



© 2009

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

NOTICE is HEREBY GIVEN that the **ANNUAL GENERAL MEETING** of the **SWANSCOMBE AND GREENHITHE TOWN COUNCIL** will be held on

WEDNESDAY 15 MAY 2024 at 7.00pm

TO TRANSACT THE UNDERMENTIONED BUSINESS.

Graham Blew

TOWN CLERK

DATED: 9 MAY 2024

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



This page is intentionally left blank.

ANNUAL GENERAL MEETING
15 MAY 2024

AGENDA

1. To elect a Town Mayor for the ensuing year.
2. To receive the Town Mayor's Declaration of Acceptance of Office. *To be signed and a copy of both the Civic Protocol and the Code of Conduct will be given to the Town Mayor.*
3. To elect a Deputy Town Mayor for the ensuing year.
4. To receive the Deputy Town Mayor's Declaration of Acceptance of Office. *To be signed and a copy of both the Civic Protocol and the Code of Conduct will be given to the Deputy Town Mayor.*
5. Vote of thanks by incoming Town Mayor to the outgoing Town Mayor in respect of services rendered during the past year and presentation of Past Mayor's Badge.
6. Response by Councillor Peter Harman
7. To receive apologies for absence (*Local Government Act 1972, s.85*).
8. To receive any declarations of interest in Items on the Agenda.

* ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***

9. TO APPOINT COMMITTEES AND SUB-COMMITTEES (p).

- a) Allotments & Cemeteries Sub-Committee.
- b) Community Safety Committee.
- c) Executive & Emergency Committee.
- d) Finance & General Purposes Committee.
- e) Heritage Sub-Committee.
- f) Leases & Legal Sub-Committee.
- g) Personnel Committee.
- h) Planning, Major Developments, Transport & Environment Committee.
- i) Regeneration & Quality Sub-Committee.
- j) Recreation, Leisure & Amenities Committee.

- ❖ *Agreement of the Committees indicates that Members have considered S/O 23 (e).*
- ❖ *Agreement of the Sub-Committees indicates that Members have considered S/O 24 (b).*

10. TO CONSIDER AND AGREE THE TERMS OF REFERENCE OF THE COMMITTEES, SUB-COMMITTEES, AND INTERNAL AUDIT (p).

ANNUAL GENERAL MEETING
15 MAY 2024

11. TO FIX THE DATES AND TIMES OF MEETINGS OF (p):

- a) The Council.
- b) Standing Committees.

12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES (p) – TO BE TABLED.

- a) Town Mayor or agreed substitute to serve on the Bluewater Forum.
- b) One Representative to serve on the Borough and Parish Forum, to be the Town Mayor (plus the Town Clerk).
- c) One Representative to serve on the Children's Partnership Conversation.
- d) One Representative to serve on the Ebbsfleet Water Management Group.
- e) One Representative to serve on the Elderly Forum (Dartford Borough Council).
- f) Two Representatives to serve on the Greenhithe Community Association.
- g) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- h) Two Representatives to serve on the Kent Association of Local Councils (KALC) County Area Committee.
- i) Two Representatives to serve on the Kent Association of Local Councils (KALC) Dartford Area Committee.
- j) One Representative to serve on London Resort Company Holdings Ltd Community Liaison Group.
- k) One Representative to serve on the committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- l) One Representative to serve on the Whitecliffe Community Liaison Committee.
- m) One Representative to serve on the Young People's Partnership Conversation.
- n) One Representative to serve on the Youth Forum (DBC – newly formed 3 May 2024)

13. BANK SIGNATORIES (p).

- a) To appoint six members as signatories to authorise the payment of cheques.
- b) To appoint two signatories to authorise the payment of cheques on the Town Mayor's Charity Account.

14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18 APRIL 2024 (p). (*Local Government Act 1972, Sch 12, Para 41(1)*).

15. REVIEW OF ACTION PLAN FOR 2024 – 2025 (p)

As previously agreed, the Action Plan is to be confirmed and adopted at the AGM each year (minute 17/18-19), with this in mind members are asked to consider the attached draft Action Plan 2024 - 2025.

Recommended: That the Action Plan 2024 – 2025 be confirmed.

16. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS (p).

Standing Orders and the Financial Regulations were reviewed, at the 17 May 2023 Annual General meeting (minute 18/23-24).

If any amendments are required/requested, they would be undertaken in the normal manner during the year and would require full Council approval.

❖ *These documents are also available via the Town Council website and copies are always available for inspection in the Council Chamber.*

As per Standing Order 41 b) the following amendment is proposed for Standing Order 22.

That the word *Special* be amended too *Extraordinary*. This is to clarify the difference between the two.

Extraordinary meeting		Special meeting.
a one item meeting called at the request of the Chairman, or two councillors.		an additional meeting to those pre-scheduled.

This amendment, if proposed and seconded, will stand adjourned without discussion to the next ordinary meeting of the Council.

Recommended:

1. To review and approve the Standing Orders and Financial Regulations.
2. That, in accordance with Standing Order 41 b), the proposed amendment, as detailed above, stand adjourned, without discussion, to the next ordinary meeting of the Council.

17. ANNUAL RISK MANAGEMENT POLICY AND INTERNAL CONTROLS REVIEW (p).

As part of the external audit the Town Council is required to evidence the minute of when the Risk Management Policy is reviewed. Members are asked to review and approve the Risk Management Policy.

Recommended:

To review and approve the Risk Management Policy and Internal Controls.

18. REVIEW OF COUNCIL POLICIES AND PROCEDURES (p).

The council reviews its policies and procedures at each Annual General Meeting with any changes in legislation, amendments etc. being put forward during the year in the usual manner. As previously agreed, (minute 472, 23 February 2011), attached is an index of all the current policies and procedures.

Recommended: To review and amend / endorse the policies and procedures as listed.

19. SUBSCRIPTIONS / MEMBERSHIPS (p).

In accordance with Financial Regulations 5.6 members are provided with a list of the subscriptions and memberships that the Town Council hold, for resolution.

Recommended: To approve the continued subscriptions / memberships as detailed.

20. REGULAR PAYMENTS - DIRECT DEBITS AND BACS PAYMENTS (p).

In accordance with Financial Regulations 5.6 and 6.9 members are provided with a list of the organisations that the Town Council pay on a regular basis, via either Direct Debit or BACS, for resolution.

Recommended: To approve the continued regular payments as detailed.

21. REVIEW OF INTERNAL AUDIT (p).

❖ *The paperwork relating to this item is supplied with previous agenda item 10.*

The Town Council undertakes an annual review of the effectiveness of their system of internal audit and includes the results in the annual governance statement which is Part 2 of the annual return.

Regulation 6 requires that a council *“shall have maintained throughout the year an adequate and effective system of internal audit of the council’s accounting records and control systems.”*

The Responsible Financial Officer constantly reviews the extent and scope of the internal audit and as a minimum the following areas are assessed.

- The scope of internal audit
- Independence
- Competence

ANNUAL GENERAL MEETING
15 MAY 2024

- Relationships
- Audit planning and reporting

Recommended: To ensure the regulatory requirements of internal audit are being met and to endorse the council's internal controls and scope of internal audit.

22. RE - APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2024 – 2025.

Members are asked to agree to the re-appointment of Mr Lionel Robbins as Independent Internal Auditor for the year 2024 – 2025.

Recommended: To agree to the re-appointment of Mr Lionel Robbins as the Internal Auditor for the year 2024 – 2025.

23. ANNUAL INTERNAL AUDIT REPORT 2023 – 2024 (p).

The Internal Auditor completed the internal audit of the Town Council's records for 2023 – 2024 on 25 April 2024 and the report from this is attached.

Recommended: That the item be noted.

24. ANNUAL RETURN FOR YEAR END 31 MARCH 2024 – GOVERNANCE STATEMENT (p).

Please find attached Section 1 of the annual return, requested by the External Auditor (Mazars), for the year end 31 March 2024 for approval.

Recommended: That Section 1 of the annual return for the year end 31 March 2024 be approved.

25. ANNUAL RETURN FOR YEAR END 31 MARCH 2024 - ACCOUNTING STATEMENTS (p).

Please find attached Section 2 of the annual return, requested by the External Auditor (Mazars), for the year end 31 March 2024 for approval.

Recommended: That Section 2 of the annual return for the year end 31 March 2024 be approved.

26. BALANCE SHEET FOR YEAR END 31 MARCH 2024 (p).

Please find attached the balance sheet for the year end 31 March 2024 for approval (as indicated this has been signed off by the Independent Internal Auditor, 25 April 2024).

Recommended: That the balance sheet for the year end 31 March 2024 be approved.

27. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2024 – 2025.

Further to minute 444/14-15, Members are asked to consider, and agree, the three Town Councillors (ensuring this results in one Member from each of the three Wards) to make up the Panel along with the Town Mayor and Deputy Town Mayor.

- 1) Town Mayor -? Ward
- 2) Deputy Town Mayor -? Ward
- 3) Councillor -? Ward
- 4) Councillor -? Ward
- 5) Councillor -? Ward

Recommended: To agree the membership of the Recognition Award Scheme Panel for 2024 – 2025.

28. MONTHLY BANK RECONCILIATIONS.

In accordance with Financial Regulation 2.2, a member of the council, other than the Town Mayor or a cheque signatory, is required to be appointed to regularly verify the bank reconciliations produced by the RFO for all the council's accounts.

Recommended: To appoint a member of the council to undertake the verification of the bank reconciliations.

29. TO CONFIRM MEMBERSHIP OF WORKING GROUPS (p).

Members are asked to confirm the Memberships of the Working Groups. As per Standing Order 25 (a) each working group should have a membership of between 3 – 5 members with the quorum for a meeting to take place being 3.

- A. Community Event Working Group
- B. Environmental Action Plan Working Group
- C. Financial Risk Assessment Working Group
- D. Grove Car Park Working Group
- E. Ingress Park Community Centre Working Group
- F. Pavilion Working Group

Recommended: To confirm Memberships of Working Groups.

30. SUMMER ENTERTAINMENT 2024 (p).

Attached for members is a list of activities that officers are currently preparing to deliver over the summer 2024 period. These include:

- Children's Summer Entertainment
- Summer of Sports – Taster Classes
- Outdoor Cinemas

Additional funding applications are pending which, if successful, will be used to increase the number of activities on offer.

Promotional material will be placed on the Town Councils noticeboards, website, and social media feeds nearer the time.

Recommended: That the item be noted.

31. EXTERNAL FUNDING – SUCCESSFUL APPLICATIONS 2023 - 2024 (p).

Attached for members information is a report detailing the successful applications that have been made during the 2023 – 2024 financial year.

The Town Council also have pending applications to the Community Ownership Funding for a grant to renovate the existing Pavilion, Groundwork UK for addition funds to provide summer entertainment and Match My Project for interpretation improvements to the Heritage Park.

Recommended: That the item be noted.

ANNUAL GENERAL MEETING
15 MAY 2024

32. COMMUNITY INFRASTRUCTURE LEVY (CiL), DARTFORD BOROUGH COUNCIL (DBC) (p).

Further to minutes 329/22-23 (*full Council 8 December 2022*), 323/21-22 (*full Council 9 December 2021*), 152/19-20 (*full Council 11 July 2019*), 51/21-22 (*full Council 24 June 2021*) and 36/23-24 (*AGM 17 May 2023*) the Senior Infrastructure Planner (DBC) has written advising that a proportion of the CiL receipts received from development/s within the Town Council area, for period 1 October 2023 to 31 March 2024, have been received and apportioned accordingly.

Recommended: That the item be noted

37. SEALING OF DOCUMENTS.

There are none.

Information in the Office:

- Kent Association of Local Councils (KALC) News: April 2024, May 2024.
- Clerks and Councils Direct – Issue 153, May 2024.
- The Clerk, Society of Local Council Clerks (SLCC) – May 2024.

**** Members and their spouses / partners are cordially invited to join the Mayor Elect for refreshments after the Meeting.**



You can follow us on Social Media and via our website.



Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithe town council.gov.uk>