

Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU

Tel: 01322 611663

www.swanleytowncouncil.gov.uk

SUMMONS

1st June 2017

Dear Member

You are hereby summoned to attend a meeting of the **Town Council** at the Council Chamber, Civic Centre on Wednesday 7th June 2017 at 7:30pm or at the conclusion of the public participation session.



Mr S Nash
CEO / Town Clerk

PUBLIC PARTICIPATION

If required, the meeting will be preceded by a public participation period of up to 15 minutes at 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items with the permission of the Chairman / Mayor

RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile phone devices to silent for the duration of the meeting.

MOBILE PHONES

Member of the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

AGENDA

1. To receive Apologies for Absence
2. To receive Declarations of Interest
3. To approve as correct the Minutes of the Meeting held on Wednesday 10th May 2017.

4. To receive Minutes of Committees and approve recommendations contained therein:
3rd May 2017 – Development Control
5. **TERMS OF REFERENCE**
To approve the terms of reference for all committees (Report A)
6. **STANDING ORDERS**
To approve amendments to standing orders recommended by CEO
7. **PUBLICATIONS POLICY**
To approve the new publications policy as required by the Transparency Code (Report B)
8. **FREEDOM OF INFORMATION ACT POLICY**
To approve the FOI policy as required by the Transparency Code (Report C)
9. **ENVIRONMENTAL POLICY**
To approve the policy attached (Report D)
10. **ANNUAL RETURN**
To approve the Annual Return (RFO will be available to ask questions of)
11. **Mayors Communication**
To receive such communications as the Town Mayor may desire to lay before the Council (Councillors are reminded that no decision making may take place as a result of this item)
12. **Report from County and District Councillors**
(Councillors are reminded that no decision making may take place as a result of this item)
13. **Date of next meeting – 5th July 2017**
14. **Forthcoming Meetings – To note the following dates**

21st June 2017 – Development Control
21st June 2017 – Policy and Finance
21st June 2017 – Personnel

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or snash@swanleytowncouncil.gov.uk

Council Members:

Mayor Cllr Ball

Leader Cllr Morris

Cllr L Dyball

Cllr C Barnes

Cllr L Gaire

Cllr S Gaire

Cllr T Searles

Cllr M Hogg

Cllr Horwood

Cllr Halford

Cllr Scott

Cllr Willingale

Cllr J Barnes

Cllr E Komolafe

Cllr V Southern

Cllr P Darrington



COMMITTEE TERMS OF REFERENCE

Leadership Group

Leadership Group

The Leadership group provides an immediate response to concerns, issues or questions raised by the CEO/Town Clerk in relation to the activities of the Town Council and its forward plan or involvement in local events. Members of the Leadership group also provide Line Management of the CEO and will be responsible for his annual appraisal and performance requirements. They will report to appropriate committees any of their actions which relate to operational or budgetary changes and seek ratification of decisions from the appropriate committee as required.

The Leadership group shall have the following powers:

- a) To agree the contracts of key personnel, including: CEO, RFO, Civic Manager, Estates Manager and Venue Managers
- b) To agree with the CEO the staffing structure of the Town Council within existing budgets and specific to the needs of the council.
- c) To delegate to the CEO such authority as required to allow for the smooth running of the Town Council's activities if:
 - Within existing budgets or permitted expenditure
 - The Town Council has the power or authority to act in these matters
 - That such actions are legally allowed under an appropriate piece of legislation
 - That such actions will not bring the town council into disrepute
 - Any delay in decision making would incur additional costs or liability upon the town council
- d) To sign cheques and view bank balances upon request
- e) To formulate and agree Tender Documents alongside the CEO for new projects or to seek better services via existing service provision as appropriate
- f) To agree contracts with External Providers which exceed the limit granted to the CEO under delegated powers.

- g) To agree changes to rental income / charges which are needed to allow increased use of Town Council facilities by local community groups which exceed the powers delegated to the CEO.
- h) To manage all aspects of performance of the Chief Executive Officer including conducting regular performance reviews. To make recommendations in conjunction with the Policy and Finance Committee concerning remuneration of the Chief Executive Officer

N.B All decisions made by the Leadership group should be notified to Full Council at the earliest opportunity and where needed must be ratified at the first available council meeting.

Development Control Committee

The Development Control Committee is consulted on all planning applications within the parish. The committee may listen to comments from residents before responding with comments to Sevenoaks District Council which is the Planning Authority for the area.

The Development Control Committee shall as far as possible and practical have due regard to the political balance of the Council and allocate places to other parties. For the year 2017/18 the Committee shall consist of seven councillors, this will be formed by four Conservative members and three Labour members. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Development Control Committee shall have the following powers:

- a) To consider and comment on planning applications notified to the Council under the Town and Country Planning Acts and to resolve its decisions thereon
- b) If the meeting is inquorate urgent applications will be referred to Full Council should there not be another Committee meeting prior to the response deadline
- c) To consider and monitor local development plans and strategic planning issues
- d) Review STC strategy with regard the Development of its own existing or new facilities within the town
- e) Explore Commercial Development within the town both for STC and for the local business community.
- f) Seek government and other forms of funding as appropriate to support future Development in areas of the town which create opportunities for economic development

Estates and Facilities Committee

The Estates and Facilities Committee is responsible for the management and maintenance of all leisure facilities, parks and open spaces and land or buildings owned or managed by Swanley Town Council including St Mary's Recreation Ground (in conjunction with the charity trustees) verge and maintenance contracts with KCC and SDC, footpaths and allotments.

The Committee is also responsible for liaising with Kent Highways Services and Sevenoaks District Council on all issues related to roads, including road maintenance, flood issues, bus services and winter plans.

The Estates and Facilities Committee shall be as far as possible and practical have due regard to the political balance of the Council. For the year 2017/18 the Committee shall consist of seven councillors, this will be formed by four Conservative members and three Labour members. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Estates and Facilities Committee shall have the following powers:

- a) To resolve minor matters connected with the following:
- b) Highways and traffic regulations, including bus services
- c) Trees and Planting, TPOs
- d) Access licences over Council property
- e) Street naming and numbering, naming of buildings
- f) To respond to consultative documents concerning highways, transportation and environmental issues
- g) To consider and develop a Swanley Parish Plan
- h) To consider the environmental impacts to the Town and make recommendations of actions to Full Council for the improvement of these.
- i) Where possible to seek external funding to develop activities for all age groups within the town creating opportunities for intergenerational partnership and networking where possible
- j) To manage the facilities and activities within Swanley Park and review developments there annually.
- k) To review all Risk Assessments and Procedures relating to park activities at least every 3 years and for every new activity created prior to the commencement of such activities.

Policy and Finance Committee

The Policy and Finance Committee are responsible for all financial, legal and audit issues of the Council.

The Policy and Finance Committee shall be as far as possible and practical have due regard to the political balance of the Council. For the year 2017/18 the Committee shall consist of seven councillors, this will be formed by four Conservative members and three Labour members. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Policy and Finance Committee shall have the following powers:

- a) The power to consider the financial estimates of the Council and recommend the level of precept to be levied to Full Council
- b) The power to approve and oversee the Council's revenue and capital budget following approval by Full Council
- c) To ensure the proper collection and reporting of all types of all revenue streams for the Town Council and the raising and/or renewal of local and insurances are carried out
- d) To be responsible for the banking, financial and accounting methods of the Council and their regular inspections.
- e) To consider and develop the annual budget for adoption by Full Council in conjunction with the CEO and other council officers.
- f) To consider and approve all items relating to income and expenditure as set out in the Council's budget
- g) To allocate Grant Aid as set out in the Grant Aid procedure
- h) To consider the Annual Audit Report and take action to resolve any recommendation therein
- i) To review probity and the effectiveness of the internal controls including the action recommended in the internal Auditor's annual report
- j) To review all major assets (valued over £25,000) of the Council annually and review minor assets (Valued under £25,000) at least 3 yearly with the CEO and Estates Manager.
- k) To review contracts, concessions and service plans which are provided by external contractors upon renewal

Personnel Committee

Given the time scales between meetings it is recommended that this Committee no longer holds diarised meeting throughout the year and instead is only called to meetings as and when required.

While membership is retained and a Chairmanship is still allocated there is little reason to try and fill an Agenda when the Personnel Committee has no issues to deal with. Instead it would seem a more logical option to only be brought together to deal with specific issues of staff discipline or major organisational changes.

Much of the 'Personnel Work' or day to day management of staff will be picked up under Estates and Facilities which is where staff are employed and where staff turnover and recruitment is almost a weekly occurrence. This is also important in providing a joined up approach to costings, keeping a closer eye on the spending made against staff employment or facilities.

Recommendation: That the Personnel Committee (and Appeals Committee) become a dormant committee only required to form as and when required when requested by the Chair of the Committee, CEO and/or Leadership Group.

Recommendation: That the Personnel Sub Committee is disbanded and that the responsibility for managing the CEO is given to the Leadership Group.

Personnel Committee

The Personnel Committee is responsible for HR matters of the Council.

The Personnel Committee shall be as far as possible and practical have due regard to the political balance of the Council. For the year 2017/18 the Committee shall consist of seven councillors, this will be formed by four Conservative members and three Labour members. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Personnel Committee shall have the following powers:

- a) To oversee all matters relating to general staffing, grievance, disciplinary issues in accordance with the Council's established policy
- b) To consider the development, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees
- c) To consider schemes of employment such as modern apprenticeships
- d) To determine and approve the policies and procedures of the Council in connection with all matters of personnel

Appeals Committee

The Appeals Committee shall hear and determine matters of appeal in cases of discipline, grievance and efficiency of service.

The Appeals Committee shall be as far as possible and practical have due regard to the political balance of the Council. For the year 2017/18 the Committee shall consist of three councillors, this will be formed by two Conservative members and one Labour member. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Appeals Committee shall be formed as and when it is required.

The Appeals Committee shall have the power to:

- a) Deal with matters referred to it by either individual staff members or by the Council

Swanley Town Council Standing Orders

1.	Rules of debate at meetings	page 2
2.	Disorderly conduct at meetings	4
3.	Meetings generally	4
4.	Committees and sub-committees	7
5.	Ordinary council meetings	8
6.	Extraordinary meetings of the council and committees and sub-committees	9
7.	Previous resolutions	10
8.	Voting on appointments	10
9.	Substitutions	10
10.	Motions for a meeting that require written notice to be given to the Proper Officer	10
11.	Motions at a meeting that do not require written notice	12
12.	Handling confidential or sensitive information	13
13.	Draft minutes	13
14.	Code of conduct and dispensations	14
15.	Code of conduct complaints	15
16.	Proper Officer	15
17.	Responsible Financial Officer	16
18.	Accounts and accounting statements	17
19.	Financial controls and procurement	17
20.	Handling staff matters	19
21.	Requests for information	20
22.	Relations with the press/media	20
23.	Execution and sealing of legal deeds	20
24.	Communicating with District and County Councillors	20
25.	Restrictions on councillor activities	21
26.	Standing orders generally	21
27.	Delegation of Powers to Chief Executive Officer	21

Swanley Town Council Standing Orders

1. Rules of debate at meetings

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting (Mayor in the case of Full Council).
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting (Mayor in the case of Full Council) as withdrawn.
- d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f) If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g) An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting (Mayor in the case of Full Council), is expressed in writing to the chairman of the meeting (Mayor in the case of Full Council).
- h) A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting (Mayor in the case of Full Council).
- j) Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k) One or more amendments may be discussed together if the chairman of the meeting (Mayor in the case of Full Council) considers this expedient but each amendment shall be voted upon separately.
- l) A councillor may not move more than one amendment to an original or substantive motion.
- m) The mover of an amendment has no right of reply at the end of debate on it.

Swanley Town Council Standing Orders

- n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o) Unless permitted by the chairman of the meeting (Mayor in the case of Full Council), a councillor may speak only once in the debate on a motion except:
- I. to speak on an amendment moved by another councillor;
 - II. to move or speak on another amendment if the motion has been amended since he last spoke;
 - III. to make a point of order;
 - IV. to give a personal explanation; or
 - V. in exercise of a right of reply.
- p) During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q) A point of order shall be decided by the chairman of the meeting (Mayor in the case of Full Council) and his decision shall be final.
- r) When a motion is under debate, no other motion shall be moved except:
- I. to amend the motion;
 - II. to proceed to the next business;
 - III. to adjourn the debate;
 - IV. to put the motion to a vote;
 - V. to ask a person to be no longer heard or to leave the meeting;
 - VI. to refer a motion to a committee or sub-committee for consideration;
 - VII. to exclude the public and press;
 - VIII. to adjourn the meeting; or
 - IX. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s) Before an original or substantive motion is put to the vote, the chairman of the meeting (Mayor in the case of Full Council) shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t) Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed two minutes without the consent of the chairman of the meeting (Mayor in the case of Full Council).

Swanley Town Council Standing Orders

2. Disorderly conduct at meetings

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If person(s) disregard the request of the chairman of the meeting (Mayor in the case of Full Council) to moderate or improve their conduct, any councillor or the chairman of the meeting (Mayor in the case of Full Council) may move that the person be no longer heard or may be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c) If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting (Mayor in the case of Full Council) may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally


- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a) Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b) The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c) The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

Swanley Town Council Standing Orders

- e) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f) The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting (Mayor in the case of Full Council).
- g) Subject to standing order 3(f) above, a member of the public shall not speak for more than 2 minutes.
- h) In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting (Mayor in the case of Full Council) may direct that a written or oral response be given.
- i) A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j) A person who speaks at a meeting shall direct his comments to the chairman of the meeting (Mayor in the case of Full Council).
- k) Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting (Mayor in the case of Full Council) shall direct the order of speaking.
- l) Persons are entitled to:
 - I. Film, photograph or make an audio recording of a meeting;
 - II. Use any other means for enabling those persons not present to see or hear proceedings at a meeting as it takes place or later in a manner that is not disruptive to the meeting. Such disruption may lead to the suspension of the meeting;
 - III. Report or comment on the proceedings in writing during or after a meeting or orally report or comment after a meeting.
- m) The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- n) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor of the Council may in his absence be done by, to or before the Deputy Mayor of the Council.

Swanley Town Council Standing Orders

- o) The Chairman (Mayor in the case of Full Council), if present, shall preside at a meeting. If the Chairman (Mayor in the case of Full Council) is absent from a meeting, the Vice-Chairman (Deputy Mayor in the case of Full Council), if present, shall preside. If both the Chairman (Mayor in the case of Full Council) and the Vice-Chairman (Deputy Mayor in the case of Full Council) are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- p) Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- q) The chairman of a meeting (Mayor in the case of Full Council) may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. *See standing orders 5(i) and (j) below for the different rules that apply in the election of the Mayor of the Council at the annual meeting of the council.*
- r) Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- s) The minutes of a meeting shall include an accurate record of the following:
- I. the time and place of the meeting;
 - II. the names of councillors present and absent;
 - III. interests that have been declared by councillors and non-councillors with voting rights;
 - IV. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - V. if there was a public participation session; and
 - VI. the resolutions made.
-  t) A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

Swanley Town Council Standing Orders

- u) No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.
See standing order 4 d(viii) below for the quorum of a committee or sub-committee meeting.

- v) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- w) A meeting shall not exceed a period of two and a half hours.

4. Committees and sub-committees

- a) Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee, only within the existing terms of reference of that committee.
- b) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c) Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d) The council may appoint standing committees or other committees as may be necessary, and:
 - I. shall determine their terms of reference;
 - II. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - III. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - IV. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - V. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;

Swanley Town Council Standing Orders

- VI. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- VII. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- VIII. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- IX. shall determine if the public may participate at a meeting of a committee;
- X. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- XI. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- XII. may dissolve a committee.

5. Ordinary council meetings

- a) In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b) In a year which is not an election year, the Annual Meeting of a council shall be held on such day in May as the council may direct.
- c) If no other time is fixed, the annual meeting of the council shall take place at 7:30pm.
- d) In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e) The first business conducted at the annual meeting of the council shall be the election of the Mayor and Deputy Mayor of the Council.
- f) The Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g) The Deputy Mayor, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the council.
- h) In an election year, if the current Mayor has not been re-elected as a member of the council, he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of an equality of votes.

Swanley Town Council Standing Orders

- i) In an election year, if the current Mayor has been re-elected as a member of the council, he shall preside at the meeting until a new Mayor has been elected. He may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.
- j) Following the election of the Mayor and Deputy Mayor at the annual meeting of the council, the business of the annual meeting shall include:
 - I. In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of his acceptance of office form unless the council resolves for this to be done at a later date;
 - II. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - III. Receipt of the minutes of the last meeting of a committee;
 - IV. Consideration of the recommendations made by a committee;
 - V. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - VI. Review of the terms of reference for committees;
 - VII. Appointment of members to existing committees;
 - VIII. Appointment of any new committees in accordance with standing order 4 above;
 - IX. Review and adoption of appropriate standing orders and financial regulations;
 - X. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - XI. Review of representation on or work with external bodies and arrangements for reporting back;
 - XII. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
 - XIII. Review of inventory of land and assets including buildings and office equipment;
 - XIV. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - XV. Review of the council's and/or staff subscriptions to other bodies;

Swanley Town Council Standing Orders

- XVI. Review of the council's complaints procedure;
- XVII. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- XVIII. Review of the council's policy for dealing with the press/media; and
 - k) determining the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of full council.

6. Extraordinary meetings of the council and committees and sub-committees

- a) The Mayor may convene an extraordinary meeting of the council at any time.
- b) If the Mayor does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- c) The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d) If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee [or the sub-committee], any two members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

7. Previous resolutions

- a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b) When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

Swanley Town Council Standing Orders

8. Voting on appointments

- a) Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote of the chairman of the meeting (Mayor in the case of full council).

9. Substitutions

- a) A councillor may appoint a substitute in their place at meetings of all committees and sub committees. The substitution shall only be done by the absent councillor when giving apologies to the Proper Officer. It shall be the absent councillor's responsibility to secure a substitute. **Substitutions cannot be made once a meeting has started.**
- b) If the member of the committee who sent apologies and arranged the substitution subsequently attends the meeting he shall not be permitted to participate in the debate or vote on business transacted at the meeting.
- c) In the event of the Chairman of the meeting being absent and appointing a substitute, the substitute councillor may act as an ordinary member of the committee and will not automatically assume rights as chairman.
- d) The councillor that attends as a substitute shall have full voting rights.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- a) A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c) The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

Swanley Town Council Standing Orders

- d) If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.
- e) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting (Mayor in the case of Full Council) or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f) If the motion is duplicitous the Proper Officer may reject the motion and should advise the councillor putting forward the motion of his reasons.
- g) Subject to standing order 10(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- h) Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- i) Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

11. Motions at a meeting that do not require written notice

- a) The following motions may be moved at a meeting without written notice to the Proper Officer;
 - I. to correct an inaccuracy in the draft minutes of a meeting;
 - II. to move to a vote;
 - III. to defer consideration of a motion;
 - IV. to refer a motion to a particular committee or sub-committee;
 - V. to appoint a person to preside at a meeting;
 - VI. to change the order of business on the agenda;
 - VII. to proceed to the next business on the agenda;
 - VIII. to require a written report;
 - IX. to appoint a committee or sub-committee and their members;
 - X. to extend the time limits for speaking;
 - XI. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - XII. to not hear further from a councillor or a member of the public;
 - XIII. to exclude a councillor or member of the public for disorderly conduct;

Swanley Town Council Standing Orders

- XIV. to temporarily suspend the meeting;
- XV. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- XVI. to adjourn the meeting; or
- XVII. to close a meeting.

12. Handling confidential or sensitive information

- a) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b) Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

13. Draft minutes

- a) If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy they shall be taken as read.
- b) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11
- c) (a)(i) above.
- d) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting (Mayor in the case of Full Council) and stand as an accurate record of the meeting to which the minutes relate.
- e) If the chairman of the meeting (Mayor in the case of Full Council) does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
- f) “The chairman of this meeting / The Mayor does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- g) Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

Swanley Town Council Standing Orders

14. Code of conduct and dispensations

See also standing order 3(t) above.

- a) All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b) Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c) **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- d) A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- e) A dispensation request shall confirm:
 - I. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - II. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - III. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - IV. an explanation as to why the dispensation is sought.
- f) Subject to standing orders 14(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- g) A dispensation may be granted in accordance with standing order 14(e) above if having regard to all relevant circumstances the following applies:
 - I. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - II. granting the dispensation is in the interests of persons living in the council's area or
 - III. it is otherwise appropriate to grant a dispensation.

Swanley Town Council Standing Orders

15. Code of conduct complaints

- a) Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 12 above, report this to the council.
- b) Where the notification in standing order 15(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 15(d) below.

The council may:

- c) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
- d) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- e) Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

16. Proper Officer

- a) The Proper Officer shall be either (i) the Town Clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b) The Proper Officer shall:
 - I. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery, post or e mail at their residences, a signed summons confirming the time, place and the agenda.
 - II. *See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.*
 - III. give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);
 - IV. *See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*

Swanley Town Council Standing Orders

- V. subject to standing order 10 above, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming his withdrawal of it;
- VI. convene a meeting of full council for the election of a Mayor, occasioned by a casual vacancy in his office;
- VII. facilitate inspection of the minute book by local government electors;
- VIII. receive and retain copies of byelaws made by other local authorities;
- IX. retain acceptance of office forms from councillors;
- X. retain a copy of every councillor's register of interests;
- XI. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- XII. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- XIII. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- XIV. arrange for legal deeds to be executed;
- XV. *See also standing order 23 below*, arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- XVI. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- XVII. refer a planning application received by the council to the Mayor or in his absence the Deputy Mayor within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Development Control Committee
- XVIII. manage access to information about the council via the publication scheme; and retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect. *See also standing order 23 below.*

Swanley Town Council Standing Orders

17. Responsible Financial Officer

- a) The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. Accounts and accounting statements

- a) "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England) and Financial Regulations issued by NALC 2016.
- b) All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c) The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - I. the council's receipts and payments for each quarter;
 - II. the council's aggregate receipts and payments for the year to date;
 - III. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - I. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - II. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e) The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

Swanley Town Council Standing Orders

19. Financial controls and procurement

- a) The council shall consider and approve Financial Regulations drawn up by the Proper Officer and Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - I. the keeping of accounting records and systems of internal controls;
 - II. the assessment and management of financial risks faced by the council;
 - III. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - IV. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - V. procurement policies (subject to standing order 19(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £60,000.

- b) Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c) Financial Regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 19(d) below.

- d) Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - I. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - II. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - III. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - IV. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

Swanley Town Council Standing Orders

- V. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - VI. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
 - VII. All tendering should where possible be entered through the Government Portal under an appropriate heading
- e) Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f) Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

20. Handling staff matters

- a) A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 12 above.
- b) Subject to the council's policies absence and day to day management of staff shall be handled by the Chief Executive Officer, in accordance with the delegated powers.
- c) The Leadership Group shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Chief Executive Officer.
- d) Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the CEO in respect of formal or informal grievance matters.
- e) Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Chief Executive Officer relates to the Chairman, Leader or Vice-Chairman or Vice Leader this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f) Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

Swanley Town Council Standing Orders

- g) The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h) Only persons with line management responsibilities shall have access to staff records referred to in standing orders 20(f) and (g) above if so justified.
- i) Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 20 (f) and (g) above shall be provided only to the Chief Executive Officer.

21. Requests for information

- a) Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b) Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and Audit committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

22. Relations with the press/media

- a) Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 16(b)(xii) and (xvii) above.

- a) A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b) Subject to standing order 23(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

Swanley Town Council Standing Orders

24. Communicating with District and County councillors

- a) An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council.
- b) Unless the council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the council.

25. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - I. inspect any land and/or premises which the council has a right or duty to inspect; or
 - II. issue orders, instructions or directions to any member of staff

No councillor may be authorised at any time to carry out negotiations, determine actions or make decisions on behalf of the council. Only the Proper Officer of the Council may receive these delegated powers.

26. Standing orders generally

- a) All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c) The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d) The decision of the chairman of a meeting (Mayor in the case of Full Council) as to the application of standing orders at the meeting shall be final.

Swanley Town Council Standing Orders

27. Delegation of Powers to Chief Executive Officer

- a) To be responsible for allocating and controlling the manpower resources of the Council
- b) To be responsible for the works contained in the Council's revenue and capital budget
- c) To undertake continuing reviews and appraisals of the various facilities and services provided by or on behalf of the Council and make recommendations to the relevant Committee.
- d) To implement the internal controls, in conjunction with nominated members of the Finance Committee
- e) To be responsible for all matters relating to general staffing, grievance, disciplinary issues in accordance with the Councils established policy, other than for the Chief Executive position
- f) To determine and approve the establishment, job descriptions and grading of employees for the administration of the Council, other than the Chief Executive position
- g) To ensure Swanley Banqueting meets its financial and service targets
- h) Responsible for the hiring arrangements of Town Council venues and facilities including Swanley Banqueting
- i) Responsible for the Town Council newsletter and marketing material for the Town Council and Swanley Banqueting
- j) To approve Town Council expenditure up to £3000 for normal repairs and maintenance outside of pre-approved budgets
- k) Responsible for routine office administration expenses
- l) To take appropriate action on emergency matters, if time allows this should be done after consultation with the Full Council.
- m) To set the sales and marketing strategy for Swanley Banqueting
- n) To authorise members attendance at conferences, courses and meetings within the budget

Swanley Town Council

Caring for our Community

Publication Scheme

1. INTRODUCTION

The purpose of the scheme, published with reference to the Information Commissioner's Office Model Publication Scheme 2008, is to identify information which is available to publish as part of Swanley Town Council's ("the Council") normal business activities.

The scheme commits the Council to:

- Proactively publishing or otherwise making available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications detailed in Section 2
- Specifying information which is held by the Council and falls within the classifications detailed in Section 2
- Proactively publishing or otherwise making available as a matter of routine, information in line with the statements contained within this scheme
- Producing and publishing the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- Reviewing and updating on a regular basis the information made available under this scheme
- Producing a schedule of any fees charged for access to information which is made proactively available
- Making this publication scheme available to the public

2. CLASSES OF INFORMATION

- **"Who we are and what we do"**
Organisational information, locations and contacts, constitutional and legal governance
- **"What we spend and how we spend it"**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- **"What our priorities are and how we are doing"**
Strategy and performance information, plans, assessments, inspections and reviews
- **"How we make decisions"**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
- **"Our policies and procedures"**
Current written protocols for delivering Council functions and responsibilities
- **"Lists and registers"**
Information held in registers required by law and other lists and registers relating to the functions of the Council

- **“The services we offer”**

Advice and guidance, booklets and leaflets, transactions and media releases; a description of the services offered

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

3. METHODS OF PUBLICATION

Appendix I clearly indicates what information is covered under this scheme and how that it can be obtained.

Wherever possible the Council will publish the information on its website (www.swanleytowncouncil.gov.uk). When publishing information in this way is impracticable, or when an individual does not wish to access the information via this method, the Council will advise how the information can be obtained by alternative means and provide it by those means.

In exceptional circumstances some information may only be available by viewing in person; in such instances contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. CHARGES

Any charges made for routinely published material will be justified and kept to a minimum. Information published on the website will be free of charge.

The current schedule of charges can be found in Appendix 2. If a charge is to be made, confirmation of the payment due will be given before the information is provided.

In some instances payment may be requested prior to provision of the information.

Charges may be made for actual costs incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

5. WRITTEN REQUESTS

Information not published under this scheme can be requested in writing. In such instances its provision will be considered in accordance with the provisions of the Freedom of Information Act.

APPENDICES

Appendix 1 Information available and methods of publication

Appendix 2 Schedule of Charges

Steve Nash – CEO & Proper Officer

Signed

Dated

*This policy was approved at a meeting of the Policy & Finance Committee on 7 June 2017.
It will be kept up to date as the size and nature of the Council changes or as new legislation is introduced.
Otherwise date of next review June 2020*

Appendix I

Information available from Swanley Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
WHO WE ARE AND WHAT WE DO <i>(current information only)</i> Organisational information, structures, locations and contacts		
Who's who on the Council and its Committees	Web-site: www.swanleytowncouncil.gov.uk & available from Council office	FREE
Contact details for Town Clerk and Council members <i>(named contacts with telephone number and email address (if used))</i>	Web-site: www.swanleytowncouncil.gov.uk & available from Council office	FREE
Location of main Council office and accessibility details: The Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU Open Monday - Friday 09:00 – 17:00. Lift available for disabled visitors.	Web-site: www.swanleytowncouncil.gov.uk & available from Council office	FREE
Staffing structure	Web-site: www.swanleytowncouncil.gov.uk & available from Council office	FREE
WHAT WE SPEND AND HOW WE SPEND IT <i>(current and previous financial year as a minimum)</i> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits		
Annual Return and report by auditor	Available for viewing at Council Office Web-site: www.swanleytowncouncil.gov.uk Copies available on request	FREE £2.25
Finalised budget	Web-site: www.swanleytowncouncil.gov.uk Copies available from Council Offices Council Tax leaflet distributed annually by Kent County Council and Sevenoaks District Council	FREE

Information to be published	How the information can be obtained	Cost
Precept	Web-site: www.swanleytowncouncil.gov.uk Copies of budget available as above Council Tax leaflet distributed annually by Kent County Council	FREE
Financial Standing Orders and Regulations	See "Our Policies and Procedures" section below	
Grants	Grants awarded are available on the Web-site: www.swanleytowncouncil.gov.uk	
List of current contracts awarded and value of contract	Not currently available, under development	
Members' allowances and expenses	No ordinary members allowance is paid; the Mayor receives an annual allowance. Details available on request	FREE
WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING Strategies and plans, performance indicators, audits, inspections and reviews		
Town Council Strategy	Web-site: www.swanleytowncouncil.gov.uk Hard copies available from Council Offices	FREE
Annual Report to Town Meeting (current and previous year as a minimum)	Web-site: www.swanleytowncouncil.gov.uk Hard copies available from Council Offices NB Annual report is published in draft for Annual Town Meeting and finalised following adoption of accounts each year	FREE

Information to be published	How the information can be obtained	Cost
HOW WE MAKE DECISIONS <i>(current and previous council year as a minimum)</i> Decision making processes and records of decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web-site: www.swanleytowncouncil.gov.uk & available from Council office	FREE
Agendas of meetings (as above)	Web-site: www.swanleytowncouncil.gov.uk Council notice boards at Council Office Copies available on request	FREE See Appendix 2
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.	Draft produced within one month of the meeting and available from web-site: www.swanleytowncouncil.gov.uk Copies available on request	FREE See Appendix 2
Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting.	Web-site: www.swanleytowncouncil.gov.uk Copies available on request	FREE See Appendix 2
Responses to consultation papers	Included in minutes (see above)	See above (minutes)
Responses to planning applications	Included in minutes (see above)	See above (minutes)
Bye-laws	The Council has not enacted any byelaws	

Information to be published	How the information can be obtained	Cost
OUR POLICIES AND PROCEDURES <i>(current information only)</i> Written protocols, policies and procedures for delivering our services and responsibilities		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> ➤ Procedural standing orders ➤ Financial Regulations ➤ Committee and sub-committee terms of reference ➤ Delegated authority in respect of officers ➤ Code of Conduct ➤ Policy statements ➤ Fund Raising Strategy ➤ Markets Policy ➤ Child Protection ➤ Press Policy ➤ Lone Working Policy 	Web-site: www.swanleytowncouncil.gov.uk To be added to site as and when approved or amended Copies available on request	FREE See Appendix 2
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> ➤ Equality and diversity policy ➤ Health and Safety policy ➤ Recruitment policies (including current vacancies) ➤ Policies and procedures for handling requests for information ➤ Complaints procedures <i>(including those covering requests for information and operating the publication scheme)</i> ➤ Staff Suggestion Scheme ➤ Whistle Blowing Policy 	Web-site: www.swanleytowncouncil.gov.uk currently <ul style="list-style-type: none"> ➤ Equal Opportunities Policy, ➤ Current vacancies ➤ Freedom of Information/Publication Scheme Others to added as and when approved Copies available on request	FREE See Appendix 2
Information security policy	Not currently available, under development	
Records management policies (records retention, destruction and archive)	Web-site: www.swanleytowncouncil.gov.uk Copies available on request	FREE See Appendix 2

Information to be published	How the information can be obtained	Cost
LISTS AND REGISTERS <i>(currently maintained lists and registers only)</i>		
Any publicly available register or list	None available	
Assets Register	Copy available on request	See Appendix 2
Disclosure log (indicating the information that has been provided in response to requests)	Not currently available	
Register of members' interests	Available from the District and Town Council Web-site: www.swanleytowncouncil.gov.uk	
Register of gifts and hospitality	Available on request	See Appendix 2
THE SERVICES WE OFFER <i>(current information only)</i> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Closed Churchyards	There are none being maintained by this council	
The Civic Centre and other Community Buildings	Web-site: www.swanleytowncouncil.gov.uk	FREE
Parks, playing fields and recreational facilities	Web-site: www.swanleytowncouncil.gov.uk & available on request	FREE
Allotments	Web-site: www.swanleytowncouncil.gov.uk & available on request	FREE
Recreational activities	Web-site: www.swanleytowncouncil.gov.uk	FREE
Seating, litter bins, clocks, memorials, signs and lighting	Details to be added to website; meanwhile information available on request	FREE

Information to be published	How the information can be obtained	Cost
CCTV system	Details to be added to website; meanwhile information available on request	FREE
Floral Displays, trees and general amenity areas	Web-site: www.swanleytowncouncil.gov.uk	FREE
Bus shelters	Details to be added to website; meanwhile information available on request	FREE
Events, shows and entertainments	Web-site: www.swanleytowncouncil.gov.uk	FREE
Markets	Web-site: www.swanleytowncouncil.gov.uk	
Concession agreements	Details available on request	FREE
Senior Passport to Leisure	Web-site: www.swanleytowncouncil.gov.uk and via the Link Centre, St Marys Road	FREE
Car Parking	Web-site: www.swanleytowncouncil.gov.uk	FREE
Commercial Buildings for long term lease	Details available on request	FREE
ADDITIONAL INFORMATION		
Provides the Council with the opportunity to publish information that is not itemised in the lists above		

Enquiries or requests for information detailed above should be made to:

**The CEO
Mr Steve Nash
The Civic Centre
St Marys Road
Swanley
Kent
BR8 7BU**

Telephone: 01322 665855

Email: towncouncil@swanleytowncouncil.gov.uk

Appendix 2

SCHEDULE OF CHARGES

Charges correct as at May 2017

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5.0p per sheet of A4 single sided and 7.5p per sheet double sided (black & white)	Actual cost *
	Photocopying @ 7.5p per sheet of A4 single sided and 15.0p per sheet double sided (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	In accordance with the relevant legislation (Council to quote the actual statute)
Other	Where staff time is used to collate such information beyond 1 hours work time there will be a charge of £15 per hour or part thereof	

* the actual cost incurred by the Council

Swanley Town Council
Caring for our Community

Freedom of Information Policy Statement

Swanley Town Council’s (“the Council”) statement of policy in regard to Freedom of Information is:

“The Council supports the Freedom of Information Act’s objectives of openness, accountability and transparency in the public sector”

The Council will:

- Publish and maintain a Publication Scheme that at least meets the requirements of the Freedom of Information Act, as recommended by the National Association of Local Councils
- Offer advice and assistance to applicants seeking information
- Respond promptly to all requests, acknowledging receipt of the request and informing the applicant of the anticipated time to release the information
- Where exemptions are applicable, inform the applicant of these and indicate as soon as possible any impact this has on the timetable for responding to the request
- Inform applicants whose requests are deemed vexatious or repeated that their request will be exempted
- Assist, where possible, an applicant who is unable to detail their request in writing
- Inform an applicant of any charges likely to be levied
- Inform an applicant of alternative information that can be provided free, where the specific request would incur a charge
- Consider the impact of other related legislation such as the Data Protection Act and the modernising government agenda

In addition to this policy the Council will issue detailed procedures to ensure staff will meet their obligations as set out in the Freedom of Information Act.

Steve Nash – CEO & Proper Officer

Signed

Dated

*This policy was approved at a meeting of the Policy & Finance Committee on 7th June 2017.
It will be kept up to date as the size and nature of the council changes or as new legislation is introduced.
Otherwise date of next review May 2020*

Swanley Town Council

Environmental Policy Statement

Swanley Town Council's statement of general policy is to:

- Provide adequate resources to ensure that Swanley Town Council ("the Council") is able to perform all of its duties as required by Environmental legislation
- Provide a standard of adequate control of the environmental risks arising from our work activities
- Ensure safe and legal managed handling and disposal of all waste
- Provide adequate equipment, containment and cleaning materials to manage waste where identified as necessary
- Provide timely information, instruction and supervision for employees on environmental matters
- Regularly encourage environmental improvement initiatives
- Evaluate the potential to recover or recycle our waste materials
- Prevent accidents and cases of work-related ill health, through maintaining good environmental risk assessment and control
- Seek to minimise noise and vibration and to maintain healthy working conditions for our staff and contractors
- Review and revise this policy as necessary at regular intervals
- In describing disposal methods the Council will seek Best Value in selecting a disposal method which may involve burning, though this will be limited to Natural Products only and in limited quantities.

The Council also accepts its part in the responsibility for the local environment and conservation of resources and will endeavour to improve 'progressively' its environmental performance and will comply with legislation.

All employees including volunteers have a responsibility to co-operate with supervisors and managers to make environmental improvement, minimising waste and maximising recycling.

Overall and final responsibility for the environmental controls of the Council is delegated by the Council to:

Steve Nash – CEO & Proper Officer

Signed

Dated

This policy was approved on 7th June 2017. It will be kept up to date as the size and nature of the Council changes or new legislation is introduced. Otherwise date of next review

No.	Description	31 March 2016 (£)	31 March 2017 (£)	Reference / Comment
1	Balances Brought Forward	485,428.00	84,276.00	Value to agree with Box 7 from previous year
2	+ Precept or Rates and Levies	514,361.00	519,509.00	
3	+ Total Other Receipts	1,412,940.00	1,326,764.00	Bank Rec Report, less Debtors 2016 + Debtors 2017
4	- Staff Costs	1,296,436.00	894,263.00	
5	- Loan Interest / Capital Repayments	9,391.00	9,391.00	See PWLB Loan Statement
6	- All Other Payments	1,022,626.00	992,784.00	Bank Rec Report, less Creditors 2016 + Creditors 2017
7	= Balances Carried Forward	84,276.00	34,111.00	Will equal sum of 1, 2 & 3 less sum of 4, 5 & 6
8	Total Value of Cash and Short Term Investments	305,683.00	55,820.91	See Bank Reconciliation: Amount is equal to CashBook value of Current Account
9	Total Fixed Assets plus Long Term Investments and Assets	5,915,850.00	5,915,850.00	
10	Total Borrowings	74,103.00	68,155.49	See PWLB Loan Statement / Extract from Website

<u>Item</u>	<u>Description</u>	<u>31 March 2016 (£)</u>	<u>31 March 2017 (£)</u>	<u>Variance (£)</u>	<u>Variance (%)</u>	<u>Detailed explanation of variance</u>
Box 2	Precept or Rates and Levies	514,361.00	519,509.00	5,148.00	1.001	
Box 3	Total Other Receipts	1,412,940.00	1,326,764.00	-86,176.00	-6.099	
Box 4	Staff Costs	1,296,436.00	894,263.00	-402,173.00	-31.021	See Note ^[1] Below
Box 5	Loan Interest / Capital Repayments	9,391.00	9,391.00	0.00	0.000	
Box 6	All Other Payments	1,022,626.00	992,784.00	-29,842.00	-2.918	
Box 9	Total Fixed Assets plus Long Term Investments and Assets	5,915,850.00	5,915,850.00	0.00	0.000	
Box 10	Total Borrowings	74,103.00	68,155.49	-5,947.51	-8.026	

^[1] Following a further restructuring of the organisation, the staff costs reduced considerably over the year. At the start of the year (April 2016) Swanley Town Council had a total of 57nr employees reducing to 41nr employees at the end of the year (March 2017). A significant number of the people are no longer in the employ of Swanley Town Council and were offered or given redundancy, hence the significant reduction in staff costs.

Swanley Town Council

Bank Reconciliation 31 March 2017

Bank Statement Balance:	Current Account	71,079.45	
			71,079.45
Other Bank & Cash Accounts:	Active Saver	139.25	
	Mayor's Account	2,264.40	
	Recreation Ground	12,127.14	
	Alexandra Cash Account	1,351.36	
	Olympic Cash Account	291.32	
	Link Cash Account	25.45	
			16,198.92
			87,278.37

Unpresented Payments:	Date	Ref	Amount
	29/02/2016	26430/jclifton	132.80
	20/05/2016	100165/access	450.00
	18/05/2016	100150/norman	264.07
	01/05/2016	100118/toolstn	15.68
	22/09/2016	026507	299.15
	06/10/2016	026552	42.48
	17/11/2016	026656	282.42
	17/11/2016	Xmas Lights	250.00
	16/02/2017	100504	72.00
	15/03/2017	026888	451.20
	22/03/2017	100518	4,282.81
	23/03/2017	026893	114.00
	23/03/2017	026894	5,679.88
	23/03/2017	026896	176.79
	23/03/2017	026897	108.49
	23/03/2017	026898	839.29
	23/03/2017	026899	250.80
	23/03/2017	026901	238.26
	23/03/2017	026902	7,387.50
	23/03/2017	026903	72.00
	23/03/2017	026904	343.50
	23/03/2017	026905	835.10
	23/03/2017	026906	402.54
	23/03/2017	026909	410.77
	23/03/2017	026910	225.00
	23/03/2017	026911	425.00
	23/03/2017	026914	353.93
	23/03/2017	026915	1,544.40
	23/03/2017	026916	793.80
	23/03/2017	026917	271.17
	23/03/2017	026918	315.00
	23/03/2017	100519	1,094.84
	23/03/2017	100519	1,302.16
	23/03/2017	100519	2,156.07
			31,882.90

Unpresented Receipts:	Date	Ref	Amount
	30/03/2017	Alex to Current	30.00
	31/03/2017	Alex Sales	315.00
	31/03/2017	Alex Bar	54.30
	31/03/2017	Oly to Current	26.14
			55,395.47

			<u>425.44</u>
			<u><u>55,820.91</u></u>
Closing Book Balance:	Current Account	39,621.99	
	Other Bank & Cash Accounts	<u>16,198.92</u>	
			<u>55,820.91</u>
			<u><u>-</u></u>

Box	Description	Amount (£)	Balance (£)
7	Balances Carried Forward		34,111.00
	- Debtors		
	Debtors	75,107.64	
	Payments in Advance	0.00	
	Total Deductions		75,107.64
	+ Creditors		
	Creditors	58,405.21	
	Receipts in Advance	33,881.61	
	VAT Control	4,530.73	
	Total Additions		96,817.55
8	Total Value of Cash and Short Term Investments		55,820.91

Original Loan Amount (£):	100,000.00	Loan Start Date:	17 February 2011
Interest Rate (%):	4.74	Term (Years) :	15
Loan Type:	Fixed	Interest Rest Period	Bi-Annual

Statement Date	Description	Debit (£)	Credit (£)	Balance (£)
01-Apr-16	Balance Brought Forward			74,103.31
17-Aug-16	Loan Interest Due	1,756.25 ^[1]		
17-Aug-16	Loan Interest Paid		1,756.25	
17-Aug-16	Loan Capital Paid		2,939.08	
21-Feb-17	Loan Interest Due	1,686.69 ^[2]		
21-Feb-17	Loan Interest Paid		1,686.69	
21-Feb-17	Loan Capital Paid		3,008.74	
31-Mar-17	Balance Carried Forward			68,155.49
		3,442.94	9,390.76	

Interest Calculation

^[1]	Balance	74,103.31	
	Rate	4.74	
	Interest	1,756.25	$\frac{\text{Balance} \times \text{Rate} (\%)}{2 \text{ (Six Months)}}$

^[2]	Balance	71,164.23	
	Rate	4.74	
	Interest	1,686.59	$\frac{\text{Balance} \times \text{Rate} (\%)}{2 \text{ (Six Months)}}$