



© 2009

## **SWANSCOMBE AND GREENHITHE TOWN COUNCIL**

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

**WEDNESDAY 13 MAY 2026 at 7.00pm**

**TO TRANSACT THE UNDERMENTIONED BUSINESS.**

*Graham Blew*

**TOWN CLERK**

**DATED: 7 MAY 2026**

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.

Tel: (01322) 385513 Fax: (01322) 385849



## **AGENDA**

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

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

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

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

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

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

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

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

**12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES (p).**

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

**13. BANK SIGNATORIES (p).**

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

**14. TO CONFIRM AND SIGN THE MINUTES OF THE SPECIAL MEETING HELD ON 8 APRIL 2026 (p).** *(Local Government Act 1972, Sch 12, Para 41(1)).*

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

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

**Recommended:** To review and approve the Risk Management Policy and Internal Controls.

**16. REVIEW OF COUNCIL POLICIES AND PROCEDURES.**

Further to minute 535/25-26 (Town Council 26 March 2026) Members agreed that a Working Group be formed to review the Town Council's Policies and Standing Orders and that nominees be brought forward to this meeting.

**Recommended:** That nominees be brought forward to review the Town Councils Policies and Standing Orders.

**17. SUBSCRIPTIONS / MEMBERSHIPS (p).**

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

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

**18. REGULAR PAYMENTS - DIRECT DEBITS AND BACS PAYMENTS (p).**

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

**Recommended:** To approve the continued regular payments as detailed.

**19. BALANCE SHEET FOR YEAR END 31 MARCH 2026 (p).**

Please find attached the balance sheet for the year end 31 March 2026 for approval.

**Recommended:** That the balance sheet for the year end 31 March 2026 be approved.

**20. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2026 – 2027.**

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

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

**Recommended:** To agree the membership of the Recognition Award Scheme Panel for 2026 – 2027.

**21. MONTHLY BANK RECONCILIATIONS.**

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

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

**22. TO CONFIRM MEMBERSHIP OF WORKING GROUPS (p).**

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

- A. Community Event Working Group
- B. Devolution Working Group
- C. Environmental Action Plan Working Group
- D. Financial Risk Assessment Working Group
- E. Grove Car Park Working Group
- F. Ingress Park Community Centre Working Group
- G. Lorry Park Working Group
- H. Pavilion Working Group
- I. Policies Review Working Group

**Recommended:** To confirm Memberships of Working Groups.

**23. TOWN COUNCILLOR RESIGNATION – CO-OPTION (p).**

Councillor Graham Taylor submitted his resignation on 8 April 2026, which took immediate effect.

A Notice of Casual Vacancy for the Greenhithe Parish Ward was posted / displayed, with a deadline of 229 April 2026.

The Electoral Services Manager, Dartford Borough Council, confirmed that they had not received any requests for the vacancy in the Greenhithe Parish Ward and that the Town Council were now able to fill the vacancy by co-option.

Vacancy Posters have been displayed on the Town Councils website, social media and notice boards requesting Expressions of Interest (EOI)

A copy of the Town Councils Co-Option Policy and a copy of the EOI Form are attached for information.

Nb. The deadline for submissions of EOI Forms is 3 July 2026, for consideration at the Full Council meeting, if confirmed, on 16 July 2026.

**Recommended:** That the item be noted.

**24. TOWN COUNCIL OFFICES / COMMUNITY HALL HOT WATER SYSTEM – MAJOR WORKS.**

During the recent Annual Service visit by the contracted maintenance company the ground floor Community Hall Daikin AC System was found non-operational and showing a fault with the Discharge Sensor in the outdoor unit requiring both the Discharge Sensor and the main Printed Circuit Board to be replaced.

In accordance with Financial Regulation 4.5, and in consultation with the Town Mayor, Chairman of the Finance & General Purposes Committee and the Locum RFO, and to ensure continued operation of the Town Council building (hall hires) the quote to undertake this work (£4,089.75) + VAT, was agreed.

The monies for these works will come from Cost Centre 15, Cost Code 251 (Council Office Building Maintenance which has approximately £9,000.00 currently in it.

**Recommended:** To note and endorse the actions taken in agreeing the quotation/works to be carried out.

## 25. VIREMENT.

As agreed by the Personnel Committee (minute 588/25-26) the recent job advertisement for the Town Clerk / RFO role was posted with NALC, SLCC and KALC.

This incurred a cost with NALC and SLCC of just under £700. Whilst there is no specific budget for this, in consultation with the Locum RFO it was proposed to Vire the money required from Cost Centre 15 cost Code 245 Miscellaneous which currently has approximately £6000.00 in it.

### Recommended:

1. To note and endorse the actions taken in agreeing the quotations and posting the job advertisement.
2. To agree to the virement as detailed above.

### Information in the Office:

- Kent Association of Local Councils (KALC) News: April, May 2026.
- The Clerk, Society of Local Council Clerks (SLCC) – March 2026.



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

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

