

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held via ZOOM on TUESDAY 14 JULY 2020 at 2.00 PM

PRESENT: Councillor Peter Harman – Town Mayor
Councillor Lesley Howes - Deputy Town Mayor
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Lorna Cross
Councillor Ann Duke
Councillor Linda Hall
Councillor John Hayes
Councillor Jay Shah
Councillor Maurice Weet

ALSO PRESENT: x 1 Member of the public
Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none

1/20-21. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

2/20-21. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Sue Butterfill due to her attending another meeting.

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

Correspondence was received from Councillor Harris indicating that, whilst he did not apologise for his absence, he wished members to be aware that his inability to participate in this meeting was due to the technology being used not being currently accessible due to his disability.

An apology for absence was received from the Town Clerk due to a family bereavement.

RESOLVED:

That the reasons for absence for Councillors' Butterfill, Harman and Harris be formally accepted and approved.

3/20-21. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Ann Duke declared a prejudicial interest in agenda item 21, COVID-19 – Financial Implications and Requests, as Chief Executive Officer of Walk Tall.

The Chairman adjourned the meeting at this point to accept questions from the public.

4/20-21. MINUTES OF THE MEETING HELD ON 20 FEBRUARY 2020.

RESOLVED:

That the Minutes of the Meetings held on 20 February 2020 be confirmed, and signed outside of the meeting, as a true record and be signed outside of this meeting.

5/20-21. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

6/20-21. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 26 FEBRUARY 2020 AND 18 MARCH 2020.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 26 February 2020 and 18 March 2020 be confirmed and the recommendations made therein be adopted.

7/20-21. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 19 MARCH 2020.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 19 March 2020 be confirmed and the recommendations made therein be adopted.

8/20-21. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 5 MARCH 2020.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 5 March 2020 be confirmed and the recommendations made therein be adopted.

9/20-21. **MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 12 FEBRUARY 2020.**

RESOLVED:

That the minutes of the Community Safety Committee meeting held 12 February 2020 be confirmed and the recommendations made therein be adopted.

10/20-21. **MINUTES OF THE EXECUTIVE & EMERGENCY COMMITTEE MEETING HELD ON 20 MARCH 2020.**

RESOLVED:

That the minutes of the Executive & Emergency Committee meeting held 20 March 2020 be confirmed and the recommendations made therein be adopted.

11/20-21. **MINUTES OF THE HERITAGE SUB-COMMITTEE MEETING HELD ON 25 FEBRUARY 2020.**

RESOLVED:

That the minutes of the Heritage Sub-Committee meeting held 25 February 2020 be confirmed and the recommendations made therein be adopted.

12/20-21. **THE PASSING OF FORMER TOWN COUNCILLOR BRYAN READ.**

Members of the Town Council and those public participating in the meeting conducted a minutes silence in honour of the memory of former Town Councillor Bryan Read.

13/20-21. **RE-APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2020 – 2021.**

Members were asked to agree to the re-appointment of Mr Lionel Robbins as internal auditor for the year 2020 – 2021.

MOVED by Councillor Emma Ben Moussa and seconded by Councillor Anita Barham.

RESOLVED:

That Mr Lionel Robbins be re-appointed as internal auditor for the year 2020 – 2021.

14/20-21. ANNUAL INTERNAL AUDIT REPORT 2019 – 2020.

Members received the internal auditors report for 2019 – 2020.

MOVED by Councillor John Hayes and seconded by Councillor Jay Shah.

RESOLVED:

That the report be noted.

15/20-21. ANNUAL RETURN FOR YEAR END 31 MARCH 2020 – GOVERNANCE STATEMENT.

Members considered Section 1 of the Annual Return, the Annual Governance Statement and supporting documents requested by the External Auditor, for the year end 31 March 2020.

MOVED by Councillor John Hayes and seconded by Councillor Anita Barham.

RESOLVED:

That the Annual Return – Governance Statement, for the year end 31 March 2020 be approved and signed outside of the meeting, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

16/20-21. ANNUAL RETURN FOR YEAR END 31 MARCH 2020 – ACCOUNTING STATEMENT.

Members considered Section 2 of the Annual Return, the Accounting Statement and supporting documents requested by the External Auditor, for the year end 31 March 2020.

MOVED by Councillor Anita Barham and seconded by Councillor Lesley Howes.

RESOLVED:

That the Annual Return – Accounting Statement, for the year end 31 March 2020 be approved and signed outside of the meeting, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

17/20-21. BALANCE SHEET FOR YEAR END 31 MARCH 2020.

Members considered the balance sheet for the year end 31 March 2020.

MOVED by Councillor Anita Barham and seconded by Councillor Lorna Cross.

RESOLVED:

That the balance sheet for the year end 31 March 2020 be approved.

18/20-21. ANNUAL GENERAL MEETING OF THE TOWN COUNCIL.

Members were informed of the decision made, along with the supporting legislation, to suspend the holding of an Annual General Meeting (AGM) until May 2021.

Members discussed the merits of conducting an AGM both in the respect of electing a new Mayor and the setting of committee memberships.

RESOLVED:

That the decision to suspend the holding of an Annual General Meeting until May 2021 be noted but, that a further meeting be held between the Town Mayor, Deputy Town Mayor and officers to discuss whether this should be placed on a future Town Council agenda.

19/20-21. RESUMPTION OF TOWN COUNCIL MEETINGS.

Members were informed of the decision made to conduct monthly Town Council meetings on a monthly basis, virtually, along with the proposed schedule of meetings for the remainder of 2020 - 2021.

RESOLVED:

1. That the decision to conduct monthly full Town Council meetings virtually be noted and endorsed.
2. That the delegated authority, under Section 101(1) of the Local Government Act 1972, to the Town Clerk continues, in consultation with the Town Mayor and Deputy Town Mayor, to make time critical decisions.
3. That the proposed schedule of meetings be agreed.

20/20-21. **SPECIAL TOWN COUNCIL AWARD 2020 - 2021.**

Members considered the proposed amendment to the Town Councils recognition award for 2020 – 2021 to recognise specific examples of community work during the COVID-19 pandemic.

Members agreed that this should be advertised in the same manner and follow the existing procedure and deadlines as the existing scheme. It was agreed that an item be placed on the Town Council agenda following the receipt of nominations to decide on the best way to recognise those put forward.

RESOLVED:

1. That the recognition award be adapted to recognise specific examples of community work during the COVID-19 pandemic.
2. That the special award follow the same advertising, procedures and deadlines as the existing scheme.
3. That an item be placed on the Town Council agenda following receipt of nominations to decide on the best method of recognising those put forward.

21/20-21. **CORPORATE TREE PLANTING.**

Members considered the request from North West Countryside Partnership and Optimum Power Services to undertake a second corporate tree planting event in the Heritage Park, Craylands Lane.

RESOLVED:

That the request be agreed subject to government guidelines allowing.

22/20-21. **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 minutes from the 12 May 2020 meeting were available for inspection.

London Resort Community Liaison Group (LRCLG)

Councillor Peter Harman is the Town Councils representative on the LRCLG. As previously agreed the minutes from the 25 June 2020 meeting were available for inspection.

North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representative on the NWKVC but had submitted her apologies and would provide a verbal update at the next Town Council meeting.

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 all meetings had been cancelled since January due to COVID-19 including the AGM. The 3 directors from Crest had left and been replaced with new nominated members who were all keen to progress forward outstanding matters.

RESOLVED:

That the item be noted.

23/20-21. **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 to date.

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 to date be noted and endorsed.

24/20-21. **RETURN TO WORK PLAN.**

Members were provided with the current return to work plan prepared by officers for the remaining services within the Town Council.

RESOLVED:

That the current return to work plan be noted.

25/20-21. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor John Hayes 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.

26/20-21. INFORMAL MEETING WITH CAMLAND / EBBSFLEET DEVELOPMENT CORPORATION (EDC).

Further to minutes 202/18-19 (Recreation, Leisure & Amenities Committee 20 September 2018), 538/18-19 (Recreation, Leisure & Amenities Committee 21 March 2019) and 111/19-20 (Recreation, Leisure & Amenities Committee 20 June 2019), a further informal meeting had been held, with Camland and representatives from EDC, on 18 June 2020.

Members considered the confidential notes from this meeting which were detailed by the officers and members that had attended.

Recommended: That the item be noted.

Having already declared a prejudicial interest Councillor Ann Duke left the chamber and took no part in the discussion or decision regarding Walk Tall in the following item.

27/20-21. COVID-19 – FINANCIAL IMPLICATIONS AND REQUESTS.

After a lengthy debate regarding the contents of the confidential report it was unanimously agreed that the financial implications be noted, and that the requests received within the confidential report be agreed, subject to the conditions set out, and with the request to use a piece of Town Council land having a maximum use period of 3 months.

RESOLVED:

That the financial implications be noted, and that the requests received within the confidential report be agreed, subject to the conditions set out, and with the request to use a piece of Town Council land having a maximum use period of 3 months.

There being no further business to transact the Meeting closed at 3.30pm.

Signed: _____

(Chairman)

Date:- _____