



NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2015 - 2016.

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 A E D Barham
Members:	4.	Councillor Ms L M Cross
	5.	Councillor Ms L M Hall
	6.	Councillor J A Hayes
	7.	Councillor Ms L C Howes
	8.	Councillor Ms L D McFadden
	9.	Councillor B E Read
	10.	XX
	11.	XX
	12.	Vacancy

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

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor R J Lees
Committee	3.	Councillor K G Basson
Members:	4.	Councillor Mrs S P Butterfill
	5.	Councillor Mrs L M Cross
	6.	Councillor P M Harman
	7.	Councillor Ms L C Howes
	8.	Councillor Mrs I A Read
	9.	Councillor S J Ryan
	10.	XX
	11.	XX
	12.	Vacancy



NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES
(CHAIRMEN AND VICE-CHAIRMEN) 2015 – 2016.

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

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor Mrs S P Butterfill
Committee	3.	Councillor K G Basson
Members:	4.	Councillor J M Harman
	5.	Councillor J A Hayes
	6.	Councillor Ms L C Howes
	7.	Councillor Mrs C K Openshaw
	8.	Councillor A S Reach
	9.	Councillor S J Ryan
	10.	XX
	11.	XX
	12.	Vacancy

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

Chairman:	1.	The Town Mayor
Vice-Chairman:	2.	Councillor B E Read
Committee	3.	Councillor Ms A E D Barham
Members:	4.	Councillor Ms L M Cross
	5.	Councillor R J Lees
	6.	Councillor Mrs I A Read
	7.	XX

❖ **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 Mrs S P Butterfill
	5.	Councillor Ms L M Cross
	6.	Councillor J M Harman
	7.	Councillor R J Lees
	8.	Councillor Mrs I A Read
	9.	XX



NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES
(CHAIRMEN AND VICE-CHAIRMEN) 2015 – 2016.

SUB-COMMITTEES OF THE RLA COMMITTEE:

❖ **HERITAGE PARK / SKULL SITE – 6 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Ms L C Howes
Sub-Committee	3.	Councillor Mrs S P Butterfill
Members:	4.	Councillor R J Lees
	5.	Councillor Mrs C K Openshaw
	6.	XX

❖ **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 R J Lees
	5.	Councillor Mrs C K Openshaw
	6.	XX

SUB-COMMITTEES OF THE FGP COMMITTEE:

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

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

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

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



*NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES
(CHAIRMEN AND VICE-CHAIRMEN) 2015 – 2016.*

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 R J Lees
Sub-Committee	3.	Councillor Mrs S P Butterfill
Members:	4.	Councillor P M Harman
	5.	Councillor J A Hayes
	6.	Councillor Ms L C Howes
	7.	XX
	8.	Vacancy



**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 2015.

➤ **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 2015.

➤ **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.

This page is intentionally left blank



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 2015.

➤ **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 2015.

➤ **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 2015.

➤ **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.

This page is intentionally left blank



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 2015.

- **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.

This page is intentionally left blank



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 2015.

➤ **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 2015.

➤ **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 2015.
- **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.

This page is intentionally left blank



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 2015.

➤ **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 21/5/15

DATES OF MEETINGS 2015 - 2016

F & G P	R & L A	TOWN COUNCIL	P, MD, T & E
11 June 2015	25 June 2015	9 July 2015	10 June 2015
3 Sept 2015	24 Sept 2015	15 Oct 2015	9 Sept 2015
5 Nov 2015	26 Nov 2015	17 Dec 2015	30 Sept 2015
14 Jan 2016 **	4 Feb 2016	18 Feb 2016	21 Oct 2015
10 March 2016	31 March 2016	28 April 2016	11 Nov 2015
			2 Dec 2015
** Special Town Council after FGP			20 Jan 2016
			10 Feb 2016
			2 March 2016
			23 March 2016
			13 April 2016
			4 May 2016

12 May 2016 - Annual Open Town Meeting

19 May 2016 - 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

This page is intentionally left blank



REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2015 – 2016.

❖ **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

❖ **DEVELOPMENT CONTROL USERS FORUM (1 MEMBER):**

1. Councillor B E Read

❖ **ELDERLY FORUM (1 MEMBER):**

1. Councillor Ms L C Howes

❖ **EASTERN QUARRY COMMUNITY LIAISON GROUP (1 MEMBER):**

1. Councillor P M Harman

❖ **GRAVESEND AND DISTRICT SOCIETY FOR THE MENTALLY HANDICAPPED (1 MEMBER):**

1. Councillor Mrs L C Howes

❖ **GREENHITHE COMMUNITY ASSOCIATION (2 MEMBERS):**

1. Councillor Mrs S P Butterfill
2. Councillor Vacancy

❖ **INGRESS PARK MANAGEMENT (GREENHITHE) LTD (IPGM) (2 MEMBERS) – DIRECTORSHIP:**

1. Councillor P M Harman
2. Mr P C Harris



REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2015 – 2016.

- ❖ **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) COUNTY AREA COMMITTEE (2 MEMBERS):**
 1. Councillor Ms L C Howes
 2. Councillor Mrs S P Butterfill

- ❖ **KALC DARTFORD AREA COMMITTEE (2 MEMBERS):**
 1. Councillor R J Lees
 2. Graham Blew – Town Clerk

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

- ❖ **SURESTART – KNOCKHALL CHILDREN'S COMMUNITY CENTRE COMMITTEE (1 MEMBER):**
 1. Councillor R J Lees

- ❖ **SURESTART – SWANSCOMBE U1R CHILDREN'S CENTRE COMMITTEE (1 MEMBER):**
 1. Councillor R J Lees

- ❖ **THE PAVILION COMMUNITY SPORTS AND SOCIAL CLUB (THE PAVILION) (3 MEMBERS):**
 1. Councillor Ms L M Cross
 2. Councillor P M Harman
 3. Councillor R J Lees

- ❖ **TOWN/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 2015

AGENDA ITEM 15
AGM 21/5/15

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 Ms L M Cross		2. Responsible Financial Officer (RFO)
3. Cllr Mrs S P Butterfill		
4. Cllr R J Lees		
5. Cllr Mrs C K Openshaw		
6. Cllr Mrs I A Read		

This page is intentionally left blank

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 30 APRIL 2015 at 7.00 PM

PRESENT:

Councillor Mrs S P Butterfill – Town Mayor
Councillor K G Basson
Councillor Ms L M Cross
Councillor Ms L M Hall
Councillor J M Harman
Councillor P M Harman
Councillor P C Harris
Councillor J A Hayes
Councillor Ms L C Howes
Councillor R J Lees
Councillor C K Openshaw
Councillor B R Parry
Councillor B E Read
Councillor Mrs I A Read
Councillor P J Scanlan

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: There were none.

529/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' A Harvey (family commitments), Mrs A R Harvey (unwell), J B Harvey (unwell), V Openshaw (unwell) and P A Read (work commitments).

530/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Ms L M Cross declared a prejudicial interest in agenda item 20 The Pavilion – Update, as she is a Town Council representative on the Pavilion Community Sports & Social Club Committee.

Councillor J A Hayes declared a prejudicial interest in agenda item 20 The Pavilion – Update, as he is a Town Council representative on the Pavilion Community Sports & Social Club Committee.

Councillor R J Lees declared a prejudicial interest in agenda item 20 The Pavilion – Update, as he is a Town Council representative on the Pavilion Community Sports & Social Club Committee.

Councillor R J Lees declared Disclosable Pecuniary Interest in agenda item 10 Advice Service Dartford – Community Café, Church Road, Swanscombe as he is Trustee of CAB Dartford, explaining that the item was recommended for noting but should any discussion on the item begin he would leave the chamber.

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

531/14-15. MINUTES OF THE MEETING HELD ON 26 FEBRUARY 2015.

Members were provided with a copy of the Minutes of the Meeting held on 26 February 2015.

RESOLVED:

That the Minutes of the Meeting held on 26 February 2015 be confirmed and signed as a true record.

532/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

533/14-15. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 4 MARCH 2015, 25 MARCH 2015 AND 15 APRIL 2015.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 4 March 2015, 25 March 2015 and 15 April 2015 be confirmed and the recommendations made therein be adopted.

534/14-15. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 9 APRIL 2015.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 9 April 2015 be confirmed and the recommendations made therein be adopted.

535/14-15. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 12 MARCH 2015.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 12 March 2015 be confirmed and the recommendations made therein be adopted.

536/14-15. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 23 FEBRUARY 2015.

RESOLVED:

That the Minutes of the Allotments & Cemeteries Sub-Committee meeting held on 23 February 2015 be confirmed and the recommendations made therein be adopted.

537/14-15. MINUTES OF THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE MEETING HELD ON 23 MARCH 2015.

RESOLVED:

That the Minutes of the Allotments & Cemeteries Sub-Committee meeting held on 23 March 2015 be confirmed and the recommendations made therein be adopted.

538/14-15. MINUTES OF THE HERITAGE PARK/SKULL SITE SUB-COMMITTEE MEETING HELD ON 26 MARCH 2015.

RESOLVED:

That the Minutes of the Heritage Park/Skull Site Sub-Committee meeting held on 26 March 2015 be confirmed and the recommendations made therein be adopted.

639/14-15. REVIEW OF STANDING ORDERS – S/O 1 d) (iii).

To reflect the fact that the option of sending agendas by email was now available members were asked to agree that the proposed amendment to S/O 1 d) (iii) was adjourned until the next ordinary meeting of the Council, as per S/O 41 (b).

RESOLVED:

That the proposed amendment to S/O 1 d) (iii) be adjourned until the next ordinary meeting of the Council.

540/14-15. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT (DCLG) – CONSULTATION ON EXTENDING THE REMIT OF THE LOCAL GOVERNMENT OMBUDSMAN TO LARGER PARISH AND TOWN COUNCILS.

The DCLG had submitted the consultation which had a deadline for responses of 30 June 2015. Members went through the response form, Annex A, and agreed answers to the 5 questions contained in the consultation.

RESOLVED:

That the Town Clerk submit the responses as agreed by the Town Council.

541/14-15. 2015 ELECTION OF TOWN COUNCILLORS.

The Returning Officer, Dartford Borough Council, had advised of the results for the uncontested election of both Galley Hill Ward and the Swanscombe Ward. Statements of Persons Nominated had also been advised for both the Greenhithe Ward and the Knockhall Ward.

The Town Mayor thanked all those that had put themselves forward to represent the community and wished everyone concerned the best of luck.

RESOLVED:

That the item be noted.

545/14-15. VACANCY FOR SWANSCOMBE WARD.

As a vacancy had arisen in the Swanscombe Ward, due to insufficient number of candidates at ordinary election, the Town Council would be able to co-opt a new member at the Annual General Meeting. The Town Clerk had arranged for a Public Notice of Vacancy to be displayed inviting expressions of interest from persons who met the criteria/qualified to be a councillor with a deadline for responses of 8 May 2015.

The Town Clerk explained the process for the co-option.

RESOLVED:

That the item be noted.

546/14-15. ADVICE SERVICE DARTFORD – COMMUNITY CAFÉ, CHURCH ROAD, SWANSCOMBE.

The Project Manager, Advice Service Dartford, had informed that funds received via the Kent County Councillor for Swanscombe and Greenhithe would enable the surgeries currently provided at the Community Café to continue until December 2015.

Members requested that their gratitude and best wishes for a happy retirement be sent to Mr David Cheale, Manager of the CAB Dartford.

RESOLVED:

That the item be noted.

547/14-15. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

Members were supplied with the March 2015 edition of the Parish News.

RESOLVED:

That the item be noted.

548/14-15. STAFF / MEMBER TRAINING - UPDATE.

Members were informed that the following training had been successfully undertaken:-

- Café Assistant – Level 2 Food Safety & Hygiene (Catering) – 23 February 2015;
- Café Assistant – First Aid at Work – 4 March 2015;
- Senior Groundsman/Gardener – First Aid at Work – 14 April 2015.

Members were reminded that places had been provisionally booked for the KALC Councillor Induction Event at Stone Pavilion on 11 June 2015 and that this training was appropriate for new and re-elected Councillors.

DBC had also sent out invitations to all Town Councillors to attend training sessions that were designed to give an overview of the Code of Conduct and ethical governance. These sessions were suitable, and recommended, for both new and experienced Councillors.

RESOLVED:

That the item be noted.

549/14-15. 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 agenda for the 20 April 2015 meeting, including the minutes of the 8 December 2014 meeting were available in the Chamber for inspection.

KALC Dartford Area Committee (KALCDAC).

Councillor R J Iles and the Town Clerk are the Town Council's representatives on KALCDAC. As previously agreed the agenda for the 19 March 2015 meeting, including the minutes from the 18 September 2014 meeting were available in the Chamber for inspection.

Bluewater Forum (BF).

The Town Mayor, or agreed substitute, is the Town Council's representative on the BF. As previously agreed details of the minutes from the 22 January 2015 meeting were available in the Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).

IPGM had indicated that, although unable to provide documentation, they would like to submit verbal updates to the Town Council.

Councillors' P M Harman and P C Harris are the Town Council's representatives on IPGM.

Councillor PC Harris advised that Crest Nicholson appeared to be reluctant to begin building the Community Centre after previously saying that it would be completed by summer 2015.

After discussion it was agreed that it was appropriate for the reports for the IPGM to be verbal updates and that they should continue in this manner.

550/14-15. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman gave a verbal report which included the following items:

Councillor P M Harman advised that it had been a busy year at KCC and that he had sat on several committees including the Planning Committee and the Appeal Panel for School Transportation (Home to School Transport).

The outcome of the KCC Community Warden Consultation had been satisfactory as the cut back of this essential service had not been as severe as previously expected.

The Sensible Street Lighting Scheme which involved street light being switched off between midnight and 5.30am. KCC had secured a grant to change street lights to LED bulbs using an advanced system which would enable the street lights to be dimmed remotely.

He had been involved in Planning of School extensions including the Manor Community Primary School and Knockhall Primary School.

One issue of concern had been with flooding issues including Stanhope Road / Swanscombe Street, KCC were working on the problem and had completed some work which seemed to have improved the issues dramatically.

Councillor P M Harman advised he had supported many local organisations by providing funding via his Members Community Grant to 20 community groups.

RESOLVED:

That the item be noted.

551/14-15. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

There had been very little to report since the election had been announced other than Councillor J A Kite being selected as the DBC representative on the UDC for the Garden City Project.

RESOLVED:

That the item be noted.

552/14-15. SEALING OF DOCUMENTS.

There were none.

553/14-15. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor thanked all members for their support during her term of office and advised that the Civic Night, 18 April 2015, had been a huge success with over 100 people attending the event with the Grove Irish Dancers having received very complimentary feedback for their performance.

554/14-15. QUESTIONS.

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

555/14-15. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read and seconded by Councillor P M Harman;

RESOLVED:

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

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

Having already declared a prejudicial interest Councillors' Ms L M Cross, J A Hayes and R J Lees left the chamber and took no part in the debate or decisions of the following item.

556/14-15. THE PAVILION COMMUNITY SPORTS & SOCIAL CLUB – UPDATE.

Further to the previous update, minute 459/14-15, Councillor B E Read advised that with the assistance of the Town Clerk and the Chairman of the Pavilion Committee, DBC had undertaken an inspection of the building on 13 March 2015. From this it was hoped that the DBC officers would compile a report for consideration and correspondence was now awaited from DBC to see if the matter could be progressed.

Councillor B E Read advised members that he had held further talks with the Leader of Dartford Borough Council although it was unlikely that any statements or further information would be forthcoming until after the elections.

The Town Clerk informed that The Pavilion had advised that their Secretary had resigned and that one of the Trustees had been de-selected.

RESOLVED:

That the item be noted.

557/14-15. **CAFÉ WORKING GROUP.**

Members were informed that the Café Working Group had met with Groundwork on 23 March 2015 to discuss the possibilities for the future provision of the service at the Café and that it had been agreed that a written report would be supplied by Groundwork, after the elections in May, for the Town Council to consider.

RESOLVED:

That the item be noted.

Councillor B E Read asked that those members not standing for election on 7 May 2015 be thanked for their contributions during their times of office.

There being no further business to transact the Meeting closed at 8.15 pm.

Signed: _____

Date:- _____

(Chairman)

RISK MANAGEMENT POLICY 2015

AREA	RISK	LEVEL	INTERNAL CONTROLS (AND AGREED IMPROVEMENTS)
ASSETS	Protection of physical assets owned by the Council: Leisure Centre Church Road Hall Grove Hall Mess Room Garage at Broomfield Sports Ground 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.
	Maintenance of buildings etc	L	External maintenance and grounds maintenance of is responsibility of the Council. Ad-hoc maintenance on other buildings. Electrical and safety equipment maintenance in place on all properties. GCLL has responsibility of internal maintenance of Leisure Centre.
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. Business interruption insurance cover in place of £120,000. Loss of non-negotiable money and other money covered under insurance policy.
	Loss of cash through theft or dishonesty	L	Receipts issued. Cash kept in locked containers and safe. Banked monthly by Responsible Financial Officer (RFO).
	Financial controls and records	L	Monthly reconciliation prepared by RFO and reported to Council. Three signatories on cheques and direct debits (RFO or Town Clerk and 2 councillors). Cheque stubs initialled by councillors. Updated financial

SWANSCOMBE & GREENHITHE TOWN COUNCIL

			regulations in place following the repeal of Section 150(5) of the LGA 1972 with increased internal controls. Internal and external audit.
	Comply with Customs and Excise Regulations	L	Use help line when necessary. VAT payments and claims calculated by RFO. 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.
	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 Employers 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 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 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 available to press and public via the

SWANSCOMBE & GREENHITHE TOWN COUNCIL

			Council office and on the council's website.
	Proper document control	L	Leases and legal documents are kept in Fire Proof Cabinet. Other data storage complies with the Data Protection Act.
COUNCILLOR 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 at each Council meeting.

INSURANCE	Public Liability	L	Cover in place to £10,000,000
	Hirer'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 September. 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 Committee.
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 to secure off-site storage by IT contractor. Anti-virus software on all PCs.
ADMINISTRATION	Agency Advice	L	Continue with advice from KALC, SLCCCL, SEEmp, ACAS and solicitors.
ALLOTMENTS PARKS	Increase in net expenditure	L	Review allotment rents annually.
	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.

This page is intentionally left blank



AGENDA ITEM 21

TC 21/5/15

SWANCOMBE & GREENHITHE TOWN COUNCIL POLICY & PROCEDURE INDEX

Assault On Staff - Code Of Practice	1
Capability Policy	2
CCTV Policy	3
Child Protection Policy	4
Civic Protocol	5
Complaints Procedure	6
Complaint Handling Procedure	7
Declarations of Interest Flow Chart	8
Dignity At Work: Bullying & Harassment Policy	9
Equal Opportunities Policy	10
Family Leave Policy	11
Financial Regulations	12
Grievance Procedure	13
Health & Safety Policy Statement	14
Investment Strategy	15
IT Policy	16
Members Code Of Conduct	17
Risk Management Policy	18
SGTC Community Engagement Strategy	19
Staff Disciplinary Procedure	20
Standing Orders	21
Stress Policy	22
Whistleblowing Policy	23
LGPS Employer Policy Decision	24
Recording, Filming, Photographing and Broadcasting Me	25
Terms Of Reference	26
Town Council Voting Sheets	27
Training / Learning and Development Policy.	28

This page is intentionally left blank

SGTC
BALANCE SHEET
31/03/2015

AGENDA ITEM

22

ACOM 21/5/15

(Last) Year Ended
31 Mar 2014

(Current) Year Ended
31 Mar 2015

£		£
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
5,711.26	Debtors (Net of provision for doubtful debts)	259.25
15,706.10	Payments in advance	722.90
8,702.02	VAT Recoverable	7,583.98
0.00	Temporary lendings (investments)	0.00
295,433.48	Cash in hand	443,875.70
325,552.86	TOTAL ASSETS	452,441.83
	CURRENT LIABILITIES	
7,402.30	Creditors	4,129.98
0.00	Temporary borrowing	0.00
<u>318,150.56</u>	NET ASSETS	<u>448,311.85</u>
	Represented by:	
106,658.71	General fund Balance	153,323.54
	Reserves:	
0.00	Capital	0.00
211,491.85	Earmarked	294,988.31
0.00	Adjustments	0.00
<u>318,150.56</u>		<u>448,311.85</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2015

Signed _____
Responsible Financial Officer

Date _____

SGTC

Bank Reconciliation at 31/03/2015		
	Cash in Hand 01/04/2014	
		295,433.48
	ADD	
	Receipts 01/04/2014 - 31/03/2015	693,434.02
		988,867.50
	SUBTRACT	
	Payments 01/04/2014 - 31/03/2015	544,991.80
A	Cash in Hand 31/03/2015 (per Cash Book)	443,875.70
	Cash in hand per Bank Statements	
	Cash 31/03/2015	635.00
	Current Account 31/03/2015	11,526.11
	Active Saver 1 31/03/2015	138,050.91
	Active Saver 2 31/03/2015	294,988.31
	Active Saver 1 - Treasury Depo 31/03/2015	0.00
	Active Saver 2 - Treasury Depo 31/03/2015	0.00
		445,200.33
	Less unrepresented cheques As attached	1,324.63
		443,875.70
	Plus unrepresented receipts As attached	0.00
B	Adjusted Bank Balance	443,875.70
	A = B Checks out OK	

SGTC

PAYMENTS LIST: Un-cashed Cheques for Current Account

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
124 Gas/Electricity	23/04/2014		Current Account	DD	Electricity - Bowls Pavilion	EDF Energy	Z	40.00	0.00	40.00
200 Equipment/Materials	15/05/2014		Current Account	713288	General Equipment/Mats	Discount Builders Merch	S	23.25	4.65	27.90
482 Miscellaneous Expendit	07/08/2014		Current Account	713359	Display Energy Certificate	Future By Energy Ltd	Z	242.50	0.00	242.50
575 Town Mayor's Allowance	03/09/2014		Current Account	DD	Mayoral Allowance Claim	Clr Mrs S P Butcherfill	Z	23.73	0.00	23.73
600 Town Mayor's Allowance	04/09/2014		Current Account	DD	Mayoral Allowance Claim	Clr Mrs S P Butcherfill	Z	2.50	0.00	2.50
626 Town Mayor's Allowance	11/09/2014		Current Account	713402	Mayoral Engagement	Clr Ms S P Butcherfill	Z	90.00	0.00	90.00
1,221 Furniture, Fixtures & Eq	05/03/2015		Current Account	DD	Coffee Machine Monthly f	Tchibo Coffee Internatic	S	65.00	13.00	78.00
1,278 Trees	25/03/2015		Current Account	713594	Tree Survey - Spring Vale	SL Tree Care Ltd	S	350.00	70.00	420.00
1,279 Vandalism	25/03/2015		Current Account	713595	Repairs to Garage roof - I	TMH Contractors	Z	160.00	0.00	160.00
1,285 Equipment/Materials	25/03/2015		Current Account	713600	Skip Hire	Pinden Ltd	S	200.00	40.00	240.00
Total								1,196.98	127.65	1,324.63

www.southgates.gov.uk

SGTC
Income & Expenditure Account
01/04/2014 to 31/03/2015

(Last) Year Ended
31 Mar 2014

(Current) Year Ended
31 Mar 2015

<u>Income</u>		
1.15	Public Lighting	1.15
6,255.92	Parks Establishment	-4,128.52
2,348.40	Swanscombe Park	2,984.32
2,370.00	Knockhall Playing Field	2,825.00
7,270.00	Broomfield Sports Ground	8,320.00
1,396.74	Allotments	1,734.60
578,845.79	Administration	562,479.67
3,283.35	Church Road Hall	3,804.25
18,296.85	Heritage Community Hall	13,792.01
-5,684.21	Sports Pavilion	16,416.00
26,899.82	Town Council Offices Communi	30,650.90
7,303.77	Old Fire Station Cafe	6,147.03
	Other Projects	500.00
£648,597.58		£645,526.41

<u>Expense</u>		
-59.45	St Peter & St Paul's Churchyard	0.00
4,777.90	Public Lighting	4,188.44
3,280.20	Grove Car Park	3,344.10
151,743.79	Parks Establishment	149,439.42
54.60	Swanscombe Park	133.34
124.74	Knockhall Playing Field	127.17
111.98	Heritage Park	37.50
1,050.00	Other Projects	1,645.00
83,909.00	Leisure Centre	84,437.00
213.00	Allotments	786.77
194,354.85	Administration	194,047.41
7,971.16	Church Road Hall	8,886.88
238.76	Grove Hall	190.95
13,085.97	Heritage Community Hall	21,013.28
23,011.88	Sports Pavilion	9,743.43
8,029.33	Town Council Offices Communi	9,707.05
25,463.68	Old Fire Station Cafe	27,637.38
£517,361.39		£515,365.12

<u>General Fund</u>		
89,385.35	Balance at 01 Apr 2014	106,658.71
648,597.58	ADD Total Income	645,526.41
737,982.93		752,185.12
517,361.39	DEDUCT Total Expenditure	515,365.12
220,621.54		236,820.00
113,952.83	Transfer to/from Reserves	83,496.46
£106,658.71	Balance at 31 Mar 2015	£153,323.54

Transfers:

General Fund to Earmarked Reserve £83,496.46

SGTC
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2015

<u>Outstanding bills received but NOT paid. (Creditors) - Increase Expenditure</u>		<u>Code</u>	
Civic Reception	SGTC	Civic Reception	1,380.00
			£1,380.00
<u>Payments made in advance - Decrease Expenditure</u>		<u>Code</u>	
Town Mayors Allowance	Cllr Mrs S P Butterfill	Town Mayor's Allowance	200.60
Contribution to electricity	Groundwork	Electricity & Water	417.44
Contribution to water rates	Groundwork	Electricity & Water	45.58
Contribution to Hygiene Services	Groundwork	Miscellaneous Expenditure	59.28
			£722.90
<u>Outstanding payments DUE TO the Council. (Debtors) - Increase Income</u>		<u>Code</u>	
Hall Hire	Family Fellowship	Hire Income	166.25
Hall Hire	NHS	Hire Income	37.00
Hall Hire	Family Fellowships	Hire Income	56.00
			£259.25
<u>Received in Advance - Decrease Income</u>		<u>Code</u>	
Bowls Pavilion Bond	Transferred to Reserve Account	Miscellaneous Income	1,000.00
Sports Pavilion Bond (6 x monthly	Transferred to Reserve Account	Miscellaneous Income	1,249.98
Grant Funding for Summer Enterta	KCC	General Projects (inc. Sun	500.00
			£2,749.98

Swanscombe Greenhithe Town Council

List of Assets held at 31 March 2015

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	Menor 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
01/04/2003	Axehead Sculpture	£40,000.00
		<u>£4,753,752.68</u>

Equipment

Date Purchased	Description of Asset	Current Value
13/02/2014	Tractor	£14,000.00
14/10/2010	Vans	£14,000.00
01/04/1980	Tractor Mounted Equipment	£4,750.00
18/03/2010	Parks Equipment, inc all gardening equipment, tools etc	£72,595.32
18/03/2010	Playground Equipment	£151,943.68
19/05/2011	Height barrier - car park	£655.64
19/05/2012	2 x Diamond Jubilee Memorial Benches	£2,121.80
01/04/1974	Civic Regalia	£5,627.55
01/04/2007	8 x Public Notice Boards	£9,004.07
01/04/1980	Office Equipment, Furniture and Stationery	£52,478.21
01/04/2007	Old Fire Station Café - Furniture & Equipment	£30,951.49
01/04/2013	32 x Street Lights	£10,609.00
01/04/2013	Wooden Hut (Swanscombe Park Bowling Green)	£6,365.40
12/03/2015	Ride on Mower	£5,703.00
		<u>£380,805.16</u>

Total of Assets

£5,134,563.84

LEASES

At 31st March 2015 the following leases were in operation:

Lessor	Purpose	Annual Lease Payable	Year of Expiry
Land Securities	Heritage Park	£50.00	February 2039
Land Securities	Keary Road Allotments	£30.00	Lease dated 27 February 1968 - no end date
Dartford Borough Council	Swanscombe Centre	£1.00 plus insurance rent which recharged to GCLL	23 rd September 2038
Natural England	Swanscombe Skull Site	None	1 st April 2017
Dartford Borough Council	NB Ground Allotment	£59.93	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	£16,744.32 (as at 1 April 2015)	31 March 2013

Swanscombedowns Bowling Club	Bowling pavilion and four rinks on public green	£2951.19	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		31 July 2029
		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	

This page is intentionally left blank

AGM 21/5/15

Local Councils in England Annual return for the financial year ended 31 March 2015

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 2015.

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 2015, 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 their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, 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 annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

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

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

SWANSCOMBE & GREENHITHE TOWN

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 2014 £	31 March 2015 £	
1 Balances brought forward	186914	318150	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	482458	488991	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	166139	156535	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	234933	221373	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	282428	293992	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	318150	448311	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	295433	443875	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	4713752	5134563	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	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.
		✓	

I certify that for the year ended 31 March 2015 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: 21/05/2015

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

21/05/2015

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date: 21/05/2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

SNANSLOMBE & GREENHITHE TOWN

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 2015, 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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	
		✓	

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

dated 21/05/2015

Signed by:

Chair

dated 21/05/2015

Signed by:

Clerk

dated 21/05/2015

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

Section 4 – Annual internal audit report 2014/15 to

SWANSCOMBE AND GREENHITHE 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 2015.

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
			N/A.

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 14 MAY 2015

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).

Bank reconciliation – pro forma

Swanscombe And Greenhithe Town Council

Financial year ending 31 March 2015

Prepared by SARA STAPLETON RESPONSIBLE FINANCIAL OFFICER (Name and role)

Date 22/4/2015

Balance per bank statements as at 31 March 2015:	£	£
	445 200	33
Petty cash float (if applicable)		
Less: any unpresented cheques at 31 March 2015	1 324	63
Add: any un-banked cash at 31 March 2015		0
Net balances as at 31 March 2015 (Box 8)	443 875	70

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

CASH BOOK:

Opening Balance 1 April 2014 (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 2015 (must equal net balances above – Box 8)

Explanation of variances – pro forma for local councils

Swanscombe And Greenhithe Town Council

The JPAG '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	2013/14 £	2014/15 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept	482458	488991	72368	1.34%	
Box 3 Other receipts	166139	156535	-9604	-6.14%	
Box 4 Staff costs	234933	221373	-13559	-6.13%	
Box 5 Loan interest/ capital repayments	0	0	0	0	
Box 6 Other payments	282428	293992	11563	3.93%	
Box 9 Fixed assets & long term assets	0	0	0	0	
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			448 311.85
Deduct:	Debtors		
	• DEBTORS	259.25	
	• VAT	7583.96	
	•		
	•		
		7843.23	
Deduct:	Payments made in advance (prepayments)		
	•	722.90	
	•		
		722.90	
Total deductions			8566.13
Add:	Creditors		
	• CREDITORS	4129.98	
	•		
	•		
	•		
		4129.98	
Add:	Receipts in advance		
	•		
	•		
		4129.98	
Total additions			4129.98
Box 8: Total cash and short term investments			443875.70

ANNUAL GENERAL MEETING
21 MAY 2014

payments online, all payments made by this method are to be supported by an appropriate voucher which is signed in accordance with the cheque signatory arrangements;

- 6.11 *The Town Clerk and RFO to review all PIN's and passwords and provide a full list to be given to the Town Mayor as required;*
- 6.15 *That the signatories for the Town Mayor's Charity Account be amended to the Town Clerk and RFO;*
- 7.6 *The personnel Committee be tasked with undertaking an Annual Appraisal for the Town Clerk;*
- 11.1 *The amount be left at its current level of £25000.00.*

RESOLVED:

1. That the repeal of S.150 and changes as indicated be noted.
2. That the changes to the administrative procedures and responsibilities highlighted be agreed.
3. That the new Financial Regulations be adopted.

17/14-15. 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 J A Hayes.

RESOLVED:

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

18/14-15. 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 which included an "upgrade" from very *good* standard to very *high* standard and that this had only been used once before. 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

ANNUAL GENERAL MEETING
21 MAY 2014

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.

19/14-15. ANNUAL RISK MANAGEMENT REVIEW.

The Town Clerk advised members that the proposed amendments included in the Annual Risk Management Review were in line with advice received from the Society of Local Council Clerks (SLCC). Members considered, and endorsed the amendments to the Annual Risk Management.

RESOLVED:

That the amendments suggested as part of the Annual Risk Management Review be noted and endorsed.

20/14-15. 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 P J Scanlan.

RESOLVED:

That the policies and procedures as listed be endorsed.

21/14-15. BALANCE SHEET FOR YEAR END 31 MARCH 2014.

Members considered the balance sheet for the year end 31 March 2014.

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

RESOLVED:

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

22/14-15. ANNUAL RETURN FOR YEAR END 31 MARCH 2014.

Members considered the annual return, the annual governance statement and supporting documents requested by the External Auditor, for the year end 31 March 2014. 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 B E Read and Seconded by Councillor K G Basson.

RESOLVED:

That the annual return and annual governance statement, for the year end 31 March 2014 be approved and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.



SWANSCOMBE & GREENHITHE TOWN COUNCIL
STANDING ORDERS

- iii) the place to which it relates;

38. FINANCIAL MATTERS.

- a) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:
- i) the accounting records and systems of internal control;
 - ii) the assessment and management of risks faced by the Council;
 - iii) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
 - iv) the financial reporting requirements of members and local electors and
 - v) procurement policies (subject to (b) below) including the setting of values for different procedures where the contract has an estimated value less than £25,000.
- b) **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 38 (c) below.**
- c) Any formal tender process shall comprise the following steps:
- i) a public notice of intention to place a contract to be placed in a local newspaper;
 - ii a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii) tenders are to be sent, in a sealed marked envelope, to the Responsible Financial Officer by a stated date and time;
 - iv) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and/or Responsible Financial Officer and at least one Member of Council;
 - v) tenders are then to be assessed and reported to the appropriate meeting of Council or committee.
- d) The Council, nor any committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 30 (e), 31 regarding improper activity.
- e) **The Financial Regulations of the Council shall be subject to an annual review.**
- f) **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No.6, as amended) apply to 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 11.1 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
 - 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 £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 £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 Order 39.
 - h. When it is to enter into a contract of less than £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 £5,000 and above £1,000 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 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.

This page is intentionally left blank

Graham Blew

From: administrator <administrator@kentalc.gov.uk>
Sent: 07 May 2015 09:25
Subject: Pilot Local Warden Support Officer Scheme
Attachments: Local Warden Support Officer paper (final).pdf; LWSO Role summary.pdf; Local Warden Support Officer - QA (final).pdf

Dear Member Councils

KALC is working with Kent County Council and Kent Police on a Pilot Local Warden Support Officer Scheme. This follows on from the KCC consultation last year on Community Wardens where, following over 100 responses from Parish and Town Councils, KCC announced that it would keep its existing 70 Community Wardens. The existing Community Wardens will be realigned to provide greater coverage and a more equal balance across Kent. The Pilot Local Warden Support Officer (LWSO) Scheme is a voluntary role and is not intended to replace Community Wardens. LWSOs are expected to be the "ears and eyes" of their communities, be conduits for information and support and engage with the local community providing general advice to members of that local community, signposting them to the appropriate agencies and liaising with local community groups, partners (e.g. police, Fire Service, Neighbourhood Watch etc.) and with the local KCC Community Warden.. Further information on the Pilot LWSO Scheme is set out in the following documents which are attached:

- Pilot Local Warden Support Officer Background Note
- Pilot Local Warden Support Officer – Role Summary
- Pilot Local Warden Support Officer Scheme Q&A

We are looking for up to 12 Pilots across Kent. There is no cost to those Parish/Town Councils who take part in the Pilot Scheme, as funding is being sought for the Pilots. If the Pilot Scheme is successful and the Scheme is rolled out in the next financial year, it is estimated that a Parish/Town Council who takes part in the Scheme would make a financial contribution of around £400 for the uniform and towards training costs.

The aim is to start the Pilot Scheme in September. However, in order to be in a position to start the Pilots then, **Expressions of Interest from Parish and Town Councils will need to be sent to me by close of play on Wednesday 10 June.**

If you have any questions on the Pilot LWSO Scheme please do not hesitate to contact me or the KALC President, John Rivers (john.r.rivers@gmail.com).

Kind Regards

Terry Martin
County Secretary
Kent Association of Local Councils
Tel 01304 820173
Website: www.kentalc.gov.uk

Total Control Panel

[Login](#)

To: graham.blew@swanscombeandgreenhitheparishcouncil.gov.uk [Remove this sender from my allow list](#)
From: administrator@kentalc.gov.uk

54

This page is intentionally left blank

Pilot Local Warden Support Officer

Background:

Kent County Council (KCC), after their recent public consultation over the future of Community Wardens, have decided to promote *Local Warden Support Officers* (LWSOs) amongst the Parishes. The Kent Association of Local Councils (KALC) was approached with a view to supporting KCC to liaise with interested Parishes to agree the concept, formalise and to promote the rollout of the LWSOs.

The KALC President and County Secretary were invited to participate in the Steering Group and Working Group alongside KCC and Kent Police that have been tasked with bringing this concept forward. Specific tasks are likely to be trialled during a pilot scheme from September through till the end of November. The aim is to have a scheme up and running from the beginning of April next year. Pilot LWSOs are expected to continue until the end of March 2016. The Pilot will be used to resolve details and to determine the overall feasibility of the Scheme.

Overview:

1. The scheme is an optional service and will be open to Local Councils (Parish and Town Councils), or Clusters of Local Councils. It will consist of one or more voluntary (unpaid) members of the local community to apply for the position(s).
2. The Parishes concerned will work with KCC and Kent Police (KP) in order to shortlist and appoint, after background checks, LWSO(s).
3. The LWSOs will not have Statutory Powers like full-time KCC Wardens currently do and would therefore not deal with Anti-Social behaviour issues or certain limited highway matters.
4. LWSOs are expected to be the 'ears & eyes' of their communities and feed into the communication links with KP and KCC ~ including in due course a 'Social' aspect with KCC.
5. LWSOs will be conduits for information ~ a mobile 'one stop shop' approach ~ and this will be backed by a KCC/KP mobile phone with specific telephone numbers, etc.
6. There will be no requirement for a minimum number of hours but the expectation is that LWSOs will be on duty for a certain number of hours per month ~ we are currently thinking of around 18 hours which will be tested during the Pilot stage.
7. KCC will provide uniform similar to, but distinctive from, full-time Wardens. The cost is expected to be around £400. As their contribution towards the scheme, following on from the feedback KCC had from 112 Local Councils (PCs) on the Public Consultation, Local Councils would be expected to pay for the uniform. This has the advantage of being a specific set of items, rather than being 'lost' in the overall scheme of things if Parish Councils just put a contribution into the general KCC pot.
8. KCC are likely to see up to 12 LWSOs being piloted across Kent. There is an opportunity for your Local Council to either promote your own LWSO or, perhaps, work as a cluster of Local Councils?
9. The management of the LWSO will be handled by the local KCC Community Warden service, with input from the Parish Council. The Pilot Scheme will explore this further.
10. Joining the Pilot will not cost the Local Council anything, as funding is being sought for this.
11. It would be good for Local Councils to help mould the expected LWSO service and gain from being in the pilot.

If your Local Council is interested, please let us know. More details are contained in the Question and Answer document.

PILOT LOCAL WARDEN SUPPORT OFFICER (LWSO) SCHEME – LWSO ROLE SUMMARY

The role of LWSO's is to support the local community by engaging with the elderly and vulnerable residents at local groups and meetings, giving advice and transmitting messages on various public protection subjects such as Check-a-Trade, Rogue Traders and the Think Jessica project as well as providing basic home and fire safety advice and signposting local people to other appropriate agencies.

Activities may include:

1. Liaison with community groups, partners (e.g. police, Neighborhood watch, Victim Support and fire service) and the local KCC Community Warden.
2. Responding to any basic tasking requests by the Team Leader, after liaison with the Parish Council and Community Wardens.
3. Engaging with elderly and vulnerable members of the Community, to provide simple crime prevention materials, advice and general support to ensure that they are aware of the services available to them and to reduce their fears and perceptions of crime.
4. Providing advice to members of the local community about other agencies and how best to access them

LWSO's will not have any special or additional powers, nor will they have access to confidential information.

Expected commitment

There will be no requirement to perform a minimum number of hours but the expectation is that LWSO's may well be expected to work for around 5 hours per week.

Pilot Local Warden Support Officer Scheme Q&A

Q1 – Will Parish Councils who make a financial contribution have input into the daily control of the Local Warden Support Officer's duties?

Kent County Council will recruit, manage and deploy the LWSO in consultation with the participating Parish/Town Council. The Pilot Scheme will be used to explore how best the Parish Council can have input.

Q2 – What is the Parish Council's financial contribution, and is this an annual ongoing cost or a one-off cost?

The actual costs will be reviewed after the Pilots have been completed. It is estimated that the Parish/Town Council's financial contribution will be around £400 for the uniform and towards training costs. It is anticipated that there will be an annual review to see whether any additional funds are then required e.g. for new boots, trousers etc. Funding for the pilot is currently being sought.

Q3 – Could Kent County Council or the Parish Council accept a financial contribution from a limited company?

Section 139 of the 1972 Local Government Act provides the Parish Council with the power to accept a donation/payment/grant. Section 31 of the Local Government Ratings Act provides the power to expend the money on crime prevention. KCC do not wish to receive money direct from a limited company in the pilot stages.

Q4 – Will the Local Warden Support Officer (LWSO) be an optional service for Parish and Town Councils?

Yes. The decision to have a LWSO is optional and will be at the discretion of the Parish/Town Council in parished areas of Kent.

Q5 – What is the performance management chain for the Local Warden Support Officer?

The KCC Community Warden Service will manage the LWSO, with input from the Parish/Town Council.

Q6 – Would the Community Warden be diverted away more if an area had a Local Warden Support Officer?

Kent County Council is increasing the footprint for Community Wardens to cover the whole of Kent and will not be diverted away more if the area has a LWSO.

Q7 – What are the number of hours that a Local Warden Support Officer (LWSO) will be expected to undertake?

The LWSO will be expected to undertake a minimum number of hours per month which will be tested during the Pilot scheme and decided with the individual.

Q8 - In what circumstances might the Local Warden Support Officer be pulled away from the area to help out elsewhere?

The LWSO is a local volunteer who will have knowledge of their own area. There is no intention to pull them away from their local area to help out elsewhere.

Q9 – Who would be covering the insurance and public liability costs for the Local Warden Support Officer?

Kent County Council will have responsibility for insurance and public liability costs.

Q10 – Will the LWSO be given travel costs if they have to use a car to get around their local area?

It is anticipated that many LWSOs will be able to cover their area on foot. However it is recognised that this might not be the case in each area and this will therefore be looked at during the Pilot stage of the scheme.

Q11 – Will the Local Warden Support Officer role have a social services dimension?

It is envisaged that there will be some social services element to the work in due course.

Q12 – Will the uniform be the property of the Parish Council because of their financial contribution?

No. Those items of uniform that have the KCC logo and other items provided for use on duty will be the property of KCC.

Q13 – If parishes are paying for the uniform, what will KCC contribute?

Kent County Council will be making in-kind contributions towards the costs of LWSOs through providing the management, training, administration and enhanced DBS checks

Q14 – Would the funding of the 70 Community Wardens continue for future years?

Kent County Council has just made a decision to keep 70 wardens, who will be realigned to provide greater coverage and a more equal balance across Kent. There are currently no short to medium plans in place to reduce the number of wardens.

Q15 – Where are the existing Community Wardens currently based?

Kent County Council is currently reviewing the footprint for Community Wardens to increase their coverage over the whole of Kent (excluding Medway). Details will be available after that review.

Item: Swanscombe & Greenhithe Town Council - **Recognition Award**

Author: Councillor Susan Butterfill

It was agreed by the Town Council at its meeting on 16 October 2014 (239/14-15) to adopt the Swanscombe & Greenhithe Town Council (SGTC) **Recognition Award** for local people/groups.

To allow further consideration to the criteria etc. a small working was established. This report outlines a proposal for an introduction of an "award scheme" to be implemented by Town Councillors.

The purpose of this award is to publically recognise and acknowledge outstanding

- ***Achievements***
- or
- ***Contributions to Community Life***

either by residents of the Swanscombe & Greenhithe community, or within Swanscombe and Greenhithe.

Publicity.

1. The **Recognition Award** would be advertised locally to residents of Swanscombe & Greenhithe or proposed by a Councillor or member of the community;
2. Any publicity should be advertised on the internet and via leaflets placed in local public places;
3. All Councillors should actively promote the scheme with the organisations and members of our community that they come into contact with in their role as community leaders.

Criteria for nomination.

1. A nomination must be put forward to the Town Council using the official nomination form and must have both a proposer and a seconder, neither of whom should be related to the nominee;
2. Details of why the person/group is being put forward and information/contact details of those making the nomination should be provided, as well as background information on the person/group and what they are actively doing within the community;
3. Nominations will not be accepted for a serving Councillor or Officer of the Town Council, nor for someone who has within the last two years served as a Councillor or Officer of the Town Council.

25
The Working Group propose that nominations should only be considered once a year.

The Working Group propose that there should be a deadline set for nominations to allow adequate time for the Panel to meet and make its decisions ahead of the Awards being made at each year's Annual General Meeting of the Council

The Working Group propose that although nominations could only be accepted if submitted on the official form, letters of support submitted with that official form would be welcomed.

Panel of Councillors.

It is proposed that a group of five (5) Councillors form a panel to consider nominations and decide who is to receive the **Recognition Award**. This panel will be led by the Town Mayor and consist of four further Town Councillors (including the Deputy Mayor) each representing one of the Town Council Wards.

Membership of this panel should be decided each year at the Town AGM.

It is proposed the Award Panel will be restricted to selecting no more than 4 recipients for the award each year, with no more than one recipient from each of the Town Wards.

Recognition.

The Mayor of Swanscombe & Greenhithe will present the Recognition Awards to the person/group recording their achievement at the Annual General Meeting of the Town Council

If a group or organisation is to be awarded, it will be for that body to decide who should attend the AGM to receive the award.

Budget Implication.

A specific allocation from the budget would be required to cover the costs of printing and framing the certificates, although it is not envisaged that this will be a significant amount. In the ~~two~~ civic years ~~2014-15~~ and 2015-16, the cost will be met by personal sponsorship, offered by two current Town Councillors, who wish to see the scheme successfully launched as soon as possible. This will provide an accurate cost for inclusion in future years.

To provide a consistent, professional delivery of the scheme, it is proposed that Town Council staff administer the scheme, i.e. facilitating the Panel meeting, receiving/filing the nominations and preparing/producing the framed certificates.

This page is intentionally left blank

239/14-15. **SWANSCOMBE AND GREENHITHE TOWN COUNCIL RECOGNITION AWARD – PROPOSAL.**

Members discussed the proposal details put forward by the Town Mayor and agreed that this was a very worthwhile proposal and requested that a Working Group be set up to investigate how best to progress this idea and to investigate and finalise the detail of how this recognition award/s would be administered and managed and then submit their findings/recommendations to full Council for consideration.

It was agreed that the Working Group membership be made up of the Town Mayor and Councillors' Ms L M Cross, P M Harman and R J Lees.

RESOLVED:

That a Working Group be set up to investigate how best to progress this idea and to investigate and finalise the detail of how this recognition award/s would be administered and managed and then submit their findings/recommendations to full Council for consideration.

That the Working Group membership be made up of the Town Mayor and Councillors' Ms L M Cross, P M Harman and R J Lees.

444/14-15. **SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD.**

Further to minute 239/14-15 the Working Group had met and submitted their report for consideration.

The Town Clerk made members aware that the awards would be presented at the AGM by the newly elected Town Mayor and not by the Town Mayor who had sat on the Panel considering the nominees.

It was also clarified that the mention of 2014 – 2015 in the report was in error as the Panel would not be selected until the AGM in May 2015 which would then be in the 2015 – 2016 year.

RESOLVED:

That, taking the above into account, the contents of the report be agreed.

This page is intentionally left blank



SWANSCOMBE & GREENHITHE TOWN COUNCIL STANDING ORDERS

AGM 21/5/15

These Standing Orders were reviewed and adopted by the Town Council at a Meeting held on 18 December 2014 and recorded as Minute No. 333/14-15.

PREFACE

Some of the Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **bold type**. These Standing Orders cannot be altered.

TOWN MAYORS

The Chairman of a Town Council is entitled to use the title "Town Mayor". The title confers no additional powers on the chairman, and in particular, has no implications for his conduct in meetings.

1. MEETINGS OF THE TOWN COUNCIL.

- a) Meetings of the Town Council shall be held at the Council's offices in each year on such dates and times and at such place as the Council may direct. **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b) Smoking is not permitted at any meeting of the Council. All Council properties are No Smoking Areas.
- c) Mobile phones must be switched off, or to silent, during all Meetings of the Council, committees and sub-committees.
- d) Three clear days before a Meeting of the Town Council (not including the day of issue, the meeting day, a Sunday, a day of the Christmas Break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning):
 - i) Notice of the time and place of the Meeting shall be published at the Council's offices, which is signed by the Town Clerk, specifying the business proposed to be transacted thereat (usually in the form of an Agenda);
 - ii) Where a meeting is called by councillors', the Notice will be signed by those members, specifying the business proposed to be transacted thereat;
 - iii) The summons to attend a Meeting specifying the business to be transacted at the meeting and certified by the proper officer of the Council, shall be sent to every member of the council by an appropriate method. ~~shall be left at or sent by post to the usual residency of every member of the council.~~
- e) Except in the case of business required by or under the Local Government Act 1972 or any other Act to be transacted at the Annual

mmmm

Been to TC 30/4/15, Minute 535/14-15.

25

This page is intentionally left blank

Agmt 21/5/13

7. GENERAL POWER OF COMPETENCY (GPC).

Further to the 12 July 2012 Town Council meeting please see the attached notes on the GPC. The GPC gives a council the legal capacity to do anything that an individual can do that is not specifically prohibited; it does not, for example, allow the council to impose new taxes, as an individual has no power to tax.

The eligibility criteria for a council to qualify to use the GPC are:-

- a) the number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election is equal to or greater than two thirds of the total number of members of the council;
- b) the clerk to the parish council **must** hold one of four qualifications which includes the Certificate in Local Council Administration (CiLCA). Clerks whose training did not include the GPC should attend relevant training and must pass Section 7 of CiLCA 2012.
 - The Town Clerk was awarded the CiLCA qualification on 17 November 2008.
 - The Town Clerk attended the relevant training for Section 7 of CiLCA 2012 on 25 May 2012 (certificate attached).
 - The Town Clerk successfully passed Section 7 of CiLCA on 12 July 2012 (certificate attached) which means he now fulfils the eligibility criteria for a qualified clerk as prescribed in the Parish Councils (GPC) (Prescribed Conditions) Order 2012.

Having now become eligible to use the GPC the Town Council must make the below resolution and then confirm that it meets the criteria at every annual meeting of the council after ordinary elections (if it continues to meet the criteria).

Recommended:

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

Exclusion of the Press and Public

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

43

This page is intentionally left blank.

THE GENERAL POWER OF COMPETENCE: An introduction to key facts for local councils¹

Local councils in England were given a 'general power of competence' (GPC) in the Localism Act 2011, sections 1 to 8. This paper explains the freedom granted by the general power, the criteria to be met before a local council can use it and some restrictions on using the power. It notes the CiLCA questions and pass criteria (see also the Portfolio Guide 2012) and some useful weblinks. The power does not apply to parish meetings or to local authorities in Wales.

The freedom of the GPC

Councils no longer need to ask whether they have a specific power to act. The GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can't put someone in prison – and neither can a local council (although, like an individual, the council can press for a prosecution).
- An individual can't impose taxes on other people – so a local council can't use the GPC to raise taxes.

On the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. The GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose.

Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices - but it must do so using the specific original legislation. The GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

The Government hopes that the GPC gives local councils confidence in their legal capacity to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. The council can lend or invest money; it can trade; it can even sell energy to the National Grid. If another authority has a statutory duty, then it remains their duty to provide that service (eg education, waste collection, social services) but local councils can still help out. For example, a local council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

The council can undertake activities using the GPC anywhere – not just in the parish (s1(4a)). It isn't necessary to worry whether the activity is for the benefit of the council, the area or the community (s1(4c)) although, in practice, parishioners might

¹ Parish, town and neighbourhood councils in England

object if they can't see the benefit! And unlike the Local Government Act 1972, s137, it doesn't matter whether there are any other specific powers permitting the council to take action (s1(5)). So, for example, a council can use the GPC to build a sports facility even though there is another power enabling it to do the same thing (Local Government (Miscellaneous Provisions) Act 1976 s19).

As always, the council is expected to act in accordance with the general principle of 'reasonableness' established by the Wednesbury court case in 1948. The judgement made it clear that a council can exercise reasonable discretion when interpreting legislation provided that it justifies its decision in terms of relevant, rather than irrelevant, matters.

Criteria for eligibility

The freedom of the GPC is available to local councils that meet two criteria for eligibility (LA 2011 s8) set out in a statutory instrument known as the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* that came into force in April 2012.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant'² annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed. The two criteria are:

Elected councillors At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

The total number of councillors means the number of seats on the council including those that might be vacant.

If two thirds is not a whole number, then it must be rounded up to the next whole number. For example, if the number of councillors in total is 8 and two thirds is approximately 5.3, then the number of councillors that must be elected is 6.

Total council seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Two thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14

² A 'relevant' annual meeting is the annual meeting of the council after the ordinary election that normally takes place every four years. The confirmation does not have to take place every year.

The qualified clerk The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. From April 2012, this training is undertaken as part of a clerk's preparation for one of the recognised sector-specific qualifications. Where a clerk studied for one of these qualifications before April 2012, they undertake the relevant training and must pass the short section 7 of CiLCA 2012 in order to be fully qualified for the purposes of the GPC (see below)³.

The recognised sector-specific qualifications are:

- The Certificate in Local Council Administration (CiLCA) awarded by the Monitoring and Verification Board (or previously by the AQA)
- The higher education qualifications for clerks awarded by the University of Gloucestershire or its predecessor institutions, namely:
 - The Certificate of Higher Education in Local Council Administration
 - The Certificate of Higher Education in Local Policy
 - The first level of the Foundation Degree in Community Engagement and Governance (the Level Four course)
 - Any equivalent successor qualification

It is important that the council pays attention to the advice of its trained and qualified clerk when taking decisions to ensure that it acts lawfully.

Since the GPC can be used for most of the activities of the council rather than for unusual one-off projects, the council cannot employ a clerk on a short-term contract specifically for using the power. If the council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility at the next 'relevant' annual meeting of the council (after the ordinary election). If it has already started an activity under the GPC for which there is no other specific power, it remains eligible for the purpose of completing *that* activity, but it can't start anything new under the power until it is in a position to make the formal decision that it meets the criteria. The council must go back to identifying whether it has a specific power to act and use the restricted s137 if there is no appropriate specific power. When entering into a contract under the GPC, a council should be cautious if the contract lasts beyond the next annual meeting when the council might no longer be eligible to use the GPC. There is a risk of legal action if the council ends the contract unexpectedly. It is wise to seek legal advice when setting up the contract.

Risks and restrictions limiting the GPC

³ A clerk who studied the University of Gloucestershire module covering law for local councils before the academic year 2012/13 (but who doesn't have CiLCA 2012) must also pass Section 7 of CiLCA 2012.

There are some risks associated with using the GPC. Inadequate community support or insufficient funding are significant risks while there are several statutory or legal restrictions that a local council should consider before using the power. Clerks and councillors should be aware of the following restrictions that potentially could limit the use of the GPC.

- If a council is already subject to a statutory duty, then that duty remains in place. So, for example, a local council that is eligible to use the GPC must continue to abide by its duties. For example:
 - The council has a duty to act with regard to the likely effect on crime and disorder and to do all it can to prevent crime and disorder in its area (Crime and Disorder Act 2006 s17).
 - The Natural Environment and Communities Act 2006 s40 imposes a duty on local councils to consider conserving biodiversity in exercising its functions.
 - The Smallholding and Allotments Act 1908 s23(1) gives councils a duty to provide allotments if they are of the opinion that there is a demand for them.
- There are also many procedural and financial duties that remain in place for regulating the governance of a local council.
- Furthermore, the council must comply with employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information for example.
- The council must set up a company or co-operative society if it wishes to trade. If the council sets up a company or co-operative society it must abide by company law. Councils are advised to refer to more detailed Government guidance on trading and on charging (see links below). The council can charge for services provided under the GPC⁴.
- If the council wants to invest in a local business to support the local economy, it should follow Government advice on investment (see links below). If it wishes to support a community enterprise, an economic development grant might be a sensible option.
- Remember, if another authority has a statutory duty, then it remains their duty to provide that service (eg education). If you are worried that you might be encroaching on another authority's duty, then ask whether an individual, a private company or a community trust might be able to step in and help. If they can, then so can the local council (although it might need to set up an appropriate delivery body first).
- If the action the council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power are still in force. So

⁴ If councils have a statutory **duty** to provide a service **free of charge**, they cannot charge for that service. This provision applies to principal authorities but does not affect local councils as they are not required by law to provide any services free of charge

if existing legislation requires the council to ask permission before acting, then it must do so. For example, the council asks permission from the Highways Authority before doing work on roadside verges.

The GPC is a power and not a source of money. It cannot be used to raise the precept and if loans are needed then normal procedures apply. The council can seek other sources of finance such as the Community Infrastructure Levy, grant funding, sponsorship, commercial activity and agreements with other authorities. As always, the council should ensure support from local taxpayers.

So councils cannot use the GPC primarily to raise money but they can receive income as a consequence of using the power for a different primary purpose. For example, a council could give financial assistance to a struggling local enterprise by purchasing share capital just as any individual could. Similarly the council could lend money to support a local activity and earn interest on the loan and it can raise sponsorship for a community project.

Although councils are encouraged to be innovative, they should be aware of the risks involved in using the power in addition to a lack of money or community support. For example:

- There is a risk of being challenged
- Trading activities could damage competing local activities
- The council risks its reputation and public money if a project goes wrong

S137 and the power of well-being (PWB)

How do these two powers relate to the GPC?

- The money that can be spent under the Local Government Act 1972 s137 is limited while the power is restricted by regulations for use and scope; for example, councils must keep specific accounts for s137, they cannot use the power to give money to individuals and spending must be commensurate with the benefit gained. In addition a council can't use s137 if another specific power exists. A council that is eligible to use the GPC can no longer use s137 as a power for taking action for the benefit of the area or its community (Sch 1(1))⁵.
- The PWB (Local Government Act 2000 s2) offered councils more opportunity to improve and promote the economic, social and environmental well-being of an area and its community with no restrictions on spending. However, in England it has now been replaced by the general power of competence which offers even more freedom to act. Transitional arrangements allow councils to complete projects started under the PWB.

Further changes affecting the GPC

The Secretary of State for Communities and Local Government has the power to change the enacted legislation (s5) so it is important to keep up to date with legal advice. Changes will not be made without consultation and should therefore come as no surprise. The Government is keen to know whether there are any additional restrictions affecting the use of the GPC so that it can consider removing them.

⁵ Note that s137(3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

This page is intentionally left blank.

Dear Sir or Madam,

ELECTORAL REVIEW OF KENT: DRAFT RECOMMENDATIONS

The Local Government Boundary Commission for England has published draft recommendations on the future electoral arrangements for Kent County Council. Today is the start of an 8 week public consultation on the Commission's draft recommendations on new division boundaries across Kent. The consultation closes on 06 July 2015.

View the draft recommendations

You can view the Commission's draft recommendations at <https://consultation.lgbce.org.uk/node/4285> where you can find interactive maps, a report and guidance on how to have your say. The Commission has not finalised its conclusions and now invites representations on the draft recommendations.

There is a summary outlining the Commission's draft recommendations outlining the draft recommendations, an interactive map of the Commission's recommendations for Kent, electorate figures and guidance on how to propose new divisions is available on the consultation area at: www.consultation.lgbce.org.uk. Further information about the review and the Commission's work is also published on our website at: <https://www.lgbce.org.uk/current-reviews/south-east/kent/kent-county-council>

Have your say

We encourage everyone who has a view on the draft recommendations to contact us whether you support them or whether you wish to propose alternative arrangements.

Before finalising the recommendations, the Commission will consider every representation received during consultation whether it is submitted by an individual, a local group or an organisation. We will weigh each submission against the criteria the Commission must follow when drawing up electoral arrangements:

- To deliver electoral equality where each county councillor represents roughly the same number of electors as others across the county.
- That the pattern of divisions should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

It is important that you take account of the criteria if you are suggesting an alternative pattern of divisions. You can find additional guidance and information about previous electoral reviews on our website to help you or your organisation make a submission.

Get in touch

22
The Commission welcomes comments on the recommendations report by 06 July 2015. Representations should be made:

- Through our interactive consultation portal where you can explore the maps of the recommendations, draw your own boundaries and supply comments at: www.consultation.lgbce.org.uk.
- By email to: reviews@lgbce.org.uk.
- Or in writing to:
Review Officer (Kent)
Local Government Boundary Commission for England
14th Floor
Millbank Tower
Millbank
London
SW1P 4QP

The Commission aims to publish every response it receives during phases of consultation. If you do not want all or any part of your response or name to be made public, you must state this clearly in the response. Any such request should explain why confidentiality is necessary. All responses may be subject to publication or disclosure as required by law (in particular under the Freedom of Information Act 2000).

This is the last opportunity to influence the Commission's recommendations before they are finalised. We therefore encourage local people to get in touch with us and have their say.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Mark Cooper

Review Officer


Reviews@lgbce.org.uk

0330 500 1272

Please note as of 27 April we have new contact details. Our new address is LGBCE, 14th Floor, Millbank Tower, Millbank, London, SW1P 4QP. Our new telephone number is 0330 500 1525.

Dartford Borough

Division name	Number of Cllrs	Variance 2020	Description	Detail
Dartford East	1	-2%	This division includes the unparished areas of Hesketh and the Fleet Estate as well as parts of the parishes of Stone and Darenth.	This division is based on a proposal received during consultation. It includes the area of Castle from Stone parish which is currently included in the Swanscombe & Greenhithe division. This improves the electoral equality in both divisions.
Dartford North East	1	3%	This division includes the unparished areas of Temple Hill and New Town, and the Milestone area of Stone parish.	These divisions are identical to the existing divisions and we believe they continue to offer good electoral equality for the area while reflecting community identities.
Dartford Rural	1	-4%	This division includes the parishes of Bean, Longfield & New Barn, Southfleet and Sutton-at-Hone & Hawley. It also includes part of the parish of Darenth.	
Dartford West	1	-2%	This division includes the unparished areas of Dartford Town Centre and Bowmans.	
Swanscombe & Greenhithe	1	7%	This division includes the parish of Swanscombe & Greenhithe.	This division is based on a proposal received during consultation. The area of Castle in Stone parish is transferred to the proposed Dartford East division. This improves the electoral equality in both divisions. This division is scheduled to include the first development of the Ebbsfleet Garden City site and its



<p>Wilmington</p>	<p>1</p>	<p>-3%</p>	<p>This division includes the parish of Wilmington as well as the unparished areas of Brooklands, Maypole and Joydens Wood.</p>	<p>electorate is projected to grow by 52% by 2020. Two submissions suggested that the division required an extra councillor or that the review should be halted due to the proposed development of Ebbsfleet Garden City.</p> <p>We asked the Council to provide us with projected electorates and we are satisfied that the projected figures of 52% growth are the best available at the present time. These figures therefore have formed the basis of our draft recommendations.</p> <p>This division is identical to the existing division and we believe it continues to offer good reflection of our statutory criteria.</p>
--------------------------	----------	------------	---	---

Table A1: (cont.) Draft recommendations for Kent County Council

	Division name	Number of councillors	Electorate (2014)	Number of electors per councillor	Variance from average %	Electorate (2020)	Number of electors per councillor	Variance from average %
10	Canterbury North	1	14,696	14,696	9%	15,401	15,401	8%
11	Canterbury South	1	12,653	12,653	-6%	13,261	13,261	-7%
12	Herne Bay East	1	13,955	13,955	3%	14,624	14,624	2%
13	Herne Village & Sturry	1	14,743	14,743	9%	15,451	15,451	8%
14	Whitstable East & Herne Bay West	1	13,790	13,790	2%	14,450	14,450	1%
15	Whitstable West	1	14,413	14,413	7%	15,104	15,104	6%
Dartford Borough								
16	Dartford East	1	12,214	12,214	-9%	13,988	13,988	-2%
17	Dartford North East	1	11,679	11,679	-13%	14,660	14,660	3%
18	Dartford Rural	1	12,997	12,997	-4%	13,660	13,660	-4%
19	Dartford West	1	12,783	12,783	-5%	14,038	14,038	-2%
20	Swanscombe & Greenhithe	1	10,037	10,037	-26%	15,271	15,271	7%

Graham Blew

From: Graham Blew
Sent: 27 February 2015 10:18
To: 'reviews@lgbce.org.uk'
Subject: Electoral Review of Kent

Importance: High

The Town Council would like to submit the following comments to the electoral review of Kent County Council.

Whilst the Town Council see no reason to amend or realign the current arrangements for the county seat of Swanscombe and Greenhithe it does feel that the unprecedented major development being undertaken within Swanscombe and Greenhithe, and the anticipated electoral growth this will result in, will require the representation at Kent County Council for Swanscombe and Greenhithe to be increased from the current 1 Member to 2 Members and respectfully requests that the Review takes this into account.

Yours sincerely,

Graham Blew
Town Clerk

SWANSCOMBE & GREENHITHE TOWN COUNCIL
Council Offices | The Grove | Swanscombe | Kent | DA10 0GA.
Tel: 01322 385513 | Fax: 01322 385849
www.swanscombeandgreenhithe.kentparishes.gov.uk/

This email, and any attachments, is confidential and copyright protected; any dissemination of this communication is strictly prohibited unless prior authorisation has been requested and granted. Unless otherwise expressly agreed in writing, nothing stated in this communication shall be legally binding and any views, opinions or advice in it, unless otherwise stated, are personal to the author and not those of The Swanscombe and Greenhithe Town Council.

WAR MEMORIAL ENHANCEMENT.

I propose that this Council agrees to provide an enhanced War Memorial to be in place in time for the Centenary commemorations in November 2018 and that responsibility for delivering this, should be delegated to the Recreation Leisure and Amenities Committee.

I would like the Council to consider that the Centenary of the end of The Great War is approaching and that 2018 will be upon us before we realise. We have already renovated our existing war memorial and reinstated our flagpole, which has proudly been flying flags for over a year now. I would like the Town Council to consider enhancing the war memorial to provide a full public record of those who lost their lives in the Great War. A lot of work has already been done by Swanscombe Memorial (and others, including Walk Tall and our own Councillor Ms L C Howes) to compile a comprehensive record of the victims of the First World War and I believe that our Council can and should create a lasting, public memorial naming them all. This isn't a new idea and many memorials up and down the country already feature the names of those lost and other councils are now enhancing their existing memorials to do exactly this. I think this is something that with three years planning we can easily achieve and I am certain that is something that will resonate deeply with our residents.

Recommended: To discuss and advise accordingly.

03

This page is intentionally left blank