SUMMONS

Date 30th April 2020

Dear Member

You are hereby summoned to attend a meeting of the Town Council at the Council Chamber, St Marys Road on Wednesday 6th May 2020 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 in total at 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items only and with express permission from the Chairman / Mayor. Those wishing to speak on an Agenda item must indicate this during Public Participation.

This will be a virtual meeting using the ZOOM app, members of the public that wish to speak at or observe the meeting please connect using the following details:-

Join Zoom Meeting
https://us02web.zoom.us/j/82419784770?pwd=czQwaGRnakVKd0VNVWtzK0ZVNVdiZz09

Meeting ID: 824 1978 4770
Password: 732508

One tap mobile
+442034815237,,82419784770#,,1#,732508# United Kingdom
+442034815240,,82419784770#,,1#,732508# United Kingdom

Dial by your location
+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom
+44 131 460 1196 United Kingdom
+44 203 051 2874 United Kingdom

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 Meetings held on Wednesday 4th March 2020
4. FINANCE REPORT – Report A
   To note information from the RFO
5. ASSISTANT TOWN CLERKS REPORT – Report B
   To note information from the Assistant Town Clerk
6. REPORT ON CURRENT WORKS PROGRESS – Report C
   CEO’s report attached for comment
7. TO CONFIRM MAYOR AND DEPUTY MAYOR POSITIONS
   Extension of Mayors Term of office and nomination for Deputy Mayor
8. TO CONFIRM 2020/2021 COMMITTEE MEMBERS – Report D
   To confirm committee membership for 2020/2021
9. 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)
10. Report from County and District Councillors
    (Councillors are reminded that no decision making may take place as a result of this item)

Date of next meeting – 9th June 2020

If you would like further information on any of the agenda items, please contact Mr Stephen Nash, on 01322 665855 or snash@swanleytowncouncil.gov.uk

Council Members:       Leadership Group:
Mayor Cllr L Dyball       Cllr M Horwood
Leader Cllr M Horwood   Cllr L Ball
Cllr S Andrews          Cllr L Ball   Cllr C Barnes
Cllr J Barnes          Cllr G Darrington   Cllr P Darrington
Cllr J Domigan        Cllr M Foster   Cllr J Griffiths
Cllr C Lee             Cllr V Letchford   Cllr T Searles
Cllr A Skipper         Cllr J Tuckfield
The government imposed the lockdown due to Covid-19 on the evening of Monday 23rd March. The restrictions were initially put in place for a period of three weeks, until Monday 13th April; this was further extended on 16th April for a further three weeks which will take the UK to 7th May. At this point it will be reviewed again.

Given the situation that has prevailed, this has had a significant impact on the services and activities the Council provides and, in turn, the loss of revenue throughout its venues. Both the Alexandra Suite and the Olympic had suspensions of its usual room hire customers, along with the cancellations of planned functions i.e. weddings; birthday parties etc. And, of course, Swanley Park has not been able to make available all the activities usually provided at this time of year.

Below is a summary of the loss of income across all three venues, separated by type of event / activity.

<table>
<thead>
<tr>
<th></th>
<th>Alexandra Suite</th>
<th>The Olympic</th>
<th>Swanley Park</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>(      5,166.87 )</td>
<td>(    4,199.07 )</td>
<td>(      1,547.00 )</td>
<td>( 10,912.93 )</td>
</tr>
<tr>
<td>Activities</td>
<td></td>
<td>(      1,547.00 )</td>
<td></td>
<td>(      1,547.00 )</td>
</tr>
<tr>
<td>Function</td>
<td>(      4,075.30 )</td>
<td>(    3,183.33 )</td>
<td></td>
<td>(      7,258.63 )</td>
</tr>
<tr>
<td>Room Hire</td>
<td>(      1,091.57 )</td>
<td>(    1,015.73 )</td>
<td></td>
<td>(      2,107.30 )</td>
</tr>
<tr>
<td>April</td>
<td>(     14,975.34 )</td>
<td>(    6,108.37)</td>
<td>(    19,188.00 )</td>
<td>( 40,271.70 )</td>
</tr>
<tr>
<td>Activities</td>
<td></td>
<td></td>
<td>(      19,188.00 )</td>
<td>(      19,188.00 )</td>
</tr>
<tr>
<td>Event</td>
<td></td>
<td>(      790.00 )</td>
<td></td>
<td>(      790.00 )</td>
</tr>
<tr>
<td>Function</td>
<td>(      6,840.70 )</td>
<td>(      247.50 )</td>
<td></td>
<td>(      7,088.20 )</td>
</tr>
<tr>
<td>Room Hire</td>
<td>(      2,495.64 )</td>
<td>(      3,950.87 )</td>
<td></td>
<td>(      6,446.50 )</td>
</tr>
<tr>
<td>VHO</td>
<td>(      5,639.00 )</td>
<td></td>
<td></td>
<td>(      5,639.00 )</td>
</tr>
<tr>
<td>Party Night</td>
<td></td>
<td>(      1,120.00 )</td>
<td></td>
<td>(      1,120.00 )</td>
</tr>
<tr>
<td>Grand Total</td>
<td>(     20,142.20 )</td>
<td>(    10,307.43 )</td>
<td>(     20,735.00 )</td>
<td>( 51,184.64 )</td>
</tr>
</tbody>
</table>
Assistant Town Clerks Report on COVID-19

Full Council 6th May 2020

Introduction
At the time of writing this report Swanley Town Council has 38 volunteers to help during the COVID-19 pandemic. These volunteers responded to requests made to posts on our Websites, Facebook pages, Notice boards and information leaflets sent to households by ourselves and Sevenoaks District Council. The volunteers are issued with identity badges by Sevenoaks District Council, and in addition to this we ask our volunteers to sign and return a risk assessment. Swanley Town Council staff are also helping to carry out the variety of a requests received from residents.

We have so far received requests for:-
- Shopping on a regular basis
- Shopping for emergency supplies until food parcels arrive
- Collection of prescriptions
- Registering a baby with a Doctor so inoculations can be given
- Moving sofa to make room for a hospital style bed
- Cost of travel to a Funeral and money for flowers
- Contact Doctors to check if prescriptions are being prepared.
- Putting on Lotto numbers

1. Method
Over 200 Swanley residents have registered with Sevenoaks District Council indicating that they will or might need help during the lockdown and beyond. In addition to this around 25 residents have registered directly with Swanley Town Council. Every resident that has registered has been contacted by Swanley Town Council staff by telephone (where possible) or email and asked what help they need now or might need. They are given the details of who to contact and how that will be actioned. The SDC spreadsheet (which shows active requests) is checked and updated four times a day. If Sevenoaks receive an urgent request they will send US an email in order that it can be actioned as soon as possible. This includes requests received out of hours in the evening and weekends and where possible these are actioned straight away.

All requests received are passed to the Assistant Town Clerk to be actioned and allocated to volunteers and /or staff as appropriate. Volunteers are emailed with as much detail as possible about what the resident needs and they are asked to confirm that they are able to carry out the task.

Shopping can be paid for by either cash or card. If residents wish to pay by cash then this is collected from them prior to shopping and the change given back to them with the shopping and receipt. If they need to pay by card then the volunteer will collect a pre-paid ASDA card from Steve Innes prior to shopping. When returning the card Steve copies the receipt, calls the resident, takes payment for the exact amount over the phone and then the shopping can be delivered. If the resident does not have the means to pay for shopping for whatever reason then Swanley Town Council staff will either deliver a food parcel from donations received or shop for what they have asked for.
As of the 29th April Swanley Town Council have received 203 requests for help of which 183 have been completed. Some residents are now booked in with their volunteer for regular weekly shopping.

2. Problems
We have of course encountered some difficulties with the main ones being:

a. The ASDA pre-paid cards not accepting top up amounts and these having to be changed to corporate ones. This was a fault with World Pay concerned about potential money laundering.

b. Insufficient or incorrect information being given on Sevenoaks District Council Spreadsheets resulting in a delay in responding to requests, backlog of entering information on the spread sheet and duplicate entries. An example of this is an urgent prescription request with no pharmacy details. This meant we had to call the resident to find out the pharmacy details delaying action being taken. This was raised with SDC and staff have now had this included on the questions they need to ask when taking calls.

c. Difficulties in communicating with confused residents about what they need and what they would like, where from and types etc. This can turn a 5 minute call into 30 minutes.

d. There has been no additional support from Supermarkets to fast track volunteers into the stores. This means that volunteers can queue for some time before getting access and limits the number of visits that could be carried out. However, we have tried to carry out a number of shops during one visit for multiple clients to alleviate this issue.

e. There has been a lack of coordination in the town with various groups wanting to help but not communicating with STC who are best placed to coordinate activities. Where FREE food is being given away, there is no check on whether those people talking it are actually in need and vulnerable and we are confident that some are taking advantage. If we could better coordinate this then those people who cannot pay would be better supported and the funds that we have to support them would be more sustainable.

3. Funding
Swanley Town Council has allocated £1000 immediate support to this pandemic and received funding through Go Fund of £888.00 in addition to a grant of £2000 from Cllr M Horwood from his KCC community grant being agreed. This brings a total of £3888 of available funding.

Swanley Town Council has currently paid out £1069.00 and this includes the balance on the pre-paid cards we use for shopping.

4. Exit Strategy
It is difficult to plan an Exit Strategy without a detailed knowledge of the Governments own return to work issues, however, the CEO and Assistant Town Clerk have discussed the following:

a. The current service is sustainable at present with around 3 months of funding in place at current rates.

b. There is no current need for additional volunteers but if current volunteers leave we made need to consider additional recruitment.
c. After the 7th May we will make a more determined effort to coordinate local support for greater effect.
d. All currently furloughed staff will remain so until government advice suggests otherwise.
e. Events that could be cancelled have been or their dates have been changed with the likelihood that Armed Forces Day may be cancelled. There does remain a chance at present that 1812 could go ahead but we will wait on government advice in the coming weeks.
f. Any funds remaining at the end of the Pandemic will be used for the benefit of local residents who may be having difficulties due to the effects encountered during this time. This may need greater consideration than simply the supply of food and some of this has already been eluded to in this report.

Conclusion
We have had a great many positive comments about the service being provided by our staff and volunteers and it has gone a long way to build relationships with local people. Those people that were unaware of the services available have been advised by other local residents to seek our assistance and we are confident we are reaching the majority of those that need our support. This support is sustainable for a time going forward and we will continue to seek additional funding and grants to ensure that our residents have every assistance that we are able to provide.

Toni Roast
Assistant Town Clerk
Works Currently Undertaken
Report to Full Council
6th May 2020

Introduction
Following requests from Councillors for an update on current works the information below represents a brief summary of planned works and current state of play. Some delays are as a direct result of government restriction during the Covid 19 pandemic and some indirectly through reduced staff.

1. Splash Pool
The Splash Pool is all but finished with only the safety surface (wet pour) to complete and a full test of the systems. This should have been completed by the 1st April but will now be delayed until contractors can return to site. There are no concerns of the run over on contract as a Force Majeure is in place as this was a government decision and outside the control of the contractors. This will not affect our residents and will be fully operational when the lock down ends.

2. Electric
There has been an additional cost for electric supply which will be covered within existing budgets and is necessary for the whole park, though it will show against the Splash Pool as an additional £10,000. This is also the most cost effective method of upgrading as the original suggestion was that we would need to spend around £70,000 to put in a sub-station. The funding will come from the annual maintenance budget for the park so will not have an adverse effect and will help with future activity provision.

3. The Island Swanley Park
The bridge to the island has now been removed and the local environmental group will now maintain it to provide for the local wild fowl. We will be working with them and monitoring their activity so that everything is only done with prior agreement.

4. Park Toilets
The toilets are being upgraded to provide 4 more ladies toilets and an adult/baby changing facility. This is a staged program with additional toilets being added this year and then a complete refurbishment of all toilets for next year within existing maintenance budgets. The work is being carried out by our own staff and this has been one area where the lock down has had a positive effect in allowing our staff to complete these works during normal work hours. They will be ready to use by the end of April or early May.

5. Rugby Pitch
The wild life survey had to be done a second time after the mats were removed by residents. This was most likely because they look like pieces of roof felt. They have now been sign written and placed out week beginning 21st April. The report should be with us to finish the planning application by mid May. The CEO has made an application for £9700 from the National Lottery to assist with the cost of installing services which will be around £20,000.
6. Alexandra Suite
The Alexandra Suite is being completely re-decorated to match in with the new carpets and curtains and is nearing completion. All the brass side lights are being replaced in silver and then we will look to spray the main lights to match. With only some flooring to install in the rear bar area the Alexandra suite will then be complete and ready to use when life returns to normal.

7. Olympic
The Olympic has been having a clear out and will have additional storage space when complete in one of the converted shower rooms (which had no water supply). The water tanks have now been removed and the supply is now direct to the mains which will negate the need for annual Legionella Testing and reduce our on-going costs. In addition the ‘Dumb Waiter’ in the food prep area will be removed and the stud walls knocked out to provide the Boxing Club with a slightly larger facility (they will pay for this). Their rent will then increase in line with this which will provide additional revenue for the Olympic and negate future lift inspections for the now long defunct lift. The touch screens which are used in the conference rooms are also now paid for which will provide an additional saving of £3700 pa on expenditure.

8. ANPR Cameras
This has been halted as non-essential work and will continue as per government guidelines. The power supply is in and ready for both locations and the installation for both locations will only take one day. If any Councillor has not yet provided their VRN they are urged to do so now.

9. I.T. Systems
The computers were due to be replaced 3 year ago but some upgrades were arranged to carry their use a little further. These will now be replaced ad hoc in the coming weeks to ensure we have sufficient I.T backup and functioning equipment. ATS (Allied Technical Services) will now be our I.T. support who offer a much more efficient package and response time which is pay as you go and are used by many of the local schools and colleges.

10. Health Hub
We are currently re-allocating the leases to the Oaks Surgery as there is only a lease to the Oaks and not to NHS Property Services who occupy the 1st floor. This is more complex because KCC and Virgin Care also occupy the 1st floor on a lease from NHS Property Services. We must sort this before trying to progress the Health Hub. Cllr Dyball has spoken to Pav and Peter at SDC who have agreed to a conference call and we will arrange this shortly.
We have a design ready to build a new 3 storey facility on the Civic Car Park but the preference remains for Bartholomew Park. If the talks with SDC do not proceed then we will push forward with our own site.
11. Houses
The last two houses will complete on the 28th of this month. The original figures were based on all houses going out for £1300 per month but two of the houses have been let for £1400 per month and the last one will go for £1250 with a combined net increase of £1800 pa. The Flat at the Olympic will also be transferred to the new agent in June which will reduce our outgoings by £700 pa.
### 2020 – 2021 COMMITTEE MEMBERS

<table>
<thead>
<tr>
<th></th>
<th>Policy and Finance</th>
<th>Development Control</th>
<th>Estates and Facilities</th>
<th>Personnel</th>
<th>Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHAIR</strong></td>
<td>Cllr M Horwood</td>
<td>Cllr P Darrington</td>
<td>Cllr S Andrews</td>
<td>Cllr L Dyball</td>
<td>Cllr M Horwood</td>
</tr>
<tr>
<td><strong>DEPUTY CHAIR</strong></td>
<td>Cllr V Letchford</td>
<td>Cllr G Darrington</td>
<td>Cllr L Ball</td>
<td>Cllr C Barnes</td>
<td>Cllr L Ball</td>
</tr>
<tr>
<td><strong>MEMBER</strong></td>
<td>Cllr J Barnes</td>
<td>Cllr J Domigan</td>
<td>Cllr C Barnes</td>
<td>Cllr G Darrington</td>
<td>Cllr J Barnes</td>
</tr>
<tr>
<td><strong>MEMBER</strong></td>
<td>Cllr G Darrington</td>
<td>Cllr L Ball</td>
<td>Cllr J Domigan</td>
<td>Cllr M Foster</td>
<td>Cllr P Darrington</td>
</tr>
<tr>
<td><strong>MEMBER</strong></td>
<td>Cllr P Darrington</td>
<td>Cllr C Barnes</td>
<td>Cllr M Foster</td>
<td>Cllr M Horwood</td>
<td>Cllr L Dyball</td>
</tr>
<tr>
<td><strong>MEMBER</strong></td>
<td>Cllr J Domigan</td>
<td>Cllr J Barnes</td>
<td>Cllr J Griffiths</td>
<td>Cllr C Lee</td>
<td></td>
</tr>
<tr>
<td><strong>MEMBER</strong></td>
<td>Cllr C Lee</td>
<td>Cllr J Griffiths</td>
<td>Cllr T Searles</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MEMBER</strong></td>
<td>Cllr J Tuckfield</td>
<td>Cllr M Horwood</td>
<td>Cllr J Tuckfield</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### LEADERSHIP GROUP

**LEADER**  
Cllr M HORWOOD

**DEPUTY LEADER**  
Cllr L BALL  
Cllr J BARNES  
Cllr P DARRINGTON  
Cllr L DYBALL