

**Swanley Town Council**  
Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU  
Tel: 01322 665855  
[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

**SUMMONS**

**FULL COUNCIL**

Date 30<sup>th</sup> September 2021

Dear Member

You are hereby summoned to attend a meeting of the **Town Council** at the **Council Chamber, St Marys Road on Wednesday 6<sup>th</sup> October 2021 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.

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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. **MINUTES OF PREVIOUS MEETING**  
To approve as correct the Minutes of the Meetings held on Wednesday 8<sup>th</sup> September 2021.

4. **SWANLEY SUNDAY MARKET**  
Leader of the Council to write formally to Sevenoaks District Council to give our views regarding the proposed extension of Swanley's market to a Sunday, in addition to the current Wednesday.
5. **FINANCIAL REGULATIONS – APPENDIX A**  
To note the amendments made to the Financial Regulations.
6. **GRANT AID APPLICATION – APPENDIX B**  
To approve grant application received from Swanley Twinning Association.
7. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN – APPENDIX C**  
To note External Auditor, PKF Littlejohn, has completed their review of the year-end accounts.
8. **GRANTS IN**  
To receive a verbal update from the CEO.
9. **SWANLEY VILLAGE SPEED LIMIT**  
To support the introduction of a 20mph zone in the village.
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)

#### **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.

12. **HEALTH HUB – APPENDIX D**  
To approve CEO's recommendations as set out in the report.
13. **LICENCE TO OCCUPY CIVIC CENTRE – APPENDIX E**  
To approve the renewal of the Licence to Occupy.
14. **LICENCE TO OCCUPY THE OLYMPIC – APPENDIX F**  
To approve the renewal of the Licence to Occupy.

**Date of next meeting – Wednesday 3<sup>rd</sup> November**

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

Changes made to Financial Regulations

Item 4.1 – References the newly added regulation 6.3

Item 4.8 – References the newly added regulation 6.3

Item 5.10 - Payment to Councillors relating to legitimate expenses directly incurred on duties of the Council must be assessed and authorised by both the CEO and RFO prior to the expenses being incurred.

Item 6.3 - The Mayor and Chairman of the Policy & Finance Committee will be presented with the salaries of the RFO and CEO once per year for pre-authorisation for the year. Any additional payments (for example overtime payments) to the RFO or CEO outside of salary must be pre-authorised by the Mayor and Chairman of the Policy & Finance Committee. The CEO has delegated powers to authorise any additional payments (for example overtime payments) to any other staff, other than to the CEO or the RFO.



**APPLICATION FOR GRANT AID  
FOR COMMUNITY GROUPS AND ORGANISATIONS**

**A COPY OF THE TOWN COUNCIL'S GRANT AID POLICY STATEMENT IS ATTACHED  
AND YOU ARE ADVISED TO READ THIS BEFORE COMPLETING THE FORM**

**PART 1 – YOUR ORGANISATION**

Name of Organisation

SWANLEY TWINNING ASSOCIATION

Name of Contact

MRS AUDREY HAYNES

Address of Contact

9 MAGDALEN GROVE

ORPINGTON

KENT

Postcode: BR6 9WE

Telephone No

Daytime

01689 876830

Evening

07763 804321

Please outline briefly the activities of the Organisation

Promoting friendship and understanding between the people of Swanley and Verrieres-le-Buisson; encouraging contacts between the two towns, particularly amongst young people and between educational establishments, to broaden understanding of cultural, recreational, educational and commercial activities; raising funds to foster these links and activities.

Total Number of members/volunteers/children in the group

48

Of these, how many resident in the Swanley Parish

30

Membership Subscription (if any)

£5 per annum

Meeting Admission Fees if any

None

Where and how often does the group meet?

The Committee meets on a roughly bi-monthly basis and there is an annual general meeting. There are annual exchange visits between the members of the twinning associations in Swanley and Verrieres-le-Buisson and there are number of social and fundraising events in every normal year, i.e. years not affected by pandemic.

**PART 2 – GRANT REQUEST ORGANISATION**

Cost of equipment/expenses etc	Nil
Grant Required	£250

Please indicate below the purpose for which grant aid is required and then complete Section A or B. **(Please tick one box only)**

Capital Expenditure eg purchase of equipment, repair work etc (Complete section A)	
Revenue Costs eg membership/volunteer expenses, outings etc (Complete section B)	x
Setting up expenses ie if your group is in its first year of operation (Complete section B)	

**A. CAPITAL EXPENDITURE**

Please give details below

Not applicable

Please attach to this application form a written quote or example of the item for which expenditure is proposed (photocopied details would be acceptable).

**B. REVENUE EXPENDITURE/SETTING UP COSTS (Please give details below)**

[1] Support for cultural links  
The Association is engaged in raising funds for the particular purpose of fostering new and strengthened cultural and sporting links between Swanley and Verrieres-le-Buisson, particularly between schools and young people.

[2] Insurance  
The Association is required to maintain insurance in relation to its activities.

**PART 3 – STRATEGIC OBJECTIVES – TYPE OF GRANT APPLIED FOR PLEASE TICK BELOW**

CIL GRANT	SMALL GRANT	LARGE GRANT
	x	

Please indicate which of Swanley Town Council's strategic objectives will be supported by the expenditure

- Please tick
1. Managing the Council's resources effectively
  2. Creating and Maintaining a Quality Environment
  3. Making the Parish a Safer Community
  4. Encouraging Improvements to Health and Well Being
  5. Promoting and Encouraging a more Prosperous Community
  6. Championing the Community's needs and interests

Please state briefly why you believe the expenditure supports these policy objectives.

[See Note 1 in attached Notes](#)

**Note: Large grants can only be considered if the expenditure supports (1) of the above**

**PART 4 – TO BE COMPLETED BY ALL APPLICANTS**

Please state balances in hand

£1,244.72

Please give details of estimated expenditure for the forthcoming year, itemizing separately any anticipated capital expenditure INCLUDING or ADDITIONAL TO this application.

	£
[1] Support for cultural and sporting links	1,500
[2] Annual Exchange and other exchange events	2,500
[3] Administrative expenses	500
[4] Support for fundraising activities	500
TOTAL	5,000

How much has the group raised through its own efforts eg fundraising

£3,000

**See Note 2**

Has the Organisation applied to another source(s) for grant aid e.g. Sevenoaks District Council, Kent County Council or an affiliated National Body?

NO

If 'Yes', please give precise details of this application, including whether a response has been received and attaching correspondence if necessary.

Not applicable

Please give details of any previous grant awards made by Swanley Town Council including the years in which the grants were made, the amount and whether they were for capital or revenue expenditure.

Grants of £250 have been made in previous years for revenue expenditure. The Association decided not to apply for a grant last year in order not to take funds which might be better used on other more urgent purposes during the pandemic.

Please ensure all relevant documentation is enclosed with this application. The omission of such documentation will delay consideration of your application.

**CHECKLIST (All relevant parts of form completed)**

- Form Signed
- Audited Accounts
- Expenditure for ensuing year
- Written quote or details of capital item
- Any other supporting documentation referred to in your application

I declare that, to the best of my knowledge and belief, the above information is correct.

Signature



Date.....

22/9/21

Please return this form to:

**Suzanne Barnbrook, Democratic Services Officer**

**Swanley Town Council, The Civic Centre, St Mary's Road, SWANLEY, Kent. BR8 7BU.**

**Email: [sbarnbrook@swanleytowncouncil.gov.uk](mailto:sbarnbrook@swanleytowncouncil.gov.uk)**

If you have any queries, please contact Suzanne on 01322 665855



## **SWANLEY TWINNING ASSOCIATION**

### **APPLICATION FOR GRANT AID**

**2022**

### **NOTES TO GRANT APPLICATION FORM**

#### **NOTE 1**

#### **PART 3 – STRATEGIC OBJECTIVES**

#### **STATEMENT AS TO WHY PROPOSED EXPENDITURE SUPPORTS THE STRATEGIC OBJECTIVES**

1. The activities and proposed expenditure of the Swanley Twining Association (STA) support two of the strategic objectives of Swanley Town Council.
2. *Managing the Council's resources effectively*
  - 2.1 Swanley Town Council and the Town Council of Verrieres-le-Buisson entered into a twinning agreement to promote good relations, goodwill, cultural links and other activities intended to promote links between the two towns. STA is the organisation which carries out the activities involved in promoting these objectives.
  - 2.2 The STA has been encouraged recently by successive Mayors of Swanley, who have participated in twinning activities during their mayoral years, to expand its activities and in particular to concentrate on promoting cultural and sporting links between Swanley and Verrieres. This is something we are very keen to do and we will be putting together our plans for 2022 on this basis. Beginning in 2019 we focussed on fundraising activities in order to ensure we have a fund from which we could provide financial support for cultural and sporting links. We have had discussions with the French twinning committee in Verrieres and we have together identified a number of possibilities. Our plans were severely disrupted by the pandemic and have been essentially on hold for the last 18 months. We had hoped by now to have moved on from the fundraising stage to setting up appropriate links for us to support.
  - 2.3 It follows that an expansion of the STA's activities will require the members to be more active and STA will also need to raise more funding than we have raised in previous years.
  - 2.4 With the exception of the annual grant of £250 provided by Swanley Town Council, the STA pursues the aims of twinning on a self-financing basis and relies heavily on a membership which supports the STA'S activities on an entirely voluntary basis. This is obviously a very resource-effective way for Swanley Town Council to fulfil its obligations under the twinning agreement with Verrieres and in this way the STA fully supports this strategic objective.

2.5 The STA is prepared to continue to expand its activities and to continue to pursue them on a largely self-financed and voluntary basis. We seek only a small grant this year as part of the additional finance that this expansion will require.

3. *Championing the Community's needs and interests*

3.1 The objectives of the STA are a good fit with this strategic objective of Swanley Town Council.

3.2 The mayors of both Swanley and Verrieres have met on a number of occasions now through twinning events and we hope this will promote a closer relationship between the two towns which will be beneficial for the community's needs and interests.

3.3 The STA promotes Swanley not only in Verrieres but also to other twinning towns and the wider world. Through its relationship with Verrieres, the STA has formed links with Verrieres' twin town in Germany, Hovelhof. The Committee of the STA was instrumental in assisting Verrieres' neighbouring town, Rungis, to set up a new twinning relationship with its UK partner, Stansted.

3.4 We intend to work at extending and strengthening the links between the two towns and with the twinning movement generally with a view to championing Swanley's needs and interests.

**NOTE 2**

**PART 4 – FUNDRAISING**

1. The figure given for funds raised through STA's own efforts includes, in order to present a fair picture, the funds which the Committee anticipates will be raised for the May 2022 Annual Exchange visit and the social events organised for 2022 by the STA.

2. The Annual Exchange visit is always financed personally by the members of the STA and our French twinning colleagues in Verrieres. Those social events which do not involve our French twinning colleagues are funded by the STA members. The Committee is confident, therefore, that this money will be raised. The effect on the overall funding of the STA is close to neutral.

3. As can be seen from the estimated future expenditure breakdown it is the STA's intention to raise a significant amount of funding, £1,500, for the promotion of sporting and cultural links. We will carry out a series of fund-raising events in 2022 for this purpose and, while this is an ambitious target, we believe it is achievable.

# Swanley & District Twinning Association

Accounts to 31<sup>st</sup> March 2020

	CR	DR	BALANCE
<b>BALANCES at 31st MARCH 2019</b>			
INCOME	✓ £2,216.58	-	
EXPENDITURE	-	✓ £2,069.33	£147.25 ✓
<b>BANK &amp; SAVINGS ACCOUNTS</b>			
Community Account	✓ £624.30	-	
National Savings *	£0.07	-	£624.37 ✓
<b>BALANCES at 31st MARCH 2020</b>			
INCOME	✓ £4,139.73	-	
EXPENDITURE	-	✓ £4,208.31	(£68.58) ✓
<b>BANK &amp; SAVINGS ACCOUNTS</b>			
Community Bank Account	✓ £555.72	-	
- Outstanding Cheques	-	✓ £450.00	
No. 101265	✓ £200		
No. 101268	✓ £50		
No. 101271	✓ £100		
No. 101272	✓ £100		
	<u>✓ £450</u>		
National Savings *	£0.07	-	£105.79 ✓
(NB* This account closed May 2011)			
Coach Hire Deposit to be refunded	£882		£882.00 ✓
<b>BALANCE per ACCOUNT</b>			<b>£987.79 ✓</b>

**Examiner's Certificate:**

*I have examined the Income and Expenditure of Swanley & District Twinning Association from the records given to me and am satisfied the above accounts are in accordance with the information supplied.*

Signed: BA Noone

Date: 4.6.2021

Retired A/Cs Mgr & Treasurer.

# Swanley & District Twinning Association

Accounts to 31<sup>st</sup> March 2021

	RECEIPTS	PAYMENTS	CR BALANCE	DR BALANCE
<b>MEMBERSHIP FEES</b>	£0.00	-	£0.00	-
<b>SWANLEY TOWN COUNCIL</b>				
Grant Received	£250.00	-	-	-
Insurance	£216.00	£216.00	-	-
	<u>£466.00</u>	<u>£216.00</u>	<b>£250.00</b>	-
<b>COMMITTEE EXPENDITURE</b>				
Royal British Legion - Poppy Wreath	-	£20.00	-	-
	<u>£0.00</u>	<u>£20.00</u>	-	<b>(£20.00)</b>
<b>MAY VISIT 2020</b>				
Coach Hire Refund	£882.00	-	£882.00	-
Refunds to Members	-	£450.00	-	<b>(£450.00)</b>
	<u>£882.00</u>	<u>£450.00</u>	-	-
<b>FUND-RAISING</b>				
Quiz Night (Zoom online)	£27.00	-	-	-
	<u>£27.00</u>	<u>£0.00</u>	<b>£27.00</b>	-
<b>BALANCES</b>	<b>£1,375.00</b>	<b>£686.00</b>	<b>£1,139.00</b> ✓ 1159.00 ✓	<b>(£470.00)</b>

	CR	DR	BALANCE
<b>BALANCES at 31st MARCH 2020</b>			
<b>INCOME</b>	✓ £4,139.73	-	-
<b>EXPENDITURE</b>	-	✓ £4,208.31	✓ <b>(£68.58)</b>
<b>BANK &amp; SAVINGS ACCOUNTS</b>			
Community Bank Account	£555.72	-	-
National Savings *	£0.07 ✓	-	✓ <b>£555.79</b>
<b>BALANCES at 31st MARCH 2021</b>			
<b>INCOME</b>	£1,375.00 ✓	-	-
<b>EXPENDITURE</b>	-	£686.00 ✓	✓ <b>£689.00</b>
<b>BANK &amp; SAVINGS ACCOUNTS</b>			
Community Bank Account	£1,244.72 ✓	-	-
National Savings *	£0.07	-	-
* NB. Remaining 7p donated to charity	-	£0.07 ✓	-
<b>BALANCE per ACCOUNT</b>	-	-	✓ <b>£1,244.72</b>

**Examiner's Certificate:**

*I have examined the Income and Expenditure of Swanley & District Twinning Association from the records given to me and am satisfied the above accounts are in accordance with the information supplied.*

Signed: B. A. Moore

Date: 4.6.2021

*Retired A/Cs Ngr & Treasurer*

### Section 3 – External Auditor Report and Certificate 2020/21

In respect of

SWANLEY TOWN COUNCIL – KE0277

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

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

None.

#### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

18/09/2021

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