

COMMITTEES:

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

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

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

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

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

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

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

- | | | |
|----------------|----|------------------------------|
| Chairman: | 1. | Councillor Dawn Johnston |
| Vice-Chairman: | 2. | Councillor Richard Lees |
| Committee | 3. | Councillor Lorna Cross |
| Members: | 4. | Councillor Ann Duke |
| | 5. | Councillor Lesley Howes |
| | 6. | Councillor Hazel Stephens |
| | 7. | Councillor Elizabeth Wickham |
| | 8. | VACANCY |

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

Chairman:	1.	Town Mayor
Vice-Chairman:	2.	Councillor Eizabeth Wickham
Committee	3.	Councillor Lorna Cross
Members:	4.	Councillor Ann Duke
	5.	Councillor Peter Harris
	6.	Councillor Lesley Howes
	7.	Councillor Richard Lees
	8.	VACANCY

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

Chairman:	1.	Town Mayor
Vice-Chairman	2.	Councillor Peter Harris
Committee	3.	Councillor Emma Ben Moussa
Members:	4.	Councillor Ann Duke
	5.	Councillor Lesley Howes
	6.	Councillor Elizabeth Wickham
	7.	VACANCY
	8.	VACANCY

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 Ann Duke
Members:	4.	Councillor Richard Lees
	5.	Councillor Claire Pearce
	6.	VACANCY

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

Chairman:	1.	Councillor Hazel Stephens
Vice-Chairman:	2.	Councillor Dawn Johnston
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 Dawn Johnston
	5.	Councillor Hazel Stephens
	6.	Councillor Elizabeth Wickham



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AGENDA ITEM

AGM 13/5/26

10

**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 13 May 2026.

➤ **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 Town Clerk/RFO and the Assistant Town Clerk 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:**

TERMS OF REFERENCE
THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE.

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 13 May 2026.

➤ **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 Town Clerk / RFO and the Assistant Town Clerk shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet, where possible, twice a year (September and April) 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 13 May 2026.

➤ **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 Town Clerk / RFO and the assistant Town Clerk 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.



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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 13 May 2026.

➤ **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 Town Clerk / RFO and the Assistant Town Clerk 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.

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TERMS OF REFERENCE
THE FINANCE & GENERAL PURPOSES COMMITTEE.

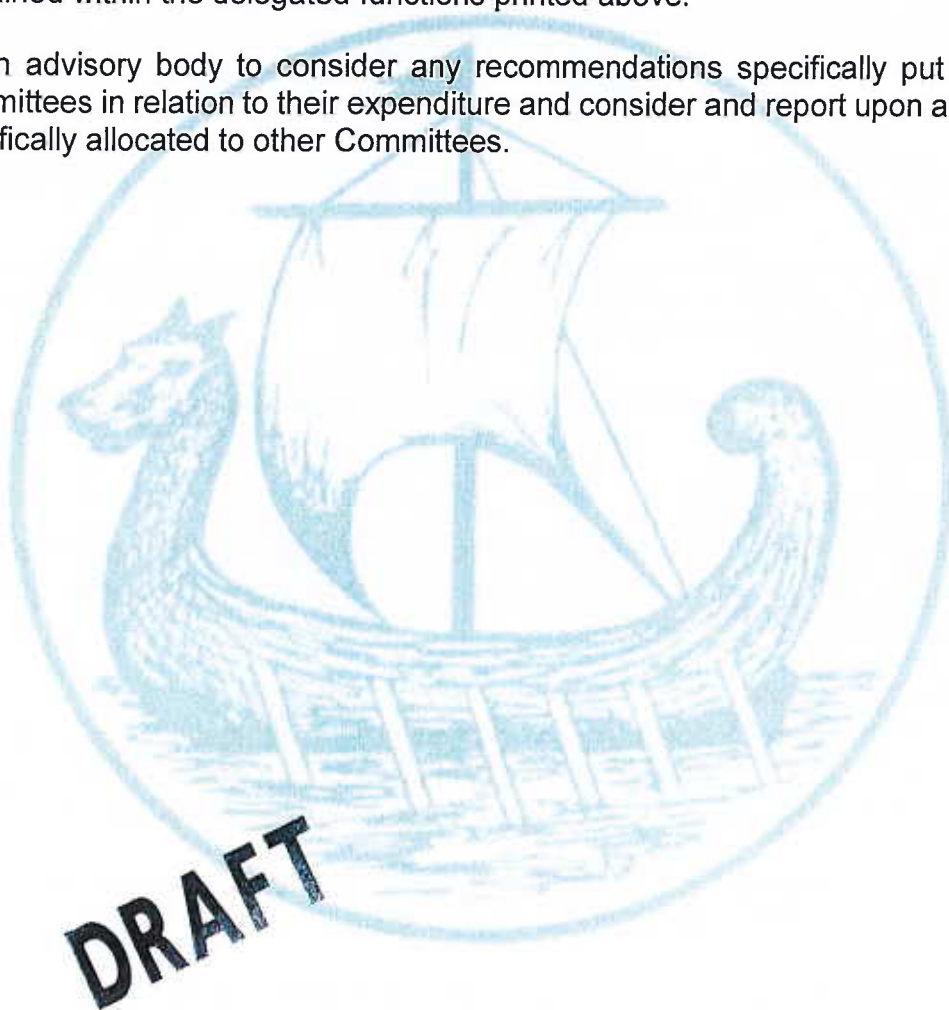
➤ **REFERRED FUNCTIONS:**

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 13 May 2026.

➤ **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 Town Clerk / RFO and the Assistant Town Clerk 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 13 May 2026.

➤ **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 Town Clerk / RFO and the Assistant Town Clerk 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 13 May 2026.

➤ **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 Town Clerk / RFO and the Assistant Town Clerk 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 / RFO or Assistant Town Clerk.

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.

**TERMS OF REFERENCE
THE PERSONNEL COMMITTEE.**

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

➤ **REFERRED FUNCTIONS:**

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



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**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 13 May 2026.

➤ **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 Town Clerk / RFO and the Assistant Town Clerk 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.



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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 13 May 2026.

➤ **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 Town Clerk / RFO and the Assistant Town Clerk 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.



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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 13 May 2026.

➤ **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.

The Town Clerk / RFO shall be responsible for ensuring the Internal Audit is thorough, comprehensive and appropriate and provide full council with the details and outcomes of each and every Internal Audit exercise.

A review of the Internal Audit and Internal Auditor shall be undertaken annually by full council and, the Internal Auditor shall be changed, at a minimum, every 5 years.

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From: Jack Turner
Sent: 21 April 2026 00:36
To: Graham Blew
Cc: Info
Subject: Scope of Internal Audit

No issue from me!

On Mon, 20 Apr 2026 at 14:14, Graham Blew
<clerk@swanscombeandgreenhithetowncouncil.gov.uk> wrote:

Jack

The attached draft normally goes to the AGM, which is on 13 May 2026 this year, for members to consider and agree.

Is there anything you would like to add, delete, or amend ?

Yours sincerely,

Graham Blew

Town Clerk

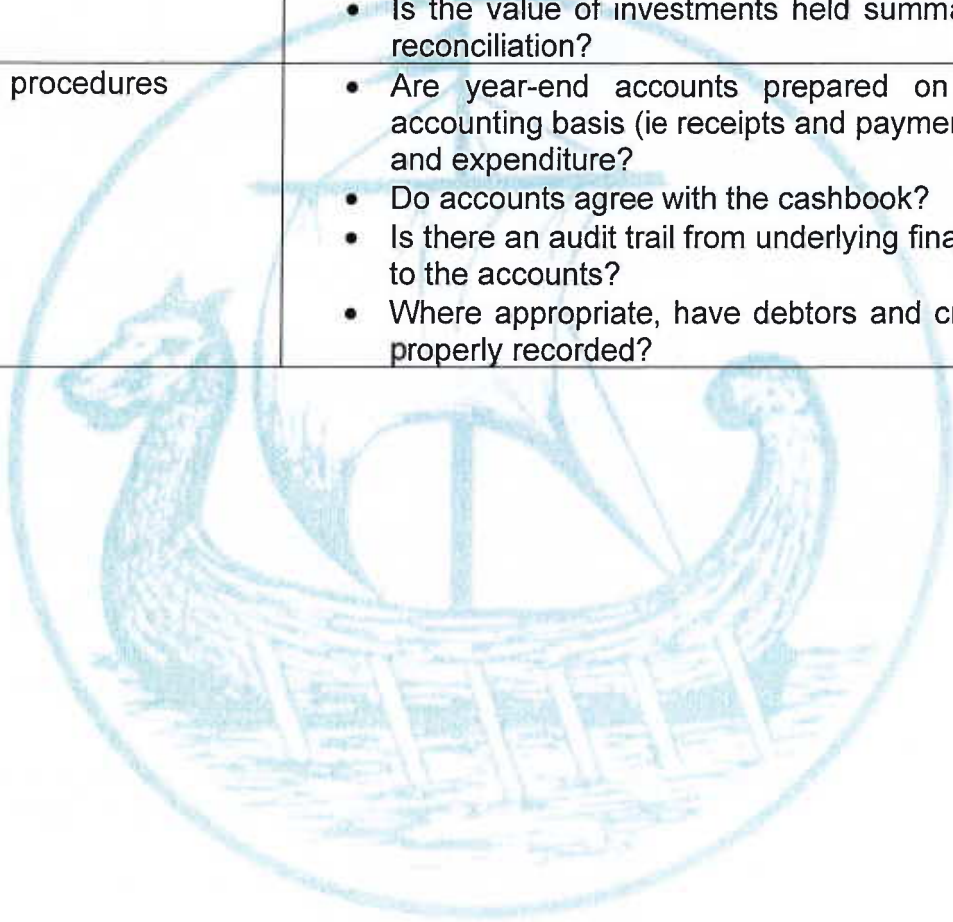
DRAFT**TERMS OF REFERENCE
SCOPE OF INTERNAL AUDIT**

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

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**TERMS OF REFERENCE
SCOPE OF INTERNAL AUDIT**

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



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AGENDA ITEM

AGM 13/5/26

11

DATES OF MEETINGS 2026 - 2027

CSC	F & G P	R L & A	TOWN COUNCIL	P, MD, T & E
30 Sept 2026	18 June 2026	25 June 2026	16 July 2026	21 May 2026
7 April 2027	10 Sept 2026	17 Sept 2026	22 Oct 2026	10 June 2026
	5 Nov 2026	12 Nov 2026	10 Dec 2026	8 July 2026
	7 Jan 2027 **	21 Jan 2027	28 Jan 2027	4 Sept 2026
	4 March 2026	11 March 2027	18 March 2027	23 Sept 2026
				14 Oct 2026
	** Special Town Council after FGP			18 Nov 2026
				16 Dec 2026
				13 Jan 2027
CSC	Community Safety Committee			3 Feb 2027
F&GP	Finance and General Purposes Committee			24 Feb 2027
R&LA	Recreation, Leisure & Amenities Committee			17 March 2027
P,MD,T & E	Planning, Major Developments, Transportation & the Environment Committee			21 April 2027

29 April 2027 - Annual Open Town Meeting

12 May 2027 - 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



SWANSCOMBE AND GREENHITHE TOWN COUNCIL

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REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2026–2027.

❖ **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 / RFO):

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 Dawn Johnston
2. Councillor Lesley Howes

❖ **INGRESS PARK MANAGEMENT (GREENHITHE) LTD (IPGM) (x2 allocation) – DIRECTORSHIP:**

1. Councillor Peter Harris
2. **VACANCY**

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

1. Councillor Ann Duke
2. Councillor Lesley Howes

REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2026–2027.

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

1. Town Mayor
2. Town Clerk / RFO. 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 Elizabeth Wickham

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

1. Councillor Lorna Cross

❖ **WHITECLIFFE COMMUNITY LIAISON COMMITTEE:**

1. Councillor Dawn Johnston

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

1. Councillor Lesley Howes

❖ **DARTFORD YOUTH FORUM (DBC)**

1. Councillor Hazel Stephens

BANK SIGNATORIES

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

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MINUTES of the SPECIAL TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on WEDNESDAY 8 APRIL 2026 at 7.20pm**PRESENT:**

Councillor Dawn Johnston – Town Mayor
Councillor Denise Butler
Councillor Lorna Cross
Councillor Ann Duke
Councillor Peter Harris
Councillor Lesley Howes
Councillor Richard Lees
Councillor Claire Pearce
Councillor Hazel Stephens
Councillor Elizabeth Wickham

ALSO PRESENT:

Graham Blew – Town Clerk
Indigo Allred – Administration Officer
Jack Turner – Locum RFO (via Teams)
x1 Member of the public

ABSENT:

Councillor Alan Reach

561/25-26. 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.

562/25-26. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Emma Ben – Moussa, due to other commitments.

RESOLVED:

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

563/25-26. 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.

564/25-26. **TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 26 MARCH 2026.**

RESOLVED:

That the Minutes of the Town Council Meeting held on 26 March 2026 and be confirmed as a true record and be signed.

565/25-26. **ITEMS DEEMED URGENT BY THE TOWN MAYOR / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk advised the meeting that Councillor Graham Taylor had submitted his resignation as Town Councillor for Greenhithe Parish Ward.

566/25-26. **INDEPENDENT FORENSIC FINANCIAL INVESTIGATION REPORT (UPDATED DATA REVIEW) – ACTION PLAN.**

The Locum Responsible Financial Officer had been instructed to carry out a forensic financial investigation, and members discussed the report that had been provided. The Locum Responsible Financial Officer detailed the executive summary of the report to the meeting.

A draft Action Plan addressing the issues highlighted in the report had also been submitted by Councillor Graham Taylor and the Locum Responsible Financial Officer.

The Chairman acknowledged the significant amount of work Councillor Graham Taylor had undertaken in producing the draft Action Plan.

In response to a member enquiry the Locum RFO clarified what the reconciliations in 15.1.2 were and confirmed that he would be producing these details/reports for future Finance & General Purposes Committee meetings.

Members agreed that the wording for 15.14.14 (14b) should be amended from mandatory to expectation.

After further discussion on the draft Action Plan, and the financial position of the Town Council it was proposed, duly seconded and agreed unanimously:

RESOLVED:

That the Action Plan, to include the amendment detailed above, be finalised and agreed.

567/25-26. **CIL REVIEW (P).**

Members discussed the report and the Locum RFO confirmed that there was a need for a formal CIL reconciliation exercise (restricted fund ledger) and action to regularise any prior misapplication.

It was confirmed that Dartford Borough Council would be notified of the CIL re-allocation and that this would also be published on the Town Council website in the normal manner.

It was then proposed, duly seconded and agreed unanimously:

RESOLVED:

1. That a formal resolution be passed to reallocate the CIL as detailed in the papers.
2. That the CIL position is corrected, in line with the workbook strategy, so that the Council does not have to replace CIL from General Funds.

568/25-26. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Lorna Cross and seconded by Councillor Peter Harris.

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 item of business.

569/25-26. **INTERNAL AUDIT.**

Members discussed the report and information provided and the actions required to be undertaken in relation to the internal audit. The Town Clerk advised the meeting that, due to the timescale restraints, the Locum RFO had engaged PATAS to undertake the end of year internal audit for the Town Council and that the Locum RFO would be working with them on this.

The Locum RFO informed members that he had worked with PATAS previously and that they were a nationally recognised company who would provide a robust and comprehensive report.

It was then proposed, duly seconded and agreed unanimously:

RESOLVED:

1. That the actions taken in appointing PATAs as the Town Councils Internal Auditor, for the year end 2024 – 2025, be endorsed.
2. That the previous Internal Auditor be notified that they were no longer required.

570/25-26. **OLD FIRE STATION COMMUNITY CAFÉ – COST BENEFIT ANALYSIS AND OPTIONS APPRAISAL.**

Members were provided with a confidential report from the Locum RFO, regarding the cost benefit analysis and the two options, dated 31 March 2026, proposed by the Locum RFO.

Whilst Members acknowledged the benefits of the Community Café the confidential report and advice from the Locum RFO were clear.

There followed a lengthy and in-depth debate, and it was proposed, duly seconded and agreed:

RESOLVED:

1. That the first of the two options provided by the Locum RFO be implemented with a timeframe of the end of the month (April) and that the Lease holder be informed.
2. That professionals be engaged to ensure correct procedures are undertaken.

There being no further business to transact the Meeting closed at 8.30 pm.

Signed: _____

(Chairman)

Date: _____

RISK MANAGEMENT POLICY 2026

(This Policy was reviewed by the full Council at its AGM held on 13 May 2026)

AREA	RISK	LEVEL	INTERNAL CONTROLS (AND AGREED IMPROVEMENTS)
ASSETS	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 Town Council Offices and Community Hall Heritage 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.
FINANCE	Banking	L	Investment decisions made by the Town Council.
	Risk of consequential loss of income	L	Insurance cover. Business interruption insurance cover in place of £162,000. 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 Town Clerk / RFO or Assistant Town Clerk.
	Financial controls and records	L	Monthly reconciliation prepared by Town Clerk / RFO or Assistant Town Clerk and reported to Council. Three signatories on cheques and direct debits (Town Clerk / RFO or Assistant Town Clerk and 2 councillors). Cheque stubs initialled by councillors. Updated financial regulations in place following the repeal of Section 150(5) of the LGA 1972 with increased internal controls. Internal and external audit.

RISK MANAGEMENT POLICY 2026

(This Policy was reviewed by the full Council at its AGM held on 13 May 2026)

	Comply with Customs and Excise Regulations	L	Use help line when necessary. VAT payments and claims calculated by Town Clerk / RFO or Assistant Town Clerk. 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
LIABILITY	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 playgrounds.
EMPLOYER LIABILITY	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, Asbestos register held. All health and safety matters regularly monitored.
LEGAL LIABILITY	Ensuring activities are within legal powers	L	Town Clerk / RFO or Assistant Town 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 2026

(This Policy was reviewed by the full Council at its AGM held on 13 May 2026)

	Proper document control	L	Leases and legal documents are kept in Fireproof Cabinet. Other data storage complies with the Data Protection Act.
COUNCILLOR PROPRIETY	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.
INSURANCE	Public Liability	L	Cover in place to £15,000,000
	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 £1,000,000. 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 Statutory Licence Protection Contract Disputes Debt Recovery Property protection and bodily injury Tax Protection
PRECEPT	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. Town Clerk / 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.
PAYROLL	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.
COMPUTER DATA	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.
ADMINISTRATION	Agency Advice	L	Continue with advice from KALC, SLCC, ACAS and solicitors.
ALLOTMENTS	Increase in net expenditure	L	Review allotment rents annually.
PARKS	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 13 May 2026)

AREA	REQUIREMENT/RISK	RISK LEVEL	TYPE OF CONTROL	EXISTING CONTROL
Asset Management	Protection of physical assets.	M	Insured	Existing Building Insurance (approx. £6.5 - £9m)
	Security of buildings, equipment etc.	H	Insured	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	H	Self Managed	Buildings are monitored daily and maintained as required.
	Records contain a list of the assets and liabilities of the Town Council	M	Self Managed	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.	M	Insured	Currently have Locum RFO in situ with Town Clerk/RFO post advertised.
	The Town Clerk / RFO determines the Councils accounting system and the form of its accounts and supporting records.	M	Self Managed	The Council uses SAGE and SCRIBE software and the booking of facilities is undertaken using the electronic calendars on Outlook.
	The Town Clerk / RFO ensures accounting systems are observed and accounts are maintained in accordance with proper practices and kept up to date.	H	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
Council Administration / Project Management	Effective management of Council projects to protect against any adverse impact to finance and resources.	H	Self Managed	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 / RFO or Assistant Town Clerk. Payments are processed by the Town Clerk / RFO or Assistant Town Clerk 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 Town Clerk / 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 13 May 2026)

	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 Town Clerk / 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 Town Clerk / 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 Facilities 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 Town Clerk / 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 or full Council.
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/debts are reported to the FGP Committee. Loss of revenue insurance cover in place / Business interruption (£162K).
Finance / Petty Cash	Management of Petty Cash is included in the Town Councils Financial Regulations.	L	Self Managed	The Town Clerk / 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 Town Clerk / RFO to substantiate the payment. The Town Clerk / RFO maintains a petty cash float of £250 (Administration), £250 (parks dept) and £350 (Community Cafe).
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 Town Clerk / RFO (outsourcing currently being undertaken) and is approved by the FGP Committee.
	Authorisation of overtime.	L	Self Managed	The Assistant Town Clerk approves all overtime payments and these are checked and passed by the Town Clerk / RFO.

Schedule of Internal Controls

(Reviewed by the full Council at the AGM held on 13 May 2026)

	Disbursement or expense claims are approved for payment by the Town Clerk / RFO.	L	Self Managed	The Town Clerk / RFO approves any disbursement or expense claims as part of the payroll process.
	Payment of PAYE / NIC	L	Self Managed	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 Town Clerk / RFO, to produce year-end accounting statements demonstrating the financial position of the Council.	M	Self Managed	Following reconciliation of March statements the Town Clerk / 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 or full Council 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 an 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 / RFO and Assistant Town Clerk attend 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 / RFO and Assistant Town Clerk 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 13 May 2026)

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". The Assistant Town Clerk is responsible for carrying out any risk assessments.
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.

AGM 13/5/26

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)
- Southeast Employers (SEEMP)
- Society for Local Council Clerks (SLCC)
- Fields in Trust
- Bookers
- Grounds Management Association (GMA)

Recommended:

To approve the continued memberships as detailed.

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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)
- 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)
- idVerde (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)
- Digital Wealth (Pension)
- Discount Builders Merchants (General Equipment)
- Dragon Spirit (Summer of Sports)
- DTG Elliott (Bedding Plants)
- 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)
- Glasdons UK (Bins and Benches)
- Godfreys (Parks Equipment)
- Gurney & White (Plumbing & Electrical Supplies)
- Hatten Wyatt (Legal Services)
- HMRC Cumbernauld (Tax and NI)
- HRD Security (Automatic Door Maintenance)
- 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 / Children's Entertainment)
- L J Sinclair (Fencing Work)
- PATAS (Internal Audit)
- L W Burt (Plumbing & Heating Maintenance)
- Landscape Services (Gang Mowing)
- Lav Hire (Portable Toilet Hire)
- Locks N Tools (Keys and Padlocks)
- Shire Leasing (Coffee Machine Rental / Consumables)
- Mayor of Dartford (Mayoral Expenses)
- Mayor of Gravesham (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)
- Schindler Lifts (Lift Maintenance)
- Scribe 2000 (Accounting Software)
- Scutum (CCTV and Alarm Maintenance)
- Southeast Employers (HR Support)
- Society for Local Council Clerks (Membership)
- Streetlights (Public Lighting Maintenance)
- 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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Swanscombe and Greenhithe Town Council

BALANCE SHEET

31/03/2026

AGENDA ITEM

AGM 13/5/26

19

(Last) Year Ended
31 Mar 2025(Current) Year Ended
31 Mar 2026

£		£
	CURRENT ASSETS	
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	
	Prepayments	
	Temporary lendings (investments)	
11,971.47	VAT	15,593.00
	BANK BALANCES	
27,613.00	Current Account	113.35
4,163.26	Active Saver 1	140.28
0.00	Active Saver 2 - Treasury Depo:	0.00
0.00	Active Saver 1 - Treasury Depo:	0.00
30,319.75	Active Saver 2	95,094.40
635.00	Petty Cash	825.82
62,731.01	TOTAL BANKS	96,173.85
74,702.48	TOTAL ASSETS	111,766.85
	CURRENT LIABILITIES	
0.00	Creditors	0.00
0.00	Receipts in Advance	0.00
0.00	Accruals	0.00
0.00	VAT	0.00
0.00	TOTAL LIABILITIES	0.00
<u>74,702.48</u>	NET ASSETS	<u>111,766.85</u>
	Represented by:	
-53,771.30	General fund Balance	111,466.85
	Reserves:	
	Capital Reserves	
0.00		0.00
	Earmarked Reserves	
0.00		0.00
	Adjustments	
<u>74,702.48</u>		<u>111,766.85</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2026

Signed JACK TURNER (LOCAL)
Responsible Financial OfficerDate 24-4-2026

A

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A. COMMUNITY EVENT WORKING GROUP:

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

B. DEVOLUTION WORKING GROUP:

1. Councillor Emma Ben Moussa
2. Councillor Ann Duke
3. Councillor Dawn Johnston
4. **VACANCY**
5. **VACANCY**

C. ENVIRONMENTAL ACTION PLAN WORKING GROUP:

1. Councillor Ann Duke
2. Councillor Lesley Howes
3. Councillor Hazel Stephens
4. Councillor Elizabeth Wickham
5. **VACANCY**

D. FINANCIAL RISK ASSESSMENT WORKING GROUP:

1. Councillor Lorna Cross
2. Councillor Lesley Howes
3. Councillor Hazel Stephens
4. Councillor Elizabeth Wickham
5. **VACANCY**

E. GROVE CAR PARK WORKING GROUP:

1. Councillor Emma Ben Moussa
2. Councillor Lorna Cross
3. Councillor Lesley Howes
4. Councillor Hazel Stephens
5. **VACANCY**

F. INGRESS PARK COMMUNITY CENTRE WORKING GROUP:

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

G. LORRY PARK WORKING GROUP:

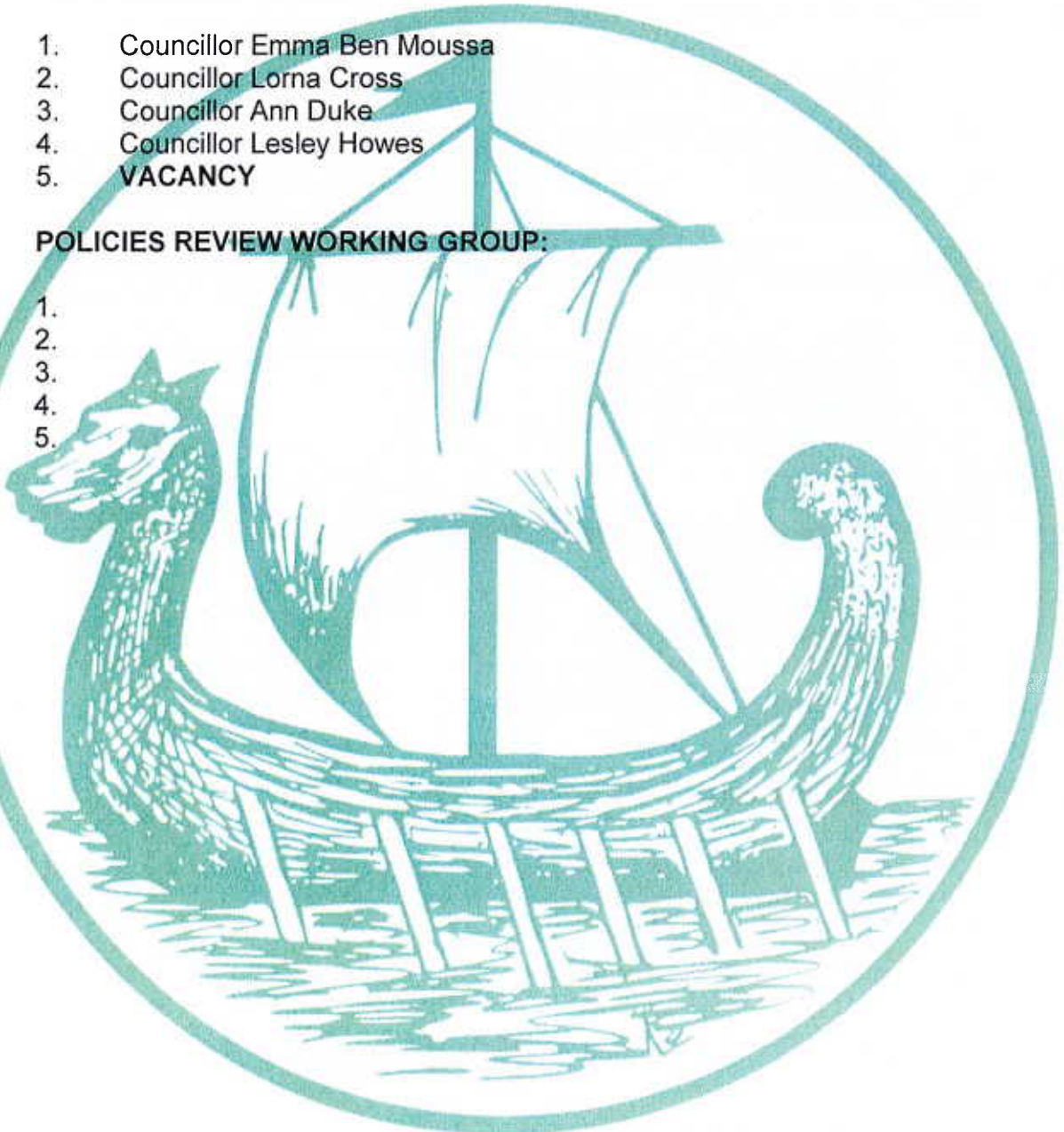
1. Councillor Peter Harris
2. Councillor Dawn Johnston
3. Councillor Claire Pearce
4. Mr Graham Taylor
5. **VACANCY**

H. PAVILION WORKING GROUP:

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

I. POLICIES REVIEW WORKING GROUP:

- 1.
- 2.
- 3.
- 4.
- 5.



AGM 13/5/26

Vacancies:

A casual vacancy can occur for several reasons:

Resignations from the council must be made in writing to the Chairman. When the Chairman resigns, they serve the resignation in writing on the Clerk. Resignations are effective immediately on receipt by the Chairman / Clerk and cannot be post-dated or withdrawn. If a member fails to attend any meeting of the council for 6 months, without a reason for absence being formally accepted by the council, they automatically cease to be a member of the council. If a member dies, a casual vacancy occurs.

1. Following receipt of a resignation, or confirmation of a casual vacancy for any other reason, the Clerk must inform Dartford Borough Council as soon as practicable. (In accordance with s232 of the 1972 Local Government Act).
2. A notice of casual vacancy will then be issued by the Clerk on the instruction of Dartford Borough Council and will be displayed in a conspicuous place. A notice of casual vacancy allows for 10 people on the electoral register to request, in writing to the proper officer of the principal authority, that an election be held. Should this happen, a by-election must be held (unless an ordinary election is due within the next six months).
3. If no request to hold a by-election is forthcoming, the Town Council are permitted to exercise the power to co-opt a person on to the council to fill a casual vacancy. Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.
4. Whenever the need for co-option arises, the Town Council will advertise the vacancy to seek and encourage 'expressions of interest' from anyone in the parish who is eligible to stand as a parish councillor. All potential candidates will be asked to complete an expression of interest form. (Attached as Appendix A of this policy).

Co-option procedure:

5. At the next available Full Council meeting following receipt of expressions of interest:
 - a. Members of the Council will have received copies of the expression of interest forms submitted.
 - b. Candidates will be asked to give a brief verbal supporting statement and Councillors will have opportunity to ask any additional questions. In the event a candidate cannot attend the meeting they will have the opportunity to submit an additional written supporting statement and they will be considered equally to any candidates in attendance.
 - c. Within the open session of the meeting members will vote on the acceptability of each candidate for co-option. An absolute majority vote is required for each candidate from all members present and entitled to vote (LGA 1972 Sch. 12. Para 39) (When there are more candidates than vacancies, the candidate with the least number of votes cast will be

CO-OPTION POLICY

(This Policy was reviewed by the full Council at its AGM held on 14 May 2025, minute 20/25-26.)

- deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies).
- d. One person will be chosen for each vacancy. However, where the Council believes it has sound reason to do so, due to the unsuitability of a candidate, it may choose not to appoint a candidate and to readvertise a vacancy. (Any decision not to appoint a candidate and leave a vacancy must be for reasons that would satisfy any future legal challenge.)
6. If present, the co-opted member/s may join the meeting after signing the acceptance of office form. However, it should be noted that their vote on any matter requiring prior notice will be discounted in the case of a tied vote for that meeting only.
 7. The Clerk will notify Dartford Borough Council of the new Councillor appointment/s and advise the co-opted member/s of their obligations about registration of interests and acceptance of Code of Conduct.
 8. The same process will be filled to co-opt members following an ordinary election after which vacancies remained.

EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Return to:
Mr Graham Blew, Town Clerk,
Council Offices
The Grove
Swanscombe, DA10 0GA

Email: Info@swanscombeandgreenhithetowncouncil.gov.uk

Full name	
Home address Inc. Postcode	
Telephone number	
Mobile number	
Email	

LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for the ward of Greenhithe within Swanscombe and Greenhithe?	Yes / No
Have you lived either in the ward of Greenhithe, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the ward of Greenhithe for at least a year?	Yes / No
Have you had your only or main place of work in the ward of Greenhithe for at least a year?	Yes / No

EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No
Are you subject to any relevant notification requirements or a relevant order in relation to a sexual offence (as set out in the Local Government (Disqualification) Act 2022)	Yes / No

Please briefly outline of why you are interested in being a Town Councillor.

EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business, or trade union experience.

Are there any questions you would like to ask the council?

Signed.....

Date:

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Vacancy for a Town Councillor in Greenhithe Parish Ward.

Would you like to contribute to decisions and issues affecting the community?

Expressions of Interest are invited from anyone that would like to be considered for co-option to the Town Council.

Further details and how to apply, including the Expression of Interest Form, can be found via the Town Council website:

by calling 01322 385513

by emailing: info@swanscombeandgreenhithe town council.gov.uk

APPLY NOW.

Closing date is 5pm
on Friday 3 July 2026



Requirements to be eligible:

- be at least 18 years old
- be a British, Commonwealth or a qualifying EU citizen or an EU citizen with retained rights.
- meet at least one of the following four qualifications:
 - a. You are, and will continue to be, registered as a local government elector for the parish
 - b. Occupy as owner or tenant any land or other premises in the parish/community area for at least a year
 - c. You have lived in the parish/community area, or within three miles of it, for a year
 - d. Your main or only place of work during the previous year has been in the parish

VACANCY



(Local Government Act 1972 Section 87 (2))

NOTICE OF CASUAL VACANCY IN THE OFFICE OF TOWN COUNCILLOR FOR THE GREENHITHE WARD.

Notice is hereby given that a vacancy exists in the office of Town Councillor for the Greenhithe Ward of the Swanscombe and Greenhithe Town Council.

An election to fill the vacancy will be held if within fourteen days (computed in accordance with Rule 2 of the Local Elections (Parishes and Communities) Rules 1986) after the date of this Notice, a written request for such an election has been given to the Proper Officer, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, DA1 1DR by at least TEN Electors for the Greenhithe Ward.

If an election is not requested the Town Council will fill the vacancy as soon as practicable after the expiry of the fourteen days.

Dated: 9 April 2026

Signed:

A handwritten signature in black ink, appearing to be 'G. H.', written over a vertical line that extends down to the title 'Town Clerk'.

Town Clerk

Swanscombe and Greenhithe Town Council
Council Offices, The Grove,
Swanscombe, Kent, DA10 0GA.