

AGENDA ITEM

6

To: clerk@darenthparishcouncil.co.uk; keithdpc@btinternet.com; TK 18/2/16
longfieldparishcouncil@btconnect.com; clerk@southfleetpc.kentparishes.gov.uk;
Clerk@stoneparishcouncil.com; kathryn-sahpc@dsl.pipex.com; Graham Blew; Info;
Clerk-wilmingtonpc@tiscali.co.uk; brentcc01@kent.gov.uk; DarenthCC@kent.gov.uk;
Knockhall01@kent.gov.uk; mayccol@kent.gov.uk; OakCC01@kent.gov.uk; TemCC01
@kent.gov.uk; Swanscombe01@kent.gov.uk
Cc: ann.drury@kent.gov.uk
Subject: Public Consultation Craylands School, Dartford

full cancel
18/2/16

Kent County Council would like to hear your views on a proposal to permanently expand The Craylands School, Craylands Lane, Swanscombe, Dartford DA10 0LP from a one form entry primary school (intake of 30 children into the Reception Year) to a two form entry primary school (intake of 60 children into the Reception Year) from September 2016.

The public consultation will run for a period of 4 weeks from 18 January to 22 February 2016 (allowing for the half term week). There will be a public drop in session at the school on Tuesday 26 January between 3:30pm and 5:30 pm which will give you the opportunity to make your views known and to ask any questions you may have.

The consultation document gives you details of the proposal, information on the background to it, and outlines the current position. There is a form at the end which provides an opportunity to comment which we would ask you to complete and return to us by midday on 22 February 2016

You may view and respond to the consultation by:

Visiting KCC website at:

- Visiting KCC website at: <http://consultations.kent.gov.uk/consult.ti/CraylandsSchool>
- Complete a response form at the drop-in session on 26 January 2016, at the school
- Email to: school.consultations@kent.gov.uk
- Handing a letter to school no later by midday on 22 February 2016
- By sending the response form, or letter to Ian Watts, Area Education Officer for North Kent, Worrall House, 30 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4AE

IAN WATTS

Area Education Officer For North Kent | North Kent Education Team | Education & Young People's Services | Kent County Council | 30 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4AE | External: 03000 410157 | www.kent.gov.uk

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Craylands Primary School Expansion Consultation



To Pupils, Parents/Carers, Staff, Governors & Stakeholders

15 January 2016

Kent County Council is proposing to expand Craylands Primary School, Craylands Lane, Swanscombe, Kent, DA10 0LP from 210 places to 420 places, increasing the published admission number (PAN) from 30 to 60 for Year R entry in September 2016.

1. Why do we need to expand Craylands Primary School?

KCC would like to expand Craylands Primary School to help provide more places for local children. Dartford is experiencing a shortfall of primary places due to an increase in population. Kent County Council has a statutory duty to provide enough school places and is therefore proposing to provide additional school places by expanding Craylands Primary School from 1 to 2 forms of entry (from 30 to 60 Reception places each year). The Governing Body of the school and KCC have agreed to carry out a public consultation on the proposal to expand the school permanently, and if it were agreed that the proposal should go ahead, additional accommodation and facilities would be provided to enable the school to expand.

Craylands Primary School is a popular and successful school and for September 2015 entry, 113 applicants selected the school as a preferred choice. There are currently 30 places available, which provides limited scope to meet parental preference.

2. Are there plans to show how this expansion will be delivered on site?

KCC are in the very early stages of consulting on the proposals. Initial scoping of the site has shown there is sufficient space to facilitate an expansion. KCC Property Department has held pre-planning consultation discussions with the school with early plans on how extra provision can be accommodated.

Although not finalised, by any means, these draft plans would be available for viewing during this public consultation at the drop-in event; or by arrangement with the school. It is KCC's hope that all stakeholders, including local residents, will have an opportunity to view the plans, ask questions and make comments. This will enable the design team to take into consideration everyone's views before submitting final plans for approval.

The building work will be part of a separate consultation process and once plans have been drawn up, you will have the opportunity to comment on them.

3. How will the school deal with any possible increased traffic and congestion?

A traffic and parking assessment will be carried out as part of the design and planning process. The school's travel plan would need to be updated and would be utilised by the school to encourage families to find alternative ways of travelling to school in order to reduce the number of car journeys.

4. Will the school need to close during the building work?

No. All of the building works will be planned carefully and contractors will work with the school to ensure that works are scheduled to keep disruption to an absolute minimum. The building site will be a secure area to ensure the health and safety of the children, staff, parents and visitors to the school.

5. How will the expansion happen and how many children will there be at the school?

It is intended that the expansion would happen gradually, with 30 additional Year R places offered each year, so that the school would grow over a 7 year period until it reached a total of 420 pupils. If there was a demand for places across all year groups from the start of the expansion, then further classes would be

opened if the school agreed that it was feasible. The table below shows how the school would expand each year as 30 additional Reception children are admitted.

2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
240	270	300	330	360	390	420

6. Will there be enough playground space?

As part of the feasibility, the design team will focus on providing sufficient playground space for a two form entry school. The school would plan how to use the space to provide sufficient time for lunch and play.

7. The consultation process – indicative timeline

Date	Activity
18 Jan 2016 - 22 Feb 2016	Public Consultation Period lasting for four weeks.
26 Jan 2016	Meeting at the school for parents/carers, staff and governors
17 March 2016	The Cabinet Member decides whether to continue with the proposal. If so, a Public Notice will be published in a local newspaper, displayed at the school and available on the school and KCC's website. During this time, comments and objections can be made about the proposal. The Public Notice will run for 4 weeks.
April 2016	The Cabinet Member considers all responses made and decides whether to go ahead.
September 2016	Permanent expansion of the school

8. How can I give my views?

There are a number of ways to give us your views on this proposal:

- A drop-in is being held at the school on 26 Jan 2016 at 3.30pm until 5.30pm, where there will be the opportunity to ask questions and complete a response form.
- By sending the response form to Ian Watts, Area Education Officer – North Kent, Worrall House, 30 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4AE. Alternatively, you may hand your response form in at the school. All written responses need to be received by midday on 15 Feb 2016.
- By emailing: school.consultations@kent.gov.uk
- Visit www.kent.gov.uk/schoolconsultations for further information.

9. What happens next?

This consultation stage closes on 22 Feb 2016. A report summarising the responses received during the consultation period will be submitted to the Education and Young People's Services Cabinet Committee. The Cabinet Member for Education and Health Reform will then decide whether to proceed with the expansion proposal and publish statutory proposals in the form of a public notice. The public notice would be published in a local newspaper and for a period of four weeks following the publication date, any person can comment on the proposals. Having taken into account any responses, the Cabinet Member will then take a final decision as to whether to proceed with the proposals.

Whether the proposals for expansion go ahead or not will also be dependent on the planning process. The additional accommodation required for the proposals will be subject to separate planning requirements which will include further public consultation.

Yours sincerely,

Ian Watts
Area Education Officer, North Kent

RESPONSE FORM – Craylands Primary School

Please complete this response and hand it in at the school office or send it to Ian Watts, Area Education Officer – North Kent, Worrall House, 30 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4AE. Please return no later than midday 22 Feb 2016

Do you agree with the plan to expand the school from 1FE to 2FE?

Yes

No

Undecided

Which of the following best describes you?

*** Parent/Carer / Member of Staff / Governor / Pupil**

* Please delete as appropriate

OR - Other interested party (please state interest).

Name

Address

.....

Please provide your comments overleaf:

ADDITIONAL INFORMATION

- Kent County Council is a data controller under the Data Protection Act 1998 and will comply with the requirements of the Act at all times. KCC will ensure that your personal information is processed fairly and lawfully and in this instance used only for the purpose of validation, which will enable a fair and just consultation.
- KCC has completed an Equality Impact Assessment to see if the proposal could affect anyone unfairly. We welcome your views on the assumptions we have made and the conclusions we have drawn. To view the document, go to **www.kent.gov.uk/schoolconsultations**
- You can view Kent County Council's Commissioning Plan for Education Provision in Kent 2016 to 2020 at: www.kent.gov.uk/educationprovision

Comments

The
Local Government
Boundary Commission
for England

T/C 18/2/16,

Dear parish or town clerk,

ELECTORAL REVIEW OF KENT: FINAL RECOMMENDATIONS

The Commission has now completed its review of Kent County Council. I am pleased to enclose a summary of the Commission's report setting out our final recommendations for Kent County Council, which is published today. A full copy of the report is available on our website, <https://www.lgbce.org.uk/current-reviews/south-east/kent/kent-county-council>. An interactive map of final recommendations is available at <https://consultation.lgbce.org.uk/node/4285>.

The changes proposed for Kent County Council must now be implemented by order subject to Parliamentary scrutiny. A draft Order – the legal document which brings into force the recommendations – will be laid in Parliament. The draft Order will provide for new electoral arrangements for Kent County Council to be implemented at the local elections in 2017.

We would also like to invite you to participate in our online opinion survey. This survey seeks feedback on the review processes and procedures, in order to identify improvements that can be made. We would be grateful if you could spare some time to visit our website, at <http://www.lgbce.org.uk/about-us/lgbce-opinion-survey> to complete the survey.

If you require a paper copy of the opinion survey please contact Mishka Mayers on 0330 500 1251

Yours sincerely



Mark Cooper
Review Officer
Reviews@lgbce.org.uk
0330 500 1272

enclosed to all (M) 02/2/16.

Graham Blew

From: Graham Blew
Sent: 22 May 2015 15:22
To: 'reviews@lgbce.org.uk'
Subject: Draft Recommendations : Electoral Review of Kent
Attachments: ELECTORAL REVIEW OF KENT: DRAFT RECOMMENDATIONS

Importance: High

Further to the attached the Town Council have considered the report and support the draft recommendations it contains. The Town Council would like to re-iterate that the population of Swanscombe and Greenhithe is going to increase significantly in the near future and the this should be borne in mind regarding further reviews/changes.

Yours sincerely,

Graham Blew
Town Clerk

Minute 30/15-16 full Council 21/5/15

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

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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.

Minute 448/14-15 full Council 26/2/15,

Yours sincerely,

The table lists all the divisions we are proposing as part of our final recommendations along with the number of voters per county councillor. The table also shows the electoral variances for each of the proposed divisions which tells you how we have delivered electoral equality.

January 2016

The Local Government Boundary Commission for England

Final recommendations on the new electoral arrangements for Kent County Council

Summary report

Read the full report and view detailed maps at: www.consultation.lgbce.org.uk
Find out more at: www.lgbce.org.uk
Follow us on Twitter at: @LGBCE

Division name	No. of cllrs	Number of electors per councillor (2021)	Variance from average %	Division name	No. of cllrs	Number of electors per councillor (2021)	Variance from average %
Ashford Borough				Sevenoaks District			
1 Ashford Central	1	13,993	-2%	38 Sevenoaks North & Darent Valley	1	15,629	9%
2 Ashford East	1	14,272	0%	39 Sevenoaks Rural			
3 Ashford Rural East	1	13,488	-6%	40 North East	1	14,154	-1%
4 Ashford Rural South	1	13,916	-3%	41 Sevenoaks Rural South	1	13,015	-9%
5 Ashford Rural West	1	13,290	-7%	42 Sevenoaks Town	1	14,715	3%
6 Ashford South	1	15,060	5%	43 Sevenoaks West	1	15,093	6%
7 Tentenden	1	13,894	-3%	44 Swanley	1	15,416	8%
Canterbury City				Shepway District			
8 Canterbury City North	1	15,221	6%	44 Charlton, Sandgate & Hythe East	1	15,412	8%
9 Canterbury City South	1	14,709	3%	45 Elham Valley	1	14,527	2%
10 Canterbury North	1	15,401	8%	46 Folkestone East	1	13,453	-6%
11 Canterbury South	1	12,949	-8%	47 Folkestone West	1	13,886	-3%
12 Herne Bay East	1	14,624	2%	48 Hythe West	1	13,678	-4%
13 Herne Village & Sturry	1	15,763	10%	49 Romney Marsh	1	15,289	7%
14 Whitstable East & Herne Bay West	1	14,450	1%	Swale Borough			
15 Whitstable West	1	15,104	6%	50 Faversham	1	15,136	6%
Dartford Borough				51 Sheppey	2	15,180	6%
16 Dartford East	1	13,988	-2%	52 Sittingbourne North	1	14,483	1%
17 Dartford North East	1	14,660	3%	53 Sittingbourne South	1	14,024	-2%
18 Dartford Rural	1	13,660	-4%	54 Swale East	1	12,704	-11%
19 Dartford West	1	14,038	-2%	55 Swale West	1	15,551	9%
20 Swanscombe & Greenhithe	1	15,271	7%	Thanet District			
21 Wilmington	1	13,851	-3%	56 Birchington & Rural	2	13,906	-3%
Dover District				57 Broadstairs	1	14,810	4%
22 Deal & Walmer	2	13,151	-8%	58 Cliftonville	1	13,731	-4%
23 Dover North	1	13,696	-3%	59 Margate	1	14,328	0%
24 Dover Town	2	13,328	-7%	60 Ramsgate	2	15,396	8%
25 Dover West	1	13,060	-9%	Tonbridge & Malling Borough			
26 Sandwich	1	14,527	2%	61 Malling Central	1	13,309	-7%
Gravesend Borough				62 Malling North	1	14,279	0%
27 Gravesend East	2	15,047	5%	63 Malling North East	1	15,175	6%
28 Gravesend Rural	1	16,256	14%	64 Malling Rural East	1	14,637	2%
29 Northfleet & Gravesend West	2	14,967	5%	65 Malling West	1	13,431	-6%
				66 Tonbridge	2	13,758	-4%
Maidstone Borough				Tunbridge Wells Borough			
30 Maidstone Central	2	14,198	-1%	67 Cranbrook	1	13,830	-3%
31 Maidstone North East	1	13,970	-2%	68 Tunbridge Wells East	1	13,201	-8%
32 Maidstone Rural East	1	14,494	1%	69 Tunbridge Wells North	1	13,362	-7%
33 Maidstone Rural North	1	15,201	8%	70 Tunbridge Wells Rural	1	13,147	-8%
34 Maidstone Rural South	1	13,173	-8%	71 Tunbridge Wells South	1	14,582	2%
35 Maidstone Rural West	1	13,414	-6%	72 Tunbridge Wells West	1	14,096	-1%
36 Maidstone South	1	14,692	3%	Totals	81		
37 Maidstone South East	1	13,777	-4%	Averages		14,296	

What happens next?

We have now completed our review of Kent County Council.

The recommendations must now be approved by Parliament. A draft order - the legal document which brings into force our recommendations - will be laid in Parliament. Subject to parliamentary scrutiny, the new electoral arrangements will come into force at the county elections in 2017.

Who we are

The Local Government Boundary Commission for England is an independent body set up by Parliament. We are not part of government or any political party. We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.

Our main role is to carry out electoral reviews of local authorities throughout England.

Electoral review

An electoral review examines and proposes new electoral arrangements for a local authority. A local authority's electoral arrangements are:

- The total number of councillors representing the council's voters ('council size').
- The names, number and boundaries of wards or electoral divisions.
- The number of councillors representing each ward or division.

Why Kent?

We are conducting an electoral review of Kent County Council to deliver improved levels of electoral equality for local voters.

Kent currently has high levels of electoral inequality where some councillors represent many more - or many fewer - voters than others. This means that the value of your vote - in county council elections - varies depending on where you live in Kent.

Our proposals

Kent County Council currently has 84 county councillors. Based on the evidence we received during previous phases of the review, the Commission recommends that 81 county councillors should serve Kent in future.

Electoral arrangements

Our final recommendations propose that Kent's 81 county councillors should represent 63 single-member electoral divisions and nine two-member electoral divisions across the county.

The Commission believes the final recommendations meet our statutory criteria to:

- Deliver electoral equality for voters.
- Reflect local community interests and identities.
- Promote effective and convenient local government.

Stage of review

Stage of review	Description
9 Dec 2014 - 2 Mar 2015	Public consultation on new division pattern
12 May - 6 Jul 2015	Public consultation on draft recommendations
29 Sep - 26 Oct 2015	Further limited consultation on draft recommendations
26 Jan 2016	Publication of final recommendations
May 2017	Subject to parliamentary approval - implementation of new arrangements at county elections

Overview of final recommendations for Kent County Council

View this map online and explore it in more detail at: www.consultation.lgbce.org.uk

Follow the Commission on Twitter: @LGBCE

If you are viewing this page online, click on the map to go straight to our interactive mapping area

Summary of our recommendations
 Our final recommendations propose that Kent county councillors should represent 63 single-member electoral divisions and nine two-member electoral divisions across the county.

We have decided to make changes to the draft recommendations in all districts except Canterbury, Dartford, Dover, Maidstone and Tunbridge Wells as a result of public feedback during consultation.

We also conducted further limited consultation in Sevenoaks in response to an alternative pattern of divisions submitted by Sevenoaks District Council. We have based our final recommendation for Sevenoaks on this submission.

We have moved away from our draft recommendations in Gravesham to better reflect the community identities in the area.

We also propose changes to the Faversham division in Swale and the Romney Marsh division in Shepway to reflect the community identity evidence received.

We also propose minor changes in Ashford, Canterbury, Thanet and Tonbridge and Malling to reflect the evidence we have received. An outline of the proposals is shown in the map to the right of this box. A detailed report on the recommendations and interactive mapping is available on our website at www.lgbce.org.uk.

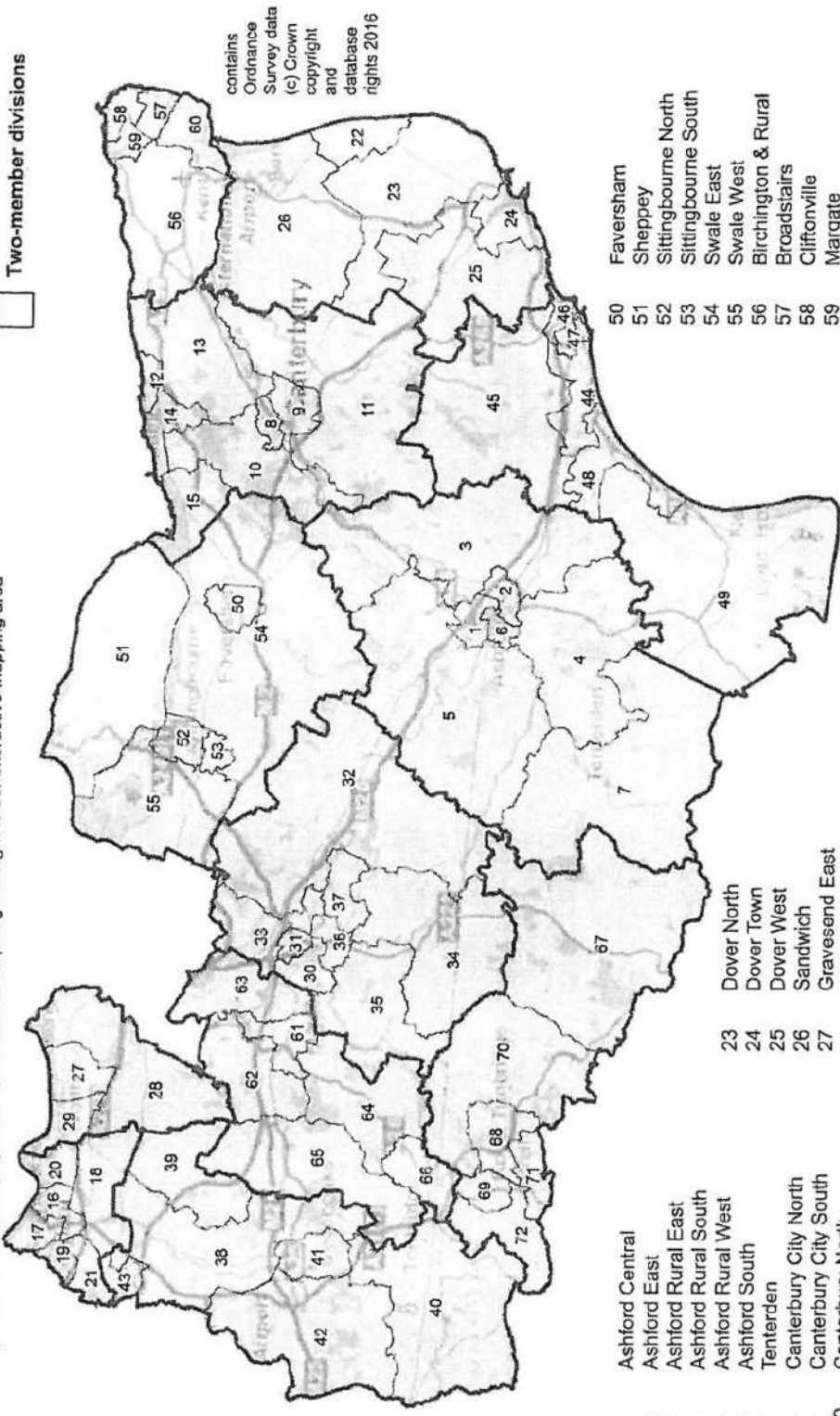
The Commission believes that the final recommendations meet the obligations – which are set out in law – to:

- Deliver electoral equality for voters
- Reflect local community interests and identities
- Promote effective and convenient local government.

Find out more:
www.consultation.lgbce.org.uk

- view the map of our recommendations down to street level.
- zoom into the areas that interest you most.
- read the full report of our recommendations.
- compare the final recommendations with the draft proposals and existing arrangements.
- find out more about the electoral review process

- Single-member divisions
- Two-member divisions



- | | | | | | |
|----|----------------------------------|----|---------------------------------|----|-----------------------|
| 1 | Ashford Central | 41 | Sevenoaks Town | 67 | Cranbrook |
| 2 | Ashford East | 42 | Sevenoaks West | 68 | Tunbridge Wells East |
| 3 | Ashford Rural East | 43 | Swanley | 69 | Tunbridge Wells North |
| 4 | Ashford Rural South | 44 | Cheriton, Sandgate & Hythe East | 70 | Tunbridge Wells Rural |
| 5 | Ashford Rural West | 45 | Elham Valley | 71 | Tunbridge Wells South |
| 6 | Ashford South | 46 | Folkestone East | 72 | Tunbridge Wells West |
| 7 | Tenterden | 47 | Folkestone West | | |
| 8 | Canterbury City North | 48 | Hythe West | | |
| 9 | Canterbury City South | 49 | Romney Marsh | | |
| 10 | Canterbury North | | | | |
| 11 | Canterbury South | | | | |
| 12 | Herne Bay East | | | | |
| 13 | Herne Village & Sturry | | | | |
| 14 | Whitstable East & Herne Bay West | | | | |
| 15 | Whitstable West | | | | |
| 16 | Dartford East | | | | |
| 17 | Dartford North East | | | | |
| 18 | Dartford Rural | | | | |
| 19 | Dartford West | | | | |
| 20 | Swanscombe & Greenhithe | | | | |
| 21 | Wilmington | | | | |
| 22 | Deal & Walmer | | | | |
| 23 | Dover North | | | | |
| 24 | Dover Town | | | | |
| 25 | Dover West | | | | |
| 26 | Sandwich | | | | |
| 27 | Gravesend East | | | | |
| 28 | Gravesend Rural | | | | |
| 29 | Northfleet & Gravesend West | | | | |
| 30 | Maidstone Central | | | | |
| 31 | Maidstone North East | | | | |
| 32 | Maidstone Rural East | | | | |
| 33 | Maidstone Rural North | | | | |
| 34 | Maidstone Rural South | | | | |
| 35 | Maidstone Rural West | | | | |
| 36 | Maidstone South | | | | |
| 37 | Maidstone South East | | | | |
| 38 | Sevenoaks North & Darent Valley | | | | |
| 39 | Sevenoaks Rural North East | | | | |
| 40 | Sevenoaks Rural South | | | | |
| 49 | | | | | |
| 50 | Faversham | | | | |
| 51 | Sheppey | | | | |
| 52 | Sittingbourne North | | | | |
| 53 | Sittingbourne South | | | | |
| 54 | Swale East | | | | |
| 55 | Swale West | | | | |
| 56 | Birchington & Rural | | | | |
| 57 | Broadstairs | | | | |
| 58 | Cliffonville | | | | |
| 59 | Margate | | | | |
| 60 | Ramsgate | | | | |
| 61 | Malling Central | | | | |
| 62 | Malling North | | | | |
| 63 | Malling North East | | | | |
| 64 | Malling Rural East | | | | |
| 65 | Malling West | | | | |
| 66 | Tonbridge | | | | |



We are delighted to announce that the Rt

Hon Greg Clark MP, Secretary of State

for Communities and Local Government,

will be speaking at our Chairmanship

Conference on 26 February 2016. We expect

demand to be high for places at this event. Please

register your interest at the dedicated event

announcement as soon as possible. All details can be

found on our web page [here](#)

The Parish News December 2015

The Sixty Eighth Annual General Meeting of the Kent Association of Local Councils took place on Saturday 21 November 2015.

The KALC Annual General Meeting is, of course, an annual event and is traditionally our biggest gathering. This year was no exception and we had over 150 attend Ditton Community Centre. An unexpected "cold snap" meant that we had a flurry of snow for that extra touch of excitement! It didn't deter attendance though, and we had a packed hall for the morning session. Our trade stands arrived in good time so that they could discuss their products with our representatives and we were very pleased to welcome them, as usual.

Our morning session got underway very quickly, thanks to the excellent timekeeping skills of our President, John Rivers. Paul Sutton, Chief Executive of South East Coast Ambulance NHS Trust (SECamb) opened proceedings and spoke on his role and how the Service worked in our county. He took several questions from his audience at the end of his session, and his responses were well received.

The Chief Executive of the National Association of Local Councils (NALC), Dr Jonathan Owen, was our next speaker. He gave an objective view of the present challenges that face our tier, along with lauding our many successes, especially within Kent. His question and answer session was both informative and thought provoking, giving our members plenty to talk about when our midday meal arrived.

After a splendid lunch and dessert provided by Comfort Foods and kindly sponsored by Came And Co. Local Council Insurance Specialists, the sixty eighth Annual General Meeting began in earnest. Facilitated by our President, John Rivers, our Chairman Ray Evison, Vice Chairman Harry Rayner and our Chief Executive Terry Martin, the main business of the Association took place. The Meeting concluded around 4pm and our delegates left having had a last refreshment beforehand. Many thanks to all of you who could attend: it was lovely to see you!

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Annual General Meeting

21 November 2015

Picture Gallery



Training Matters



Achieving CiLCA - Our Workshops

KALC has been running workshops for those clerks (and some councillors too) who wish to undertake the Certificate in Local Government Administration. The workshops have been well received and we hope that all our participants have enjoyed attending the sessions as much as we have enjoyed facilitating them! If you have "missed the boat" or are thinking of taking the CiLCA qualification at some point, it's worth knowing that KALC run these sessions annually and we generally organise them to take place in the less busy part of the year.

What's on in 2016

Our Learning and Development programme continues to flourish and our events for 2016 are now in the process of being planned.

We have made sure that some of the workshops appeal to those who have asked for a specific subject to be covered, along with others that we run annually or on demand.

Keep notes in your diary for the following:

- Chairmanship Conference
26 February 2016 at
The Orchards Event
Venue, East Malling ME19
6BJ

Greg Clark MP
Secretary of State for
Communities and Local
Government will be giving the
keynote address

- Planning Conference -
March 2016
- Rural Conference - Spring
2016, to be confirmed
- Clerks' Conference -14
June 2016

- Councillors' Conference -
21 July 2016
- Finance Conference - 18
October 2016

We will, of course, run our standard Clerks and Councillors courses if there is enough demand and uptake.

Clerks will be pleased to know that our courses now carry Continued Professional Development (CPD) points. If you would like to know how these can enhance your career development, the Chartered Institute of Personnel and Development has a webpage that explains the principle.

The scheme will be covered in a New Year edition of the Parish News in some detail so that you know how our workshops can help you achieve some valuable credits.

In the meantime, do keep up to date with our training, and keep checking the Learning and Development webpage on our site for further details.

Something from Our Chairman...

Here's a question to all Clerks and Chairmen: When did you last hold an Appraisal ?

I was surprised to learn during the Finance Conference held in October that some Clerks had never benefited from an appraisal.

In my view, annual appraisals are of mutual benefit to appraiser and those being appraised. They offer the chance to discuss in a quiet, reflective way, the manner in which Parish Council business has been conducted.

Appraisals also offer the Chairman a chance to better understand the training needs of their Clerk and better understand the service the Council gives to its electorate through the Clerk.

And let's not be afraid to admit that the appraisal process can also greatly benefit the appraiser, the Chairman. Appraisals are not to be seen as evaluations or assessments, but as occasions when, to an agreed agenda, Clerk and Chairman, Chairman and Clerk, can take stock of the way they interact and of their effectiveness as a team bringing forward the decisions of their colleagues into sound management and delivery of a service. They can also clearly identify any training or updating that may need to be undertaken. Appraisals start with a conversation about where they should be held, when they are to be held, and what is to be discussed. The location should be convenient, comfortable and private. The time they are likely to take should be agreed. The agenda of what matters

are to be discussed and how any outcomes that are agreed should be recorded should also be agreed.

There is no ranking in an appraisal so both parties should contribute equally.

The one thing I would insist on though, is that Appraisals must be private and confidential. Any public outcome, for instance recommending that some training or development should be undertaken, must be on an agreed written statement, signed and dated by both parties.

I would like to hear from Chairmen and Clerks that have undertaken an appraisal process in the last year of what benefits they think they gained from the experience.



Cllr Raymond Evison

KALC Chairman



PRESIDENT'S PIECES

A Word or Two from John Rivers, our President



I am writing this just a few days after our 68th Annual General Meeting at Ditton, where I had the pleasure of meeting so many of you and hearing about some of the issues you are facing within your parish.

We were very fortunate to have two excellent speakers during the morning session: Paul Sutton, CEO of *South East Coast Ambulance Foundation Trust*, who gave us an overview of the changes and pressures on the service; and Dr Jonathan Owen, CEO of our *National Association of Local Councils*, who told us of the opportunities and challenges facing our sector and how our national body is working closely with the *Department for Communities and Local Government* and the *Local Government Association* to enrich their understanding of how important our tier of Parish & Town Councils are. I was very pleased to learn, from so many of you, how impressed you were of both speakers and how interesting you found what they had to say.

I must say that, if you were unable to make this year's AGM or if you are a new Councillor and have never attended, then please consider attending our 69th AGM next November ~ it really is worth going along! The PowerPoint presentations for both speakers can be found in the AGM section of the Members area of the KALC website (www.kentalc.gov.uk)

Finally, it was good to hear several healthy debates during the afternoon session, our Formal AGM, which is the main opportunity for our membership to help in our decision making for the year ahead. I would like to thank all involved: proposing, seconding and speaking to the motions. Without your considered input, our AGM would be a very different experience.

As this is our last Parish News before 2016, I would like to wish you all a very happy Christmas and a joyous New Year.

See you next year!



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2016 Community Awards Scheme launched to recognise and thank community champions

Members of the public who make significant contributions to their communities are set to receive official thanks and recognition.

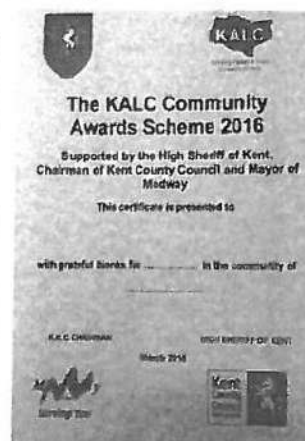
In a ceremony at County Hall, Maidstone on 16 October, the Kent Association of Local Councils launched its third KALC Community Awards Scheme, inviting nominations for selfless individuals from across the county.

The scheme is supported by Kent County Council, Medway Council and the High Sheriff of Kent.

Nominations are invited from Parish and Town Councils and Parish Meetings for people living or working within their boundary. The councils make their own decisions about how they want to identify those who have made a significant contribution to the local community and there is no pre-determined criteria for what the contribution to the community might be. The first two years of the Awards Scheme have proved very successful. Among last year's winners were a village postmaster, coffee morning volunteers, an editorial committee and team that publish and deliver the village news, volunteer fundraising individuals and groups, individuals involved in organising the 100th Anniversary commemorations of WW1 and the 70th Anniversary of D-Day.

The winners will receive a certificate signed by the KALC Chairman and the High Sheriff of Kent. The Parish and Town Councils can decide whether they want to present something extra to the winner or to all nominees.

The High Sheriff of Kent commented: "This KALC Award Scheme offers a real opportunity for Parish and Town Councils across the whole of Kent to shine a spotlight on individuals or groups of individuals who have made a marked contribution to the lives of others in their community. So please take a moment to consider who in your town or village deserves to be recognised for having made a positive difference, perhaps someone who is not immediately an obvious candidate".



KALC Chairman Ray Evison said: "Our association is delighted to support and administer this excellent Awards Scheme. The feedback from our member Councils and previous winners has been extremely positive. Our member Councils are closely involved with their local communities and are therefore ideally placed to recognise those individuals who give themselves tirelessly and selflessly to the greater good of their local communities across the county."

KCC Chairman Mike Harrison said: "Individuals across Kent are making vital contributions to their communities which often go unrecognised, so I am delighted to

support these awards which will recognise the efforts of these people. Their hard work and selfless dedication helps to make Kent a great place to live.”

Mayor of Medway Barry Kemp said “I am pleased to support these awards as volunteers make a very positive impact on the well-being of their communities and it is important to recognise their input. I would encourage all Parish Councils in Medway to adopt the 2016 Awards Scheme.”

The closing date for nominations is Friday 29 January 2016.

For further information contact Terry Martin, Chief Executive, Kent Association of Local Councils on 01304 820173 or e-mail kalc@kentalc.gov.uk



Serving Parish & Town
Councils in Kent



JUST A REMINDER

A FEW THINGS WE MAY HAVE MENTIONED...

STILL NEEDING A DEFIBRILLATOR FOR YOUR COMMUNITY?

KALC launched its "bulk buy" defibrillator purchase programme this time last year. It has proved extremely popular with our member parish and town councils: many of you have taken advantage of the scheme in recent months.

We are running another round for this winter, due

to its immense popularity with you all. Our trading partner, First Rescue, will liaise with our Administrator Laura so that you can purchase the model your community requires.

As some of our member Councils do not have a meeting until after the New Year, we are extending our deadline

for orders to 29 January 2016 so that the matter can be discussed. If you are unsure as to what you require, you can check out our guide which you can read on our website. Naturally, if you have any other queries regarding the subject, do contact Laura at the office, who will be more than happy to help you.



Do you take advantage of all our website has to offer? We make sure that all your every day council needs from salary details to Standing Orders are available to our members. Some information obviously can't be put on on a website, and in that case, it is very rare when Clive doesn't have the answer!

MISSING FROM YOUR INBOX...

Little Stories and Local Issues You Might be Interested In...



CEMETERIES AND CHURCH YARDS...A GRAVE ISSUE

FOLLOW THAT BUS...!

Sevenoaks Launches Route No 8

You may remember that Sevenoaks launched its "Vintage Bus No7" service last year. This was run during the summer months as a joint venture with Go Coaches to great success.

Hot on its heels, the Town Council, along with Go Coaches and Kent County Council, has now launched a further bus route for the town. Bus No 8 (so called because it follows a figure of eight map route around Sevenoaks) began its service on 2 November.

Its funding has been secured for around three years. It is hoped that it is used sufficiently so that parking problems can be alleviated somewhat by providing good public transport that is fully accessible and cost effective. With that in mind, a single journey will cost £2 and a day ticket will be available at the price of £4.

The No 8 Bus is an hourly service during the day from Monday to Saturday, so next time you are there, give it a go!

Further details can be found on Sevenoaks Town Council's website

www.sevenoakstown.gov.uk

Or at Go Coach - where a full timetable is available.

<http://www.go-coach.co.uk/bus/timetables/72>



How many of our Members have a graveyard/cemetery? Quite a few of you do, even if it is a space that was previously managed

by your district Council and has been passed over to you. The law surrounding burial, cemeteries and so on is complex, and it is always a good idea to know your obligations and rights.

With that in mind, KALC has arranged a full day conference to take place in June 2016.

We would appreciate your input on the main issues that we should cover at the event. If you could give Trish at the office a quick email on communications.officer@kentalc.gov.uk it would be a great help. We can then tailor our workshops and so on to the subjects *you* want to hear about.



We look forward to hearing from as many of you as possible in the New Year and will launch our date for the Conference as soon as possible.

COMING SOON to a road near you!

GRITTERS

**We're PREPARED
are you?**



CHECK TYRES, BRAKES, ANTI-FREEZE AND WEATHER

**For gritting updates
and salt routes:**

**@GrittingKent,
kent.gov.uk/winter**

**Kent
County
Council**
kent.gov.uk



BABY, IT'S COLD!

The weather may be mild at the moment, but as we know, it is always subject to change. Encourage your community to be prepared for it

At home:

Regular hot meals and drinks can help keep your body warm.

Keep your home heated – set the heating to the right temperature (18-21C).

If trying to save fuel, it is advisable to heat the living room during the day, the bathroom when needed and the bedroom, just before going to bed.

Get the flu vaccine to protect yourself and others. This is free for anyone over 65, pregnant women, those with long term conditions, and children aged two to four. Details are available at GP surgeries or pharmacies and the vaccine is free for some people.

Order repeat prescriptions in good time to make sure you have enough supply of any medicines you use.

Have your heating and cooking appliances checked regularly and make sure the chimney has been swept recently

If you need to go out during cold or severe weather:

Wear shoes with slip resistant, good grip soles.

Make sure you are not caught out by snow and ice; stay tuned to the weather forecast and plan ahead with food supplies.

Get up-to-date traffic information at www.kenttraffic.info

In periods of severe weather such as snow and ice, do not travel unless necessary

More information is available about how to keep yourself and others safe during cold weather through

www.kent.gov.uk/winterhealth and www.nhs.uk/longwell/winterhealth/Pages/Verycoldweather.aspx



READY FOR ACTION - KENT'S GRITTERS ARE ON STANDBY!

Bookies might have slashed the odds of a white Christmas, but whatever the weather, Kent's gritters are ready for action.

At the beginning of October, the county's 60 gritters and five mini gritters warmed up their engines and took part in a dry run of gritting routes. They are now on standby for when the temperatures plummet.

Last year, gritters travelled about 70,000 miles across Kent, which is about 80 trips from Land's End to John o' Groats.

KCC grits over 2,500 miles of Kent's roads and has 53 primary salting routes covering 1,300 miles of road.

There are over 2,000 salt bins in parishes across the county and KCC is backed up by around 100 farmers to help plough 170 rural routes during bad snow.

Kent County Council Cabinet Member for Environment & Transport Matthew Balfour,

said: "Freezing conditions can strike early and we're fully prepared for this.

"We're stocked up with 23,000 tonnes of salt, held in a network of depots across the county.

"I'd also urge people to be prepared themselves for the winter months by checking over their cars, particularly brakes, topping up anti-freeze and ensuring their tyres are in the best condition for maximum safety.

"Check the weather before travelling and make use of our salt bins to improve grip on roads and pavements."

For up to date information about when the team is out, follow @grittingkent on Twitter.

For more information about Kent's Winter Service, visit: www.kent.gov.uk/winter





National Association of Local Councils

Consultation, Consultation, Consultation...

Have your say in the Debate.



Department for Communities and Local Government

Community Infrastructure Levy Review

The Community Infrastructure Levy (CIL) is a planning charge that was introduced by the Planning Act 2008. It allows principal councils to raise funds from developers undertaking new building projects in their area to fund a wide range of infrastructure needed as a result of that development. It came into force in April 2010 through the CIL Regulations 2010.

The Department for Communities and Local Government (DCLG) is now conducting a review of this Levy and would like to hear from a wide range of people and organisations on the subject. They have published a seven page consultation document that includes a questionnaire, and have also published the review group's Terms of Reference. You can respond by following this link:

<https://www.gov.uk/government/consultations/communityinfrastructure-levy-review-questionnaire>

All responses should be sent to NALC by noon on Wednesday 13 January 2016.

Review of Local Council Tax Support Schemes

<https://www.gov.uk/government/news/launch-of-review-into-council-tax-support>

It was announced on 3 November that former MP Eric Ollerenshaw would lead an independent review of local council tax support schemes, which is required under S9 of the Local Government Finance Act 2012. The Review will be reported to the Secretary of State for Communities and Local Government at the end of March 2015. This review provides an excellent opportunity for our sector to share its experience of local council tax support schemes. It will equally promote NALC's fairer funding objective ensuring government funding is passed on to parish and town councils by Principal Authorities.

The review team encourages all interested parties to submit evidence to be considered as part of this review. Evidence should refer to the review themes of effectiveness, efficiency, fairness and transparency. The review team is particularly interested in hearing:

- What has been your experience of designing, implementing or being the recipient of an LCTS scheme?
- What have been the main challenges and how have these changed over time?
- What impact has LCTS had on: local autonomy, local finances and budgeting or local residents?

Responses should be a maximum of six A4 pages, with supporting documents accepted, submitted electronically to lctsreview@communities.gsi.gov.uk no later than 12 January 2016



**Kent Fire &
Rescue Service**

Help Kent Fires and Rescue Service Plan for The Future

Kent Fire and Rescue Service (KFRS) would like you to have your say about how they plan to develop and improve their services while still making essential savings. You can do so by completing their online survey:

The consultation is open until 16 January 2016 and the outcome will be presented to Kent and Medway Fire and Rescue Authority at its meeting on 12 February 2016.

You can contact KFRS about the plan on 01622692121 or by emailing them on enquiries@kentfrs.co.uk

BACK PAGES AND
LAST WORD

FUNDRAISING OPPORTUNITIES...

- Christmas time always highlights the needs of those who may be less fortunate than us. Fundraising at Christmas is, of course, key to many charitable and other causes. However, many of those causes do continue throughout the year and not just in the winter. It may be that your community has a particular project that engages with those sectors of society who might need an extra hand. <http://www.help-the-homeless.org.uk/> is one such charity that may be able to help. Whilst this funding round is now finished, there is another one that ends on 15 March 2016
- Don't forget that the National Lottery "Big Lottery Fund" is always a valuable source of funding for all kinds of projects. Sometimes it is easy to forget that they do sponsor small ideas too, with bursaries available from £500 under the "Awards for All" Scheme. You can find out more about this, and their other specialist schemes by following this link: <https://www.biglotteryfund.org.uk/funding/Awards-For-All>

Vacancies

Take a look at our Vacancies page on our website at the new employment opportunities that are available in our county. <http://www.kentalc.gov.uk/page-1172115>



Those of you that attended our Annual General Meeting will be aware that our administrator, Laura Dyer, has completed 25 years in the service of KALC and its predecessors. She was presented with some Theatre Vouchers by the Association, whilst Bryan Curtis, Chair of Wingham Parish Council, made a lovely speech about the contribution that Laura gives to the Association on a daily basis.

Needless to say, Laura was not expecting either accolade! She is very grateful to the Association for marking this occasion in such a lovely way and looks forward to using her vouchers wisely in the near future. She thanks everyone who was involved with the presentation, especially Bryan whose words were especially kind!



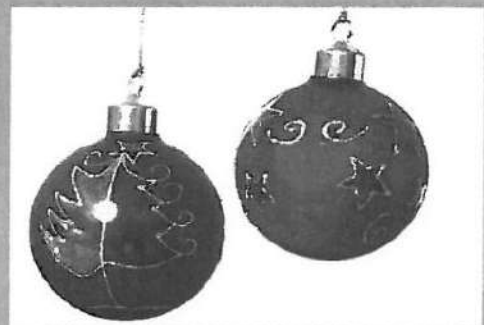
Terry, Clive, Laura and Trish
Send you all their very best wishes for
Christmas
And the New Year!



CHRISTMAS
AND NEW YEAR
OPENING

- We close for Christmas at 1pm on Thursday 24 December.
- We open again, as normal, on Monday 4 January 2016

Bon Natale!
Craciun fericiti!
Mele Kalikimaka!
Nabidà!
Merry Christmas
Mata-Ki-Te-Rangi!
Joyeux Noël!
God Jul!
Vrolijk Kerstfeest!
Shubh Naya Baras!
Streken Bozhik!
Feliz Navidad!
Nollick ghennal!
Boos Festasi!



SPECIAL TOWN COUNCIL
14 JANUARY 2016

AGENDA ITEM
T/C 18/2/16

11

430/15-16. **DRAFT BUDGET STATEMENT 2016 – 2017.**

Members received the Draft Budget Statement and commended the officers on its production as they felt this was a positive step and something that should be progressed.

It was agreed that any comments Members may have be submitted to the Council Office 2 weeks prior to the full Council meeting on 18 February 2016 where this item would be included on the agenda.

RESOLVED:

That this be included on the 18 February 2016 agenda for finalisation.

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

Signed: _____ Date: _____
(Chairman)

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Summary

The Town Council have been able to achieve for 2016 - 17:

1. A reduction in overall expenditure and lowering the rate of its part of the Council Tax to residents of Swanscombe and Greenhithe by..... **7.74%**
2. These reductions will not have a negative impact on the standard or level of the services offered to residents.
3. All of this has been possible with continued investment in the facilities and service provision for our ever expanding area.

DRAFT

“Taking pride in our Town”

AGENDA ITEM

Tk 18/2/16



Eudget Statement

2016-17

**Swanscombe &
Greenhithe Town Council**

DRAFT

“Taking pride in our Town”

Forward by the Town Mayor:

"It gives me great pleasure in introducing the budget statement for the Town Council for the 2016-17 financial year."
Councillor Peter Harman



For the financial year 2016-17 the Town Council are pleased to announce a **7.74% reduction** in the rate of its part of the Council Tax. This follows a period of 2 years where the Town Council have successfully been able to freeze its section of residents Council Tax. These figures have been agreed by full Council resolution on 14 January 2016

The following page shows a breakdown of how the level of Council Tax is calculated.

The reduction in the Town Councils Tax for 2016-17 has been made possible due to the effective management of financial risks over the last 5 years. Budgeting for costs that will occur and then ensuring the funds are used, have eased the burden for rate payers on expenditure such as building maintenance and the replacement of assets.

The current funding for the Town Council is made up of 3 sources:

- 1. Council Tax Charge** - This is the contribution the Town Council have been able to **reduce** by **7.74%** in 2016-17.
- 2. Self Generated Income** - Page 5 illustrates the volume of facilities within the parish that are operated by the Town Council. These include community halls, allotments and sports pitches. The Town Council feels that its standards of facilities and level of hire charges offer some of, if not the best value to be found within the borough.
- 3. Contribution from Other Bodies** - This final area is made up of the contribution from Dartford Borough Council via Section 136 (which is an annual contribution towards the expenses incurred by the Town Council on services which may be provided by both the borough and Town Council i.e. concurrent functions), and the Council Tax Support Grant. Unfortunately both of these contributions have steadily become smaller, with the Section 136 contribution having gone down by 55% and the grant having gone down by 35% since 2013-14.

These impacts on the Town Councils overall expenditure heighten the effective way the Council have been able to budget.

DRAFT 1 Future Investment

With a **7.74% reduction** in Council Tax charge for residents, expectation would be that the Town Council is no longer investing in the community. This is not true, as the following items are being budgeted for and/or considered for the 2016 - 17 financial year
Where the money will be spent:



Investment in improving our community halls whilst maintaining value for money



Investment in improving / new play and recreational equipment in our parks



Investing in new community facilities for local residents



Maintaining our Summer Entertainment programme



Investment in the infrastructure of The Pavilion
Club Manager - Karen Melbourne-Davies



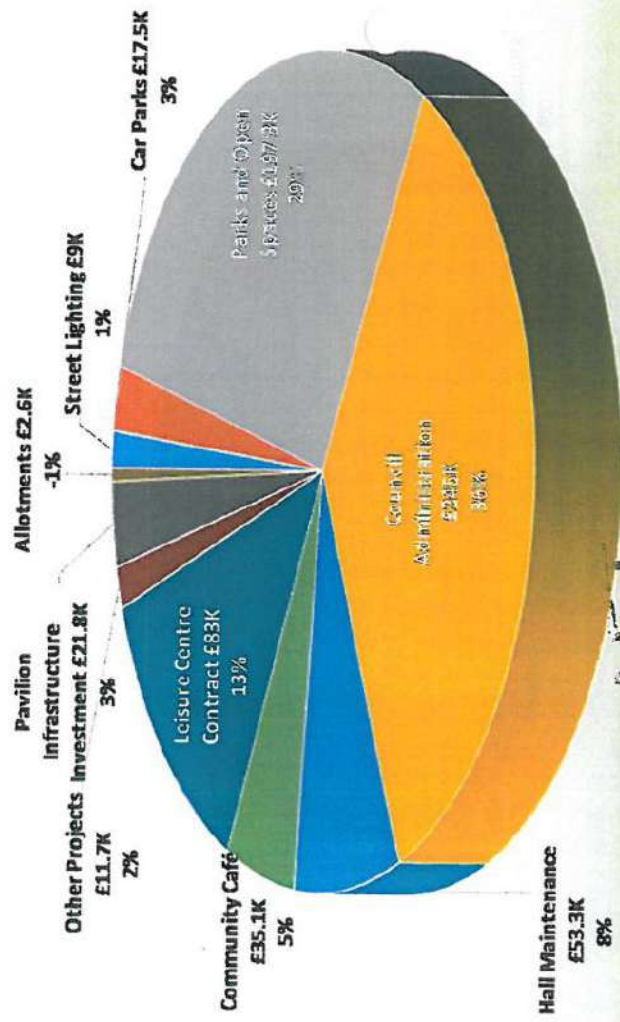
Funding improvements to Site Shelters in both Swanscombe and Greenhithe

This is all being considered even with.....

"Expenditure being down £23,000+ and the Town Council reducing its part of the Council Tax by 7.74%"



Overview of Expenditure



DRAFT

DRAFT Balance Sheet

Below is a breakdown of the Town Council's figures for 2016-17. This table shows how we calculate the Council Tax contribution for residents of Swanscombe and Greenhithe, including the contribution from the borough Council (Section 136) and the Council Tax Support Grant.

Estimated expenditure 2016-17	£676,680
Less Available Balance	£54,923
Less Estimated Income 2016-17	£87,872
Less Section 136 Fund	£14,105
Less Government Grant	£37,431
Total Amount Required 2016-17	£482,349
COUNCIL TAX CALCULATION	
Number of properties provided by Dartford Borough Council	
4723.68	
Band	2016-17
A	£68.08
B	£79.42
C	£90.77
D	£102.11
E	£124.80
F	£147.50
G	£170.19
I	£204.23

This figure is based on the figures from 2015-16, less amounts held for financial risks and a working balance

The total amount required is divided by the number of properties to calculate Band D Council Tax

Once Band D is known the other Bands are worked out from this e.g. Band A is 6/9ths of Band D

DRAFT

Town Council Services

The Town Council currently provides/manages:

- Approximately 64 acres of open space and recreational facilities including:
 - 3 Full size football pitches
 - 3 Mini football pitches
 - 1 Cricket square
 - 2 outdoor Tennis courts
 - 2 outdoor Bowls greens
 - 1 outdoor basketball facility
 - 7 children's play area
- The Swanscombe Skull Site, site of special scientific interest (SSSI) within the Swanscombe Heritage Park.
- 3 community halls (Council Offices, Church Road and Heritage Hall)
- 2 free to use car parks with 123 spaces (The Grove and Craylands Lane)
- 4 allotment sites with 88 plots spread across them
- A Community Café open 10.00 – 2.00 Mon to Fri (Church Road)
- 35 litter bins and 22 dog waste bins
- 32 street lights/columns
- Festive lights in both Swanscombe and Greenhithe High Streets
- A programme of Childrens Summer Entertainment across Swanscombe and Greenhithe
- A Memorial and 12m flagpole within Swanscombe Park
- The historic wall and churchyard at St Peter & St Pauls Church

In addition the Town Council owns The Swanscombe Centre leisure facility which is successfully operated on the Town Council's behalf by a management company.

These facilities are regularly checked, maintained and independently inspected for both cleanliness and safety.

During the previous financial year, 2014-15, the Town Council arranged bookings for:

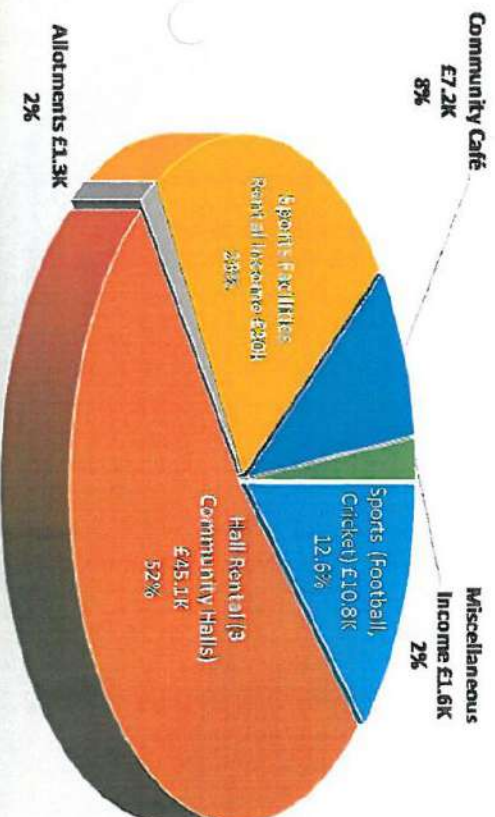
- 2177 Football games
- 22 Cricket matches
- 496 Daytime hall bookings
- 343 Night time hall bookings

It is worth noting that the Town Council provides services to 1379 more properties than any of the 8 parishes within the borough and also has the second highest percentage of residents in receipt of Council Tax Support of any parished area in the borough.



Overview of Self Generated

Income



F01E-16
29th January 2016

Update To Model Financial Regulations

Following feedback from NALC County Officers and Member Councils, and Legislative changes the Model Financial Regulations (MFRs) have been amended to take account of the following:

1. MFR 1.6 has been amended to provide for the possibility of disciplinary action in the event of breach of the Regulations, rather than a definitive statement as to gross misconduct
2. MFR 6.4 has been re-written to apply more generally than merely in respect of disclosable interests.
3. Incorporation of the specific requirements of The Public Contracts Regulations 2015 in MFR 11 (as explained in detail in LTN 87 and Legal Briefing L05-15 of January 2016).

My thanks are due to all who have contributed to the further refinement of the Regulations.

This briefing was issued by Derek Kemp, NALC's Audit and Accounts Advisor

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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 £50,000.
- b) **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 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) a copy of the specification of works shall be added to the 'Contracts Finder' website.
 - 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 £138,893,164,176 (or other threshold specified by the Office of Government Commerce from time to time) the Public Contracts Directive 2014/24/EU Council must consider whether the Public Contracts Regulations 2006 (SI**

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SWANSCOMBE & GREENHITHE TOWN COUNCIL
STANDING ORDERS

~~No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No.6, as amended)~~ apply to the contract and, ~~if either, of those Regulations apply~~, the Council must comply with EU procurement rules.

39. CODE OF CONDUCT ON COMPLAINTS.

The Council shall deal with complaints of misadministration allegedly committed by the Council or by any Officer or Member in such manner as adopted by the Council.

40. GENERAL POWER OF COMPETENCE (GPC).

- a) Before exercising the GPC, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b) The Council's period of eligibility begins on the date that the resolution above was made and the council is then required to revisit that decision and make a new resolution at every 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).

41. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- a) Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.
- b) A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

42. STANDING ORDERS.

- a) A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.
- b) The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- c) A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

These Financial Regulations were amended by the full Council at its meeting held on 17 December 2015, minute 393/15-16.

1. GENERAL

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

- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the Finance and General Purposes Committee.
- 6.4. ~~Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the RFO, the Clerk, or the Administration Assistant in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.~~ Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committees shall be signed by (one) two member(s) of council (, and countersigned by the Clerk,) in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance and General Purposes Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and the RFO or the Clerk and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are

10. ORDERS FOR WORK, GOODS AND SERVICES

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

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - 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 £50,000 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.
- b.c. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations³.
- e.d. 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.e. 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.f. 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.g. If less than three tenders are received for contracts above £50,000 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.h. Any invitation to tender issued under this regulation shall be subject to Standing Order 39.
- h.i. When it is to enter into a contract of less than £50,000 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) taking into account paragraph c above; 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.j. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j.k. 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

³ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

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.l. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)⁴. 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.

⁴ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

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