



*NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES
(CHAIRMEN AND VICE-CHAIRMEN) 2014 – 2015.*

COMMITTEES:

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

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

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

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor Mrs A R Harvey
Committee	3.	Councillor K G Basson
Members:	4.	Councillor Mrs S P Butterfill
	5.	Councillor Mrs L M Cross
	6.	Councillor P C Harris
	7.	Councillor Ms L C Howes
	8.	Councillor R J Lees
	9.	Councillor V Openshaw
	10.	Councillor B R Parry
	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) 2014 – 2015*

❖ **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 P M Harman
	6.	Councillor P C Harris
	7.	Councillor Mrs A R Harvey
	8.	Councillor J B Harvey
	9.	Councillor J A Hayes
	10.	Councillor V Openshaw
	11.	Councillor B R Parry
	12.	Councillor P A Read

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

Chairman:	1.	The Town Mayor
Vice-Chairman:	2.	Councillor B E Read
Committee	3.	Councillor Ms L M Cross
Members:	4.	Councillor P M Harman
	5.	Councillor V Openshaw
	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 B E Read
Committee	3.	Councillor K G Basson
Members:	4.	Councillor Ms L M Cross
	5.	Councillor P M Harman
	6.	Councillor P C Harris
	7.	Councillor R J Lees
	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) 2014 – 2015.

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

❖ ALLOTMENTS & CEMETERIES – 6 MEMBERS OF THE COUNCIL:

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

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

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor P C Harris
Sub-Committee	3.	Councillor Mrs S P Butterfill
Members:	4.	Councillor Ms L M Cross
	5.	Councillor P M Harman
	6.	Councillor Mrs L C Howes
	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) 2014 – 2015.*

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 P J Sanlan
Sub-Committee	3.	Councillor Mrs S P Butterfill
Members:	4.	Councillor P M Harman
	5.	Councillor J B Harvey
	6.	Councillor Ms L C Howes
	7.	Councillor R J Lees
	8.	Councillor B R Parry



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 21 May 2014.

➤ **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 21 May 2014.

➤ **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 21 May 2014.

➤ **MEMBERSHIP:**

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

➤ **PROCEDURES:**

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

The Town Mayor shall preside at meetings of this Committee.

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

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

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet as required.

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

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

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

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

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

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

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



**TERMS OF REFERENCE
THE EXECUTIVE & EMERGENCY COMMITTEE.**

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

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

➤ **REFERRED FUNCTIONS:**

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



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

➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were agreed by the Town Council at its meeting on 21 May 2014.

➤ **MEMBERSHIP:**

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

➤ **PROCEDURES:**

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

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

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

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

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

➤ **FREQUENCY OF MEETINGS:**

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

➤ **COMMITTEE FUNCTIONS:**

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

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

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



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

➤ **REFERRED FUNCTIONS:**

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

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

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

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



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

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 21 May 2014.

➤ **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 21 May 2014.
- **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 21 May 2014.

➤ **MEMBERSHIP:**

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

➤ **PROCEDURES:**

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

The Town Mayor shall preside at meetings of this Committee.

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

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

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet as required.

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

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

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

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

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

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

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

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



**TERMS OF REFERENCE
THE PERSONNEL COMMITTEE.**

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

✓ **REFERRED FUNCTIONS:**

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



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

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 21 May 2014.

➤ **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 21 May 2014.

➤ **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 21 May 2014.

➤ **MEMBERSHIP:**

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

➤ **PROCEDURES:**

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

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

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

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

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

➤ **FREQUENCY OF MEETINGS:**

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

➤ **COMMITTEE FUNCTIONS:**

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

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

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



TERMS OF REFERENCE
THE RECREATION, LEISURE AND AMENITIES COMMITTEE.

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

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

➤ **REFERRED FUNCTIONS:**

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

AGM 21/5/14

DATES OF MEETINGS 2014 - 2015

F & G P	R & L A	TOWN COUNCIL	P, MD, T & E
12 June 2014	26 June 2014	10 July 2014	22 May 2014
4 Sept 2014	25 Sept 2014	16 Oct 2014	11 June 2014
6 Nov 2014	27 Nov 2014	18 Dec 2014	10 Sept 2014
15 Jan 2015**	5 Feb 2015	26 Feb 2015	1 Oct 2014
12 March 2015	9 April 2015	30 April 2015	22 Oct 2014
		** General Election 7 May 2015	12 Nov 2014
** Special Town Council after FGP			3 Dec 2014
			21 Jan 2015
			11 Feb 2015
			4 March 2015
			25 March 2015
			15 April 2015
			6 May 2015

23 April 2015 - Annual Open Town Meeting

21 May 2015 - 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 2014 – 2015.

❖ **ADVICE SERVICE DARTFORD (CAB)**

1. Councillor Ms L M Cross

❖ **BLUEWATER FORUM:**

1. The Town Mayor or agreed substitute

❖ **DARTFORD ASSOCIATION OF TOWN AND PARISH COUNCILS (DAPTC) (1 MEMBER PLUS THE TOWN CLERK):**

1. The Town Mayor

❖ **NORTH WEST KENT VOLUNTEER CENTRE (PREVIOUSLY DARTFORD VOLUNTEER BUREAU) (1 MEMBER):**

1. Councillor Mrs S P Butterfill

❖ **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 P J Scanlan

❖ **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. Vacant position

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REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2014 – 2015.

❖ **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. Vacant position ————— *
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
21 MAY 2014

AGENDA ITEM 13
AGM 21/5/14

BANK SIGNATORIES

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

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TOWN COUNCIL
1 MAY 2014

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 1 MAY 2014 at 7.00 PM

PRESENT:

- Councillor Ms L M Cross – Town Mayor
- Councillor Mrs S P Butterfill
- Councillor J M Harman
- Councillor P M Harman
- Councillor P C Harris
- Councillor Mrs A R Harvey
- Councillor J B Harvey
- Councillor Ms L C Howes
- Councillor R J Lees
- Councillor B R Parry
- Councillor B E Read
- Councillor Mrs I A Read
- Councillor P J Scanlan

ALSO PRESENT: Graham Blew, Town Clerk

ABSENT:

- Councillor Ms L M Hall
- Councillor J A Hayes

466/13-14. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' K G Basson (work commitments), A Harvey (other commitments), Mrs C K Openshaw (other commitments), V Openshaw (other commitments) and P A Read (work commitments).

467/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

468/13-14. MINUTES OF THE MEETING HELD ON 27 FEBRUARY 2014.

Members were provided with a copy of the Minutes of the Meeting held on 27 February 2014.

RESOLVED:

That the Minutes of the Meeting held on 27 February 2014 be confirmed and signed as a true record.

469/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk updated members on the situation regarding the replacement of the damaged flooring to the Heritage Community Hall.

470/13-14. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETING HELD ON 16 APRIL 2014.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meeting held on 16 April 2014 be confirmed and the recommendations made therein be adopted.

471/13-14. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 10 APRIL 2014.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 10 April 2014 be confirmed and the recommendations made therein be adopted.

472/13-14. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 13 MARCH 2014.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 13 March 2014 be confirmed and the recommendations made therein be adopted.

473/13-14. MINUTES OF THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE MEETING HELD ON 23 APRIL 2014.

RESOLVED:

That the Minutes of the Anti-Social Behaviour & Crime Sub-Committee Meeting held on 23 April 2014 be confirmed and the recommendations made therein be adopted.

474/13-14. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)).

Members discussed various ideas for suitable projects and it was agreed that applications for the following projects be submitted for consideration:

1. Replacement radiators and boiler at the Heritage Community Hall
2. Replacement boilers and shower heads at The Pavilion

RESOLVED:

That applications for the following projects be submitted for consideration:

1. Replacement radiators and boiler at the Heritage Community Hall
2. Replacement boilers and shower heads at The Pavilion

475/13-14. SUB-COMMITTEE VACANCY.

Members considered the vacancy on the Allotments & Cemeteries Sub-Committee and agreed that this item be deferred as it would be dealt with at the Annual General Meeting on 21 May 2014.

RESOLVED:

That this item be deferred as it would be dealt with at the Annual General Meeting on 21 May 2014.

476/13-14. CCTV POSSIBILITIES – (SWANSCOMBE SHOP SAFE SCHEME NO LONGER OPERATIONAL).

Further to minute 460/13-14, Anti-Social Behaviour & Crime Sub-Committee meeting 23 April 2014, Members considered the advice given by the Police that, despite public perception, the level of crime within the High Street and adjoining areas was not of a sufficient level to warrant the introduction of CCTV and concurred with the recommendation from the Sub-Committee.

RESOLVED:

That the option for provision of CCTV in the High Street not be taken up at this time for the reasons stated by the Police.

477/13-14. INSURANCE CLAIM/S – UPDATE.

Members were informed that claims ref: 27130000671/Z and 2713000473/Z had both been settled and that the cost to the Town Council had been approximately £1,750.00.

RESOLVED:

That the item be noted.

478/13-14. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS (ISSUE 376 APRIL 2014).

RESOLVED:

That the item be noted.

479/13-14. **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.

Dartford Youth Advisory Group (DYAG)

Councillor Ms L C Howes is the Town Council's representative on the DYAG. As previously agreed the minutes for the 4 February 2014 meeting and the agenda for the 9 April 2014 meeting were available in the Chamber for inspection.

Borough and Parish Councils Forum (BPCF)

The Town Mayor and the Town Clerk are the Town Councils representatives on the BPCF. As previously agreed the agenda for the 8 April 2014 meeting was 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 informed that another Development Manager (Mr James Watson) had been appointed along with a new team.

480/13-14. **REPORT FROM KENT COUNTY COUNCILLOR.**

Kent County Councillor P M Harman had submitted a report which included details of the following items:

Full KCC Meeting; KCC Planning & Regulations Committee; The Teal Energy Planning Application (Manor Way) had not come forward as yet; Environment & Transport Committee (attended as a substitute) had considered the Safe & Sensible Street Lighting Scheme with residents' concerns over increased crime having been raised; there had been a debate about the Freedom Travel Pass with a petition being presented which was overruled.

Mr Harman informed the council that he would be trying to encourage the setting up of Neighbourhood Watch Groups within Swanscombe and Greenhithe.

Mr Harman had met with the head teacher of Knockhall Primary School regarding concerns about traffic in Eynsford Road and he had agreed to obtain the accident statistics for that area and the options for further regulations and enforcement, possibility of getting a school crossing patrol or making the road one way either permanently or during the problem periods of the day.

Mr Harman confirmed that he had attended the last Dartford Borough Council Joint Transportation Board meeting.

RESOLVED:

That the item be noted.

481/13-14. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

- There had been a lot of activity in Swanscombe and Greenhithe with the Chancellor of the Exchequer visiting Eastern Quarry this week. It had been disappointing that the Town Council had not been contacted or made aware of this or with any details about the proposed Garden City project.
- Councillor Mrs S P Butterfill advised that both she and Councillor J A Hayes had attended the last Dartford Borough Council Joint Transportation Board meeting where a presentation had been given by Arriva and discussions about replacing/upgrading the Fastrack buses had taken place.

RESOLVED:

That the item be noted.

482/13-14. SEALING OF DOCUMENTS.

There were none.

483/13-14. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor thanked those members that had attended her recent fundraising evening at the Greenhithe & Swanscombe Royal British Legion, and also those that had donated to the fund raising which had raised approximately £300 on the night. This sum would go towards the amounts being raised throughout her term for Walk Tall, Ellenor Lions Hospice and the local Scouts.

The Town Mayor reminded members that the following meetings were coming up:

- Annual Open Meeting on 15 May 2014
- Annual General Meeting on 21 May 2014

484/13-14. QUESTIONS.

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

There being no further business to transact the Meeting closed at 7.50 pm.

Signed: _____ Date:- _____
(Chairman)

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AGENDA ITEM 15

AGM 21/5/14

15. REPORT ON THE REPEAL OF S.150 (5) OF THE LOCAL GOVERNMENT ACT 1972 – IMPLEMENTATION OF NEW FINANCIAL REGULATIONS.

Members are aware that the "two signature rule" has been repealed (Minute 414/13-14 FGP 13 March 2014). The National Association of Local Council's (NALC) has therefore produced new draft financial regulations that take account of this change. Attached is a copy of these draft regulations for members' consideration. Administrative procedures and responsibilities will have to change because of the new regulations and I detail these below along with other significant changes.

Section 2 – Accounting and Audit (Internal and External)

2.2 At least once a quarter and at the end of each financial year, a member, other than the Town Mayor or a cheque signatory shall be appointed to verify the bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. The activity, upon conclusion shall be report to and noted by the Finance and General Purposes Committee.

- * *I would suggest that the Council appoints a member to undertake this task at the AGM.*

Section 3 – Annual Estimates (Budget) and Forward Planning

3.1 Each committee (if any) shall review its three year financial forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council no later than November including any proposals for revising the forecast.

- * *The council has not previously undertaken 3 year financial forecasting and therefore thought needs to be given on how best to start this.*

3.2 The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

- * *Again, the council has not previously undertaken 3 year financial forecasting but once considered this will fall into the budget setting process with ease.*

Section 4 – Budgetary Control and Authority to Spend

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- The council for all items over £5,000;
- a duly delegated committee of the council for items of £500; or
- The clerk in conjunction with the Town Mayor or Chairman of the appropriate committee, for any items below £500.

- * *I would suggest that the council reviews these amounts and it may be that a committee needs to be approve expenditure over £5,000. The process of authorising and having works executed could be hindered by these limits.*

4.4 Salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidence by a hard copy schedule signed by the Clerk and the Chairman of the Council or relevant committee.

- * *The RFO, when drafting the estimates currently, undertakes detailed analysis of all salary costs, taking into account cost of living rises, potential pay increases and spinal increases and any changes to employer pension contribution rates. In order to comply with this financial regulation, it may be appropriate for this information to be supplied to the Personnel Committee (November) prior to the Estimates that are provided to members in December.*

Section 5 – Banking Arrangements and Authorisation of Payments

5.1 The Council now has the opportunity, if it so wishes, to seek credit references in respect of members or employees who act as signatories.

- * *The council therefore needs to consider whether they wish this to implement this procedure.*

5.5 (c) Fund transfers within the council's banking arrangements up to the sum of £10,000 provided that a list of such payments shall be submitted to the next meeting of the appropriate meeting.

- * *The RFO would suggest that this limit is increased to £35,000 because, on some weeks, the council could have salaries, tax and national insurance payments and another large payment, ie the Leisure centre management fee, which could easily amount to £35,000.*

5.6 The Clerk and RFO are to draw up a list of regular payments which arise on a regular basis for each financial year as a continuing contract, statutory duty or obligation (such as but not exclusively salaries, PAYE and NI pension and regular maintenance contracts.

- * *The Clerk and the RFO will review these payments and would suggest that this is either included in the AGM or the first council meeting thereafter.*

5.8 Members who are signatories must sign checks in accordance with the Code of Conduct and therefore consider any disclosable, pecuniary or other interests before signing and authorising any payments.

Section 6 - Instructions for the Making of Payments

6.3 All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the council (or duly delegated committee).

- * *The Council will need to make a resolution if it wishes to allow payment of accounts by direct on line banking methods. For ease of administration and a clearer audit trail, I would suggest that this is only authorised where it is absolutely necessary to pay in this manner, i.e. HMRC payments and the KCC Pension Fund and when other suppliers advise the council that it will only now accept payments on line. All payments made by this method currently, are supported by an appropriate voucher, which is signed in accordance with the cheque signatory arrangements.*

6.6 Bank signatories now need to initial the cheque counterfoil when signing cheques.

6.7 The Council needs to agree by resolution the payment of variable direct debits for utilities supplies. This must be renewed by resolution every two years. The instruction must be signed by two members and the RFO or the Clerk. Again, a direct payment voucher is used to support the payment and signed in accordance with the cheque signatory arrangements.

6.9 The Council is now able to, if thought appropriate, make payment by BACS or CHAPS.

- * *The RFO does not believe that there is currently a need for this, but will obviously advise the council if the need arises in the future.*

6.11 Where a computer requires the use of a personal identification number (PIN) or other passwords to access the council's records on that computer, a note shall be made of the PIN and passwords and shall be handed to and retained by the Town Mayor in a sealed, dated envelope. The envelope must not be opened by other than in the presence of two other others and it if it is opened, the PIN and/or passwords must be changed immediately.

- * *The Town Clerk and RFO will review all PIN's and passwords and provide a full list to be given to the Town Mayor as required.*

6.15 The RFO is appointed as the Service Administrator of the council's internet banking arrangements. The authorised council members on the bank mandate will be authorised to approve transactions on all accounts.

- * *This will mean that the mandates for the Active Saver accounts (x2) should be amended and the Town Mayor's charity account. The RFO is currently only authorised signatory on this account and members may not wish all bank signatories to have authorisation on this account. It may be more appropriate that the signatories should be the RFO and the Town Clerk only.*

6.18 The Clerk and RFO are now able to have debit cards and must not, under any circumstances use their personal cards for payment of council expenses. I would suggest the limit of £500 is sufficient at the present time.

6.19 A pre-paid debit card may be issued to employees with varying limits. I would suggest that this is not necessary at the present time.

6.20 The Council may now have a corporate credit card, but again, I do not think that this is necessary at the present time.

Section 7 - Payment of Salaries

7.3 Every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act or otherwise).

- * *The RFO already keeps a confidential record of these payments on the system. Only departmental totals of payments are shown in the actual accounts.*

7.6 An effective system of personal performance management should be maintained for the senior officers.

- * *The Clerk is not currently part of the annual appraisal system and therefore consideration needs to be given on how to introduce an effective system of personal performance management.*

7.7 The regulations now include termination payments for staff, which must be supported by a clear business case and reported to council. The amount of any payment can only be authorised by the full council.

Section 11 - CONTRACTS

11.1 (b) The value set for entering into a contract when exceeding £60,000 in value in the new regulations for the supply of goods or materials or the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a), the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.

- * *The value in the council's current regulations is £25,000 and therefore members may wish to consider whether this should be increased.*

Recommended:

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

D R A F T for consideration by Council. Values are to be set by the Council when adopting Financial Regulations (other than the EU Procurement thresholds shown in Regulation 11)

**SWANSCOMBER AND GREENHITHE TOWN COUNCIL
FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by the Council at its Meeting held on [.....]

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. ~~[The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]~~

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils
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1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations².

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;

² In England - Accounts and Audit (England) Regulations 2011/817

In Wales - Accounts and Audit (Wales) Regulations 2005/388

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- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the power of well-being; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of (£5,000); and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales – A*

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Practitioners' Guide, available from the websites of One Voice Wales (OWV) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the ~~Chairman~~ Town Mayor (or a cheque signatory) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [~~Finance Committee~~] the Finance and General Purposes Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. [Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast].
- 3.2. The RFO must each year, by no later than December(month), prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [~~relevant committee and the~~ Finance and General Purposes Committee and the council].
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £5,000; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,0500.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in ~~October~~November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~(£600)~~£5,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show

explanations of material variances. For this purpose "material" shall be in excess of [£1,000,000] or [15% %] of the budget.

- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. ~~[[The council shall seek credit references in respect of members or employees who act as signatories].~~
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council ~~for finance committee~~ the Finance and General Purposes Committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council ~~for finance committee~~ or the Finance and General Purposes Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council ~~for Finance Committee~~ Finance and General Purposes Committee Meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~for finance committee~~ the Finance and General Purposes Committee;

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- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~or finance committee~~ or the Finance and General Purposes Committee; or
- c) fund transfers within the councils banking arrangements up to the sum of £10,00035,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or the Finance and General Purposes Committee ~~or finance committee~~.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council ~~or a duly authorised committee~~) may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or the Finance and General Purposes Committee ~~or Finance Committee~~.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council ~~[or duly-delegated Committee]~~ the Finance and General Purposes Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by ~~[one]~~ two members~~[s]~~ of council ~~+,~~ and countersigned by the RFO, the Clerk, or the Administration Assistant~~Clerk.~~ in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council ~~[or Finance Committee]~~ Finance and General Purposes Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members ~~and the RFO or the Clerk~~ and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two members of council and countersigned by the RFO, the Clerk, or the Administration Assistant ~~two authorised bank signatories~~ are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk ~~(RFO)~~ RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two members of council and by the RFO, or the Clerk, (two of) the Clerk (the RFO) (a member). A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk ~~(and the RFO)~~ Clerk and the RFO and will also be restricted to a single transaction maximum

value of ~~€600~~€1000 unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council ~~[finance committee]~~ Finance and General Purposes Committee. Transactions and purchases made will be reported to the ~~[council]~~ [relevant committee] Finance and General Purposes Committee and authority for topping-up shall be at the discretion of the ~~[council]~~ [relevant committee] Finance and General Purposes Committee.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk ~~and RFO~~ Clerk and the RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. ~~The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.~~

6.20. OR

~~6.22.~~ 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain as petty cash float of ~~€250~~€250 for administration, €250 for the parks department and €350 for the Old Fire Station Cafe for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above. -]

7. PAYMENT OF SALARIES

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each

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payment is reported to the next available council meeting, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the ~~{council}~~ relevant committee ~~council or other relevant committee~~.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

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- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

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- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding [~~£60,000~~£25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- f. If less than three tenders are received for contracts above ~~£60,000~~£25,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order³ [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010. [
- h. When it is to enter into a contract of less than [~~£60,000~~£25,000] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no

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³ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

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person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

13. [STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].

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- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The Clerk and the RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 15.2. [The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in

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accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.]

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk ~~[with the RFO]~~ shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk ~~[with the RFO]~~ shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk and RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

Notes to the Model:

~~Stated dates or months may be changed to suit local circumstances.~~

~~[square brackets]—This part may be deleted if not relevant. An alternative may have been provided.~~

~~Where the word "regularly" is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.~~

~~The value inserted in any of the paragraphs (other than the EU Procurement thresholds referred to in 11.1(i)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.~~

~~The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by council but, normally shall be based on the list maintained by the District Council for such works.~~

~~Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.~~

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RISK ASSESSMENT AND RISK MANAGEMENT POLICY 2014/2006

AREA	RISK	LEVEL	INTERNAL CONTROLS (AND -- AGI IMPROVEMENTS)
ASSETS	Protection of physical assets owned by the Council: ----- Leisure Centre ----- Church Road Hall ----- Grove Hall ----- Mess Room ----- Garage at Broomfield Sports Grounds ----- Sports Pavilion Parks Store (former public toilets) Sports Pavilion and Squash Courts Security Stores, Swanscombe Park Bowls Pavilion and Toilet Block Knockhall Changing Rooms Four garages, Swanscombe Park Heritage Community Hall Town Council Offices and Community Hall	L	Buildings insured and where appropriate contents. Value increased annually by RPI.
	Security of buildings, equipment etc.	L	Alarm on Leisure Centre, Council offices, Parks Mess Room and Former Toilet Block store. Contents insured. <i>(Investigating security arrangements on halls and mess room)</i>
	Maintenance of buildings etc	L	GCLL has responsibility of internal maintenance of Leisure Centre. External maintenance and grounds maintenance is responsibility of the Council. Ad-hoc maintenance on other buildings. Electrical and safety equipment maintenance in place on all properties. <u>GCLL has responsibility of internal maintenance of Leisure Centre.</u>
FINANCE	Banking	L	Bulk of investment is handled by Council. Investment decisions made by the Town Council.
	Risk of consequential loss of income	L	Insurance cover. <u>Business interruption insurance cover in place of £120,000. Sum insured £200,191 (to cover loss of income).</u> <u>Important documents kept in Fire Proof Cabinet.</u> <u>Loss of non-negotiable money and other money covered under insurance policy.</u> <i>(Are investigating archiving off-site important and backed-up documents).</i>
	Loss of cash through theft or dishonesty	L	Receipts issued. Cash kept in locked containers, and safe. Banked monthly via <u>Securebox</u> by Responsible

SWANSCOMBE & GREENHITHE TOWN COUNCIL

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				Financial Officer (RFO).
		Financial controls and records	L	Monthly reconciliation prepared by Responsible Financial Officer (RFO) Town Clerk and reported to Council. Three signatories on cheques and direct debits (RFO or Town Clerk and 2 councillors). Internal and external audit.
		Comply with Customs and Excise Regulations	L	Use help line when necessary. VAT payments and claims calculated by RFO/Clerk. Internal and external auditor to provide double check.
		Sound budgeting to underlie annual precept	L	Finance & General Purposes Committee and Council receive detailed budgets in the late autumn. Precept derived annual estimates. Expenditure against budget reported to every Meeting of the Finance & General Purposes Committee.
		Complying with borrowing restrictions	L	No new borrowing likely at present
LIABILITY		Risk to third party, property or individuals	L	Insurance in place. Parks and Open spaces checked daily. Health & Safety Assessments carried out annually on play equipment. Trees investigated when damage reported. Contractors issued with Notice to Contractors which stipulates health and safety and insurance requirements, undertake risk assessment for Christmas Lights.
		Legal liability as consequence of asset ownership (especially leisure centre, playgrounds open spaces.)	L	Insurance in place. Integrated Management and Quality Management System operated by GCLL for Leisure Centre. H&S checklist operated in parks and open spaces. Daily checks of playgrounds. Written records kept. Annual safety checks on play grounds.
EMPLOYER LIABILITY		Comply with Employment Law	L	Membership of various national and regional bodies including Employees Organisation.
		Comply with Inland Revenue requirements	L	Regular advice from Inland Revenue and Sage. Internal and external auditor, carry out annual checks.
		Safety of Staff and visitors	L	Security door, Alarm and CCTV camera fitted to restrict access to Leisure Centre building Council Offices. Secure locks on other properties. Health and Safety procedures in place, COSHH procedures in place. Asbestos register held. All health and safety matters regularly monitored.
LEGAL				

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SWANSCOMBE & GREENHITHE TOWN COUNCIL

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LIABILITY	Ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	L	Council meets on a nine-weekly cycle, and receives and approves Minutes of meetings held in interim. Minutes are made available to press and public at the local Libraries via the Council office and on the council's website.
	Proper document control	L	Leases and legal documents are kept in Fire Proof Cabinet. (Need to investigate keeping back-up of Key documents off-site.) Other data storage is comply-complex with the Data Protection Act.
JNCILLOR PROPRIETY	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Members asked to declare interests in relation to items on the agendas of every meeting. Gifts and hospitality register is available present at each Council meeting.

INSURANCE	Public Liability	L	Cover in place to £10,000,000
	Hire's Liability	L	Cover in place to £2,000,000
	Employer's Liability	L	Cover in place to £10,000,000
	Fidelity Guarantee	L	Covers members and employees to the sum of £500,000. Recommended formula in line with total balances plus 50% Annual Precept
	Personal Accident	L	Employees and Members covered to a capital sum of £115,000
	Legal Expenses	L	Limit of indemnity £100,000 for the following: Employment disputes and compensation awards Legal defence Property protection and bodily injury Tax Protection Statutory Licence Protection

PRECEPT	Annual precept not the result of proper detailed consideration	L	Budget setting process commences each Septe All Committees requested for details of likely expenditure. Financial risk assessments reviewed annually to ensure correct long term financial risks are appropriately budgeted for. RFO undertakes detailed analysis of likely expenditure and income to produce draft annual estimates. Estimates considered by Finance and General Purposes Committee before being endorsed by full Council.
	Inaccurate monitoring of performance	L	Members provided with up to date budget monitoring at each Finance and General Purposes Committees.

PAYROLL	Loss of data on PC due to system fault	L	Data is backed up daily by external IT contractor. Maintenance agreement in place with Sage. Program provides legislative updates automatically.
	Loss of services of employee	M	Vacancy is advertised immediately (if necessary) and request help from existing remaining employees to cover temporary loss.
COMPUTER DATA	Loss of computer data	L	Data on server is backed up daily in secure off-site storage by IT contractor. Anti-virus software on all PCs.

SWANSCOMBE & GREENHITHE TOWN COUNCIL

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ADMINISTRATIVE	Agency Advice	L	Continue with advice from KALC, SLCCCLL, SE-Emp, ACAS and solicitors.
ALLOTMENTS	Increase in net expenditure	L	Review allotment rents annually.
PARKS	Loss of use of play equipment	L	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs are carried out.



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

Assault On Staff - Code Of Practice	1
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Complaint Handling Procedure	7
Declarations of Interest Flow Chart	8
Dignity At Work: Bullying & Harassment Policy	9
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SGTC
BALANCE SHEET
31/03/2014

AGENDA ITEM 20
AGN 21/5/14

(Last) Year Ended 31 Mar 2013		(Current) Year Ended 31 Mar 2014
£		£
0.00	LONG TERM ASSETS	
0.00	Fixed Assets and Long term Investments	0.00
	Long Term Debtors	0.00
	CURRENT ASSETS	
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
15,022.21	Debtors (Net of provision for doubtful debts)	5,711.26
0.00	Payments in advance	15,706.10
8,098.17	VAT Recoverable	8,702.02
0.00	Temporary lendings (investments)	0.00
164,327.57	Cash in hand	295,433.48
187,447.95	TOTAL ASSETS	325,552.86
	CURRENT LIABILITIES	
533.58	Creditors	7,402.30
0.00	Temporary borrowing	0.00
<u>186,914.37</u>	NET ASSETS	<u>318,150.56</u>
	Represented by:	
89,385.35	General fund Balance	106,658.71
	Reserves:	
0.00	Capital	0.00
97,529.02	Earmarked	211,491.85
0.00	Adjustments	0.00
<u>186,914.37</u>		<u>318,150.56</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2014

Signed _____
Responsible Financial Officer

Date _____

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SGTC
BANK ACCOUNTS

Current Account	£15,589.05
Business Premium Account	£0.00
HI Business Premium Account	£0.00
HI Business Premium Account -	£0.00
Reserve Account	£0.00
Reserve Account - Treasury Dep	£0.00
Active Saver 1	£67,717.58
Active Saver 2	£211,491.85
Active Saver 1 - Treasury Depos	£0.00
Active Saver 2 - Treasury Depos	£0.00
Total in Banks	294,798.48
Cash	635.00
GRAND TOTAL (Banks and Cash)	£295,433.48

SGTC
PAYMENTS LIST: Un-cashed Cheques for Current Account

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
882 Telephone	05/12/2013		Current Account	DD	Parks Mobile Phone	O2	S	1.03	0.21	1.24
1,052 Equipment/Materials	16/01/2014		Current Account	713147	General Equipment/Mater	Ernest Doe & Sons Ltd	S	53.30	10.66	63.96
1,236 Wages	12/03/2014		Current Account	DD	Pension E'ee	KCC - LGPS	Z	270.47	0.00	270.47
1,237 Wages	12/03/2014		Current Account	DD	Pension E'ar	KCC - LGPS	Z	1,476.08	0.00	1,476.08
1,238 Wages	12/03/2014		Current Account	DD	Pension E'ee	KCC - LGPS	Z	436.24	0.00	436.24
1,239 Wages	12/03/2014		Current Account	DD	Pension E'ar	KCC - LGPS	Z	2,115.06	0.00	2,115.06
1,240 Wages	12/03/2014		Current Account	DD	Pension E'ee	KCC - LGPS	Z	34.48	0.00	34.48
1,241 Wages	12/03/2014		Current Account	DD	Pension E'ar	KCC - LGPS	Z	201.86	0.00	201.86
1,242 Wages	12/03/2014		Current Account	DD	Pension E'ee	KCC - LGPS	Z	24.16	0.00	24.16
1,243 Wages	12/03/2014		Current Account	DD	Pension E'ar	KCC - LGPS	Z	141.46	0.00	141.46
1,244 Legal Fees	13/03/2014		Current Account	713209	Land Registry Fee - Land	Hatten Wyatt	Z	40.00	0.00	40.00
1,246 Repairs & Maintenance	20/03/2014		Current Account	713211	Lighting Repairs	Focus Electrical	S	40.00	8.00	48.00
1,247 Equipment/Materials	20/03/2014		Current Account	713211	Electrical Inspection Test	Focus Electrical	S	340.00	68.00	408.00
1,248 Unexpected/Emergency	20/03/2014		Current Account	713212	Cutting back of shubbery	J B Westwood	S	3,000.00	600.00	3,600.00
1,249 Section 137 Donations	20/03/2014		Current Account	713213	Section 137 Donation	Instead Rise Bowls Club	Z	500.00	0.00	500.00
1,253 IT Services	20/03/2014		Current Account	713216	IT Support & Maintenance	ABC ICT Ltd	S	454.00	90.80	544.80
1,255 Christmas Lighting	27/03/2014		Current Account	713217	Electricity	EDF Energy	S	296.42	45.53	341.95
1,256 Gas/Electricity	27/03/2014		Current Account	DD	Electricity - Knockhall Chi	Southern Electric (KCC) L	L	22.59	1.12	23.71
1,258 Telephone	27/03/2014		Current Account	DD	Parks Mobile Phone	O2	S	9.53	1.91	11.44
Total								9,456.68	826.23	10,282.91

2013/14 Budgetary Control

SGTC

Income & Expenditure Account

01/04/2013 to 31/03/2014

(Last) Year Ended
31 Mar 2013

(Current) Year Ended
31 Mar 2014

(Last) Year Ended 31 Mar 2013	Income	(Current) Year Ended 31 Mar 2014
	Income	
1.15	Public Lighting	1.15
11,058.00	Parks Establishment	6,255.92
2,707.99	Swanscombe Park	2,348.40
1,560.00	Knockhall Playing Field	2,370.00
5,580.00	Broomfield Sports Ground	7,270.00
1,388.40	Allotments	1,396.74
488,196.66	Administration	578,845.79
1,265.00	Church Road Hall	3,293.35
16,773.75	Heritage Community Hall	18,296.85
23,435.00	Sports Pavilion	-5,684.21
22,877.50	Town Council Offices Commun	26,899.82
7,219.46	Old Fire Station Cafe	7,303.77
	Other Projects	0.00
£582,062.91		£648,597.58
	Expense	
840.00	St Peter & St Paul's Churchyard	-59.45
180.00	Squash Courts	0.00
6,252.44	Public Lighting	4,777.90
3,195.00	Grove Car Park	3,280.20
141,940.80	Parks Establishment	151,743.79
168.00	Swanscombe Park	54.60
113.94	Knockhall Playing Field	124.74
50.00	Heritage Park	111.98
15,810.48	Other Projects	1,050.00
83,285.00	Leisure Centre	83,909.00
1,570.05	Allotments	213.00
205,103.37	Administration	194,354.85
6,845.38	Church Road Hall	7,971.16
162.15	Grove Hall	238.76
12,646.26	Heritage Community Hall	13,085.97
15,426.40	Sports Pavilion	23,011.88
7,447.50	Town Council Offices Commun	8,029.33
27,243.03	Old Fire Station Cafe	25,463.68
£528,279.80		£517,361.39
133,131.26	General Fund	
582,062.91	Balance at 01 Apr 2013	89,385.35
715,194.17	ADD Total Income	648,597.58
528,279.80		737,982.93
186,914.37	DEDUCT Total Expenditure	517,361.39
97,529.02		220,621.54
£89,385.35	Transfer to/from Reserves	113,962.83
	Balance at 31 Mar 2014	£106,658.71
	Transfers:	
	General Fund to Earmarked Reserve	£113,962.83

SGTC
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2014

<u>Outstanding bills received but NOT paid. (Creditors) - Increase Expenditure</u>		<u>Code</u>	
Civic Reception Outstanding Expenditure	Various	Civic Reception	739.45
Unbudgetted Van Repairs	SMC Ford	Vehicles	6,012.85
			<u>£6,752.30</u>
 <u>Payments made in advance - Decrease Expenditure</u>		 <u>Code</u>	
Replacement of IT Equipment	ABC ICT Ltd	Furniture, Fixtures & Fittings	4,141.10
Purchase of New Tractor	Connon	Equipment/Materials	8,500.00
Tree Works in Swanscombe Park	Down to Earth	Trees	3,065.00
			<u>£15,706.10</u>
 <u>Outstanding payments DUE TO the Council. (Debtors) - Increase Income</u>		 <u>Code</u>	
Insurance Claim- Swanscombe Park	Zurich	Equipment/Materials	3,520.10
Thames Water Bills Paid in Error -	DBC	Water Rates	1,608.42
Contribution to Hygiene Services	Groundwork	Miscellaneous Expenditure	55.62
Contribution to Electricity	Groundwork	Electricity & Water	527.12
			<u>£5,711.26</u>
 <u>Received in Advance - Decrease Income</u>		 <u>Code</u>	
Funding for Summer Entertainment	KCC	General Projects (inc. Sun	500.00
Hall Hire Received in Advance	Friends of the Heritage Park	Hire Income	150.00
			<u>£650.00</u>

SGTC
Year End Working Document
Year ending 31/03/2014

Last Year Inc/Exp	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	
11,058.00	Parks Establishment	1,127.40	0.00	5,128.52	6,255.92	
2,707.99	Swanscombe Park	2,348.40	0.00	0.00	2,348.40	
1,560.00	Knockhall Playing Field	2,370.00	0.00	0.00	2,370.00	
5,580.00	Broomfield Sports Ground	7,270.00	0.00	0.00	7,270.00	
1,388.40	Allotments	1,396.74	0.00	0.00	1,396.74	
488,196.66	Administration	578,845.79	0.00	0.00	578,845.79	
1,265.00	Church Road Hall	3,293.35	0.00	0.00	3,293.35	
16,773.75	Heritage Community Hall	18,446.85	0.00	-150.00	18,296.85	
23,435.00	Sports Pavilion	9,338.00	15,022.21	0.00	-5,684.21	
22,877.50	Town Council Offices Community	26,899.82	0.00	0.00	26,899.82	
7,219.46	Old Fire Station Cafe	6,721.03	0.00	582.74	7,303.77	
0.00	Other Projects	500.00	0.00	-500.00	0.00	
		658,558.53	15,022.21	5,061.26	648,597.58	

Last Year Inc/Exp	Expense	Payments	B		Expense
			Last Years	This Years	
840.00	St Peter & St Paul's Churchyard	-59.45	0.00	0.00	-59.45
180.00	Squash Courts	0.00	0.00	0.00	0.00
6,252.44	Public Lighting	4,777.90	0.00	0.00	4,777.90
3,195.00	Grove Car Park	3,280.20	0.00	0.00	3,280.20
141,940.80	Parks Establishment	157,295.94	0.00	-5,552.15	151,743.79
168.00	Swanscombe Park	54.60	0.00	0.00	54.60
113.94	Knockhall Playing Field	124.74	0.00	0.00	124.74
50.00	Heritage Park	111.98	0.00	0.00	111.98
15,810.48	Other Projects	1,050.00	0.00	0.00	1,050.00
83,285.00	Leisure Centre	83,909.00	0.00	0.00	83,909.00
1,570.05	Allotments	213.00	0.00	0.00	213.00
205,103.37	Administration	196,290.08	533.58	-3,401.65	194,354.85
6,845.38	Church Road Hall	7,971.16	0.00	0.00	7,971.16
162.15	Grove Hall	238.76	0.00	0.00	238.76
12,846.26	Heritage Community Hall	13,085.97	0.00	0.00	13,085.97
15,426.40	Sports Pavilion	23,011.88	0.00	0.00	23,011.88
7,447.50	Town Council Offices Community	8,029.33	0.00	0.00	8,029.33
27,243.03	Old Fire Station Cafe	25,463.68	0.00	0.00	25,463.68
		526,846.77	533.58	-8,953.80	517,361.39

Swanscombe Greenhithe Town Council

List of Assets held at 31 March 2013

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	£1,517,371.32
01/04/1981	Grove Hall	£177,911.87
01/04/1981	Church Road Hall	£248,997.47
01/04/1981	Knockhall Changing Rooms	£41,470.58
01/04/1981	Bowls Pavilion and Toilet Block	£162,342.10
01/04/1981	Parks Store (former public toilets)	£55,765.15
01/04/1981	Mess Room/Store	£77,145.47
01/04/1981	Four Garages - Swanscombe Park	£111,014.70
01/04/1981	Garage - Broomfield Sports Ground	£89,447.66
01/04/1981	Security Store (3 x containers in Swanscombe Park)	£12,889.93
01/04/1981	Heritage Community Hall	£492,309.58
01/04/1981	Town Council Offices and Community Hall	£1,710,695.95
19/05/2011	St Peter & St Paul's Church Yard Wall	£16,390.90
		<u>£4,713,752.68</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
18/03/2010	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

£5,055,931.12

LEASES

At 31st March 2014 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 2015
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)			
The Pavilion Community Sports & Social Clubs	Sports Pavilion and patio area	£16,416 (as at 1 April 2014)	31 March 2013
Swanscombedowns Bowling Club	Bowling pavilion and four rinks on public green	£2893.32	31 March 2023 (with an option to extend for a further 5 years

**Management Agreement for the operation of the Swanscombe Centre – Management
Fee payable by the Town Council to GCLL**

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

AGENDA ITEM 21

Agm 21/5/14

Annual return for the financial year ended 31 March 2014

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 2014.

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 2014, 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 2014.

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.sicc.co.uk

Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

SWANSCOMBE & GREENWITHE TOWN COUNCIL Council/Meeting

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 2013 £	31 March 2014 £			
1 Balances brought forward	133131	186914	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	435524	482458	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	146538	166139	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	239437	234933	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	288842	282428	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	186914	318150	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	164327	295433	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	4918637	4713752	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 Disclosure note Trust funds (including charitable)	yes	no	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 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

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

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

Council/Meeting

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 2014, 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 proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.	
4 We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year 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 :

Signed by:

Chair

dated

Signed by:

Clerk

dated

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

Section 3 – External auditor certificate and opinion 2013/14 Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

Council/Meeting

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report

(Except for the matters reported below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
(*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor signature

External auditor name Date

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.

Section 4 – Annual internal audit report 2013/14 to

SWANSCOMBE AND GREENWICH TOWN

Council/Meeting

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 2014.

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 accounting records have been kept properly throughout the year.	YES		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	YES		
H Asset and investments registers were complete and accurate and properly maintained.	YES		
I Periodic and year-end bank account reconciliations were properly carried out.	YES		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	YES		
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: KEVIN FUNNELL F.M.A.A.T.

Signature of person who carried out the internal audit: *K. Funnell* Date: 3 MAY 2014

*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).

Guidance notes on completing the 2013/14 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2013) equals the balance brought forward in the current year (Box 1 of 2014).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2014 agreed to Box 8? An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All green boxes completed by internal audit and explanations provided?	

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

Swanscombe And Greenhithe Town Council

NOTICE OF APPOINTMENT OF DATE FOR THE
EXERCISE OF ELECTORS' RIGHTS

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

Audit Commission Act 1998, Sections 15 and 16 and
The Accounts and Audit (England) Regulations 2011 (SI 2011 No 817)

NOTICE	NOTES
<p>1. Date of announcement <u>25 April 2014</u> (a)</p>	<p>(a) Insert date of placing of the notice which must not be less than 14 days before the date in (c) below</p>
<p>2. Each year the body's annual return is audited by an auditor appointed by the Audit Commission. Any person interested has the right to inspect the accounts and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to the accounting statements. For the year ended 31 March 2014 these documents will be available on reasonable notice by application to:</p> <p>(b) <u>SARA STAPLETON RESPONSIBLE FINANCIAL OFFICER</u> <u>COUNCIL OFFICES THE GROVE</u> <u>SWANSLÖMBRE KEPT DATO UGA</u></p>	<p>(b) Insert name, position and address of the Clerk or other person to which any person may apply to inspect the accounts</p>
<p>commencing on (c) <u>09 May 2014</u></p>	<p>(c) Insert date, which must be at least 14 days after the date of announcement in (a) above and at least 21 working days before the date appointed for audit in (e) below</p>
<p>and ending on (d) <u>06 June 2014</u></p>	<p>(d) The inspection period between (c) and (d) must be 20 working days and (d) must be at least one working day before the date appointed for audit in (e) below</p>
<p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the auditor about the accounts; and • The right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the body. <p>The auditor can be contacted at the address in paragraph 4 below for this purpose on (e) 09 June 2014 and until the audit has been completed.</p>	<p>(e) The date appointed by the auditor</p>
<p>4. The audit is being conducted under the provisions of the Audit Commission Act 1998, the Accounts and Audit Regulations (England) 2011 and the Audit Commission's Code of Audit Practice. Your audit is being carried out by:</p> <p>PKF Littlejohn LLP Ref: SBA 2nd Floor 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p>	
<p>5. This announcement is made by (f) <u>SARA STAPLETON</u> <u>RESPONSIBLE FINANCIAL OFFICER</u></p>	<p>(f) Insert name and position of person placing the notice</p>

Bank reconciliation – pro forma

Swanscombe And Greenhithe Town Council

Financial year ending 31 March 2014

Prepared by SARA STAPLETON (Name and role)

Date 14/4/14 RESPONSIBLE FINANCIAL OFFICER

Balance per bank statements as at 31 March 2014:

£ £

305081.39

Petty cash float (if applicable)

635.00

Less: any un-presented cheques at 31 March 2014

10282.91

Add: any un-banked cash at 31 March 2014

Net balances as at 31 March 2014 (Box 8)

295433.48

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

CASH BOOK:

Opening Balance 1 April 2013 (Prior year Box 8)

Add: Receipts in the year

Less: Payments in the year

Closing balance per cash book [receipts and payments book] as at 31 March 2014 (must equal net balances above – Box 8)

Explanation of variances – pro forma for local councils

Swanscombe And Greenhithe Town Council

The NALC/SLCC 'Practitioners' Guide' (paragraph 2.15 onwards) provides guidance on explaining significant variances. Please provide explanations for the following:

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

Section 1	2012/13 £	2013/14 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept	435524	482458	46934	+10.78%	
Box 3 Other receipts	146538	166139	19601	+13.38%	
Box 4 Staff costs	239437	234933	-4504	-1.88%	
Box 5 Loan interest/ capital repayments	0	0	0	0	
Box 6 Other payments	288842	282428	-6414	-2.22%	
Box 9 Fixed assets & long term assets	4918637	4713752	-204885	-4.17%	
Box 10 Borrowings	0	0	0	0	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because				

Reconciliation between Box 7 and Box 8 in Section 1 – pro forma
 (applies to Annual Returns prepared on an income and expenditure basis only)

Swanscombe And Greenhithe Town Council

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

		£	£
Box 7: Balances carried forward			318150.52
Deduct:	Debtors		
	• 5711.26		
	• 8702.02		
	•		
	•		
	•		
		14413.28	
Deduct:	Payments made in advance (prepayments)		
	• 15706.10		
	•		
		15706.10	
Total deductions			30119.38
Add:	Creditors		
	• 7402.30		
	•		
	•		
	•		
		7402.30	
Add:	Receipts in advance		
	•		
	•		
		0	
Total additions			7402.30
Box 8: Total cash and short term investments			295433.48

15/13-14. MINUTES OF THE MEETING HELD ON 24 APRIL 2013.

MOVED by Councillor B E Read and seconded by Councillor V Openshaw.

RESOLVED:

That the Minutes of the meeting held on 24 April 2013 be confirmed and signed as a true record.

16/13-14. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

Members had previously been provided with a copy of the current standing orders and financial regulations and were asked to consider agreeing to the amendments proposed and seconded at the 24 April 2013 meeting (as per S/O 42 (b)).

MOVED by Councillor B E Read and seconded by Councillor L J Bobby.

RESOLVED:

That the Standing Orders and Financial Regulations be endorsed and adopted.

17/13-14. REVIEW OF COUNCIL POLICIES AND PROCEDURES.

Members were asked to review the current policies and procedures of the Town Council.

MOVED by Councillor B E Read and Seconded by Councillor V Openshaw.

RESOLVED:

That the policies and procedures as listed be endorsed.

18/13-14. REVIEW OF INTERNAL AUDIT.

Members were asked to review and confirm they were satisfied with the internal audit.

Councillor B E Read drew members' attention to the fact that the Town Council had recently received extremely complimentary feedback from the Internal Auditor and had a current and recent history of receiving excellent feedback and reports from both external and internal audits. Members agreed that this was a credit to the administration team and asked that their acknowledgement of this be recorded.

Members reviewed the legal requirements, regarding control objectives, which included an assessment of each of the following: the scope of internal audit, independence, competence, relationships, audit planning and reporting the council had to achieve throughout the financial year and agreed that the council had an adequate and effective system of internal audit.

RESOLVED:

That, after assessing the process for the internal audit, specifically: the scope of internal audit, independence, competence, relationships, audit planning and reporting; the effectiveness of the council's internal controls were deemed adequate and that these ensured the regulatory requirements regarding control objectives were being met.

19/13-14. BALANCE SHEET FOR YEAR END 31 MARCH 2013.

Members considered the balance sheet for the year end 31 March 2013.

MOVED by Councillor B E Read and Seconded by Councillor V Openshaw.

RESOLVED:

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

20/13-14. ANNUAL RETURN FOR YEAR END 31 MARCH 2013.

Members considered the annual return, the annual governance statement and supporting documents requested by the External Auditor, for the year end 31 March 2013. Members thanked the Administration Team for their professionalism in ensuring that the Town Council received positive reports from both internal and external auditors.

MOVED by Councillor V Openshaw and Seconded by Councillor B E Read.

RESOLVED:

That the annual return and annual governance statement, for the year end 31 March 2013 be approved and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

21/13-14. KENT ASSOCIATION OF LOCAL COUNCIL'S (KALC) – PARISH NEWS (ISSUE 369, APRIL 2013).

RESOLVED:

That the item be noted.

Having already declared a personal prejudicial interest Councillors' P M Harman and R J Lees left the chamber and took no part in the debate or decision of the following item.

22/13-14. REQUEST TO ERECT DWARF WALL AROUND PATIO AREA AT THE PAVILION.

The Town Clerk detailed the request and informed members that due to an unforeseen error / mix up, by the tenant, work had already begun on the wall. A member of the tenants committee had come into the offices at the earliest opportunity to explain and apologise for this.

288/13-14. FINANCIAL RISK ASSESSMENTS (FRA) – 2014 – 2015.

At its meeting on 7 November 2013, minute 231/13-14, the Finance and General Purposes Committee endorsed the findings of the Financial Risk Assessment Working Group (*that the FRA's should be maintained at the level/s indicated and that the Town Council should not, at this point, be looking to add or increase anything contained in the FRA's*). The FGP recommended that the FRA's should be submitted to full council for approval and inclusion in the Estimates for 2014 – 2015.

A bound copy of the FRA's had been supplied to each member with the agenda.

The Chairman of Finance and General Purposes Committee thanked the FRA Working Group for keeping this large and complex project on track as it had given the Town Council a secure base on which to plan effectively for the future.

RESOLVED:

That the FRA's, as supplied, be approved and included in the Estimates for 2014 – 2015.

289/13-14. ANNUAL ESTIMATES FOR 2014 – 2015.

Members were informed that officers had begun work on the estimates for 2014 – 2015, the confidential report / draft annual estimates had been provided by the Responsible Financial Officer (RFO) for members' information at this stage.

Members were invited to contact the RFO, outside of the meeting, and inform her of any suggestions and/or items they felt should be included.

The RFO, in consultation with the Chairman of the Finance and General Purposes Committee (FGP), would review the drafts over the festive period and the final copies would be submitted to the FGP on 16 January 2014 to be agreed; the agreed figures then being submitted to the Special Town Council meeting held directly after the FGP meeting on 16 January 2014 as this is required to set the Council Tax Rate for Band D.

- * To assist with this process members had been supplied with a copy of the draft Financial Risk Assessments as per the preceding agenda item.

RESOLVED:

That the item be noted.

290/13-14. AGREEMENT WITH DARTFORD BOROUGH COUNCIL (DBC) – SECTION 77-78 CRIMINAL JUSTICE AND PUBLIC ORDER ACT 1998.

At the 8 October 2013 Borough and Parish Council Forum (BPCF) it had been agreed that DBC would put in place a formal agreement with the parishes to enable them to

Swanscombe And Greenhithe Town Council

Contact details

Please complete this form and send it back to us with the Annual Return

	Clerk	Chair
Name	RESPONSIBLE FINANCIAL OFFICER SARA STAPLETON	
Address	COUNCIL OFFICES THE GROVE SWANSCOMBE LEST DI10 0CA	
Daytime telephone number	01322 385513	
Mobile telephone number		
Email address	SARA.STAPLETON@SWANSCOMBEANDGREENHITHE.TOWN.COUNCIL.GOV.UK	



AGENDA ITEM 23.
AGM 21/5/14

Good Afternoon Graham

Advice Service Dartford would like to deliver for Swanscombe and Greenhithe Town Council a one off pop up Benefit clinic.

This would consist of the projects case workers attending Swanscombe on Wednesday 30th July and assessing any benefit entitlement that would maximise the income of the local community.

The project will provide all equipment needed and will be available for 3 hours. Time can be confirmed at a later date.

If possible an ideal venue would be The Old Fire Station Café as this already works positively as an outreach location.

The aim of the clinic is to highlight the outcomes that can be achieved with the assistance of the project.

This would be open to all age groups and will be confidential.

I hope we are able to deliver this within the community

Regards

Mandy Dabb
Project Manager
Advice Service Dartford

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