



AGM 19/5/16

NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES
(CHAIRMEN AND VICE-CHAIRMEN) 2016 – 2017.

COMMITTEES:

❖ **RECREATION, LEISURE & AMENITIES COMMITTEE (RLA) – 12 MEMBERS OF THE COUNCIL:**

- | | | |
|----------------|-----|-----------------------------|
| Chairman: | 1. | Councillor K G Basson |
| Vice-Chairman: | 2. | Councillor P M Harman |
| Committee | 3. | Councillor Mrs A E D Barham |
| Members: | 4. | Councillor Ms L M Cross |
| | 5. | Councillor Ms L M Hall |
| | 6. | Councillor J A Hayes |
| | 7. | Councillor Ms L C Howes |
| | 8. | Councillor Mrs M B Kelly |
| | 9. | Councillor D J Mote |
| | 10. | Councillor Mrs L D McFadden |
| | 11. | Councillor B R Parry |
| | 12. | Councillor B E Read |

❖ **FINANCE & GENERAL PURPOSES COMMITTEE (FGP) – 12 MEMBERS OF THE COUNCIL:**

- | | | |
|----------------|-----|-------------------------------|
| Chairman: | 1. | Councillor B E Read |
| Vice-Chairman: | 2. | Councillor R J Lees |
| Committee | 3. | Councillor K G Basson |
| Members: | 4. | Councillor Mrs S P Butterfill |
| | 5. | Councillor Mrs L M Cross |
| | 6. | Councillor P M Harman |
| | 7. | Councillor Ms L C Howes |
| | 8. | Councillor K M Kelly |
| | 9. | Councillor D J Mote |
| | 10. | Councillor B R Parry |
| | 11. | Councillor Mrs I A Read |
| | 12. | Councillor S J Ryan |



NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES
(CHAIRMEN AND VICE-CHAIRMEN) 2016 – 2017.

❖ **PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE (PTE) – 12 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor Mrs S P Butterfill
Committee	3.	Councillor Mrs A E D Barham
Members:	4.	Councillor K G Basson
	5.	Councillor Dr J M Harman
	6.	Councillor J A Hayes
	7.	Councillor Ms L C Howes
	8.	Councillor K M Kelly
	9.	Councillor D J Mote
	10.	Councillor B R Parry
	11.	Councillor A S Reach
	12.	Councillor S J Ryan

❖ **PERSONNEL COMMITTEE – 7 MEMBERS OF THE COUNCIL:**

Chairman:	1.	The Town Mayor
Vice-Chairman:	2.	Councillor R J Lees
Committee	3.	Councillor Mrs A E D Barham
Members:	4.	Councillor Ms L M Cross
	5.	Councillor P M Harman
	6.	Councillor D J Mote
	7.	Councillor Mrs I A Read

❖ **EXECUTIVE / EMERGENCY COMMITTEE - 9 MEMBERS OF THE COUNCIL:**

Chairman:	1.	The Town Mayor
Committee	2.	Councillor K G Basson
Members:	3.	Councillor Mrs S P Butterfill
	4.	Councillor Ms L M Cross
	5.	Councillor Dr J M Harman
	6.	Councillor K M Kelly
	7.	Councillor R J Lees
	8.	Councillor A S Reach
	9.	Councillor Mrs I A Read



NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES
(CHAIRMEN AND VICE-CHAIRMEN) 2016 – 2017.

SUB-COMMITTEES OF THE RLA COMMITTEE:

❖ HERITAGE PARK / SKULL SITE – 6 MEMBERS OF THE COUNCIL:

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor Ms L C Howes
Sub-Committee	3.	Councillor Mrs S P Butterfill
Members:	4.	Councillor R J Lees
	5.	Councillor D J Mote
	6.	Councillor Mrs C K Openshaw

❖ ALLOTMENTS & CEMETERIES – 6 MEMBERS OF THE COUNCIL:

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor Mrs S P Butterfill
Sub-Committee	3.	Councillor J A Hayes
Members:	4.	Councillor R J Lees
	5.	Councillor Mrs C K Openshaw
	6.	Councillor B R Parry

SUB-COMMITTEES OF THE FGP COMMITTEE:

❖ LEASES & LEGAL – 6 MEMBERS OF THE COUNCIL:

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor R J Lees
Sub-Committee	3.	Councillor P M Harman
Members:	4.	Councillor J A Hayes
	5.	Councillor Mrs M B Kelly
	6.	Councillor Mrs I A Read

❖ ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE – 8 MEMBERS OF THE COUNCIL:

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor Ms L M Cross
Sub-Committee	3.	Councillor Mrs A E D Barham
Members:	4.	Councillor Mrs S P Butterfill
	5.	Councillor P M Harman
	6.	Councillor Mrs M B Kelly
	7.	Councillor B R Parry
	8.	Councillor A S Reach



NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES
(CHAIRMEN AND VICE-CHAIRMEN) 2016 – 2017.

SUB-COMMITTEES OF THE PTE COMMITTEE:

❖ REGENERATION AND QUALITY COUNCIL – 8 MEMBERS OF THE COUNCIL:

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor R J Lees
Sub-Committee	3.	Councillor Mrs S P Butterfill
Members:	4.	Councillor P M Harman
	5.	Councillor J A Hayes
	6.	Councillor Ms L C Howes
	7.	Councillor D J Mote
	8.	Councillor B R Parry



Agon 19/5/16

TERMS OF REFERENCE THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 19 May 2016.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Sub-Committee after the Annual Meeting of the Town Council, the Sub-Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Sub-Committee Membership.

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet as required.

The Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Recreation, Leisure & Amenities Committee with reference to the appointment of lay volunteer allotment managers as per the provisions of Section 20 of the Small Holdings and Allotments Act 1908.

Exercise the functions of the Recreation Leisure & Amenities Committee on any finances relating to the provision, management, maintenance, improvement and administration of all allotments under the control of the Town Council, inclusive of the right to report suggestions for finances to be included within the annual estimates for specific schemes of improvement.

Exercise the functions of the Council in relation to the provision, management, maintenance and improvement of the Cemetery that is the responsibility of the Dartford Borough Council within Swanscombe Park.



TERMS OF REFERENCE
THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE.

Exercise the function of the Council in relation to the dead Cemetery within St Peter & St Paul's Church, in particular the maintenance of the Churchyard Wall.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider an recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.



TERMS OF REFERENCE
THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 19 May 2016.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Sub-Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Council in working with the Police, the PCSO's and any other authorities, outside groups and agencies to alleviate the problems experienced by the local population with anti-social behaviour and crime.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Sub-Committee, not contained within the delegated functions.

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TERMS OF REFERENCE
THE EXECUTIVE & EMERGENCY COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 19 May 2016.

➤ **MEMBERSHIP:**

This Committee shall consist of nine Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Town Mayor shall preside at meetings of this Committee.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet as required.

The Committee shall meet at the Town Council's offices.

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

Exercise any functions of the Council on urgent issues or during the period of recess of the Council save for those functions relating to the setting of an annual rate and issuing of precept, the raising of loans or borrowing of money and the securing of any necessary loan sanctions, and the approval of schemes for local lotteries.

Exercise any functions of the Council on matters specifically delegated to it to decide, save from those exempted from delegation by statute and listed above.

With reference to matters, not more than three Members of this Committee (to be selected by the Chairman of the Executive & Emergency Committee but not necessarily including the Chairman of the Executive & Emergency Committee, to form a Sub-Committee to deal with matters relating to staff disciplinary procedures.

To assist, in an emergency, the population of Swanscombe and Greenhithe in overcoming any extreme or unusual conditions caused by natural or accidental means.

To co-operate with other Agencies, Statutory or Voluntary, to assist in the above.



TERMS OF REFERENCE
THE EXECUTIVE & EMERGENCY COMMITTEE.

To enlist the support of any other Organisations or individuals to assist in the above, as may be necessary.

To prepare contingency plans to meet any of the situations as described above.

➤ **REFERRED FUNCTIONS:**

As an advisory body reporting to the Council on any matters it has been specifically instructed to investigate.



**TERMS OF REFERENCE
THE FINANCE & GENERAL PURPOSES COMMITTEE.**

➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were agreed by the Town Council at its meeting on 19 May 2016.

➤ **MEMBERSHIP:**

The Committee shall consist of twelve Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet on a nine weekly cycle on a Thursday at 7.00pm at the Town Council's office as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

To exercise the functions of the Council in expending any finances allocated to it by the Council in the annual estimates or otherwise in the area of footway and footpath lighting, footpaths, car parks and donations to local organisations or individuals or other bodies under Section 137 of the Local Government Act 1972.

To exercise the functions of the Council in the examination of all accounts submitted for payment and the collection of sums due to the Council.

To exercise the functions of the Council in the examination of any parochial charity accounts submitted to the Council under those provisions contained within Section 32 of the Charities Act 1960 as amended.



TERMS OF REFERENCE
THE FINANCE & GENERAL PURPOSES COMMITTEE.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider and report to the Council on all finances not specifically allocated to other Committees including those finances contained within the balances and investment accounts.

As an advisory body to consider and report to Council, estimates for the making of the annual rate and precept issued, the raising of loans or borrowing money and securing of any necessary loan sanctions and the approval of schemes for local lotteries.

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities or areas within the scope of this Committee not contained within the delegated functions printed above.

As an advisory body to consider any recommendations specifically put to it by other Committees in relation to their expenditure and consider and report upon any matters not specifically allocated to other Committees.



TERMS OF REFERENCE
HERITAGE PARK / SKULL SITE SUB-COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 19 May 2016.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or any other appointed person) shall provide administrative support to the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Recreation, Leisure & Amenities Committee with all matters relating to the Heritage Park / Skull Site.

Exercise the functions of the Recreation, Leisure & Amenities Committee in providing representation on the Swanscombe Action Group and controlling the operation and provision of the facilities in relation to the Heritage Park / Skull Site.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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TERMS OF REFERENCE
THE LEASES & LEGAL SUB-COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 19 May 2016.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Council in negotiating all items in relation to leases and their terms on Town Council property, apart from the setting of rent, as appropriately decided by the parent Committee.

Exercise the functions of the Council in dealing with all items in relation to legal matters laid before it, as appropriately decided by the parent Committee.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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TERMS OF REFERENCE THE PERSONNEL COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 19 May 2016.

➤ **MEMBERSHIP:**

This Committee shall consist of seven Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Town Mayor shall preside at meetings of this Committee.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet as required.

The Committee shall meet at the Council Offices, The Grove, Swanscombe at a time suitable to Members of the Committee.

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

Exercise any functions of the Council in relation to personnel matters, with the exception of disciplinary procedures, apart from Stage 1- Formal Oral Warnings.

Formation of Interview Panels to be made up of the following:

- Town Mayor *or* Deputy Town Mayor;
- Appropriate Chairman of main committee;
- Town Clerk *or* Responsible Financial Officer (RFO).

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

Exercise functions of the Council in relation to the Local Government Pension Scheme.

Exercise functions of the Council in relation to staff health and safety and risk assessments.



**TERMS OF REFERENCE
THE PERSONNEL COMMITTEE.**

Exercise functions of the Council in determining staff disciplinary and grievance procedures, assaults on staff and any other personnel legislation required.

➤ **REFERRED FUNCTIONS:**

As an advisory body reporting to the Council on any matters it has been specifically instructed to investigate.



TERMS OF REFERENCE
THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION &
ENVIRONMENT COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 19 May 2016.

➤ **MEMBERSHIP:**

This Committee shall consist of twelve Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Parish Council. The Committee may also consist of outside bodies or local authority representatives as deemed necessary in an advisory capacity.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The schedule of meetings shall be agreed at the Annual Meeting of the Town Council.

The Committee shall meet on a three weekly cycle on a Wednesday at 7.00pm at the Town Council's offices, unless varied by the agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

Decide the Town Council's responses on consultations on planning applications from Dartford Borough Council, Gravesham Borough Council (where applications fall into the Swanscombe Boundary) and from the County Council.

Make recommendations to the Council on statutory and non-statutory planning policy documents.

Select from its membership a person, or persons, to represent the Council at site meetings, public enquiries, etc to represent the Council's previously agreed views.



TERMS OF REFERENCE
THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION &
ENVIRONMENT COMMITTEE.

To deal with any items relating to transportation and environmental issues affecting the area and invite outside organisations to meetings to address issues highlighted. To lobby outside organisations on behalf of the Council to improve matters relating to transport and the environment.

Decide the Town Council's responses on consultations on major developments affecting the parish from Dartford Borough Council, Gravesham Borough Council and from the County Council.

Exercise the functions of the Council on negotiating Section 106 Agreements with the Borough or County Council and developers.

Exercise the functions of the Council in meeting with developers to negotiate planning gain for the community.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council which relate to planning, transportation and the environment within the scope of this Committee not contained with the delegated functions of the Committee.



TERMS OF REFERENCE
REGENERATION / QUALITY COUNCIL SUB-COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 19 May 2016.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Council in creating links with outside organisations and creating working partnerships to assist the Council in the area regeneration of Swanscombe and Greenhithe.

Exercise the functions of the Council in obtaining Quality Status and all matters involved in achieving this.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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TERMS OF REFERENCE
THE RECREATION, LEISURE AND AMENITIES COMMITTEE.

➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were agreed by the Town Council at its meeting on 19 May 2016.

➤ **MEMBERSHIP:**

The Committee shall consist of twelve Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or other appointed person) shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet on a nine weekly cycle on a Thursday at 7.00pm at the Town Council's office as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

To expend any finances allocated to it by the Council within the annual estimates or otherwise in the area of recreation grounds, parks, open spaces, playgrounds, allotments, sporting facilities, recreational facilities, community halls and leisure centres.

To exercise the functions of the Council in controlling the operation and provision of facilities in relation to recreation grounds, parks, open spaces, playgrounds, allotments, sporting facilities, community halls and the Swanscombe Centre and the Old Fire Station Community Cafe. To liaise with the Manager of the Swanscombe Centre as determined in the Management Agreement dated 12 July 2004 (re-newed 2014).

To make representation to the Council in relation to the annual estimates in respect of expenditure.



TERMS OF REFERENCE
THE RECREATION, LEISURE AND AMENITIES COMMITTEE.

To liaise as required with other Committees and staff of the Council, outside bodies and persons on any aspects of joint responsibility.

To liaise with the Town Clerk on aspects of leisure centre management as they affect the general administration of the Town Council.

➤ **REFERRED FUNCTIONS:**

To act as an advisory body considering any recommendations laid before it by other Committees or the Council which relates to facilities or areas within the scope of this Committee not contained within the delegated functions of this Committee.

DATES OF MEETINGS 2016 - 2017

F & G P	R & L A	TOWN COUNCIL	P, MD, T & E
16 June 2016	23 June 2016	7 July 2016	15 June 2016
8 Sept 2016	* 21 Sept 2016	13 Oct 2016	6 July 2016
3 Nov 2016	24 Nov 2016	15 Dec 2016	7 Sept 2016
12 Jan 2017 **	2 Feb 2017	16 Feb 2017	28 Sept 2016
9 March 2017	30 March 2017	27 April 2017	19 Oct 2016
			9 Nov 2016
** Special Town Council after FGP	* Wednesday not Thur		30 Nov 2016
			21 Dec 2016
			18 Jan 2017
			8 Feb 2017
			1 March 2017
			22 March 2017
			12 April 2017
			3 May 2017

11 May 2017 - Annual Open Town Meeting

18 May 2017 - Annual General Meeting

Meetings of the following Committees to be arranged as and when required:

Executive & Emergency Committee
Personnel Committee

Meetings of the following Sub-Committees to be arranged as and when required:

Heritage Park / Skull Site
Allotments / Cemeteries
Leases & Legal
Regeneration / Quality Council
Anti-Social Behaviour & Crime



SWANSCOMBE AND GREENHITHE TOWN COUNCIL

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REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2016 – 2017.

- ❖ **BLUEWATER FORUM:**
 1. The Town Mayor or agreed substitute

- ❖ **BOROUGH AND PARISH FORUM** (*used to be Dartford Association of Town and Parish Councils*) **(1 MEMBER PLUS THE TOWN CLERK):**
 1. The Town Mayor

- ❖ **CITIZENS ADVICE BUREAU DARTFORD (CAB)**
 1. Councillor Ms L M Cross

- ❖ **NORTH WEST KENT VOLUNTEER CENTRE** (PREVIOUSLY DARTFORD VOLUNTEER BUREAU) **(1 MEMBER):**
 1. Councillor Mrs S P Butterfill

- ❖ **ELDERLY FORUM (1 MEMBER):**
 1. Councillor Ms L C Howes

- ❖ **EASTERN QUARRY COMMUNITY LIAISON GROUP (1 MEMBER):**
 1. Councillor P M Harman

- ❖ **GREENHITHE COMMUNITY ASSOCIATION (2 MEMBERS):**
 1. Councillor Mrs S P Butterfill
 2. Councillor B R Parry

- ❖ **INGRESS PARK MANAGEMENT (GREENHITHE) LTD (IPGM) (2 MEMBERS) – DIRECTORSHIP:**
 1. Councillor P M Harman
 2. Mr P C Harris

- ❖ **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) COUNTY AREA COMMITTEE (2 MEMBERS):**
 1. Councillor Ms L C Howes
 2. Councillor Mrs S P Butterfill

- ❖ **KALC DARTFORD AREA COMMITTEE (2 MEMBERS):**
 1. Councillor R J Lees
 2. Graham Blew – Town Clerk



REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2016 – 2017.

- ❖ **SURESTART – KNOCKHALL CHILDREN'S COMMUNITY CENTRE COMMITTEE (1 MEMBER):**
 1. Councillor R J Lees

- ❖ **SURESTART – SWANSCOMBE U1R CHILDREN'S CENTRE COMMITTEE (1 MEMBER):**
 1. Councillor R J Lees

- ❖ **THE PAVILION COMMUNITY SPORTS AND SOCIAL CLUB (THE PAVILION) (3 MEMBERS):**
 1. Councillor Ms L M Cross
 2. Councillor P M Harman
 3. Councillor R J Lees

- ❖ **(DARTFORD) YOUTH ADVISORY GROUP (1 MEMBER):**
 1. Councillor Ms L C Howes

- ❖ **PARAMOUNT LONDON COMMUNITY LIAISON GROUP (1 MEMBER):**
 1. Councillor B R Parry

06 APR 2016



29 March 2016

Mr Graham Blew
The Grove
Swanscombe
Kent
DA10 0GA

AGENDA ITEM 12

T/C 28/4/16
+ AGM 19/5/16

Dear Mr Blew,

As you will be aware since July 2014 London Paramount has undertaken a multi-stage consultation on the proposed Entertainment Resort on the Swanscombe Peninsula. The consultation to date has provided invaluable feedback on our vision for the resort and enabled the development of a masterplan, proposed access routes and measures to mitigate the environmental impact.

Following our latest consultation, in April to June 2015, we have taken the time to review all the feedback received and are conducting further studies on transport and the environment as well as revising our masterplan. Whilst this is ongoing we are looking to set up a Community Liaison Group (CLG).

CLGs are an effective way for us to keep in touch and share information with community representatives. This in turn will enable information updates to be provided to residents who have concerns or queries, creating an important link between the London Paramount team and the community. We hope the CLG will include elected representatives and local stakeholder and community groups.

We anticipate holding the meetings every three or four months with the group's success contingent on members being committed and willing to give up their time to attend meetings. We would like a representative from Swanscombe & Greenhithe Town Council to be involved with the CLG. If you would be interested in one representative being involved please get in touch by emailing consultation@londonparamount.info with the subject heading "Community Liaison Group" by 15 April 2016 and letting us know who your nominated representative is.

We look forward to hearing from you.

Yours sincerely,

Two handwritten signatures in dark ink, one above the other, both appearing to be scribbled over.

Fenlon Dunphy & David Testa
London Paramount

0800 008 6765

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AGENDA ITEM 13

AGM 19/5/16

ANNUAL GENERAL MEETING
19 MAY 2016

BANK SIGNATORIES

Current Account <i>(2 x Members plus Town Clerk or ATC/RFO)</i>		Town Mayor's Charity Account
1. Cllr Mrs S P Butterfill		1. Town Clerk
2. Cllr Ms L M Cross		2. Assistant Town Clerk/ RFO.
3. Cllr P M Harman		
4. Cllr R J Lees		
5. Cllr Mrs C K Openshaw		
6. Cllr Mrs I A Read		

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AGN 19/5/16

TOWN COUNCIL
28 APRIL 2016

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 28 APRIL 2016 at 7.00 PM

PRESENT:

Councillor P M Harman (Town Mayor)
Councillor Mrs A E D Barham
Councillor K G Basson
Councillor Ms L M Cross
Councillor Ms L M Hall
Councillor Dr J M Harman
Councillor J A Hayes
Councillor R J Lees
Councillor D J Mote
Councillor B R Parry
Councillor B E Read
Councillor Mrs I A Read
Councillor S J Ryan

ALSO PRESENT:

Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/Responsible Financial Officer

ABSENT:

Councillor Mrs M B Kelly
Councillor Mrs L D McFadden

611/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Mrs S P Butterfill (other commitments), Ms L C Howes (holiday), K M Kelly (other commitments), Mrs C K Openshaw (other commitments) and A S Reach (other commitments).

Apologies for lateness were submitted by Councillors' Ms L M Hall and J A Hayes.

615-16. 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.

613/15-16. MINUTES OF THE MEETING HELD ON 18 FEBRUARY 2016.

Members were provided with a copy of the Minutes of the Meeting held on 18 February 2016.

RESOLVED:

That the Minutes of the Meeting held on 18 February 2016 be confirmed and signed as a true record.

614/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that the Allotment Association were holding their AGM on 26 May 2016 and that the Treasurer and Vice-Chairman had resigned and the Chairman had indicated that she too would be resigning at the AGM. This was entirely a result of internal matters between the Allotment Association Committee and not anything to do with the Town Council.

The Town Clerk also advised members that the Pavilion Community Sports and Social Club were also holding their AGM on 26 May 2016.

615/15-16. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 10 FEBRUARY, 2 MARCH AND 23 MARCH 2016.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 10 February, 2 March and 23 March 2016 be confirmed and the recommendations made therein be adopted.

616/15-16. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 31 MARCH 2016.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 31 March 2016 be confirmed and the recommendations made therein be adopted.

617/15-16. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 10 MARCH 2016.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 10 March 2016 be confirmed and the recommendations made therein be adopted.

618/15-16. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 1 MARCH 2016.

RESOLVED:

That the Minutes of the Personnel Committee meeting held on 1 March 2016 be confirmed and the recommendations made therein be adopted.

619/15-16. MINUTES OF THE HERITAGE PARK/SKULL SITE SUB-COMMITTEE MEETINGS HELD ON 9 FEBRUARY AND 19 APRIL 2016.

RESOLVED:

That the Minutes of the Heritage Park/Skull Site Sub-Committee meetings held on 9 February and 19 April 2016 be confirmed and the recommendations made therein be adopted.

620/15-16. MINUTES OF THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE MEETING HELD ON 27 JANUARY 2016.

RESOLVED:

That the Minutes of the Anti-Social Behaviour & Crime Site Sub-Committee meeting held on 27 January 2016 be confirmed and the recommendations made therein be adopted.

621/15-16. OUTSIDE BODIES – PARAMOUNT LONDON COMMUNITY LIAISON GROUP (CLG).

Members discussed and agreed that the Town Council needed a representative on the group. Councillors Lees, Mote, Read and Harman had already received invitations in other capacities. Members asked that the Town Council secure a place with a Councillor be selected at the AGM to represent the Town Council on the CLG.

RESOLVED:

That Paramount London be informed that the Town Council would like to accept their offer of having a representative on the CLG and that a Councillor be selected at the AGM.

622/15-16. SWANSCOMBE AND GREENHITHE TOWN COUNCIL RECOGNITION AWARD.

Further to minutes 444/14-15 and 26/15-16 members considered the request from the Panel.

RESOLVED:

That, for the reasons contained in the report, the Award be presented at the Annual Open Town Meeting each year rather than the AGM as previously agreed.

623/15-16. **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.**

Members were supplied with the February 2016 edition of the Parish News.

RESOLVED:

That the item be noted.

624/15-16. **STAFF / MEMBER TRAINING - UPDATE.**

Members were informed that the following training had been booked:-

Cllr Ms L C Howes	Councillors' Conference 2016 (KALC)	7 July 2016
Cllr Ms L M Cross	Councillors' Conference 2016 (KALC)	7 July 2016

RESOLVED:

That the item be noted.

625/15-16. **INSURANCE CLAIMS – UPDATE.**

Members were informed that the following claims had been settled:

Claim Ref: 27150000366Z – damage to wall by Squash Courts - this claim did not incur an excess.

RESOLVED:

That the item be noted.

626/15-16. **VARIATION OF STANDING ORDERS 38 c) AND f) ALONG WITH FINANCIAL REGULATIONS 1.6, 6.4, 11.1 c) AND i).**

The National Association of Local Councils (NALC) had provided suggested amendments and also Legislative changes. In accordance with Standing Order 41 b). Further to minute 518/15-16 members discussed and agreed that Financial Regulation 6.4 should state that payments are signed by 2 members and the Town Clerk or ATC/RFO. All other suggested variations, as indicated in the report, were agreed.

RESOLVED:

That in accordance with Standing Order 41 b) the proposed variations to include the above, be agreed.

627/15-16. APOLOGIES FOR ABSENCE – REVIEW.

The Town Clerk detailed the reasons why members were being asked to consider changing how apologies for absence were recorded. Members agreed to the variation in how apologies for absence are recorded and discussed protocol for submitting apologies.

The Town Clerk reiterated the implications of this change and confirmed that this would require Standing Order 1 h) to be revoked it would need to stand adjourned without discussion to the next ordinary meeting of the Council, the AGM on 19 May 2016.

RESOLVED:

1. That apologies for absence be recorded as detailed in the report.
2. That Town Council representatives on Outside Bodies must notify the council office when they have attended meetings.
3. That the proposal to revoke Standing Order 1 h) stand adjourned without discussion to the next meeting of the Town Council.

628/15-16. PAVILION UPDATE.

Members were informed about the progress of the heating/boiler works and were also updated on how/when the roof repairs would take place to the smaller area of roofing (as per minute 583/15-16).

RESOLVED:

That the item be noted.

629/15-16. 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.

Borough and Parish Council Forum (BPCF).

The Town Mayor and Town Clerk are the Town Councils representatives on the BPCF. As previously agreed the agenda for the 5 April 2016 meeting were available in the Chamber for inspection.

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.

Councillor P M Harman and Mr P C Harris are the Town Council's representatives on IPGM.

Mr P C Harris had submitted an update which included:

Assurances had been given that the newly recruited Regional Manager (RM) would be starting soon and would be responsible for Ingress Park and one other development only and it was hoped that this would ensure the management of the POS, and the rest of Ingress Park, would be improved.

Councillor P M Harman updated members on the question of use of the public open spaces and that events required the permission and agreement of the IPGM.

At this point Councillor S J Ryan asked the Town Council for an update on the progress of the Ingress Park Community Centre Working Group. Following a discussion on the work undertaken thus far, and the representation of the Working Group, it was agreed that the paperwork from the Working Groups meetings be circulated to all members and that Councillor S J Ryan be added to the Working Group.

Bluewater Forum (BF)

The Town Mayor or agreed substitute is the Town Council's representative at the BF and the Town Mayor gave a verbal update from the meeting held on the 7 March 2016.

630/15-16. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman gave a verbal update which included:-

- *KCC discussing bus company subsidy;*
- *There were still serious concerns regarding unaccompanied minors which resulted in resources being stretched;*
- *A meeting is to be held shortly to discuss improvements to the road network around the junction of St Clements Way and London Road*

RESOLVED:

That the item be noted.

631/15-16. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

The Dartford Borough Councillors on the Town Council reported on the following matters:

The JTB had recently had a joint presentation from KCC and Highways England regarding congestion measures for the wider Dartford area in relation to the M25 corridor;

The Swanscombe and Greenhithe area had received several grants for events to celebrate the Queens 90th birthday;

The Community Fund Group had met and both the Cambria Sea Scouts and 1st Galley Hill Scouts had received funding;

A successful St Georges day weekend had been held;

A verbal update was given from the recent DCB meeting regarding the planning application for Station Approach;

The implications of the Crime & Police Act and the setting up of Public Open Spaces Protection Zones was discussed and its link to the existing No Alcohol Zones;

The DCB Budget was agreed on 22 February 2016 with no increase to the Council Tax;

Recent collaborative litter pick events had been successful held in both Swanscombe and Greenhithe with the resources of both the Borough and Town Councils supporting local residents;

An update was given on the ongoing removal of the chalk face at Eagles Road and reinstatement of the gardens.

At this point the Town Mayor sought information on any plans for DCB to reinstate the play area in Eagles Road that had been closed/removed during the work on the chalk face. At present no indication had been given from DCB that this would be done. Members requested that the Recreation, Leisure and Amenities Committee consider writing to the borough Council for clarification on what their plans were for the Eagles Road Play Area.

RESOLVED:

That the item be noted.

632/15-16. SEALING OF DOCUMENTS.

Members were advised that, further to minute 471/15-16, the following documents had been received from the solicitors acting for Persimmons for signing and sealing:

- Fields in Trust (FiT) – Non-Charitable Deed of Dedication – Neptune Park.

RESOLVED:

That, in accordance with Standing Order 21 a) and b), the Town Mayor and Town Clerk be authorised to sign and seal the documents.

633/15-16. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor reminded members of the Walk Tall performance of 'The Importance of Being Earnest' on 29 April and also the Quiz Night at the Pavilion on 30 April, both in support of the Mayors Charity Fund.

634/15-16. **QUESTIONS.**

Members were informed that questions did not form part of the Meeting; they were merely the opportunity for Members to exchange information.

There being no further business to transact the Meeting closed at 8.55 pm.

Signed: _____ Date:- _____
(Chairman)

T/C 28/4/16

Town AGM 19/5/16

EXTRACT OF STANDING ORDERS



SWANSCOMBE & GREENHITHE TOWN COUNCIL STANDING ORDERS

urgency in accordance with the Town Council's Standing Orders, no business shall be transacted at the Meeting other than that specified in the summons relating thereto.

- f) **The minutes of a meeting shall record the names of councillors present and absent.**
- g) All members are required to submit apologies for absence prior to the beginning of the meeting they refer to.
- h) If prior to a meeting, a Councillor has submitted reasons for their absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

2. THE STATUTORY ANNUAL MEETING.

- a) **In an election year the Annual General Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and;**
- b) **In a year, which is not an election year, the Annual General Council Meeting shall be held on any such day in May as the Council may direct (decided at the previous Annual Meeting).**
- c) In an election year, if a Member(s) are unable to return their Declaration of Acceptance of Office at the Annual General Council Meeting then the Council will need to accept that it/they can be submitted at a later date.
- d) **In addition to the Statutory Annual Town Council Meeting, at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.**

3. CHAIRMAN OF THE MEETING OF THE TOWN COUNCIL.

- a) **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- b) **Subject to standing orders which indicate otherwise, anything authorized or required to be done by, to or before the Chairman may, in their absence be done by, to or before the Vice - Chairman (if any).**

EXTRACT FROM 28/4/16 AGENDA.

12. APOLOGIES FOR ABSENCE – REVIEW (p).

Apologies for absence (Standing Order 1 g) and h)) were last reviewed in February 2013 where it was agreed that they be minuted as follows:-

That the apologies for absence and reasons, as listed be formally approved.

Members are asked to re-consider this and to agree to apologies for absence being recorded in the future as follows:-

Apologies for absence were received from Councillors' XYZ and ABC.

This would then ensure that members, who were not going to be able to attend meetings for a period of 6 months or more, would be required to submit a request seeking full Council to formally approve their absence. Failure to do so would mean they would cease automatically to be a member of the council. If this change were agreed then Standing Order 1 h) would need to be revoked which would require for it to stand adjourned without discussion to the next ordinary meeting of the Council.

NB.

Meetings are classed as; meetings of the council or of its committees or sub-committees, joint committee, joint board or other body to which any of the council's powers have been transferred or delegated, meetings of bodies of persons as a representative of the council (such as a county association of local councils).

The period begins with the last meeting attended.

Local Government Act 1972, s 85 (1) and (2).

It is each Members own responsibility to monitor their attendance and therefor to avoid the possibility of automatically ceasing to be a member of the council members who are appointed as representatives on Outside Bodies should notify the council office when they have attended meetings of these bodies.

Recommended:

1. That apologies for absence be recorded as detailed above.
2. That members appointed as Town Council representatives on Outside Bodies must notify the council office when they have attended meetings of these bodies.
3. That the proposal to revoke Standing Order 1 h) stand adjourned without discussion to the next meeting of the Town Council.

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RISK MANAGEMENT POLICY 2016

AREA	RISK	LEVEL	INTERNAL CONTROLS (AND AGREED IMPROVEMENTS)
ASSETS	Protection of physical assets owned by the Council: Leisure Centre Church Road Hall Grove Hall Mess Room Garage at Broomfield Sports Ground Sports Pavilion Parks Store (former public toilets) Sports Pavilion and Squash Courts Security Stores, Swanscombe Park Bowls Pavilion and Toilet Block Knockhall Changing Rooms Four garages, Swanscombe Park Heritage Community Hall Town Council Offices and Community Hall Community Cafe	L	Buildings insured and where appropriate contents. Value increased annually by RPI.
	Security of buildings, equipment etc.	L	Alarm on Leisure Centre, Council offices, Parks Mess Room and Former Toilet Block store. Contents insured.
	Maintenance of buildings etc	L	External maintenance and grounds maintenance of is responsibility of the Council. Ad-hoc maintenance on other buildings. Electrical and safety equipment maintenance in place on all properties. GCLL has responsibility of internal maintenance of Leisure Centre.
FINANCE	Banking	L	Bulk of investment is handled by Council. Investment decisions made by the Town Council.
	Risk of consequential loss of income	L	Insurance cover. Business interruption insurance cover in place of £120,000. Loss of non-negotiable money and other money covered under insurance policy.
	Loss of cash through theft or dishonesty	L	Receipts issued. Cash kept in locked containers and safe. Banked monthly by ATC/Responsible Financial Officer (RFO).
	Financial controls and records	L	Monthly reconciliation prepared by RFO and reported to Council. Three signatories on cheques and direct debits (Town Clerk or ATC/RFO and 2 councillors).

SWANSCOMBE & GREENHITHE TOWN COUNCIL

			Cheque stubs initialled by councillors. Updated financial regulations in place following the repeal of Section 150(5) of the LGA 1972 with increased internal controls. Internal and external audit.
	Comply with Customs and Excise Regulations	L	Use help line when necessary. VAT payments and claims calculated by RFO. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	L	Finance & General Purposes Committee and Council receive detailed budgets in the late autumn. Precept derived annual estimates. Expenditure against budget reported to every Meeting of the Finance & General Purposes Committee.
	Complying with borrowing restrictions	L	No new borrowing likely at present
LIABILITY	Risk to third party, property or individuals	L	Insurance in place. Parks and Open spaces checked daily. Health & Safety Assessments carried out annually on play equipment. Trees investigated when damage reported. Contractors issued with Notice to Contractors which stipulates health and safety and insurance requirements.
	Legal liability as consequence of asset ownership (especially leisure centre, playgrounds open spaces.)	L	Insurance in place. Integrated Management and Quality Management System operated by GCLL for Leisure Centre. H&S checklist operated in parks and open spaces. Daily checks of playgrounds. Written records kept. Annual safety checks on play grounds.
EMPLOYER LIABILITY	Comply with Employment Law	L	Membership of various national and regional bodies including Employers Organisation.
	Comply with Inland Revenue requirements	L	Regular advice from Inland Revenue and Sage. Internal and external auditor carry out annual checks.
	Safety of Staff and visitors	L	Security door, Alarm and CCTV camera fitted to restrict access to Council Offices. Secure locks on other properties. Health and Safety procedures in place, COSHH procedures in place. Asbestos register held. All health and safety matters regularly monitored.
LEGAL LIABILITY	Ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	L	Council meets on a nine-weekly cycle, and receives and approves Minutes of meetings held in interim.

SWANSCOMBE & GREENHITHE TOWN COUNCIL

			Minutes are available to press and public via the Council office and on the council's website.
	Proper document control	L	Leases and legal documents are kept in Fire Proof Cabinet. Other data storage complies with the Data Protection Act.
COUNCILLOR PROPRIETY	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Members asked to declare interests in relation to items on the agendas of every meeting. Gifts and hospitality register is available at each Council meeting.

INSURANCE	Public Liability	L	Cover in place to £10,000,000
	Hirer's Liability	L	Cover in place to £2,000,000
	Employer's Liability	L	Cover in place to £10,000,000
	Fidelity Guarantee	L	Covers members and employees to the sum of £500,000. Recommended formula in line with total balances plus 50% Annual Precept
	Personal Accident	L	Employees and Members covered to a capital sum of £115,000
	Legal Expenses	L	Limit of Indemnity £100,000 for the following: Employment disputes and compensation awards Legal defence Property protection and bodily injury Tax Protection Statutory Licence Protection
PRECEPT	Annual precept not the result of proper detailed consideration	L	Budget setting process commences each September. All Committees requested for details of likely expenditure. Financial risk assessments reviewed annually to ensure correct long term financial risks are appropriately budgeted for. RFO undertakes detailed analysis of likely expenditure and income to produce draft annual estimates. Estimates considered by Finance and General Purposes Committee before being endorsed by full Council.
	Inaccurate monitoring of performance	L	Members provided with up to date budget monitoring at each Finance and General Purposes Committee.
PAYROLL	Loss of data on PC due to system fault	L	Data is backed up daily by external IT contractor. Maintenance agreement in place with Sage. Program provides legislative updates automatically.
	Loss of services of employee	L	Vacancy is advertised immediately (if necessary) and request help from existing remaining employees to cover temporary loss. More than 1 member of staff is trained to undertake payroll.
COMPUTER DATA	Loss of computer data	L	Data on server is backed up daily to secure off-site storage by IT contractor. Anti-virus software on all PCs.
ADMINISTRATION	Agency Advice	L	Continue with advice from KALC, SLCCCL, SEEMP, ACAS and solicitors.
ALLOTMENTS	Increase in net expenditure	L	Review allotment rents annually.
PARKS	Loss of use of play equipment	L	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs are carried out.

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AGM 19/5/16



SWANCOMBE & GREENHITHE TOWN COUNCIL POLICY & PROCEDURE INDEX

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TERMS OF REFERENCE
SCOPE OF INTERNAL AUDIT

➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were reviewed by the Town Council at its meeting on 19 May 2016.

➤ **MEMBERSHIP:**

N/A.

➤ **PROCEDURES:**

The council will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices guidance. Internal audit testing of controls will be sufficient for the proper completion of the annual internal audit report. The annual internal audit report should provide an adequate level of assurance for the council to complete assertions 2 and 6 in its annual governance statement.

In completing the annual return at section 4 of the annual return, internal audit will have planned and carried out the work necessary to give the assurances called for. The ten key control tests in the annual report represent the minimum level of internal audit coverage required. Additional testing and reporting should be tailored to local circumstances.

Internal audit work always requires the application of judgement and should only be carried out following risk assessment. The scope and frequency of testing should reflect that assessment, and therefore should always be in proportion to the likelihood of fraud, error or misstatement that could occur. It should be directly related to the size and level of business activity of the council.

The following schedule provides an approach to the testing of key internal controls to provide assurance that the minimum level of coverage has been met.

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**TERMS OF REFERENCE
SCOPE OF INTERNAL AUDIT**

Internal control	Suggested testing
Proper bookkeeping	<ul style="list-style-type: none"> • Is the cash book maintained and up to date? • Is the cashbook arithmetic correct? • Is the cashbook regularly balanced?
a) Standing orders and financial regulations adopted and applied; and b) payment controls	<ul style="list-style-type: none"> • Has the council formally adopted standing orders and financial regulations? • Has the Responsible Financial Officer been appointed with specific duties? • Have items or services above the de minimus amount been competitively purchased? • Are payments in the cashbook supported by invoices authorised and minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is s137 expenditure separately recorded and within statutory limits.
Risk Management arrangements	<ul style="list-style-type: none"> • Does a review of the minutes identify any unusual financial activity? • Do minutes record the council carrying out an annual risk assessment? • Is insurance cover appropriate and adequate? • Are internal financial controls documented and regularly reviewed?
Budgetary controls	<ul style="list-style-type: none"> • Has the council prepared an annual budget in support of its precept? • Is actual expenditure against the budget regularly reported to the council? • Are there any significant unexplained variances from the budget?
Income Controls	<ul style="list-style-type: none"> • Is income properly recorded and promptly banked? • Does the precept recorded agree to the Council Tax authority notification? • Are security controls over cash and near-cash adequate and effective?
Petty cash procedures	<ul style="list-style-type: none"> • Is all petty cash spent recorded and supported by VAT invoices/receipts? • Is petty cash expenditure reported to each council meeting? • Is petty cash reimbursement carried out regularly?



TERMS OF REFERENCE
SCOPE OF INTERNAL AUDIT

Payroll Controls	<ul style="list-style-type: none">• Do all employees have contracts of employment with clear terms and conditions?• Do salaries paid agree with those approved by the council?• Are other payments to employees reasonable and approved by the council?• Have PAYE/NIC been properly operated by the council as an employer?
Asset Controls	<ul style="list-style-type: none">• Does the council maintain a register of all material assets owned or in its care?• Are the assets and investments registers up to date?• Do asset insurance valuations agree with those in the asset register?
Bank reconciliation	<ul style="list-style-type: none">• Is there a bank reconciliation for each account?• Is the bank reconciliation carried out regularly and in a timely fashion?• Are there any unexplained balance entries in any reconciliation?• Is the value of investments held summarised on the reconciliation?
Year-end procedures	<ul style="list-style-type: none">• Are year-end accounts prepared on the correct accounting basis (ie receipts and payments or income and expenditure)?• Do accounts agree with the cashbook?• Is there an audit trail from underlying financial records to the accounts?• Where appropriate, have debtors and creditors been properly recorded?

SWANSCOMBE and GREENHITHE TOWN COUNCIL INTERNAL AUDIT REPORT 2015 - 2016

AGM 19/5/16

I am pleased to report to Members of the Town Council that I have now completed my internal audit of the Town Council's records for 2015 – 2016.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping to be of a good standard and the Town Council's approach to the management of risks to be sound. I have, therefore, been able to complete Section 4 of the Annual Return.

I would like to take this opportunity to thank your Town Clerk and Responsible Financial Officer for the assistance given to me in the conduct of the audit that took place on 27 April 2016.

PREVIOUS AUDITS:

Internal Audit 2014 - 2015:

There are no matters outstanding from my interim audit report dated 6 January 2016.

FINDINGS THIS VISIT:

During the visit I carried out work which included reading the minutes, checking the accounting records including the cashbook, payroll, VAT records, bank statements and bank reconciliations with the cashbook.

Cashbook:

The cashbook was up to date and there was a good audit trail to the receipt and payment vouchers.

Bank Reconciliations:

Bank reconciliations have been carried out and there were no unexplained entries.

Value Added Tax:

The VAT records were accurate and up to date. The HMRC's deadlines have been met.

Payroll:

The HMRC requirements for Real Time Information have been met and regular payments made to them in respect of PAYE and NI.

Insurances:

The level of cover in respect of Employee Dishonesty is being increased at the 21 May 2016 renewal to £1 million and will meet the recommended minimum level of cover.

Minutes:

All the Minutes inspected had been signed/initialled.

Asset Register:

The Town Council's Asset Register was up to date.



Kevin Funnell, F.M.A.A.T.
Independent Internal Auditor
27 April 2016

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Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

SWANSCOMBE & GREENHATHE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

SWANSCOMBE & GREENHATHE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	318150	448311	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	488991	499847	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	156535	163628	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	221373	247168	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	293992	304052	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	448311	560566	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	443875	547360	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5134563	5139518	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

MJ

Date 19/05/16

I confirm that these accounting statements were approved by this smaller authority on this date:

19/05/16

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date 19/05/16

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

SWANSCOMBE & GREENHITHE TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	YES		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			N/A

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

-

Name of person who carried out the internal audit KEVIN FUNNELL, F.M.A. A.T.

Signature of person who carried out the internal audit [Signature] Date 27 APRIL 2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Bank reconciliation – pro forma

Swanscombe And Greenhithe Town Council

Financial year ending 31 March 2016

Prepared by MARTIN HADJING RFO (Name and role)

Date 26/4/2016

Balance per bank statements as at 31 March 2016:

£ £
549 837 . 38 /

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2016

2476 . 99 /

Add: any un-banked cash at 31 March 2016

0

Net balances as at 31 March 2016 (Box 8)

547 360 . 78 /

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2015 (Prior year Box 8)

443 875 . 70

Add: Receipts in the year

696 464 . 00

Less: Payments in the year

592 978 . 92

Closing balance per cash book [receipts and payments book] as at 31 March 2016 (must equal net balances above – Box 8)

547 360 . 78

Reconciliation between Box 7 and Box 8 in Section 2 – pro forma

(applies to Annual Returns prepared on an income and expenditure basis only)

Swanscombe And Greenhithe Town Council

There should only be a difference between Box 7 and Box 8 where the Annual Return has been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

		£	£
Box 7: Balances carried forward			560566.14 /
Deduct:	Debtors		
	• DEBTORS	237.75 /	
	• VAT	12967.61 /	
	•		
	•		
	•		
			13205.36
Deduct:	Payments made in advance (prepayments)		
	•		
	•		
			0
Total deductions			13205.36 /
Add:	Creditors		
	•		
	•		
	•		
	•		
	•		
			0
Add:	Receipts in advance		
	•		
	•		
			0
Total additions			0
Box 8: Total cash and short term investments			547360.78

/

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27/4/16.

Explanation of variances – pro forma

Swanscombe And Greenhithe Town Council

The 'Practitioners' Guide' provides guidance on explaining significant variances. Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 2	2014/15 £	2015/16 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	488991	499847	10856	2.2%	
Box 3 <i>Total other receipts</i>	156535	163628	7093	4.5%	
Box 4 <i>Staff costs</i>	221373	247168	25795	11.7%	
Box 5 <i>Loan interest/ capital repayments</i>	0	0	0		
Box 6 <i>All other payments</i>	293992	304052	10060	3.4%	
Box 9 <i>Total fixed assets & long term investments & assets</i>	5134563	5139518	4955	0.1%	
Box 10 <i>Total borrowings</i>	0	0	0		
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because				

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**SGTC
BALANCE SHEET
31/03/2016**

AGENDA ITEM 23
AGM 19/5/2016

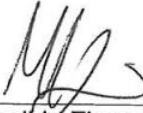
(Last) Year Ended
31 Mar 2015

(Current) Year Ended
31 Mar 2016

£		£
	CURRENT ASSETS	
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
259.25	Debtors (Net of provision for doubtful debts)	237.75 ✓
722.90	Payments in advance	0.00
7,583.98	VAT Recoverable	12,967.61 ✓
0.00	Temporary lendings (investments)	0.00
443,875.70	Cash in hand	547,360.78 ✓
452,441.83	TOTAL ASSETS	560,566.14
	CURRENT LIABILITIES	
4,129.98	Creditors	0.00
0.00	Temporary borrowing	0.00
<u>448,311.85</u>	NET ASSETS	<u>560,566.14</u>
	Represented by:	
153,323.54	General fund Balance	170,731.41 ✓
	Reserves:	
0.00	Capital	0.00
294,988.31	Earmarked	389,834.73
0.00	Adjustments	0.00
<u>448,311.85</u>		<u>560,566.14</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2016

Signed



Responsible Financial Officer

Date

21/4/2016

✓
21/4/16

SGTC

ANNUAL RETURN - Section 1 : Statement of Accounts

Accounts for Year from 01/04/2015 to 31/03/2016

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	318,150.56	448,311.85
2	Annual precept	488,991.00	499,847.00
3	Total other receipts	156,535.41	163,628.79
4	Staff Costs	221,373.09	247,168.52
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	293,992.03	304,052.98
7	Balances carried forward	448,311.85	560,566.14
8	Total Cash and Short Term Investments	443,875.70	547,360.78
9	Total Fixed Assets and Long Term Investments	0.00	0.00
10	Total Borrowings	0.00	0.00

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27/4/16.

SGTC

Bank Reconciliation at 31/03/2016			
	Cash in Hand 01/04/2015		443,875.70
	ADD		
	Receipts 01/04/2015 - 31/03/2016		696,464.00 ✓
	SUBTRACT		
	Payments 01/04/2015 - 31/03/2016		592,978.92
A	Cash in Hand 31/03/2016 (per Cash Book)		547,360.78
	Cash in hand per Bank Statements		
	Cash 31/03/2016	635.00 ✓	
	Current Account 31/03/2016	13,769.45 ✓	
	Active Saver 1 31/03/2016	145,598.20 ✓	
	Active Saver 2 31/03/2016	389,834.73 ✓	
	Active Saver 1 - Treasury Depo 31/03/2016	0.00	
	Active Saver 2 - Treasury Depo 31/03/2016	0.00	
			549,837.38
	Less unrepresented cheques As attached		2,476.99 ✓
	Plus unrepresented receipts As attached		547,360.39
			0.39 ✓
B	Adjusted Bank Balance		547,360.78 ✓
	A = B Checks out OK ✓		

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27/4/16

SGTC
Uncashed payments/transfers out (All banks)
(Upto 31/03/2016)

Voucher	Date	Cheque No.	Description	Total	Bank
1014	07/01/2016	713897	Member Training	72.00	Current Account
1136	11/02/2016	713936	Member Training	72.00	Current Account
1238	03/03/2016	DD	Water Rates - Knockhall Changir	154.02	Current Account
1247	03/03/2016	DD	Water Rates	133.97	Current Account
1307	17/03/2016	713940	Section 137 Donation	500.00	Current Account
1308	17/03/2016	713941	Section 137 Donation	350.00	Current Account
1315	24/03/2016	713942	Mayoral Allowance Claim	1,195.00	Current Account
Total-----				2,476.99	

[Signature]
27/4/16.

SGTC
Uncashed receipts\transfers in (All banks)
(Upto 31/03/2016)

Voucher	Date	Cheque No.	Description	Total	Bank
210	24/02/2016	15/16-061D	Postage Refund	0.39	Current Account
			Total-----	0.39	

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27/4/16.

SGTC
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2016

<u>Outstanding payments DUE TO the Council. (Debtors) - Increase Income</u>		<u>Code</u>	
Hall Hire	DBC	Hire Income	72.00
Hall Hire	Christian Prayer Meeting	Hire Income	144.00
Hall Hire	SGRA	Hire Income	21.75
			<hr/>
			£237.75

SGTC
Income & Expenditure Account
01/04/2015 to 31/03/2016

(Last) Year Ended 31 Mar 2015		(Current) Year Ended 31 Mar 2016
	<u>Income</u>	
1.15	Public Lighting	1.15
-4,128.52	Parks Establishment	1,000.00
2,984.32	Swanscombe Park	3,137.44
2,825.00	Knockhall Playing Field	3,610.00
8,320.00	Broomfield Sports Ground	7,517.50
1,734.60	Allotments	1,836.00
562,479.67	Administration	563,918.69
3,804.25	Church Road Hall	2,858.25
13,792.01	Heritage Community Hall	15,637.62
16,416.00	Sports Pavilion	16,743.60
30,650.90	Town Council Offices Commun	31,001.47
6,147.03	Old Fire Station Cafe	7,214.07
500.00	Other Projects	500.00
	St Peter & St Paul's Churchyard	8,500.00
<u>£645,526.41</u>		<u>£663,475.79</u> ✓
	<u>Expense</u>	
4,188.44	St Peter & St Paul's Churchyard	14,771.94
3,344.10	Public Lighting	4,594.57
149,439.42	Grove Car Park	3,408.00
133.34	Parks Establishment	150,986.25
127.17	Swanscombe Park	0.00
37.50	Knockhall Playing Field	129.60
1,645.00	Heritage Park	916.50
84,437.00	Other Projects	1,635.00
786.77	Leisure Centre	81,740.00
194,047.41	Allotments	408.98
8,886.88	Administration	214,755.06
190.95	Church Road Hall	10,739.82
21,013.28	Grove Hall	345.65
9,743.43	Heritage Community Hall	16,676.72
9,707.05	Sports Pavilion	6,320.84
27,637.38	Town Council Offices Commun	12,934.22
	Old Fire Station Cafe	30,858.35
<u>£515,365.12</u>		<u>£551,221.50</u> ✓
<u>106,658.71</u>	<u>General Fund</u>	
645,526.41	Balance at 01 Apr 2015	<u>153,323.54</u>
<u>752,185.12</u>	ADD Total Income	<u>663,475.79</u> ✓
515,365.12		<u>816,799.33</u> ✓
<u>236,820.00</u>	DEDUCT Total Expenditure	<u>551,221.50</u> ✓
83,496.46		<u>265,577.83</u> ✓
<u>£153,323.54</u>	Transfer to/from Reserves	<u>94,846.42</u> ✓
	Balance at 31 Mar 2016	<u>£170,731.41</u> ✓
	Transfers:	
	General Fund to Earmarked Reserve	£94,846.42 ✓

27/4/16.

SGTC
Year End Working Document
Year ending 31/03/2016

Last Year		A	B	C	A - B + C
<u>InclExp</u>	<u>Income</u>	<u>Receipts</u>	<u>Last Years</u>	<u>This Years</u>	<u>Income</u>
			<u>Adjustments</u>		
1.15	Public Lighting	1.15	0.00	0.00	1.15
-4,128.52	Parks Establishment	1,000.00	0.00	0.00	1,000.00
2,984.32	Swanscombe Park	3,137.44	0.00	0.00	3,137.44
2,825.00	Knockhall Playing Field	3,610.00	0.00	0.00	3,610.00
8,320.00	Broomfield Sports Ground	7,517.50	0.00	0.00	7,517.50
1,734.60	Allotments	1,836.00	0.00	0.00	1,836.00
562,479.67	Administration	561,668.71	-2,249.98	0.00	563,918.69
3,804.25	Church Road Hall	2,892.50	56.00	21.75	2,858.25
13,792.01	Heritage Community Hall	15,493.62	0.00	144.00	15,637.62
16,416.00	Sports Pavilion	16,743.60	0.00	0.00	16,743.60
30,650.90	Town Council Offices Community	31,132.72	203.25	72.00	31,001.47
6,147.03	Old Fire Station Cafe	7,214.07	0.00	0.00	7,214.07
500.00	Other Projects	0.00	-500.00	0.00	500.00
0.00	St Peter & St Paul's Churchyard	8,500.00	0.00	0.00	8,500.00
		660,747.31	-2,490.73	237.75	663,475.79
Last Year		A	B	C	A - B + C
<u>InclExp</u>	<u>Expense</u>	<u>Payments</u>	<u>Last Years</u>	<u>This Years</u>	<u>Expense</u>
			<u>Adjustments</u>		
0.00	St Peter & St Paul's Churchyard	14,771.94	0.00	0.00	14,771.94
4,188.44	Public Lighting	4,594.57	0.00	0.00	4,594.57
3,344.10	Grove Car Park	3,408.00	0.00	0.00	3,408.00
149,439.42	Parks Establishment	150,986.25	0.00	0.00	150,986.25
133.34	Swanscombe Park	0.00	0.00	0.00	0.00
127.17	Knockhall Playing Field	129.60	0.00	0.00	129.60
37.50	Heritage Park	916.50	0.00	0.00	916.50
1,645.00	Other Projects	1,635.00	0.00	0.00	1,635.00
84,437.00	Leisure Centre	81,740.00	0.00	0.00	81,740.00
786.77	Allotments	408.98	0.00	0.00	408.98
194,047.41	Administration	215,934.46	1,179.40	0.00	214,755.06
8,886.88	Church Road Hall	10,739.82	0.00	0.00	10,739.82
190.95	Grove Hall	345.65	0.00	0.00	345.65
21,013.28	Heritage Community Hall	16,676.72	0.00	0.00	16,676.72
9,743.43	Sports Pavilion	6,320.84	0.00	0.00	6,320.84
9,707.05	Town Council Offices Community	12,934.22	0.00	0.00	12,934.22
27,637.38	Old Fire Station Cafe	30,336.05	-522.30	0.00	30,858.35
		551,878.60	657.10	0.00	551,221.50

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27/4/16.

Swanscombe Greenhithe Town Council

List of Assets held at 31 March 2015

Land

Date Purchased	Description of Asset	Current Value
01/04/1981	Broomfield Sports Ground	£1.00
01/04/1981	Knockhall Recreation Ground	£1.00
01/04/1981	Swanscombe Park	£1.00
01/04/1981	Manor Park	£1.00
01/04/1981	Saxon Court Play Area / Spring Vale	£1.00
01/04/1981	Valley View Children's Play Area	£1.00
		£6.00

Infrastructure

Date Purchased	Description of Asset	Current Value
01/04/1981	Sports Pavilion & Squash Courts	£1,517,371.32
01/04/1981	Grove Hall	£177,911.87
01/04/1981	Church Road Hall	£248,997.47
01/04/1981	Knockhall Changing Rooms	£41,470.58
01/04/1981	Bowls Pavilion and Toilet Block	£162,342.10
01/04/1981	Parks Store (former public toilets)	£55,765.15
01/04/1981	Mess Room/Store	£77,145.47
01/04/1981	Four Garages - Swanscombe Park	£111,014.70
01/04/1981	Garage - Broomfield Sports Ground	£89,447.66
01/04/1981	Security Store (3 x containers in Swanscombe Park)	£12,889.93
01/04/1981	Heritage Community Hall	£492,309.58
01/04/1981	Town Council Offices and Community Hall	£1,710,695.95
19/05/2011	St Peter & St Paul's Church Yard Wall	£16,390.90
01/04/2003	Axehead Sculpture	£40,000.00
		£4,753,752.68

Equipment

Date Purchased	Description of Asset	Current Value
13/02/2014	Tractor	£14,000.00
14/10/2010	Vans	£14,000.00
01/04/1980	Tractor Mounted Equipment	£4,750.00
18/03/2010	Parks Equipment, inc all gardening equipment, tools etc	£72,595.32
18/03/2010	Playground Equipment	£151,943.68
19/05/2011	Height barrier - car park	£655.64
19/05/2012	2 x Diamond Jubilee Memorial Benches	£2,121.80
01/04/1974	Civic Regalia	£5,627.55
01/04/2007	8 x Public Notice Boards	£9,004.07
01/04/1980	Office Equipment, Furniture and Stationery	£52,478.21
01/04/2007	Old Fire Station Café - Furniture & Equipment	£30,951.49
01/04/2013	32 x Street Lights	£10,609.00
01/04/2013	Wooden Hut (Swanscombe Park Bowling Green)	£6,365.40
12/03/2015	Ride on Mower	£5,703.00
15/10/2015	Rotary Mower	£994.19
23/03/2016	Cylinder Mower	£3,960.00
		£385,759.35

Total of Assets

£5,139,518.03

LEASES

At 31st March 2016 the following leases were in operation:

Lessor	Purpose	Annual Lease Payable	Year of Expiry
Land Securities	Heritage Park	£50.00	February 2039
Land Securities	Keary Road Allotments	£30.00	Lease dated 27 February 1968 - no end date
Dartford Borough Council	Swanscombe Centre	£1.00 plus insurance rent which recharged to GCLL	23 rd September 2038
Natural England	Swanscombe Skull Site	None	1 st April 2017
Dartford Borough Council	NB Ground Allotment	£59.93	5 th June 2022
Dartford Borough Council	Licence to lay and maintain water pipes under Gilbert Close & Alkerden Lane	£142.00	5 th June 2022
Dartford Borough Council	New Town Council Offices & Community Hall	£1.00	19 th March 2132
Dartford Borough Council	Old Fire Station Café	£5,400 (grant funding from 1 April 2012-31 March 2017)	No later than 31 st December 2026.
Blue Circle Developments Ltd	Playing Fields at the rear of the Swanscombe Centre, Craylands Lane	Peppercorn per annum (if demanded)	7 th October 3007
Dartford Borough Council	Car park adjoining The Swanscombe Centre, Craylands Lane (supplemental underlease which runs in conjunction with The Swanscombe Centre Underlease)	None	23 rd September 2038
Craylands Lane Allotments	Land Securities	Peppercorn	10 years to 2021 then from year to year.
Lessee (Town Council as Landlord)			
The Pavilion Community Sports & Social Clubs	Sports Pavilion and patio area	£16,928.50 (as at 1 April 2016)	31 March 2023

Swanscombedowns Bowling Club	Bowling pavilion and four rinks on public green	£2983.65 (as at 1 April 2016)	31 March 2023 (with an option to extend for a further 5 years
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Management Agreement for the operation of the Swanscombe Centre – Management Fee payable by the Town Council to GCLL

Gravesham Community Leisure Ltd	The Swanscombe Centre First year commencing 12 July 2013		31 July 2029
		Yr 1 £61300	
		Yr 2 £61300	
		Yr 3 £57000	
		Yr 4 £57000	
		Yr 5 £57000	
		Yr 6 £57000	
		Yr 7 £57000	
		Yr 8 £58000	
		Yr 9 £58000	
		Yr 10 £58000	
		Yr 11 £58000	
		Yr 12 £58000	
		Yr 13 £59000	
		Yr 14 £59000	
		Yr 15 £59000	
		Yr 16 £59000	
		Yr 17 £59000	

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