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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 6 July 2017 at 7.00pm

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

**Graham Blew
Town Clerk**

Dated: 29 June 2017

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
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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 18 May 2017 and the Special Meeting held on 5 June 2017 (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 – 3 May 2017 and 14 June 2017.
 - Recreation, Leisure & Amenities Committee – 22 June 2017.
 - Finance & General Purposes Committee – 15 June 2017.
 - Leases & Legal Sub-Committee – 15 June 2017.
 - Heritage Park / Skull Site Sub-Committee – 2 May 2017.

6. WORKING GROUPS - REVIEW (p).

Members are asked to consider how the Town Council currently manages the operation of Working Groups in order to set clear guidelines as to the memberships, quorum and use of substitutes.

To assist members attached are the current memberships and extracts of Standing Orders that may help.

As part of this review the membership of the Financial Risk Assessments Working Group will need to be considered as Councillor R J Lees is now the Chairman of Finance and General Purposes Committee.

Recommended: To discuss and advise accordingly.

7. OUTSIDE BODY REPRESENTATIVE – KENT ASSOCIATION OF LOCAL COUNCILS DARTFORD AREA COMMITTEE (KALCDAC).

The Town Council has x2 representatives on the KALCDAC.

Unfortunately Councillor R J Lees has advised that he is no longer able to be one of the Town Council representatives which leaves a vacancy.
NB. The Town Clerk is the other Town Council representative.

Recommended: To appoint a member to fill the vacancy on the KALCDAC.

8. AMENDMENT TO STANDING ORDER 1 c) (p).

As part of the review of Standing Orders and the Financial Regulations and further to minute 17/17-18 members are asked to agree to the proposed amendment to S/O 1c), as detailed in the attached.

Recommended: That Standing Order 1 c) be amended as detailed.

9. TOWN COUNCIL OFFICES BUILDING MAINTENANCE – ENTRANCE DOORS (p).

Members are asked to consider the enclosed report.

Recommended: To select which of the three options to proceed with.

10. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Cllr Ms L C Howes	Councillors Conference (KALC) - Maidstone	8 July 2017
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Recommended: To note.

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

Please find attached for your information the April and June 2017 issues of the Parish News.

Recommended: To note.

12. SUGGESTIONS FOR 2018 - 2019 ESTIMATES.

If members have any recommendations for items to be considered for the 2018 - 19 Estimates, can they be sent to the ATC/RFO by no later than 31 August 2017. This will enable items to be forecast and included on the agenda for the Full Council meeting on 12 October 2017, for further consideration.

Recommended: To note

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 Borough and Parish Council Forum (BPCF)

The Town Mayor and Town Clerk are the Town Council representatives on BPCF. As previously agreed the agenda for the 4 July 2017 meeting is available in the Chamber for inspection.

13.2 London Resort Company Holdings Community Liaison Group (LRCHCLG)

Councillor B R Parry is the Town Council representative on LRCHCLG. As previously agreed the agenda for the 20 June 2017 meeting, including the minutes from the 4 October 2016 meeting are available in the Chamber for inspection.

13.3 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.

19. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members are requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period

20. 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.

21. GROVE CAR PARK WORKING GROUP – UPDATE (p).

Attached are the confidential notes from the Working Groups meeting on 27 April 2017.

Recommended: To discuss and advise accordingly.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 206, May 2017 and Issue 207, June 2017.
- The Clerk Magazine, Society of Local Council Clerks, No.3, May 2017.
- Clerks & Councils Direct – Issue 111, May 2017.
- LCR, magazine of the National Association of Local Councils – summer 2017.
- Allotment & Leisure Gardener – Issue 2, 2017.
- Field Notes (Fields In Trust) – spring/summer 2017.



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

