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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

**WEDNESDAY 21 MAY 2014 at 7.00pm**

**TO TRANSACT THE UNDERMENTIONED BUSINESS.**

**DATED: 15 MAY 2014**

*Graham Blew*

**Graham Blew  
TOWN CLERK**



ANNUAL GENERAL MEETING  
21 MAY 2014

**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 both the Civic Protocol and the Code of Conduct.*
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 both the Civic Protocol and the Code of Conduct.*
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 Ms L M Cross.
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.** (p)
  - 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.

\* Agreement of the Committees indicates that Members have taken into account S/O 23 (e);

\* Agreement of the Sub-Committees indicates that Members have taken into account S/O 25 (b).



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**10. TO CONSIDER AND AGREE THE TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES. (p)**

**11. TO FIX THE DATES AND TIMES OF MEETINGS OF: (p)**

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

**12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES. (p)**

- 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 ent 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).



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**13. BANK SIGNATORIES.** (p)

- 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 Charity Account.

**14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 1 MAY 2014.**  
(p)

**15. REPEAL OF S.150 (5) OF THE LOCAL GOVERNMENT. ACT 1072 – IMPLEMENTATION OF NEW FINANCIAL REGULATIONS.** (p)

Please see the attached report supplied by the Responsible Financial Officer.

**Recommended:**

- 1. To note the repeal of S.150 and the changes as indicated in the report.
- 2. Where suggested to appoint member/s to carry out the required actions.
- 3. To adopt the new Financial Regulations.

**16. 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 16 May 2013). 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.

It has previously been agreed (24 April 2013 meeting, Minute 547/12-13), not to reproduce the documents, 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.



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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. ANNUAL RISK MANAGEMENT REVIEW. (p)**

As part of the external audit the Town Council is now required to evidence the minute of when the Risk Management Policy is reviewed. Members are asked to consider and approve the proposed amendments to the Risk Management Policy. These amendments have been proposed in line with advice from the Society of Local Council Clerks (SLCC).

**Recommended:** To consider and endorse the amendments suggested as part of the Annual Risk Management Review.

**19. REVIEW OF COUNCIL POLICIES AND PROCEDURES. (p)**

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.



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

**20. BALANCE SHEET FOR YEAR END 31 MARCH 2014.** (p)

Please find attached the balance sheet for the year end 31 March 2014 for approval.

**Recommended:** That the balance sheet for the year end 31 March 2014 be approved.

**21. ANNUAL RETURN FOR YEAR END 31 MARCH 2014.** (p)

Please find attached the annual return, requested by the External Auditor (PKF Littlejohn LLP), for the year end 31 March 2014 for approval.

**Recommended:** That the annual return for the year end 31 March 2014 be approved.

**22. INSURANCE CLAIM/S – UPDATE.**

The following claim/s has now been settled:-

- Claim Ref: 27130000487/Z – damage to bollard/fencing at car park in The Grove on 3 September 2013.

**Recommended:** To note.

**23. ADVICE SERVICE DARTFORD – REQUEST TO HOLD BENEFITS CLINIC.** (p)

The attached request has been received from the Project Manager, Advice Service Dartford, regarding the possibility of holding a “Benefits Clinic” in the Community Café, Church Road on Wednesday 30 June 2014.

**Recommended:** To discuss and advise accordingly.

**24. SEALING OF DOCUMENTS.**

There are none.

**25. QUESTIONS.**

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



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**26. EXCLUSION OF THE PRESS AND PUBLIC.**

TO RESOLVE: That, under Section 100A (4) of the Local Government Act 1972 (as amended), the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information.

**27. REQUEST FROM CYGNETS PRE-SCHOOL REGARDING HALL HIRE CHARGES.**

(p)

The attached request has been submitted by Cygnets Pre-School. The Recreational Facility Charges 2014 – 2015 were set by the Recreation, Leisure & Amenities Committee on 6 February 2014. As Members are aware the increases to these charges are taken into account when setting/agreeing the Estimates for the forthcoming year.

**Recommended:** To discuss and advise accordingly.

**INFORMATION IN THE OFFICE**

- Local Councils Update – May 2014, Issue 173.
- The Clerk Magazine (Society of Local Council Clerks (SLCC) ) – May 2014, Vol.45.
- Clerks & Councils Direct – May 2014, Issue 93.

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

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