



NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2013 - 2014.

COMMITTEES:

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

- | | | |
|----------------|-----|---------------------------------|
| Chairman: | 1. | Councillor L J Bobby |
| Vice-Chairman: | 2. | Councillor K G Basson |
| Committee | 3. | Councillor Ms L M Hall |
| Members: | 4. | Councillor Mrs J M Harman |
| | 5. | Councillor P M Harman |
| | 6. | Councillor Mrs A R Harvey |
| | 7. | Councillor J A Hayes |
| | 8. | Councillor B R Parry |
| | 9. | Councillor B E Read |
| | 10. | Councillor P A Read |
| | 11. | Councillor P J Scanlan |
| | 12. | To be confirmed after co-option |

❖ **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 L J Bobby |
| | 5. | Councillor Mrs S P Butterfill |
| | 6. | Councillor Ms L M Cross |
| | 7. | Councillor P C Harris |
| | 8. | Councillor Mrs A R Harvey |
| | 9. | Councillor Ms L C Howes |
| | 10. | Councillor V Openshaw |
| | 11. | Councillor Mrs I A Read |
| | 12. | Councillor P J Scanlan |



NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2013 – 2014.

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

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor P J Scanlan
Committee	3.	Councillor K G Basson
Members:	4.	Councillor Mrs S P Butterfill
	5.	Councillor Mrs J M Harman
	6.	Councillor P M Harman
	7.	Councillor P C Harris
	8.	Councillor Mrs A R Harvey
	9.	Councillor J A Hayes
	10.	Councillor V Openshaw
	11.	Councillor B R Parry
	12.	To be confirmed after co-option

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

Chairman:	1.	The Town Mayor
Vice-Chairman:	2.	Councillor L J Bobby
Committee	3.	Councillor P M Harman
Members:	4.	Councillor V Openshaw
	5.	Councillor B E Read
	6.	Councillor Mrs I A Read
	7.	Councillor P J Scanlan

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

Chairman:	1.	The Town Mayor
Vice-Chairman:	2.	Councillor L J Bobby
Committee	3.	Councillor K G Basson
Members:	4.	Councillor P M Harman
	5.	Councillor P C Harris
	6.	Councillor R J Lees
	7.	Councillor B E Read
	8.	Councillor Mrs I A Read
	9.	Councillor P J Scanlan



NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2013 – 2014.

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 L J Bobby
Sub-Committee	3.	Councillor Ms L C Howes
Members:	4.	Councillor R J Lees
	5.	Councillor Mrs C K Openshaw
	6.	Councillor P J Scanlan

❖ **ALLOTMENTS & CEMETERIES – 6 MEMBERS OF THE COUNCIL:**

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

SUB-COMMITTEES OF THE FGP COMMITTEE:

❖ **LEASES & LEGAL – 6 MEMBERS OF THE COUNCIL:**

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

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

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor L J Bobby
Sub-Committee	3.	Councillor Mrs S P Butterfill
Members:	4.	Councillor Ms L M Cross
	5.	Councillor P M Harman
	6.	Councillor P C Harris
	7.	Councillor Mrs C K Openshaw
	8.	Councillor P J Scanlan



NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2013 – 2014.

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 L J Bobby
Sub-Committee	3.	Councillor Mrs S P Butterfill
Members:	4.	Councillor P M Harman
	5.	Councillor Ms L C Howes
	6.	Councillor R J Lees
	7.	Councillor B R Parry
	8.	To be confirmed after co-option



**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 16 May 2013.

➤ **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 16 May 2013.

➤ **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 16 May 2013.

- **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 four Members of this Committee (of which one to be the Town Mayor) 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
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 16 May 2013.

➤ **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 16 May 2013.

➤ **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 16 May 2013.

✓ **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.

Y **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 16 May 2013.

➤ **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 16 May 2013.

➤ **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 16 May 2013.

➤ **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 (to be renewed 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.



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 16 May 2013.

➤ **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.

DATES OF MEETINGS 2013 - 2014

F & G P	R & L A	TOWN COUNCIL	P, MD, T & E
6 June 2013	27 June 2013	11 July 2013	22 May 2013
5 Sept 2013	26 Sept 2013	17 Oct 2013	12 June 2013
7 Nov 2013	28 Nov 2013	19 Dec 2013	11 Sept 2013
16 Jan 2014 **	6 Feb 2014	27 Feb 2014	2 Oct 2013
13 March 2014	3 April 2014	1 May 2014	23 Oct 2013
			13 Nov 2013
** Special Town Council after FGP			4 Dec 2013
			22 Jan 2014
			12 Feb 2014
			5 March 2014
			26 March 2014
			16 April 2014 (?)
			8 May 2014

15 May 2014 - Annual Open Town Meeting

21 May 2014 - 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 2013 – 2014.

- ❖ **BLUEWATER FORUM:**
 1. The Town Mayor or agreed substitute
- ❖ **DARTFORD ASSOCIATION OF TOWN AND PARISH COUNCILS (DAPTIC) (1 MEMBER PLUS THE TOWN CLERK):**
 1. The Town Mayor
- ❖ **NORTH WEST KENT VOLUNTEER CENTRE (PREVIOUSLY DARTFORD VOLUNTEER BUREAU) (1 MEMBER):**
 1. Councillor J A Hayes
- ❖ **DARTFORD LOCAL BOARD (1 MEMBER):**
 1. Councillor P J Scanlan
- ❖ **DEVELOPMENT CONTROL USERS FORUM (1 MEMBER):**
 1. Councillor B E Read
- ❖ **ELDERLY FORUM (1MEMBER):**
 1. Councillor Ms L C Howes
- ❖ **EASTERN QUARRY COMMUNITY LIAISON GROUP (1 MEMBER):**
 1. Councillor B E Read
- ❖ **GRAVESEND AND DISTRICT SOCIETY FOR THE MENTALLY HANDICAPPED (1 MEMBER):**
 1. Councillor Mrs L C Howes
- ❖ **GREENHITHE COMMUNITY ASSOCIATION (2 MEMBERS):**
 1. Councillor Mrs S P Butterfill
 2. Councillor P C Harris
- ❖ **GREEN SWAN@MANOR (working for the Community):**
 1. The Town Mayor or agreed substitute



REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2013 – 2014.

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

- ❖ **POLICE COMMUNITY LIAISON GROUP (1 MEMBER):**
 1. Councillor Ms L M Cross

- ❖ **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 P M Harman
 2. Councillor J A Hayes
 3. Councillor R J Lees

- ❖ **VILLAGE TRANSPORT REPRESENTATIVE (1 MEMBER):**
 1. Councillor B E Read

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



ANNUAL GENERAL MEETING
16 MAY 2013

AGENDA ITEM

AGM 16/5/13 13

BANK SIGNATORIES

Current Account <i>(2 x Members plus Town Clerk, RFO or Administration Assistant)</i>	Town Mayor's Account	Town Mayor's Charity Account
1. Cllr L J Bobby	1. Town Mayor	1. Town Clerk
2. Cllr P M Harman	2. Deputy Town Mayor	2. Responsible Financial Officer (RFO)
3. Cllr Mrs A R Harvey	3. Town Clerk	
4. Cllr R J Lees	4. Responsible Financial Officer (RFO)	
5. Cllr Mrs I A Read		
6. Cllr P J Scanlan		

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TOWN COUNCIL
24 APRIL 2013

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 24 APRIL 2013 at 7.00 PM

PRESENT:

- Councillor V Openshaw – Town Mayor
- Councillor L J Bobby
- Councillor Mrs S P Butterfill
- Councillor Ms L M Hall
- Councillor P M Harman
- Councillor P C Harris
- Councillor J A Hayes
- Councillor Ms L C Howes
- Councillor B R Parry
- Councillor P J Scanlan
- Vacant position

ALSO PRESENT: Sara Stapleton – Responsible Financial Officer (RFO)

ABSENT:

- Councillor Mrs A R Harvey
- Councillor P A Read

537/12-13. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' K G Basson (work commitments), Ms L M Cross (work commitments), Mrs J Harman (sick), R J Lees (other commitments), B E Read (holiday), Mrs I A Read (holiday) and Mrs C K Openshaw (other commitments).

An apology for absence was received and accepted from the Town Clerk who was unable to attend due to a serious family health matter. Members requested that their best wishes be passed to the Town Clerk.

538/12-13. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

539/12-13. MINUTES OF THE MEETING HELD ON 21 FEBRUARY 2013 AND THE SPECIAL MEETING HELD ON 20 MARCH 2013.

Members were provided with a copy of the Minutes of the Meeting held on 21 February 2013 and the Special Meeting held on 20 March 2013.

RESOLVED:

That the Minutes of the Meeting held on 21 February 2013 and the Special Meeting held on 20 March 2013 be confirmed and signed as a true record.

540/12-13. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

541/12-13. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 27 FEBRUARY 2013, 20 MARCH 2013 AND 10 APRIL 2013.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 27 February 2013, 20 March 2013 and 10 April 2013 be confirmed and the recommendations made therein be adopted.

542/12-13. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 4 APRIL 2013.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 4 April 2013 be confirmed and the recommendations made therein be adopted.

543/12-13. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 14 MARCH 2013.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 14 March 2013 be confirmed and the recommendations made therein be adopted.

544/12-13. MINUTES OF THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE MEETING HELD ON 6 MARCH 2013.

RESOLVED:

That the Minutes of the Anti-Social Behaviour & Crime Sub-Committee Meeting held on 6 March 2013 be confirmed and the recommendations made therein be adopted.

545/12-13. MINUTES OF THE LEASES & LEGAL SUB - COMMITTEE MEETING HELD ON 6 MARCH 2013.

RESOLVED:

That the Minutes of the Leases & Legal Sub - Committee Meeting held on 6 March 2013 be confirmed and the recommendations made therein be adopted.

546/12-13. CASUAL VACANCY.

Members were informed that the Notice of Casual Vacancy for the Swanscombe Ward had been displayed for the appropriate periods of time, after the recent disqualification of a Town Councillor, and that Dartford Borough Council Electoral Services had confirmed that no requests to hold by-elections had been received. Members were requested to consider the method of co-option for the vacancy and were provided with a draft invitation for expressions of interest.

RESOLVED:

That notices be displayed in the notice boards seeking expressions of interest and that the council fill the vacancy by co-option at the first full council meeting after the Annual General Meeting on 16 May 2013.

547/12-13. AMENDMENTS TO STANDING ORDERS.

Members discussed the proposed amendments and agreed that, in accordance with Standing Order 42, these should be proposed, seconded and stand adjourned until the next ordinary meeting of the Council.

Members also agreed that the document provided with the agenda for this meeting should be used for the item at the next meeting and not be re-produced.

RESOLVED:

That the proposed amendments be seconded and stand adjourned until the next meeting of the Council.

548/12-13. INSURANCE CLAIMS UPDATE.

Members were advised that the following claims had been settled:

Claim Reference: 27/12/000767/Z subject to a £100 excess – this claim was for a piece of equipment taken when one of the parks vans was stolen on 13 November 2012.

RESOLVED:

That the item be noted.

549/12-13. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS (ISSUE 368, MARCH 2013).

RESOLVED:

That the item be noted.

550/12-13. LIBRARY SERVICE REVIEW.

Members discussed the letter from the Leader of Dartford Borough Council , dated 21 February 2013.

RESOLVED:

That the item be noted.

551/12-13. 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.

Bluewater Forum (BF)

The Town Mayor, or agreed substitute is the Town Council's representative on the BF. As previously agreed the notes from the 24 January 2013 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.

Councillors' P M Harman and P C Harris are the Town Council's representatives on IPGM. Members were advised that:

- Written evidence that the Public Open Spaces had been formally handed over as required by the Section 106 agreement was still awaited.
- The production of 5 – 10 year management plan had been scrutinised and implemented.
- There was no change with regard to the Visitor Parking hand back from Kent County Council (KCC), but a response was anticipated by June / July 2013.
- The matter of the flint wall would be reported back to the Planning, Major Developments, Transportation and the Environment Committee as soon as Crest had considered its response.

552/12-13. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor R J Lees had submitted his apologies for the meeting and therefore a report was not available.

553/12-13. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

- Councillor Mrs S P Butterfill advised that she had contacted Dartford Borough Council (DBC) for updates on three issues that she had reported in relation to confirmation of dedicated police officers for the area; CCTV to cover an area suffering from anti-social behaviour at Ingress Park and issues with vehicles illegally utilising the Fast-track route at Ingress Park and updated members on the responses received.

RESOLVED:

That the item be noted.

554/12-13. SEALING OF DOCUMENTS.

There were none.

555/12-13. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor confirmed that he had raised approximately £500 during his term of office and that this would all be going to his chosen charity, the EllenorLions Hospice.

556/12-13. QUESTIONS.

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

557/12-13. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor P J Scanlan and seconded by Councillor J A Hayes;

RESOLVED:

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.

No members of the press or public were present during discussion of the following item of business.

558/12-13. ISTEAD RISE BOWLS CLUB.

The RFO provided members with a report in relation to leasing the former Swanscombedowns Bowls Pavilion and four rinks on the public green to the Istead Rise Bowls Club (IRBC). It was confirmed that the District Valuation Office had been instructed to carry out a lease valuation for the demise and that this had taken place on Monday 22 April 2013.

RESOLVED:

That the recommendations contained in the report be agreed, as follows:

- 1 That the Town Council enter into a Lease with IRBC for a period 10 years with the option to extend for a further 5 year period.
- 2 That once known, the Leases & Legal Sub-Committee meet to discuss the valuation figure for the lease received and recommend to full council the appropriate rent figure to set.
- 3 That the draft lease, as provided, be approved and processed to completion following confirmation of the rental figure agreed by full council.
- 4 That the council invoices IRBC in the usual manner for the hire of 4 rinks with an additional charge of £100 per month for the hire of the wooden hut and that if required, once the rent figure and lease had been agreed, IRBC be invoiced for any difference.

559/12-13. TOWN COUNCIL INSURANCE POLICY RENEWAL.

The RFO advised members that the council's five year agreement with Zurich Municipal was due to expire on 20 May 2013 which had afforded her the opportunity to review the council's insurance needs with other providers on the market. The RFO confirmed that there were very few companies, other than Zurich Municipal, that provided insurance to Town and Parish Councils, but she had managed to receive a further quotation from Aviva. From the initial quotations received from both companies, the RFO managed to negotiate the renewal premium with Zurich Municipal finally providing the best quotation, which would result in a net annual saving to the Town Council of £4,113.63.

RESOLVED:

That the Town Council enter into a further three year long term agreement with Zurich Municipal for the annual premium of £15,436.47 and that the RFO be thanked for the savings that had been able to be negotiated and achieved for the council.

560/12-13. THE PAVILION – UPDATE.

Further to minute 460/12-13 members were fully apprised of the council's current situation regarding the Pavilion. The RFO confirmed that the Tenancy at Will had been entered into on 24 April 2013; that the electrical works agreed had commenced on 22 April 2013 and that the Lease was with the council's solicitor.

RESOLVED:

That officers be thanked for their efforts and diligence regarding this matter.

There being no further business to transact the Meeting closed at 7.30 pm.

Signed: _____ Date: - _____
(Chairman)

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**SWANCOMBE & GREENHITHE TOWN COUNCIL
POLICY & PROCEDURE INDEX**

Assault On Staff - Code Of Practice	1
Capability Policy	2
CCTV Policy	3
Child Protection Policy	4
Civic Protocol	5
Complaints Procedure	6
Complaint Handling Procedure	7
Declarations of Interest Flow Chart	8
Dignity At Work: Bullying & Harassment Policy	9
Equal Opportunities Policy	10
Family Leave Policy	11
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Members Code Of Conduct	17
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Terms Of Reference	21
Town Council Voting Sheets	22
Whistleblowing Policy	23

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<i>(Last) Year Ended</i> 31 Mar 2012		<i>(Current) Year Ended</i> 31 Mar 2013
£	LONG TERM ASSETS	£
0.00	Fixed Assets and Long term Investments	0.00
0.00	Long Term Debtors	0.00
	CURRENT ASSETS	
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
995.00	Debtors (Net of provision for doubtful debts)	15,022.21
0.00	Payments in advance	0.00
6,863.15	VAT Recoverable	8,098.17
0.00	Temporary lendings (investments)	0.00
137,357.82	Cash in hand	164,327.57
 145,215.97	TOTAL ASSETS	 187,447.95
12,084.71	CURRENT LIABILITIES	
0.00	Creditors	533.58
	Temporary borrowing	0.00
<u>133,131.26</u>	NET ASSETS	<u>186,914.37</u>
133,131.26	Represented by:	
	General fund Balance	89,385.35
	Reserves:	
0.00	Capital	0.00
0.00	Earmarked	97,529.02
0.00	Adjustments	0.00
<u>133,131.26</u>		<u>186,914.37</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2013

Signed _____
Responsible Financial Officer

Date _____

SGTC
BANK ACCOUNTS

Current Account	£9,608.83
Business Premium Account	£0.00
HI Business Premium Account	£56,554.72
HI Business Premium Account -	£0.00
Reserve Account	£97,529.02
Reserve Account - Treasury Dej	£0.00
Total in Banks	163,692.57
Cash	635.00
GRAND TOTAL (Banks and Cash)	£164,327.57

SGTC
PAYMENTS LIST: Un-cashed Cheques for Current Account

Voucher Code	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
538	Current Account	712581	Equipment/Materials	Ray-Weld	S	60.00	12.00	72.00
635	Current Account	712614	Legal Fees	Land Registry	Z	150.00	0.00	150.00
645	Current Account	DD	Gas/Electricity	EDF Energy	L	10.52	0.53	11.05
733	Current Account	DD	Electricity	KCC - Laser	S	419.31	83.86	503.17
1,218	Current Account	712816	Council Offices Building	LW Burt & Son Ltd	S	2,654.42	530.88	3,185.30
1,237	Current Account	712824	Fencing	Forestrill Ltd	S	46.74	9.35	56.09
1,238	Current Account	712825	Playground Equipment	Wicksteed Leisure Ltd	S	206.15	41.23	247.38
1,243	Current Account	712828	Repairs & Maintenance	Discount Builders Merch	S	37.05	7.41	44.46
1,244	Current Account	712828	Equipment/Materials	Discount Builders Merch	S	7.50	1.50	9.00
1,245	Current Account	712828	Maintenance & Cleaning	Discount Builders Merch	S	60.81	12.17	72.98
1,246	Current Account	712828	Equipment/Materials	Discount Builders Merch	S	24.00	4.80	28.80
1,247	Current Account	712829	Legal Fees	Eden Park (STMS) Ltd	S	80.00	0.00	80.00
1,248	Current Account	712830	Pavilion Maintenance	Land Registry	Z	43.08	8.62	51.70
1,249	Current Account	712831	Cleaning Materials	Locks N Tools	S	60.50	12.10	72.60
1,250	Current Account	712832	Trees	KCC - KCS	S	990.00	198.00	1,188.00
1,251	Current Account	712833	Rates	Down to Earth Trees Ltd	S	750.82	0.00	750.82
1,252	Current Account	712835	Council Offices Building	DBC	Z	88.58	17.72	106.30
1,253	Current Account	712835	Council Offices Building	Active Security Group	S	82.23	16.45	98.68
Total						5,771.71	956.62	6,728.33

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SGTC
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Balance at Bank	136,722.82	
Cash in Hand	635.00	
Supply & Maintenance		2,172.90
Christmas Lighting		2,164.94
Repairs		1,914.60
Income	1.15	
Rates		3,195.00
Wages		92,630.85
Equipment/Materials		25,277.83
Fuel		3,278.16
Fencing		731.41
Telephone		453.16
Vehicles		2,643.79
Water Rates		2,016.79
Gas/Electricity		3,047.52
Playground Equipment & Maintenance		3,491.54
Knockhall Changing Rooms		246.90
Parks Works Area		127.80
Trees		1,840.00
Long Term Financial Risks		6,155.05
Miscellaneous Income	1,200.00	
Bowls Pavilion Maintenance		168.00
Bowls Income	2,707.99	
Rates		113.94
Football	1,560.00	
Football Income	4,840.00	
Cricket Income	740.00	
Maintenance/Rent		50.00
Maintenance		840.00
General Projects (inc. Summer Enter		3,935.48
Basketball Court		11,875.00
Rates & Insurance Rent - DBC		21,985.00
Management Fee		61,300.00
Maintenance		180.00
Rents / Licences		204.00
Repairs / Maintenance		341.05
Long Term Financial Risks		1,025.00
Rent Income	1,388.40	
Wages		116,230.84
Furniture, Fixtures & Fittings		117.48
Photocopier		1,730.55
Stationery, Advertising & Postage		1,603.35
Telephone / Internet		2,678.58
Mileage Allowance		671.49
Insurance		16,718.53
Subscriptions / Publications		3,178.25
Town Mayor's Allowance		866.42
Civic Reception		930.00
Legal Fees		2,232.97
External Audit Fees		1,975.00
Section 137 Donations		700.00
Miscellaneous Expenditure		1,932.17
Election Expenses		5,848.92
Staff Training		160.00
IT Services		2,683.99
Handyman (incl. seasonal park staff)		143.92
Council Offices Building Maintenance		11,411.81
Water Rates		681.08
Gas		4,053.94
Electricity		4,715.71
Rates		20,953.50
Long Term Financial Risks		4,578.00
Miscellaneous Income	2,050.07	
Precept	435,524.00	

**SGTC
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Section 136 Contribution	51,414.00	
Bank Interest	203.59	
Wages		3,945.66
Repairs & Maintenance		246.17
Gas & Electricity		1,063.86
Cleaning Materials		23.84
Rates		1,162.17
Miscellaneous Expenditure		403.68
Hire Income	1,265.00	
Gas & Electricity		162.15
Wages		5,234.21
Repairs & Maintenance		1,245.88
Gas & Electricity		3,064.34
Cleaning Materials		315.49
Rates		2,002.50
Water Rates		249.61
Miscellaneous Expenditure		534.23
Hire Income	16,773.75	
Gas & Electricity		177.69
Water Rates		378.47
Maintenance & Cleaning Contributor		8,474.85
Rates		2,456.37
Building Insurance		2,261.15
Miscellaneous Expenditure		1,677.87
Rent Income	8,412.79	
Wages		6,010.16
Repairs & Maintenance		1,059.53
Cleaning Materials		238.20
Miscellaneous Expenditure		139.61
Hire Income	22,877.50	
Wages		15,385.64
Food/Supplies		3,657.89
Furniture, Fixtures & Equipment (incl		913.82
Rates		1,427.61
Electricity		1,781.37
Cleaning Materials		49.97
DBC Maintenance Service Charge		261.21
Telephone / Internet		747.55
Maintenance		98.97
Miscellaneous Expenditure		1,395.00
Long Term Financial Risks		1,524.00
Cafe Income	7,219.46	
VAT	38,343.96	39,578.98
	596,521.66	569,551.91
Closing Balances:		
Balances in Bank Account		163,692.57
Cash in Hand		635.00
TOTAL	733,879.48	733,879.48

SGTC

Value Added Tax Return for the period 01/01/2013 to 31/03/2013

VAT due in this period on sales and other outputs	Box 1	£334.54
VAT due in this period on acquisitions from other EC Member States	Box 2	None
Total VAT due (the sum of boxes 1 & 2)	Box 3	£334.54
VAT reclaimed in this period on purchases and other inputs	Box 4	£8,432.71
Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 & 4)	Box 5	<u>£8,098.17</u>
Total value of sales and all other outputs excluding any VAT. Excludes any 'X' outputs	Box 6	£15,028
Total value of purchases and all other inputs excluding any VAT. Excludes any 'X' outputs	Box 7	£112,541
Total value of all supplies of goods and related costs, excluding VAT, to other EC Member States	Box 8	None
Total value of all acquisitions of goods and related costs, excluding VAT, from other EC Member States	Box 9	None

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SGTC
Income & Expenditure Account
 01/04/2012 to 31/03/2013

(Last) Year Ended
 31 Mar 2012

(Current) Year Ended
 31 Mar 2013

		<u>Income</u>		
	1.15	Public Lighting		1.15
	1,360.00	Parks Establishment		11,058.00
	2,573.66	Swanscombe Park		2,707.99
	1,338.00	Knockhall Playing Field		1,560.00
	6,177.50	Broomfield Sports Ground		5,580.00
	532.95	Squash Courts		0.00
	1,272.15	Allotments		1,388.40
	458,316.31	Administration		488,196.66
	1,894.72	Church Road Hall		1,265.00
	14,071.11	Heritage Community Hall		16,773.75
	15,664.32	Sports Pavilion		23,435.00
	19,410.87	Town Council Offices Commun		22,877.50
	9,608.52	Old Fire Station Cafe		7,219.46
	-3,885.34	Restated		0.00
	<u><u>£528,335.92</u></u>			<u><u>£582,062.91</u></u>

		<u>Expense</u>	
		St Peter & St Paul's Churchyard	840.00
		Squash Courts	180.00
	5,379.04	Public Lighting	6,252.44
	3,074.30	Grove Car Park	3,195.00
	140,511.36	Parks Establishment	141,940.80
	16.00	Swanscombe Park	168.00
	99.98	Knockhall Playing Field	113.94
	37.50	Heritage Park	50.00
	975.00	Other Projects	15,810.48
	80,934.74	Leisure Centre	83,285.00
	218.50	Allotments	1,570.05
	202,674.32	Administration	205,103.37
	12,905.79	Church Road Hall	6,845.38
	480.69	Grove Hall	162.15
	15,714.64	Heritage Community Hall	12,646.26
	6,331.27	Sports Pavilion	15,426.40
	7,598.20	Town Council Offices Commun	7,447.50
	27,213.81	Old Fire Station Cafe	27,243.03
	-7,850.62	Restated	0.00
	<u><u>£496,314.52</u></u>		<u><u>£528,279.80</u></u>

		<u>General Fund</u>		
	101,109.86	Balance at 01 Apr 2012		133,131.26
	<u>528,335.92</u>	ADD Total Income		<u>582,062.91</u>
	629,445.78			715,194.17
	<u>496,314.52</u>	DEDUCT Total Expenditure		<u>528,279.80</u>
	133,131.26			186,914.37
	0.00	Transfer to/from Reserves		<u>97,529.02</u>
	<u><u>£133,131.26</u></u>	Balance at 31 Mar 2013		<u><u>£89,385.35</u></u>

Transfers:

General Fund to Earmarked Reserve £97,529.02

SGTC
Year End Working Document
Year ending 31/03/2013

Last Year InclExp	Income	A	B		C	A - B + C
		Receipts	Last Years	This Years	Income	
1.15	Public Lighting	1.15	0.00	0.00	1.15	
1,360.00	Parks Establishment	1,200.00	-9,858.00	0.00	11,058.00	
2,573.66	Swanscombe Park	2,707.99	0.00	0.00	2,707.99	
1,338.00	Knockhall Playing Field	1,560.00	0.00	0.00	1,560.00	
6,177.50	Broomfield Sports Ground	5,580.00	0.00	0.00	5,580.00	
532.95	Squash Courts	0.00	0.00	0.00	0.00	
1,272.15	Allotments	1,388.40	0.00	0.00	1,388.40	
458,316.31	Administration	489,191.66	995.00	0.00	488,196.66	
1,894.72	Church Road Hall	1,265.00	0.00	0.00	1,265.00	
14,071.11	Heritage Community Hall	16,773.75	0.00	0.00	16,773.75	
15,864.32	Sports Pavilion	8,412.79	0.00	15,022.21	23,435.00	
19,410.87	Town Council Offices Community	22,877.50	0.00	0.00	22,877.50	
9,608.52	Old Fire Station Cafe	7,219.46	0.00	0.00	7,219.46	
-3,885.34	Restated	0.00	0.00	0.00	0.00	
		558,177.70	-8,863.00	15,022.21	582,062.91	

Last Year InclExp	Expense	Payments	B		Expense
			Last Years	This Years	
0.00	St Peter & St Paul's Churchyard	840.00	0.00	0.00	840.00
0.00	Squash Courts	180.00	0.00	0.00	180.00
5,379.04	Public Lighting	6,252.44	0.00	0.00	6,252.44
3,074.30	Grove Car Park	3,195.00	0.00	0.00	3,195.00
140,511.36	Parks Establishment	141,940.80	0.00	0.00	141,940.80
16.00	Swanscombe Park	168.00	0.00	0.00	168.00
99.98	Knockhall Playing Field	113.94	0.00	0.00	113.94
37.50	Heritage Park	50.00	0.00	0.00	50.00
975.00	Other Projects	15,810.48	0.00	0.00	15,810.48
80,934.74	Leisure Centre	83,285.00	0.00	0.00	83,285.00
218.50	Allotments	1,570.05	0.00	0.00	1,570.05
202,674.32	Administration	206,796.50	2,226.71	533.58	205,103.37
12,905.79	Church Road Hall	6,845.38	0.00	0.00	6,845.38
480.69	Grove Hall	162.15	0.00	0.00	162.15
15,714.64	Heritage Community Hall	12,646.26	0.00	0.00	12,646.26
6,331.27	Sports Pavilion	15,426.40	0.00	0.00	15,426.40
7,598.20	Town Council Offices Community	7,447.50	0.00	0.00	7,447.50
27,213.81	Old Fire Station Cafe	27,243.03	0.00	0.00	27,243.03
-7,850.62	Restated	0.00	0.00	0.00	0.00
		529,972.93	2,226.71	533.58	528,279.80

Swanscombe Greenhithe Town Council

List of Assets held at 31 March 2012

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
		<u>£6.00</u>

Infrastructure

Date Purchased	Description of Asset	Current Value
01/04/1981	Sports Pavilion & Squash Courts	£1,473,176.04
01/04/1981	Grove Hall	£172,729.97
01/04/1981	Church Road Hall	£241,745.12
01/04/1981	Knockhall Changing Rooms	£40,262.70
01/04/1981	Bowls Pavilion and Toilet Block	£157,613.69
01/04/1981	Parks Store (former public toilets)	£54,140.92
01/04/1981	Mess Room/Store	£74,898.51
01/04/1981	Four Garages - Swanscombe Park	£107,781.26
01/04/1981	Garage - Broomfield Sports Ground	£86,842.39
01/04/1981	Security Store (3 x containers in Swanscombe Park)	£12,514.50
01/04/1981	Heritage Community Hall	£477,970.47
01/04/1981	Town Council Offices and Community Hall	£1,660,869.85
19/05/2011	St Peter & St Paul's Church Yard Wall	£15,913.50
		<u>£4,576,458.92</u>

Equipment

Date Purchased	Description of Asset	Current Value
01/04/1980	Ford Tractor	£1,000.00
14/10/2010	Vans	£14,000.00
01/04/1980	Trailer	£50.00
01/04/1980	Tractor Mounted Equipment	£4,750.00
18/03/2101	Parks Equipment, inc all gardening equipment, tools etc	£62,831.81
18/03/2010	Playground Equipment	£147,518.14
19/05/2011	Height barrier - car park	£636.54
19/05/2012	2 x Diamond Jubilee Memorial Benches	£2,060.00
01/04/1974	Civic Regalia	£5,463.64
01/04/2007	8 x Public Notice Boards	£8,741.81
01/04/1980	Office Equipment, Furniture and Stationery	£49,465.75
01/04/2007	Old Fire Station Café - Furniture & Equipment	£29,174.75
01/04/2013	32 x Street Lights	£10,300.00
01/04/2013	Wooden Hut (Swanscombe Park Bowling Green)	£6,180.00
		<u>£342,172.44</u>
	Total of Assets	<u>£4,918,637.36</u>

LEASES

At 31st March 2013 the following leases were in operation:

Lessor	Purpose	Annual Lease Payable	Year of Expiry
Land Securities	Heritage Park	£50.00	February 2039
D B Council	Swanscombe Centre	£1.00 plus insurance rent	23 rd September 2038
Natural England	Swanscombe Skull Site	None	1 st April 2017
Dartford Borough Council	NB Ground Allotment	£55.00	5 th June 2013
Dartford Borough Council	Licence to lay and maintain water pipes under Gilbert Close & Alkerden Lane	£142.00	5 th June 2015
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)			
S & G Assoc. of Sports Clubs	Sports Pavilion and patio area	£18,466.91 (as at 1 April 2012)	Tenant's handed back building to SGTC on 21 January 2013. Lease negotiations being undertaken with "The Pavilion Community Sports & Social Club" who are currently occupying building under a "Tenancy at Will" agreement dated 24 April 2013.

Swanscombedowns Bowling Club	Bowling green and pavilion	£3,500 rent met by Section 19 Grant of £2,300 by the Town Council increased in line with inflation annually. (Rent £4315.87 – Section 19 Grant £2836.14 at 1 April 2012)	31 st March 2030 Tenant's served notice and lease terminated (31/3/13). Lease negotiations being undertaken with Istead Rise Bowls Club.
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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	Yr 1 £70800 Yr 2 £65300 Yr 3 £61300 Yr 4 £61300	11 th July 2014
		Future years fees not to exceed previous year's fees	

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Local Councils in England

Annual return for the year ended 31 March 2013

AGM 16/5/13

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2013.

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 sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2013, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2013.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2012/13 for

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2012 £	31 March 2013 £	
1 Balances brought forward	101109	133131	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 (+) Annual precept	400927	435524	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	127408	146538	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	234940	239437	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 council's borrowings (if any).
6 (-) All other payments	261373	288842	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	133131	186914	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	137357	164327	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 other long term investments and assets	4520337	4918637	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council 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 (If Applicable) Trust funds (including charitable) disclosure note	YES NO N/A	YES NO N/A	(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 16/05/2013

I confirm that these accounting statements were approved by the council on this date:

16/05/2013

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date 16/05/2013

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

SWANSCOMBE AND GREENHITHE 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 2013, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
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 codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done 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 has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council 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 council 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 the council.
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 the council 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 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	YES	NO	NA
		✓	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated 16/05/2013

Signed by:

Chair

dated 16/05/2013

Signed by:

Clerk

dated 16/05/2013

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

Section 4 – Annual internal audit report 2012/13 to

The council'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 2013.

Internal audit has been carried out in accordance with the council'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 the council.

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

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

Date

***Note:** 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).

AGM 16/5/13



ISSUE 369

April 2013



Introducing... The KALC Community Awards!



Serving Parish & Town Councils in Kent

The KALC Chairman, John Wilson, along with the County Secretary Terry Martin, attended the launch of our award scheme at County Hall, Maidstone on 25 March.



The KALC Community Awards Scheme

seeks to recognise

the efforts of those special people in local communities who selflessly make a real difference to people's lives and to thank them for their hard work. The awards are organised by KALC, and are being supported by the High Sherriff of Kent, the Kent County Council Chairman, and the Mayor of Medway Council.

As a Parish or Town Council, you will all have the option of adopting the awards scheme in your local area as it is voluntary. Some of our members already have well-established award schemes, so our scheme could become an additional award in those areas. The presentations to the winners will vary in each community, but all will receive a certificate signed by the KALC Chairman, and the High Sherriff of Kent.

Our Chairman, Cllr John Wilson, said of the scheme

"Parish and Town councils are the first tier of local government working at grassroots level and closest to their local community. We are delighted to launch this KALC Community Award Scheme with the support of the High Sherriff of Kent, the Chairman of Kent County Council and the Mayor of Medway, which will provide parishes and towns in Kent with the opportunity to recognise the significant contribution made by volunteers in their community." The aim is for presentations to take place at Parish and Town Council Annual General Meetings in May 2014.

Training Matters and Dates for your Diary



2013 looks set to be a very busy year for both the Association and its members. We have a comprehensive training programme in place for this year, with many of our courses and conferences being run over the early summer months before the traditional quiet time of August.

Our online booking service does seem to be running smoothly now, and so all of our events are dealt with via our website. If any of you have a difficulty with the booking, do contact us so that we can rectify the situation or help you further.

Our first big event is our annual **Clerks' Conference** which takes place on **Wednesday 22 May 2013** at **West Faversham Community Centre**. It is always a popular day with our member clerks and we know this year will be no exception. We have planned a packed agenda rang-

ing from information on the Audit Process and insurance advice to project management and fundraising. Add to that a good lunch and an excellent opportunity to network with your colleague clerks, it should be a great day.

Likewise, our **Councillors' Conference** is on **Saturday 13 July 2013**. Never an event to miss in our training calendar, the conference will have two workshops running for more specialised councillor training. A light summer lunch will be provided, and we hope that the weather is kind to us at **Petham Village Hall**, which is a new venue for such a major event.

There will also be more than one opportunity for councillors to attend our popular **Dynamic Councillor** training modules, with sessions arranged at various venues throughout the county. We also have more dedicated training on offer at the end of May, which will cover the gritty subjects of

- Freedom of Information and Data Protection
- Time Management and Efficient Working practices
- Minute Taking and Re-

Subscriptions to KALC

Members will be aware that membership is from 1 April each year. We appreciate that cheques need to be approved at a meeting, but would ask that this action be taken at your earliest convenience. Please be aware that annual membership formally ends on 30 June.

cord Management

Do take a look at our website [here](#) for our latest information.

We will also be rolling out a county wide programme of Health and Safety Training which will take place in the Autumn months. Accredited



by the Chartered Institute of Environmental Health, these courses will give our members a qualification at Level 2. There is no requirement to have completed the first level. We hope to launch the module in the east and west of the county later on this year. Do let the office know if you would be interested in attending such a session.

We look forward to seeing you all at one of our events this year!

Meet the Commissioner

Kent Police & Crime Commissioner



The Kent Association of Local Councils will be hosting a series of events where Parish, Town Councils and Parish Meetings can meet Anne Barnes, Kent's Police and Crime Commissioner. We have made sure that each event is in different parts of the county so that the maxi-

mum amount of representatives may join in the sessions. This will give everyone the chance to ask any questions they feel that are important, hear plans for the future and get a feel for the task that has been undertaken as County Commissioner. Light refreshments will be available at the beginning of each event, and the sessions should last no longer than two hours. The events are all free and should be a good opportunity for you all

to be aware of Kent's future policing strategies. Booking available on our website, and the venues arranged are:

- 16 July 2013 - Holiday Inn Rochester/ Chatham
- 24 July 2013 - Kings Hill Community Centre
- 31 July 2013 - Hawkinge Community Centre

Your Parish Fire Hydrants



Back in November 2012, we sent an email to all member Parish and Town Councils on how Parish Councils could work with KFRS by undertaking inspection reports on behalf of KFRS, which has been piloted at Boughton Malherbe. The response to this has been excellent, with 132 Councils requesting electronic copies

of fire hydrant maps for their Councils. In identifying any visible faults, this can speed up the repairs. This does not however decrease or drop the current testing programme done by KFRS. If you have not requested a hydrant map for your Parish or Town, and would like one, then please contact the office and we will send an

electronic map to you. Here are two links which are on our website that provide further information - [KFRS - Parish Council Project - Work the Parish can carry-out.pdf](#)
[KFRS Fire Hydrant letter to Member Councils.pdf](#)

Publications for your Library...

The new edition of the "Local Council Administration Handbook" by C A Baker has a publication date of June this year. We will, of course, let you know when we have a firm publication date and how much the handbook is likely to cost via

our offices. Likewise, the Model Standing Orders are being revised at the moment and a new edition is due for publication in the Autumn. We are uncertain when this will occur, but will inform membership as soon as we are sure. This will be avail-

able for sale through our offices as usual.

Have a Safe Summer!



Kent Fire & Rescue Service

Kent firefighters are calling on parents to ensure children and teenagers are aware of the dangers of playing outdoors and how they can stay safe during the long summer holidays.

It's natural to want to get outside with friends and family and make the most of the mild weather. But throughout the season Kent Fire and Rescue Service (KFRS) is called to more and more rescues sparked by the hot weather, particularly to children in difficulty.

Children and teenagers are often fascinated by fire and this becomes a particular danger during the dryer summer months. Grass fires are frequent and often the result of experimenting with fire. From the red hot barbecue in the garden to their first camping trip, a combination of inexperience and curiosity can often put them at risk.

KFRS Community Safety Manager Stuart Skilton said: "We want people to enjoy the outdoors but every year fire destroys thousands of acres of countryside, crops and wildlife habitats. While some fires are started deliberately most are actually down to carelessness. Outdoor fires can spread very quickly and divert crews away from other incidents such as road crashes where lives may be in danger.

Water also poses a danger. It's natural to want to cool down in the heat, but young people are often unaware of the dangers. Whether it's the unknown depth of a stream or the hidden currents at the seaside, things can quickly go wrong. We are appealing to adults to sit down with their families and talk about the risks and follow our golden rules for keeping your family safer this summer.

Keep your family safer this summer by following our golden rules:

Adults set a good example – behave safely and responsibly!

Fire:

- Never use accelerants such as petrol on barbecues
- Never leave a barbecue unattended
- Never cook or smoke inside tents
- Always make sure cigarettes are properly extinguished
- Never leave lighters or matches around – they can be a temptation to children

If you are worried about your child's interest in fire contact us about our Fire Setters Team.

Water:

- Be aware of your children's limitations – e.g. how confident are they in the water?
- Don't jump or dive in, as the water can be far deeper than it looks - with unseen hazards.
- Never swim near weirs or locks as there are usually dangerous currents
- Even inland waters can be very cold, no matter how warm the weather.
- Be aware that this can quickly cause cramp and breathing difficulties.

For further advice on how to keep you, your family or a neighbour safe from fire call Kent Fire and Rescue Service for free on 0800 923 7000 or go to www.3breaths.info for further information.

Fields in Trust - your chance to celebrate them this year too!

Fun, fields and fresh air – it's all there at Have a Field Days! They can be held on any outdoor recreational space, whether that's a park, a sports field, a nature reserve, or a coastal walk that is protected by Fields in Trust (FIT)...you can make your Day whatever suits the site and the community.

Register your event now at <http://www.fieldsintrust.org/fieldday> and you'll get a free goodie box crammed full of items like bunting, games and medals to make your day great. FIT will also help you plan and organise your day with a free toolkit of tips and ideas and posters and invites. Launched last year 94% of Have a Field Day organisers felt it helped them build new relationships, so get organising!

How can I be part of it?

Organise an event - find your local FIT field by putting your postcode into www.fieldsintrust.org and start planning! Use the HAFD toolkit downloadable from www.fieldsintrust.org/fieldday and make the day whatever you want it to be. Dog shows, obstacle races, three legged races, sports tasters, coconut shys, woodland walks, bird spotting...Have a Field Days are all about enjoying yourself outdoors and celebrating your protected green space.



Section 137 Expenses

Section 137 Expense figures have now been published. You can find out more about the limits and so on by following this [link](#), which will lead you to the Legal Topic Note Section of our website. The correct document is LTN 31 of March 2013.



Kent County Council Gives Thanks to Remarkable Volunteers



With the legacy of London 2012's volunteer 'Games Makers' still fresh in our minds, over 150 Kent volunteers attended a Kent Celebration of Volunteering in March. The event sought to recognise the invaluable contribution of volunteer's right across the county, and across an astonishing array of roles.. On behalf of all of Kent's volunteers, those attending and those organisations that work tirelessly to support them were recognised by MP for Faversham and Mid Kent and Minister for Sport, Olympic Legacy and Tourism Hugh Robertson .

Guests were able to enjoy the first screening of Kent's new volunteering film. Now available throughout Kent for volunteer organisations to use, "Be Inspired" gives an insight into just a small number of the fantastic projects that some of Kent's Volunteers give their time to , highlighting their achievements and more importantly why they find volunteering to be so rewarding.


Kent2012
Year of Sport


KentSport
www.kentsport.org

remarkable in the work they do.

The afternoon saw cause for a double celebration as Kent County Council Leader Paul Carter announced KCC's new Volunteering Charter. In continuing to build upon Kent's fantastic volunteering legacy, the Volunteering Charter will support new and existing volunteers throughout the county to continue to be



9 Woodhill Gardens
Folkestone
KENT
CT20 1SP
Tel 01303 248202
Fax 01303 258011
email: kalc@kentconnect.com
web www.kentalc.gov.uk

Peter Lacey FCA

It is with great regret that the Association announces the recent death of Peter Lacey. He attended many of our conferences as a speaker, drawing on his expertise in the financial sector. He was a NALC adviser on the subject and members will recall that he attended our last big conference at Salomans in February. He always received an enthusiastic welcome from our members, and will be fondly remembered by the many County Associations he had connections with.

National Association of Local Councils Conference, London - 6 June 2013

NALC will be holding its annual conference this year on 6 June. This year's event wishes to build on the great success of last year, and will have a theme of **"Putting Communities First"**. Eric Pickles MP will be attending the occasion, and there will be workshops sessions available on subjects such as data protection, Neighbourhood Community Budgeting and Community Rights to name but a few.

Further information can be obtained by following the link to the NALC website [here](#)

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AGENDA ITEM 21
AGM 16/5/13

The Pavilion Community Sports & Social Club

The Grove

Swanscombe

Kent

DA10 0LF

09 MAY 2013

8th May 2013

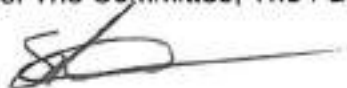
Dear Sirs

We are proposing to build a retaining wall on the slabs around the perimeter of the patio area with a gate connecting to the ramp. We understand a proposal was previously requested to build a fence but we would like to change this to a dwarf wall. The brick work will be 9inch and stand approximately 600mm high. We have enclosed a plan of the proposed same.

We await your confirmation we can proceed with above.

Yours faithfully

Signed for on behalf of The Committee, The Pavilion Community Sports & Social Club



Enc. Proposed plan of wall

EXTRACT OF MINUTES

PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE
27 JUNE 2007

Councillor V Openshaw declared a personal prejudicial interest in item 11.5 – Site Meeting (application DA/07/00497/FUL), as it is his place of employment.

124. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

The Chairman informed the Committee that there were two urgent items and that they would be taken as the next items on the agenda.

Having already declared a personal prejudicial interest Councillor S W Johnston took no part in the debate or decision of the following item.

Members were advised that an application for dispensation had been submitted to Dartford Borough Council and was due to be considered in the near future. With this in mind it was felt to be appropriate for Members who were not representatives of the Council on the Swanscombe & Greenhithe Association of Sports and Social Clubs Committee to discuss the following item.

125. PROPOSED PLAN TO BUILD A PATIO AREA FOR SMOKERS AT THE PAVILION

The Club Secretary had submitted proposals for a patio and sheltered area for smokers at The Pavilion and sought the Council's approval to these proposals.

RECOMMENDED:

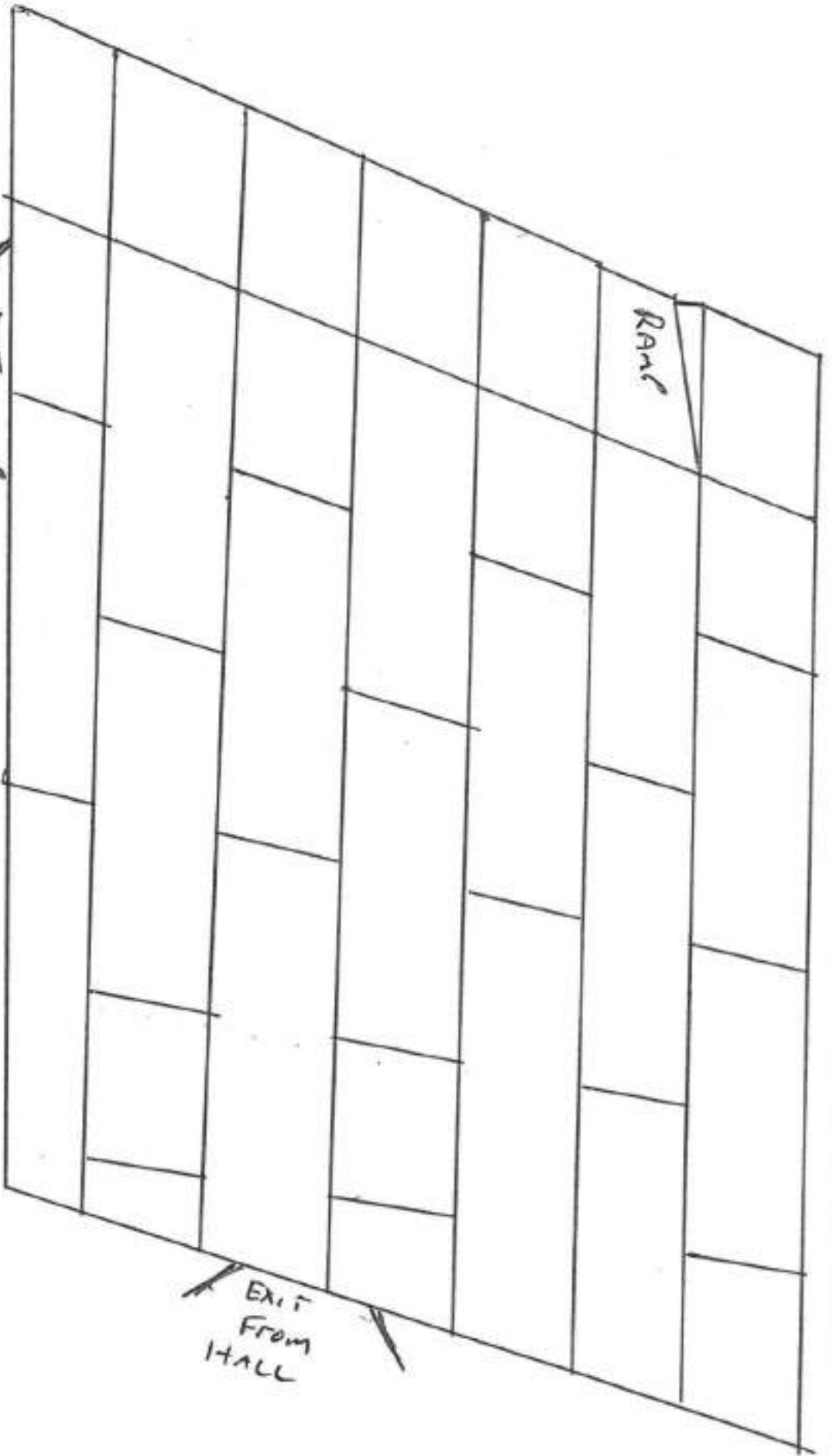
That the Council approve, in principle, to the proposals on the following conditions:

1. That the area should be fenced by a low level fence containing a gate that opens outwards but not inwards.
2. That all relevant planning permission is obtained from Dartford Borough Council, prior to any works beginning.
3. That the Fire Department are contacted and give their approval, prior to any works beginning.

126. BROOMFIELD ROAD RESIDENTS PARKING SCHEME PROPOSALS

The Chairman informed Members that residents had been in discussions with Dartford Borough Council to have a residential parking scheme and clamping system put in place.

Members felt that a key operated barrier system would be a more appropriate method of resolving the issue.



RAMP

EXIT FROM CLUB EXISTING SWABBED AREA

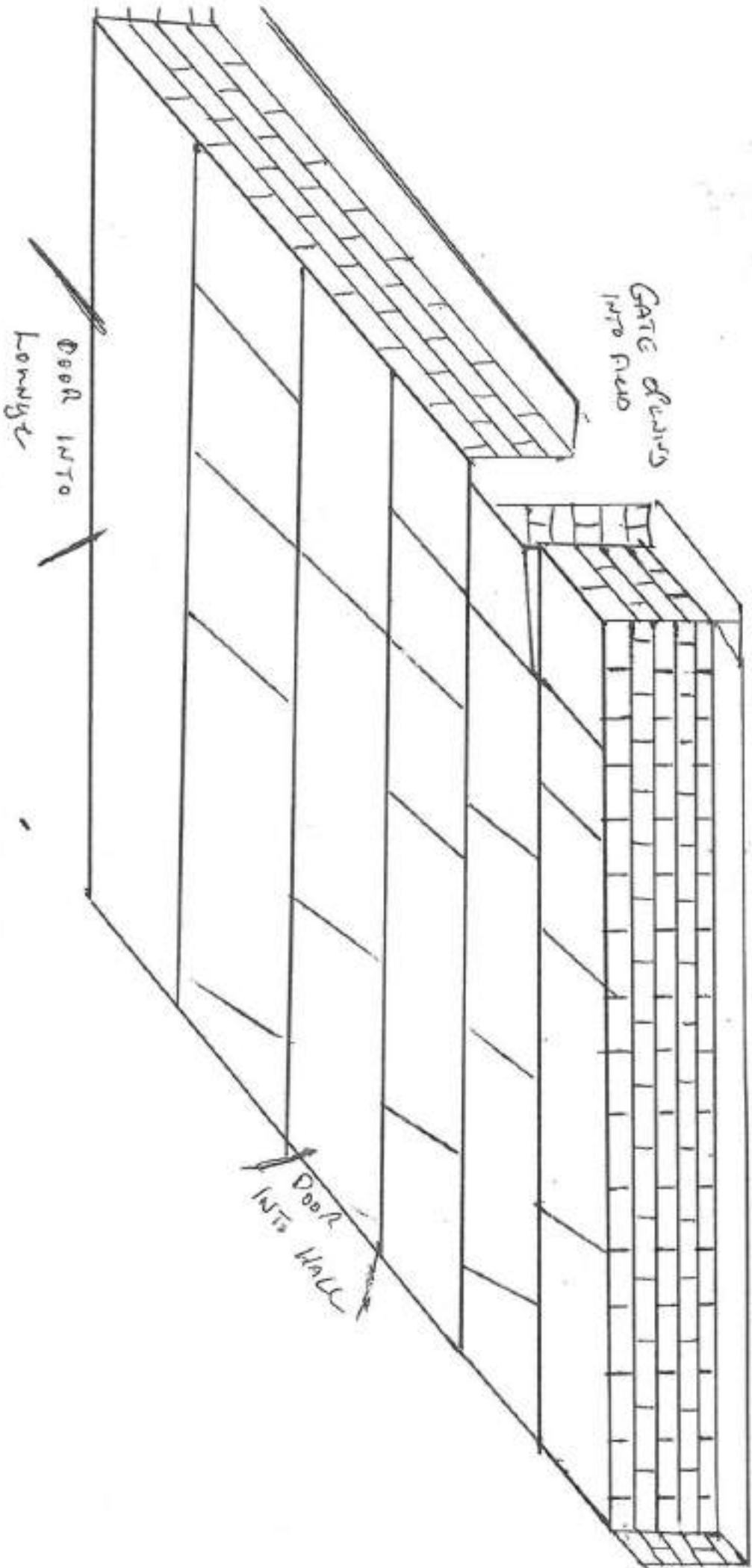
EXIT FROM HALL

EXISTING

PROPOSED

9" BACKDROP

Approx 600 HgM



EXTRACT
OF
MINUTES

AGENDA ITEM

AGM 16/5/13

22

PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE
20 MARCH 2013

508/12-13. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Chairman informed members that discussions had been held with the developer of the land at the old Empire Paper Mills site (off Knockhall Road) and that costs for maintaining the open space were being collated and would be advised to the developer and their response would then be reported back to the council.

CONFIDENTIAL











ITEM	COST PER YEAR	COST FOR 20 YEARS
1 x member of Parks Dept. 6 hours / week for safety inspection 1 day a week for grounds maintenance	£8,000 / year + 25% for Pension and NI = £10,000 / year	£200,000
1 van (1 required every 10 years) plus MOTs, services and parts.	£20,000	£40,000
1 strimmer (1 required every 5 years)	£700	£2,800
1 mower (1 required every 5 years)	£700	£2,800
1 hedge trimmer (1 required every 5 years)	£500	£2,000
Misc. hand tools (every 5 years)	£200	£1,000
Re-tarmac footpaths		£40,000
Street Lighting	£168.57 / year to add 10 £337.14 / year to add 20 £505.71 / year to add 30	£10,120 (if 30 new columns)
Tree surgeon (2-3 days / year)	£3,000	£60,000
Misc fuel and services/parts for equipment	£1,000	£20,000
Admin / inflation contingency	£1,064	£21,280
TOTAL		£400,000

DRAFT

CONFIDENTIAL

The scaling of this drawing cannot be assured
 Revision Date Dm Old

LEGEND

-  Site Boundary
-  Existing and Proposed Individual Trees
-  Existing and Proposed Woodland with Edges
-  Existing and Proposed Hedgerows
-  Proposed SUDS and Marginal Planting
-  Proposed Wildflower Grassland
-  Proposed Amenity Grassland
-  Proposed Ornamental Shrub Planting
-  Proposed Pathways and Hard Surfaces
-  Proposed Orchard



Project
**Land at Knockhall Road
 Greenhithe**
 Drawing Title
**Landscape and Biodiversity
 Management Strategy Plan**

Date: 31.10.2012
 Scale: 1:1,000 @ A3
 Project No: 16034
 Drawing No: L7
 Drawn by: ML
 Checked by: PC
 Revision:



**BARTON
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 Architecture • Landscape Planning & Design • Project Services
 Environmental & Sustainability Assessment • Graphic Design



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Application No: 12/01325/OUT	
Address : Former Empire Sports Ground South Of Knockhall Road Greenhithe Kent	
Date: 1 May 2013	Scale: Not to Scale



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SWANSCOMBE AND GREENHITHE TOWN COUNCIL

**THIRTY SECOND ANNUAL OPEN MEETING OF THE
SWANSCOMBE AND GREENHITHE TOWN COUNCIL**

TO BE HELD AT:

THE TOWN COUNCIL OFFICES,

THE GROVE, SWANSCOMBE,

KENT, DA10 0GA

ON THURSDAY 9 MAY 2013 AT 7.00PM

A G E N D A

- 1 Town Mayor's Introduction
- 2 Minutes of the Meeting held on 3 May 2012
- 3 Reports of the Town Council's Chairmen:
 - (a) Recreation, Leisure and Amenities Committee
 - (b) Finance and General Purposes Committee
 - (c) Planning, Major Developments, Transportation & the Environment Committee
- 4 Reports of Local Organisations
- 5 Questions

**Councillor V Openshaw
Town Mayor**

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MINUTES of the THIRTY FIRST ANNUAL MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL held at the THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 3 MAY 2012 at 7.00 PM

PRESENT:

- Councillor Ms L C Howes
- Councillor K G Basson
- Councillor Mrs S P Butterfill
- Councillor Ms L M Cross
- Councillor W S Cunningham
- Councillor Ms L M Hall
- Councillor P C Harris
- Councillor J A Hayes
- Councillor R J Lees
- Councillor P J Scanlan
- Councillor D A West

ALSO PRESENT:

- Mr C Bull – Local Historian
- Mr M Lane – Gravesham Community Leisure Limited
- Mr R Johnson – Gravesham Community Leisure Limited
- Mrs M Bull – Friends of Swanscombe Heritage Park
- Mrs B Bobby – Friends of Swanscombe Heritage Park
- Mrs A Duke – Walk Tall / St Peter & St Paul Church
- Rev. Barron – St. Mary's Church, Greenhithe
- Mrs S Wood – AgeUK North West Kent
- Ms K Hill – KCC Community Warden, Swanscombe
- Ms C Bates – KCC Community Warden, Greenhithe
- Mr F Furnell – SwanscombeDowns Bowls
- Mr J Marsh – 1st Galley Hill Scouts Group
- Mr F Tchic – KCC Youth Service, Discovery Centre
- Mrs M Kemp – Allotments Association
- Mrs J Thompson – Alzheimer's and Dementia Support Services
- Ms S Thompson – Local resident
- Graham Blew – Town Clerk
- Carol Rose – Administration Assistant

ABSENT:

- Councillor Ms L M Cross
- Councillor B R Parry
- Councillor Mrs C K Openshaw
- Councillor V Openshaw

1. TOWN MAYORS INTRODUCTION.

The Town Mayor, Councillor Ms L C Howes, welcomed everybody to the 31st Annual Town Meeting. She explained that it was a meeting whereby reports from various committees of the Council were given. It was also an opportunity for the electorate and

members of the public to ask questions of Councillors and give reports from their local organisations.

2. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' B E Read (holiday), Mrs I A Read (holiday), Mr P A Read (work commitments), Mr L J Bobby (unwell) and M D G Jackson (abroad). Mrs C Stone (Ellenor Lions Hospice), Mr N McNamara (Dartford CAB), Mr B Ripper (Dartford & Greenhithe Ramblers), Ms R Brown (Green Swan@Manor) and Rev. Mark Hurley (St Peter & St Pauls).

3. MINUTES OF THE MEETING HELD ON 12 MAY 2011.

The Minutes of the Meeting held on 12 May 2011 were approved and signed as a true record.

4. REPORT OF THE RECREATION, LEISURE AND AMENITIES COMMITTEE.

The Vice-Chairman of the Recreation, Leisure and Amenities Committee; Councillor K G Basson gave a report as follows:

On behalf of the Recreation, Leisure & Amenities Committee the Vice Chairman thanked the Town Clerk and the administration team for all their efforts throughout the previous year which had enabled the following projects to be successfully completed.

TREE WORK.

Councillor Basson informed that various work on trees had been undertaken at Swanscombe Park, Spring Vale and Valley View. In addition to this, 207 assorted trees and 18 assorted hedges had been obtained and planted by the Town Council to assist with improving the environment.

SWANSCOMBE PARK.

Councillor Basson informed that the War Memorial had been restored prior to the Town Mayor's remembrance service.

Councillor Basson informed that the refurbishment of the tennis courts had been completed and that the courts were being well used. Plaudit's had been received regarding the excellent condition of the public bowling green.

Councillor Basson advised that it was hoped that Swanscombe Park would once again be utilised during the Swanscombe and Greenhithe Festival Week.

KNOCKHALL PARK.

Councillor Basson informed that the play equipment had been restored although it was a shame that considerable resources had been used repairing damage caused by vandalism.

BROOMFIELD PARK.

Within the children's play area the net tunnels had been replaced. Mini goals had been purchased and the benches and litter bins had been re-painted.

SUMMER ENTERTAINMENT.

Councillor Basson informed that the children's entertainment provided by the Town Council, in the parks over the summer holidays, had proved to be a huge success; enjoyed by large numbers of the community and was scheduled to be provided by the Town Council again this year, including a petting zoo which would be held at the Heritage Park; the first time this area has been used for summer entertainment.

DUKE OF EDINBURGH AWARD SCHEME.

Councillor Basson informed that the Town Council had been pleased to support young people in the community to work alongside the Park Staff to complete and obtain their Duke of Edinburgh Awards.

OLD FIRE STATION COMMUNITY CAFÉ.

Councillor Basson informed that the Community Café has continued to go from strength to strength and the Town Council had purchased a printer for use by the public who used the internet access facility within the café.

The meeting was advised that the Town Council had continued working in partnership with the Citizens Advice Bureau to provide a local outreach service from the Café. This ensured that people from this, and the wider community, had access to this valuable and essential service. The Town Council had been instrumental in ensuring that this service would continue to run every first and third Wednesday of the month between 11am and 1pm over the next 12 months.

Councillor Basson also informed that the Kent Community Warden's had also begun to hold regular surgeries at the Café to meet with the people of Swanscombe and Greenhithe.

TOWN COUNCIL COMMUNITY HALLS.

Councillor Basson informed that the all halls are extremely well used by local organisations as well as many dance and exercise clubs.

Councillor Basson confirmed that all the halls had been checked and passed against legionella and asbestos risk assessments.

THE SWANSCOMBE CENTRE.

Councillor Basson commented that the Leisure Centre had gone from strength to strength and was awarded a mark of "Highly Commended" by the recent Quest Assessment.

It was advised that a report of inconsiderate dog walkers in the Leisure Centre Car Park had been brought to the Town Council's attention with the Town Council responding immediately by erecting notices within the car park stating that dogs must be kept on a lead.

CHRISTMAS LIGHTING.

Councillor Basson informed that the Town Council were again responsible for the new contemporary Christmas lights in both Swanscombe and Greenhithe high streets last year.

PUBLIC RIGHT OF WAY.

Councillor Basson advised that the Town Council had applied to Kent County Council Public Rights of Way (PROW) to have the Definitive Map amended to indicate the actual route walked on footpath DS10 (Valley View to Bean).

DIAMOND JUBILEE.

Councillor Basson advised that, as part of the Town Council's Jubilee Celebrations, the Town Council had currently applied for Broomfield, Knockhall and Swanscombe Parks to be dedicated and awarded the Queen Elizabeth II 'Fields in Trust' award.

Councillor Basson informed that the Town Council had agreed to purchase and install two commemorative benches with plaques (one in Greenhithe and one in Swanscombe) to celebrate the Diamond Jubilee.

GREAT SUCCESS.

Councillor Basson advised that it was with great joy that he could announce that one of the Town Council's aspirations was soon to be realised and that the installation of a new basketball facility at Broomfield Park would be completed in the very near future. This had been undertaken after requests from local youths and organisations had been listened to and acted upon.

Councillor Basson then gave the opportunity to receive questions from those in attendance.

5. REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE.

The Vice Chairman of the Finance & General Purposes Committee; Councillor R J Lees gave a report as follows:

COUNCIL TAX RATES.

Councillor Lees informed that it had been necessary for the Council Tax to be slightly increased for the current year. It was advised that, given the current economic climate, the Town Council had set a tax rate that it believed continued to give residents very good value considering the high quality of services provided by the Town Council. These services included: 62 acres of parks, 7 children's play areas, the Swanscombe Centre, the only Community Café within the borough, access to Citizen's Advice Bureau, 3 Community Halls; 2 of which enabled Pre-School organisations to operate on a daily basis.

Councillor Lees commented that a large consideration when setting this years budget was the creation of a long-term strategic reserve. Following work carried out members of Working Group in 2010/11, a Financial Risk Assessment was created which identified where the council needed to start planning financially to preserve the high levels of service it provided. This led to the creation of a reserve with £48,000 (10% of overall budget) in the 2011/12 budget. The council were faced with a difficult decision in balancing the needs identified in the assessment with what it was reasonable to ask residents to contribute each year.

This reserve could allow the Town Council to plan to replace facilities, equipment and other assets as they wear out, without interruption to the provision to residents. The council had continued to provide the Community Cafe and had reduced the budget for the civic reception by 50% whilst again supporting local organisations through financial donations, these had included; Cambria Sea Scouts, Friends of Swanscombe Heritage Park, Ingress Park (Greenhithe) Fun Day last summer and St Mary's Church, Greenhithe with a contribution towards a new notice board.

Councillor Lees gave a special mention to the Citizens Advice Bureau outlining the importance of this much needed service being locally based at the Town Council's Community Café and the positive effect this service has on the local community, enabling local people to obtain much needed advice and guidance as well as the wider community.

Councillor Lees then gave opportunity to receive questions from those in attendance.

6. REPORT OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE.

Vice Chairman of the Planning, Major Developments, Transportations & The Environment Committee; Councillor P J Scanlan outlined the Town Councils role as a planning consultant and gave the following report:

PLANNING APPLICATIONS.

Councillor Scanlan informed that the Town Council had been consulted on, and submitted observations on, in excess of 67 planning applications in the last year.

Councillor Scanlan advised that the Town Council had been working closely with Dartford Borough Council to deal with parking problems in Greenhithe and also working with Kent County Council regarding highways issues in the Town.

7. REPORTS OF LOCAL ORGANISATIONS.

KENT POLICE

PC J Kilvington informed that he was the beat officer for Swanscombe, Greenhithe and Castle. Due to cutbacks it had been decided that the beat officer was now supported by Neighbourhood Officers, this would ensure that there would always be two officers available at any one time as they cover each others areas and rest days.

PC Kilvington confirmed that they aimed to be visible and approachable and were spending time with youths of the Town; they are involved with interacting with teenagers playing football once per week.

Sgt Paul Squires runs an eight week judo course aimed at youths with problems and bullying issues, this project has been a great success and PC Kilvington is in discussions to arrange a similar project at Swan Valley School.

PC Kilvington informed that they now have civil enforcement with regard to the motorbike issues at Southfleet Road. This enables them to police a clearway and enforcement policy from Southfleet Road to Ebbsfleet and Thamesway. He informed that last week over twenty tickets had been issued and that this work will continue.

Finally, PC Kilvington informed that all the officers are available to contact either by mobile telephone or the internet.

In addition to this, the Town Mayor Councillor Howes on behalf of the council, thanked PC Kilvington and his colleagues.

GRAVESHAM COMMUNITY LEISURE LIMITED.

Mr M Lane, Head of Service Delivery, informed that the responsibility for the management of The Swanscombe Centre was transferred to GCLL in July 2004 and was for a 10-year period under the requirements of a Management Agreement.

- GCLL committed to a programme of Capital Investment, part of which included the development of a 190 sqm, state-of-the-art, 50 station Gym. This development has transformed the facility for the benefit of local residents and has proved hugely successful. GCLL has also redecorated the entire internal elements of the Centre and also increased the staffing compliment to provide the expected levels of service provision.

Mr Lane reported that quality management is at the centre of GCLL's management philosophy and it prides itself on the achievements at The Swanscombe Centre. The Centre committed to Quest in 2006 with a number of successful re-assessments taking place since. The current % score for the Centre is 78% placing it in the Highly Commended category and in the top 30% of Quest registered UK sites of which there are nearly 900 of.

Mr Lane informed that the financial performance of the Centre has been according to projections. Income has increased from £110,000 prior to GCLL commencing its operation to £220,000 in 2011. For the first quarter of 2012 the Swanscombe Centre is currently performing to budget. This has allowed GCLL to successfully achieve and surpass the contents of the Management Agreement.

Mr Lane is pleased to inform that attendance levels have also dramatically increased from approximately 17,000 in year one to 41,283 at the end of 2011. This has been achieved following GCLL's commitment to developing a diverse and challenging activity programme aimed at easing access, providing high quality facilities and a unique membership package that no other organisation will be able to provide as it includes the marketing of other local leisure facilities at Cygnet and Cascades leisure centres, which GCLL directly manage too.

Mr Lane informed programming has been developed with the local community in mind and the Swanscombe centre now provides for a number of junior and family activities such as trampolining, fit kids, bizz kids, and Bouncing tots sessions. The aerobics programme has been increased and now boasts 18 different classes per week compared to 5 classes when GCLL took over in 2004. There has also been contact with local schools and GPs in an effort to increase usage of the facilities.

Mr Lane advised that the present contract with the Town Council ends in 2012 and GCLL has expressed an interest in continuing to run the Swanscombe Centre on an extended contract with the promise of further capital investment at the site. GCLL also recognises the excellent communication with the Town Council and believes that this working relationship under a partnership approach has benefited the Swanscombe Centre as a community driven leisure facility.

KENT COUNTY COUNCIL COMMUNITY WARDENS.

The Local Community Warden; Ms K Hill introduced herself and explained she currently works in Swanscombe and Ms C Bates covers Greenhithe. Ms Hill highlighted that Anti-Social Behaviour (ASB) was particularly high in certain areas and that she worked with local police to concentrate around these areas. Ms Hill advised that she assisted with local schools, and Social Services, in getting to the actual source of the problem and that these issues once revealed can be of a very sensitive nature.

Ms Hill advised that cars had been speeding through Ingress Park and that the speed limits in that area had been found to be very confusing and that she had advised the police.

Ms Hill advised that over the last year horse removals around Swanscombe had taken up a lot of time and caused lots of problems – that there had been a large amount of horses which were not looked after and as a consequence, had escaped onto the roads. A specialist team was brought in to get the horses back into the fields which sometimes meant seeking permission from landowners to cut back and replace fences to get the horses back in.

Ms Hill informed that she had been in talks with the Trading Standards regarding scrap metal and the enforcement of vehicles carrying proof of the amount of scrap metal units they were allowed to transport with registrations being passed to Trading Standards. Ms Bates had also been in talks with Trading Standards regarding alcohol consumption and explained that underage alcohol consumption seemed to be very high in the areas.

Ms Bates advised that she has attended PACT, ASB and Surestart meetings over the course of the year and would continue to do so and that she had also completed a recent 1st Aid Course. She also mentioned her enjoyment at her involvement with Surestart breaking a record with the largest "Head, Shoulders Knees and Toes" group. Ms Bates advised that she would like to get more involved with local groups and that she had spoken to a Detached Youth Worker; Mr L Smith, who was looking for corporate funding to work in the area of Greenhithe. Ms Bates also advised that a lot of work was being done to set up the new surgery based at Asda, Greenhithe.

LOCAL HISTORIAN.

Mr C Bull advised that he worked closely with local organisations including Swanscombe and Greenhithe Town Council.

Mr Bull informed of the huge success of the guided historical tour of Swanscombe in September last year. An impressive crowd of over 60 people attended and refreshments were served afterwards at the Church Centre.

Mr Bull informed that, with the help of the Town Clerk, it had been possible for him and the Town Mayor met a gentleman from Germany called Axel Sahner at the Council

Offices. Herr Sahner was a friend of a former POW at Swanscombe who still lives in Germany and his in his 90s.

Herr Sahner was sent by his friend to fetch back a memento of Swanscombe and Mr Bull gave him a copy of the New Concise History of Swanscombe which mentions the POW camp and the wonderful story of a Swanscombe POW in Germany being visited in Swanscombe by the camp's former commandant - a heart warming story of human friendship transcending wartime conditions. Herr Sahner was able to give me a little more information about the POW camp and we were able to clear up various queries for him about the town of Swanscombe and the location of several things that his friend remembered e.g. site of cement works, site of the camp, the church etc.

In October Mr Bull was interviewed by ITN news about why Gravesend keeps breaking the climate figures. He went and spoke to them and explained that the temperature gauge was actually located in Swanscombe and not in Gravesend. Again, in October, Mr Bull invited the Town Mayor to the official opening of Gravesend Library - the original building was completely restored and the former annex was demolished and completely rebuilt. The library is well used by Swanscombe and Greenhithe residents. In November Mr Bull gave an illustrated talk on Swanscombe to Greenhithe WI - this went down very well and he has also done the same talk to Towncentric at Gravesend and other clubs - he feels it is a great way of promoting the town to outsiders. Mr Bull informed that he met a gentleman from called Carl Curnish. Mr Curnish was a former POW at Swanscombe who gave notes on his life including details of his work at the cement works cleaning the kilns. At present Mr Bull is working on a new book on Swanscombe, which would be published soon and finally Mr Bull confirmed he is working on a guided tour of Greenhithe - which he will launch once it is completed.

In addition to this, the Town Mayor, Councillor Ms L C Howes, thanked and gave her gratitude, on behalf of the Town Council, for all of the efforts and contributions made by Mr Bull regarding local history of the area.

ST MARY'S CHURCH, GREENHITHE.

Rector Richard Barron informed that St Mary's provides a unique service for the community. The church is connecting with newer residents in Ingress Park, Waterstone Par and Riverside with residents who have lived in the area for much longer. St Mary's Church hosts and supports brownies, guides, baby ballet, a bagpipe club, Irish dance, four parent and toddler groups and is closely involved with care homes and Knockhall School. Rector Barron informed that the church has a membership of approximately 90, many of whom are young families. Rector Barron thanked the Town Council for their invaluable assistance with the provision of the new noticeboard. This is to be situated in the lay-by next to McDonalds, the Church is hoping to have this erected in the very near future. Rector Barron highlighted some of the events of the year including the visit by Baroness Scotland, Deputy Attorney General who spoke about her fight to reduce domestic violence. Rector Barron thanked the Town Mayor and Councillors who attended the Church Services at Christmas. Rector Barron informed that during the past

two years the Church Hall has been upgraded to provide better toilet, storage and kitchen facilities.

Finally, Rector Barron informed that each year the Church donates 10% of its income to local, national and international charities. This year the amount totalled £7,205 plus approximately £1,000 to special appeals for aid.

ALZHEIMER'S & DEMENTIA SUPPORT SERVICES (ADSS).

Mrs J Thompson spoke on behalf of ADSS who run a day centre five days a week, from 10am–3pm, Tuesday–Saturday. The team offers a friendly client-focused environment where activities are carefully selected to encourage and stimulate the wellbeing of the individual. Local individuals and groups visit to perform and entertain such as an Asian dance group, an Afro-Caribbean song/dance/acting group and a folk musician. Transport is available and lunch is provided. Mrs Thompson advised of the Monday Club. The club which is from 10am to 3pm is for people in the early stages of dementia. Members plan a monthly programme of activities that includes visits to places of interest and pub lunches. Recent activities include visits to a local archaeological dig, museum and walks. Club based activities included a talk about the history of local hospitals and a visiting artist who worked with the group in producing some beautiful water colours. Transport is available. Mrs Wood confirmed that they have volunteers who offer friendship and company to a person with dementia or their carers. The befriender will visit once a week for an hour for a chat and a cup of tea. Mrs Thompson informed that ADSS support workers offer one-to-one support to people who need help and encouragement in activities of daily living. This popular service is available as a minimum of two hours per week and can be for more hours than this if required. Clients are allocated a support worker who remains with them so that they can build a good relationship. The service helps to maintain independence and encourages the individual to make decisions, keep control of some aspects of their life and maintain skills. Mrs Thompson advised that there are currently three carer support groups operating in our area – Gravesend, Swanley/Farningham and Meopham. They provide a sociable environment for both carers and those they care for. The groups meet regularly and offer an opportunity to gain support through the shared experiences of others. Mrs Thompson informed that the Kent Dementia Helpline (0800 500 3014) is a freephone service for people with dementia, their carers, families and friends. Between 9am-5pm Monday – Friday, offering help & support, or discuss any concerns that callers may have. They can send out literature, can source information, make calls on their behalf and call back with the information requested.

Mrs Thompson informed that the ADSS host the BME Service Development Officer for Dartford, Gravesham and Swanley. The officer gives dementia awareness presentations, runs focus groups, and is the main contact for BME referrals in Dartford, Gravesham and Swanley. The officer enables folk from BME communities to access relevant services and signposts carers to other support services. Literature in several community languages is available for service users.

Mrs Thompson informed that the ADSS has been awarded Big Lottery funding for a five year project to work with 30 GP surgeries in the Dartford, Gravesham and Swanley area to raise awareness of dementia among patients aged 65 – 75 years. The project aims to encourage patients to seek help for memory problems, thereby facilitating earlier diagnosis, medical intervention and access to support services to patients and their carers.

Mrs Thompson advised that over the past year ADSS has introduced Dementia Cafés into North West Kent and currently we host a Dementia Café each month in Dartford, Gravesend and Swanley. The dementia cafés are open to the public and are aimed at people wanting to find out more about dementia and how to live well with the condition. The format of the Dementia Cafés always includes an element of information sharing with an informal discussion, light refreshments and entertainment. It is planned to increase the number of cafés operating in our area during 2012.

Finally Mrs Thompson confirmed that they have received funding to set up a scheme at Darent Valley Hospital which supports people with dementia who are patients in the hospital. The main aim is to improve the overall experience for people with dementia in hospital and ensure that their dignity & abilities are maintained. The co-ordinator will recruit initially twenty volunteers who will work with people in the wards in Darent Valley, providing company, stimulation and one-to-one attention, especially at meal times.

The Town Mayor thanked Mrs Thompson and confirmed that she had visited the ADSS Centre and was impressed with how optimistic the centre is and the importance of this service for carers.

AGE UK NORTH WEST KENT.

Mrs Wood advised that KASS Age Concern groups have now merged. Swanscombe, Northfleet, Gravesend and Dartford Age Concerns have been re-named in October as Age UK North West Kent. Mrs Wood advised that she is responsible for Swanscombe and Gravesend and that a new person has been appointed for Dartford and Northfleet. Mrs Wood advised of the new publicity materials and requested that the Town Council assist with distribution to the public as Age UK need more help in all centres and are trying to raise awareness. Mrs Wood thanked the Town Mayor, Councillors' Lees and Scanlan for their help and fund raising.

Finally, Mrs Wood confirmed that they are working together with the Dartford Service to give support to the Alzheimer's Service too.

WALK TALL.

Mrs Duke confirmed that Walk Tall is 10 years old this year. Mrs Duke informed that it has been a very tough year financially – with little grant funding available and a move to county centralised commissioning of services, which excludes smaller charities like Walk Tall from applying for some areas of work although we have been accepted onto

the Multiple Supplier Framework for Emotional Wellbeing Services and were always looking for collaborative partnerships.

Mrs Duke advised that Walk Tall is still managing to run the young people's performance and art projects; Walk Tall Academy for young people 5 – 18 between Monday to Saturday, including Walk Tall Club from St Peter & St Paul's church centre on Fridays. Walk Tall have now started an open access adult drama class on Wednesday evenings. The mentoring service has now expanded to include Swan Valley Community School and Wilmington Academy as well as delivering an increased level of service at Leigh Technology Academy.

Mrs Duke informed of some good news, Walk Tall has managed to secure a 3 year grant from Children in Need to provide counselling for young people between the ages of 6 and 18. Walk Tall has also introduced a low-cost counselling service for vulnerable adults. Mrs Duke informed that they also formed Walk Tall Rep, a band of volunteer actors who help with a programme of professional entertainments, murder mysteries and cabarets and started a monthly programme of entertainment at WT Studio Theatre and shows at venues such as Oakwood House Hotel in Maidstone. Every penny goes straight into the charity funds. Mrs Duke informed that their years activities had culminated in a performance of Charlie and the Chocolate Factory at Manor School in March 2012. It had also been a great privilege, and huge success, to perform a 1950s murder mystery for one of our Mayor's fund raising nights.

Mrs Duke informed that Walk Tall are so blessed by their volunteers and it's a great credit to this community that so many lovely community members are willing to give of their time to help and support young people. In spite of lack of funds they do seem to have been busier than ever! Walk Tall are so grateful for such support.

Mrs Duke wanted to say a huge thank you to S>C, and in particular to this year's Mayor, Councillor Ms L C Howes, for the support she has given and for adopting Walk Tall as one of her charities. Walk Tall would like to congratulate the Mayor on her innovation and incredibly hard work in the community.

The Town Mayor thanked Mrs Duke and Walk Tall for all their efforts and also thanked them for the invite to the Murder Mystery evening.

SWANSCOMBEDOWNS BOWLS.

Mr Furnell advised that he would like to concur with all the positive statements made with regard to the Town Council's success and thanked the Town Clerk for his co-operation and assistance over the last year.

1st GALLEY HILL SCOUT GROUP

Mr Marsh advised that the Group cater for young people from 5 to 14 year olds catering for three sections, Beavers, Cubs and Scouts. Mr Marsh is pleased to report that

numbers have increased over the last year but, there are still places available for more young people to join. The Group applied for and were given three grants during the year. £900 was from the Switched on Community Fund and used to buy a new Group sign for the hall and to take each section out for the day. Beavers visited Dickens World, Cubs went to Chessington and the Scouts went to Hopehill campsite for a day of training. Mr Marsh advised that they also received £3,550 from the Small Community Capital Projects fund and this money was used to replace the exterior doors and windows in the hall.

The final grant Mr Marsh advised of was £2,563 from the Kent County Councillor R J Lees Members Grant Scheme. This enabled them to remove the existing wall and gates at the front of the hall and replace them with a metal palisade fence and gates. This work will be undertaken week commencing 28 May 2012

Mr Marsh thanked the Town Council for all the help and assistance given over the last year.

The Town Mayor thanked Mr Marsh and the Group for the work they did with the younger members of the community.

SWAN VALLEY YOUTH CENTRE – DISCOVERY CENTRE.

Mr F Tchie advised that the Swan Valley Youth Centre had worked to raise the happiness and aspirations of the local young people. Mr Tchie informed that a review of services was made at the end of the group's financial year. He informed that there is to be a big re-structure in Youth Services and that he is to be replaced by a Youth Tutor at Swan Valley School. Mr Tchie provided an overview of 2011/12. A needs analysis has been undertaken from young people to draw up a plan on what is feasible from KCC and DBC. Mr Tchie advised the children had enjoyed various trips including visits to Germany, Wales, Alton Towers and Disney Paris. Mr Tchie advised that Workshops were being held for Y11 pupils to act as a transition programme encouraging further education, 6th form college and jobs which encouraged further education, hopefully inspiring the pupils to learn more. Mr Tchie advised that he was arranging a street party to be held on 5 June 2012 in Swanscombe Park as part of the Diamond Jubilee Celebrations.

Mr Tchie stated that he has enjoyed his time working and serving Swanscombe and Greenhithe communities and thanked the Town Clerk and the council for their support.

The Town Mayor thanked Mr Tchie for all his hard work and said that the Town would be very sad to lose him as he has offered excellent service, support and development opportunities.

FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP).

Mrs M Bull explained to the meeting that Friends of Swanscombe Heritage Park were a small group of volunteers who aimed to attract more people to visit and use the Heritage Park. Mrs Bull advised that the group holds 4 annual events; the Back To School Party, the Easter Egg Hunt, the Teddy Bears Picnic and the Halloween Disco.

Mrs Bull commented that the group had decided to postpone the last Back to School disco from the usual time of January. This had been based on last years poor turn out which they believed was down to the cold weather and hope to hold the event later in the year when the weather is warm.

Mrs Bull advised that the Easter Egg Hunt proved to be, yet again, very successful. The hunt involved the use of the Heritage Park which the children enjoyed with their families and friends, attracting old and new residents in the area to become involved.

Lastly, Mrs Bull made a plea for new volunteers as there are now only two left of the original four that started the group and they hoped to obtain funding to continue with their services.

ALLOTMENTS ASSOCIATION.

Mrs M Kemp thanked the Town Council for all its help running the allotments, particularly the Town Clerk for assistance during her recent period of ill health. Mrs Kemp stated that it is hard work keeping the allotments organised and operational.

The Town Mayor thanked Mrs Kemp for all her hard work and for taking the time to come to the meeting.

ST PETER AND ST PAUL CHURCH.

Mrs Duke announced a new Priest-in-Charge, The Reverend Mark Hurley who was installed at the end of January by the Bishop of Tonbridge in the church which was packed with dignitaries and community members. Rev Mark Hurley sent his apologies to the meeting as he was away on honeymoon after being married to Barbara on 28 April.

The Church has had a really good year even though most of it has been spent in interregnum, the church has grown. Mrs Duke believes that this is a testament to the strong church team who have all worked together. Mrs Duke advised that the Church has held frequent community events such as fayres, pamper days, and breakfasts. The Church has also held courses such as Lent and Alpha courses plus special services such as the annual Star Service for the bereaved in the community. An open day, initiated by the Town Mayor and led by Mr C Bull and a Christmas Tree Festival which

invited community groups and individuals to decorate and display Christmas trees in the church, followed by carols at the church centre.

Mrs Duke confirmed that the 10 am Sunday Holy Communion attracts good attendance with a thriving children's Sunday Club and their parents. Mrs Duke also advised that the church also had a 'first' in our 1000 year history last September, the ordination of a female priest, The Reverend Jean Budgen.

Our thanks go to S>C and our Mayor, Cllr Lesley Howes as we now look forward to a new chapter in our history under the leadership of Rev Mark Hurley.

KCC MEMBER REPORT.

Councillor R J Lees started by highlighting the work he had carried out directly within the community over the last year. Councillor Lees informed the meeting of the KCC Member's Highway Fund and detailed some of the items which have benefited including; Clearway at Southfleet Road, Cycle Lanes have been refreshed throughout the town, guardrail at Ingress Gardens, Church Road bus cage, School safety at Keary Road and resurfacing of footpath DS13 in Broomfield Park.

Councillor Lees outlined the "You Decide Event" at Greenhithe last October where local residents and organisations of Swanscombe and Greenhithe were invited to come along and propose ideas on how the KCC Member's Community Grant (MCG) was spent. This Grant benefited the Community in areas such as Citizen's Advice and Council Surgeries, Greenhithe Community Centre refurbishment, Oast House Assisted bathing, 1st Galley Hill Scouts fencing, Try Angle Awards, Dartford Festival, Dartford Mela and Dartford Christmas Lights

Councillor Lees outlined that he will be continuing his work looking at parking and traffic issues and hopes to do similar work as he did at Manor and Keary Road at Knockhall in Eynsford/Abbey Road with the new budget.

Councillor Lees reported on the Youth Service Transformation stating that the biggest impact locally is that KCC will not directly provide a Youth Centre at Swan Valley. Councillor Lees confirmed that there is money available in the Dartford Area for commissioned delivery with 20% of this being reserved for shorter, local projects, one-offs and start-ups.

Councillor Lees advised that the Libraries Transformation is on the agenda for this year with involvement again for the Locality Board.

Councillor Lees reported that there were 16,000+ reception places required in Kent for September 2012. 85% of pupils got there first choice and 95% got one of their top 3. However, this still means over 800 children in Kent have not got the preference. Locally this means parents are not getting a school in the Town and has to travel this is neither acceptable or sustainable. Also with this significant projected rise over the next five

years of over 10,000 primary additional places which the County now has to work getting the right number of places in the right locations. There is a Commissioning Plan for Education Provision for 2012-2017.

Lastly, Councillor Lees highlighted the importance of residents and partners within the community to engage in the many consultations that come from KCC as he believed it was imperative that local people made their voices heard.

The Town Mayor thanked Councillor Lees and concurred with his comments regarding the importance of participating in consultations and local issues.

SWANSCOMBE RUNNING CLUB.

Councillor J A Hayes spoke on behalf of the running club advising that it had begun life as the smallest running club with only three members, the club had now grown with a membership of eight and three of these members had entered the London Marathon. Councillor Hayes was pleased to announce that that a younger member of the club had since left and been accepted into the Dartford Running Club where he is training for national trials. Councillor Hayes advised that the club now had its own official running colours and logo and welcomed new members.

SWANSCOMBE TIGERS FOOTBALL CLUB.

Councillor K G Basson spoke as Chairman of Swanscombe Tigers FC. Councillor Basson advised they were the largest football club in the area and was very proud to be one of the very few teams that held a Community Club Status which had just been renewed by the FA. Councillor Basson advised that the club had been invited to attend the 25th Annual Dinner in September with Gillingham FC. Councillor Basson advised that they worked closely with local schools and advised that this had proved to provide local children with a rewarding experience and valuable mentor. Councillor Basson advised that the Club had made old kit donations to Bosnia and Ghana and that they intended to continue with this action donating boots and equipment. Councillor Basson reported that the FC now has over 200 youth members from within Swanscombe and Greenhithe and stated that the Club was promoting not just football but discipline and direction to local youths.

The Town Mayor thanked Councillor Basson and also mentioned how grateful she was for the assistance with the girls 5-a-side tournament and the donation of a trophy.

GREENHITHE COMMUNITY CENTRE.

Councillor R J Lees stated that the Community Centre was going strong and continued to be a very important venue to Greenhithe. The Centre has recently had renovation work carried out to the doors, windows, décor and toilets.

THIRTY FIRST ANNUAL MEETING
3 MAY 2012

Councillor Lees reported that the Committee was now being chaired/run by Mr and Mrs Ward who have been working very hard saving money but keeping the centre accessible.

The Town Mayor; Councillor Ms L C Howes, closed the meeting by thanking all members, the community and organisations for attending and for their hard work in re-enforcing that the area of Swanscombe and Greenhithe was indeed a wonderful and rewarding place to reside in.

There being no further business the Meeting closed at 9.15 pm

Signed (Chairman)

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