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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

**A Meeting of the Swanscombe and
Greenhithe Town Council will be held
on**

Thursday 17 December 2015 at 7.00pm

at: The Council Offices, The Grove, Swanscombe, DA10 0GA.

**Graham Blew
Town Clerk**

Dated: 10 December 2015

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.

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A G E N D A

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive apologies for absence.
2. Declarations of interest in items on the Agenda.

At the Chairman's discretion the meeting will be adjourned at this point to accept questions from the public.

3. To approve the Minutes of the Meeting held on 15 October 2015 (p).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).
5. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p):**
 - Planning, Major Developments, Transportation & the Environment Committee – 21 October 2015, 11 November 2015 and 2 December 2015.
 - Recreation, Leisure & Amenities Committee – 26 November 2015.
 - Finance & General Purposes Committee – 5 November 2015.
 - Personnel Committee – 5 November 2015.
 - Allotments & Cemeteries Sub-Committee – 25 November 2015.
 - Heritage Park/Skull Site Sub-Committee – 18 November 2015.
 - Anti-Social Behaviour & Crime Sub-Committee – 7 October 2015.
6. **VARIATION OF STANDING ORDER 38 b) (p).**

In accordance with Standing Order 41 and further to minute 287/15-16 members are asked to agree to the increase in the contract value limit from £25,000 to £50,000 as shown in the attached.

Recommended: That the contract value level of Standing Order 38 b) be increased to £50,000.

7. **SWANSCOMBE AND GREENHITHE HISTORY GROUP (SGHG) – EVENT IN 2016 TO CELEBRATE THE 90th ANNIVERSARY OF THE FORMATION OF SWANSCOMBE URBAN COUNCIL.**

The SGHG have asked that members be informed that they are planning to stage an event next year to celebrate the 90th Anniversary of Swanscombe Urban Council (1926 – 1974), details of the event are as yet unknown.

Recommended: To note.

8. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS (p).

Please find attached for your information the October 2015 issue of the Parish News.

Recommended: To note.

9. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Cllr Ms L C Howes	Annual General Meeting (KALC)	21 November 2015
Cllr R J Lees (as Executive Member)	Annual General Meeting (KALC)	21 November 2015
Cllr Ms L C Howes	War Memorial Workshop (Kent Federation of Amenity Societies)	17 October 2015
Cllr R J Lees	War Memorial Workshop (Kent Federation of Amenity Societies)	17 October 2015
Martin Harding (ATC/RFO)	Pensions Forum (KCC)	3 December 2015

Recommended: To note.

10. INSURANCE CLAIM/S – UPDATE.

The following claim/s has now been settled:-

- Claim Ref: 27150000417 – damage to Springer playground equipment (Broomfield) - this claim incurred a £100.00 excess.

Recommended: To note

11. FINANCIAL CONTRIBUTIONS TO PARISH AND TOWN COUNCILS – DARTFORD BOROUGH COUNCIL (DBC) 2016 – 2017 (p).

The attached DBC report sets out the levels of financial contributions the General Assembly of the Council were being asked to agree at their 14 December 2015 meeting. As indicated this would result in a further £5,727.00 reduction in the total contribution (Section 136 and Council Tax Support) made to the Town Council.

Recommended: Members are requested to note the proposed S136 contributions and Council Tax Support grant payments to parishes for 2016-17

12. FINANCIAL RISK ASSESMENTS (FRA) FOR 2016 – 2017 (p).

Members are asked to note minute 315/15-16 from the Finance and General Purposes Committee 5 November 2015, where the work of the FRA Working Group was noted to date and that the FRA's should remain unchanged with the exception of:

1. Monies should be allocated from the current amounts held in the FRA's for the Pavilion roof repairs/renew (smaller area above boiler room) and that these amounts be replaced in future years (this was felt to be more prudent than borrowing funds externally);
2. That the estimated cost of the remaining roof project be built into the FRA's over a 7 year period (remaining duration of current Lease).

During the annual estimate process the Responsible Financial Officer (RFO) has been able to build into the probable figures for 2015 - 2016, the cost of the repairs for the small area of the roof (1) and the required ceiling repairs. The remaining roof project (2) have been built into the FRA's at a cost of £17,000.00 per year.

Please find attached a copy of the Financial Risk Assessments 2016 - 2017 for approval.

Recommended: To consider, and approve, the FRA's for inclusion in the Estimates for 2016 – 2017.

13. ANNUAL ESTIMATES FOR 2016 – 2017 (p).

Please find attached the confidential report / draft annual estimates 2016 - 2017 for members' information at this stage.

The RFO, in consultation with the Chairman of the Finance and General Purposes Committee (FGP), will be reviewing these drafts over the festive period and the final copies will be submitted to the FGP on 14 January 2016 to be agreed; the agreed figures then being submitted to the Special Town Council meeting held directly after the FGP meeting on 14 January 2016 as this is required to set the Council Tax Rate for Band D.

Recommended: The RFO would recommend that the contents of these estimates and forecasts be noted and considered by all members ahead of the final figures being provided to the Finance & General Purposes Committee and full Council on 14 January 2016 for endorsement.

14. REPORTS OF OUTSIDE REPRESENTATIVES.

This provides an opportunity for Members' appointed as representatives on outside bodies to provide a report at the Meeting.

14.1 Bluewater Forum (BF).

The Town Mayor, or agreed substitute, is the Town Council's representative on BF. As previously agreed the minutes from the 24 September 2015 meeting are available in the Chamber for inspection.

14.3 Dartford Citizens Advice Bureau (CAB)

Councillor Ms L M Cross is the Town Council's representative on CAB. As previously agreed the agenda for the Annual General Meeting, 12 November 2015 is available in the Chamber for inspection.

14.4 Ingress Park (Greenhithe) Management Limited (IPGM).

Councillor P M Harman and Mr P C Harris are the Council's representatives on IPGM. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

15. REPORT FROM KENT COUNTY COUNCILLOR.

This item gives Kent County Councillor for Swanscombe and Greenhithe, Mr Peter M Harman the opportunity to submit a verbal report on relevant news or issues from Kent County Council.

16. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

This item gives the 6 Dartford Borough Councillors the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

17. SEALING OF DOCUMENTS.

There are none.

18. TOWN MAYOR'S ANNOUNCEMENTS.

19. QUESTIONS.

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

20. EXCLUSION OF THE PRESS AND PUBLIC.

TO RESOLVE: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that, because of the confidential nature of the business to be transacted, the press and public leave the meeting during consideration of the following item/s.

21. PAVILION – UPDATE (p).

Please see the attached confidential report.

Recommended: That, further to minute 287/15-15, the recommendations contained in the confidential report be agreed and that DBC be notified accordingly.

22. PAVILION – ROOF REPAIRS (SMALLER AREA ABOVE MAIN BOILER ROOM) (p).

Please see the confidential report.

Recommended: To consider and advise how the Town Council wish to proceed with the repairs required including how/who the Project Management of these works should proceed.

INFORMATION IN THE OFFICE.

- Clerks and Councils Direct – November 2015, Issue 102.
- The LCR, National Association of Local Councils – winter 2015.
- Local Councils Update – Issue 190, November 2015 and Issue 191, December 2015.
- The Clerk Magazine, Society of Local Council Clerks, No.6, November 2015.

Members, and their spouses / partners, are cordially invited to join the Town Mayor for Christmas refreshments after the Meeting.



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