

Swanley Town Council
Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU
Tel: 01322 665855
www.swanleytowncouncil.gov.uk

SUMMONS

FULL COUNCIL

Date 15th July 2021

Dear Member

You are hereby summoned to attend a meeting of the **Town Council** at the **Council Chamber, St Marys Road on Wednesday 21st July at 7:30pm** or at the conclusion of the public participation session.



Mr R Hayman
Chief Executive and 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.

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. **MINUTES OF PREVIOUS MEETING**
To approve as correct the Minutes of the Meetings held on Wednesday 23rd June 2021.
4. **REMOVAL OF ESTATES & FACILITIES COMMITTEE MEMBER**
To accept the request from Councillor Melissa Foster to be removed from Estates and Facilities Committee.
5. **APPOINTMENT OF ESTATES & FACILITIES COMMITTEE MEMBER**
To appoint new member for Estates and Facilities Committee.
6. **CHANGING PLACES FACILITY - Appendix A**
To accept Changing Places facility quote for installation at Swanley Park.
7. **CIL FUNDS**
To accept that all future Community Infrastructure Levy funds are kept in the Council's reserve account.
8. **WILD FLOWER AREA**
To accept and implement a wild flower area at West View Park.
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)

EXCLUSION OF PRESS AND PUBLIC

It is recommended that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

11. **COMMUNITY GARDEN SWANLEY PARK – Appendix B**
To review and approve the licence to occupy for the community garden.

Date of next meeting – Wednesday 8th September 2021

If you would like further information on any of the agenda items, please contact Ryan Hayman, on 01322 665855 or rhayman@swanleytowncouncil.gov.uk

Quotation Review



Project Name:	Changing Places Facility	Date:	21/07/2021
Project Location:	Swanley Park	Prepared By:	Ryan Hayman

Project Description:

To supply and fit: Ceiling Hoist H System, Height Adjustable Changing Table (200kg SWL), Wall Mounted Screen, Rails/Support Arms/Hooks/Mirror, Signage, Colostomy Bag.

Company Details

Company Name:	Astor-Bannerman Ltd	Rise Adaptations Ltd	Aveso
Location:	Cheltenham	Doncaster	Cheltenham
Company Registered:	Yes	Yes	Yes
VAT Registered:	Yes	Yes	Yes
Existing Supplier:	No	No	No

Quotation Details

Lead Time:	Five Weeks	Five Weeks	Five Weeks
Duration of Works:	3 Days	3 Days	3 Days
Labour & Parts:	Yes	Yes	Yes
Warranties:	Yes: three years	Yes: one year	Yes: three years
Price:	£9551	£9636.95	£9765
Payment Terms:	Deposit of 50% paid on order. The balance owed for any order will be payable before supply of the Goods.	Deposit (70%) Upon Order Final Payment (30%) On completion	Deposit of 50% paid on order. The balance owed for any order will be payable before supply of the Goods.

Recommendation: It is my recommendation to choose Astor-Bannerman Ltd based on the extended warranty and value for money.