

NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2024 – 2025.

## COMMITTEES:

### ❖ **COMMUNITY SAFETY COMMITTEE (CSC) – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Peter Harris
Vice-Chairman:	2.	Councillor Peter Harman
Sub-Committee	3.	Councillor Ann Duke
Members:	4.	Councillor Lorna Cross
	5.	Councillor Lesley Howes
	6.	Councillor Dawn Johnston
	7.	Councillor Hazel Stephens
	8.	Councillor Elizabeth Wickham

### ❖ **RECREATION, LEISURE & AMENITIES COMMITTEE (RLA) – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Peter Harman
Vice-Chairman:	2.	Councillor Emma Ben Moussa
Sub-Committee	3.	Councillor Lorna Cross
Members:	4.	Councillor Ann Duke
	5.	Councillor Peter Harris
	6.	Councillor Lesley Howes
	7.	Councillor Dawn Johnston
	8.	Councillor Elizabeth Wickham

### ❖ **FINANCE & GENERAL PURPOSES COMMITTEE (FGP) – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Lesley Howes
Vice-Chairman:	2.	Councillor Lorna Cross
Committee	3.	Councillor Anita Barham
Members:	4.	Councillor Emma Ben Moussa
	5.	Councillor Peter Harman
	6.	Councillor Peter Harris
	7.	Councillor Richard Lees
	8.	Councillor Hazel Stephens

### ❖ **PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE (PTE) – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Dawn Johnston
Vice-Chairman:	2.	Councillor Hazel Stephens
Committee	3.	Councillor Anita Barham
Members:	4.	Councillor Lorna Cross
	5.	Councillor Peter Harman
	6.	Councillor Lesley Howes
	7.	Councillor Richard Lees
	8.	Councillor Elizabeth Wickham

*NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2024 – 2025.*

❖ **PERSONNEL COMMITTEE – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Town Mayor
Vice-Chairman:	2.	Councillor Eizabeth Wickham
Committee	3.	Councillor Anita Barham
Members:	4.	Councillor Lorna Cross
	5.	Councillor Peter Harman
	6.	Councillor Peter Harris
	7.	Councillor Richard Lees
	8.	Councillor Alan Reach

❖ **EXECUTIVE / EMERGENCY COMMITTEE - 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Town Mayor
Vice-Chairman	2.	Councillor Peter Harris
Committee	3.	Councillor Anita Barham
Members:	4.	Councillor Emma Ben Moussa
	5.	Councillor Peter Harman
	6.	Councillor Dawn Johnston
	7.	Councillor Alan Reach
	8.	Councillor Elizabeth Wickham

**SUB-COMMITTEES OF THE RLA COMMITTEE:**

❖ **HERITAGE – 6 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Lesley Howes
Vice-Chairman:	2.	Councillor Elizabeth Wickham
Sub-Committee	3.	Councillor Anita Barham
Members:	4.	Councillor Peter Harman
	5.	Councillor Richard Lees
	6.	Councillor Claire Pearce

❖ **ALLOTMENTS & CEMETERIES – 6 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Hazel Stephens
Vice-Chairman:	2.	Councillor Peter Harman
Sub-Committee	3.	Councillor Ann Duke
Members:	4.	Councillor Lesley Howes
	5.	Councillor Claire Pearce
	6.	Councillor Elizabeth Wickham

## SUB-COMMITTEES OF THE FGP COMMITTEE:

### ❖ LEASES & LEGAL – 6 MEMBERS OF THE COUNCIL:

Chairman:	1.	Councillor Lesley Howes
Vice-Chairman:	2.	Councillor Ann Duke
Sub-Committee	3.	Councillor Lorna Cross
Members:	4.	Councillor Peter Harman
	5.	Councillor Dawn Johnston
	6.	Councillor Hazel Stephens

## SUB-COMMITTEES OF THE PTE COMMITTEE:

### ❖ REGENERATION AND QUALITY – 6 MEMBERS OF THE COUNCIL:

Chairman:	1.	Councillor Peter Harris
Vice-Chairman:	2.	Councillor Dawn Johnston
Sub-Committee	3.	Councillor Lorna Cross
Members:	4.	Councillor Peter Harman
	5.	Councillor Lesley Howes
	6.	Councillor Alan Reach

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**TERMS OF REFERENCE  
THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 15 May 2024.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Sub-Committee after the Annual Meeting of the Town Council, the Sub-Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Sub-Committee Membership.

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Sub-Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Recreation, Leisure & Amenities Committee with reference to the appointment of lay volunteer allotment managers as per the provisions of Section 20 of the Small Holdings and Allotments Act 1908.

Exercise the functions of the Recreation Leisure & Amenities Committee on any finances relating to the provision, management, maintenance, improvement and administration of all allotments under the control of the Town Council, inclusive of the right to report suggestions for finances to be included within the annual estimates for specific schemes of improvement.

Exercise the function of the Council in relation to the dead Cemetery within St Peter & St Paul's Church, in particular the maintenance of the Churchyard Wall.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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**TERMS OF REFERENCE**  
**THE COMMUNITY SAFETY COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 15 May 2024.

➤ **MEMBERSHIP:**

This Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet, where possible, on a nine-weekly cycle on a Wednesday at 7.00pm at the Town Council's offices as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

To exercise the functions of the Council in working with the Police, the PCSO's and any other authorities, outside groups and agencies to alleviate the problems experienced by the local population with anti-social behaviour, crime, crime prevention and wider public safety issues.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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**TERMS OF REFERENCE**  
**THE EXECUTIVE & EMERGENCY COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 15 May 2024.

➤ **MEMBERSHIP:**

This Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Town Mayor shall preside at meetings of this Committee.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet as required.

The Committee shall meet at the Town Council's offices.

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

Exercise any functions of the Council on urgent issues or during the period of recess of the Council save for those functions relating to the setting of an annual rate and issuing of precept, the raising of loans or borrowing of money and the securing of any necessary loan sanctions, and the approval of schemes for local lotteries.

Exercise any functions of the Council on matters specifically delegated to it to decide, save from those exempted from delegation by statute and listed above.

With reference to matters, not more than three Members of this Committee (to be selected by the Chairman of the Executive & Emergency Committee but not necessarily including the Chairman of the Executive & Emergency Committee) to form a Sub-Committee to deal with matters relating to staff disciplinary procedures.

To assist, in an emergency, the population of Swanscombe and Greenhithe in overcoming any extreme or unusual conditions caused by natural or accidental means.

To co-operate with other Agencies, Statutory or Voluntary, to assist in the above.

To enlist the support of any other Organisations or individuals to assist in the above, as may be necessary.

**TERMS OF REFERENCE  
THE EXECUTIVE & EMERGENCY COMMITTEE.**

To prepare contingency plans to meet any of the situations as described above.

➤ **REFERRED FUNCTIONS:**

As an advisory body reporting to the Council on any matters it has been specifically instructed to investigate.



**TERMS OF REFERENCE**  
**THE FINANCE & GENERAL PURPOSES COMMITTEE.**

➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 15 May 2024.

➤ **MEMBERSHIP:**

The Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet, where possible, on a nine-weekly cycle on a Thursday at 7.00pm at the Town Council's office as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

To exercise the functions of the Council in expending any finances allocated to it by the Council in the annual estimates or otherwise in the area of footway and footpath lighting, footpaths, car parks and donations to local organisations or individuals or other bodies.

To exercise the functions of the Council in the examination of all accounts submitted for payment and the collection of sums due to the Council.

To exercise the functions of the Council in the examination of any parochial charity accounts submitted to the Council under those provisions contained within Section 32 of the Charities Act 1960 as amended.

**TERMS OF REFERENCE  
THE FINANCE & GENERAL PURPOSES COMMITTEE.**

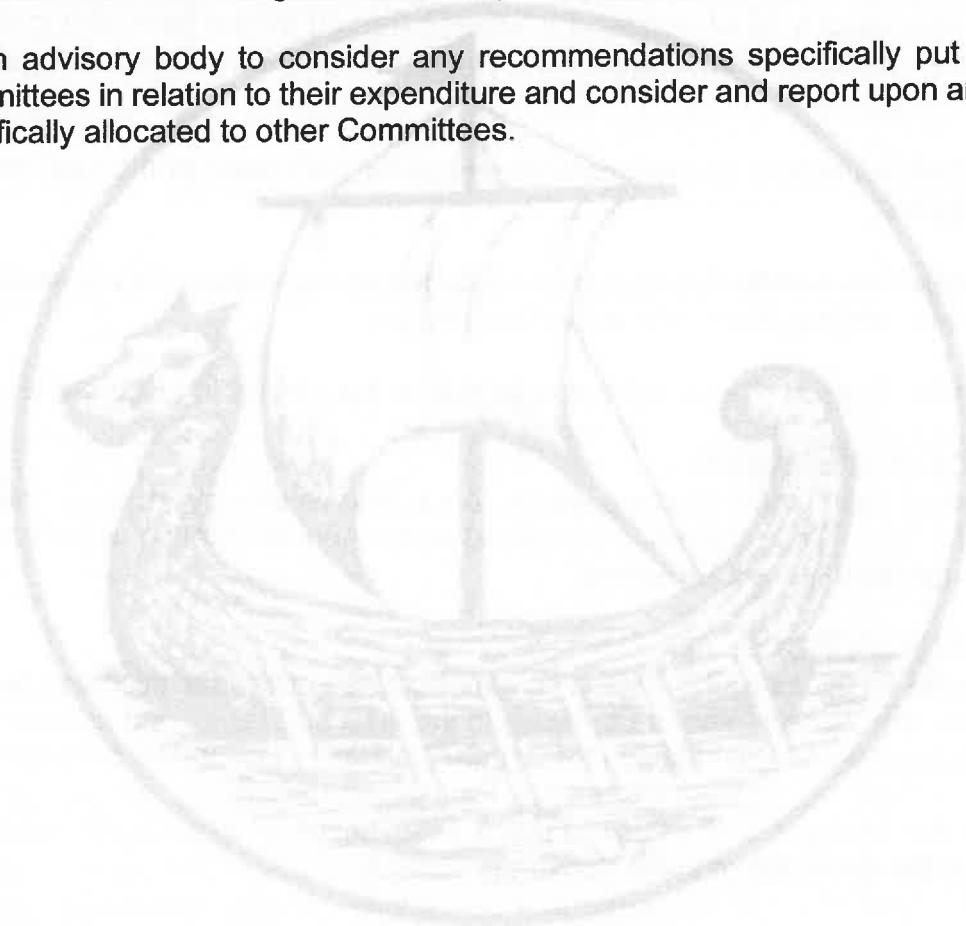
➤ **REFERRED FUNCTIONS:**

As an advisory body to consider and report to the Council on all finances not specifically allocated to other Committees including those finances contained within the balances and investment accounts.

As an advisory body to consider and report to Council, estimates for the making of the annual rate and precept issued, the raising of loans or borrowing money and securing of any necessary loan sanctions and the approval of schemes for local lotteries.

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities or areas within the scope of this Committee not contained within the delegated functions printed above.

As an advisory body to consider any recommendations specifically put to it by other Committees in relation to their expenditure and consider and report upon any matters not specifically allocated to other Committees.





## **TERMS OF REFERENCE** **HERITAGE SUB-COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 15 May 2024.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support to the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Recreation, Leisure & Amenities Committee with all matters relating to Heritage within the Town.

Exercise the functions of the Recreation, Leisure & Amenities Committee in controlling the operation and provision of the facilities in relation to the Heritage Park / Skull Site.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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**TERMS OF REFERENCE**  
**THE LEASES & LEGAL SUB-COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 15 May 2024.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Council in negotiating all items in relation to leases and their terms on Town Council property, apart from the setting of rent, as appropriately decided by the parent Committee.

Exercise the functions of the Council in dealing with all items in relation to legal matters laid before it, as appropriately decided by the parent Committee.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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## **TERMS OF REFERENCE THE PERSONNEL COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 15 May 2024.

➤ **MEMBERSHIP:**

This Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Town Mayor shall preside at meetings of this Committee.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet, where possible, in April/May and November each year and as required throughout the remainder of the year

The Committee shall meet at the Council Offices, The Grove, Swanscombe at a time suitable to Members of the Committee.

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

Exercise any functions of the Council in relation to personnel matters, except for disciplinary procedures, apart from Stage 1- Formal Oral Warnings.

Formation of Interview Panels to be made up of the following:

- Town Mayor or Deputy Town Mayor.
- Appropriate Chairman of main committee.
- Town Clerk or Responsible Financial Officer (RFO).

Exercise functions of the Council on the question of levels of pay and salary settlements for all staff employed by the Council.

Exercise functions of the Council in relation to any Pension Scheme it administers.

Exercise functions of the Council in relation to staff health and safety and risk assessments.

Exercise functions of the Council in determining staff disciplinary and grievance procedures, assaults on staff and any other personnel legislation required.

**TERMS OF REFERENCE  
THE PERSONNEL COMMITTEE.**

➤ **REFERRED FUNCTIONS:**

As an advisory body reporting to the Council on any matters it has been specifically instructed to investigate.



**TERMS OF REFERENCE**  
**THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & ENVIRONMENT COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 15 May 2024.

➤ **MEMBERSHIP:**

This Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council. The Committee may also consist of outside bodies or local authority representatives as deemed necessary in an advisory capacity.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The schedule of meetings shall be agreed at the Annual Meeting of the Town Council.

The Committee shall meet, where possible, on a three-weekly cycle on a Wednesday at 7.00pm at the Town Council's offices, unless varied by the agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

Decide the Town Council's responses on consultations on planning applications from Dartford Borough Council, Ebbsfleet Development Corporation, Gravesham Borough Council (where applications fall into the Swanscombe & Greenhithe Boundary) and from the County Council.

Make recommendations to the Council on statutory and non-statutory planning policy documents.

Select from its membership a person, or persons, to represent the Council at site meetings, public enquiries, etc to represent the Council's previously agreed views.

**TERMS OF REFERENCE**  
**THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & ENVIRONMENT COMMITTEE.**

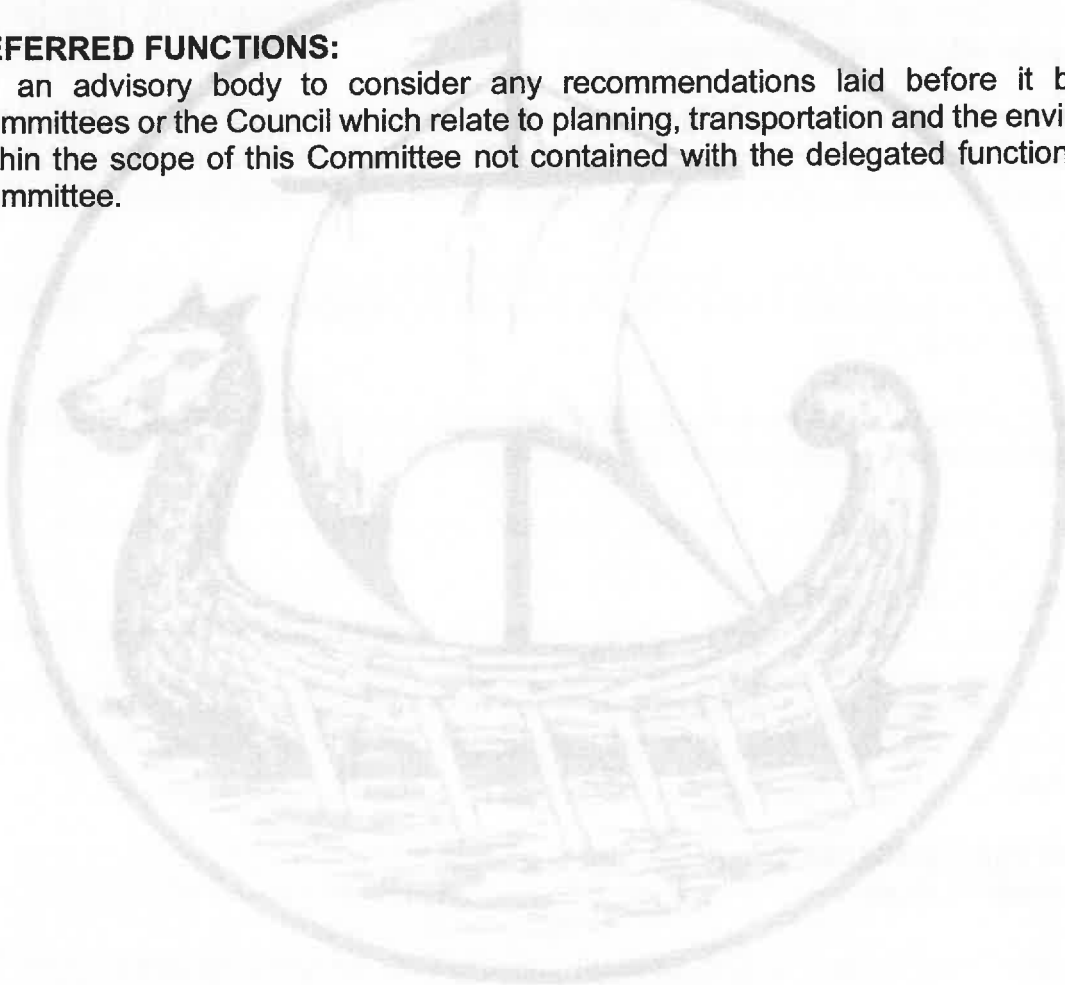
To deal with any items relating to transportation and environmental issues affecting the area and invite outside organisations to meetings to address issues highlighted. To lobby outside organisations on behalf of the Council to improve matters relating to transport and the environment.

Decide the Town Council's responses on consultations on major developments affecting the parish from Dartford Borough Council, Ebbsfleet Development Corporation, Gravesham Borough Council and from the County Council.

Exercise the functions of the Council in meeting with developers to discuss planning gain for the community through the Regeneration & Quality Sub-Committee.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council which relate to planning, transportation and the environment within the scope of this Committee not contained with the delegated functions of the Committee.





**TERMS OF REFERENCE  
REGENERATION & QUALITY SUB-COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 15 May 2024.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Council in creating links with outside organisations and creating working partnerships to assist the Council in the area regeneration of Swanscombe and Greenhithe (*minute 197/16-17 Town Council 13 Oct 2016*).

Exercise the functions of the Council in obtaining Local Council Award Scheme Accreditation and all matters involved in achieving this.

Exercise the functions of the Council in meeting with developers to negotiate planning gain for the community (*minute 11/17-18 AGM 18 May 2017*).

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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**TERMS OF REFERENCE**  
**THE RECREATION, LEISURE AND AMENITIES COMMITTEE.**

- **DELEGATION FROM THE COUNCIL:**  
These Terms of Reference were agreed by the Town Council at its AGM on 15 May 2024.
- **MEMBERSHIP:**  
The Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.
- **PROCEDURES:**  
The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

- **FREQUENCY OF MEETINGS:**  
The Committee shall meet, where possible, on a nine-weekly cycle on a Thursday at 7.00pm at the Town Council's office as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.
- **COMMITTEE FUNCTIONS:**  
To expend any finances allocated to it by the Council within the annual estimates or otherwise in the area of recreation grounds, parks, open spaces, playgrounds, allotments, sporting facilities, recreational facilities, community halls and leisure centres.  
  
To exercise the functions of the Council in controlling the operation and provision of facilities in relation to recreation grounds, parks, open spaces, playgrounds, allotments, sporting facilities, community halls and the Swanscombe Centre and the Old Fire Station Community Cafe. To liaise with the Manager of the Swanscombe Centre as determined in the Management Agreement dated 12 July 2004 (re-newed 2014).  
  
To make representation to the Council in relation to the annual estimates in respect of expenditure.  
  
To liaise as required with other Committees and staff of the Council, outside bodies and persons on any aspects of joint responsibility.

**TERMS OF REFERENCE**  
**THE RECREATION, LEISURE AND AMENITIES COMMITTEE.**

To liaise with the Town Clerk on aspects of leisure centre management as they affect the general administration of the Town Council.

➤ **REFERRED FUNCTIONS:**

To act as an advisory body considering any recommendations laid before it by other Committees or the Council which relates to facilities or areas within the scope of this Committee not contained within the delegated functions of this Committee.



## **TERMS OF REFERENCE**

### **SCOPE OF INTERNAL AUDIT**

➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were reviewed by the Town Council at its AGM on 15 May 2024.

➤ **MEMBERSHIP:**

N/A.

➤ **PROCEDURES:**

The council will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices guidance. Internal audit testing of controls will be sufficient for the proper completion of the annual internal audit report. The annual internal audit report should provide an adequate level of assurance for the council to complete assertions 2 and 6 in its annual governance statement.

In completing the annual return at section 4 of the annual return, internal audit will have planned and carried out the work necessary to give the assurances called for. The ten key control tests in the annual report represent the minimum level of internal audit coverage required. Additional testing and reporting should be tailored to local circumstances.

Internal audit work always requires the application of judgement and should only be carried out following risk assessment. The scope and frequency of testing should reflect that assessment, and therefore should always be in proportion to the likelihood of fraud, error or misstatement that could occur. It should be directly related to the size and level of business activity of the council.

The following schedule provides an approach to the testing of key internal controls to provide assurance that the minimum level of coverage has been met.

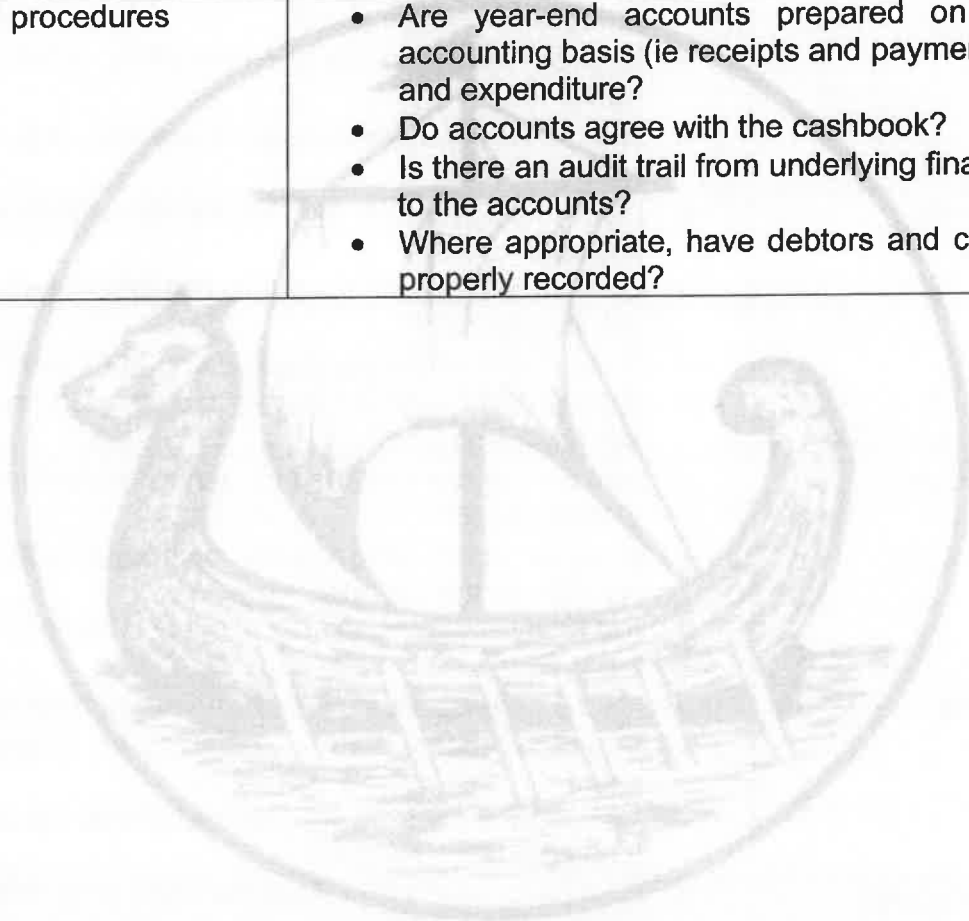
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**TERMS OF REFERENCE  
SCOPE OF INTERNAL AUDIT**

Internal control	Suggested testing
Proper bookkeeping	<ul style="list-style-type: none"> <li>• Is the cash book maintained and up to date?</li> <li>• Is the cashbook arithmetic correct?</li> <li>• Is the cashbook regularly balanced?</li> </ul>
a) Standing orders and financial regulations adopted and applied; and b) payment controls	<ul style="list-style-type: none"> <li>• Has the council formally adopted standing orders and financial regulations?</li> <li>• Has the Responsible Financial Officer been appointed with specific duties?</li> <li>• Have items or services above the de minimus amount been competitively purchased?</li> <li>• Are payments in the cashbook supported by invoices authorised and minuted?</li> <li>• Has VAT on payments been identified, recorded and reclaimed?</li> <li>• Is s137 expenditure separately recorded and within statutory limits.</li> </ul>
Risk Management arrangements	<ul style="list-style-type: none"> <li>• Does a review of the minutes identify any unusual financial activity?</li> <li>• Do minutes record the council carrying out an annual risk assessment?</li> <li>• Is insurance cover appropriate and adequate?</li> <li>• Are internal financial controls documented and regularly reviewed?</li> </ul>
Budgetary controls	<ul style="list-style-type: none"> <li>• Has the council prepared an annual budget in support of its precept?</li> <li>• Is actual expenditure against the budget regularly reported to the council?</li> <li>• Are there any significant unexplained variances from the budget?</li> </ul>
Income Controls	<ul style="list-style-type: none"> <li>• Is income properly recorded and promptly banked?</li> <li>• Does the precept recorded agree to the Council Tax authority notification?</li> <li>• Are security controls over cash and near-cash adequate and effective?</li> </ul>
Petty cash procedures	<ul style="list-style-type: none"> <li>• Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>• Is petty cash expenditure reported to each council meeting?</li> <li>• Is petty cash reimbursement carried out regularly?</li> </ul>
Payroll Controls	<ul style="list-style-type: none"> <li>• Do all employees have contracts of employment with clear terms and conditions?</li> <li>• Do salaries paid agree with those approved by the council?</li> <li>• Are other payments to employees reasonable and approved by the council?</li> <li>• Have PAYE/NIC been properly operated by the council as an employer?</li> </ul>

**TERMS OF REFERENCE**  
**SCOPE OF INTERNAL AUDIT**

Asset Controls	<ul style="list-style-type: none"><li>• Does the council maintain a register of all material assets owned or in its care?</li><li>• Are the assets and investments register up to date?</li><li>• Do asset insurance valuations agree with those in the asset register?</li></ul>
Bank reconciliation	<ul style="list-style-type: none"><li>• Is there a bank reconciliation for each account?</li><li>• Is the bank reconciliation carried out regularly and in a timely fashion?</li><li>• Are there any unexplained balance entries in any reconciliation?</li><li>• Is the value of investments held summarised on the reconciliation?</li></ul>
Year-end procedures	<ul style="list-style-type: none"><li>• Are year-end accounts prepared on the correct accounting basis (ie receipts and payments or income and expenditure)?</li><li>• Do accounts agree with the cashbook?</li><li>• Is there an audit trail from underlying financial records to the accounts?</li><li>• Where appropriate, have debtors and creditors been properly recorded?</li></ul>





**DATES OF MEETINGS 2024 - 2025**

<b>CSC</b>	<b>F &amp; G P</b>	<b>R L &amp; A</b>	<b>TOWN COUNCIL</b>	<b>P, MD, T &amp; E</b>
3 July 2023	20 June 2024	27 June 2024	18 July 2024	22 May 2024
2 Oct 2024	12 Sept 2024	19 Sept 2024	17 Oct 2024	12 June 2024
4 Dec 2024	21 Nov 2024	23 Nov 2023	5 Dec 2024	10 July 2024
19 Feb 2025	16 Jan 2025 **	23 Jan 2025	6 Feb 2025	4 Sept 2024
9 April 2025	6 March 2025	20 March 2025	17 April 2025	25 Sept 2024
				16 Oct 2024
	** Special Town Council after FGP			13 Nov 2024
				11 Dec 2024
				15 Jan 2025
CSC	Community Safety Committee			5 Feb 2025
F&GP	Finance and General Purposes Committee			26 Feb 2025
R&LA	Recreation, Leisure & Amenities Committee			19 March 2025
P,MD,T & E	Planning, Major Developments, Transportation & the Environment Committee			23 April 2025

**30 April 2025 - Annual Open Town Meeting**

**14 May 2025 - Annual General Meeting**

Meetings of the following Committees to be arranged as and when required:

Executive & Emergency Committee

Personnel Committee (April/May & November)

Meetings of the following Sub-Committees to be arranged as and when required:

Heritage

Allotments / Cemeteries

Leases & Legal

Regeneration & Quality

**SWANSCOMBE AND GREENHITHE TOWN COUNCIL**

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**REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2024–2025.**

❖ **BLUEWATER FORUM:**

1. The Town Mayor or agreed substitute

❖ **BOROUGH AND PARISH FORUM** *(previously the Dartford Association of Town and Parish Councils)*  
**(1 MEMBER PLUS THE TOWN CLERK):**

1. The Town Mayor

❖ **CHILDREN'S PARTNERSHIP CONVERSATION (1 MEMBER):**

1. Councillor Emma Ben-Moussa

❖ **EBBSFLEET WATER MANAGEMENT GROUP:**

1. Councillor Lesley Howes

❖ **ELDERLY FORUM (1 MEMBER):**

1. Councillor Lesley Howes

❖ **GREENHITHE COMMUNITY ASSOCIATION (2 MEMBERS):**

1. Councillor Peter Harman
2. Councillor Lesley Howes

❖ **INGRESS PARK MANAGEMENT (GREENHITHE) LTD (IPGM) (2 MEMBERS) – DIRECTORSHIP:**

1. Councillor Peter Harman
2. Councillor Peter Harris

❖ **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) COUNTY AREA COMMITTEE (2 MEMBERS):**

1. Councillor Lorna Cross
2. Councillor Lesley Howes

**REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2024–2025.**

❖ **KALC DARTFORD AREA COMMITTEE (2 MEMBERS):**

1. Town Mayor
2. Graham Blew – Town Clerk. Nb. Councillor Lersley Howes is also a member by way of her role as Vice-Chairman of the Area Committee)

❖ **LONDON RESORT COMPANY HOLDINGS LTD (formerly PARAMOUNT LONDON) COMMUNITY LIAISON GROUP (1 MEMBER):**

1. Councillor Peter Harman

❖ **NORTHWEST KENT VOLUNTEER CENTRE (formerly Dartford Volunteer Bureau (1 MEMBER):**

1. Councillor Lorna Cross

❖ **WHITECLIFFE COMMUNITY LIAISON COMMITTEE:**

1. Councillor Peter Harman

❖ **YOUNG PEOPLE'S PARTNERSHIP CONSERVATION (formerly Youth Advisory Group):**

1. Councillor Lesley Howes

❖ **DARTFORD YOUTH FORUM (DBC)**

1. Councillor Hazel Stephens

**BANK SIGNATORIES**

<b>Current Account</b> <i>(2 x Members plus Town Clerk or ATC/RFO)</i>		<b>Town Mayor's Charity Account</b>
1. Cllr Anita Barham		1. Town Clerk
2. Cllr Lorna Cross		2. Assistant Town Clerk/ RFO.
3. Cllr Peter Harman		
4. Cllr Peter Harris		
5. Cllr Lesley Howes		
6. Cllr Hazel Stephens		

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**MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 18 APRIL 2024 at 7.00pm**

**PRESENT:** Councillor Peter Harman – Town Mayor  
Councillor Ann Duke – Deputy Town Mayor  
Councillor Emma Ben Moussa  
Councillor Lorna Cross  
Councillor Peter Harris  
Councillor Lesley Howes  
Councillor Dawn Johnston  
Councillor Richard Lees  
Councillor Hazel Stephens  
Councillor Elizabeth Wickham

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – ATC/RFO  
Rev. Charlie Lloyd-Evans  
x1 Member of the public

**ABSENT:** Councillor Anita Barham

**489/23-24. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Town Mayor explained the arrangements and constraints relating to the filming or recording of the meeting.

**490/23-24. REVD. CHARLIE LLOYD-EVANS, PRIEST IN CHARGE AT ST MARY GREENHITHE & ST PETER AND ST PAUL SWANSCOMBE.**

The Town Mayor welcomed Revd. Charlie Lloyd-Evans to the meeting, Revd. Lloyd-Evans thanked the Town Council for the invitation and led the Council in prayer.

**91/23-24. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Claire Pearce, due to other commitments.

An apology for absence was received from Councillor Alan Reach, due to other commitments.

An apology for absence was received from Greenhithe Dartford Borough Councillor David Mote, due to other commitments.

**RESOLVED:**

That the reason/s for absence, for the above Town Councillor(s), be formally accepted and approved.

**492/23-24. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.*

**493/23-24. TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING ON 8 FEBRUARY 2024 AND THE SPECIAL TOWN COUNCIL MEETINGS ON 15 FEBRUARY 2024 AND 14 MARCH 2024.**

**RESOLVED:**

That the Minutes of the Town Council Meeting on 8 February 2024 and the Special Town Council Meetings held on 15 February 2024 and 14 March 2024 be confirmed as a true record and be signed.

**494/23-24. ITEMS DEEMED URGENT BY THE TOWN MAYOR / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk informed members that he had met with Citizens Advice, North & West Kent, regarding the installation of a video kiosk at the Old Fire Station Community Café. Following the site visit this had been agreed and would be installed in the confidential room.

**495/23-24. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE MEETINGS HELD ON 7 FEBRUARY, 28 FEBRUARY 2024 AND 20 MARCH 2024.**

**RESOLVED:**

That the Minutes of the Planning, Major Developments, Transportation and Environment Committee Meetings held on 7 February, 28 February and 20 March 2024 be confirmed and the recommendations made therein be adopted.

**496/23-24. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 21 MARCH 2024**

**RESOLVED:**

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 21 March 2024 be confirmed and the recommendations made therein be adopted.



**497/23-24. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 7 MARCH 2024**

**RESOLVED:**

That the Minutes of the Finance and General Purposes Committee Meeting held on 7 March 2024 be confirmed and the recommendations made therein be adopted.

**498/23-24. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 21 FEBRUARY 2024**

**RESOLVED:**

That the Minutes of the Community Safety Committee Meeting held on 21 February 2024 be confirmed and the recommendations made therein be adopted.

**499/23-24. YOUTH SERVICE UPDATE.**

Further to minutes 123/23-24, 226/23-24 and 318/23-24 and as required by the contract members considered the final update report from CAS Training which also considered a request for funding for Youth Provision from May to December 2024.

Members discussed the merits of the service provided by CAS Training along with the financial implications to the Town Council. It was agreed that:

**RESOLVED:**

1. That the final updated report for the 2023 – 2024 year be noted.
2. That the Town Council contribute £5,000 towards the continued funding of the Homework Heroes youth provision between May and December 2024.

**500/23-24. TRAFFIC CONGESTION IN SWANSCOMBE AND GREENHITHE.**

In response to a letter sent via the Community Safety Committee (minute 431/23-24) Members had been provided with the responses received from Kent County Council (Kent Highways), Kent Police, National Highways and Gareth Johnson MP.

After lengthy discussion members were unanimous in feeling that the main questions raised by the original letter sent by Town Council had not been addressed within any of the responses.

Members agreed for officers to contact each of the stakeholders (Kent Police, Kent Highways Service, National Highways and the MP) to ascertain their willingness to attend a future one item agenda meeting of the Town Council to discuss the points raised by the Town Council and a strategy for resolving the issues raised.

It was agreed that any request would include contact with Dartford Borough Council Parking Enforcement Team to address concerns with Swanscombe High Street during periods of congestion.

**RESOLVED:**

That officers contact the stakeholders detailed to ascertain their willingness to attend a future one item agenda meeting of the Town Council to discuss the points raised by the Town Council and a strategy for resolving the issues raised.

**501/23-24. PAVILION WORKING GROUP.**

Further to minute 459/23-24 the Working had met on 21 March 2024 and members had been provided with a copy of the notes from this meeting which included a recommendation that any building on the site (newly constructed or existing refurbished) be managed and operated by the Town Council directly.

Members were provided with a verbal update on the meeting of the Working Group from Tuesday 16 August 2024, which had been attended by Cllr Jeremy Kite, Leader of Dartford Borough Council.

Members were also updated on the outline proposal for the bid to the Community Ownership Fund and details of the draft Business Case included in the bid.

**RESOLVED:**

1. That the update be noted.
2. That any building on the site (newly constructed or existing refurbished) be managed and operated by the Town Council directly.

**502/23-24. D-DAY 80<sup>TH</sup> ANNIVERSARY.**

Members had been informed that the purchase of "The D-Day 80 Lamp Light of Peace" had been made and that this could be used on the 80<sup>th</sup> Anniversary Day and for future Remembrance Days.

**RESOLVED:**

That item be noted.

**503/23-24. REQUESTS TO USE TOWN COUNCIL PARKS.**

The Salvation Army had submitted requests to use the following parks for pop-up youth events during the summer. Completed Event Notification Forms and a copy of Public Liability Insurance had been provided. The Salvation Army had held similar events in recent years with no issues.

Swanscombe Park – 31 July 2024 from 6 to 9pm  
Heritage Park – 7 August 2024 from 6 – 9pm

**RESOLVED:**

That the requests be granted.

**504/23-24. INGRESS PARK COMMUNITY CENTRE – UPDATE.**

Further to the previous update, minute 478/23-24, officers detailed the site visit that had taken place earlier in the day.

Members were updated that progress was being made on the snagging issues within the building and the planning application for the adjacent car park was still pending with Ebbsfleet Development Corporation.

**RESOLVED:**

That the item be noted.

**505/23-24. EXPENDITURE OVER £5,000.00.**

The Town Clerk detailed the expenditure previously incurred for the higher of the anticlimbing fixtures and fittings and shutters at The Pavilion. This had formed part of the Receipt and Payments considered by the FGP on 14 September 2023.

Unfortunately, whilst this had been undertaken in consultation with the Chairman of the Finance and General Purposes Committee it had been omitted to have been reported to full Council as per Financial Regulation 4 (4.1 and 4.5) which is why it had been placed on the agenda for this meeting.

**RESOLVED:**

That the expenditure for the hire of the anticlimbing fixtures and fittings and shutters at The Pavilion be endorsed.



506/23-24. **STAFF / MEMBER TRAINING – UPDATE.**

The following training has been scheduled / undertaken: -

x2 Groundsman / Gardeners	LANTRA - Basic Tree Survey and Inspection.	Kingswood Training - Sevenoaks
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**RESOLVED:**

That the item be noted.

507/23-24. **REPORTS OF OUTSIDE REPRESENTATIVES.**

Members were advised that this item provided an opportunity for Members appointed as representatives on outside bodies to provide a report at the meeting.

London Resort Company Holdings Ltd Community Liaison Group (LRCHCLG).

Councillor Peter Harman is the Town Councils representative on the LRCHCLG. Councillor Harman had submitted his apologies for absence, and no update had been provided.

NB. In response to an enquiry, LRCHCLG have confirmed that they are happy to accept a substitute representative, if the current cannot attend, but this must be done in advance, with the substitute members contact details being provided.

Ingress Park (Greenhithe) Management Limited (IPGM).

Councillors' Peter Harman and Peter Harris are the Council's representatives on IPGM. IPGM had indicated that, although unable to provide documentation, they would like to submit verbal updates to the Town Council.

Councillor Peter Harris requested that this update be deferred for discussion as a confidential item at the end of the meeting.

Dartford Young People's Partnership Conversation (DYPPC)

Councillor Lesley Howes is the Town Councils representative on the DYPPC. The Dartford Annual Event was scheduled to take place on 20 February 2024.

Dartford Children's Partnership Conversation (DCPC)

Councillor Emma Ben-Moussa is the Town Councils representative on the DCPC. As previously agreed, the minutes and action log from the meeting on the 30 January 2024 were available for inspection.

Bluewater Forum (BF)

The Town Mayor is the Town Councils representative on the BF. The last meeting had been held on 28 March 2024 with the main focus being cyber security.

Whitecliffe Community Liaison Group (WCLG).

Councillor Peter Harman is the Town Councils representative on the WCLG. As previously agreed, the agenda and minutes from the 20 Marh 2024 meeting were available for inspection.

**508/23-24. REPORT FROM KENT COUNTY COUNCILLOR.**

Kent County Councillor Mr Peter M Harman gave an update which included:

The budget meeting had taken place, with the budget being agreed, on the 20 February 2024.

Some issues had been faced with SEN Transport routes running through Swanscombe to Longfield Academy.

The closing of the Gravesend to Tilbury Ferry had been confirmed due to budget restraints.

Work was being undertaken on potholes throughout the area.

Survey work had begun on the cliff face at Galley Hill.

**RESOLVED:**

That the item be noted.

**509/023-24. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

The Dartford Borough Councillors updated members which included:

A General Assembly of the Council had been scheduled for Monday 22 April 2024 to discuss the adoption of the Local Plan.

Some land had been acquired within Dartford Town Centre for further social housing construction, whilst work was progressing on the site at Gilbert Close, Swanscombe.

**RESOLVED:**

That the item be noted.

**510/23-24. SEALING OF DOCUMENTS.**

There were none.

**511/23-24. TOWN MAYORS ANNOUNCEMENTS.**

The Town Mayor advised the meeting that the Civic Night was be being held this Saturday, 20 April 2024, at the Swanscombe Centre.

**512/23-24. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Lorna Cross and seconded by Councillor Dawn Johnston.

**RESOLVED:**

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

No members of the press or public were present during discussion of the following items of business.

**513/23-24. INGRESS PARK (GREENHITHE) MANAGEMENT LIMITED (IPGM) - UPDATE**

Members were provided with a confidential update from Cllr Peter Harris.

**RESOLVED:**

That the update be noted.

There being no further business to transact the Meeting closed at 8.50 pm.

Signed: \_\_\_\_\_

(Chairman)

Date: \_\_\_\_\_

**SWANSCOMBE AND GREENHITHE TOWN COUNCIL  
ACTION PLAN 2024-25.**

(This Action Plan was adopted by the full Council at its AGM held on 15 May 2024)

**1. Introduction**

Swanscombe and Greenhithe Town Council constantly strives to work on behalf of parishioners on the issues that matter to the entire community of Swanscombe and Greenhithe.

Listed below is our current schedule of activity; this is regularly reviewed and updated as projects finish and priorities are amended.

**2. Action Plan**

Actions 2024-25 Financial Year

Action:	Timescale:	Budget:
To host x 2 outdoor cinema events (one in Greenhithe and one in Swanscombe).	Deliver on 25 July and 22 August 2024 respectively.	Agreed from both the 2024-25 budget and grants from external sources.
To commission an external youth provision.	Over the 2024 – 2025 financial year	To be considered from within the budget allocation for 2024-25.
To continue the planning and delivery of a full renovation of the existing Pavilion at Broomfield Park to create a Community Hub.	Over the 2024 – 2025 financial year	Agreed to be funded from CIL and grants from external sources.
To continue working to increase the amount of community halls available to the public across the Town.	Over the 2024 – 2025 financial year	Agreed within the allocated cost centre for that new facility.
To deliver a package of biodiversity and visitor improvements to the Heritage Park.	Over the 2024 – 2025 financial year	To be funded from the existing external funding currently secured along with additional bids for further works.

# SWANSCOMBE AND GREENHITHE TOWN COUNCIL ACTION PLAN 2024-25.

(This Action Plan was adopted by the full Council at its AGM held on 15 May 2024)

## On-Going Actions

The following activities and actions are provided by the Town Council each year and are budgeted for within the appropriate cost centre.

- Maintain approximately 64 acres of open space including:
  - 3 full size football pitches
  - 3 mini football pitches
  - 1 cricket square
  - 2 outdoor tennis courts
  - 1 outdoor bowls green
  - 1 outdoor basketball facility
  - 8 children's play areas
  - Swanscombe Skull Site (SSSI)
  - 1 community garden
  - 1 community picnic area
  - 2 community orchards
  - 1 wildflower meadows
- Maintain and book 2 community halls.
- Manage the operation of The Swanscombe Centre (leisure centre)
- Provide a programme of Children's Summer Entertainment.
- Provide grant/funding scheme for local organisations.
- Operate the Swanscombe and Greenhithe Recognition Award.
- Provide Swanscombe & Greenhithe 'In Bloom'.
- Provision of "Summer of Sports",
- Maintain 3 car parks providing 163 spaces.
- Oversee 4 allotments sites with 88 plots.
- Manage and operate the Old Fire Station Community Café.
- Continue to provide the existing 40 litter and 23 dog waste bins.
- Maintain 32 LED streetlights/columns.
- Provide festive lights in both Swanscombe and Greenhithe High Streets.
- Maintain both the memorial within Swanscombe Park and the churchyard and surrounding wall at St Peters & St Pauls Church.
- Represent the Town at meetings with outside bodies.



These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

### INDEX

1.	MEETINGS OF THE TOWN COUNCIL.....	2
2.	THE STATUTORY ANNUAL MEETING.....	3
3.	CHAIRMAN OF THE MEETING OF THE TOWN COUNCIL.....	3
4.	PROPER OFFICER.....	3
5.	QUORUM OF THE COUNCIL.....	4
6.	VOTING.....	4
7.	ORDER OF BUSINESS.....	4
8.	URGENT BUSINESS.....	5
9.	RESOLUTIONS MOVED ON NOTICE.....	6
10.	RESOLUTIONS MOVED WITHOUT NOTICE.....	6
11.	QUESTIONS.....	7
12.	RULES OF DEBATE.....	7
13.	CLOSURE.....	9
14.	CODE OF CONDUCT.....	9
15.	RIGHT OF REPLY.....	10
16.	RESCISSION/ALTERATION OF PREVIOUS RESOLUTION.....	10
17.	VOTING ON APPOINTMENTS.....	10
18.	DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL..	10
19.	RESOLUTIONS ON EXPENDITURE.....	10
20.	EXPENDITURE.....	11
21.	SEALING OF DOCUMENTS.....	11
22.	SPECIAL MEETING.....	11
23.	COMMITTEES AND SUB-COMMITTEES.....	11
24.	SUB-COMMITTEES.....	12
25.	ADVISORY COMMITTEES.....	12
26.	VOTING IN COMMITTEES.....	13
27.	PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS....	13
28.	ACCOUNTS AND FINANCIAL STATEMENT.....	13
29.	ESTIMATES / PRECEPTS.....	14
30.	INTERESTS (ENGLAND).....	14
31.	CANVASSING OF AND RECOMMENDATIONS BY MEMBERS.....	14
32.	INSPECTION OF DOCUMENTS.....	15
33.	UNAUTHORISED ACTIVITIES.....	15
34.	ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS.....	15
35.	CONFIDENTIAL BUSINESS.....	16
36.	LIAISON WITH COUNTY AND DISTRICT COUNCILLORS.....	16
37.	PLANNING APPLICATIONS.....	16
38.	FINANCIAL MATTERS.....	17
39.	CODE OF CONDUCT ON COMPLAINTS.....	18
40.	GENERAL POWER OF COMPETENCE (GPC).....	18
41.	VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS.....	18
42.	STANDING ORDERS.....	18
43.	INTERESTS OF MEMBERS.....	19
44.	REGISTRATION AND DECLARATION OF A GIFT, BENEFIT OR HOSPITALITY.....	20
45.	RECORDING, FILMING, PHOTOGRAPHIC, BROADCASTING AND/OR ORAL COMMENTARY BY THE PRESS AND/OR PUBLIC.....	20
46.	MANAGEMENT OF INFORMATION & DATA PROTECTION	21

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**PREFACE**

Some of the Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **bold type**. These Standing Orders cannot be altered.

**TOWN MAYOR**

The Chairman of a Town Council is entitled to use the title "Town Mayor". The title confers no additional powers on the chairman, and in particular, has no implications for his conduct in meetings.

**1. MEETINGS OF THE TOWN COUNCIL.**

- a) Meetings of the Town Council shall be held at the Council's offices in each year on such dates and times and at such place as the Council may direct. **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b) Smoking is not permitted at any meeting of the Council. All Council properties are No Smoking Areas.
- c) Mobile phones must be switched to silent, during all Meetings of the Council, committees and sub-committees.
- d) **Three clear days before a Meeting of the Town Council (not including the day of issue, the meeting day, a Sunday, a day of the Christmas Break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning):**
  - i) **Notice of the time and place of the Meeting shall be published at the Council's offices, which is signed by the Town Clerk, specifying the business proposed to be transacted thereat (usually in the form of an Agenda);**
  - ii) **Where a meeting is called by councillors', the Notice will be signed by those members, specifying the business proposed to be transacted thereat;**
  - iii) **The summons to attend a Meeting specifying the business to be transacted at the meeting and certified by the proper officer of the Council, shall be sent to every member of the council by an appropriate method.**
- e) Except in the case of business required by or under the Local Government Act 1972 or any other Act to be transacted at the Annual Meeting and other business brought before that Meeting as a matter of urgency in accordance with the Town Council's Standing Orders, no business shall be transacted at the Meeting other than that specified in the summons relating thereto.
- f) The minutes of a meeting shall record the names of councillors present and absent.
- g) All members are required to submit apologies, and the reason, for absence prior to the beginning of the meeting they refer to.

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**2. THE STATUTORY ANNUAL MEETING.**

- a) **In an election year the Annual General Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and;**
- b) **In a year, which is not an election year, the Annual General Council Meeting shall be held on any such day in May as the Council may direct (decided at the previous Annual Meeting).**
- c) **In an election year, if a Member(s) are unable to return their Declaration of Acceptance of Office at the Annual General Council Meeting then the Council will need to accept that it/they can be submitted at a later date.**
- d) **In addition to the Statutory Annual Town Council Meeting, at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.**

**3. CHAIRMAN OF THE MEETING OF THE TOWN COUNCIL.**

- a) **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- b) **Subject to standing orders which indicate otherwise, anything authorized or required to be done by, to or before the Chairman may, in their absence be done by, to or before the Vice – Chairman (if any).**

**4. PROPER OFFICER.**

Where a statute, regulation or order confers function or duties on the Proper Officer of the Council in the following cases, he shall be the clerk or nominated officer: -

- a) To receive declarations of acceptance of office;
- b) To receive and record notices disclosing interests at meetings;
- c) To receive and retain plans and documents;
- d) To sign notices or other documents on behalf of the Council;
- e) **To receive copies of by-laws made by another local authority;**
- f) To certify copies of by-laws made by the Council;
- g) **To sign and issue the summons to attend meetings of the Council;**
- h) To keep proper records for all Council meetings;
- i) **To facilitate inspection of the minute book by local government electors.**



**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**5. QUORUM OF THE COUNCIL.**

**Three Members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.**

- a) If a quorum is not present when the Council meets, a maximum period of 10 minutes, from the advertised start time of the meeting, can be allowed in an effort to obtain a quorum.
- b) **If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum no business shall be transacted**, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.
- c) The quorum of a sub-committee shall be one half of its members.

**6. VOTING.**

- a) **All questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- b) **Voting on any question shall be by a show of hands, or, if at least two Members so request, by signed ballot. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request must be made before moving on to the next business.
- c) **Subject to (i) and (ii) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.**
  - (i) **If the person presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the Membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.**
  - (ii) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

**7. ORDER OF BUSINESS.**

- a) **At each Annual Town Council Meeting the first business shall be:**
  - i) **To elect a Town Mayor of the Council;**
  - ii) **To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received;**
  - iii) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations;**
  - iv) **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received;**
  - v) **To elect a Deputy Town Mayor of the Council;**

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- vi) To receive the Deputy Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received;
- vii) To appoint memberships of committees and sub-committees;
- viii) To appoint representatives to outside bodies;
- ix) To inspect any deeds and trust investments in the custody of the Council as required;

and shall thereafter follow the order set out in para (c) below;

- b) **At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.**
- c) After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
  - i) To read and consider the Minutes; provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read;
  - ii) After consideration to approve the signature of the Minutes by the person presiding as a correct record;
  - iii) **To deal with business expressly required by statute to be done;**
  - iv) To dispose of business, if any, remaining from the last meeting.
  - v) If necessary, to authorise the signing of orders for payment.
  - vi) To receive and consider reports and minutes of committees.
  - vii) To receive and consider resolutions or recommendations in the order in which they have been notified.
  - viii) To consider correspondence received by Council.
  - ix) To authorise the sealing of documents.
  - x) To answer questions from councillors.

## 8. URGENT BUSINESS.

A motion to vary the order of business on the grounds of urgency:

- a) May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- b) Shall be put to the vote without discussion.

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**9. RESOLUTIONS MOVED ON NOTICE.**

- a) Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least five clear working days before the next meeting of the Council.
- b) The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- c) The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the Member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- d) If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other Member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- e) If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- f) Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

**10. RESOLUTIONS MOVED WITHOUT NOTICE.**

Resolutions dealing with the following matters may be moved without notice:

- a) To appoint a Chairman of the meeting.
- b) To approve the absences of councillors.
- c) To approve the accuracy of the minutes of the previous meeting.
- d) To correct an inaccuracy of the minutes of the previous meeting.
- e) To dispose of business, if any, remaining from the last meeting.
- f) To alter the order of business on the agenda for reasons of urgency or expedience.
- e) To proceed to the next business on the agenda.
- f) To close or adjourn debate.
- g) To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- h) To appoint a committee or sub-committee or any councillors thereto.
- i) To receive nominations to a committee or sub-committee.
- j) To dissolve a committee or sub-committee.
- k) To note the minutes of a meeting of a committee or sub-committee.
- l) To consider a report and/or recommendations made by a committee or a sub-committee or an employee..
- m) To extend the time limit for speeches.
- n) To exclude the press and public for all or part of a meeting.



**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- o) To silence or eject from the meeting a councillor or member of the public for disorderly conduct.
- p) To give the consent of the Council if such consent is required by these Standing Orders.
- q) **To suspend any Standing Order except those which are mandatory by law.**
- r) To adjourn the meeting.
- s) To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- t) To answer questions from councillors.

**11. QUESTIONS.**

- a) A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, provided five clear working days' notice of the question has been given to the person to whom it is addressed.
- b) No questions not connected with the business under discussion shall be asked except during the part of the meeting set aside for questions.
- c) Every question shall be put and answered without discussion.
- d) A person to whom a question has been put may decline to answer.

**12. RULES OF DEBATE.**

- a) No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- b) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- c) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- d) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- e) The mover of a motion or the mover of an amendment shall have the right of reply, not exceeding five minutes and no other speech shall exceed five minutes except by consent of the Council.
- f) An amendment to a motion shall be either:
  - i) To leave out words.
  - ii) To leave out words and add other words
  - iii) To add words.

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- g) A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration..
- h) If an amendment be carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- i) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- j) The mover of a resolution or of an amendment shall have a right of reply, not exceeding five minutes.
- k) A Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- l) A Member may speak on a point of order or a personal explanation. A Member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him, which may have been misunderstood.
- m) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- n) When a resolution is under debate no other resolution shall be moved except the following:
  - i) To amend the resolution.
  - ii) To proceed to the next business.
  - iii) To adjourn the debate.
  - iv) That the question be now put.
  - v) That a Member named be not further heard.
  - vi) That a Member named leave the meeting.
  - vii) That the resolution be referred to a committee.
  - viii) To exclude the public and press.
  - ix) To adjourn the meeting.
  - x) To suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- o) A Member shall remain seated when speaking unless requested to stand by the Chairman.
- p) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.



**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023. Minute 20/23-24.

- q) Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide whom to call upon.
- r) Whenever the Chairman speaks during a debate all other Members shall be silent.

**13. CLOSURE.**

At the end of any speech a Member may, without comment, move "*that the question be now put*", "*that the debate be now adjourned*" or "*that the Council do now adjourn*". If such motion is seconded, the Chairman shall put the motion but, in the case of a motion "*that the question be now put*", only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion "*that the question be now put*" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

**14. CODE OF CONDUCT.**

- a) All Members must observe the Code of Conduct, adopted by the Council.
- b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forth with and without discussion. If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Town Clerk.
- d) If either of the motions mentioned in paragraph c is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.
- e) Breaches of the Code of Conduct adopted by the Council shall be dealt with by the Town Clerk, in consultation with the Monitoring Officer, Dartford Borough Council.

**15. RIGHT OF REPLY.**

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**16. RESCISSION / ALTERATION OF PREVIOUS RESOLUTION.**

- a) A Member may, with the consent of his seconder, move amendments to his own resolution.
- b) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least three members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- c) When a special resolution or any other resolution moved under the provisions of paragraph (b) of this Order has been disposed of, no similar resolution may be moved within a further six months.

**17. VOTING ON APPOINTMENTS.**

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

**18. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL.**

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 34(a)).

**19. RESOLUTIONS ON EXPENDITURE.**

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance & General Purposes Committee or of another Committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance & General Purposes Committee shall report on the financial aspect of the matters).

**20. EXPENDITURE.**

Orders for the payment of money shall be authorised by resolution of the Council in accordance with Financial Regulations.

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**21. SEALING OF DOCUMENTS.**

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) **The Council's Common Seal shall alone be used for sealing documents. It shall be applied and signed by the Town Mayor if present, or the Deputy Town Mayor, and Proper Officer in the presence of another member.**

**22. SPECIAL MEETING.**

- a) **The Chairman of the Council may convene a Special meeting of the Council at any time.**
- b) **If the Chairman of the Council does not or refuses to call a Special meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene a Special meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
- c) The Chairman of a committee may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

**23. COMMITTEES AND SUB-COMMITTEES.**

**The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:**

- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b) **May appoint persons other than Members of the Council to any committee except for the Finance & General Purposes Committee; and**
- c) May subject to the provisions of Standing Order 23 above at any time dissolve or alter the membership of committee.
- d) The Town Mayor and Deputy Town Mayor, ex-officio, shall be voting members of every Committee and therefore unable to substitute for members of Committees.
- e) Every Committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- f) Members of the Council shall be allowed to attend any Meeting of the Town Council's Committee's or sub-committee's as Substitute for an absent Member of such committee or sub-committee (substitutes have to be nominated by the member that cannot attend) except for the Personnel Committee where no substitutes be allowed.
- g) An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

**24. SUB-COMMITTEES.**

- a) **Every committee may appoint sub-committees for purposes to be specified by the committee.**
- b) The Chairman and Vice-Chairman of the committee shall be Members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- c) Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee shall be one-third of its Members and a sub-committee shall be one-half of its Members.
- d) The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to committee and sub-committee meetings.

**25. ADVISORY COMMITTEES – WORKING GROUPS.**

- a) The Council may create advisory committees, whose name, and number of members (5) and the bodies to be invited to nominate members shall be specified.
- b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- c) An advisory committee may make recommendations and give notice thereof to the Council.
- d) **An advisory committee may consist wholly of persons who are not members of the Council.**
- e) That quorum for a Working Group to meet is 3 members.
- f) That substitutes be permitted and have to be nominated by the Working Group member that cannot attend.
- g) That at the creation of any Working Group it should be specified whether or not the Working Group is expected to act as a delegation to discuss matters and gather information on behalf of the Town Council.



**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**26. VOTING IN COMMITTEES.**

- a) Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
- b) **Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

**27. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS.**

A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

**28. ACCOUNTS AND FINANCIAL STATEMENT.**

- a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the Finance & General Purposes Committee, or by the Proper Officer for payment with the approval of the Town Mayor or Deputy Town Mayor or Chairman of the Finance and General Purposes Committee.
- c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments before the Council.
- d) The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of May.

**29. ESTIMATES / PRECEPTS**

- a) **The Council shall approve written estimates for the coming financial year at its meeting before the end of the month of January.**
- b) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than 30 November.

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**30. INTERESTS (ENGLAND).**

- a) **If a member has a Disclosable Pecuniary Interest or Prejudicial Interest as defined by the Code of Conduct and Standing Order 43 adopted by the Council on 6 September 2012, then they shall declare such interest as per Standing Order 43. All such declarations shall be recorded in the minutes.**
- b) **The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**
- c) **If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, Standing Orders 30 (a), (b) (c) and (d) shall apply as appropriate.**
- d) **The Clerk shall make known the purpose of Standing Order 30 (c) to every candidate.**

**31. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS.**

- a) **Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this subparagraph of this Standing Order to every candidate.**
- b) **A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.**
- c) **Standing Order Nos. 30 (b) and 31 shall apply to tenders as if the person making the tender were a candidate for an appointment.**

**32. INSPECTION OF DOCUMENTS.**

- a) **A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.**
- b) **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**33. UNAUTHORISED ACTIVITIES.**

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions.

Unless authorised to do so by the Council or the relevant committee or subcommittee.

**34. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS.**

- a) **The press and public shall be admitted to all Meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the press and public which must be done by a resolution which shall give reasons for the public's exclusion.**
- b) The Council shall state the special reason for exclusion.
- c) At all meetings of the Council the Chairman may, at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted. Public speaking shall be limited to three minutes per person / organisation, this may be extended (if appropriate) at the Chairman's discretion.
- d) A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a councillor for an oral response or to an officer for a written response.
- e) **The Clerk shall afford to the press and public reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present.**
- f). If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.
- g) Any person who records, films, photographs, broadcasts or uses other communication methods in such a way as to be disruptive to the conduct of the meeting or the decision making process, will be asked by the Mayor or the Chairman to desist from such behaviour with immediate effect. Standing Order 34 (f) will be applied where the person fails to comply with the Mayor or Chairman's instruction.
- h) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**35. CONFIDENTIAL BUSINESS.**

- a) No member of the Council or of any committee or sub-committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b) Any member in breach of the provisions of paragraph (a) of this Standing Order may be removed from any committee or sub-committee of the Council by the Council, subject to any decision made as per Standing Order 14 (e).

**36. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS.**

- a) A list of the scheduled meetings, as agreed at the AGM shall be sent, as way of an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.
- b) At the discretion of the Clerk a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

**37. PLANNING APPLICATIONS.**

The Clerk shall, as soon as it is received, keep a records of the following particulars of every planning application notified to the Council:

- i) the date on which it was received
- ii) the name of the applicant
- 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 £25,000.
- b) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other**



**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

- 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.
  - iv) tenders are to be sent, in a sealed marked envelope, to the Responsible Financial Officer by a stated date and time;
  - v) 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;
  - vi) 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) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g) **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

### 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.

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**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.

**43. INTERESTS OF MEMBERS.**

- (1) **A member with a Disclosable Pecuniary Interest (DPI) or Prejudicial Interest in a matter to be considered, or being considered at a meeting must:**
  - a) **disclose the interest; and**
  - b) **explain the nature of that interest at the commencement of that consideration or when the interest becomes apparent; unless he/she has been granted a dispensation:**
  - c) **not participate in any discussion of, or vote on, the matter at the meeting; and**
  - d) **withdraw from the meeting room whenever it becomes apparent that the business is being considered; and**
  - e) **not seek improperly to influence a decision about that business.**



**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- (2) **Unless a dispensation has been granted where a Member with a DPI or Prejudicial Interest in a matter under discussion, chooses to participate in the discussion and vote, the Town Mayor / Chairman may refuse to count the “vote” of the member concerned, for the “vote” will have been cast illegally and cannot be considered to be a vote at all.**
- (3) **A dispensation may be granted in accordance with standing order 43(2) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council’s area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**
- (4) **The Town Mayor / Chairman may request that a member declare a DPI or Prejudicial Interest in a matter under discussion, and, leave the room, should he/she have reason to believe that the provisions of the Code of Conduct and / or this Standing Order are being breached. The Town Mayor / Chairman may apply the rules in Standing Order 14 relating to “code of conduct”.**
- (5) **Where a DPI has been agreed by the Town Clerk as being a Sensitive Interest, the member need only to disclose the existence of the interest but not its nature.**
- (6) **Notification of Interests**

The Town Clerk must be notified of any DPI before the end of 28 days beginning with the day a member becomes a member or voting co-opted member of the Town Council, or before the end of 28 days beginning with the day on which the Code of Conduct takes effect (whichever is the later). In addition, a member must, before the end of 28 days beginning with the day they become aware of any DPI or change to any interest already registered, register details of that new interest or change, by providing written notification to the Town Clerk.

(7) **Requests for Dispensations (Interests)**

A member’s request for a dispensation must be made using the “Dispensation Request Form” and submitted to the Town Clerk not less than 1 clear working day before the meeting it is needed for. All requests for dispensation must include :

- The name of the applicant;
- The description (e.g. Disclosable pecuniary interest or other) and the nature of the interest;
- Whether the dispensation is for the member to participate in a discussion only or a discussion and a vote;

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- The date of the meeting or the period (not exceeding 4 years) for which the dispensation is sought and
- An explanation as to why the dispensation is sought.

(8) Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office as Councillors / Co-opted members. Interests must be recorded and capable of audit.

(9) Members attending meetings to present petitions will declare any interests in a manner specified in this Standing Order.

#### 44. REGISTRATION AND DECLARATION OF A GIFT, BENEFIT OR HOSPITALITY.

Any member receiving a gift, benefit or hospitality in the course of their duties as a Town Councillor, with a value of £100.00 or more should notify the full details as soon as is possible to the Town Clerk, in writing. Each gift, benefit or hospitality with a value of £100.00 or more will be reported to the next full council meeting.

#### 45. RECORDING, FILMING, PHOTOGRAPHING, BROADCASTING AND/OR ORAL COMMENTARY BY THE PRESS AND/OR PUBLIC.

(i) **The press and public may, during the whole or part of a meeting of the Council, Committees, Sub-committees, that is open to the public:**

(a) **film, photograph, record and broadcast the proceedings;**

(b) **use other means for enabling persons not present at the meeting, to see or hear proceedings, as it takes place or later;**

(c) **in writing only, report or provide commentary on the proceedings, so that the written report or written commentary is available, as the meeting takes place or later, to persons not present at the meeting.**

(ii) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**(iii) If it is resolved to exclude the press and public in accordance with Standing Order 34 (a) (b), all rights to film, photograph, record and broadcast the meeting will be rescinded and recording equipment used for the purpose of reporting the meeting, removed from the meeting room.

(iv) Where a member of the public is permitted to address a meeting, the Mayor (in the case of a meeting of the Council) or Chairman (in the case of a meeting of a Committee, Sub-committee), will ask the individual to give their express permission to being filmed, recorded, photographed or appear in a broadcast. Where permission is refused, the Mayor or Chairman will instruct that, whilst the person is addressing the meeting, any recording, filming, photographing, broadcast or the use of other communication methods, cease with immediate effect. Failure of any person to comply with this instruction will be deemed to constitute disruptive behaviour in accordance with para.5 of the Policy on Recording, Filming, Photographing and Broadcasting Swanscombe and Greenhithe Town Council Meetings.

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- (v) In the event that the activity is carried out in a manner that disrupts and/or interferes with the proper conduct of the meeting, the Mayor or the Chairman may at any time withdraw consent to film, record, photograph, broadcast or to the use of other communication methods. The Mayor or Chairman's ruling is final.

**46. MANAGEMENT OF INFORMATION & DATA PROTECTION**

- a) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b) **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c) **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d) **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e) **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- f) **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**
- g) **The Council may appoint a Data Protection Officer.**
- h) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- i) **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- j) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- k) The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- l) The Council shall maintain a written record of its processing activities.**





**INDEX**

1.	GENERAL .....	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL) .....	4
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING .....	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND .....	7
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS .....	8
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS .....	10
7.	PAYMENT OF SALARIES .....	12
8.	LOANS AND INVESTMENTS .....	13
9.	INCOME .....	14
10.	ORDERS FOR WORK, GOODS AND SERVICES .....	15
11.	CONTRACTS .....	15
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS ...	17
13.	STORES AND EQUIPMENT .....	17
14.	ASSETS, PROPERTIES AND ESTATES .....	18
15.	INSURANCE .....	19
16.	CHARITIES .....	19
17.	RISK MANAGEMENT .....	19
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS .....	20

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**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 orders 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.
- 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.
  - acts under the policy direction of the council.
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.
  - determines on behalf of the council its accounting records and accounting control systems.



**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- ensures the accounting control systems are observed.
  - maintains the accounting records of the council up to date in accordance with proper practices.
  - assists the council to secure economy, efficiency, and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information or management information prepared for the council from time to time comply with the Accounts and Audit Regulations<sup>1</sup>.
- 1.11. The accounting records determined by the RFO shall contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate.
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant, or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. Any decision regarding:

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements.
- approving an annual governance statement.
- borrowing.
- writing off bad debts.
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts.
- approve any grant or a single commitment more than £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of (Statutory Instrument 2015 No. 234) the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance, and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Town Mayor or a cheque signatory shall be appointed to verify

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council the Finance and General Purposes Committee.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council.
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
  - to demonstrate competence, objectivity, and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - not be involved in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council.
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall plan for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by (Statutory Instrument 2015

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

No. 234) the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

**3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and General Purposes Committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000.
  - a duly delegated committee of the council for items between £2,000 and £5,000; or
  - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year by the Personnel Committee and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.



**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £1,000 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

**5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Finance and General Purposes Committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or the Finance and General Purposes Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified, and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Finance and General Purposes Committee Meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

payments shall be submitted to the next appropriate meeting of the Finance and General Purposes Committee;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or the Finance and General Purposes Committee; or
- c) fund transfers within the councils banking arrangements up to the sum of £35,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or the Finance and General Purposes Committee.

- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or the Finance and General Purposes Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant more than £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.



**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 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 affected 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 committees shall be signed by two member(s) of council and countersigned by the Town Clerk or ATC/RFO 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 signed, or otherwise evidenced, by two members of council and countersigned by the RFO, the Clerk, or the Administration Assistant are retained, and any payments are reported to

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify several councillors who will be authorised to approve transactions on those accounts. The bank mandate will clearly state the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two members of council and by the RFO, or the Clerk. A programme of regular checks of standing data with suppliers will be followed.

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and General Purposes Committee. Transactions and purchases made will be reported to the Finance and General Purposes Committee and authority for topping-up shall be at the discretion of the Finance and General Purposes Committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and the RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain as petty cash float of £250 for administration, £250 for the parks department and £350 for the Old Fire Station Cafe for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept substantiating the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall plan to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance, and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or other relevant committee.
- 7.4. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any councillor who can demonstrate a need to know.
  - b) by the internal auditor.
  - c) by the external auditor; or
  - d) by any person authorised under the Accounts and Audit Regulations, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices, and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

**9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

**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 always obtaining value for money. 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.



**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- 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 (more than 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.
  - 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 Regulations<sup>2</sup>.
  - 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.
  - 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.
  - 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.
  - 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.
  - h. Any invitation to tender issued under this regulation shall be subject to Standing Order 39.
  - 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

<sup>2</sup> 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



**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

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.

- j. The council shall not be obliged to accept the lowest or any tender, quote, or estimate.
- 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 person shall be permitted to submit a later tender, estimate, or quote who was present when the original decision-making process was being undertaken.
- 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 2015 (which may change from time to time)<sup>3</sup>.

## **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.

<sup>3</sup> 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)

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

- 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.

**14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**15. INSURANCE**

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall affect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

**16. CHARITIES**

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

**17. RISK MANAGEMENT**

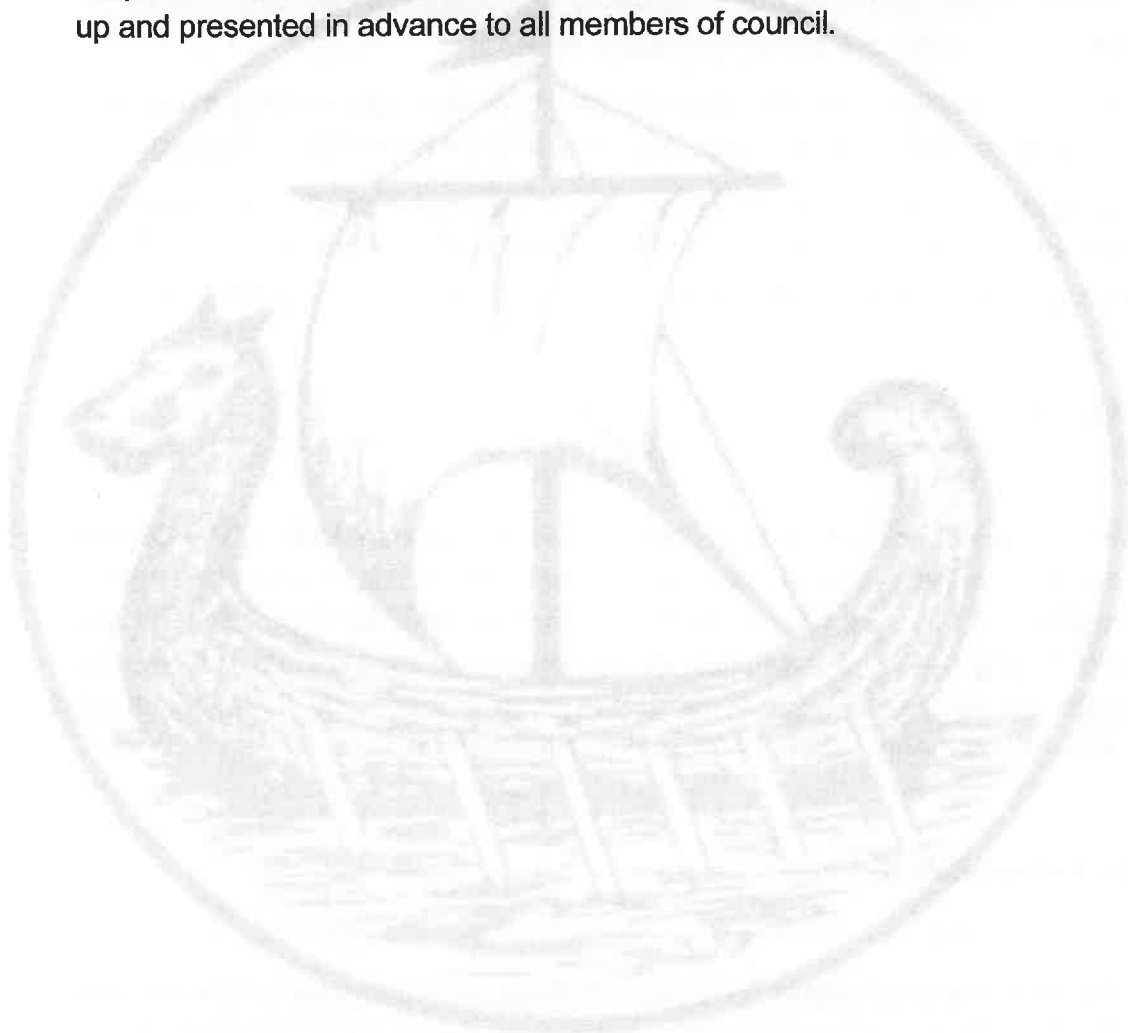
- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 17 May 2023, Minute 20/23-24.

**18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk and RFO shall plan to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations if reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.





**SWANSCOMBE & GREENHITHE TOWN COUNCIL**  
**RISK MANAGEMENT POLICY 2023**  
(This Policy was reviewed by the full Council at its AGM held on 17 May 2023)

AREA	RISK	LEVEL	INTERNAL CONTROLS (AND AGREED IMPROVEMENTS)
<b>ASSETS</b>	Protection of physical assets owned by the Council: Leisure Centre Church Road Hall Grove Hall Mess Room Garage at Broomfield Sports Ground Sports Pavilion Parks Store (former public toilets) Sports Pavilion and Squash Courts Security Stores, Swanscombe Park Bowls Pavilion and Toilet Block Knockhall Changing Rooms Four garages, Swanscombe Park Heritage Community Hall Town Council Offices and Community Hall Community Cafe	L	Buildings insured and where appropriate contents. Value increased annually by RPI.
	Security of buildings, equipment etc.	L	Alarm on Leisure Centre, Council offices, Parks Mess Room and Former Toilet Block store. Contents insured.
	Maintenance of buildings etc	L	External maintenance and grounds maintenance of is responsibility of the Council. Ad-hoc maintenance on other buildings. Electrical and safety equipment maintenance in place on all properties. GCLL has responsibility of internal maintenance of Leisure Centre.
<b>FINANCE</b>	Banking	L	Bulk of investment is handled by Council. Investment decisions made by the Town Council.
	Risk of consequential loss of income	L	Insurance cover. Business interruption insurance cover in place of £120,000. Loss of non-negotiable money and other money covered under insurance policy.
	Loss of cash through theft or dishonesty	L	Receipts issued. Cash kept in locked containers and safe. Banked monthly by ATC/Responsible Financial Officer (RFO).
	Financial controls and records	L	Monthly reconciliation prepared by RFO and reported to Council. Three signatories on cheques and direct debits (Town Clerk or ATC/RFO and 2 councillors). Cheque stubs initialled by councillors. Updated financial regulations in place following the repeal of Section



**RISK MANAGEMENT POLICY 2023**

(This Policy was reviewed by the full Council at its AGM held on 17 May 2023)

			150(5) of the LGA 1972 with increased internal controls. Internal and external audit.
	Comply with Customs and Excise Regulations	L	Use help line when necessary. VAT payments and claims calculated by RFO. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	L	Finance & General Purposes Committee and Council receive detailed budgets in the late autumn. Precept derived annual estimates. Expenditure against budget reported to every Meeting of the Finance & General Purposes Committee.
	Complying with borrowing restrictions	L	No new borrowing likely at present
<b>LIABILITY</b>	Risk to third party, property or individuals	L	Insurance in place. Parks and Open spaces checked daily. Health & Safety Assessments carried out annually on play equipment. Trees investigated when damage reported. Contractors issued with Notice to Contractors which stipulates health and safety and insurance requirements.
	Legal liability as consequence of asset ownership (especially leisure centre, playgrounds open spaces.)	L	Insurance in place. Integrated Management and Quality Management System operated by GCLL for Leisure Centre. H&S checklist operated in parks and open spaces. Daily checks of playgrounds. Written records kept. Annual safety checks on play grounds.
<b>EMPLOYER LIABILITY</b>	Comply with Employment Law	L	Membership of various national and regional bodies including Employers Organisation.
	Comply with Inland Revenue requirements	L	Regular advice from Inland Revenue and Sage. Internal and external auditor carry out annual checks.
	Safety of Staff and visitors	L	Security door, Alarm and CCTV camera fitted to restrict access to Council Offices. Secure locks on other properties. Health and Safety procedures in place, COSHH procedures in place. Asbestos register held. All health and safety matters regularly monitored.
<b>LEGAL LIABILITY</b>	Ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	L	Council meets on a nine-weekly cycle, and receives and approves Minutes of meetings held in interim. Minutes are available to press and public via the Council office and on the council's website.

**RISK MANAGEMENT POLICY 2023**

(This Policy was reviewed by the full Council at its AGM held on 17 May 2023)

	Proper document control	L	Leases and legal documents are kept in Fire Proof Cabinet. Other data storage complies with the Data Protection Act.
<b>COUNCILLOR PROPRIETY</b>	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Members asked to declare interests in relation to items on the agendas of every meeting. Gifts and hospitality register is available at each Council meeting.
<b>INSURANCE</b>	Public Liability	L	Cover in place to £10,000,000
	Hirer's Liability	L	Cover in place to £2,000,000
	Employer's Liability	L	Cover in place to £10,000,000
	Fidelity Guarantee	L	Covers members and employees to the sum of £500,000. Recommended formula in line with total balances plus 50% Annual Precept
	Personal Accident	L	Employees and Members covered to a capital sum of £115,000
	Legal Expenses	L	Limit of Indemnity £100,000 for the following: Employment disputes and compensation awards Legal defence Property protection and bodily injury Tax Protection Statutory Licence Protection
<b>PRECEPT</b>	Annual precept not the result of proper detailed consideration	L	Budget setting process commences each September. All Committees requested for details of likely expenditure. Financial risk assessments reviewed annually to ensure correct long term financial risks are appropriately budgeted for. RFO undertakes detailed analysis of likely expenditure and income to produce draft annual estimates. Estimates considered by Finance and General Purposes Committee before being endorsed by full Council.
	Inaccurate monitoring of performance	L	Members provided with up to date budget monitoring at each Finance and General Purposes Committee.
<b>PAYROLL</b>	Loss of data on PC due to system fault	L	Data is backed up daily by external IT contractor. Maintenance agreement in place with Sage. Program provides legislative updates automatically.
	Loss of services of employee	L	Vacancy is advertised immediately (if necessary) and request help from existing remaining employees to cover temporary loss. More than 1 member of staff is trained to undertake payroll.
<b>COMPUTER DATA</b>	Loss of computer data	L	Data on server is backed up daily to secure off-site storage by IT contractor. Anti-virus software on all PCs.
<b>ADMINISTRATION</b>	Agency Advice	L	Continue with advice from KALC, SLCCCL, SEEMP, ACAS and solicitors.
<b>ALLOTMENTS</b>	Increase in net expenditure	L	Review allotment rents annually.
<b>PARKS</b>	Loss of use of play equipment	L	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs are carried out.

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**Schedule of Internal Controls**

Reviewed by the full Council at the AGM held on 17 May 2023)

AREA	REQUIREMENT/RISK	RISK LEVEL	TYPE OF CONTROL	EXISTING CONTROL
Asset Management	Protection of physical assets. Security of buildings, equipment etc.	M H	Insured Insured	Existing Building Insurance (approx. £6.5m) Contents insured. CCTV at Council Offices and Community Hall, Grove Car Park, pass card required, electronic locking doors, lockable exterior door and electronic roller shutter, security key holder contractor employed. Other buildings have alarms, security lighting and/or shutters.
	Maintenance of buildings Records contain a list of the assets and liabilities of the Town Council	H M	Self Managed Self Managed	Buildings are monitored daily and maintained as required. The Council's asset register is updated and reviewed annually.
Council Administration / Communications	Effective management of the council's reputation and proactive engagement with residents, partners and stakeholders.	H	Self Managed	Council website managed by IT specialists contract, with content managed in house. Social, online and traditional media managed in house and a proactive approach to promotion of council activities and policy decisions.
Council Administration / Document Control	Safeguarding of public records, minutes and key documents.	H	Self and third party managed	All data / documents are stored in line with current legislation. Historic copies of Council minutes are stored at the Kent & Medway Archives. Minutes are available on the Town Council website.
Council Administration / Financial Management	The council is required by S151 of the 1972 LGA to appoint an RFO to manage its financial affairs. The RFO determines the Councils accounting system and the form of its accounts and supporting records.	M M	Insured Self Managed	Martin Harding has been employed as the RFO since November 2015 and is CILCA Accredited. The Council uses SAGE and SCRIBE software and the booking of facilities is undertaken using the electronic calendars on Outlook.
Council Administration / Project Management	The RFO ensures accounting systems are observed and accounts are maintained in accordance with proper practices and kept up to date. Effective management of Council projects to protect against any adverse impact to finance and resources.	H H	Self Managed Self Managed	Individuals duties are prescribed in officer job descriptions. Training is provided to staff as required for effective operation of Council software/systems. Accounts are prepared in accordance with Governance and Accountability guidelines and are published a minimum of x5 per year on the Councils website Working Groups are formed to produce event management plans and frequent meetings are held to provide opportunities to update project progress. The notes from these meetings are also placed on Full Council agendas.
Councillor Probity/Indemnity	Members are required to complete a register of Disclosable Pecuniary Interests. Appropriate insurance cover while acting in an official capacity.	M/H	Insured and Self Managed	Members are provided with a Register of Disclosable Pecuniary Interests form when elected/co-opted. These are required to be updated should circumstances change. Officials Indemnity Insurance cover in place (£.1m).
Contracts - Performance Management	Ensure continued value for money through regular contract integrity reviews.	M	Self Managed	Performance management of existing contracts reviewed by Senior Officers with any issues being reported to relevant committees as required. Regular payments/subscriptions/memberships are reviewed annually by Full Council.
Finance /Authorisation of Payments		M	Self Managed	Invoices/requests for payment are verified by department officers and approved by the Town Clerk or RFO. Payments are processed by the RFO and are submitted to the FGP Committee for approval. Payments are spot checked by the Internal Auditor for correlation with amounts authorised for payments. All payments are countersigned by x2 members.
Finance / Banking Arrangements	The council has made appropriate banking arrangements.	H	Insured and Self Managed	All council funds are currently invested / banked with Barclays. Sums insured whilst on the premises £5,000. in the custody of any Member or Employee £5,000, and in locked safes or strongrooms £5,000.
Finance / Bookkeeping	Accounting records are sufficient to show the Councils transactions and enable the RFO to ensure accounting statements comply with regulations.	M	Self Managed	Cash / cheques are banked monthly or as soon as possible. A record is provided for each individual transaction.



### Schedule of Internal Controls

(Reviewed by the full Council at the AGM held on 17 May 2023)

	Accounting records contain entries from day to day of all sums of receipts and payments and the companies they are from/to.	M	Self Managed	All receipts and payments are approved by the FGP Committee and published at least x5 times / year on the Councils website.
	Accounting controls ensure the financial transactions of the Council are recorded as soon and as accurately as reasonably practicable.	M	Self Managed	Receipts and payments are entered into the computerised accounts system on a weekly basis. The RFO also undertakes the bank reconciliations. In accordance with Financial Regulation 2.2, a member of the council other than the Town Mayor or a cheque signatory is appointed to verify the bank reconciliations produced by the RFO for all the council's accounts.
	Accounting controls enable the prevention and detection of inaccuracies and fraud and the reconciliation of any lost records.	H	Self Managed	Receipts and Payments are authorised by the FGP Committee and are checked by the Councils Internal Auditor along with statements of the Councils accounts
Finance / Budgetary controls.	Preparation of the budget.	M	Self Managed	Committees Terms of Reference include for them to make budget recommendations by the end November each year. This is also included as an item on Committee agendas. The Council employs a hybrid approach of "incremental budgeting" for existing/identified activities/expenses.
	Confirming the precept.	L	Self Managed	A draft budget is considered by the Financial Risk Assessment Working Group, approved by the FGP Committee and presented to Full Council for consideration in December each year with the final approved budget being adopted by Full Council at its meeting in January each year.
	Review of budget against actual expenditure.	M	Self Managed	The RLA Committee approve the Councils Recreational Facilitie Charges each year.
Finance / Debts.	Effective debt collection is an essential part of proper financial management.	H	Self Managed	The Council confirms the precept amount as part of approval of the Council budget in January. This figure is specifically published in the minutes of the Full Council meeting. The Borough Council are notified by 31 January each year. Budget monitoring is undertaken by the RFO following monthly bank reconciliations and this is considered by the FGP Committee at each of its meetings. Any required "virements" require the approval of the FGP Committee.
Finance / Loss of Revenue.	Loss of revenue due to unforeseen circumstances (flood,damage) having a detrimental effect on the budget.	M	Insured	Invoices are raised promptly. Payment in advance is required for ad-hoc bookings of Council facilities with returnable cash deposits also being required. Any non-payments/debits are reported to the FGP Committee. Loss of revenue insurance cover in place (£162K).
Finance / Petty Cash	Management of Petty Cash is included in the Town Councils Financial Regulations.	L	Self Managed	The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO to substantiate the payment. The RFO maintains a petty cash float of £250 (Administration), £250 (parks dept) and £350 (Community Cafe).
Finance / Community Café	Accurate recording of the café transactions and receipt of cash payments.	L	Self Managed	The café cash payments are recorded on the till roll and are regularly deposited with Barclays Bank. Purchases of stock are recorded by the RFO with regular stock takes being undertaken.
Finance / Theft or dishonesty	Protection for the Council against loss of cash due to employee theft or dishonesty.	H	Insured and Self Managed	Employee dishonesty insurance cover in place (£1m). Internal Audit undertakes spot checks on bank balances and payment transactions to identify discrepancies. All banking payments are double checked and initialled.
Finance / Payroll	The Council approves remuneration payable to employees in advance.	L	Self Managed	Financial Regulation 4.4 requires the salary budgets for the following financial year to be reviewed by the Personnel Committee in November. The monthly payroll is run by the RFO and is approved by the FGP Committee.
	Authorisation of overtime.	L	Self Managed	The Town Clerk approves all overtime payments and these are checked and passed by the RFO.



**Schedule of Internal Controls**

Reviewed by the full Council at the AGM held on 17 May 2023)

	Disbursement or expense claims are approved for payment by the Town Clerk. Payment of PAYE / NIC	L	Self Managed	The Town Clerk approves any disbursement or expense claims as part of the payroll process.  All council staff are employed by the Council and any due deductions for PAYE or NIC's are appropriately made and paid to HMRC.
Finance / Regulations	S135 of the 1972 LGA requires Councils to make Standing Orders and Financial Regulations that stipulate processes for awarding of contracts or purchase of capital equipment.	L	Self Managed	The Council has adopted Standing Orders and Financial Regulations and these are reviewed annually or when any amendments are required. The Council uses the Contracts Finder website to advertise opportunities when it intends to procure or award a public supply or service contract valued above £25,000.
Finance / Year End Procedures	It is the duty of the Council, and the RFO, to produce year-end accounting statements demonstrating the financial position of the Council.	M	Self Managed	Following reconciliation of March statements the RFO undertakes any required adjustments and identifies the respective creditor and debtor balance for production of the necessary reports in support of the Annual Return. Once finalised the Internal Auditor inspects documents for accuracy before they are sent to the External Auditor.
Internal Audit / Reporting to Council	All Internal Audit work must be reported to the Council.	L	Third Party and Self Managed	All internal audit reports are presented to the FGP Committee for consideration and resolution of any required action.
Insurance / Cover Arrangements	Insurance cover is adequate.	H	Third Party, Insured and Self Managed	Insured sums reflect values contained within the asset register. The asset register is updated following purchase of new assets and reviewed regularly.
Insurance Provider	Credibility of insurance provider.	H	Self Managed	The Councils insurance provider is a national specialist that has been providing cover for charities, voluntary organisations, housing associations customers, and the education and public sectors since 1993.
Legal / Advice	Provision of appropriate legal advice to Council.	H	Third parties and Self Managed	The Council are members of NALC/KALC/SLCC who provide legal and employment services. The Town Clerk attends training where necessary and the Council budgets for external legal/professional advice as necessary.
Legal / compliance with relevant legislation	Authority to commit expenditure.	L	Self Managed	The Council has declared eligibility to use the General Power of Competence. Provided the Council continues to meet the criteria this declaration must be restated at the first Annual Council Meeting following elections.
	Review of effectiveness of Internal Controls	M	Self Managed	The Town Clerk and the RFO have responsibility to review the internal controls.
	Submission of VAT returns.	M	Third Party	VAT returns are processed electronically in line with current HMRC "Making Tax Digital" legislation.
Liability / Employer	Legal liability as employer.	M	Insured	Statutory Employers Liability insurance (£10m) cover in place. Health and Safety Policy adopted and published on website.
Liability / Third Party	Risk to third party, property or individuals.	H	Insured	Statutory Public Liability insurance cover in place (£15m). Risk assessments undertaken for all council events and services.
	Legal liability as consequence of asset ownership (playgrounds, trees).	H	Insured	Public Liability insurance in place. Daily checks of play areas, annual ROSPA approved independent play ground inspections and 5 yearly Tree Survey undertaken. Risk Assessments in place for use of Council facilities.
Data Protection	Compliance with General Data Protection Regulations (GDPR).	M	Insured, Third Party and Self Managed	The Council is registered as a Data Controller with the Information Commissioners Office. The adopted Data Protection Policy is published on the Town Councils website.
Human Resources / Training and Development	Staff provided with appropriate training.	M	Self Managed	A training budget is provided with staff and members being provided with appropriate training when required/requested.

### Schedule of Internal Controls

(Reviewed by the full Council at the AGM held on 17 May 2023)

Human Resources / Performance Management	Ensure council staff performance enables council to meet strategic objectives.	M	Self Managed	Team meetings are held to discuss/plan current activities and staff are encouraged to discuss issues or needs. Annual appraisals are carried out.
Risk Management	To identify and update the record of key risks facing the Council and carry out a review of these risks.	H	Self Managed	The Personnel Committee Terms of Reference include "exercise functions in relation to risk assessments". Senior Officers are aware of the need to undertake Risk Assessments as and when required.
Services / Playgrounds	Loss of use of play equipment.	M	Insured, Third Party and Self Managed	Daily inspections carried out. ROSPA approved annual safety inspections undertaken with insurance cover in place for playground equipment (approx £225k)



## SWANCOMBE & GREENHITHE TOWN COUNCIL POLICY & PROCEDURE INDEX

<b>GENERAL POLICIES</b>	
Action Plan	<b>1</b>
CCTV Policy	<b>2</b>
Child Protection Policy	<b>3</b>
Civic Protocol	<b>4</b>
Community Engagement Strategy	<b>5</b>
Complaints Procedure	<b>6</b>
Complaints Handling Procedure	<b>7</b>
Co Option Policy	<b>8</b>
Financial Regulations	<b>9</b>
Investment Strategy	<b>10</b>
Media Policy	<b>11</b>
Members Code Of Conduct	<b>12</b>
Member/ Officer Relations' Protocol	<b>13</b>
Memorial Policy	<b>14</b>
Metal Detector Policy	<b>15</b>
Policy for Use of Parks Open Spaces	<b>16</b>
Recording, Filming, Photographing and Broadcasting Meeting	<b>17</b>
Risk Management Policy	<b>18</b>
Standing Orders	<b>19</b>
Terms Of Reference	<b>20</b>
Tree Management & Planting Policy	<b>21</b>
<b>STAFFING POLICIES</b>	
Absence Management Policy	<b>22</b>
Assaults on Staff	<b>23</b>
Capability Policy	<b>24</b>
Dignity at Work	<b>25</b>
Equal Opportunities Policy	<b>26</b>
Family Leave Policy	<b>27</b>
Grievance Procedure	<b>28</b>
Health & Safety Policy Statement	<b>29</b>
Jury Service	<b>30</b>
LGPS Employer Policy Decision	<b>31</b>
Redundancy Policy	<b>32</b>
Smoke Free Policy	<b>33</b>
Staff Disciplinary Procedure	<b>34</b>
Stress Policy	<b>35</b>
Training / Learning and Development Policy.	<b>36</b>

Whistleblowing Policy	37
<b>GDPR POLICIES</b>	
Acceptable IT Usage Policy	38
Breach Notification Policy	39
Data Protection Policy	40
Data Protection Training Policy	41
Document Retention and Disposal Policy	42
Document Retention Policy	43
Information Security Policy	44
Publication Scheme incl. Schedule of Charges	45
Subject Access Request Policy	46
Website Privacy Policy	47

## 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.

### Subscriptions

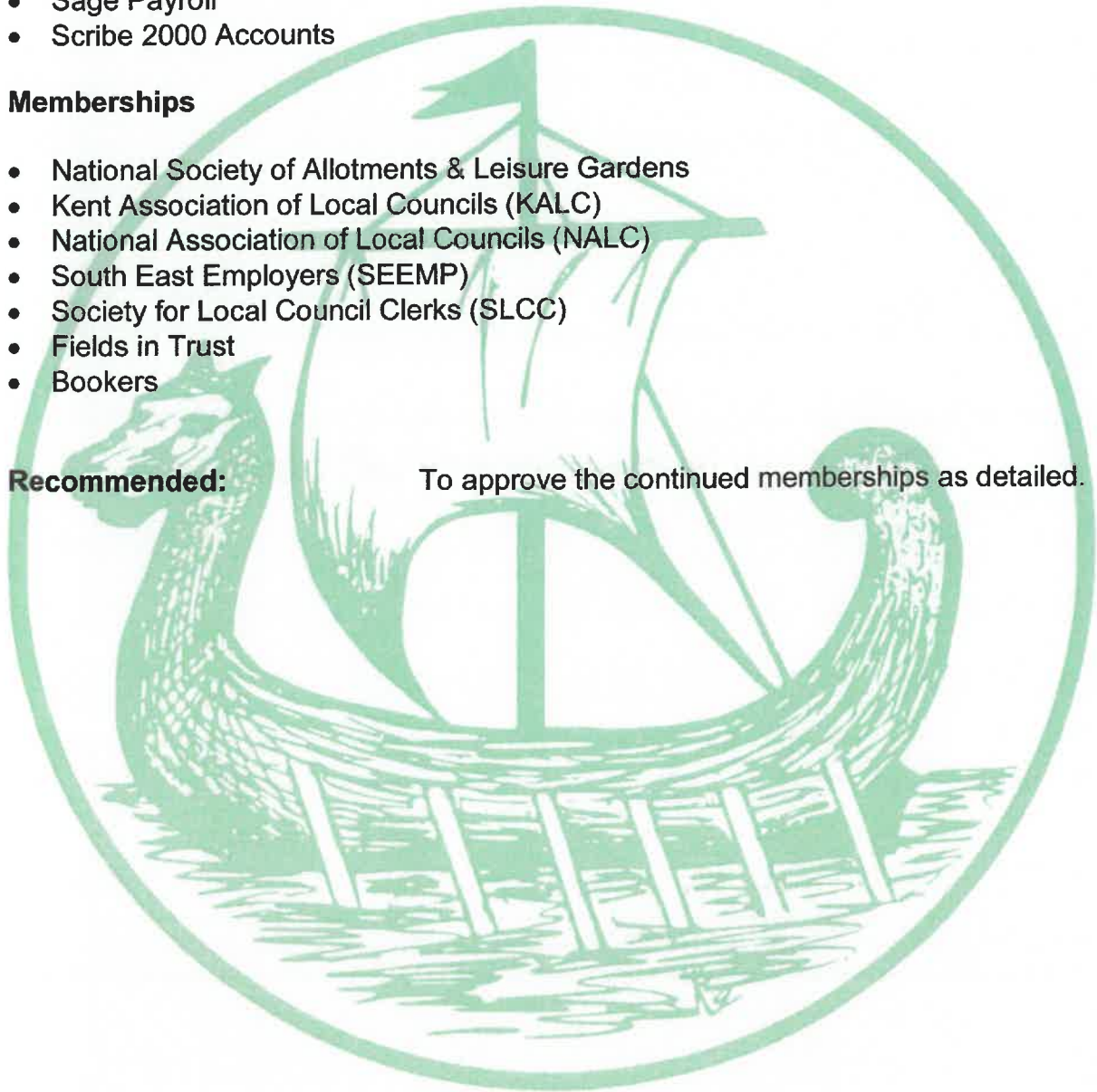
- Local Council Update
- Sage Payroll
- Scribe 2000 Accounts

### Memberships

- National Society of Allotments & Leisure Gardens
- Kent Association of Local Councils (KALC)
- National Association of Local Councils (NALC)
- South East Employers (SEEMP)
- Society for Local Council Clerks (SLCC)
- Fields in Trust
- Bookers

### Recommended:

To approve the continued memberships as detailed.



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# AGENDA ITEM 20

AGM 15/5/24

## 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.

### Direct Debit

- Allstar Business (Fuel)
- Barclaycard (Various)
- BNP Paribas (Telephony Equipment Lease)
- Business Stream (Water Rates)
- Dartford Borough Council (NNDR)
- Driver & Vehicle Licencing Agency (Road Tax)
- E-On (Utilities)
- EDF Energy (Utilities)
- Elavon (Card Machine)
- Franco Postalia (Franking Machine / Postage)
- Information Commissioners (Registration)
- Intelligent Money (Employee Pension)
- Kent Commercial Services (Utilities)
- Overline (Telephone / Broadband)
- Sage Pay (Payroll Software)

### BACS

- A1 Water (Water Testing)
- Allotment Society (Membership)
- Alltree Consultancy (Periodic Tree Surveys)
- Altitude Events (Summer Entertainment)
- Amazon (Various)
- Amethyst (Hanging Baskets)
- Autoenroll (Payroll Processing)
- Bazaar Print Solutions (Printed Products)
- Biffa (Commercial Waste Bins)
- Blachere (Christmas Lights)
- British Gas (Utilities)
- Caloo Ltd (Play Equipment)
- Can-Do Hire (Tool Hire)
- CCA Occasions (Festive Cards)
- Chic Event Hire (Tableware and Equipment)
- Dartford Borough Council (Insurances / Rent)
- Dartford F C (Summer of Sports)
- Discount Builders Merchants (General Equipment)
- Dragon Spirit (Summer of Sports)
- DTG Elliott (Bedding Plants)
- EDF (Utilities)
- EIAT UK (Electrical Testing)

- Ernest Doe & Sons (Parks Machinery)
- Fields in Trust (Membership)
- Fireout (Fire Equipment Testing)
- Focus Electrical (Electrician)
- Forestall (Timber Products)
- G4S (Keyholder Services)
- GCLL (Management Fee)
- GDPR-Info (Compliance)
- Glasdons UK (Bins and Benches)
- Godfreys (Parks Equipment)
- Gurney & White (Plumbing & Electrical Supplies)
- Hatten Wyatt (Legal Services)
- Henley Camland (Rent)
- HMRC Cumbernauld (Tax and NI)
- HRD Security (Automatic Door Maintenance)
- HSS (Equipment Hire)
- Kent Association of Local Councils (Membership)
- Kent County Council Commercial Services (Stationery and Consumables)
- Kent Pension Fund (Employee Pension)
- Kent Fire Extinguishers (Extinguisher Testing / General Maintenance)
- Kick Up Sports (Summer of Sports / Childrens Entertainment)
- L J Sinclair (Fencing Work)
- L Robbins (Internal Audit)
- L W Burt (Plumbing & Heating Maintenance)
- Landscape Services (Gang Mowing)
- Lav Hire (Portable Toilet Hire)
- Locks N Tools (Keys and Padlocks)
- Mayor of Dartford (Mayoral Expenses)
- Mayor of Gravesham (Mayoral Expenses)
- Mayor of Sevenoaks (Mayoral Expenses)
- Monarch Autos (Vehicle Maintenance)
- MPR IT (IT Equipment & Maintenance)
- Mrs Roundabout (Childrens Entertainment)
- National Association of Local Councils (Membership)
- Night & Day Security (Parks Contractor)
- PHC Ltd (Occupational Health)
- Pinden (Skip Hire)
- Playdale (Playground Equipment)
- RBL (Wreaths and Memorial Products)
- RSL Shutters (Roller Shutter Maintenance)
- Sage UK Ltd (Payroll Products)
- Schindler Lifts (Lift Maintenance)
- Scribe 2000 (Accounting Software)
- Scutum (CCTV and Alarm Maintenance)
- South East Employers (HR Support)
- Society for Local Council Clerks (Membership)
- Streetlights (Public Lighting Maintenance)

- SW Cleaning (Window Cleaning)
- Tchibo (Coffee Machine Rental / Consumables)
- TMH Contractors (General Maintenance / Welding)
- Trade UK (General Equipment)
- Viking (Stationery)
- V R Sani Ltd (Sanitary Bins)
- Weed Management (Treatment of Open Spaces)
- Wicksteed (Playground Equipment)
- Zurich (Insurance)

**Recommended:**

To approve the continued regular payments as detailed.



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## Annual Internal Audit Report 2023/24

### SWANSCOMBE AND GREENHITHE TOWN COUNCIL

<https://swanscombeandgreenhithetowncouncil.gov.uk/> ITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.	✓		
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.	✓		
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.	✓		
<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
<b>L.</b> The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
<b>M.</b> In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
<b>N.</b> The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

14/02/2024 25/04/2024 DD/MM

Name of person who carried out the internal audit

ENTER NAME LIONEL ROBBINS

Signature of person who carried out the internal audit

SIGNATURE



Date

25/04/2024

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



# SWANSCOME & GREENHITHE TOWN COUNCIL

## INTERNAL AUDIT REPORT 2023-24

---

I am pleased to report to Members of the Town Council that I have completed my internal audit of the Town Council's records for 2023-24 and have been able to complete the Annual Internal Audit Report for the 2023-24 Annual Return.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping to be of a good standard and the Town Council's approach to the management of risks to be sound. As a result of my audit I was able to answer 'YES' to all the relevant questions contained in the Annual Internal Audit Report for 2023-24.

I would like to take this opportunity to thank your RFO for the assistance given to me in the conduct of the audit which was carried out on 14 February and 25 April 2024.

### PREVIOUS AUDITS:

#### External Audit:

Mazars report and certificate for 2022-23 was dated 13 September 2023 was without comment or qualification. The report was considered by Council on 19 October 2023.

#### Internal audit:

Nothing to follow up.

### FINDINGS THIS AUDIT:

During the audit I carried out sufficient work to enable me to complete the Annual Internal Audit Report. I concentrated on the trail from the annual accounting statement back to the receipts & payments A/c and bank statements while testing a number of transactions to invoices or other supporting documentation. I have also reviewed the Council's minutes for compliance with legal obligations, its general functioning and for mutual consistency with the accounts.

All tests were completed satisfactorily.

I have nothing further to report.

**Lionel Robbins**  
**Independent Internal Auditor**  
**30 April 2024**

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

### SWANSCOMBE AND GREENHITHE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

15/05/2024

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://swanscombeandgreenhithetowncouncil.gov.uk/>

WEBSITE WEBPAGE ADDRESS

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**Section 2 – Accounting Statements 2023/24 for**

**SWANSCOMBE AND GREENHITHE TOWN COUNCIL**

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	578,350	491,776	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	427,492	432,894	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	241,505	240,048	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	316,339	348,574	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	439,231	622,191	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	491,776	193,955	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	474,144	171,134	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	5,225,141	5,225,141	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

24/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

15/05/2024

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

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**A. COMMUNITY EVENT WORKING GROUP:**

1. Councillor Emma Ben Moussa
2. Councillor Lorna Cross
3. Councillor Ann Duke
4. Councillor Peter Harman
5. Councillor Lesley Howes

**B. ENVIRONMENTAL ACTION PLAN WORKING GROUP:**

1. Councillor Ann Duke
2. Councillor Peter Harman
3. Councillor Lesley Howes
4. Councillor Hazel Stephens
5. Councillor Elizabeth Wickham

**C. FINANCIAL RISK ASSESSMENT WORKING GROUP:**

1. Councillor Lorna Cross
2. Councillor Peter Harman
3. Councillor Lesley Howes
4. Councillor Hazel Stephens
5. Councillor Elizabeth Wickham

**D. GROVE CAR PARK WORKING GROUP:**

1. Councillor Lorna Cross
2. Councillor Peter Harman
3. Councillor Lesley Howes
4. Councillor Dawn Johnston
5. Councillor Hazel Stephens

**E. INGRESS PARK COMMUNITY CENTRE WORKING GROUP:**

1. Councillor Peter Harman
2. Councillor Peter Harris
3. Councillor Lesley Howes
4. Councillor Dawn Johnston
5. Councillor Hazel Stephens

**F. PAVILION WORKING GROUP:**

1. Councillor Anita Barham
2. Councillor Emma Ben-Moussa
3. Councillor Lorna Cross
4. Councillor Ann Duke
5. Councillor Peter Harman

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**SUMMER ENTERTAINMENT 2024**

The following activities and events are currently in the process of being scheduled for the community over the summer holiday period:

Childrens Summer Entertainment



Open Air Cinemas

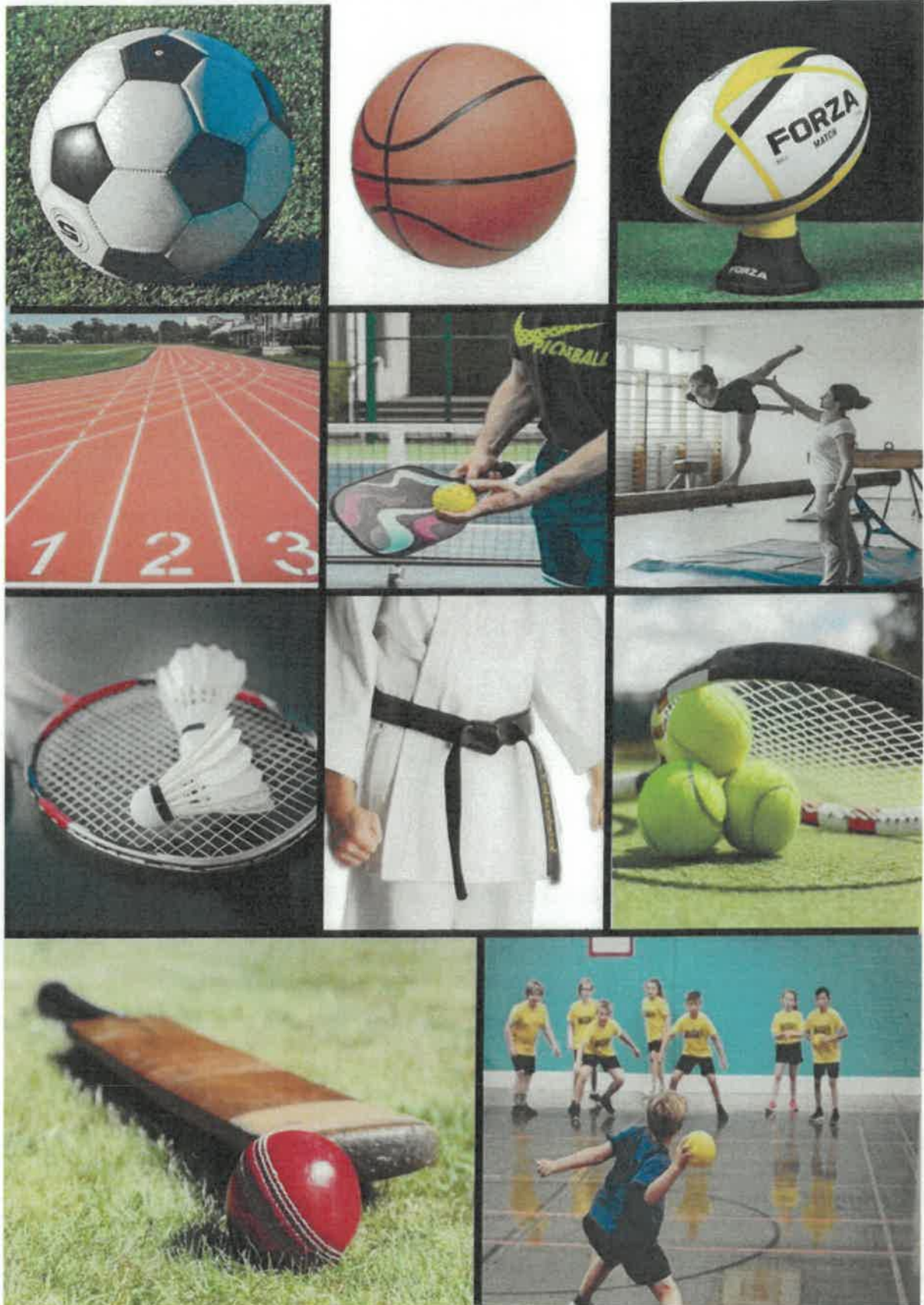
x 2 events, Knockhall Park in late July and Broomfield Park in late August.





## Summer of Sports

11 FREE coaching sessions for young people aged 5 – 14.



### Breakdown of external funding received during financial year: 2023-24

Funding Source	Amount	Reason for application
Youth Investment Fund	£4,338,120.00	Funding for the construction of a new Community Hub at Broomfield Park (This funding was subsequently withdrawn in February 2024)
Lower Thames Crossing Green Improvements Fund	£28,550.00	Funding for a package of biodiversity improvements to the Heritage Park, including pond works, wildflower planting and trail cameras.
M3C	£2,500.00	Funding for tree veteranisation works to increase habitat improvements within the Heritage Park.
Kent Association of Local Councils	£2,000.00	Winter Support Grant - These funds were awarded onwards to x 4 local community groups who support the wider community.
Kent Community Foundation	£3,500.00	First 50% match funding to install new accessible pathways within Keary Road allotments, along with a secure storage unit at New Burial Ground allotment site.
The National Lottery	£3,500.00	Second 50% match funding to install new accessible pathways within Keary Road allotments, along with a secure storage unit at New Burial Ground allotment site.
<b>Total</b>	<b>£4,378,170.00</b>	

AGENDA ITEM 31  
AGM 15/5/24

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## Planning Services

Mr Graham Blew  
Swanscombe & Greenhithe Town Council  
The Town Council Offices  
The Grove  
Swanscombe  
Kent  
DA10 0GA

Please ask for: Laura Fraser-Coulson  
Direct line: (01322) 343236  
E-mail: Laura.fraser-coulson@dartford.gov.uk  
Your ref:  
Our ref: SWANS001  
Date: 25<sup>th</sup> April 2024

Dear Graham

**Subject: Dartford Community Infrastructure Levy: Duty to pass CIL to local councils (Neighbourhood Portion) under CIL Regulations 2010 (as amended) Regulations 59A to 59D**

Dartford Borough Council implemented the Community Infrastructure Levy for development in the Borough from 1<sup>st</sup> April 2014. All new development which incorporates new floor space or creates a new home is liable to CIL, subject to the development type and rates set out in Dartford's CIL Charging Schedule and provisions in national regulations.

The Council is required to pass on a proportion of the CIL receipts to town and parish councils that have been received from chargeable development in their area. This will be 15% of the total applicable CIL receipts up to a maximum of £100 (indexed) per dwelling within your Council's area.

I am writing to inform you that CIL payments were received by the Borough Council during the period 1<sup>st</sup> October 2023 to 31<sup>st</sup> March 2024 from development within your town council area. Therefore, a local proportion of £87,671.65 will be transferred to Swanscombe & Greenhithe Town Council. The payment will be paid directly into your account shortly. The CIL payments received were related to the following development:

**DA/21/00723 Former Croxton & Garry Site (being the 4<sup>th</sup> of 4 payments due)**

Government guidance requires that: *"The local council must use the CIL receipts passed to it to support the development of the local council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area."*

CIL Neighbourhood Proportion monies may be spent on local priorities. CIL Regulations provide the ability for the parish council to agree priority projects with the Borough Council so that the neighbourhood proportion can be used to support the funding of 'larger' infrastructure that the local council itself may not normally directly deliver (where it supports development within the local area). Please contact me if you would like to discuss the overall infrastructure delivery programme within the Borough, and the potential for the local council to use this funding to support and achieve shared priorities within its area.

Please note that under CIL Regulation 59E the Borough Council may serve a notice on the local council requiring it to repay some or all of the CIL receipts that has not been applied to support development in its area within 5 years of receipt.

Would you please bring this letter to the attention of the Chair of the town council.

Yours sincerely



Laura Fraser-Coulson  
Infrastructure Levy Monitoring and Management Officer  
Dartford Borough Council

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