

# Swanley Town Council

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

Tel: 01322 611663

[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

## SUMMONS

28<sup>th</sup> September 2017

Dear Member

You are hereby summoned to attend a meeting of the **Town Council** at the Council Chamber, **Civic Centre on Wednesday 4<sup>th</sup> October 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

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### **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 6<sup>th</sup> Sept 2017.
4. To receive Minutes of Committees and approve recommendations contained therein

20<sup>th</sup> September 2017 – Development Control  
20<sup>th</sup> September 2017 – Policy and Finance  
20<sup>th</sup> September 2017 – Personnel (cancelled)

**5. ANNUAL RETURN**

To note the Annual Return has been signed off by the Auditors (Report A)

**6. POTENTIAL CLOSURE OF SNOOKER FACILITIES**

To approve the CEO's recommendation for closure of the Snooker Room (Report B)

**7. PARK CLOSURE TIMES**

To approve the gate closure times listed (Report C)

**8. NEIGHBOURHOOD PLAN**

To approve the start of a Neighbourhood Plan and allow the CEO to seek external funding for this process (Report D)

**9. LOCAL PLAN**

To agree a response to SDC Local Plan Consultation

<https://www.sevenoaks.gov.uk/issuesandoptions> a hard copy is available in the main office.

**10. 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)

**11. Report from County and District Councillors**

(Councillors are reminded that no decision making may take place as a result of this item)

**12. Date of next meeting – 1<sup>st</sup> November 2017**

**13. Forthcoming Meetings – To note the following dates**

**18<sup>th</sup> October 2017 – Development Control**

**18<sup>th</sup> October 2017 – Policy and Finance**

**18<sup>th</sup> October 2017 – Estates and Facilities**

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](mailto:snash@swanleytowncouncil.gov.uk)

**Council Members:**

Mayor Cllr Ball

Leader Cllr Morris

Cllr L Dyball (Deputy Mayor, LG)

Cllr C Barnes

Cllr L Gaire

Cllr S Gaire

Cllr T Searles

Cllr M Hogg

Cllr Horwood (Deputy Leader)

Cllr Halford

Cllr Scott

Cllr Willingale

Cllr J Barnes

Cllr E Komolafe

Cllr V Southern

Cllr P Darrington

LG Denotes Leadership Group

# Report A

PKF Littlejohn LLP

**PKF**

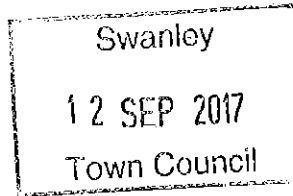
Accountants &  
business advisers

Mr S Nash  
Swanley Town Council  
Civic Centre  
St Mary's Road  
Swanley  
Kent  
BR8 7BU

Our ref KE0277  
Your ref SB08303

Email sba@pkf-littlejohn.com

10 September 2017



Dear Mr Nash

**Swanley Town Council  
Completion of the limited assurance review for the year ended 31 March 2017**

We have completed our review of the Annual Return for Swanley Town Council for the year ended 31 March 2017. Please find enclosed the certified Annual Return for your attention.

The external auditor report and certificate are given in Section 3 of the Annual Return and detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified Annual Return before 30 September, which must include publication on the smaller authority's website. [The Annual Return must be displayed so that at least Sections 1, 2 and 3 are visible. It is acceptable to display a copy of the Annual Return, as long as it is a true facsimile and bears a note saying where the original can be inspected].
- Keep copies of the Annual Return available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published Annual Return remain available for public access for a period of not less than 5 years from the date of publication.

Tel: +44 (0)20 7516 2200 • Fax: +44 (0)20 7516 2400 • DX 42660 Isle of Dogs • [www.pkf-littlejohn.com](http://www.pkf-littlejohn.com)  
PKF Littlejohn LLP • 1 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. 0C342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

## Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by the Audit Commission. Please arrange for this to be paid **at the earliest opportunity**.

***Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD.*** Please include the reference KE0277 or Swanley Town Council as a reference when paying by BACS.

## Timetable for 2017/18

Next year there will be a number of major changes as our current framework contract with Public Sector Audit Appointments Limited (PSAA) comes to an end once all work on the 2016/17 Annual Returns has been completed and a new contract with the new sector-led body, Smaller Authorities' Audit Appointments Ltd (SAAA), came into force from 1 April 2017. For those smaller authorities for whom we have been appointed as auditors for 2017/18, please note that we plan to set a submission deadline for the return of the completed Annual Return or Certificate of Exemption and associated documents in the usual way and this is expected to be Monday 11 June 2018, i.e. 10 weeks after the year end.

It is anticipated that the instruction letter and associated documentation will be sent out during March 2018 in line with current practice, subject to arrangements for the 2017/18 Annual Return and Certificate of Exemption being finalised by SAAA. For further information, please refer to their website: [www.localaudits.co.uk](http://www.localaudits.co.uk). Our instruction letter will cover any changes of which smaller authorities need to be aware.

In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2018, i.e. 2 to 13 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Monday 4 June and Friday 13 July 2018; and
  - at the latest, between Monday 2 July and Friday 10 August 2018.

If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period included in our pack, as in previous years. On submitting your Annual Return and associated documentation, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

**Satisfaction survey**

We enclose a satisfaction survey for you to complete and return to us. Please return this to us by 1 December 2017, either by post or via email to [sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com).

Yours sincerely

  
PKF Littlejohn LLP

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

SWANLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

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

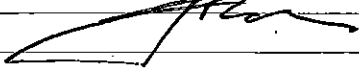
This annual governance statement is approved by this smaller authority on:

03/05/2017


and recorded as minute reference:

10139

Signed by Chair at meeting where approval is given:



Clerk:



\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

# Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

SWANLEY TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	485,428	84,276	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	514,861	519,509	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	1,412,940	1,326,764	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	1,296,036	894,263	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	9,391	9,391	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	1,022,626	992,784	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	84,276	34,111	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	305,683	55,820	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	5,915,850	5,915,850	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	74,103	68,155	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> </tr> <tr> <td style="text-align: center; padding: 2px;">✓</td> <td style="padding: 2px;"></td> </tr> </table>	Yes	No	✓		The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.	
Yes	No						
✓							

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

*J. A. J.*

Date

07/06/2017

I confirm that these accounting statements were approved by this smaller authority on:

*[Signature]* 07/06/2017

and recorded as minute reference:

10150

Signed by Chair at meeting where approval is given:

*[Signature]*

# Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

SWANLEY TOWN COUNCIL

## 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

## 2. 2016/17 External auditor report (K&O277)

~~(Except for the matters reported below)~~\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

## 3. 2016/17 External auditor certificate

We certify/~~do not certify~~\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature: Mr Littlejohn  
External auditor name: PKF Littlejohn LLP Date: 10 September 2017

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))





## **Introduction**

The Snooker Room has previously enjoyed a large membership with a previous history identifying 2000 historic members, but now that has dwindled to less than 71 and appears to be declining further. There is an annual subscription paid for membership of £22 (around £1562 per annum) alongside a reduced table use cost this currently averages out to an income of £437.50 per month.

## **Function Room Hire**

Just one of the small conference rooms down stairs provides a monthly income of around £800 + which is above the income currently provided by the Snooker Room.

## **Suggestion**

The Snooker Room should be closed and adapted for use as a 'Meeting Room' and Function Facility which would allow us to generate additional income. With a larger room available this should also improve the income for the Olympic as a whole with a much more flexible building.

## **Adaptation**

There will be a need to provide some windows for the room which will again enhance it as a usable facility. This need not be done immediately and can wait until budgets become available for this purpose along with additional equipment which will be required such as PowerPoint, screens, laptops and ramps. We will review the room use for new activities and have the fire regulations updated along with other inspections to ensure compliance.

**Recommendation: That as soon as practical the Snooker Room is converted for use as a Conference / Function Room and that the Snooker Tables are sold for best price or disposed of.**



## Snooker Membership:

The annual membership fees are as follows:

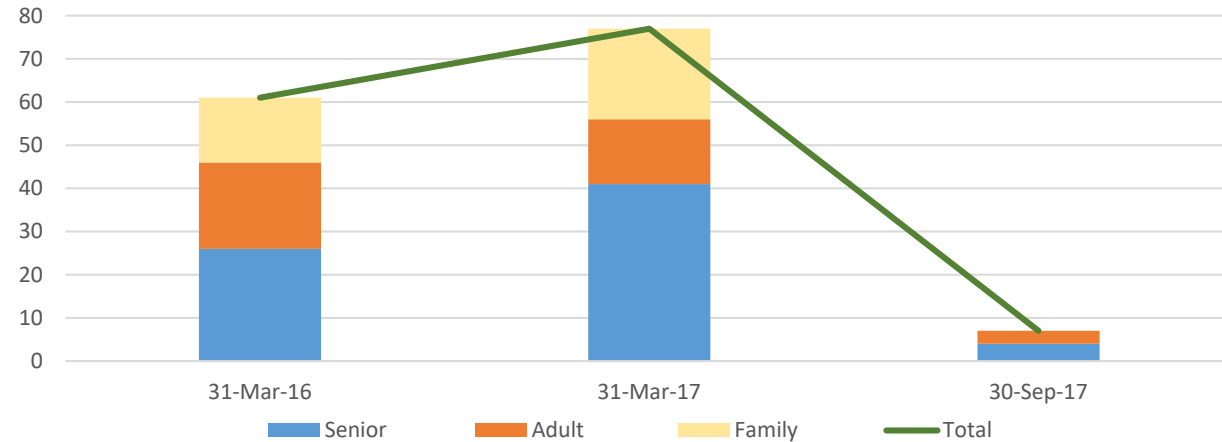
Senior	£11.00
Adult	£22.00
Junior	£11.00
Family	£33.00

Whilst there are 186 names recorded on the membership spreadsheet, the actual number of members is much less.

For the year end 31 March 2016, the number of paying members recorded was 61; this increased to 77 for the year ended 31 March 2017.

So for this year (six months to September 2017) the number is just seven. There has been a handful of members who have re-joined but the membership spreadsheet has not been updated.

### Nr of Members



<u>Date</u>	<u>Senior</u>	<u>Adult</u>	<u>Family</u>	<u>Total</u>
31-Mar-16	26	20	15	61
31-Mar-17	41	15	21	77
30-Sep-17	4	3	0	7*

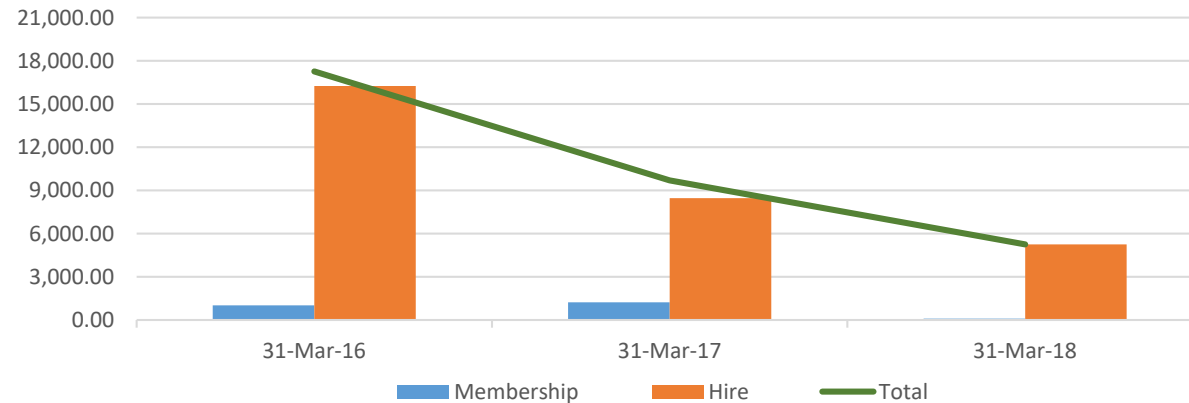
\* Forecast to half year ended 30 September 2017



## Snooker Income:

The income generated from the snooker membership and table hire has decreased each year: the income for the year ended 31 March 2015 was £22,217 (not able to split between membership / hire).

Since that time, the annual income has steadily reduced, with a forecast revenue stream of £5,250 for the year ended 31 March 2018.



<u>Date</u>	<u>Membership</u>	<u>Hire</u>	<u>Total</u>
31-Mar-16	1,017.50	16,248.99	17,266.49
31-Mar-17	1,228.00	8,467.15	9,695.15
31-Mar-18	91.67	5,250.00	5,250.00 *

\* Forecast to year ended 31 March 2018



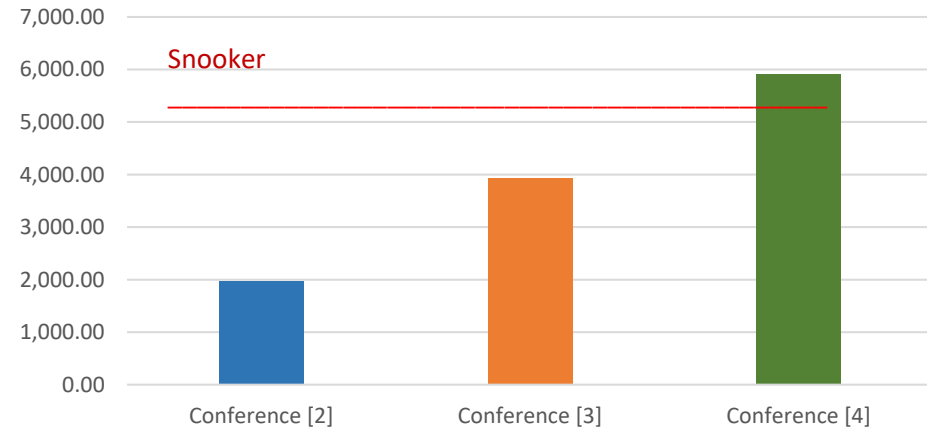
## Income: Snooker vs. Conference

Given that over the past few years the income generated from Snooker has decreased and will even out at around £5,250 per year, it is viable to source conference income in its place.

The income shown assumes the following conferences each month in the Olympic. The price structure is as follows <sup>[1]</sup>:

<u>Venue</u>	<u>Full Day</u>	<u>Half Day</u>
Charlton Room	150.00	100.00
Hendry Room	130.00	80.00
Reardon Room	90.00	65.00

<sup>[1]</sup> Average £82.00 per half day



<u>Income Stream</u>	<u>Income</u>
Snooker <sup>[1]</sup>	5,250.00
Conference <sup>[2]</sup>	1,968.00
Conference <sup>[3]</sup>	3,936.00
Conference <sup>[4]</sup>	5,904.00

<sup>[2]</sup> 2nr half-day Conference each month

<sup>[3]</sup> 4nr half-day Conference each month

<sup>[4]</sup> 6nr half-day Conference each month

### **Introduction**

The park barriers to the Car Parks are currently opened at 8am and closed at 8pm which requires a member of staff to attend for this period. There is obviously a cost to this and from the end of October there will be a greatly reduced income from the park which would cover this cost. To assist in reducing costs further it is recommended that the barriers be opened at the same time in the morning but that the barriers close earlier.

### **Opening**

The responsibility for opening the park barriers be transferred to the Ground Staff in the morning. This would have little impact on their existing activities and would mean other staff could start later saving on average £37.50 per week and £150 per month.

### **Closing**

There is no saving at present on the closing times if staff are to be employed to lock down the park at 8pm although a similar saving could be made if the parking were to be restricted during the winter months. If the lower car park were to be closed at 4pm the upper car park could be left open for cars only (high barrier in place) throughout the night.

Some 'Dragons Teeth' and a drop down bar can be installed at minimal cost to ensure no access to the rest of the park and that the park is properly protected from potential 'Joy Riders'.

**Recommendation: That the ground staff take on responsibility for opening the park and that the upper car park ONLY remain open during the winter months.**

**Annual Saving: £1800**

### **Introduction**

The idea of Neighbour Plans is to encourage councils to engage with local residents and identify areas of concern relating to a variety of topics such as Education, Transport Highways and Community Facilities to name a few. It was also to allow town and parish councils to benefit from an increased CIL allowance which fortunately is not applicable in Sevenoaks District as SDC have agreed to supply the full amount of 25% without the need for a Neighbourhood Plan. The most valid reason for a Neighbourhood Plan is that it allows local councils and their residents to describe where they would be happy to accept new developments within the town and what type of development they would prefer. This information can then go forward in a Neighbourhood Plan and can also be adopted as 'Supplemental Planning Information' for potential developers.

### **Additional Benefits**

The process for creating a Local Plan is lengthy and can take on average 2-3 years when done correctly and engaging with residents as fully as possible. Regular public and theme group meetings, publication of information, statistical data and other requirements are needed to compile such plans. The role of town and parish councils is to co-ordinate these activities and not to influence the direction of any theme group and to record things in an open and transparent way.

### **Costs**

The cost of such a project can be significant when hiring rooms, advertising events, producing information and the use of consultants and members of staff. These costs can be significantly reduced where local resources are available and Swanley Town Council has many of these already, with usable conferencing facilities, a regular new letter, website and social media sites. Swanley Town Council is already providing a range of community events and activities which allow the council to engage with residents and this could be utilised further with the collection of data.

For a town of this size a Neighbourhood Plan is likely to cost between £20 -25,000 but with existing resources in place the cost to Swanley Town Council would be closer to £15,000. There are currently grants available toward these cost from Locality <http://locality.org.uk/projects/building-community/> of £9000 plus an additional £6000 if there are local difficulties or technicalities to overcome. Other grants can be obtained in support of these types of project from County and District Council and from the National Lottery. Such grants ensure full cost recovery for the town council and can be secured before the projects begin.

The document attached to this report gives time lines and partner information to explain in brief how a Neighbourhood Plan might run out over the period of the project.

**Recommendation: That the CEO seek funding to take the Neighbourhood Plan forward**

# Swanley Town Neighborhood Planning



# 2017-2019

