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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 21 MAY 2015 at 7.00pm

TO TRANSACT THE UNDERMENTIONED BUSINESS.

DATED: 14 MAY 2015

Graham Blew

**Graham Blew
TOWN CLERK**



ANNUAL GENERAL MEETING
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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 both the Civic Protocol and the Code of Conduct.*
3. To fill any vacancies left unfilled at the Election by reason of insufficient nominations (p).

As per Standing Order 7 (iii), and provided a quorum is present, Members are asked to fill the vacancy on the Swanscombe Ward by co-option.

The following have expressed an interest in filling the vacancy:-

Mr B R Parry

4. Members' Declarations of Acceptance of Office.

Those members that have not already signed/completed and returned their Declarations of Acceptance of Office are requested to do so at this point and then members are asked to decide when any Declarations of Acceptance of Office which have not been received shall be received.
5. To elect a Deputy Town Mayor for the ensuing year.
6. 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.*
7. 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.
8. Response by Councillor Mrs S P Butterfill.
9. To receive apologies for absence.
10. 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.



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11. TO APPOINT COMMITTEES AND SUB-COMMITTEES (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 24 (b).

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

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

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

14. 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 Kent 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).*



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- 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).
- t) One Representative to serve upon the Ebbsfleet Steering Group.

15. 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.

16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 30 APRIL 2015 (p).

17. 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 18 December 2014). 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.



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

18. 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’s 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.

19. RE-APPOINTMENT OF INTERNAL AUDITOR 2015 – 2016.

Members are asked to agree to the re-appointment of Mr Kevin Funnell F.M.A.A.T as Internal Auditor for the year 2015 – 2016.

Recommended: To agree to the re-appointment of Mr Kevin Funnell F.M.A.A.T as the Internal Auditor for the year 2015 - 2016

20. ANNUAL RISK MANAGEMENT POLICY REVIEW (p).

As part of the external audit the Town Council is required to evidence the minute of when the Risk Management Policy is reviewed. Members are asked to review and approve the Risk Management Policy.

Recommended: To review and approve the Risk Management Policy.



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21. 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, new members will be supplied with hard copies.

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

22. BALANCE SHEET FOR YEAR END 31 MARCH 2015 (p).

Please find attached the balance sheet for the year end 31 March 2015 for approval.

Recommended: That the balance sheet for the year end 31 March 2015 be approved.

23. ANNUAL RETURN FOR YEAR END 31 MARCH 2015 (p).

Please find attached the annual return, requested by the External Auditor (PKF Littlejohn LLP), for the year end 31 March 2015 for approval.

Recommended: That the annual return for the year end 31 March 2015 be approved.

24. PILOT LOCAL WARDEN SUPPORT OFFICER SCHEME (LWSO) – KENT COUNTY COUNCIL (p).

The attached documents detail the LWSO and requires a response for Expressions of Interest from Parish and Town Councils by Wednesday 10 June 2015. If the Town Council were to participate it would involve an initial cost of £400.00 (for uniform and training). One way of enabling this expense to be covered would be to vire this amount from Cost Centre 14, Code 250 (handyman budget).

Recommended: To discuss and advise accordingly.



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25. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD (p)

Members are asked to consider and agree the following:-

1. The three Town Councillors (ensuring this results in one Member from each of the four Wards) to make up the Panel along with the Town Mayor and Deputy Town Mayor.
2. Setting a deadline for nominations to be received each year (this needs to ensure sufficient time for the Panel to meet, decide who should receive the Award/s and enable the details to be included in the agenda of the AGM (March to mid-April is suggested)

Recommended: To discuss and advise accordingly.

26. AMENDMENT TO STANDING ORDERS (S/O 1 (iii)) (p).

Further to minute 539/14-15 members are asked to agree the proposed amendment. In accordance with S/O 41 b this amendment was first proposed and adjourned at the 30 April 2015 meeting.

Recommended: To agree to the proposed amendment to S/O (iii) (p) as detailed.

27. GENERAL POWER OF COMPETENCY (GPC (p)).

The Town Council are required to formally resolve that it still meets the eligibility criteria for a council to qualify to use the GPC (details of the criteria are attached).

Recommended: To resolve that the Town Council meets the criteria set by the Secretary of State (Localism Act 2011 s8) and set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

28. MEMBERS TRAINING OPPORTUNITIES.

Induction Training.

Places have been provisionally booked for the KALC Councillor Induction Event at Stone Pavilion on 11 June 2015 (1.30 to 3.30pm – to be confirmed). This event is eminently suitable for all, new Councillors and those re-elected.



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- * Members that wish to attend should advise the Town Clerk as soon as is possible so that the necessary arrangements can be made.

Code of Conduct and Ethical Governance Training.

DBC have invited Town Councillors to attend training sessions that have been designed to give an overview of the Code of Conduct and ethical governance. These sessions are appropriate for both new and experienced Councillors and it is strongly recommended that all members try to attend one of the 3 available sessions.

19 May	10.00 – 13.00	DBC Council Chamber
20 May	14.00 – 17.00	Room B12, DBC Civic Centre
27 May	14.00 – 17.00	Board Room, DBC Civic Centre

Recommended: To note.

29. THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE) – ELECTORAL REVIEW OF KENT: DRAFT RECOMMENDATIONS (p).

The LGBCE has published draft recommendations on the future electoral arrangements for Kent County Council (KCC) with the public consultation on new division boundaries across Kent closing on 6 July 2015.

The section of the report concerning Dartford (including Swanscombe and Greenhithe) is attached along with the Town Councils original response to the consultation (minute 448/14-15).

Recommended: To discuss and advise accordingly.

30. WAR MEMORIAL ENHANCEMENT (p).

Councillor R J Lees has submitted a request for the Council to consider enhancing the war memorial to provide a full public record of those that lost their lives in the Great War as part of the Centenary commemorations of the the Great War (November 2018), with responsibility for delivering this being delegated to the Recreation, Leisure & Amenities Committee.

Recommended: To discuss and advise accordingly.



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31. SEALING OF DOCUMENTS.

There are none.

32. QUESTIONS.

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

INFORMATION IN THE OFFICE

- Local Councils Update – May 2015, Issue 184.
- The Clerk Magazine (Society of Local Council Clerks (SLCC)) – May 2015, Vol.46.
- Clerks & Councils Direct – May 2015, Issue 993.

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/>