

AGENDA ITEM 3

Town Council 15/10/2020

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held via ZOOM on TUESDAY 15 SEPTEMBER 2020 at 1.00 PM

PRESENT: Councillor Peter Harman – Town Mayor
Councillor Lesley Howes - Deputy Town Mayor
Councillor Emma Ben Moussa
Councillor Lorna Cross
Councillor Ann Duke
Councillor Jay Shah
Councillor Maurice Weet

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none

43/20-21. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

In the Town Mayors absence the Deputy Town Mayor explained the arrangements and constraints relating to the filming or recording of the meeting.

The Town Mayor joined the meeting.

44/20-21. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Anita Barham due to medical reasons.

Councillor Sue Butterfill had previously advised that she would not be able to attend the meeting due to other commitments.

An apology for absence was received from Councillor Dr Jo Harman due to medical reasons.

An apology for absence was received from Councillor John Hayes due to being on holiday.

An apology for absence was received from Councillor Linda Hall due to being on holiday.

An apology for absence was received from Councillor Peter Harris due to personal family circumstances.

An apology for lateness was submitted by Councillor Peter Harman.

RESOLVED:

That the reasons for absence, for all the Councillors' listed, be formally accepted and approved.

45/20-21. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Ann Duke declared a prejudicial interest in agenda item 17, Covid – 19 – Financial Implications and Requests, as the Chief Executive Officer of Walk Tall.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

46/20-21. MINUTES OF THE MEETING HELD ON 18 AUGUST 2020.

RESOLVED:

That the Minutes of the Meetings held on 18 August 2020 be confirmed, and signed outside of the meeting, as a true record and be signed outside of this meeting.

47/20-21. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that there would be additional consideration under agenda item 15, Councillors Surgeries, to re-visit the dates and times of future scheduled meetings.

48/20-21. MINUTES OF THE REGENERATION & QUALITY SUB-COMMITTEE MEETING HELD ON 19 FEBRUARY 2020.

RESOLVED:

That the Minutes of the Regeneration & Quality Sub-Committee Meeting held on 19 February 2020 be confirmed and the recommendations made therein be adopted.

49/20-21. THE LONDON RESORT STATUTORY CONSULTATION (LRSC).

Further to minute 35/20-21 the LRSC had provided the Town Council with a members' briefing session on 26 August 2020.

The Town Council had subsequently held a members' only meeting only 2 September 2020 to formulate a draft response to the Consultation feedback form.

RESOLVED:

That the response to the feedback form, as detailed, be endorsed and submitted.

50/20-21. **USE OF FOOTBALL TRAINING AREA IN THE HERITAGE PARK, CRAYLANDS LANE.**

Members considered the correspondence received from Swanscombe Tigers FC regarding the issue of how the area was being used.

RESOLVED:

That the amount of gang mowing cuts undertaken at this site by the Town Council be reduced to x10 per year.

51/20-21. **COMMUNITY INFRASTRUCTURE LEVY (CiL).**

Further to minute 480/19-20 the Regeneration & Quality Sub-Committee had formulated a 5 year plan for minor, mid and major infrastructure projects that CiL monies could be used for.

RESOLVED:

That the 5 year plan for minor, mid and major infrastructure projects that CiL monies could be used for, as detailed, be agreed and endorsed.

52/20-21. **ENVIRONMENTAL ACTION PLAN WORKING GROUP.**

Members considered the notes from the Working Group meeting held on 8 September 2020.

RESOLVED:

That the actions of the Environmental Action Plan Working Group be noted and endorsed.

53/20-21. **COMMUNITY EVENT WORKING GROUP.**

Members considered the notes from the Working Group meeting held on 3 September 2020.

RESOLVED:

That the actions of the Community Event Working Group be noted and endorsed.

54/20-21. **SUGGESTIONS FOR 2021 - 2022 ESTIMATES.**

In previous years Members would have been asked to provide any suggestions for projects/items to be considered for the 2021 – 2022 Estimates by the end of August. Due to the unprecedented situation as a result of the Covid 19 pandemic a financial review, as opposed to Members suggestions, would be undertaken.

A meeting of the Financial Risk Assessment Working Group would be scheduled in the near future in order to formulate a recommendation to support Draft Estimates for 2021 – 2022 and these would be presented to members for consideration at the 15 December 2020 meeting.

The draft estimates would be reviewed by Officers during the remainder of December and a finalised budget, and precept figures being presented to members for consideration and endorsement at the 12 January 2021 meeting.

RESOLVED:

That the item be noted.

55/20-21. **FENCING AT PACIFIC CLOSE, SWANSCOMBE.**

Further to minute 36/20-21 members were asked to consider the comments received. The Town Clerk detailed the revised quotation for bow top style fencing and, after discussion it was proposed, duly seconded and agreed;

RESOLVED:

That the current wooden fence remain and that the item be reviewed should further issues of anti-social behaviour occur.

56/20-21. **REPORTS OF OUTSIDE REPRESENTATIVES.**

Members were advised that this item provided an opportunity for Members' appointed as representatives on outside bodies to provide a report at the meeting.

Whitecliffe Community Liaison Group (WCLG)

Councillor Peter Harman is the Town Councils representative on the WCLG. As previously agreed the update from the 30 June 2020 meeting was available for inspection. Councillor Peter Harman advised that the next meeting was scheduled for the following week.

North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representative on the NWKVC, as Councillor Sue Butterfill was not present no update was available.

Ingress Park (Greenhithe) Management Limited (IPGM).

IPGM had indicated that, although unable to provide documentation, they would like to submit verbal updates to the Town Council.

Councillors' Peter Harman and Peter Harris are the Council's representatives on IPGM.

Councillor Peter Harman gave an update on behalf of himself and Councillor Peter Harris which included:

That at the recent meeting the x3 Crest Directors had not attended.

RESOLVED:

That the item be noted.

57/20-21. **DECISIONS, RESPONSES & FINANCES - LOCKDOWN.**

Members were provided with the decisions, planning responses and finances discharged, using the previously approved delegated authority, under Section 101(1) of the Local Government Act 1972, during the period of lockdown and since the previous meeting.

RESOLVED:

That the decisions, planning responses and finances discharged, using the previously approved delegated authority, under Section 101(1) of the Local Government Act 1972, during the period of lockdown and since the previous meeting be noted and endorsed.

The meeting was briefly adjourned whilst Councillor Lorna Cross resumed her virtual connection to the meeting.

58/20-21. **COUNCILLORS SURGERIES.**

Further to minute 24/20-21 Members were asked to consider whether they wished to re-instate the holding of non-political surgeries, free of charge, in the Council Office Community Hall (first Sunday of every month). Members discussed the position regarding possible re-instatement of the surgeries.

Members also considered the dates and starting times of the previously agreed scheduled meetings (minute 37/20-21).

After discussion it was proposed, duly seconded and agreed:

RESOLVED:

1. That, due to the current Covid 19 situation, the surgeries remain suspended subject to review of the position at the December 2020 meeting.
2. That the previously agreed scheduled meetings be deleted and replaced with the following:-
 - ❖ Thursday 15 October 2020 – 7.00pm
 - ❖ Thursday 19 November 2020 – 7.00pm
 - ❖ Thursday 10 December 2020 – 7.00pm

59/20-21. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Peter Harman and seconded by Councillor Lesley Howes;

RESOLVED:

That, 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 public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following items of business.

Having already declared a prejudicial interest Councillor Ann Duke left the meeting and took no part in the discussion and decision of the following item.

60/20-21. **COVID 19 – FINANCIAL IMPLICATIONS AND REQUESTS.**

Members considered and discussed the contents of the confidential report, which included a request from Gravesham Community Leisure Limited regarding The Swanscombe Centre and, after being proposed and duly seconded it was unanimously agreed:

RESOLVED:

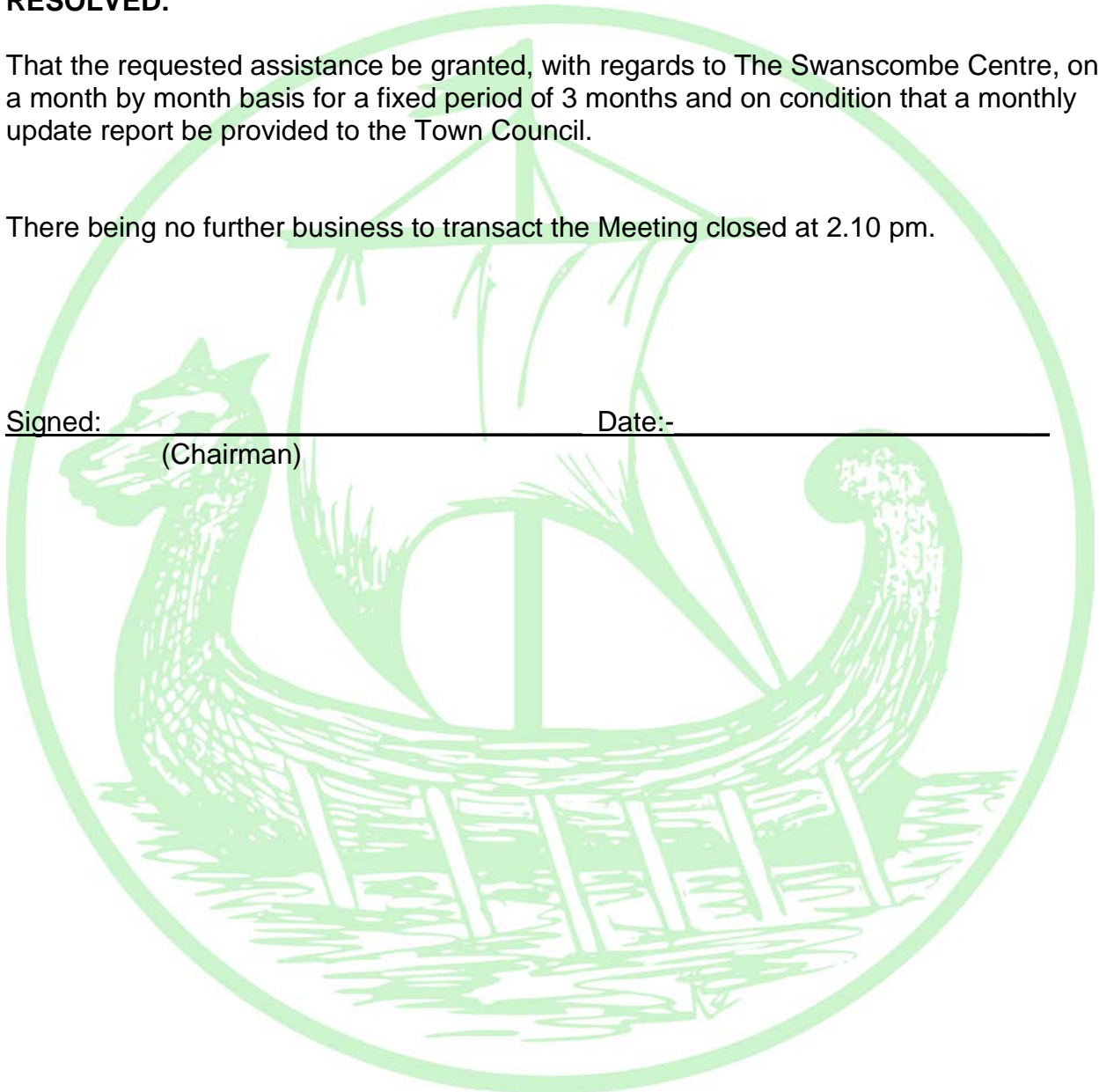
That the requested assistance be granted, with regards to The Swanscombe Centre, on a month by month basis for a fixed period of 3 months and on condition that a monthly update report be provided to the Town Council.

There being no further business to transact the Meeting closed at 2.10 pm.

Signed:

(Chairman)

Date:-





AGENDA ITEM 5

Town Council 15/10/2020

MINUTES of the MEETING of the PERSONNEL COMMITTEE held via ZOOM, on MONDAY 28 SEPTEMBER 2020 at 11.00AM.

PRESENT: Councillor Peter Harman - Chairman
Councillor Sue Butterfill – Vice-Chairman
Councillor Anita Barham
Councillor Sue Butterfill
Councillor Lorna Cross
Councillor Peter Harris
Councillor Lesley Howes
Councillor Maurice Weet

ABSENT: There were none

ALSO PRESENT: Graham Blew, Town Clerk
Martin Harding, Assistant Town Clerk / Responsible Financial Officer

61/20-21. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

62/20-21. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Dr Jo Harman due to medical reasons.

Recommended: That the reasons for absence, for Councillor Dr Jo Harman, be formally accepted and approved.

63/20-21. **DECLARATIONS OF INTEREST IN 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.

64/20-21. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

65/20-21. **TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 2 APRIL 2019.**

Recommended: That the minutes from the meeting held on 2 April 2020 be confirmed and signed.

66/20-21. **ASSISTANT TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER – CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CiLCA).**

Members were informed that the Assistant Town Clerk / Responsible Financial Officer had passed his CiLCA in November 2019. This had resulted in the Town Council having two qualified officers.

Members extended their congratulations to the Assistant Town Clerk / Responsible Financial Officer for attaining the CiLCA qualification.

Recommended: That the item be noted and the Assistant Town Clerk / Responsible Financial Officer be congratulated for attaining his CiLCA qualification.

67/20-21. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Sue Butterfill and seconded by Councillor Peter Harris;

RESOLVED:

That, 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 public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

68/20-21. **STAFFING MATTERS.**

Members considered the confidential report and commended the officers for the detail it contained. After discussion it was proposed, duly seconded and agreed;

Recommended: That the contents of the confidential report be noted and endorsed.

69/20-21. **PAY CLAIM 2020 - 2021.**

As part of its Terms of Reference the Personnel Committee are required to:

“Exercise functions of the Council on question of levels of pay and salary settlements for all staff employed by the Council.”

The 2020 – 2021 estimates included the provision for awarding cost of living pay rises up to 2.5% and a 1 SP increase.

Any pay award would be dated from 1 April 2020.

Members acknowledged the efforts and commitment of all the Town Council staff and, after discussion it was proposed, duly seconded and agreed that a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2020.

Recommended: That a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2020.

There being no further business, the Meeting closed at 11.45am.

Signed: _____
(CHAIRMAN)

Date: _____



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

RE: HERITAGE MUSEUM / COMMUNITY CENTRE Grove Hall, The Grove, Swanscombe, Dartford Kent, DA10 0GA

BRIEF OUTLINE

Following an initial site visit on the 18th September 2020 to review the scope of the project we discussed a number of options for the site. The primary use will be for a Local Heritage Museum and Reference Centre providing the following accommodation:

1. Entrance lobby / reception desk, leading to:
2. Main gallery providing a variety of display units and shelving for paper records and artifacts, this area will include a reference section, with a desk and PC for public review of archive documents.
3. Ancillary accommodation to include:
 - a. Male & Female WC / Disabled WC
 - b. Staff Welfare room.
 - c. Tea Point.
 - d. Secure Archive / Papers Store.
4. External Area:
 - a. entrance ramp
 - b. General walk way and landscape refurbishment around the building.
5. Additional Area Consideration:

The project should look to be adaptable to allow for the provision of a small coffee shop with a small Kitchen, serving tables and an external terrace area.

BUDGET COSTS:

With regards to the refurbishment costs, we discussed the variation between new build and refurbishment costs, I would advise a construction cost budget of between £1,250 - £1,550 / M² + VAT This would take the development costs to between £118,750.00 + VAT to £147,250.00 + VAT. I am aware of an initial budget in the region of £100K and although I will look to minimize the construction costs once considering the design but would advise at this stage that your budget is very tight and may compromise the functionality of the space. You should also allow between 15-20% of a budget for the

professional and Local Authority fees. We very much look forward to exploring this potential with you if appointed and will endeavor to keep the costs as low as possible.

It generally takes about a year from appointment to the commencement of site operations, depending on the LPA and Tendering time actions. This will give us time to consider the build budget and make concessions as may be necessary.

Legal Responsibilities.

I do need to advise you of your legal responsibilities as there are four acts of Parliament you will need to clear before any works can proceed on site, these are:-

- 1: Town & Country Planning – you will need planning consent under a Full Plans application as outlined above.
2. The Building Act – You will require building regulation approval which will include detailed plans, sections, elevations with 1:10 and/or 1:5 scaled sectional details and construction Notes. We will also need to coordinate our packages with the Structural Engineer and SBEM assessor for approval to be obtained.
3. Party Wall Etc. Act 1996 – This is required if you build any structure that could undermine or build into adjoining neighbours structures. It does not appear that this will be necessary at this stage.
4. CDM 2015 Health & Safety Regulations – This brings duties on you as the client and us as Principle Designer together with the contractor as ‘Principle Contractor’. I have attached a preliminary info sheet on this for your information.

We will be working with you throughout these matters to ensure compliance with the submission requirements. Planning is of course subjective and we tend to try and liaise with the Case Officer appointed to track the application and respond to any comments / concerns raised.

LPA / CONSULTANT FEE BUDGET:

As this project is a refurbishment and not a change of use, as a public assembly building, we may still need to make a full plans application as the elevation and layout will change significantly. The fees associated with this is currently £259, including the payment service fee.

The Building Control fee for non-residential developments are based on projected contract values, this one will fall between £100,001 & £150,000, being £269.17+VAT for the plans fee and £1,076.67 +VAT for the inspections fee.

The project will require the services and a Structural Engineer and SBEM Assessor for the energy performance and Building Control. I would advise that you allow a budget of approximately £2,500 + VAT for the Structural Engineer and £1,500 + VAT for the SBEM Assessors.

ARCHITECTS SERVICES - ITEMS OF WORK & FEE SCHEDULE

We have set out our fees for the work as scheduled below:

| | | | |
|---|-----|--|------------------|
| <u>Site Survey</u> | | | |
| CAD Information | 1 | Ordinance Survey CAD download (Charged at cost) | |
| Site Survey | 2.1 | Attend site to take dimensional information sufficient for Planning Purposes to provide: | |
| | 2.2 | Site Location Plan | |
| | 2.3 | Floor / Roof Plans | |
| | 2.4 | Site and Building Sections | |
| | 2.5 | Service Locations and drain covers including inverts where possible. | |
| | | SUB TOTAL | £978.75 |
| <u>Design Phase works leading to the Planning Application:</u> | | | |
| Design Drawings | 3 | Scheme Design Proposals (Plan layouts for discussion) | |
| Planning Application | 4.1 | Site Location Plan | |
| | 4.2 | Site Block plan / Landscape Plan | |
| | 4.3 | Floor Plans | |
| | 4.4 | Typical Sections | |
| | 4.5 | Elevations | |
| | 4.6 | Design & Access Statement. | |
| | | | £3,755.00 |
| <u>Detailed Design Phase leading to Building Regulations Application and Tender Action</u> | | | |
| | | Assist with appointment of SE & SBEM Consultants | |
| | | Site Block Plan & Landscape Proposals | |
| | | 1:50 detailed Plan Layouts | |
| | | 1:20 Section drawings | |
| | | 1:50 detailed Elevations | |
| | | Building Notes 1 x A1 | |
| | | 1:5 Sectional Details - 2 sheets of 4 details each | |
| | | Scope of Works / Specification (NBS) | |
| | | Liaison & Coordination with SE Consultants and SBEM Consultant. | |
| | | CDM Risk Register | |

| | | |
|-------------------------|---|-------------------|
| | Building Regs application submission (Submission Fees to be paid by Client) | |
| | SUB TOTAL | £5,280.00 |
| Tender / Pre-Start | Tender Forms | |
| | Issue Tender packages | |
| | Advise on tender analysis for appointment of contractor | |
| | Prepare JCT Minor Works Contract for signing. | |
| | SUB TOTAL | £978.75 |
| Contract Administration | Site Inspections | |
| | Site Meetings / Contract Admin <ul style="list-style-type: none"> - Minute meetings - Variation Orders - Cost Control - Interim Certification and valuation - Practical Completion Administration & Certification - Snagging inspections - Final Certification | |
| | As Built Drawings for Inclusion in H&S file | |
| | Prov. Sum based on 4 months site operations + Defects Period) | £5,240.00 |
| | SUB TOTAL | |
| | | |
| | | |
| SUMMARY | Site Survey | £ 978.75 |
| | Planning Conditions | £3,775.00 |
| | Building Regs Drawings | £5,280.00 |
| | Pre-Start / Tender Action | £ 978.75 |
| | Contract Administration | £5,040.00 |
| | TOTAL | £16,052.50 |
| | All Prices Subject to VAT | |



| Project Description | Comments | Estimated Cost |
|---|--|--|
| MAJOR PROJECTS (in specific priority order) | | |
| 1. Refurbishment of Grove Hall | Consultant/architect to investigate future use of these sites. Possible use by Local History Group as a meeting room, archive & museum | |
| 2. Develop pathway/s in Heritage Park (from Meadow area to DST - gate required?) Approx. 374m | | very approx. 55,000 + gate |
| 3. Construction of pond in Heritage Park | Using current pond as template | 10,000 |
| 4. Refurbishment of Cashiers Office | For Local History Group to use as a meeting room and archive centre. | 5-6,000 basic conversion |
| MEDIUM PROJECTS | | |
| Community / Sensory Garden in Swanscombe Park | | 19,840 + new gate and installation |
| Fence and x3 large double gates at Swanscombe Park | Design and specification ? | approx £150/linear meter supply of new railings only, not installation |
| Old Bowls Green refurbishment in Swanscombe Park | | 6,951 + might need new gate |
| Refurbishment of Pavilion | Consultant/architect to investigate future use of these sites | |
| MINOR PROJECTS | | |
| Additions to remaining x5 childrens play areas | | 5 to 10,000 per piece of equipment |
| CCTV at Ingress Park Community Centre | | 2,500.00 |
| Church Rd Hall window and fire door replacement (UpVC) | | 10,000 |
| Heritage Park, Meadow area improvements (cut, sow, potential fence) | | |
| Knockhall Changing Rooms - replace container with brick built | Using previous estimate for x2 changing room, officials room and storage. Approx 75 square meter floorspace | 286,000 |
| Re-instating the water fountain in Swanscombe Park | Water supply is DBC ? Is it consumable? Brickwork and fountain. | 15,170 |
| Replace wooden fence around Leisure Centre with metal one. Approx 205m | | |
| Review childrens play area equipment at Broomfield, Swanscombe and Knockhall | | 150,000 - 200,000 each |
| DEFERRED PROJECTS | | |
| Footpath widening from McDonalds to bridge on London Road | Outside partners required - not our land | |
| Improve accessibility to Swanscombe Railway Station. | Outside partners required - not our land | |
| Pedestrian barriers at Swanscombe High Street | Outside partners required - not our land | |

Recommended:

To discuss and advise accordingly.

AGENDA ITEM 8

Town Council 15/10/2020

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

SWANSCOMBE AND GREENHITHE TOWN COUNCIL CAPACITY BUILDING FUND APPLICATION – 2020-2021.

Project: ENVIRONMENTAL IMPROVEMENTS TO GREEN SPACES.
Detail: The Town Councils Environmental Action Plan Working Group have identified x2 areas where residents and community groups can come together to enjoy safe green spaces. Whilst both sites are secure they are in need of accessibility improvements and upgrades to the entrance areas as this would ensure those with physical and/or mental disabilities would not encounter a barrier to experience these spaces. The identified improvements are, to install self-closing gates and level/ramped access along with a variety of seating, to include wheelchair accessibility. The planting scheme would include raised beds with plants that have a sensory attraction that visitors, especially younger ones, could explore and enjoy.

Benefits: These improvements would attract more people to the green spaces and enable a wider section of the current, and future communities, to be able to appreciate the facilities and increase the amenity value for residents.

| | |
|--------------------------------------|-------------------|
| Estimated Cost | £ 9,180.00 |
| Funding provided by the Town Council | £ 2,800.00 |
| Amount of grant requested | £ 6,380.00 |



DBC GUIDANCE NOTE FOR THE PARISH AND TOWN COUNCIL CAPACITY BUILDING FUND 2020/21.

At the budget meeting the Council has approved the allocation of £40,000 in 2020/21 for Capacity Building Fund grants to parish and town councils.

There continues to be no strict criteria for awarding grants. The Council continues in its wish to encourage joint and innovative working between parish and town councils, or to see projects that will make a real difference to the local community and/or will build the capacity of the Parish to continue to do so in the future. Unusually in the current circumstances we are also willing to consider bids from parish and town councils in 2020/21 towards Covid 19 impact and recovery. It is not essential that the grant is match funded by the applicant but it would be an advantage. If the bid relates to Covid 19 further information about the impact on the council and the council's actions to mitigate the impact would be expected.

Normally grants will be for a maximum of £6,000 but £10,000 could be available for a joint or exceptional application.

Applications are invited (in your own format) explaining what is proposed, the estimated cost and the amount of grant requested.

Please ensure that all proposals are fully developed and costed and note that a condition of the funding is that Dartford Borough Council, will be given on request, evidence that funds are spent in accordance with the purpose that they were awarded for. Updates on 19/20 projects/programmes are also requested.

It is intended that applications will be reviewed by a panel in accordance with the practice in previous years. Any Parish and Town Council Members would not be able to consider applications from their own parish.

The panel will make recommendations to the Strategic Director for final decision.

Please submit applications by the deadline date of 31 October 2020.

Please send them by e-mail to the Head of Finance. We will then aim for the panel to meet in early November.

Recommended: To discuss and advise accordingly.

AGENDA ITEM 10

Town Council 15/10/2020

COMPUTER EQUIPMENT TO SUPPORT TOWN COUNCILLORS (p).

Overview

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.

This would primarily focus on attending virtual meetings, basic office function's such as word processing and accessing documents and information from both Town Councillor email addresses and the internet.

Product Comparison

Given the required need both functions could be undertaken by either a tablet or a laptop. Further to minute 57/20-21 members will be aware that the Town Council is upgrading its existing equipment to future proof technological operations. This involved having a laptop available in the event of a system issue with the equipment being used. As this will be critical to uninterrupted system operation for officers, this unit would not be suitable to loan out to members.

A new laptop would cost approximately £500 and be required to be set up with a generic security account that could be signed out to members. In addition this would need a Microsoft Office licence for access to office functions. This would range from £3.80 to £9.40 depending on the level of software required.

A tablet would cost approximately £160 with an additional £20 for a protective case that includes a keyboard for word processing. This device could be installed with access to Microsoft Office via a web link to access office software.

Both devices would be able to access the internet and emails but with the tablet having a more user friendly system.

Given that the device would be available to all members then the tablet would also be easier to secure and remove any personal information from between users.

On this basis officers would recommend the purchase of a tablet to act as the device available to members.

Financial Implications

The tablet and case, with keyboard, would cost approximately £180. In order to allow continuity of use it would be prudent to purchase a backup unit charger in case the cable gets lost or damaged. This would add an additional £10 to the initial purchase cost. To increase the Town Councils insurance policy to include the cost of replacement would

be £5 per year. In addition it would be useful for members to have access to Microsoft Software, this would add £3.80 per month.

The cost:

Initial Purchase - £190

Annual Cost - £50.60

Total = £240.60

These costs are both able to be funded from with the existing Town Councils IT Services budget (Cost Centre: Administration, Cost Code: 249).



NB.

Members will also need to agree any time limits set for the usage of the equipment per occasion it is borrowed and also any limit on the amount of times a member may borrow the equipment, for example per 6 months or per year?

Policy Changes

At present the Town Council operates two policies for the Acceptable IT Usage. One version for employees and contractors of the Town Council, and a second for Councillors. This is due to Councillors only currently using Town Council email addresses. Should a decision be made to purchase this equipment and make it available to members then the Acceptable IT Usage policy currently adopted for employees and contractors would have to be amended to include Councillors, this would remove the need for a separate policy for Councillors.

A draft of the amended policy is below for consideration.

SWANSCOMBE & GREENHITHE TOWN COUNCIL ACCEPTABLE IT USAGE POLICY.

This Acceptable Usage Policy covers the security and use of all Swanscombe & Greenhithe Town Council's information and IT equipment. It also includes the use of email, internet, voice and mobile IT equipment. This policy applies to all Swanscombe & Greenhithe Town Council employees, Councillors, contractors and agents (hereafter referred to as 'individuals').

This policy applies to all information, in whatever form, relating to Swanscombe & Greenhithe Town Council business activities worldwide, and to all information handled by Swanscombe & Greenhithe Town Council relating to other organisations with whom it deals. It also covers all IT and information communications facilities operated by Swanscombe & Greenhithe Town Council or on its behalf.

Computer Access Control – Individual's Responsibility

Access to the Swanscombe & Greenhithe Town Council IT systems is controlled by the use of User IDs and passwords. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the Swanscombe & Greenhithe Town Council IT systems.

Individuals must not:

- Allow anyone else to use their user ID/token and password on any Swanscombe & Greenhithe Town Council IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access Swanscombe & Greenhithe Town Council's IT systems.
- Leave their password unprotected (for example writing it down on a 'post it note' and leaving it stuck to the computer or laptop screen).
- Perform any unauthorised changes to Swanscombe & Greenhithe Town Council's IT systems or information.
- Attempt to access data that they are not authorised to use or access.
- Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- Connect any non-Swanscombe & Greenhithe Town Council authorised device to the Swanscombe & Greenhithe Town Council network or IT systems unless authorisation has been sought and provided by Swanscombe & Greenhithe Town Council Management.
- Store Swanscombe & Greenhithe Town Council data on any non-authorised Swanscombe & Greenhithe Town Council equipment.
- Give or transfer Swanscombe & Greenhithe Town Council data or software to any person or organisation outside Swanscombe & Greenhithe Town Council without the authority of Swanscombe & Greenhithe Town Council Management.

Line managers must ensure that individuals are given clear direction on the extent and limits of their authority with regard to IT systems and data.

Internet and email Conditions of Use

Use of Swanscombe & Greenhithe Town Council internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to Swanscombe & Greenhithe Town Council in any way, not in breach of any term and condition of employment and does not place the individual or Swanscombe & Greenhithe Town Council in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which Swanscombe & Greenhithe Town Council considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to Swanscombe & Greenhithe Town Council, alter any information about it, or express any opinion about Swanscombe & Greenhithe Town Council, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward Swanscombe & Greenhithe Town Council mail to personal (non-Swanscombe & Greenhithe Town Council) email accounts (for example a personal Hotmail account).
- Make official commitments through the internet or email on behalf of Swanscombe & Greenhithe Town Council unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Department.

Clear Desk and Clear Screen Policy

In order to reduce the risk of unauthorised access or loss of information, Swanscombe & Greenhithe Town Council enforces a clear desk and screen policy as follows:

- Personal or confidential business information must be protected using security features
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

Working Off-site

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car.
- Laptops must be carried as hand luggage when travelling.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places).
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN code.

Mobile Storage Devices

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only Swanscombe & Greenhithe Town Council authorised mobile storage devices must be used, when transferring sensitive or confidential data.

Software

Employees must use only software that is authorised by Swanscombe & Greenhithe Town Council on Swanscombe & Greenhithe Town Council's computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on Swanscombe & Greenhithe Town Council computers must be approved and installed by the Swanscombe & Greenhithe Town Council IT Contractor (MPT-IT).

Individuals must not:

Store personal files such as music, video, photographs or games on Swanscombe & Greenhithe Town Council IT equipment.

Viruses

The IT Contractor (MPR-IT) has implemented centralised, automated virus detection and virus software updates within the Swanscombe & Greenhithe Town Council IT System. All PCs have antivirus software installed to detect and remove any virus automatically.

Individuals must not:

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved Swanscombe & Greenhithe Town Council anti-virus software and procedures.

Telephony (Voice) Equipment Conditions of Use

Use of Swanscombe & Greenhithe Town Council voice equipment is intended for business use only. Individuals must not use Swanscombe & Greenhithe Town Council voice facilities for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications

Individuals must not:

- Use Swanscombe & Greenhithe Town Council voice system for conducting private business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or International operators unless it is for business use.

Actions upon Termination of Contract / No longer a Councillor

All Swanscombe & Greenhithe Town Council equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to Swanscombe & Greenhithe Town Council at termination of contract or within 7 days of when a person stops being a Councillor.

All Swanscombe & Greenhithe Town Council data or intellectual property developed or gained during the period of employment remains the property of Swanscombe & Greenhithe Town Council and must not be retained beyond termination or reused for any other purpose.

Monitoring and Filtering

All data that is created and stored on Swanscombe & Greenhithe Town Council computers is the property of Swanscombe & Greenhithe Town Council.

IT system logging will take place where deemed appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Swanscombe & Greenhithe Town Council has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse. Any monitoring

will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000 and the 2018 GDPR.

This policy must be read in conjunction with:

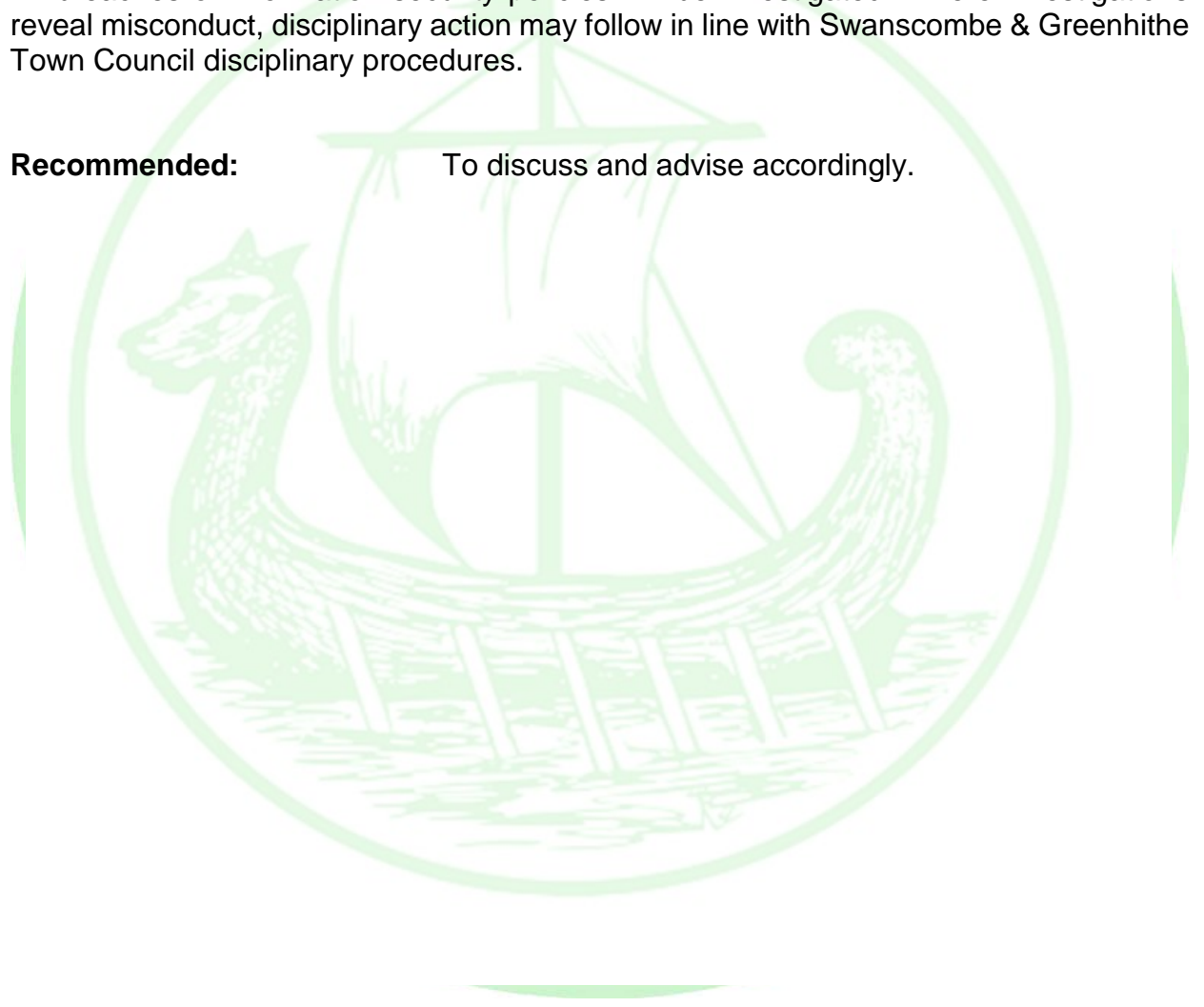
- Computer Misuse Act 1990
- Data Protection Act 1998
- GDPR 2018

It is your responsibility to report suspected breaches of security policy without delay to your line management, the IT contractor or your Data Protection Officer.

All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with Swanscombe & Greenhithe Town Council disciplinary procedures.

Recommended:

To discuss and advise accordingly.





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AGENDA ITEM 12

Town Council 15/10/2020

COUNCIL OFFICE AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS (p).

| DECEMBER 2020 / JANUARY 2021 | | | | | | |
|------------------------------|--------------|-----|-----|-----|--------------|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | | | | Bank Holiday | |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| | Bank Holiday | ? | ? | ? | Bank Holiday | |

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.



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AGENDA ITEM 14

Town Council 15/10/2020

BANK TRANSFERS (p).

7 October 2020 (2020-2021)

Swanscombe and Greenhithe Town Council TRANSFERS - up to 30 September 2020

| Date | Desc | From | To | Amount |
|------------|-----------------------|----------------|-------------------|-------------------|
| 05/05/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 4,614.81 |
| 17/05/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 28,589.68 |
| 02/06/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 25,450.33 |
| 09/06/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 24,224.88 |
| 12/06/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 21,812.12 |
| 22/06/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 5,487.85 |
| 01/07/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 2,585.13 |
| 14/07/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 22,306.21 |
| 26/07/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 19,590.33 |
| 30/07/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 6,678.83 |
| 13/08/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 42,360.81 |
| 04/09/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 2,977.25 |
| 04/09/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 8,243.66 |
| 10/09/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 5,586.00 |
| 10/09/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 20,486.64 |
| 24/09/2020 | Bank to Bank Transfer | Active Saver 1 | Current Account | 6,180.13 |
| | | | Total..... | 247,174.66 |

Recommended:

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



Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-09-2020 and 30-09-2020)

| Cost Centre | Public Lighting | Code Number | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|-------------|-----------------------------------|-------------|------------|--------|-----------------|-----------|-------------------------------|----------|----------|---------|-------|---|
| | 1 Supply & Maintenance | | | | | | | | | | | |
| Vchr. | | 398 | 10/09/2020 | | Current Account | DC | Electricity - Street Lighting | E-on | Z | 136.41 | 0.00 | 136.41 |
| | | | | | | | | | | £136.41 | £0.00 | £136.41 |
| | | | | | | | | | | | | Subtotal for Code: Supply & Maintenance |
| | | | | | | | | | | 136.41 | 0.00 | 136.41 |
| | | | | | | | | | | | | Subtotal for Cost Centre: Public Lighting |

| Cost Centre | Parks Establishment | Code Number | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|-------------|---------------------|-------------|------------|--------|-----------------|-----------|--|----------------------|----------|------------|-------|--------------------------|
| | 40 Wages | | | | | | | | | | | |
| Vchr. | | 387 | 10/09/2020 | | Current Account | DC | Park Keeper Contract - Play Area Clear | Night & Day Security | Z | 1,752.43 | 0.00 | 1,752.43 |
| | | 388 | 10/09/2020 | | Current Account | DC | Park Keeper Contract | Night & Day Security | Z | 1,366.35 | 0.00 | 1,366.35 |
| | | 389 | 10/09/2020 | | Current Account | DC | Park Keeper Contract - Site Checks | Night & Day Security | Z | 1,222.77 | 0.00 | 1,222.77 |
| | | 408 | 10/09/2020 | | Current Account | DC | Pension E'ee | KCC - LGPS | Z | 127.77 | 0.00 | 127.77 |
| | | 409 | 10/09/2020 | | Current Account | DC | Pension E'er | KCC - LGPS | Z | 314.51 | 0.00 | 314.51 |
| | | 416 | 10/09/2020 | | Current Account | DC | Pension E'ee | Intelligent Money | Z | 113.86 | 0.00 | 113.86 |
| | | 417 | 10/09/2020 | | Current Account | DC | Pension E'er | Intelligent Money | Z | 68.32 | 0.00 | 68.32 |
| | | 418 | 10/09/2020 | | Current Account | DC | PAYE | HMRC | Z | 361.80 | 0.00 | 361.80 |
| | | 419 | 10/09/2020 | | Current Account | DC | NI | HMRC | Z | 774.59 | 0.00 | 774.59 |
| | | 428 | 10/09/2020 | | Current Account | DC | Wages | SGTC | Z | 4,330.53 | 0.00 | 4,330.53 |
| | | | | | | | | | | £10,432.93 | £0.00 | £10,432.93 |
| | | | | | | | | | | | | Subtotal for Code: Wages |

| Code Number | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total | | |
|-------------|------|--------|------------|-----------|-----------------|----------|-------------------------------------|-----------------------------|-----|---------|---------|--|
| Vchr. | | 390 | 10/09/2020 | | Current Account | DC | Fence Repair - Broomfield Park | Forestrail Ltd | S | 73.80 | 14.76 | 88.56 |
| | | 391 | 10/09/2020 | | Current Account | DC | Skip Hire | Pindlen Ltd | S | 220.00 | 44.00 | 264.00 |
| | | 406 | 10/09/2020 | | Current Account | DC | Parks Equipment - General Equipment | Discount Builders Merchants | S | 50.27 | 10.06 | 60.33 |
| | | 445 | 23/09/2020 | | Current Account | DC | Parks Equipment - General Equipment | DTG Elliott & Son Ltd | Z | 30.00 | 0.00 | 30.00 |
| | | 447 | 23/09/2020 | | Current Account | DC | Skip Hire | Pindlen Ltd | S | 220.00 | 44.00 | 264.00 |
| | | | | | | | | | | £594.07 | £112.82 | £706.89 |
| | | | | | | | | | | | | Subtotal for Code: Equipment/Materials |

| Code Number | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total | | |
|-------------|------|--------|------------|-----------|-----------------|----------|----------|---------|-----|---------|--------|-------------------------|
| Vchr. | | 386 | 10/09/2020 | | Current Account | DC | Fuel | Allstar | S | 141.73 | 27.89 | 169.62 |
| | | | | | | | | | | £141.73 | £27.89 | £169.62 |
| | | | | | | | | | | | | Subtotal for Code: Fuel |

| Code Number | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total | | |
|-------------|------|--------|------------|-----------|-----------------|----------|--------------------|-----|-----|--------|-------|------------------------------|
| Vchr. | | 440 | 23/09/2020 | | Current Account | DC | Phone Bill - Parks | O2 | S | 20.19 | 4.04 | 24.23 |
| | | | | | | | | | | £20.19 | £4.04 | £24.23 |
| | | | | | | | | | | | | Subtotal for Code: Telephone |

| Code Number | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total | | |
|-------------|------|--------|------------|-----------|-----------------|----------|------------------|---------------|-----|-------|------|-------|
| Vchr. | | 433 | 23/09/2020 | | Current Account | DC | New Number Plate | Monarch Autos | S | 12.00 | 2.40 | 14.40 |
| | | | | | | | | | | 12.00 | 2.40 | 14.40 |

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-09-2020 and 30-09-2020)

| | | | | | | | | | |
|--------------------|-----------------------|-----------------|------------------|------------------------------------|------------------------------|-----------------|------------|------------|--------------|
| 448 | 23/09/2020 | Current Account | DC | Key Cutting | Locks N Tools | S | 77.05 | 15.41 | 92.46 |
| | | | | | Vehicles | | £89.05 | £17.81 | £106.86 |
| | | | | | Subtotal for Code: | | | | |
| Code Number | Date | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 452 | 29/09/2020 | Current Account | | Water Rates | Business Stream | Z | 71.66 | 0.00 | 71.66 |
| | | | | | Water Rates | | £71.66 | £0.00 | £71.66 |
| | | | | | Subtotal for Code: | | | | |
| Code Number | Date | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 432 | 23/09/2020 | Current Account | DC | Playground Equipment Repairs | Wicksteed Leisure Ltd | S | 213.78 | 42.76 | 256.54 |
| | | | | | Playground Equipment & Maint | | £213.78 | £42.76 | £256.54 |
| | | | | | Subtotal for Code: | | | | |
| Code Number | Date | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 400 | 10/09/2020 | Current Account | DC | Fire Extinguisher Service | Kent County Council | S | 43.35 | 8.70 | 52.05 |
| 404 | 10/09/2020 | Current Account | DC | Fire Extinguisher Service | Kent County Council | S | 35.00 | 7.00 | 42.00 |
| | | | | | Parks Works Area | | £78.35 | £15.70 | £94.05 |
| | | | | | Subtotal for Code: | | | | |
| Code Number | Date | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 395 | 10/09/2020 | Current Account | DC | Signs - Heritage Park | Bazaar Print Solutions | Z | 80.00 | 0.00 | 80.00 |
| | | | | | Unexpected/Emergency Work | | £80.00 | £0.00 | £80.00 |
| | | | | | Subtotal for Code: | | | | |
| | | | | | Subtotal for Cost Centre: | | 11,721.76 | 221.02 | 11,942.78 |
| Cost Centre | Allotments | | | | | | | | |
| Code Number | Date | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 443 | 23/09/2020 | Current Account | DC | Rent | DBC | Z | 65.00 | 0.00 | 65.00 |
| 444 | 23/09/2020 | Current Account | DC | Licence for Water - NBG Allotments | DBC | Z | 152.00 | 0.00 | 152.00 |
| | | | | | Rents / Licences | | £217.00 | £0.00 | £217.00 |
| | | | | | Subtotal for Code: | | | | |
| | | | | | Subtotal for Cost Centre: | | 217.00 | 0.00 | 217.00 |
| Cost Centre | Administration | | | | | | | | |
| Code Number | Date | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 410 | 10/09/2020 | Current Account | DC | Pension E'er | KCC - LGPS | Z | 778.63 | 0.00 | 778.63 |
| 411 | 10/09/2020 | Current Account | DC | Pension E'ee | KCC - LGPS | Z | 316.91 | 0.00 | 316.91 |
| 414 | 10/09/2020 | Current Account | DC | Pension E'er | Intelligent Money | Z | 99.57 | 0.00 | 99.57 |
| 415 | 10/09/2020 | Current Account | DC | Pension E'ee | Intelligent Money | Z | 165.93 | 0.00 | 165.93 |
| 420 | 10/09/2020 | Current Account | DC | NI | HMRC | Z | 1,595.57 | 0.00 | 1,595.57 |
| 421 | 10/09/2020 | Current Account | DC | PAYE | HMRC | Z | 948.00 | 0.00 | 948.00 |
| 426 | 10/09/2020 | Current Account | DC | Wages | SGTC | Z | 7,306.18 | 0.00 | 7,306.18 |
| | | | | | Wages | | £11,210.79 | £0.00 | £11,210.79 |
| | | | | | Subtotal for Code: | | | | |

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-09-2020 and 30-09-2020)

| Code Number | Date | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|--|------------|-----------------|-----------|--|------------------------|--------------------------------|-----------|---------|-----------|
| 233 Stationary, Advertising & Postage | | | | | | | | | |
| Vchr. | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 385 | 10/09/2020 | Current Account | DC | Stationary | KCC - KCS | S | 74.21 | 14.84 | 89.05 |
| 399 | 10/09/2020 | Current Account | DC | Fracking Machine Rental | Francotyp Postalia Ltd | S | 60.00 | 12.00 | 72.00 |
| 434 | 23/09/2020 | Current Account | DC | Stationary | Amazon UK | Z | 13.94 | 0.00 | 13.94 |
| | | | | | Subtotal for Code: | Stationary, Advertising & Post | £148.15 | £26.84 | £174.99 |
| 234 Telephone / Internet | | | | | | | | | |
| Vchr. | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 397 | 10/09/2020 | Current Account | DC | Phone Bill | Overline | S | 300.71 | 60.14 | 360.85 |
| | | | | | Subtotal for Code: | Telephone / Internet | £300.71 | £60.14 | £360.85 |
| 237 Subscriptions / Publications | | | | | | | | | |
| Vchr. | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 438 | 23/09/2020 | Current Account | DC | Subscription Renewal | Local Councils Update | Z | 17.00 | 0.00 | 17.00 |
| | | | | | Subtotal for Code: | Subscriptions / Publications | £17.00 | £0.00 | £17.00 |
| 247 Staff Training | | | | | | | | | |
| Vchr. | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 392 | 10/09/2020 | Current Account | DC | Staff Training - SLCC Conference - Tow | SLCC | S | 80.00 | 16.00 | 96.00 |
| | | | | | Subtotal for Code: | Staff Training | £80.00 | £16.00 | £96.00 |
| 249 IT Services | | | | | | | | | |
| Vchr. | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 396 | 10/09/2020 | Current Account | DC | IT Support & Maintenance | MPR IT Solutions | S | 274.50 | 54.90 | 329.40 |
| | | | | | Subtotal for Code: | IT Services | £274.50 | £54.90 | £329.40 |
| 251 Council Offices Building Maintenance | | | | | | | | | |
| Vchr. | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 405 | 10/09/2020 | Current Account | DC | Fire Extinguisher Service | Kent County Council | S | 35.00 | 7.00 | 42.00 |
| 442 | 23/09/2020 | Current Account | DC | Boiler and Plumbing Service | LW Burt & Son Ltd | S | 3,265.09 | 653.01 | 3,918.10 |
| 446 | 23/09/2020 | Current Account | DC | CCTV Repairs | Active Security Group | S | 175.00 | 35.00 | 210.00 |
| | | | | | Subtotal for Code: | Council Offices Building Maint | £3,475.09 | £695.01 | £4,170.10 |
| 253 Gas | | | | | | | | | |
| Vchr. | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 436 | 23/09/2020 | Current Account | DC | Gas | KCC - Laser | L | 87.87 | 4.39 | 92.26 |
| | | | | | Subtotal for Code: | Gas | £87.87 | £4.39 | £92.26 |
| 254 Electricity | | | | | | | | | |
| Vchr. | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 439 | 23/09/2020 | Current Account | DC | Electricity | KCC - Laser | S | 532.48 | 106.50 | 638.98 |
| | | | | | Subtotal for Code: | Electricity | £532.48 | £106.50 | £638.98 |
| 274 Bank Interest | | | | | | | | | |
| Vchr. | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 431 | 10/09/2020 | Current Account | DC | Bank Charges | Barclays | Z | 10.00 | 0.00 | 10.00 |

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-09-2020 and 30-09-2020)

| | | | | | | | | |
|---|------------|-----------------|---------------------------|---------------------|----------|--------|-------|--------|
| 451 | 29/09/2020 | Current Account | Card Fee | Elavon | S | 256.33 | 1.20 | 257.53 |
| Subtotal for Code: Bank Interest £266.33 £1.20 £267.53 | | | | | | | | |
| Subtotal for Cost Centre: Administration 16,392.92 964.98 17,357.90 | | | | | | | | |
| Cost Centre Church Road Hall | | | | | | | | |
| Code Number 280 Wages | | | | | | | | |
| Vchr. | Date | Bank | Description | Supplier | Vat Type | Net | Vat | Total |
| 425 | 10/09/2020 | Current Account | PAYE | HMRC | Z | 59.60 | 0.00 | 59.60 |
| 429 | 10/09/2020 | Current Account | Wages | SGTC | Z | 339.78 | 0.00 | 339.78 |
| Subtotal for Code: Wages £399.38 £0.00 £399.38 | | | | | | | | |
| Code Number 281 Repairs & Maintenance | | | | | | | | |
| Vchr. | Date | Bank | Description | Supplier | Vat Type | Net | Vat | Total |
| 402 | 10/09/2020 | Current Account | Fire Extinguisher Service | Kent County Council | S | 35.00 | 7.00 | 42.00 |
| 441 | 23/09/2020 | Current Account | Boiler Service | LW Burt & Son Ltd | S | 304.50 | 60.90 | 365.40 |
| Subtotal for Code: Repairs & Maintenance £339.50 £67.90 £407.40 | | | | | | | | |
| Code Number 282 Gas & Electricity | | | | | | | | |
| Vchr. | Date | Bank | Description | Supplier | Vat Type | Net | Vat | Total |
| 435 | 23/09/2020 | Current Account | Gas | KCC - Laser | L | 21.80 | 1.09 | 22.89 |
| Subtotal for Code: Gas & Electricity £21.80 £1.09 £22.89 | | | | | | | | |
| Code Number 295 Hire Income | | | | | | | | |
| Vchr. | Date | Bank | Description | Supplier | Vat Type | Net | Vat | Total |
| 407 | 10/09/2020 | Current Account | Hall Hire Refund | Various | Z | 123.75 | 0.00 | 123.75 |
| Subtotal for Code: Hire Income £123.75 £0.00 £123.75 | | | | | | | | |
| Subtotal for Cost Centre: Church Road Hall 884.43 68.99 953.42 | | | | | | | | |
| Cost Centre Grove Hall | | | | | | | | |
| Code Number 301 Repairs & Maintenance | | | | | | | | |
| Vchr. | Date | Bank | Description | Supplier | Vat Type | Net | Vat | Total |
| 401 | 10/09/2020 | Current Account | Fire Extinguisher Service | Kent County Council | S | 35.00 | 7.00 | 42.00 |
| Subtotal for Code: Repairs & Maintenance £35.00 £7.00 £42.00 | | | | | | | | |
| Code Number 302 Gas & Electricity | | | | | | | | |
| Vchr. | Date | Bank | Description | Supplier | Vat Type | Net | Vat | Total |
| 437 | 23/09/2020 | Current Account | Gas | KCC - Laser | L | 2.79 | 0.14 | 2.93 |
| Subtotal for Code: Gas & Electricity £2.79 £0.14 £2.93 | | | | | | | | |
| Subtotal for Cost Centre: Grove Hall 37.79 7.14 44.93 | | | | | | | | |
| Cost Centre Town Council Offices Community Hall | | | | | | | | |
| Code Number 360 Wages | | | | | | | | |
| Vchr. | Date | Bank | Description | Supplier | Vat Type | Net | Vat | Total |
| 424 | 10/09/2020 | Current Account | PAYE | HMRC | Z | 119.20 | 0.00 | 119.20 |
| 427 | 10/09/2020 | Current Account | Wages | SGTC | Z | 476.81 | 0.00 | 476.81 |
| Subtotal for Code: Wages £596.01 £0.00 £596.01 | | | | | | | | |

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-09-2020 and 30-09-2020)

| Code Number | Date | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---|------|------------|-----------|-------------------------------|---------------------------------|----------|-------------------|------------------|-------------------|
| 361 Repairs & Maintenance | | | | | | | | | |
| Vchr. | 403 | 10/09/2020 | DC | Fire Extinguisher Service | Kent County Council | S | 35.00 | 7.00 | 42.00 |
| | | | | | Repairs & Maintenance | | £35.00 | £7.00 | £42.00 |
| | | | | | Subtotal for Code: | | | | |
| | | | | | Town Council Offices Communi | | 631.01 | 7.00 | 638.01 |
| | | | | | Subtotal for Cost Centre: | | | | |
| Cost Centre Old Fire Station Cafe | | | | | | | | | |
| 380 Wages | | | | | | | | | |
| Vchr. | 412 | 10/09/2020 | DC | Pension E'ee | KCC - LGFS | Z | 45.71 | 0.00 | 45.71 |
| | 413 | 10/09/2020 | DC | Pension E'er | KCC - LGFS | Z | 133.01 | 0.00 | 133.01 |
| | 422 | 10/09/2020 | DC | PAYE | HMRC | Z | 30.00 | 0.00 | 30.00 |
| | 423 | 10/09/2020 | DC | NI | HMRC | Z | 18.08 | 0.00 | 18.08 |
| | 430 | 10/09/2020 | DC | Wages | SQTC | Z | 1,194.42 | 0.00 | 1,194.42 |
| | | | | | Subtotal for Code: Wages | | £1,421.22 | £0.00 | £1,421.22 |
| | | | | | Subtotal for Cost Centre: | | | | |
| 382 Furniture, Fixtures & Equipment (incl. I | | | | | | | | | |
| Vchr. | 394 | 10/09/2020 | DC | Coffee Machine Monthly Rental | Tchibo Coffee International Ltd | S | 71.37 | 14.27 | 85.64 |
| | | | | | Furniture, Fixtures & Equipme | | £71.37 | £14.27 | £85.64 |
| | | | | | Subtotal for Code: | | | | |
| | | | | | Subtotal for Cost Centre: | | | | |
| 389 Maintenance | | | | | | | | | |
| Vchr. | 393 | 10/09/2020 | DC | Waste Bin Collection | Viridor Waste Kent Ltd | S | 35.15 | 7.03 | 42.18 |
| | | | | | Maintenance | | £35.15 | £7.03 | £42.18 |
| | | | | | Subtotal for Code: | | | | |
| | | | | | Old Fire Station Cafe | | 1,527.74 | 21.30 | 1,549.04 |
| | | | | | Subtotal for Cost Centre: | | | | |
| | | | | | TOTALS | | £31,549.06 | £1,290.43 | £32,839.49 |

Recommended:

To approve receipts and payments for September 2020.



SUMMARY OF ACCOUNTS (p).

1 October 2020 (2020-2021)

Month no. 6 of 12

Swanscombe and Greenhithe Town Council Receipts and Payments compared with Flexed Budget (01/04/2020 to 30/09/2020)

| Cost Centre | Budget Receipts | | Budget Payments | | Variance |
|--|-----------------|---------------|-----------------|-----------------|-----------------|
| | Total for year | Year to Date | Total for Year | Year to Date | |
| Public Lighting | | | | | |
| 1 Supply & Maintenance | 0.00 | 0.00 | 2600.00 | 1,299.98 | -75.65 |
| 3 Christmas Lighting | 0.00 | 0.00 | 3600.00 | 1,800.00 | 1,764.77 |
| 4 Repairs | 0.00 | 0.00 | 500.00 | 249.98 | 249.98 |
| 5 Long Term Financial Risks | 0.00 | 0.00 | 500.00 | 249.98 | 249.98 |
| 6 Income | 1.00 | 0.52 | 0.00 | 0.00 | -0.52 |
| 7 Long Term Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sub Total for Public Lighting | 1.00 | 0.52 | 7,200.00 | 3,599.94 | 2,188.56 |
| Grove Car Park | | | | | |
| 20 Rates | 0.00 | 0.00 | 4399.00 | 2,199.52 | -435.68 |
| 21 Repairs & Maintenance | 0.00 | 0.00 | 500.00 | 249.98 | 249.98 |
| 22 Long Term Financial Risks | 0.00 | 0.00 | 655.00 | 327.52 | 327.52 |
| 23 Long Term Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 421 Income | 800.00 | 399.98 | 0.00 | 0.00 | -399.98 |
| Sub Total for Grove Car Park | 800.00 | 399.98 | 5,554.00 | 2,777.02 | -258.16 |
| Craylands Lane Car Park | | | | | |
| 30 Rates | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 31 Repairs & Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 32 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sub Total for Craylands Lane Car Park | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Parks Establishment | | | | | |
| 40 Wages | 0.00 | 0.00 | 105000.00 | 52,500.00 | -2,617.96 |
| 41 Equipment/Materials | 0.00 | 1234.17 | 40000.00 | 20,000.02 | 912.07 |
| 42 New Grounds Maintenance Equipm | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 43 Fuel | 0.00 | 0.00 | 2500.00 | 1,250.02 | 174.34 |
| 44 Fencing | 0.00 | 0.00 | 5000.00 | 2,499.98 | 2,499.98 |
| 45 Telephone | 0.00 | 0.00 | 554.00 | 276.98 | 128.10 |
| 46 Vehicles | 0.00 | 0.00 | 2500.00 | 1,250.02 | 980.97 |
| 47 Water Rates | 0.00 | 0.00 | 1030.00 | 515.02 | 406.42 |

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Page No. 1

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2020 to 30/09/2020)

| | Budget Receipts | | Act. Receipts | | Budget Payments | | Act. Payments | | Variance Year to Date |
|--|-----------------|-----------------|-----------------|------------------|-------------------|------------------|------------------|------------------|--------------------------|
| | Total for year | Year to Date | Total for year | Year to Date | Total for year | Year to Date | Total for year | Year to Date | |
| 48 Gas/Electricity | 0.00 | 0.00 | 35.23 | 1,029.98 | 2060.00 | 1,029.98 | 1586.62 | 1,029.98 | -521.41 |
| 49 Playground Equipment & Maintenan | 0.00 | 0.00 | 0.00 | 2,499.98 | 5000.00 | 2,499.98 | 695.28 | 2,499.98 | 1,804.70 |
| 50 Staff Training | 0.00 | 0.00 | 0.00 | 750.00 | 1500.00 | 750.00 | 0.00 | 750.00 | 750.00 |
| 51 Knockhall Changing Rooms | 0.00 | 0.00 | 0.00 | 249.98 | 500.00 | 249.98 | 0.00 | 249.98 | 249.98 |
| 52 Parks Works Area | 0.00 | 0.00 | 0.00 | 375.00 | 750.00 | 375.00 | 193.35 | 375.00 | 181.65 |
| 53 Vandalism | 0.00 | 0.00 | 150.00 | 500.02 | 1000.00 | 500.02 | 250.00 | 500.02 | 400.02 |
| 54 Trees | 0.00 | 0.00 | 0.00 | 3,000.00 | 6000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 55 New Recreational Facilities | 0.00 | 0.00 | 0.00 | 1,400.02 | 2800.00 | 1,400.02 | 0.00 | 1,400.02 | 1,400.02 |
| 56 Unexpected/Emergency Works | 0.00 | 0.00 | 0.00 | 500.02 | 1000.00 | 500.02 | 745.00 | 500.02 | -244.98 |
| 57 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 5,124.98 | 10250.00 | 5,124.98 | 0.00 | 5,124.98 | 5,124.98 |
| 58 New Community Facility | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59 Long Term Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 65 Miscellaneous Income | 1,000.00 | 500.02 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -500.02 |
| Sub Total for Parks Establishment | 1,000.00 | 500.02 | 1,419.40 | 93,722.02 | 187,444.00 | 93,722.02 | 80,512.54 | 93,722.02 | 14,128.86 |
| Cost Centre Swanscombe Park | | | | | | | | | |
| 70 Bowls Pavilion Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 71 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 75 Bowls Income | 3,375.00 | 1,687.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1,687.50 |
| 78 Hire Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 79 Long Term Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sub Total for Swanscombe Park | 3,375.00 | 1,687.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1,687.50 |
| Cost Centre Knockhall Playing Field | | | | | | | | | |
| 80 Rates | 0.00 | 0.00 | 0.00 | 75.98 | 152.00 | 75.98 | 147.21 | 75.98 | -71.23 |
| 81 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 249.98 | 500.00 | 249.98 | 0.00 | 249.98 | 249.98 |
| 85 Football | 5,843.00 | 2,921.48 | 4930.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,008.52 |
| Sub Total for Knockhall Playing Field | 5,843.00 | 2,921.48 | 4,930.00 | 325.96 | 652.00 | 325.96 | 147.21 | 325.96 | 2,187.27 |
| Cost Centre Broomfield Sports Ground | | | | | | | | | |
| 90 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 95 Football Income | 5,906.00 | 2,952.98 | 6805.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,852.02 |

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2020 to 30/09/2020)

| | Budget Receipts | | Act. Receipts | | Budget Payments | | Act. Payments | | Variance Year to Date |
|--|-----------------|-----------------|-----------------|--------------|------------------|------------------|------------------|-----------------|--------------------------|
| | Total for year | Year to Date | Total for year | Year to Date | Total for year | Year to Date | Total for year | Year to Date | |
| 96 Cricket Income | 1,743.00 | 871.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -871.50 |
| 97 Miscellaneous Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 98 Long Term Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sub Total for Broomfield Sports Ground | 7,649.00 | 3,824.48 | 6,805.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,980.52 |
| Cost Centre Heritage Park | | | | | | | | | |
| 100 Maintenance/Rent | 0.00 | 0.00 | 0.00 | 0.00 | 4500.00 | 2,250.00 | 0.00 | 0.00 | 2,250.00 |
| 104 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sub Total for Heritage Park | 0.00 | 0.00 | 0.00 | 0.00 | 4,500.00 | 2,250.00 | 0.00 | 0.00 | 2,250.00 |
| Cost Centre St Peter & St Paul's Churchyard | | | | | | | | | |
| 110 Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 3000.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 |
| Sub Total for St Peter & St Paul's Churchyard | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 |
| Cost Centre Other Projects | | | | | | | | | |
| 121 General Projects (inc. Summer Ent) | 0.00 | 0.00 | 0.00 | 0.00 | 10800.00 | 5,400.00 | 0.00 | 0.00 | 5,400.00 |
| Sub Total for Other Projects | 0.00 | 0.00 | 0.00 | 0.00 | 10,800.00 | 5,400.00 | 0.00 | 0.00 | 5,400.00 |
| Cost Centre Leisure Centre | | | | | | | | | |
| 146 Rates & Insurance Rent - DBC | 0.00 | 0.00 | 2220.48 | 0.00 | 32187.00 | 16,093.50 | 16814.48 | 1,499.50 | 1,499.50 |
| 155 Management Fee | 0.00 | 0.00 | 0.00 | 0.00 | 57000.00 | 28,500.00 | 26333.33 | 2,166.67 | 2,166.67 |
| Sub Total for Leisure Centre | 0.00 | 0.00 | 2,220.48 | 0.00 | 89,187.00 | 44,593.50 | 43,147.81 | 3,666.17 | 3,666.17 |
| Cost Centre Squash Courts | | | | | | | | | |
| 200 Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 249.98 | 0.00 | 0.00 | 249.98 |
| 201 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sub Total for Squash Courts | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 249.98 | 0.00 | 0.00 | 249.98 |
| Cost Centre Allotments | | | | | | | | | |
| 210 Rents / Licences | 0.00 | 0.00 | 0.00 | 0.00 | 245.00 | 122.48 | 217.00 | -94.52 | -94.52 |
| 211 Repairs / Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 | 125.02 | 0.00 | 125.02 | 125.02 |

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2020 to 30/09/2020)

| | Budget Receipts | | Act. Receipts | | Budget Payments | | Act. Payments | | Variance Year to Date | |
|---|-----------------|-----------------|-----------------|--------------|-----------------|---------------|----------------|---------------|--------------------------|--|
| | Total for year | Year to Date | Total for year | Year to Date | Total for year | Year to Date | Total for year | Year to Date | | |
| 212 Water Supply | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 213 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 0.00 | 1000.00 | 500.02 | 0.00 | 0.00 | 500.02 | |
| 218 Rent Income | 2,685.00 | 1,342.50 | 2,392.89 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,050.39 | |
| Sub Total for Allotments | 2,685.00 | 1,342.50 | 2,392.89 | 0.00 | 1,495.00 | 747.52 | 217.00 | 217.00 | 1,580.91 | |
| Cost Centre Administration | | | | | | | | | | |
| 230 Wages | 0.00 | 0.00 | 0.00 | 0.00 | 142000.00 | 71,000.02 | 68326.97 | 68326.97 | 2,673.05 | |
| 231 Furniture, Fixtures & Fittings | 0.00 | 0.00 | 0.00 | 0.00 | 1000.00 | 500.02 | 0.00 | 0.00 | 500.02 | |
| 232 Photocopier | 0.00 | 0.00 | 0.00 | 0.00 | 1000.00 | 500.02 | 511.56 | 511.56 | -11.54 | |
| 233 Stationary, Advertising & Postage | 0.00 | 0.00 | 0.00 | 0.00 | 2300.00 | 1,149.98 | 1598.16 | 1598.16 | -448.18 | |
| 234 Telephone / Internet | 0.00 | 0.00 | 0.00 | 0.00 | 3700.00 | 1,850.02 | 2487.21 | 2487.21 | -637.19 | |
| 235 Mileage Allowance | 0.00 | 0.00 | 0.00 | 0.00 | 412.00 | 206.02 | 0.00 | 0.00 | 206.02 | |
| 236 Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 13000.00 | 6,500.02 | 13189.59 | 13189.59 | -6,689.57 | |
| 237 Subscriptions / Publications | 0.00 | 0.00 | 0.00 | 0.00 | 5158.00 | 2,579.02 | 4215.39 | 4215.39 | -1,636.37 | |
| 238 Civic Budget | 0.00 | 0.00 | 0.00 | 0.00 | 1500.00 | 750.00 | 0.00 | 0.00 | 750.00 | |
| 239 Civic Reception | 0.00 | 0.00 | 0.00 | 0.00 | 1500.00 | 750.00 | 0.00 | 0.00 | 750.00 | |
| 240 Chains of Office | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 | 125.02 | 0.00 | 0.00 | 125.02 | |
| 241 Legal Fees | 0.00 | 0.00 | 0.00 | 0.00 | 5000.00 | 2,499.98 | 1169.94 | 1169.94 | 1,330.04 | |
| 242 External Audit Fees | 0.00 | 0.00 | 0.00 | 0.00 | 1300.00 | 650.02 | 0.00 | 0.00 | 650.02 | |
| 243 Internal Audit Fees | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 | 125.02 | 75.00 | 75.00 | 50.02 | |
| 244 Local Funding | 0.00 | 0.00 | 0.00 | 0.00 | 2000.00 | 999.98 | 5400.00 | 5400.00 | -4,400.02 | |
| 245 Miscellaneous Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | 8250.00 | 4,125.00 | 1126.05 | 1126.05 | 2,998.95 | |
| 246 Election Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 2000.00 | 999.98 | 14280.82 | 14280.82 | -13,280.84 | |
| 247 Staff Training | 0.00 | 0.00 | 0.00 | 0.00 | 1500.00 | 750.00 | 80.00 | 80.00 | 670.00 | |
| 248 Member Training | 0.00 | 0.00 | 0.00 | 0.00 | 1500.00 | 750.00 | 100.00 | 100.00 | 650.00 | |
| 249 IT Services | 0.00 | 0.00 | 0.00 | 0.00 | 4000.00 | 2,000.02 | 2876.45 | 2876.45 | -876.43 | |
| 250 Handyman (incl. seasonal park staff | 0.00 | 0.00 | 0.00 | 0.00 | 1500.00 | 750.00 | 0.00 | 0.00 | 750.00 | |
| 251 Council Offices Building Maintenan | 0.00 | 0.00 | 0.00 | 0.00 | 20000.00 | 9,999.98 | 6545.99 | 6545.99 | 3,453.99 | |
| 252 Water Rates | 0.00 | 0.00 | 0.00 | 0.00 | 1413.00 | 706.50 | 1437.61 | 1437.61 | -731.11 | |
| 253 Gas | 0.00 | 0.00 | 0.00 | 0.00 | 2549.00 | 1,274.48 | 1257.89 | 1257.89 | 16.59 | |
| 254 Electricity | 0.00 | 0.00 | 0.00 | 0.00 | 5373.00 | 2,686.50 | 4185.07 | 4185.07 | -1,498.57 | |
| 255 Rates | 0.00 | 0.00 | 0.00 | 0.00 | 22998.00 | 11,499.00 | 13172.00 | 13172.00 | -1,673.00 | |

**Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2020 to 30/09/2020)**

| | Budget Receipts | | Act. Receipts | | Budget Payments | | Act. Payments | | Variance Year to Date |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------------|--------------------------|
| | Total for year | Year to Date | Total for year | Year to Date | Total for Year | Year to Date | Total for Year | Year to Date | |
| 256 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 0.00 | 2000.00 | 999.98 | 0.00 | 0.00 | 999.98 |
| 270 Photocopier Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 271 Miscellaneous Income | 0.00 | 0.00 | 4916.14 | 0.00 | 0.00 | 0.00 | 3250.00 | 0.00 | 1,666.14 |
| 272 Precept | 423,496.00 | 211,748.02 | 423,496.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 211,747.98 |
| 273 Section 136 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 274 Bank Interest | 2,400.00 | 1,200.00 | 21.11 | 0.00 | 0.00 | 0.00 | 400.97 | 0.00 | -1,579.86 |
| 275 Long Term Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 276 Government C Tax Grant | 14,435.00 | 7,217.48 | 14,435.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,217.52 |
| 422 CIL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sub Total for Administration | 440,331.00 | 220,165.50 | 442,868.25 | 126,726.58 | 253,453.00 | 6,186.52 | 145,686.67 | 203,742.66 | |
| Cost Centre Church Road Hall | | | | | | | | | |
| 280 Wages | 0.00 | 0.00 | 0.00 | 0.00 | 5400.00 | 2,700.00 | 2762.46 | 0.00 | -62.46 |
| 281 Repairs & Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 3500.00 | 1,749.98 | 339.50 | 0.00 | 1,410.48 |
| 282 Gas & Electricity | 0.00 | 0.00 | 0.00 | 0.00 | 1215.00 | 607.50 | 421.29 | 0.00 | 186.21 |
| 283 Cleaning Materials | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 50.02 | 0.00 | 0.00 | 50.02 |
| 284 Furniture, Fixtures & Fittings | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 50.02 | 0.00 | 0.00 | 50.02 |
| 285 Rates | 0.00 | 0.00 | 0.00 | 0.00 | 1333.00 | 666.52 | 637.45 | 0.00 | 29.07 |
| 287 Miscellaneous Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | 125.00 | 62.48 | 0.00 | 0.00 | 62.48 |
| 288 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 295 Hire Income | 3,560.00 | 1,779.98 | 610.50 | 0.00 | 0.00 | 0.00 | 123.75 | 0.00 | -1,293.23 |
| 299 Long Term Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 406 Telephone Broadband | 0.00 | 0.00 | 0.00 | 0.00 | 600.00 | 300.00 | 0.00 | 0.00 | 300.00 |
| Sub Total for Church Road Hall | 3,560.00 | 1,779.98 | 610.50 | 6,186.52 | 12,373.00 | 4,284.45 | 732.99 | | |
| Cost Centre Grove Hall | | | | | | | | | |
| 301 Repairs & Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 700.00 | 350.02 | 35.00 | 0.00 | 315.02 |
| 302 Gas & Electricity | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 50.02 | 76.30 | 0.00 | -26.28 |
| 305 Rates | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 306 Water Rates | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 308 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2020 to 30/09/2020)

| | Budget Receipts | | Act. Receipts | Budget Payments | | Variance |
|---|------------------|-----------------|-----------------|------------------|------------------|------------------|
| | Total for year | Year to Date | | Total for Year | Year to Date | |
| Sub Total for Grove Hall | 0.00 | 0.00 | 0.00 | 800.00 | 400.04 | 288.74 |
| Cost Centre Heritage Community Hall | | | | | | |
| 320 Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -116.40 |
| 321 Repairs & Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 322 Gas & Electricity | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -270.53 |
| 323 Cleaning Materials | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 324 Furniture, Fixtures & Fittings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 325 Rates | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -726.15 |
| 326 Water Rates | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 327 Miscellaneous Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 328 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 329 Long Term Maintenance Requireme | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 335 Hire Income | 11,300.00 | 5,649.98 | 172.00 | 0.00 | 0.00 | -5,618.98 |
| Sub Total for Heritage Community Hall | 11,300.00 | 5,649.98 | 172.00 | 0.00 | 0.00 | -6,732.06 |
| Cost Centre Sports Pavilion | | | | | | |
| 340 Gas & Electricity | 0.00 | 0.00 | 0.00 | 679.00 | 339.52 | 339.52 |
| 341 Water Rates | 0.00 | 0.00 | 0.00 | 509.00 | 254.48 | 254.48 |
| 342 Maintenance & Cleaning Contributic | 0.00 | 0.00 | 0.00 | 1750.00 | 875.02 | -875.02 |
| 343 Rates | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 344 Building Insurance | 0.00 | 0.00 | 0.00 | 1418.00 | 708.98 | 708.98 |
| 345 Miscellaneous Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 346 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 27000.00 | 13,500.00 | 13,500.00 |
| 350 Rent Income | 18,847.00 | 9,423.52 | 1046.00 | 0.00 | 0.00 | -8,377.52 |
| Sub Total for Sports Pavilion | 18,847.00 | 9,423.52 | 1,046.00 | 31,356.00 | 15,678.00 | 4,889.97 |
| Cost Centre Town Council Offices Community t | | | | | | |
| 360 Wages | 0.00 | 0.00 | 0.00 | 7880.00 | 3,939.98 | 361.10 |
| 361 Repairs & Maintenance | 0.00 | 0.00 | 0.00 | 420.00 | 210.00 | 175.00 |
| 362 Furniture, Fixtures & Fittings | 0.00 | 0.00 | 0.00 | 100.00 | 50.02 | 50.02 |
| 363 Cleaning Materials | 0.00 | 0.00 | 0.00 | 260.00 | 129.98 | 129.98 |

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2020 to 30/09/2020)

| | Budget Receipts | | Act. Receipts | | Budget Payments | | Act. Payments | | Variance | |
|---|------------------|------------------|-----------------|--------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Total for year | Year to Date | Total for year | Year to Date | Total for Year | Year to Date | Total for Year | Year to Date | Total for Year | Year to Date |
| 364 Miscellaneous Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | 75.00 | 37.50 | 0.00 | 0.00 | 37.50 | 37.50 |
| 365 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 0.00 | 5000.00 | 2,499.98 | 0.00 | 0.00 | 2,499.98 | 2,499.98 |
| 370 Hire Income | 32,045.00 | 16,022.48 | 5249.25 | 0.00 | 0.00 | 0.00 | 250.00 | 250.00 | -11,023.23 | -11,023.23 |
| Sub Total for Town Council Offices Communi | 32,045.00 | 16,022.48 | 5,249.25 | 0.00 | 13,735.00 | 6,867.46 | 3,863.88 | 3,863.88 | -7,769.65 | -7,769.65 |
| Cost Centre Old Fire Station Cafe | | | | | | | | | | |
| 380 Wages | 0.00 | 0.00 | 0.00 | 0.00 | 18720.00 | 9,360.00 | 9761.93 | 9761.93 | -401.93 | -401.93 |
| 381 Food/Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 4000.00 | 2,000.02 | 0.00 | 0.00 | 2,000.02 | 2,000.02 |
| 382 Furniture, Fixtures & Equipment (inc | 0.00 | 0.00 | 0.00 | 0.00 | 750.00 | 375.00 | 485.30 | 485.30 | -110.30 | -110.30 |
| 383 Advertising | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 50.02 | 0.00 | 0.00 | 50.02 | 50.02 |
| 384 Rates | 0.00 | 0.00 | 0.00 | 0.00 | 1775.00 | 887.48 | 1070.70 | 1070.70 | -183.22 | -183.22 |
| 385 Electricity & Water | 0.00 | 0.00 | 0.00 | 0.00 | 1102.00 | 551.02 | 1126.07 | 1126.07 | -575.05 | -575.05 |
| 386 Cleaning Materials | 0.00 | 0.00 | 0.00 | 0.00 | 130.00 | 65.02 | 0.00 | 0.00 | 65.02 | 65.02 |
| 387 DBC Maintenance Service Charge | 0.00 | 0.00 | 0.00 | 0.00 | 1750.00 | 875.02 | 1015.05 | 1015.05 | -140.03 | -140.03 |
| 388 Telephone / Internet | 0.00 | 0.00 | 0.00 | 0.00 | 1000.00 | 500.02 | 0.00 | 0.00 | 500.02 | 500.02 |
| 389 Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 1000.00 | 500.02 | 219.76 | 219.76 | 280.26 | 280.26 |
| 390 Miscellaneous Expenditure (incl. DE | 0.00 | 0.00 | 0.00 | 0.00 | 1325.00 | 662.48 | 309.76 | 309.76 | 352.72 | 352.72 |
| 391 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 392 Rent DBC | 0.00 | 0.00 | 0.00 | 0.00 | 5600.00 | 2,799.98 | 0.00 | 0.00 | 2,799.98 | 2,799.98 |
| 393 Long Term Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 395 Cafe Income | 10,000.00 | 5,000.02 | 179.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -4,820.72 | -4,820.72 |
| Sub Total for Old Fire Station Cafe | 10,000.00 | 5,000.02 | 179.30 | 0.00 | 37,252.00 | 18,626.08 | 13,988.57 | 13,988.57 | -183.21 | -183.21 |
| Cost Centre Bus Shelters | | | | | | | | | | |
| 400 Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 750.00 | 375.00 | 0.00 | 0.00 | 375.00 | 375.00 |
| Sub Total for Bus Shelters | 0.00 | 0.00 | 0.00 | 0.00 | 750.00 | 375.00 | 0.00 | 0.00 | 375.00 | 375.00 |
| Cost Centre Ingress Park Community Centre | | | | | | | | | | |
| 407 Wages | 0.00 | 0.00 | 0.00 | 0.00 | 6300.00 | 3,150.00 | 0.00 | 0.00 | 3,150.00 | 3,150.00 |
| 408 Repairs & Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 1850.00 | 924.98 | 0.00 | 0.00 | 924.98 | 924.98 |
| 409 Gas & Electricity | 0.00 | 0.00 | 0.00 | 0.00 | 1600.00 | 800.02 | 0.00 | 0.00 | 800.02 | 800.02 |
| 410 Cleaning Materials | 0.00 | 0.00 | 0.00 | 0.00 | 1000.00 | 500.02 | 0.00 | 0.00 | 500.02 | 500.02 |

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2020 to 30/09/2020)

| | Budget Receipts | | Act. Receipts | | Budget Payments | | Act. Payments | | Variance Year to Date |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------|--------------------------|
| | Total for year | Year to Date | Total for year | Year to Date | Total for year | Year to Date | Total for year | Year to Date | |
| 411 Furniture & Fittings | 0.00 | 0.00 | 0.00 | 3,350.02 | 6700.00 | 3,350.02 | 0.00 | 0.00 | 3,350.02 |
| 412 Rates (NINDR) | 0.00 | 0.00 | 0.00 | 1,221.00 | 2442.00 | 1,221.00 | 0.00 | 0.00 | 1,221.00 |
| 413 Water Rates | 0.00 | 0.00 | 0.00 | 324.98 | 650.00 | 324.98 | 0.00 | 0.00 | 324.98 |
| 414 Key Holder Security | 0.00 | 0.00 | 0.00 | 399.98 | 800.00 | 399.98 | 0.00 | 0.00 | 399.98 |
| 415 Misc Expenditure | 0.00 | 0.00 | 0.00 | 249.98 | 500.00 | 249.98 | 0.00 | 0.00 | 249.98 |
| 416 Long Term Financial Risks | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 417 Long Term Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 418 Hire Income | 7,000.00 | 3,500.02 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -3,500.02 |
| 419 Commuted Sum | 6,000.00 | 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -3,000.00 |
| 420 Contingency Fund | 5,000.00 | 2,499.98 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -2,499.98 |
| Sub Total for Ingress Park Community Centre | 18,000.00 | 9,000.00 | 0.00 | 10,920.98 | 21,842.00 | 10,920.98 | 0.00 | 0.00 | 1,920.98 |
| GRAND TOTALS | £555,436.00 | £277,717.96 | £467,893.07 | £340,946.60 | £681,893.00 | £299,670.08 | £231,451.63 | | |

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

AGENDA ITEM 17

Town Council 15/10/2020

DECISIONS & RESPONSES (p).

TOWN PLANNING.

Please find below the planning applications received and responded to by the Town Clerk, in consultation with the Chairman, since the previously reported applications (minute 57/20-21).

| | |
|-----------------|--|
| DA/20/01065/TPO | <p>Application to tidy previous poor pruning cuts of 4 No. Lime trees (T285 - T288) subject to Tree Preservation Orders No.3 2008 and No.11 1990</p> <p>The Dell, Greenhithe</p> |
| OBSERVATIONS: | No observations |
| DA/20/01003/PIP | <p>Application for Permission in Principle for residential development of land for a minimum of 2 dwellings</p> <p>71 Broomfield Road, Swanscombe</p> |
| OBSERVATIONS: | <p>The Town Council strongly object to this planning application for the following reasons:</p> <p>(a) Overdevelopment of site This is a very small site area, proposing to put two additional dwellings on this site would plainly be a case of overdevelopment.</p> <p>(b) Back development. Building additional dwellings on this site would cause serious and inappropriate overlooking issues for these new properties and for existing properties.</p> <p>(c) Insufficient parking room. Broomfield Road and Milton Road both suffer from serious parking issue, two additional dwellings would seriously add to these problems.</p> <p>(d) Difficult highways access Broomfield Road and Milton Road are both very narrow thoroughfares; two additional dwellings would cause generate additional traffic thereby compounding these problems.</p> <p>In addition, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> |

| | |
|---------------------------------|---|
| DA/20/01087/OBB or 20/01180/SCO | <p>Consultation on a request for an Environmental Impact Assessment (EIA) Scoping Opinion: Proposed hybrid planning application comprising detailed application for site access road and ecological buffer zone and outline planning application for warehouse and light industrial development (Use Class B8, B2 and associated B1) of up to 31,000 sq.m floorspace with associated access, parking and landscaping within Thurrock</p> <p>Vopak Terminal Land In Thurrock, Thurrock, Essex.</p> |
| OBSERVATIONS: | No observations. |
| DA/20/01031/FUL | <p>Erection of a single storey extension to the workshop and extension to provide customer waiting area.</p> <p>Monarch Auto's, 164 Milton Road, Swanscombe DA10 0LX.</p> |
| OBSERVATIONS: | No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. |
| DA/20/01115/TPO | <p>Application for T180 - London plane. To reduce the crown spread as pictured pruning back to good growth points along the red line. The tree is touching the building and would be reduce by up to 2m along the building and up to 1m on the opposite side to balance the crown subject to Tree Preservation Order</p> <p>Junction Of Capability Way/Park Cliff Road, Greenhithe.</p> |
| OBSERVATIONS: | No observations. |
| DA/20/01109/FUL | <p>Erection of a single storey front extension</p> <p>10 Ivy Villas, Station Road, Greenhithe, DA9 9NE</p> |
| OBSERVATIONS: | No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. |
| DA/20/01106/FUL | <p>Erection of a part two/ part first floor side/ front/ rear extension</p> <p>1 Admirals Walk, Greenhithe DA9 9QP</p> |
| OBSERVATIONS: | No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. |

| | |
|------------------|--|
| DA/20/1164/TPO | Application for Cedar Tree T316, subject to Tree Preservation Orders No. 11 1990 and No. 3 2008, to reduce the overall crown by 2m and to raise the minimum crown height to 3m together with removal of snapped branch within the crown Ingress Abbey, Prioress Crescent, Greenhithe, DA9 9UR |
| OBSERVATIONS: | No observations |
| DA/20/01143/VCON | Variation of Condition 3 attached to Permission DA/06/01224/COU (Use as Hot Food Take-away) to allow an extension of opening hours from 07.00hrs - 21.00 hrs Monday to Saturday with no Sunday Trading Gizem, 18 Swanscombe Street, Swanscombe, DA10 0BN |
| OBSERVATIONS: | No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. |

The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

| | |
|-----------------|--|
| DA/20/00799/FUL | Provision of a dormer window with Juliette balcony in rear roof slope in connection with providing additional room in roof space. 9 The Boulevard, Greenhithe, Kent DA9 9GS |
| DA/20/00820/FUL | Erection of a single storey rear extension. 67 Ames Road Swanscombe Kent DA10 0JE |
| DA/20/00690/COU | Change of use from Estate Agent (use classA2) to Beauty Salon (Sui Generis). 68 High Street, Swanscombe, Kent DA10 0AH |
| DA/20/01003/PIP | Application for Permission in Principle for residential development of land for a minimum of 2 dwellings. 71 Broomfield Road, Swanscombe, Kent DA10 0LU |

The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

| | |
|-----------------|--|
| DA/20/00925/TPO | Application to fell 1 No. Silver Birch Tree subject to Tree Preservation Order No. 3 1991. 6 St Peters Close, Swanscombe, Kent DA10 0BD |
|-----------------|--|

Recommended:

To note, and endorse, the decisions and planning responses, using the previously agreed delegation under Section 101 (1) of the Local Government Act 1972, since the previous meeting.



AGENDA ITEM 18

Town Council 15/10/2020

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.

Walk Tall have requested permission for the following:

Installation of LED lighting throughout and rewire as well as put in a 75 or 90 inch screen for us. In addition, installation of security cameras and floodlights.

Officers have requested Walk Tall provide the following information:

- The planned location within the building of the screen
- The planned position and angle of the cameras and external floodlights, and confirm that care and attention has been taken to ensure that neither would impact on neighbouring properties
- The company details, and certification levels for the contractor who would be undertaking the works
- That you have considered and are adhering to the following terms within the Lease,
 - 27. Alterations (page 19),
 - 28. Signs (page 20),
 - 31. Compliance with Laws (page 21)

Members are asked to consider whether they give consent for these works to be undertaken.

Recommended: To discuss and advise accordingly



AGENDA ITEM 19

Town Council 15/10/2020

EBBSFLEET INLAND BORDER FACILITY – LOCAL ENGAGEMENT.



5 October 2020

HM Revenue & Customs – Government preparations for the end of the transition period with the EU

Operation of the Ebbsfleet International Station Inland Border Facility, Kent

Dear Resident, Owner or Occupier,

We are writing to provide you with an update on the use of the Ebbsfleet International Station (Car Park D) site as an inland border facility as part of the Government's preparations for the end of the transition period with the EU, and to invite you to comment on the proposals during a 14-day period of local engagement which will run until Wednesday 21 October 2020.

We wrote to community representatives in late 2019 about our plans to prepare the site, and how it will operate as a temporary inland border facility for use by HGVs.

HMRC has reviewed the future of the site and, based on current plans, it is expected the site will be needed following the end of the transition period with the EU on 31 December 2020. As the existing planning approval expires on 31 December 2020, new approval is required to prepare the site for potential use for a further 24 months.

As with the existing approval, the plans are for the site to act as a location for starting transit movements of goods out of the UK. The site will include parking areas for HGVs and other vehicles as well as security measures and facilities to enable the checking of vehicles and goods entering and exiting the site. We expect to need up to 256 HGV spaces at the Ebbsfleet International Station site.

After entering the site, HGVs will visit a check point before being directed to a vacant space where they will undertake customs and transit checks as required. Checks will include paperwork inspection, as well as inspection of goods and consignments in some cases.

Approval for the site will be sought under the requirements of a Special Development Order (SDO). As part of the SDO we are preparing an engagement report that will record the views of individuals and organisations that provide feedback.

We are conducting a 14-day period of local engagement about the proposed use of the Ebbsfleet International Station Inland Border Facility which will run until Wednesday 21 October 2020. Feedback received during the community engagement period will help shape details of the proposals, and we would therefore welcome your views on these.

Further details of the proposals, including an information booklet for the Ebbsfleet site, can be viewed on our website at www.inlandborderfacilities.uk where feedback can be provided until Wednesday 21 October 2020.

Updates regarding the progress of the Ebbsfleet International Station scheme will be posted on the website.

Recommended: To discuss and advise accordingly.



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