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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 15 October 2015 at 7.00pm

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

A handwritten signature in black ink that reads "Graham Blew". The signature is written in a cursive style and is underlined with a long, sweeping stroke.

**Graham Blew
Town Clerk**

Dated: 8 October 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.

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA
Tel: (01322) 385513 Fax: (01322) 385849

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 9 July 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 – 9 September 2015 and 30 September 2015.
 - Recreation, Leisure & Amenities Committee – 24 September 2015 and 30 September 2015.
 - Finance & General Purposes Committee – 10 September 2015.
 - Personnel Committee – 2 July, 15 July and 7 September 2015.
 - Executive & Emergency Committee – 29 July 2015.
 - Heritage Park/Skull Site Sub-Committee – 2 July and 16 September 2015.
6. **TERMS OF REFERENCE OF INTERNAL AUDIT (p).**

Further to minute 198/15-16 members are asked to adopt the Terms of Reference to cover the scope of Internal Audit as attached.

Recommended: That the Terms of Reference for the scope of internal audit, as attached, be adopted.

7. **DARTFORD BOROUGH COUNCIL (DBC) – CONSULTATION ON DARTFORD'S STATEMENT OF GAMBLING POLICY FOR THE PERIOD 3 JANUARY 2016 TO 2 JANUARY 2019 (p).**

The Licensing Manger, DBC has submitted the above consultation which has a deadline for responses of 3 November 2015. The draft Gambling Policy can be viewed via the following webpage: - <http://www.dartford.gov.uk/by-category/business2/licences-and-street-trading/current-consultations>

Recommended: To discuss and advise accordingly.

8. PARISH / TOWN COUNCIL REPRESENTATION ON THE DARTFORD JOINT TRANSPORTATION BOARD (JTB) (p).

Further to minute 142/15-16, Member Services, Dartford Borough Council (DBC) have submitted details relating to the election process and have requested the Town Councils vote by 27 November 2015.

Recommended: To agree which candidate the Town Council wishes to vote for.

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

Please find attached for your information the July and August 2015 issues of the Parish News.

Recommended: To note.

10. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled:-

Cllr Ms L C Howes Annual Finance Conference (KALC) 22 October 2015

Recommended: To note.

11. INSURANCE CLAIM/S – UPDATE.

The following claim/s has now been settled:-

- Claim Ref: 27150000378 – damage to permanent goalpost (Broomfield) - this claim incurred a £100.00 excess.
- Claim Ref: 27150000289 – damage to St Peter & St Pauls Church Wall – as per minute 107/15-16, the RFO looked into funding streams but none were available for the Town Council to apply to. This claim incurred a cost of £3,471.94 to the Town Council

Recommended: To note

12. WORKING GROUP MEMBERSHIPS.

The following Working Groups memberships need to be considered and agreed:-

Grove Car Park	Pavilion	Financial Risk Assessments (FRA)	Café
Mrs S P Butterfill	K G Basson	Chairman of FGP	P M Harman
Ms L C Howes	P M Harman	J A Hayes	Ms L C Howes
P M Harman	J A Hayes	Ms L C Howes	B E Read
B E Read	R J Lees	R J Lees	
	B E Read		
	Mrs I A Read	RFO	

** Working Groups generally meet in the Council Chamber during the day (11am)

Recommended : That the memberships of the Working Groups be agreed.

13. REPORTS OF OUTSIDE REPRESENTATIVES.

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

13.1 Kent Association of Local Councils Dartford Area Committee (KALCDAC).

Councillor R J Lees and the Town Clerk are the Town Councils representatives on the KALCDAC. As previously agreed the agenda and draft minutes for the 1 October 2015 meeting and the minutes from the 2 July 2015 meeting are available in the Chamber for inspection.

13.2 Bluewater Forum (BF).

The Town Mayor, or agreed substitute, is the Town Council's representative on BF. As previously agreed the minutes from the 28 May 2015 meeting are available in the Chamber for inspection.

13.3 Borough and Parish Forum (DBC).

The Town Mayor and Town Clerk are the Council's representatives on the Borough and Parish Forum. As previously agreed the agenda for the 6 October 2015 meeting is available in the Chamber for inspection.

13.4 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.

14. 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.

15. 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.

16. SEALING OF DOCUMENTS.

There are none.

17. TOWN MAYOR'S ANNOUNCEMENTS.

18. QUESTIONS.

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

19. 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.

20. PAVILION – CHANGING ROOMS – CLEANING CONTRIBUTIONS (p).

Please see the attached confidential report.

Recommended: To award a grant, using the General Power of Competency, as detailed in the report, to the Pavilion towards the cleaning of the changing rooms.

21. PAVILION – UPDATE (p).

Please see the attached confidential report.

Recommended: To discuss and advise accordingly.

INFORMATION IN THE OFFICE.

- Clerks and Councils Direct – September 2015, Issue 101.
- The LCR, National Association of Local Councils – autumn 2015.
- Local Councils Update – Issue 186, July 2015, 187, August 2015, 188, September 2015 and 189, October 2015.
- The Clerk Magazine, Society of Local Council Clerks, No.4, July 2015 and No.5, September 2015.

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