



© 2009

## SWANSCOMBE & GREENHITHE TOWN COUNCIL

# SUMMONS & AGENDA

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

**Thursday 28 April 2016 at 7.00pm**

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

*Graham Blew*

Graham Blew  
Town Clerk

Dated: 20 April 2016

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 18 February 2016 (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 – 10 February, 2 March and 23 March 2016.
  - Recreation, Leisure & Amenities Committee – 31 March 2016.
  - Finance & General Purposes Committee – 10 March 2016.
  - Personnel Committee – 1 March 2016.
  - Heritage Park/Skull Site Sub-Committee – 9 February 2016 and 19 April 2016.
6. **OUTSIDE BODIES – PARAMOUNT LONDON COMMUNITY LIAISON GROUP (CLG) (p).**

The attached request has been received for the Town Council to have a representative to be involved with the CLG.

**Recommended:** To nominate a Town Council representative to the CLG.

7. **SWANSCOMBE AND GREENHITHE TOWN COUNCIL RECOGNITION AWARD.**

Further to minutes 444/14-15 and 26/15-16 (21 May 2015) the Panel have proposed that the Award/s be presented at the Annual Open Town Meeting each year rather than the Annual General Meeting (AGM). This would have the benefit of the Town Mayor for that year being able to sign and present the award/s (which would not be the case at the AGM), as well as the presentation taking place in front of other community organisations (something that again may not be the case at the AGM).

**Recommended:** That the recognition award be presented at the Annual Open Town Meeting each year rather than the Annual General Meeting.



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

Please find attached for your information the February 2016 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	Councillors' Conference 2016 (KALC)	7 July 2016
Cllr Ms L M Cross	Councillors@ Conference 2016 (KALC)	7 July 2016

**Recommended:** To note.

**10. INSURANCE CLAIM/S – UPDATE.**

The following claim/s have now been settled:-

- Claim Ref: 27150000366 – damaged wall by squash courts – this claim did not incur an excess.

**Recommended:** To note

**11. VARIATION OF STANDING ORDERS 38 c) AND f) ALONG WITH FINANCIAL REGULATIONS 1.6, 6.4, 11.1 c) AND i) (p).**

Standing Order 38 c) and f) along with Financial Regulations 1.6, 6.4, 11.1 c) and i) need to be amended, as indicated, to reflect the changes supplied by NALC and also the Public Contracts Regulations 2015 in relation to contracts over £25,000 in value and the new EU Public Contracts Directive thresholds. Members are therefore asked to agree to these changes standing adjourned, without discussion to the 28 April 2016 full Council meeting. In accordance with Standing Order 41 b) these proposed variations stood adjourned from the 18 February 2016 meeting without discussion (minute 518/15-16).

**Recommended:** That the amendments, as indicated be approved.



## 12. APOLOGIES FOR ABSENCE – REVIEW (p).

Apologies for absence (Standing Order 1 g) and h)) were last reviewed in February 2013 where it was agreed that they be minuted as follows:-

That the apologies for absence and reasons, as listed be formally approved.

Members are asked to re-consider this and to agree to apologies for absence being recorded in the future as follows:-

**Apologies for absence were received from Councillors' XYZ and ABC.**

This would then ensure that members, who were not going to be able to attend meetings for a period of 6 months or more, would be required to submit a request seeking full Council to formally approve their absence. Failure to do so would mean they would cease automatically to be a member of the council. If this change were agreed then Standing Order 1 h) would need to be revoked which would require for it to stand adjourned without discussion to the next ordinary meeting of the Council.

**NB.**

*Meetings are classed as; meetings of the council or of its committees or sub-committees, joint committee, joint board or other body to which any of the council's powers have been transferred or delegated, meetings of bodies of persons as a representative of the council (such as a county association of local councils).*

*The period begins with the last meeting attended.*

*Local Government Act 1972, s 85 (1) and (2).*

*It is each Members own responsibility to monitor their attendance and therefor to avoid the possibility of automatically ceasing to be a member of the council members who are appointed as representatives on Outside Bodies should notify the council office when they have attended meetings of these bodies.*

**Recommended:**

1. That apologies for absence be recorded as detailed above.
2. That members appointed as Town Council representatives on Outside Bodies must notify the council office when they have attended meetings of these bodies.
3. That the proposal to revoke Standing Order 1 h) stand adjourned without discussion to the next meeting of the Town Council.



### 13. PAVILION UPDATE.

The boiler/heating system work should be completed by the time of the meeting.

Further to minute 583/15-16 where the quote for the repair/replacement of the smaller area of roof was selected a pre-contract meeting was held with the Pavilion, the Contractor and the Project Manager on 18 April 2016 and it is hoped the works will commence at the beginning of May and will take approximately 3 weeks.

**Recommended:** To note.

### 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 Borough and Parish Council Forum (BPCF)

The Town Mayor and Town Clerk are the Town Council representatives on BPCF. As previously agreed the agenda for the 5 April 2016 meeting is available in the Chamber for inspection.

#### 14.2 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.

- Fields in Trust (FiT) Non-Charitable Deed of Dedication – Neptune Park  
*(previously agreed, minute 471/15-16).*

### 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.



INFORMATION IN THE OFFICE.

- Clerks and Councils Direct – March 2016, Issue 104.
- Local Councils Update – Issue 193, March 2016 and Issue 194, April 2016.
- The Clerk Magazine, Society of Local Council Clerks, No.2, March 2016.
- LCR, Magazine of the National Association of Local Councils – Spring 2016.

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