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SWANSCOMBE AND GREENHITHE TOWN COUNCIL

NOTICE is HEREBY GIVEN that the **ANNUAL GENERAL MEETING** of
the

SWANSCOMBE AND GREENHITHE TOWN COUNCIL will be held at

THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA
on

THURSDAY 16 MAY 2013 at 7.00pm

TO TRANSACT THE UNDERMENTIONED BUSINESS.

DATED: 9 MAY 2013

Graham Blew

**Graham Blew
TOWN CLERK**



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AGENDA

1. To elect a Town Mayor for the ensuing year.
2. To receive the Town Mayor's Declaration of Acceptance of Office. *At this point the Town Mayor will receive a copy of the Civic Protocol adopted at the 18 May 2011 Annual General Meeting.*
3. To elect a Deputy Town Mayor for the ensuing year.
4. To receive the Deputy Town Mayor's Declaration of Acceptance of Office. *At this point the Deputy Town Mayor will receive a copy of the Civic Protocol adopted at the 18 May 2011 Annual General Meeting.*
5. Vote of thanks by incoming Town Mayor to the outgoing Town Mayor in respect of services rendered during the past year and presentation of Past Mayor's Badge.
6. Response by Councillor V Openshaw.
7. To receive apologies for absence.
8. To receive any declarations of interest in Items on the Agenda.

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

9. **TO APPOINT COMMITTEES AND SUB-COMMITTEES, THEIR CHAIRMEN AND VICE-CHAIRMEN.**
 - a) Recreation, Leisure & Amenities Committee.
 - b) Finance & General Purposes Committee.
 - c) Planning, Major Developments, Transportation & Environment Committee.
 - d) Personnel Committee.
 - e) Executive & Emergency Committee.
 - f) Heritage Park / Skull Site Sub-Committee.
 - g) Allotments & Cemeteries Sub-Committee.
 - h) Leases & Legal Sub-Committee.
 - i) Anti-Social Behaviour & Crime Sub-Committee.
 - j) Regeneration / Quality Council Sub-Committee.
10. **TO CONSIDER AND AGREE THE TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES.**



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11. TO FIX THE DATES AND TIMES OF MEETINGS OF:

- a) The Council.
- b) Standing Committees.

12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES.

- a) Town Mayor or agreed substitute to serve upon the Bluewater Forum
- b) One Representative on the Dartford Association of Town and Parish Councils, to be the Town Mayor (plus the Town Clerk).
- c) One Representative to serve upon the Committee of the North West end Volunteer Centre (formerly the Dartford Volunteer Bureau).
- d) One representative to serve upon the Kent County Council Dartford Local Board.
- e) One representative to attend meetings of the Development Control Users Forum (Dartford Borough Council).
- f) One representative to serve upon the Elderly Forum (Dartford Borough Council).
- g) One representative to serve upon the Eastern Quarry Community Liaison Group.
- h) One Representative to serve upon the Gravesend and District Society for the Mentally Handicapped.
- i) Two Representatives to serve upon the Greenhithe Community Association.
- j) The Town Mayor or agreed substitute to serve upon the Green Swan@Manor (working for the Community).
- k) Two members to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- l) Two Representatives to serve upon the County Area Committee of the Kent Association of Local Councils (KALC).
- m) Two Representatives to serve upon the Dartford Area Committee of the Kent Association of Local Councils (KALC).
- n) One Representative to serve upon the Police Community Liaison Group.
- o) One Representative to serve upon the SureStart – Knockhall Children’s Community Centre Committee.
- p) One Representative to serve upon the SureStart – Swanscombe U1R Children’s Community Centre Committee.
- q) Three representatives to serve upon the Pavilion Community Sports and Social Club.
- r) One Representative to serve as Village Transport Representative.
- s) One representative to serve upon the (Dartford) Youth Advisory Group (YAG).

13. BANK SIGNATORIES.



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- a) To appoint six members as signatories to authorise the payment of cheques.
- b) To appoint two signatories to authorise the payment of cheques on the Town Mayor's account.

14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 24 APRIL 2013.

15. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

As a matter of good practice Standing Orders and the Financial Regulations should be regularly reviewed (last undertaken on 17 May 2012). Members are asked to consider the current Standing Orders and Financial Regulations, and amend / adopt accordingly. All members have previously received a hard copy of both documents with there also being copies available for inspection in the Council Chamber throughout the year.

Amendments to Standing Order were submitted to the 24 April 2013 meeting (minute 547/12-13), where it was agreed not to reproduce the document, for agreement at the AGM.

*

NB.

Members should ensure that they keep an up to date copy of each of these documents throughout their term as these are the "rules" under which the council operates.

Recommended: To review and amend / adopt the Standing Orders and Financial Regulations.

16. REVIEW OF COUNCIL POLICIES AND PROCEDURES.

The council reviews its policies and procedures at each Annual General Meeting with any changes in legislation, amendments etc. being put forward during the year in the usual manner. In accordance with minute 472, 23 February 2011, attached is an index of all the current policies and procedures.

Recommended: To review and amend / endorse the policies and procedures as listed.



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17. REVIEW OF INTERNAL AUDIT.

The Town Council undertakes an annual review of the effectiveness of their system of internal audit and includes the results in the annual governance statement which is Part 2 of the annual return.

Regulation 6 requires that a council *“shall have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.”*

The Responsible Financial Officer constantly reviews the extent and scope of the internal audit and as a minimum the following areas are assessed;

- The scope of internal audit
- Independence
- Competence
- Relationships
- Audit planning and reporting

Recommended: To ensure the regulatory requirements of internal audit are being met and to endorse the council's internal controls.

18. BALANCE SHEET FOR YEAR END 31 MARCH 2013.

Please find attached the balance sheet for the year end 31 March 2013 for approval.

Recommended: That the balance sheet for the year end 31 March 2013 be approved.

19. ANNUAL RETURN FOR YEAR END 31 MARCH 2013.

Please find attached the annual return, requested by the External Auditor (LLP Chartered Accountants), for the year end 31 March 2012 for approval.

Recommended: That the annual return for the year end 31 March 2013 be approved.



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20. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS (ISSUE 369, APRIL 2013).

This item has been placed on the agenda to give members the opportunity to see and consider the contents of the newsletter produced by KALC.

Recommended: That the item be noted.

21. REQUEST TO ERECT DWARF WALL AROUND PATIO AREA AT THE PAVILION.

The attached request including drawings has been submitted by the new tenants (The Pavilion Community Sports & Social Club).

Recommended: To discuss and advise accordingly.

22. LAND AT KNOCKHALL ROAD, GREENHITHE (EMPIRE PAPER MILLS SITE).

As previously informed to the Planning, Major Developments, Transportation & the Environment Committee the developer has asked the Town Council if it could advise whether it is (in principle) open to the idea of managing the Public Open Space. This would of course be subject to agreement being reached (at a later stage) as to an appropriate contribution amount (the attached **confidential** draft calculations have been formulated on a 20 year basis).

Recommended:

- 1 To agree in principle to the idea of managing the Public Open Space, subject to an agreement being reached at a later stage and using the draft calculations as a starting point for discussions.
- 2 To agree to the Planning, Major Developments, Transportation & the Environment Committee, as per the Terms of Reference, to hold discussions with the developer regarding this matter.



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23. SEALING OF DOCUMENTS.

There are none.

24. QUESTIONS.

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

Members and their spouses / partners are cordially invited to join the Mayor Elect for refreshments after the Meeting.



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INFORMATION IN THE OFFICE

- Local Councils Update – May 2013, Issue 162.
- The Clerk Magazine (Society of Local Council Clerks (SLCC)) – May 2013, Vol.44.
- Action with Communities in Rural Kent – Rural News, Issue 128.
- Clerks & Councils Direct – May 2013, Issue 87.
- Fields in Trust (FiT) – Trustees Reports and Accounts Year End 31 December 2012.

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