



**Minutes of a Meeting of the FULL COUNCIL of Swanley Town
Council held at the Civic Centre, Swanley on Wednesday 20 May 2015
Commencing at 7.30pm.**

Present

Cllr L Ball	Cllr M Hogg
Cllr J Barnes	Cllr J Hulton-Scott
Cllr C Barnes	Cllr E Komolafe
Cllr R Brookbank	Cllr R Morris
Cllr S Gaire	Cllr T Searles
Cllr L Gaire	Cllr V Southern
Cllr J Halford	Cllr H Willingale

Also in attendance

J Pilbeam (Chief Executive)	G Mills (Democratic Services Officer)
L Saunders (Operations Director)	
M Farrow (Estates and Facilities Manager)	

The meeting commenced at 7.30pm

Councillor Morris opened the meeting and welcomed all present.

Apologies.

Apologies were received from Cllrs Dyball and Rosen for which reasons were given and accepted.

Cllr Searles proposed and Cllr Southern seconded that both Councillor Dyball and Cllr Rosen be allowed to sign their Declarations of Office at a later date which was agreed unanimously.

Declarations of Interests

None

Election of Mayor for the Year 2015/16

Before calling for nominations Cllr Morris placed on record his thanks to the Town Council and the people of Swanley for their support during his time as Mayor and talked through the highlights during his year in office.

Cllr Searles then proposed and Cllr Morris seconded that Cllr John Barnes be elected Mayor of Swanley for the year 2015/16.

Agreed unanimously

9736 It was **RESOLVED** that Councillor John Barnes be elected as the Mayor of Swanley for the year 2015/16.

Councillor J Barnes thereupon took the chair and paid thanks to Cllr Morris and also The Mayoress, Mrs Dee Morris for the work they had undertaken on behalf of the Town Council over the past year.

Election of Deputy Mayor 2015/16.

Cllr J Barnes proposed and Cllr Searles seconded that Cllr Shanker Gaire be elected the Deputy Mayor of Swanley for the year 2015/16.

Agreed unanimously

9737 It was **RESOLVED** that Councillor Shanker Gaire be elected as the Deputy Mayor of Swanley for the year 2015/16.

Minutes of the meeting of Full Council held on 1 April 2015

9738 It is **RESOLVED** that the minutes of the meeting of Full Council held on 1 April 2015 be approved and signed by the Chairman as a true record.

Minutes from meetings held since the last meeting of Full Council.

9739 It was **RESOLVED** that the Minutes of meetings held since the last meeting of Full Council be noted.

Appointments of Committees – (a) Membership and (b) Terms of Reference and Confirmation of Meetings Dates for 2015/16.

(a) Membership of Committees

Cllr Searles proposed and Cllr Morris seconded that subject to it being agreed that the total number of seats across the five committees should be 35, the allocation of Committee seats for the year 2015/16 as set in paragraph (ii) on page 20 of the report be approved.

During the course of discussion Cllr Hogg expressed his disappointment that a place had not been made available for a member of the Labour Group to serve on the Swanley Banqueting Board.

9740 It was **RESOLVED** 12 votes to 2 that the total number of seats across the five committees should be 35 and the allocation of Committee seats for the year 2015/16 be approved as set out in paragraph (ii) on page 20 of the report.

(b) Terms of Reference and Meeting Dates for 2015/16

9741 It was **RESOLVED** that as detailed in the report the Terms of Reference for Committees be approved and the dates for meetings of the Council and its committees in 2015/16 be noted.

Appointment of Responsible Finance Officer

9742 It was **RESOLVED** that the statutory role of Responsible Finance Officer for Swanley Town Council be combined with the post of Chief Executive.

Appointments to Outside Bodies

Cllr Brookbank spoke in support of Mrs Madeleine Rogers being appointed to serve as the Town Councils representative on the Sir Thomas Smythe Charity.

Cllr Searles proposed and Cllr Southern seconded that the Town Council make the following appointments to outside bodies for 2015/16.

(a) Rural Age Concern Darent Valley	Cllr J Halford
(b) North West Kent Volunteer Bureau	Cllr T Searles
(c) Swanley and District Twinning Association	Cllr T Searles
(d) DGSM yourChoice	Cllr V Southern
(e) Sir Thomas Smythe Charity	Mrs M Rogers*
(f) Kent Association of Local Councils	Cllr R Morris & Cllr T Searles
(g) Wrott and Hill Charity	Cllr J Halford

* Non councillor appointment

9743 It was **RESOLVED** unanimously that the Town Council confirms the appointments to outside bodies for 2015/16 as set out above.

Localism Act 2011 – Disclosable Pecuniary Interests.

9744 It was **RESOLVED** that the Chief Executive, as the Council's Monitoring Officer, be authorised on behalf of the Council to grant dispensations to Councillors in respect of the matters referred to in paragraph 2 of the report.

Members Code of Conduct

9745 It was **RESOLVED** that the Swanley Town Council Members Code of Conduct be noted.

General Powers of Competence

9746 It was **RESOLVED** that:

- (a) the Town Council confirms its eligibility to exercise the General Power of Competence; and,

- (b) From 20 May 2015, until the next relevant Annual Meeting of the Town Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, The Council adopt the General Power of Competence

Annual Review of Standing Orders

9747 It was **RESOLVED** that

- (a) The Town Council approves the Council's Standing Orders for the year 2015/16,
- (b) Notes that The Council's Financial Regulations will be reviewed at a future meeting of the Finance and Audit Committee and recommended to Full Council for approval following that meeting, and
- (c) A review of the Council's inventory of land and assets including buildings and office equipment will be submitted to a future meeting of the Estates and Facilities Committee.

Trustees of Swanley Recreation Ground

9748 It was **RESOLVED** that Members of the Council note that a meeting of the Trustees of the Swanley Recreation Ground will take place on Wednesday 8 July 2015 at the Civic Centre commencing at 7.30 PM.

Insurance Renewal – Appointment of a Group of Members.

9749 It was **RESOLVED** that the Council appoints a Group of Members to work with officers on assessing the tenders and subject to the views of that Group on the suitability of each tender to meet the Council's insurance requirements, authority be delegated to the Chief Executive to complete the tender process and sign any necessary contract(s) and other documentation on behalf of the Council.

Review of the Councils Complaints Procedure

9750 It was **RESOLVED** that the Town Council grant approval to the continuance of the existing Complaints Procedure for 2015/16.

Recognised Trade Union Agreement with the GMB

During the course of discussion Cllr Hogg said he wished to congratulate the Council on bringing in this agreement. He also asked some questions of detail on which the Chief Executive said she would brief Cllr Hogg outside the meeting.

9751 It was **RESOLVED** that the Chief Executive be authorised to sign on behalf of Swanley Town Council the Recognised Trade Union agreement with the GMB as detailed in the report.

Press and Media Policy

9752 It was **RESOLVED** that the Town Council grants approval to the continuance of the Press and Media policy for 2015/16.

Swanley Town Council Publication Policy

9753 It was **RESOLVED** that the Swanley Town Council Publication Scheme be noted and approved.

Local Council Award Scheme.

9754 It was **RESOLVED** that that Full Council notes that Swanley Town Council has now registered for the Quality Gold Award of the Local Council Award Scheme and that a further report showing how the Council meets the necessary requirements of the Award will be submitted to a future meeting.

Kent Association of Local Councils – Councillor Induction Workshop

9755 It was **RESOLVED** that Members of the Town Council note the arrangements for the Councillor Induction Workshop taking place at the Civic Centre on Wednesday 10 June 2015 commencing at 7.30 PM.

Subscriptions 2015/16

9756 It was **RESOLVED** that the Full Council gives approval to the subscriptions for 2015/16 as detailed in the report.

Appointment of Town Freeman

Cllr John Barnes announced that Mrs Ruth Glenn had been appointed Town Freeman and welcomed her to the meeting.

Cllr Ball spoke of the voluntary work Ruth had undertaken at The Swanley Cygnet Club for over 33 years and her volunteering work which she had started when she was aged 13 at the Orpington Gateway club for adults with Learning Difficulties.

Cllr Barnes then presented Mrs Glenn with her Town Freeman certificate.

The meeting closed at 8.10 PM

Signed

Date: 3 June 2015