

MINUTES of the SPECIAL TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 11 JANUARY 2024 at 7.20pm

**PRESENT:** Councillor Peter Harman – Town Mayor  
Councillor Ann Duke – Deputy Town Mayor  
Councillor Lorna Cross  
Councillor Peter Harris  
Councillor Lesley Howes  
Councillor Dawn Johnston  
Councillor Richard Lees

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – ATC/RFO  
x1 member of the public

**ABSENT:** There were none.

**361/23-24. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Town Mayor explained the arrangements and constraints relating to the filming or recording of the meeting.

**362/23-24. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Anita Barham, due to health reasons.

An apology for absence was received from Councillor Emma Ben - Moussa, due to health reasons.

An apology for absence was received from Councillor Claire Pearce, due to other commitments.

An apology for absence was received from Councillor Alan Reach, due to other commitments.

An apology for absence was received from Councillor Hazel Stephens, due to other commitments.

An apology for absence was received from Councillor Elizabeth Wickham, due to other commitments.

**RESOLVED:**

That the reason/s for absence, for the above Town Councillors, be formally accepted and approved.

**363/23-24. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

***As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.***

**364/23-24. TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 7 DECEMBER 2023.**

**RESOLVED:**

That the Minutes of the Town Council Meeting held on 7 December 2023 be confirmed as a true record and be signed.

**365/23-24. ITEMS DEEMED URGENT BY THE TOWN MAYOR / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**366/23-24. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETING HELD ON 13 DECEMBER 2023.**

**RESOLVED:**

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meeting held 13 December 2023 be confirmed and the recommendations made therein be adopted.

**367/23-24. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 6 DECEMBER 2023.**

**RESOLVED:**

That the Minutes of the Community Safety Committee Meeting held on 6 December 2023 be confirmed and the recommendations made therein be adopted.

**368/23-24. ANNUAL ESTIMATES 2024 – 2025.**

Further to minute 320/23-24 (*full Council 7 December 2023*) members had been issued with the proposed Annual Estimates for the 2024 - 2025 financial year (*Annual Estimates provided with the preceding Finance & General Purposes Committee meeting paperwork*).

MOVED BY Councillor Richard Lees, seconded by Councillor Peter Harris, and unanimously agreed.

**Recommended:** That the proposed Annual Estimates for 2024 – 2025, and subsequent proposed Tax Base (Band D) be approved.

**369/23-24. COUNCIL TAX BASE & PRECEPT 2024 – 2025.**

To set the Council Tax Base for Band D properties and the precept figure for 2024 – 2025.

MOVED BY Councillor Richard Lees, seconded by Councillor Lorna Cross, and unanimously agreed.

**Recommended:** That the Council Tax Base for Band D properties 2024 – 2025 be set and the precept figure be set at £440,713 for 2024 - 2025.

**370/23-24. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Richard Lees and seconded by Councillor Ann Duke.

**RESOLVED:**

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following items of business.

371/23-24. **MEETING ADJOURNED**

At this point Members agreed to adjourn the meeting to give members time to read and consider the contents of the tabled confidential report.

372/23-24. **PAVILION PROJECT –UPDATE.**

Members considered the tabled confidential report and were provided with a detailed verbal update on the project.

After lengthy discussion it was proposed, duly seconded, and unanimously agreed:

**RESOLVED:**

That options A and B of the confidential report be pursued at the meeting with the Youth Investment Fund and that the outcome of that meeting be reported back to members at a Special Town Council meeting to be held on the rising of the 17 January 2024 Recreation, Leisure and Amenities Committee meeting.

There being no further business to transact the Meeting closed at 8.00 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 11 JANUARY 2024 at 7.00PM

**PRESENT:** Councillor Lesley Howes – Chairman  
Councillor Lorna Cross – Vice-Chairman  
Councillor Ann Duke  
Councillor Peter Harman  
Councillor Richard Lees

**ALSO PRESENT:** Councillor Peter Harris  
x1 Member of the public  
Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk / RFO

**ABSENT:** There were none

**348/23-24. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

**349/23-24. APOLOGIES FOR ABSENCE.**

An apology for absence was submitted by Councillor Anita Barham, due to health reasons.

An apology for absence was submitted by Councillor Emma Ben Moussa, due to health reasons.

An apology for absence was submitted by Councillor Hazel Stephens, due to other commitments.

**Recommended:** That the reason for absence, for the Councillors listed, be formally accepted, and approved.

**350/23-24. SUBSTITUTES.**

There were none.

**351/23-24. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

***As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.***

**352/23-24. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**353/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 NOVEMBER 2023.**

**Recommended:** That the Minutes of the meeting held on 2 November 2023 were confirmed and signed as a true record.

**354/23-24. MONTHLY BANK RECONCILIATIONS.**

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Ann Duke was appointed (minute 30/23-24).

**Recommended:** That the bank reconciliations for December 2023 be noted.

**355/23-24. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken for October, November, and December 2023

**Recommended:** That the bank transfers undertaken for October, November and December 2023 be approved.

**356/23-24. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for October, November, and December 2023.

**Recommended:** That the receipts and payments for October, November, and December 2023, as per the annexed list, be approved.

**357/23-24. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 31 December 2023.

**Recommended:** That the summary of accounts to 31 December 2023 be noted.

**TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER'S (RFO) REPORT.**

**358/23-24. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL**

Members considered the application, and, after discussion, it was agreed that the following funding be awarded from the 2023 - 24 budget:

- We Are Beams - £500.00

**Recommended:** That the funding, as detailed above, be awarded.

**359/23-24 TOWN COUNCIL OFFICES COMMUNITY HALL – HEATING SYSTEM.**

In consultation with the Chairman of the Finance & General Purposes Committee and to ensure a continuity of works and best value, a quote had been approved for essential repair works to the heating system at the Town Council Offices and Community Hall.

All works had now been completed by the Town Councils approved contractor for plumbing and heating.

**Recommended:** That the actions taken in having the works undertaken be noted and endorsed.

**360/23-24 ANNUAL ESTIMATES FOR 2024– 2025.**

Further to minute 320/23-24 *(full Council 7 December 2023)* Members considered the Annual Estimates for 2024 – 2025.

After discussion it was proposed, duly seconded, and agreed unanimously:

**Recommended:** Members considered and approved the Annual Estimates for 2024 – 2025 and agreed to submit to full Council for endorsement.

There being no further business, the Meeting closed at 7.15 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

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MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 9 JANUARY 2024 at 11.10 AM

**PRESENT:** Councillor Lesley Howes – Chairman  
Councillor Ann Duke – Vice-Chairman  
Councillor Peter Harman

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO

**ABSENT:** Councillor Richard Lees

**341/23-24. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

**342/23-24. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Anita Barham, due to medical reasons.

An apology for absence was received from Councillor Claire Pearce, due to other commitments.

**Recommended:** That the reasons for absence, for the Councillor(s) listed, be formally accepted, and approved.

**343/23-24. SUBSTITUTES**

There were none.

**344/23-24. TO DECLARE INTERESTS IN ITEMS ON THE AGENDA**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**345/23-24. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**346/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 SEPTEMBER 2023.**

**Recommended:** That the Minutes of the meeting held on 6 September 2023, be confirmed, and signed as a true record.

**347/23-24. HERITAGE PARK IMPROVEMENTS.**

Members considered the report that had been issued with the agenda, which detailed the continuing works being undertaken within the Heritage Park following the recent successful funding award.

The ATC/RFO detailed the works that had taken place and advised members of the plans going forward.

It was agreed to hold another meeting in April 2024 to provide more details regarding the volunteer days and events being held in May 2024.

**Recommended:** That the update report be noted.

There being no further business to transact, the meeting closed at 11.30 am.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)