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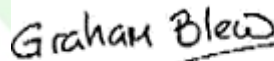
SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 15 October 2020 at 7.00pm

This will be conducted as a virtual meeting using Zoom.



Graham Blew
Town Clerk

Dated: 8 October 2020

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 25 onwards.

This virtual meeting will be conducted via Zoom. Should any member of the public or outside organisation wish to gain access to this online meeting then they will need to input the following details:

<https://us02web.zoom.us/j/83318998802?pwd=RkZ0Z3UzYzYtS1RRRHf2aitVS0lWZz09>

Meeting ID – 833 1899 8802
Password – 880320

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.



The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.
Tel: (01322) 385513 Fax: (01322) 385849



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A G E N D A

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive and accept apologies for absence.
2. Declarations of interest in items on the Agenda.
- * ***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 15 September 2020 (p).
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):**
 - Personnel Committee – 28 September 2020.
6. **REQUEST FOR DISPENSATION FOR NON-ATTENDANCE AT MEETINGS IN RESPECT OF COUNCILLOR DR JO HARMAN.**

Further to minute 568/19-20 a request has been submitted for Members to consider extending the previously granted dispensation for possible non-attendance at Town Council meetings that may give rise to disqualification without prior approval. The Town Council is asked to consider the request, made due to ill health.

Recommended: That the Town Council approves the extended dispensation for Councillor Dr Jo Harman from attending meetings of the Town Council due to ill health, for a further six month period to avoid ceasing being a member of the authority under Section 85 of the Local Government Act 1972.

7. COMMUNITY INFRASTRUCTURE LEVY (CIL) STRATEGY – PROJECT UPDATE (p).

Further to minute 51/20-21, officers arranged an initial meeting with local architects to consider the feasibility and budget requirements for the construction of a Museum / Archive within the Grove Hall. Members had previously identified this as the number one major project from within the Community Infrastructure Levy Strategy – Project List.

Attached are is the initial reports from the architects which identifies:

- Potential build costs
- Legal and professional costs
- Scale of works

Members need to consider if/how they wish to proceed with this project and/or the other identified projects.

Recommended: To discuss and advise accordingly.

8. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – DRAFT PROPOSAL (p).

At its meeting on 13 January 2020 the DBC General Assembly of Council agreed that they would continue to operate the Capacity Building Fund and make a contribution of £40,000 into the fund in 2020/21 (there are x8 parish councils).

Further to minutes 441/19-20 (*RLA 30 January 2020*) and 497/19-20 (*Town Council 20 February 2020*), members were asked to consider suitable/appropriate projects for this year's scheme.

Attached for members consideration is a proposal to the capacity fund for match funding towards the initial access works to both the Community Garden and Picnic Area within Swanscombe Park identified by the Environmental Action Plan working Group.

Recommended: To discuss and advise accordingly.

9. TOWN COUNCIL OFFICES IT AND TELEPHONY SYSTEMS.

As previously agreed, minute 57/20-21, work has begun on upgrading the Town Council Offices IT and telephony systems.

The office based phone system has now been completed and is in operation and the mobile systems are currently being installed and tested.

The new IT equipment is scheduled to be installed on 19 October 2020 and members are advised that this may result in short periods of downtime on the day, but every effort is, and will be, made to ensure any disruption is kept to a minimum.

Recommended: To note.

10. COMPUTER EQUIPMENT TO SUPPORT TOWN COUNCILLORS (p).

Officers have been asked to consider options for providing IT equipment that can be loaned to Councillors on an as and when required basis to enable them to undertake any function required of them as a Town Councillor.

Attached for member's attention is a report outlining the options along with the financial considerations.

Recommended: To discuss and advise accordingly.

11. CORPORATE TREE PLANTING – UPDATE.

Further to minute 21/20-21, the date for the corporate tree planting, being undertaken in partnership with North Kent Countryside Partnership and Optimum Power Solutions, has been scheduled for Friday 27 November 2020.

This will be to plant 55 large whips of the same mix of tree previously planted in 2019.

The activity has been risk assessed and will meet all current guidelines for gathering, social distancing and cleaning.

Recommended: To note.

12. COUNCIL OFFICE AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS (p).

Attached is a calendar for the Council Offices and Café over the Christmas and New Year. Members are asked to consider when they wish the office and café to be closed over the festive period. Officers have been consulted and have no objection to using annual leave entitlement to cover any periods of closure.

Recommended: To agree the opening days of the offices and café over the festive period with a notice being displayed, in advance, advising Members of the Public of the closures. As per previous years a relevant message would also be recorded for the Council Office answer machine for this period.

13. MONTHLY BANK RECONCILIATION.

In accordance with Financial Regulation 2.2, a member of the council other than the Town Mayor or a cheque signatory needs to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Jay Shah was appointed under minute 32/19-20.

Recommended: That the bank reconciliations up to and including September 2020 be noted.

14. BANK TRANSFERS (p).

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers between April and September 2020 for approval.

Recommended: To approve the bank transfers undertaken between April and September 2020.

15. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT (p).

In accordance with Financial Regulation 5.5 (a), please find attached a detailed list of all receipts and payments for September 2020 for approval.

Recommended: To approve receipts and payments for September 2020.

16. SUMMARY OF ACCOUNTS (p).

Please find attached the Flex-Budget Report balanced to 30 September 2020.

Recommended: To note the summary of accounts to 30 September 2020.

17. DECISIONS & RESPONSES (p).

Attached for member's consideration are the following:

- Decisions and activities undertaken under Section 101 (1) of the Local Government Act 1972 since the previous meeting.
- Planning applications for consideration and responses and decision notices submitted/received during the period of lockdown since the previous meeting.

Recommended: To note and endorse the decision and planning responses discharged since the previous meeting.

18. ADAPTATIONS TO THE HERITAGE COMMUNITY HALL – REQUEST FROM WALK TALL (p).

Under the agreed terms for the Lease for the Heritage Community Hall, the Town Council have received a request from Walk Tall to make adaptations to the building.

Attached for member's consideration is a report outlining the proposed adaptations.

Recommended: To discuss and advise accordingly

19. EBBSFLEET INLAND BORDER FACILITY – LOCAL ENGAGEMENT (p).

Her Majesty's Revenue & Customs (HMRC) have distributed the attached letter to residents of Ebbsfleet. The feedback consists of the following question with responses limited to 4000 characters and a deadline of 21 October 2020.

What is your comment regarding ?
Site purpose;
Site location;
Site operation;
Traffic;
Environment;
Other (please specify).

The webpage with details is as follows: https://inlandborderfacilities.uk/?page_id=57

Members are asked to consider whether they wish to submit a response and, if so, the wording required.

Recommended: To discuss and advise accordingly.

20. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Cllr Lorna Cross	Reactive Local Council. Effective Working in a Virtual World	18 June 2020
Cllr Lorna Cross	LGA Draft Model Member Code of Conduct	17 September 2020
Cllr Lorna Cross	KALC Annual Finance Conference	14 October 2020
Cllr Lesley Howes	Reactive Local Council. Effective Working in a Virtual World	18 June 2020
Cllr Lesley Howes	KALC Annual Finance Conference	14 October 2020
Cllr Maurice Weet	KALC Annual Finance Conference	14 October 2020
Admin Assistant	Supporting Wellbeing & Mental Health Post Covid19	3 September 2020
Town Clerk	Performance Appraisal Training	27 August 2020
Town Clerk	Stress Awareness in the Workplace	8 September 2020
Town Clerk	Effective Comms and Engagement in a post lockdown world	15 September 2020

Recommended: That the item be noted.

21. REPORTS OF OUTSIDE REPRESENTATIVES.

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

21.1 Whitecliffe Community Liaison Group (WCLG)

Councillor Peter Harman is the Town Councils representative on the WCLG. As previously agreed the agenda for the 22 September 2020 is available for inspection.

21.2 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.

21.3 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.

22. REPORT FROM KENT COUNTY COUNCILLOR.

This item gives 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.

23. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

This item gives the 5 Dartford Borough Councillors representing Swanscombe and Greenhithe the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

24. 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.

25. COVID-19 – FINANCIAL IMPLICATIONS AND REQUESTS (p).

Please find attached the confidential report for this item.

Recommended: To discuss and advise accordingly.

26. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – UPDATE (p).

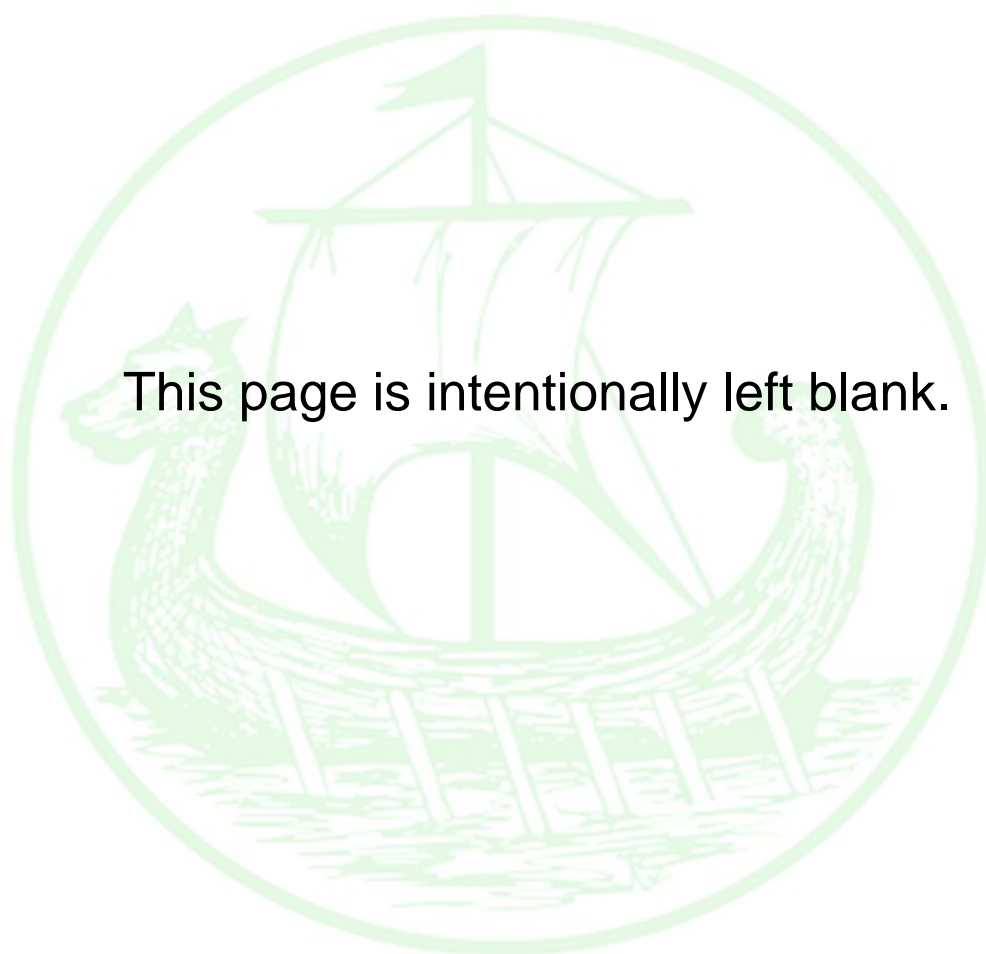
Please find attached the confidential report for this item.

Recommended: To discuss and advise accordingly.

27. CYGNETS PRE-SCHOOL – UPDATE (p).

Please find attached the confidential report for this item.

Recommended: To discuss and advise accordingly.



You can follow us on Social Media and via our website.

Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithetowncouncil.gov.uk>

