

FULL COUNCIL 7th June 2017
7:30PM THE CIVIC CENTRE

MINUTES

Present: Mayor Cllr Ball, Leader Cllr Morris, Deputy Leader Cllr Dyball,
Cllr Halford, Cllr Komolafe, Cllr J Barnes, Cllr Hogg, Cllr Darrington,
Cllr L Gaire, Cllr S Gaire, Cllr Searles, Cllr Southern

Officers: CEO Steve Nash,
Democratic Services Officer Barb Playfoot,
RFO Steve Innes

Minutes Silence The Mayor asked for 1 minutes silence to reflect on the London Bridge terrorist attack

Public Session:

- Mrs Angela George asked if there was an update on the sale of the Woodlands
The CEO said that this would be covered as an agenda item and asked if she could remain until the item was discussed
- Mr Bob Alexander asked how the Leadership team was selected.
Cllr Morris explained the Leadership team was proposed and elected by the lead party
- Mr Mark Flittock asked why there were no minutes for the Extraordinary meeting that took place on the 24th May 2017
The CEO explained that the minutes were currently confidential and that once a decision had been made pertaining to the minutes they would then be made available.

- 1. To receive Apologies for Absence**
Cllr M Horwood, Cllr C Barnes Cllr N Scott
- 2. To receive Declarations of Interest**
None
- 3. To approve as correct the Minutes of the Meeting held on Wednesday 10th May 2017**
AGREED
- 4. To receive Minutes of Committees and approve recommendations contained therein:**
Development Control
AGREED

DATE: 3rd May 2017

5. Terms of Reference

To approve the terms of reference for all committees

Cllr Southern worked through the document recommend changes to the wording.

Cllr Morris recommended the Personnel committee remain.

Cllr Hogg asked about the composition of the Leadership group.

Cllr Southern responded stating that the Leadership group was an advisory group and had absolutely no decision making powers at all, it is simply an advisory group to assist the Town Clerk.

RESOLVED: Terms of Reference to come back to council with amendments.

6. Standing Orders

To approve the Standing Orders

Cllr Southern recommended several amendments to the document, these were agreed

RESOLVED: Standing Orders including amendments approved

7. Publication Policy

To approve the new publications policy as required by the Transparency Code

RESOLVED

8. Freedom of Information Policy

To approve the FOI as required by the Transparency Code

RESOLVED

9. Environmental Policy

To approve the policy as required by the Transparency Code

RESOLVED

10. Annual Return

To approve the Annual Return

RESOLVED

11. Mayors Communication

The Mayor reported that he had attended the Semi Final Game Swanley FC

Judged the Just Bin It Competition

Presented the Grant Aid cheques to the Ellenor and the West Kent Mediation Service

He reminded all that the Twinning AGM was taking place on Monday 12th June 2017

and the Mayor's Ball was going to take place on the 21st Oct 2017 and would have a

James Bond theme

The mayor also reported that he and Cllr Dyball attended the KCC dinner to note the

new Chairman Cllr Brazier

12. Report from County and District Councillors

Nothing to report

13. Forthcoming Meetings

Policy & Finance

7:30pm Wednesday 21st June 2017

Development Control

After 7:30pm Wednesday 21st June 2017

Personnel

After 7.30pm Wednesday 21st June 2017

14. DATE OF NEXT MEETING

7:30pm Wednesday 5th July 2017

Meeting closed at 8.30pm

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 L Ball

Leader Cllr R Morris

Deputy Leader Cllr L Dyball

Cllr C Barnes

Cllr J Barnes

Cllr P Darrington

Cllr L Gaire

Cllr S Gaire

Cllr J Halford

Cllr M Hogg

Cllr M Horwood

Cllr E Komolafe

Cllr N Scott

Cllr V Southern

Cllr T Searles

Cllr H Willingale

DRAFT

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

FREEDOM OF INFORMATION

Swanley Town Council Publication Scheme

General

Under the terms of the Freedom of Information Act each public authority is required to adopt, maintain and regularly review a “publication scheme” approved by the Information Commissioner. This must specify the classes of information the Council publishes (or intends to publish), the manner in which it is to be published and whether the material is available free of charge or on a payment. The scheme must be published taking into account the public interest in allowing access to information, but the Council is free to publish in whatever manner it thinks fit.

The Council’s Responsibilities

The Freedom of Information Act 2000 requires every public authority to have a Publication Scheme, approved by the Information Commissioners Office (ICO), and to publish information covered by the Scheme. The Scheme must set out the Council’s commitment to make certain classes of information routinely available, such policies and procedures, minutes of meetings, annual reports and financial information.

What we do and who we are

Swanley Town Council serves a population of some 16,500 in four wards, is made up of 16 elected members backed up by a team of full and part staff headed by the Chief Executive. The main Council Offices are at The Civic Centre, St Mary’s Road, Swanley, Kent BR8 7BU. These offices are open to the public from 9:00 AM to 5:00 PM, Monday to Friday.

The Town Council works with its partners both in the public and private sector to co-ordinate and promote the social, economic and environmental wellbeing of Swanley through the provision of quality services and facilities that are accessible to all. We also work with residents, other local authorities, businesses and community organisations to achieve a safe, healthy and prosperous community.

How can information be obtained?

Information covered by the Swanley Town Council Publication Scheme is available in a number of ways. We endeavour to make the majority of information available via our website; however, some information is not available in all formats.

We will dispatch the information requested within 20 working days from receipt of request and payment of fee, if applicable.

Our contact details are as follows, and requests can be made in any way:

Tel: 01322 665855
Fax: 01322 613000

Email: towncouncil@swanley.org.uk
Website: www.swanleytowncouncil.gov.uk

Postal Address: The Chief Executive, Swanley Town Council, The Civic Centre, St Mary's Road, Swanley, Kent BR8 7BU

Our office opening hours are: Monday to Friday 9:00 AM to 5:00 PM

Will a charge be made?

Much of our information is on our website which is available free of charge. For other information a charge may be levied. Where a fee is charged confirmation of the fee will be given prior to the information being provided.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost
	Photocopying @ 20p per A4 sheet (colour)	Actual cost

Internal review

If you are unhappy with the reply you have received from us you have the right to ask for an internal review. The review will be undertaken by The Chief Executive

Please contact the Chief Executive

Who is responsible for the Publication Scheme?

The Swanley Town Council Publication Scheme is maintained by the Chief Executive. Any enquiries about the Publication Scheme and requests for information should be addressed to the Chief Executive at the Town Council Offices.

General information regarding the Publication Scheme and the Freedom of Information Act 2000 can be obtained from:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 08456 306060
Website: www.ico.gov.uk

What we spend our money on and how we spend it

Information	How it can be obtained	Charge applied
Statements of accounts	Hard Copy (contact the Chief Executive or Corporate Director)	Yes
	Website: www.swanleytowncouncil.gov.uk	No
Annual Return	Hard Copy (contact the Chief Executive/Corporate Director)	Yes
	Website: www.swanleytowncouncil.gov.uk	No
Precept	Hard Copy (contact the Chief Executive or the Corporate Director)	Yes
Financial Regulations	Hard Copy (contact the Chief Executive or the Corporate Director).	Yes
	Website	No
Precept requests	Hard Copy (contact the Chief Executive or the Corporate Director)	Yes
Grants given and received	Hard Copy (Chief Executive or the Corporate Director)	Yes
	Website:	No
Members allowances and expenses	Hard Copy (Chief Executive or the Corporate Director)	Yes
Finalised budget	Hard Copy (contact the Chief Executive or the Corporate Director)	Yes

3. What our priorities are and how we are doing

Information	How it can be obtained	Charge applied
Annual Report	Hard Copy (contact the Chief Executive)	Yes

4. How we make decisions

Information	How it can be obtained	Charge applied
Timetable of meetings		No

Minutes of Council and Committee meetings	Website: www.swanleytowncouncil.gov.uk	No
Agendas for forthcoming meetings		No
Reports to Council and Committees	Email or hard Copy (contact the Chief Executive or Democratic Services Officer)	Yes
Standing Orders	Website: www.swanleytowncouncil.gov.uk	No
Responses to Consultation Papers	Email or hard Copy (contact the Chief Executive)	Yes
Responses to Planning Applications	Email or hard Copy (contact the Chief Executive)	Yes

5. Our Policies and Procedures

Information	How it can be obtained	Charge applied
Business Plan	Hard Copy (contact the Chief Executive)	Yes
Standing Orders	Website: www.swanleytowncouncil.gov.uk	No
Data Protection	Website www.swanleytowncouncil.gov.uk	No
Health and Safety Policy Manual	Website: www.swanleytowncouncil.gov.uk	No
Equal Opportunities Policy	Website: www.swanleytowncouncil.gov.uk	No
Complaints Procedure	Website: www.swanleytowncouncil.gov.uk	No
Press and Media	Website: www.swanleytowncouncil.gov.uk	
Performance Standards	Hard Copy (contact the Chief Executive)	Yes
Code of Conduct for Employees	Hard Copy (contact the Chief Executive)	Yes
Current vacancies	Website www.swanleytowncouncil.gov.uk	No

Access Control System Council Offices	Hard Copy (contact the Chief Executive)	Yes
CCTV	Website: www.swanleytowncouncil.gov.uk	Yes
Job Descriptions	Hard Copy (contact the Chief Executive)	Yes

6. Lists and Registers

Information	How it can be obtained	Charge applied
Register of Members Interests	Hard Copy (contact the Chief Executive or Democratic Services Officer)	Yes
Members Declaration of Acceptance of Office	Hard Copy (contact the Chief Executive or Democratic Services Officer)	Yes
Register of gifts and hospitality	Hard Copy (contact the Chief Executive)	Yes

7. The Services we offer

Information	How it can be obtained	Charge applied
Allotments	Website: www.swanleytowncouncil.gov.uk	No
Parks and Open Spaces	Website: www.swanleytowncouncil.gov.uk	No
Swanley Banqueting	Website www.swanleytowncouncil.gov.uk	No
Senior Passport to Leisure	Website: www.swanleytowncouncil.gov.uk	No
Junior Passport to Leisure	Website www.swanleytowncouncil.gov.uk	No

Adoption of the Model Publication Scheme

Swanley Town Council has adopted the Model Publication Scheme produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with the scheme.

Review

Swanley Town Council will review the Publication Scheme annually.

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.

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 (<i>see above</i>)	See above (minutes)
Responses to planning applications	Included in minutes (<i>see above</i>)	See above (minutes)
Bye-laws	The Council has not enacted any byelaws	

Information to be published	How the information can be obtained	Cost
<p>OUR POLICIES AND PROCEDURES <i>(current information only)</i> Written protocols, policies and procedures for delivering our services and responsibilities</p>		
<p>Policies and procedures for the conduct of Council business:</p> <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 	<p>Web-site: www.swanleytowncouncil.gov.uk To be added to site as and when approved or amended Copies available on request</p>	<p>FREE See Appendix 2</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <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 	<p>Web-site: www.swanleytowncouncil.gov.uk currently</p> <ul style="list-style-type: none"> ➤ Equal Opportunities Policy, ➤ Current vacancies ➤ Freedom of Information/Publication Scheme <p>Others to added as and when approved Copies available on request</p>	<p>FREE See Appendix 2</p>
<p>Information security policy</p>	<p>Not currently available, under development</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Web-site: www.swanleytowncouncil.gov.uk Copies available on request</p>	<p>FREE See Appendix 2</p>

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 @ 10p per sheet of A4 single sided (black & white)	Actual cost *
	Photocopying @ 20p per sheet of A4 single 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