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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 25 April 2019 at 7.00pm

at: The Council Offices, The Grove, Swanscombe, DA10 0GA.

**Graham Blew
Town Clerk**

Dated: 17 April 2019

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.

A G E N D A

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive apologies for absence.
2. Declarations of interest in items on the Agenda.

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

3. To approve the Minutes of the Meeting held on 14 February 2019 (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):**
 - Planning, Major Developments, Transportation & the Environment Committee – 27 February 2019, 20 March 2019 and 10 April 2019.
 - Recreation, Leisure & Amenities Committee – 21 March 2019.
 - Finance & General Purposes Committee – 6 March 2019.
 - Community Safety Committee – 13 February 2019.
 - Personnel Committee – 2 April 2019.
 - Heritage Sub-Committee – 2 April 2019.
 - Leases & Legal Sub-Committee – 21 March 2019.
6. **GENERAL DATA PROTECTION REGULATIONS (GDPR) (p).**

As a result of the appointment of a new Data Protection Officer (DPO) (minute 479/18-19) a Data Audit was undertaken on 4 March 2019. From this audit the new DPO has produced the following documents/policies which are in addition to those already in place, and recommends that these are adopted to ensure the Town Council complies with all the current legislation relating to GDPR:

- A. Breach Notification Policy;
- B. Subject Access Request Policy;
- C. Data Protection Training Policy;
- D. Data Retention and Disposal Policy.

Recommended: That the Policies, as listed above, are adopted.

7. PARISH MEMBER ALLOWANCES (p).

The Financial Services Manager (Dartford Borough Council) has written advising of the DBC Independent Remuneration Panel's (IRP) recommendations. As highlighted in the papers any recommendations are up to Parish and Town Council's to consider. They do not need to be followed.

The Town Council does not currently pay a members allowance it only pays a Town Mayors Allowance which is £1,500.00. If members were to adopt the allowances proposed by the IRP this would equate to £7,250.00 (an extra £5,750.00).

Any members allowance paid directly to members would need to be done via the Town Councils salary system and would be subject to deductions as appropriate. This would obviously increase monthly resource requirements (time and processing fees).

Recommended: To discuss and advise accordingly.

8. REVIEW OF DEPOSITS REQUIRED FOR COMMUNITY HALL HIRES (p).

Attached for member's consideration is a report reviewing the current deposit arrangements for hire of the Town Councils Community Halls along with a recommendation going forward.

Recommended: To agree, and adopt, the proposed deposit levels for Community Hall hires.

9. INTERIM INTERNAL AUDITORS REPORT (p).

The Internal Auditor completed the interim audit of the Town Council's records for 2018 – 2019 on 13 February 2019 and the report from this is attached.

Recommended: That the item be noted.

10. INSURANCE CLAIM/S – UPDATE.

The following claim/s have now been settled:-

- a) Claim Ref: 27180000779 – ASB damage to notice board at Knockhall, this claim incurred a £100.00 excess.

Recommended: That the item be noted.

11. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS (p).

Please find attached for your information the February 2019 issue of the Parish News.

Recommended: That the item be noted

12. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Town Clerk	Code of Conduct – Dartford Borough Council	14 May 2019 – DBC
Town Clerk	Regional Training Seminar – Society of Local Council Clerks	26 June 2019 - Ashford

Recommended: That the item be noted.

13. REPORTS OF OUTSIDE REPRESENTATIVES.

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

13.1 Dartford Children's Centre (DCC).

Councillor Mrs S P Butterfill is the Council's representative on the DCC. As previously agreed the minutes from the 31 January 2019 meeting are available in the Chamber for inspection.

13.2 Castle Hill/Eastern Quarry Community Liaison Group (CHEQCLG)

Councillor P M Harman is the Town Council's representative on the CHEQCLG. As previously agreed the agenda and minutes from the 26 February 2019 meeting are available in the Chamber for inspection.

13.3 Elders Forum (DBC).

Councillor Ms L C Howes is the Town Council representative on the EF. As previously agreed the agenda for the 15 March 2019 meeting is available in the Chamber for inspection.

13.4 Borough and Parish Forum (DBC) (BPF).

The Town Mayor and the Town Clerk are the Town Council's representatives on the BPF. As previously agreed the agenda for the 9 April 2019 meeting is available in the Chamber for inspection.

13.5 North West Kent Volunteer Centre (NWKVC).

Councillor Mrs S P Butterfill is the Town Council's representative on the NWKVC and she has requested that this item be on future agendas to enable her to give a verbal update.

13.6 Ingress Park (Greenhithe) Management Limited (IPGM).

Councillors' P M Harman and P C 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.

14. 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.

15. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

This item gives the 6 Dartford Borough Councillors representing Swanscombe and Greenhithe the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

16. SEALING OF DOCUMENTS.

There are none.

17. TOWN MAYOR'S ANNOUNCEMENTS.

18. QUESTIONS.

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

INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 226, March 2019 and Issue 227, April 2019.
- The Clerk – Society of Local Council Clerks (SLCC) – Vol.50 No.2, March 2019.
- Clerks & Councils Direct – March 2019, Issue 122.
- LCR – National Association of Local Councils (NALC) – winter 2019



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

