by Councillor Mrs A E D Barham and seconded by Councillor R J Lees.

**RESOLVED:**

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list.

11/17-18. **TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES.**

Members were provided with the Terms of Reference of the Committees and Sub-Committees to be approved. Members noted the changes to the Terms of Reference of the Heritage Sub-Committee, the Planning, Major Developments, Transportation and Environment Committee and the Personnel Committee.

The Town Clerk advised members that the Regeneration & Quality Sub-Committee Terms of Reference would include “Exercise the functions of the Council in meeting with developers to negotiate planning gain for the community”.

After lengthy debate this was:

MOVED by Councillor R Lees and seconded by Councillor B R Read.

**RESOLVED:**

That the Terms of Reference of the Committees and Sub-Committees, including the suggested changes, be approved as per the annexed list.

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**12/17-18. DATES AND TIMES OF MEETINGS.**

- a) The Council
- b) Standing Committees

The Town Clerk advised members that the date for the January 2018 Finance and General Purposes Committee and Special Town Council meetings should have read 11 January 2018 and not 14 January 2018.

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

**RESOLVED:**

That the dates and times of the above Meetings, including the change from 14 January to 11 January 2018 for the Finance and General Purposes Committee and Special Town Council meetings, be approved as per the annexed list.

**13/17-18. 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 Committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- g) One Representative to serve upon the Elderly Forum (Dartford Borough Council).
- h) Two Representatives to serve upon the Greenhithe Community Association.
- i) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- j) Two Representatives to serve upon the County Area Committee of the Kent Association of Local Councils (KALC).
- k) Two Representatives to serve upon the Dartford Area Committee of the Kent Association of Local Councils (KALC).
- l) One Representative to serve upon 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).

Members agreed for Councillor P M Harman to continue as the Town Council representative on the Castle Hill Community Liaison Group.

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MOVED by Councillor R J Lees and seconded by Councillor Mrs A E D Barham.

**RESOLVED:**

That the appointment of representatives to outside bodies be approved as per the annexed list and to include Councillor P M Harman as the Town Council Representative on the Castle Hill Liaison Group.

14/17-18. **BANK SIGNATORIES.**

MOVED by Councillor Ms L M Cross and seconded by Councillor R J Lees

**RESOLVED:**

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

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

15/17-18. **MINUTES OF THE MEETING HELD ON 27 APRIL 2017.**

MOVED by Councillor Ms L M Cross and seconded by Councillor K G Basson.

**RESOLVED:**

That the Minutes of the meeting held on 27 April 2017 be confirmed and signed as a true record.

16/17-18. **REVIEW OF ACTION PLAN FOR 2017 – 2018.**

Members reviewed the Action Plan previously adopted under minute 317/16-17. 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.

**RESOLVED:**

That the Action Plan 2017 – 2018 be confirmed.

17/17-18. **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

Only a small amendment to S/O1 c) was required at this time and it was agreed that, in accordance with S/O 41 b) that the amendment to S/O 1 c) stand adjourned without discussions until the next meeting of the Town Council.

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MOVED by Councillor B E Read and seconded by Councillor R J Lees.

**RESOLVED:**

That Standing Orders and Financial Regulations be endorsed and, in accordance with S/O 41 b) the amendment to S/O1 c) stand adjourned without discussion until the next meeting of the Town Council.

**18/17-18. ANNUAL RISK MANAGEMENT POLICY REVIEW.**

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

MOVED by Councillor Ms L M Cross and seconded by Councillor P M Harman.

**RESOLVED:**

That the Risk Management Policy be approved.

**19/17-18. REVIEW OF COUNCIL POLICIES AND PROCEDURES.**

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

MOVED by Councillor Ms L M Cross and seconded by Councillor R J Lees.

**RESOLVED:**

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

**20/17-18. 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 Ms L M Cross and seconded by Councillor K G Basson..

**RESOLVED:**

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

**21/17-18. 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 Mrs L M Cross and seconded by Councillor K G Basson..

**RESOLVED:**

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

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**22/17-18. 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 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.

**23/17-18. RE-APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2017 – 2018.**

Members were asked to agree to the re-appointment of Mr Lionel Robbins as internal auditor for the year 2017 – 2018.

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

**RESOLVED:**

That Mr Lionel Robbins be re-appointed as internal auditor for the year 2017 – 2018.

**24/17-18. INTERNAL AUDIT REPORT 2016 – 2017.**

Members received the tabled internal auditors report for 2016 – 2017.

MOVED by Councillor R J Lees and seconded by Councillor Mrs S P Butterfill.

**RESOLVED:**

That the report be noted.

**25/17-18. ANNUAL RETURN FOR YEAR END 31 MARCH 2017 – 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 2017.

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MOVED by Councillor R J Lees and seconded by Councillor Ms L C Howes.

**RESOLVED:**

That the Annual Return – Governance Statement, for the year end 31 March 2017 be approved, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

**26/17-18. ANNUAL RETURN FOR YEAR END 31 MARCH 2017 – 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 2017.

MOVED by Councillor Mrs L M Cross and seconded by Councillor P M Harman.

**RESOLVED:**

That the Annual Return – Accounting Statement, for the year end 31 March 2017 be approved and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

**27/17-18. BALANCE SHEET FOR YEAR END 31 MARCH 2017.**

Members considered the balance sheet for the year end 31 March 2017.

MOVED by Councillor Ms L M Cross and seconded by Councillor K G Basson.

**RESOLVED:**

That the balance sheet for the year end 31 March 2017 be approved.

**28/17-18. PROGRESS REPORT ON UPGRADED TOWN COUNCIL WEBSITE.**

Members discussed the report which included statistics for the 12 months that the new website had been in operation.

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.

Members congratulated the Administration Team for the work undertaken in setting up the website.

**RESOLVED:**

That the item be noted.



29/17-18. **NEIGHBOURHOOD PLAN.**

Further to minute 585/16-17 members considered the information provided in the report and after lengthy debate it was agreed that the most appropriate way to address this issue was for the Regeneration & Quality Sub-Committee to consider whether/how the Town Council could progress with producing a Neighbourhood Plan, including how this would be resourced. This would then be reported back to full Council in October 2017.

**RESOLVED:**

That the Regeneration & Quality Sub-Committee consider whether/how the Town Council could progress with producing a Neighbourhood Plan, including how this would be resourced and that this then be reported back to full Council in October 2017.

30/17-18. **SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2017 – 2018.**

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 2017 – 2018 be made up of the following Councillors:-

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

**RESOLVED:**

That the Panel for 2017 – 2018 be made up of the Councillors as detailed above.

31/17-18. **KENT COUNTY COUNCIL ELECTION RESULT – 4 MAY 2016.**

Members thanked all those that had put themselves forward to serve the community and congratulated Mr P M Harman on his election as Kent County Councillor representing Swanscombe and Greenhithe.

**RESOLVED:**

That the Kent County Council Election Result – 4 May 2017 be noted.

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32/17-18. **EAGLES ROAD (GREENHITHE) PLAY AREA.**

Members had previously been provided with an update from Dartford Borough Councillor K M Kelly, 11 May 2017.

The Town Clerk informed members that he had received correspondence from DBC, inviting him and one other elected member to attend a meeting to discuss the governance of the site. After a lengthy discussion, and being out to a vote, it was agreed that the Town Clerk advise DBC that the following Town Councillors would accompany him at the meeting:

Councillor R J Lees  
Councillor B E Read  
Councillor S J Ryan

**RESOLVED:**

That the item be noted and that the Town Clerk respond as detailed above.

33/17-18. **SEALING OF DOCUMENTS.**

There were none.

There being no further business to transact the Meeting closed at 8.20 pm.

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

Signed:

Dated:

CHAIRMAN