

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

Report to Council

Agenda Item: To Consider Any Budget Virements for the 2026–2027 Financial Year

Locum RFO Report

1. Purpose of the Report

To present proposed budget virements for the 2026–2027 financial year in response to the Council’s current financial position.

The proposed changes:

- Do **not** alter the approved Precept.
- They do reallocate expenditure headings to achieve savings.
- Create a strengthened **Contingency Budget Heading**, with the intention of restoring and reinforcing the Council’s **General Reserve**.
- Improve financial resilience and sustainability.

2. Background and Financial Context

The Council continues to experience financial pressures arising from:

- Ongoing operational losses at the Café.
- High staffing costs relative to the Council’s Precept.
- Increased employment and service delivery costs.
- A need to rebuild and protect General Reserves.

Given this position, immediate corrective action is necessary to stabilise finances and reduce exposure to further deficit positions.

3. Proposed Budget Virements 2026–2027

The following virements are proposed:

Description	Saving (£)	Rationale
Removal of RFO/DTC Role	64,364.00	Clerk to assume RFO responsibilities. A junior Officer/Locum engaged temporarily until the Council returns to a financially secure position.
Trees Budget	3,000.00	Non-essential tree works paused for one financial year unless emergency works are required.

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Maintenance – Churchyard	2,000.00	£2,000 allocated for wall repairs to be deferred to 2027–2028.
Miscellaneous Expenditure – Admin	5,000.00	Current allocation (£6,145) considered excessive for non-specific purchases and reduced accordingly.

Total Core Savings Identified: £74,364.00

4. Reallocation Proposal

It is proposed that the £74,364.00 identified savings be:

- Transferred into a newly strengthened **Contingency Budget Heading**, and
- Subsequently applied to rebuild the **General Reserve**, improving compliance with best practice guidance and safeguarding the Council against unforeseen expenditure.
- The Council will now only need to find circa £86,000 extra for their General Reserve, which can be budgeted for over time.
- Doing these amendments will mean the Council has 1.5 months of General Reserve (which is still under the three month minimum threshold but better than no reserves).

This approach:

- Does not impact service delivery disproportionately.
 - Improves liquidity and resilience.
 - Reduces structural financial imbalance.
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5. Additional Strategic Discussion Points

5.1 Café Operations

The Café is currently operating at an approximate **£37,000 annual loss**, with consistent losses since 2022–2023.

This represents:

- A significant recurring financial burden.
- A structural pressure on the Council's overall budget.

Recommendation:

An urgent operational and financial review should be undertaken, considering:

- Full cost recovery analysis.
- Alternative management models.
- Lease or third-party operation.
- Closure viability assessment if losses remain unsustainable.

5.2 Staffing Structure

The current staffing complement is high relative to:

- The Council's Precept level.
- Comparable parish/town councils.
- Increasing employer costs (NI, pensions, inflationary pay awards).

Recommendation:

A staffing structure review should be undertaken to consider:

- Role consolidation.
 - Natural attrition.
 - Temporary posts vs permanent posts.
 - Service prioritisation aligned to statutory obligations.
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6. Risk Considerations

Risk	Mitigation
Reduced service capacity	Prioritisation of statutory duties
Emergency tree works required	Retain emergency provision
Reputational impact from staffing changes	Transparent communication
Continued Café losses	Immediate structured review

7. Financial Impact

If approved, the virements will:

- Deliver immediate savings of **£74,364.00**
- Strengthen Contingency provisions
- Support restoration of the General Reserve
- Improve medium-term financial sustainability

No change to the 2026–2027 Precept is proposed.

8. Recommendations

Council is asked to:

1. **Approve the proposed budget virements totalling £74,364.00.**

2. **Approve the creation/strengthening of a Contingency Budget Heading** to hold these savings.
 3. **Agree that surplus funds be directed toward rebuilding the General Reserve.**
 4. **Commission an urgent review of Café operations.**
 5. **Undertake a staffing structure review during 2026–2027.**
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9. Conclusion

These proposals represent necessary and proportionate financial controls in response to the Council's current position. They are designed to:

- Stabilise finances,
- Reduce structural overspend,
- Protect reserves,
- Maintain statutory service delivery,
- Improve long-term resilience without increasing the Precept.

SWANSCOMBE AND GREENHITHE TOWN COUNCIL**Financial Position Report****Current Position and 2026–2027 Projected Estimates**

1. Purpose of Report

To provide Members with a clear overview of:

- The Council's **current cash position** as at 24 February 2026
- The **adjusted starting position for 2026–2027**
- The **revised budget estimates** reviewed by the Locum RFO
- The projected year-end reserve position
- The gap between projected reserves and the minimum recommended level

This report highlights the financial risks and identifies the scale of corrective action required.

PART A – CURRENT FINANCIAL POSITION**2. Bank Position (as at 24.02.2026)**

Mayor's Community Account excluded (ringfenced).

Account	Balance (£)
Business Account	1,230.12
Active Saver 1	7,332.12
Active Saver 2	735.07
Business Premium	3,378.46
CCLA	25,000.00
Total Cash	37,675.77

3. Immediate Liabilities

Outstanding Payments	Amount (£)
Unpaid payment returns (excl. DDs)	-3,856.25
GCLL Management Fee	-17,700.00
Staff – March	-27,412.28

Outstanding Payments	Amount (£)
HMRC PAYE/NIC	-4,111.84
Pensions	-2,200.00
Total Due Out	-55,280.37

4. Cash Flow Position

- Total Cash Available: **£37,675.77**
- Total Immediate Liabilities: **£55,280.37**
- **Cash Deficit: £17,604.60**

This indicates the Council did not hold sufficient working cash to meet short-term obligations.

5. Precept Transfer and Adjusted Position

A transfer of **£120,000** from DBC (2026–2027 Precept) was received early.

After applying this:

- **Net Position as at 01/03/2026: £102,395.40**

However:

- £17,604.60 has effectively already been used from the 2026–2027 budget to cover 2025–2026 pressures.
- Existing reserve balances are assumed to be **nil at year-end 2025–2026**, due to overspend.
- Therefore, no General Reserve (GR) or Earmarked Reserves (EMR) carried forward.

PART B – 2026–2027 ESTIMATES

6. Approved Budget (Full Council)

Item	Amount (£)
Budgeted Expenditure	625,610.00
Planned Transfer to GR	55,000.00
Precept Request	680,610.00

7. Locum RFO Revised Estimates

Item	Amount (£)
Estimated Expenditure	720,993.00
Planned GR Transfer	0.00
Revised Required Precept	720,993.00

Variance

Difference between agreed Precept and RFO estimate:

£40,383.00 shortfall

This confirms the original budget is understated.

8. Adjusted Position for 2026–2027

Starting Position (SOY balance adjusted):

£102,395.40

Adjusted Precept (after £120k receipt timing adjustment):

£663,005.40

Combined Available Position:

£765,400.80

Less Estimated Expenditure:

£720,993.00

Estimated Year-End Surplus:

£44,407.80 – to move to GENERAL RESERVE

PART C – RESERVE POSITION ANALYSIS

9. Projected General Reserve at 31 March 2027

Projected GR: **£44,407.80**

Minimum Recommended GR (lower end): **£170,152.00**

Shortfall to Minimum Level:

£125,744.20

10. Key Observations

1. The Council begins 2026–2027 with no usable reserves.

2. The current approved budget underestimates expenditure by £40,383.
 3. Even if the revised figures are achieved, reserves will only reach £44,407.80.
 4. This is significantly below the recommended minimum of £170,152.
 5. The Council therefore remains financially fragile and exposed to risk.
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PART D – FINANCIAL RISKS

- Limited working capital resilience
 - No EMRs available for asset repairs or emergencies
 - Insufficient General Reserve buffer
 - Structural expenditure pressures
 - Ongoing operational losses (e.g., Café)
 - High staffing cost base
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PART E – Strategic Financial Position

The Council can technically operate within the current Precept of **£680,610**, but:

- Only through expenditure restraint.
- Only if no significant unforeseen costs arise.
- Only if operational deficits (such as the Café) are addressed.

Without structural changes, the Council will remain below minimum reserve levels for multiple years.

PART F – Recommendations

Council is asked to:

1. Note the current cash flow position and historic overspend impact.
 2. Note that reserves are effectively nil entering 2026–2027.
 3. Acknowledge the £40,383 structural variance identified by the Locum RFO.
 4. Agree that expenditure reductions must be implemented to avoid further reserve erosion.
 5. Develop a 2–3 year reserve recovery plan to restore the General Reserve to at least £170,152.
 6. Continue to review income-generating services and staffing levels.
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Conclusion

The Council is in a recovery position, not a growth position.

Although the 2026–2027 budget can technically balance within the agreed Precept, projected reserves remain significantly below recommended levels.

The priority for 2026–2027 must therefore be:

- Financial stabilisation
- Expenditure control
- Reserve rebuilding
- Structural cost review

Without decisive action, the Council remains vulnerable to financial instability.

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FGP 5/3/26

Background:

Konica Minolta was previously the Town Council's printer supplier. Following the transition to Digital Automation as the new provider, the Council continued to receive invoices from Konica Minolta. These invoices were initially referred to the former RFO for investigation.

Upon the previous RFO leaving the Town Council, this work was picked up by the Administration Officer. On 12 February 2026, the Administration Officer met in the Council offices with the Contract Manager from Digital Automation to review the ongoing issues with Konica Minolta. An email from the Contract Manager, attached to this report, summarises the discussion and outlines several discrepancies and unresolved financial matters relating to the Council's historic Konica Minolta copier agreements.

Plan of Action:

Under the terms of the Council's agreement with Digital Automation, a settlement amount was to be set aside to pay the previous supplier. As identified in the correspondence from Digital Automation, the Council has not yet issued the required invoice for this settlement amount.

The Council must therefore raise and issue an invoice to Digital Automation for £638.91 (plus VAT). Once received, Digital Automation will apply this payment to settle the outstanding balance with Konica Minolta. This will reduce the remaining amount owed to £573.81 (plus VAT).

The Town Council has two options for addressing the remaining balance:

- **Option 1 – Direct Payment**

The Town Council issues the settlement invoice to Digital Automation for £638.91. Once Digital Automation uses these funds to settle the Konica Minolta account, the Council then directly pays the remaining £573.81 (plus VAT) to Konica Minolta.

- **Option 2 – Incorporation into Existing Agreement**

The outstanding £573.81 (plus VAT) is incorporated into the Council's current agreement with Digital Automation. Digital Automation would then pay Konica Minolta on the Council's behalf. After 12 months, the agreement would be reviewed with Digital Automation with the intention of reducing ongoing costs to the Council.

Recommended : To select which Option to proceed with.



KONICA MINOLTA / DIGITAL AUTOMATION REPORT

Info

From: Jon Brisley <jon.brisley@digital-automation.co.uk>
Sent: 13 February 2026 14:50
To: RFO
Subject: Issue with Konica Minolta
Attachments: Swanscombe & Greenhithe TC.pdf; img-699d7f4e-f48e-4df1-b971-7d0033ee3aa1

[WARNING] This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Indigo,

I hope you are well and thank you for taking the time to meet with me yesterday, it was great to see you!

As discussed in our meeting yesterday, from the information Martin provided us at the very beginning of the process, and as you confirmed yesterday, we based our workings out for settlement from the dates provided; C360i 15/03/21 and 3320i 02/12/21. For some reason, and quite unexplainably, Konica Minolta did not activate the agreement for the C360i until 20/06/23, over 2 years later which makes no sense whatsoever.

Looking back through all the information, it seems we have not received an invoice from Swanscombe & Greenhithe TC for the settlement we set aside which is for the value of £638.91p +VAT. Please can this be raised and sent to me so I can send on to accounts who will pay this next week.

From the total value Konica Minolta are charging of £1,122.60p +VAT to fully terminate their service, this will reduce the owed amount to £573.81p +VAT.

To help out, and so this does not affect the bottom line of the council, we can facilitate the outstanding amount into the agreement. At the moment the TC is paying £199.66p +VAT per month, if we facilitate the outstanding amount owed, we can do this for £259.09p +VAT per month and then pay Konica the amount owed on behalf of the TC. Then in 12 months' time, we will review agreement and look to reduce this cost at this stage, rather than wait until halfway through the agreement.

This is the easiest way to resolve this issue without there being any direct penalty charges to the Town Council, we do not need to swap any devices out or anything like that, we need to simply resign the paperwork and we will then take care of everything moving forward on behalf of the Town Council.

I have also attached the proposal we presented to Martin back in June 2025 when we first approached Martin and formulated our recommendation from the information Martin provided us.

Please have a chat internally regarding this, I will give you a call Monday afternoon to see what the thoughts are and if this makes sense to move on.

If you have any questions, please do not hesitate to contact me.

Have a lovely weekend if I do not hear from you before.

Many thanks.

Kind Regards,

Jon Brisley

AGENDA ITEM

FGP 5/3/26

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From: Security Sales (Scutum South East) <southeast.securitysales@scutum-group.co.uk>
Sent: 16 February 2026 11:18
To: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>
Cc: Paul Turner <paul.turner@scutum-group.co.uk>
Subject: Our Ref: PGT/6943/26/CL-D174

Dear Indigo,

Re: CCTV Modifications.

Further to my recent visit to the above premises, please find attached a quotation and specification of the work involved for your consideration.

Our quotation is based on all works being carried out on a continuous basis during normal working hours, between 8:00 – 17:30 Monday to Friday and does not include any “waiting time” that may result due to circumstances beyond our control. Should any work be required to be carried out, outside of normal working hours, including weekends and public holidays, then such hours would be subject to an additional charge.

We would like to draw your specific attention to the Installation Requirements and Customer Notes at the end of the specification. We would ask that you read this information carefully.

Should you find this quotation acceptable would you please return the following either by post or to southeast.securitysales@scutum-group.co.uk:

- The attached Acceptance duly signed.
- A deposit for 50% of the quoted installation sum.

Deposit payments can be made electronically by BACS or Electronic Banking, or by Credit or Debit Card, or by Cheque (**made payable to Scutum Fire & Security Limited**). Please quote the above reference with your payment.

Our Bank details are – HSBC; Sort Code: 40-11-60; Account Number: 31514520.

Upon receipt of the above an installation date can be arranged.

Please do not hesitate to contact me if you have any queries regarding the specification.

Paul Turner
Sales Surveyor
Scutum Fire & Security Limited

T: [01279 420016](tel:01279420016)

M: [07702 678379](tel:07702678379)

E: paul.turner@scutum-group.co.uk

scutum.uk

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Scutum Fire & Security Ltd

FEBRUARY 16, 2026

Paul Turner
PGT/6943/26



SCUTUM



SPECIFICATION

**INSTALLATION AT: SWANSCOMBE & GREENHITHE TOWN COUNCIL
COUNCIL OFFICES & COMMUNITY HALL
THE GROVE
SWANSCOMBE
KENT, DA10 0GA**

SURVEYOR: PAUL TURNER

**D174
PGT/6943/26
16/02/2026**

THE INSTALLATION:

PROPOSED MODIFICATIONS TO THE EXISTING CCTV SYSTEM INSTALLED AT THE ABOVE PREMISES.

1. A Hikvision 5GHz 867Mbps 5km Wireless Bridge Kit to be fitted, to replace the existing unit.
2. A Hikvision 4MP AcuSense Varifocal (Model Number: DS-2CD3646G2T-IZSY) Bullet Network Camera with a 2.7mm-13.5mm lens, a horizontal field of view of 107.6°-32.9° and an infra-red range of up to 60 meters to be fitted on the Car Park Lamp Post, to replace the existing unit. 
3. A Haydon IP65 Junction Box 380x300x120mm to be fitted to the Post, to replace the existing unit.

NOTE: Scutum is to supply access equipment to get to the Camera on the post.

ASBESTOS

Employers have a duty under the Control of Asbestos Regulations 2012.

Scutum Fire & Security Ltd will not be able to undertake any works unless satisfied that there is no risk of exposure to asbestos fibres and it is safe to proceed.

In the event of any suspicious fibre being detected, Scutum Fire & Security Ltd reserve the right to immediately cease work within those areas, until such time it is proven to be safe for work continue.

If you are unsure of the status of the site regarding the presence and condition of asbestos or materials containing asbestos, please consult the government website: [Managing my asbestos introduction](#).



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Scutum Fire & Security Ltd
28 Mill Road Industrial Estate •
Linlithgow Bridge • Linlithgow West •
Lothian • EH49 7SF

Branch Address:
Scutum Fire & Security Ltd
St Ann's House • St Ann's Road • Chertsey
Surrey • KT16 9EH

Company Registration No: SC315671
VAT Registration No: 934476501

T: 01784 220 040
E: southeast.securitysales@scutum-group.co.uk
W: www.scutum.uk





Portable Access Equipment

Scutum Fire & Security Ltd has assessed the risk for portable access equipment on this installation as “Low-Risk and Short Duration Tasks” and therefore intends to use steps and ladders.

Should the client, or their nominated contractor, require the use of specialist equipment such as podiums, Pico Lifts, Towers etc., all hire charges will be passed on to the client or their nominated contractor.

If, for whatever reason, you are unable to keep the arranged appointment date or have to reschedule, you must let us know as soon as is reasonably possible. The Company may impose reasonable charges for the costs incurred as a direct result of not being able to carry out the works as agreed.

Please remove any personal possessions or items from working areas. We cannot be held accountable for items which should have been cleared before the works started. Where possible, we will inform you of the need to remove objects; however, the responsibility rests with the client to protect their property. In cases where damages have arisen as a direct result of our negligence, we will work with you to resolve the issue.

IT interface

Where it is required to connect any installed electronic security systems onto the clients existing equipment, i.e., Phone, Tablet, Personnel computer, TV or any other form of electronic device. It is the client’s responsibility to ensure that:

- All necessary equipment is made available without hinderance on site at the time of installation. This includes any device required to be connected to system, including family members and colleagues phones.
- All client’s devices must have been installed with the latest updates, to any “Apps” and /or “Operating Systems” required for the operation of the systems and be fully charged, prior to the engineers attending site.
- The engineer is not responsible for installing any major software updates to the client’s equipment, and will not be held responsible for any issues raise or data lost due to any updates carried out.
- All Passwords and /or other forms of access rights, are made available to the engineer on site for all of the client’s equipment intended to be used. This includes WiFi Passwords where required.
- Where it is intended to use the clients network system for networking of the equipment, assistance from the clients IT team may be required, in regards to opening “gate ways” and providing “IP addresses”, at the time of installation.
- The specification will outline how the system will be interfaced with the client’s equipment, any functionality or connections not stated on the specification may not be possible or may be charged as extra.
- Scutum Fire & Security Ltd cannot be held responsible for any of the client’s equipment found to be faulty or any incompatibility with the installed system, at the time of installation or at a later date. Additional charges may be incurred.

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- Any changes made to the client's equipment and / or software made after the time of installation which then leads to the system malfunctioning, will be chargeable if an engineer is required to return to site. If an engineer does return to site all of the above will be required.

All prices quoted are valid for 14 days from the date stated on the quotation.

NOTE: If you are experiencing issues with your system, please call us so we can arrange an Engineer to attend site. Our telephone number is 01784 220040 and email address is customercare@scutum-group.co.uk.

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SCUTUM

ACCEPTANCE OF QUOTATION

Swanscombe & Greenhithe Town Council
Council Offices & Community Hall
The Grove
Swanscombe
Kent, DA10 0GA

specification Ref: PGT/6943/26
Date: 16/02/2026
Cust Ref: D174

System/ Works as per quotation

Installation – £1,095.00 + VAT
Annual Maintenance – As Existing

- Qualifications:** Standard working hours are between 8.30 am & 5.00 pm, outside these times, will be considered additional to the quoted sum.
- Payment Terms:** Full payment will be required within 30 days of completion of works contained in this above quote.
- Terms and Conditions:** Scutum Fire & Security Ltd standard terms & conditions (available on request) are binding to this quotation.
- Install Cancellation:** Should you for any reason wish to cancel the installation, then a minimum of 48 hours' notice (normal working days) in writing or via email is required. Inside 48hrs there will be a standard cancellation charge for 100% of the value of the labour.
- Quote Valid for** 14 days from the date of quote
- Deposit Payment:** A 50% deposit payment of the outright purchase price is required for all new customers; the deposit can be paid via a cheque or BAC transfer or Credit / Debit Card. Our operations team will only proceed with the order of materials and scheduling on a commencement date on receipt of the signed contract and deposit payment.

ACCEPTANCE

I hereby declare that I am authorized to sign this acceptance for the above work and the specified costs set out above.

Name in full: _____

Signed: _____ **Date:** _____
(on behalf of the client)

Signed: Paul Turner **Date:** 16/02/2026
(on behalf of the company)

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Company Registration No: SC315671
VAT Registration No: 934476501



Terms and Conditions

THE CUSTOMER'S ATTENTION IS PARTICULARLY DRAWN TO THE PROVISIONS OF CLAUSE 12.

1. INTERPRETATION

Contract: the contract between the Supplier and the Customer for the supply of System and/or Services in accordance with these Conditions.

Customer: the person or firm who purchases the System and/or Services from the Supplier.

Delivery: shall include delivery and, where agreed, Installation.

System: the System or Systems as set out in the Order.

System Specification: any specification for the System, including any relevant plans, that is agreed upon in writing by the parties.

Order: the Customer's order for the supply of System and/or Services, as set out on the Customer's purchase order form, the Supplier's estimate, quotation or contract.

Services: the services supplied by the Supplier to the Customer as set out in the Order.

Supplier: Scutum East Limited, Unit 2, Wolseley Business Park, 14 Railton Road, Bedford, MK427PN

A person includes a natural person, corporate or unincorporated body and a reference to a statute is a reference to such statute as in force.

1. BASIS OF CONTRACT

1.1 The Order constitutes an offer by the Customer with these Conditions and the Order shall be accepted in writing at which point the Contract is formed.

1.2 The Contract constitutes the entire agreement between the parties. The Customer acknowledges that it has not relied on any representation made or given by or on behalf of the Supplier which is not set out in the Contract.

1.3 These Conditions apply to the Contract to the exclusion of any other terms that the Customer seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

1.4 All quotations are based on Scutum East using standard access equipment including steps and ladders.

1.5 Unless specified, no specialist access equipment has been included within this quotation. If this is required, modifications to this quote will need to be made or a separate quotation will be provided.

2. SYSTEM

The System is described in the Order and the Supplier reserves the right to amend the System specification if required by any applicable statutory or regulatory requirements.

3. DELIVERY & INSTALLATION OF THE SYSTEM

3.1 The Supplier shall deliver and, where required install, the System to the location set out in the Order.

3.2 Any dates quoted for the delivery of the System are approximate only, and the time of delivery is not of the essence.

3.3 If the Customer fails to accept or take delivery of the System, the Customer shall be liable for all losses arising from its failure.

3.4 No detailed Asbestos information has been provided which may affect the overall quotation.

4. SUPPLIER'S GUARANTEE OF SYSTEM

4.1 The Supplier guarantees that on delivery and for a period of 12 months from delivery, the System shall be free from material defects except where 5.2 applies.

4.2 This guarantee does not apply to any defect in the System arising from:
(a) fair wear and tear, wilful damage, abnormal storage or working conditions, accident, negligence by the Customer or any third party and/or if the Customer fails to operate the System in accordance with user instructions issued or contained within the System.
(b) any alteration or repair by any party who is not one of a repairer authorised by the Supplier.

4.3 The terms of these Conditions shall apply to any repaired or replacement System supplied by the Supplier under clause 1.

5. TITLE AND RISK

5.1 The risk in the System shall pass to the Customer on delivery but the Title shall not pass until the Supplier has received payment in full.

6. SUPPLY OF SERVICES

6.1 The Supplier shall provide the Services to the Customer in accordance with the Order in all material respects and the Supplier warrants to the Customer that the Services will be provided using reasonable care and skill.

6.2 The Supplier shall use all reasonable endeavours to meet any performance dates specified in the Order, but time shall not be of the essence for the performance of the Services.

7. CUSTOMER'S OBLIGATIONS

7.1 The Customer shall:

(a) ensure that the terms of the Order are complete and accurate.
(b) co-operate with the Supplier in all matters relating to the System and Services.

(c) provide the Supplier, with access to the Customer's premises as reasonably required by the Supplier to provide the System and Services.

(d) obtain and maintain all necessary licences, permissions and consents which may be required for the System and Services before the start date.

(e) be responsible for any redecoration costs.

(f) All security installations will require a separately fused 230vac supply to be provided by others within 1 meter of our specified equipment, failure to have this installed before the completion of the installation may result in further site visits and may incur additional charges.

(g) All data installations including BT lines, network points, PCs and broadband connections will be the customer's responsibility and must be in place before our commissioning. If additional support is required from a site's IT expert and it has been stated that his expertise would be required to complete the detailed works then please ensure this is in place and the relevant persons have been made aware, failure to do so may incur additional charges for return visits.

7.2 If the Supplier's performance of any of its obligations in respect of the Services is prevented by any act/omission by the Customer (**Customer Default**):

(a) the Supplier has the right to suspend performance until the Customer remedies the Customer Default and shall not be liable for any costs or losses sustained or incurred by the Customer arising as a consequence; and

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SCUTUM

- (b) the Customer shall reimburse the Supplier on written demand for any cost or losses incurred by the Supplier arising directly or indirectly from the Customer Default.

8. CHARGES AND PAYMENT

- 8.1 The price for the System and Services shall be the price set out in the Order and subject to VAT at the prevailing rate and shall not include any telephone line charges for which the Customer is solely responsible.
- 8.2 The Supplier reserves the right to increase the price of the System, by giving notice to the Customer at any time before delivery, to reflect any increase in the cost to the Supplier that is due to any factor beyond its control or any request or instructions by the Customer to change the Order.
- 8.3 The Customer shall be responsible for annual monitoring and maintenance charges as per the Order; such charges will be subject to annual reviews.
- 8.4 **Services:** the Supplier shall invoice the Customer prior, on or immediately following completion as stated.
System: the supplier shall invoice the Customer as set out in the Order. Each invoice shall be payable by 50% deposit in advance and the final payment upon completion unless alternative terms have been agreed in writing by a duly authorised officer of the Company in advance. Time for payment shall be 30 days from the date of invoice.
- 8.5 Without limiting any other right of the Supplier, if the Customer fails to make any payment due to the Supplier, the Supplier shall be entitled to apply interest to the due sum at 4% above HSBC's rate until payment is made.
- 8.6 The Customer shall pay all amounts due under the Contract without deduction. The Supplier may, without limiting its other rights or remedies, set off any amount owing to it by the Customer against any amount payable by the Supplier to the Customer.

9. INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights in or arising out of any supply under this agreement shall be owned by the Supplier.

10. CONFIDENTIALITY

- 10.1 A party shall keep in strict confidence all technical or commercial know-how, specifications, inventions, processes or initiatives which are confidential and have been disclosed to the Receiving Party by the other party, except insofar as is necessary to discharge its obligations under this Contract and such information shall be used only in connection with this Contract.
- 10.2 This clause 11 shall survive termination of the Contract.
- 11. LIMITATION OF LIABILITY: THE CUSTOMER'S ATTENTION IS PARTICULARLY DRAWN TO THIS CLAUSE**
- 11.1 The Supplier shall under no circumstances whatever be liable to the Customer, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any loss of profit, or any indirect or consequential loss arising under or in connection with the Contract.
- 11.2 The Supplier shall not be liable for the System's failure to perform upon a break-in nor
- 11.3 damage to the system as a consequence of that break-in.
- 11.4 The implied by sections 13 to 15 of the Sale of Goods Act 1979 and the terms implied by sections 3 to 5 of the Supply of Goods and Services Act

1982 are, to the fullest extent permitted by law, excluded from the Contract.

- 11.5 This clause 12 shall survive termination of the Contract.

12. TERMINATION

- 12.1 Without limiting its other rights or remedies, each party may terminate the Contract with immediate effect by giving written notice to the other party if the other party commits a remediable breach that is not remedied within 7 days of notification or the other party becomes insolvent or suspends/threatens to suspend its business.
- 12.2 If the customer chooses to cancel their contract and switch to a different maintenance provider, the company reserves the right to charge a fee of **£187.50 + VAT** for attending the site to update engineering codes and amend all necessary monitoring-related paperwork. This will be completed no later than 30 days after the original request.

- 12.3 Without limiting its other rights or remedies, the Supplier may terminate the Contract by giving the Customer one month's written notice.

- 12.4 The Customer may terminate the Contract by giving the Supplier not less than three months' written notice.

13. CONSEQUENCES OF TERMINATION

On termination of the Contract for any reason:

- (a) the Customer shall immediately pay to the Supplier all of the Supplier's outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has yet been submitted, the Supplier shall submit an invoice, which shall be payable by the Customer immediately on receipt.
- (b) the Customer shall return all of the Supplier Materials and any Deliverables which have not been fully paid for. If the Customer fails to do so, then the Supplier may enter the Customer's premises and take possession of them.

14. FORCE MAJEURE

- 14.1 For the purposes of this Contract, **Force Majeure Event** means an event beyond the reasonable control of the Supplier including but not limited to strikes, lock-outs or other industrial disputes (whether involving the workforce of the party or any other party), failure of a utility service or transport network, the act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors.
- 14.2 The Supplier shall not be liable to the Customer as a result of any delay/failure to perform its obligations under this Contract as a result of a Force Majeure Event.

- 14.3 If the Force Majeure Event prevents the Supplier from providing any of the Services and/or System for more than 6 weeks, the Supplier shall, without limiting its other rights or remedies, have the right to terminate this Contract immediately by giving written notice to the Customer.

15. GENERAL

Assignment and subcontracting. The Supplier may at any time deal in any manner with all or any of its rights under the Contract and may subcontract any or all of its obligations under the Contract to any third party. The Customer shall not, without the prior written consent of the Supplier dispose of in any other manner with its rights or obligations under the Contract.

- 15.1 **Notices.** Any notice or other communication required to be given to a party under or in connection with this Contract shall be in writing and may include email and fax, which shall be deemed to be served

Registered Office:
Scutum Fire & Security Ltd
28 Mill Road Industrial Estate •
Linlithgow Bridge • Linlithgow West •
Lothian • EH49 7SF

Branch Address:
Scutum Fire & Security Ltd
St Ann's House • St Ann's Road • Chertsey
Surrey • KT16 9EH

T: 01784 220 040
E: southeast.securitysales@scutum-group.co.uk
W: www.scutum.uk

Company Registration No: SC315671
VAT Registration No: 934476501





immediately, or post which shall be deemed to be served two Business Days after postage.

- 15.2 **Waiver.** If the Supplier fails to insist that the Customer performs any of its obligations under these Terms or delays in doing so, that will not mean that the Supplier has waived its rights against the Customer. A waiver of any right under the Contract is only effective if it is in writing and shall not be deemed to be a waiver of any subsequent breach or default.
 - 15.3 **Severance.** Each of the paragraphs of these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.
 - 15.4 **No partnership or agency.** Nothing in the Contract shall be deemed to constitute a partnership or joint venture of any kind between any of the parties and no party shall have authority to act as an agent for, or to bind, the other party in any way.
 - 15.5 **Third parties.** A person who is not a party to the Contract shall not have any rights under or in connection with it.
 - 15.6 **Variation.** Except as set out in these Conditions, any variation to the Contract shall only be binding when agreed in writing and signed by the Supplier.
- These Terms are governed by English law and the parties submit to the exclusive jurisdiction of the English courts.

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E: southeast.securitysales@scutum-group.co.uk
W: www.scutum.uk

Company Registration No: SC315671
VAT Registration No: 934476501



FGI 5/3/2026

Bodocido

Info

From: repairsadmin.gb <repairsadmin.gb@schindler.com>
Sent: 10 February 2026 12:17
To: Info
Subject: 156650463 - Installation 11010012229 COMMUNITY HALL, THE GROVE, SWANSCOMBE
Attachments: 156650463 .pdf

[WARNING] This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon

Please find attached is our offer to upgrade your lift's autodialler system, a crucial step given the "Big Switch Off" (BT's disconnection of traditional copper lines by 2027). For more details, please see "The big PSTN switch-off: Everything you need to know - Communications Plus."

Without a GSM device, your autodialler will lose communication for trapped passengers once the switch-off occurs. We strongly recommend upgrading before the deadline to prevent unnecessary downtime. As demand rises closer to 2027, stock levels may deplete, potentially leading to longer material lead times. The CUBE, our proposed upgrade, uses 4G VoIP to provide reliable, future-proof emergency voice calls for your elevator. But it is far more than just a GSM gateway. The CUBE transforms your lift into a smart, connected device, offering capabilities like remote monitoring for preventative maintenance, app support for engaging screen presentations, and seamless media streaming. Plus, its advanced technology ensures both reduced data usage and high security.

Please review the attached offer. If you are satisfied, kindly provide your approval. To proceed, you can either:

- Complete the authorisation section of the offer and return it to us, OR
- Provide a purchase order covering the cost.

We can also accept email authorization. If choosing this method, please ensure your email clearly states the quotation number and total value (e.g., "Please proceed with quotation 143xxxxxx - value of £xxx + VAT") and includes the full invoicing address if different from what is on the quotation.

Our promotion runs until the end of May '26, so be sure to place your order before then.

Thank you for your trust in Schindler.

Kind Regards

Repair Admin
repairsadmin.gb@schindler.com
www.schindler.co.uk



Schindler Limited
Repairs



Branch office: Schindler Ltd, London and South East Addlestone KT15 2HJ

SWANSCOMBE & GREENHITHE TOWN
COUNCIL
COUNCIL OFFICES
THE GROVE
SWANSCOMBE KENT
DA10 0G

From Mr Jonathan Abbey
Telephone +447880093337
E-mail jon.abbey@schindler.com
Quotation number 156650463 - Installation 11010012229
Date 10 February 2026
Subject **SCHINDLER REPAIR QUOTATION: COMMUNITY HALL, THE GROVE, SWANSCOMBE**

Dear Rebecca Rawlings

Our records show your lift's emergency communication system uses the old BT analogue phone line, which will be phased out by December 2027. This upgrade is critical for compliance and passenger safety.

We introduce the Schindler 'CUBE', our cutting-edge digital solution, powered by state-of-the-art 4G VoIP technology. This system guarantees 24/7 operation with an integral battery backup, ensuring constant reliability. For your convenience, Schindler acts as a single point of contact, managing the mobile network connection entirely, and your first year's subscription is included at no additional charge. The CUBE also features an open protocol, allowing other service providers to program it with alternative phone numbers if required. Beyond its core function, the CUBE offers advanced 'Smart' lift functionalities, including comprehensive remote monitoring.

Should you wish to proceed with these works, please complete the enclosed Authorisation form and return to us at repairsadmin.gb@schindler.com.

If you would like any additional information please don't hesitate to contact me on the details above.

Yours sincerely

Mr Jonathan Abbey
Schindler Ltd

To: SWANSCOMBE & GREENHITHE TOWN COUNCIL
COUNCIL OFFICES
THE GROVE
SWANSCOMBE KENT
DA10 0GA

From: Mr Jonathan Abbey
Date: 10 February 2026

Subject: LIFT 1, COMMUNITY HALL, THE GROVE, SWANSCOMBE

Repair Offer N° 156650463 for installation N° 11010012229

Item	Quantity	Price
<p>Promo Only - CUBE for TM2-TAM2/ETMA loEE CUBE, a secure gateway that connects elevators to the internet via a cellular network. It transmits voice and data from the elevator to the cloud, the Schindler call center, and our backend systems.</p> <p>Key Features include:</p> <ul style="list-style-type: none"> - Robust wireless communication with support for GSM 2G, 3G, and 4G. - Seamless controller integration for remote monitoring. - Integrated self-diagnostics automatically report loEE CUBE status to the Call Center. - Dedicated connection for tele-alarm devices <p>Scope of application include:</p> <ul style="list-style-type: none"> - CUBE Basic Int'l 4G 01.00 - CUBE UPS with a 1-hour backup - CUBE Accessory kit - Complete cable and interface set - Network SIM card with a 1-year connectivity (contingent on an active lift contract with Schindler) <p>Promotional Offer Promotional Price: £1,250 (excluding VAT) - Includes 1 year subscription, delivery, and processing fees at no additional cost.</p> <p>Standard Pricing Standard Price: £1,800 (excluding VAT) - Plus: £240 for a 1-year subscription - Plus: £110 for processing and delivery fees</p>	1	
Item Total Material and Labour cost		GBP. 1,250.00
Total price:		GBP. 1,250.00
Total excl. VAT		GBP. 1,250.00

Schindler Limited
Repairs



Schindler

VAT at 20.00 %

GBP. 250.00

Total incl. 20.00 % VAT:

GBP. 1,500.00

General sales conditions: See enclosed.

Other sales conditions:

Reason for repair: Repair outside the scope of the maintenance contract

Urgency: NECESSARY - Within 3 months

Down payment:

Payment conditions: Payable within 30 days / VAT-no.: 286101078

Offer valid until: 07.05.2026

Lead time: According to prior agreement

Works duration: Half a day approximately

Yours sincerely

Mr Jonathan Abbey
Schindler Ltd

Schindler Limited
Repairs



Authorisation to Proceed

By the completion and return of this authorisation, you instruct Schindler Ltd to proceed with the works detailed under our Repair Offer N° 156650463 for installation N° 11010012229 and agree to make full payment for the works detailed therein.

Customer Details

SWANSCOMBE & GREENHITHE TOWN COUNCIL, COUNCIL OFFICES, THE GROVE,
SWANSCOMBE KENT, DA10 0GA,,

Company Name: _____

If this is different to customer details above, please confirm the full invoicing address

Signature: _____

Date: _____

Printed Name: _____

Company Stamp (if applicable)

Phone number: _____

Email address: _____

Purchase Order No: _____

Order Value: _____

Contact details on site for completion of the works (if different from above)

Site contact Name: _____

Site Contact phone number: _____

Site contact email address: _____

Additional Comments (if required)

Please return this completed form to repairsadmin.gb@schindler.com

Schindler Limited

Repair Terms & Conditions



Schindler

1. GENERAL

The acceptance of the Company's Tender (the "Tender") Includes the acceptance of the following terms and conditions. No terms or conditions stipulated, or referred to by the Purchaser are to add to, amend, replace or vary these terms and conditions unless expressly agreed to by the Company in writing.

2. VALIDITY

Unless previously withdrawn by the Company this Tender is open for acceptance within the period stated therein or, when no period is stated, within 60 days from the date of the Tender.

3. DRAWINGS

All specifications, drawings, and particulars submitted with the Tender are approximate only. All descriptions and illustrations and other material contained in the Company's catalogues and other advertising matter are intended merely to present a general description of the goods therein and none of these shall form part of the Contract. The Company will, where so stated in the Tender, provide two copies of general arrangement drawings giving details of work that the Purchaser should provide free of cost to the Company. A charge will be made for further drawings or revisions.

4. OVERTIME / DAYWORK

4.1 Unless specifically stated to the contrary in writing, the Tender is based on the assumption that all work to be performed by the Company under the Contract (the "Works") will be carried out during the Company's normal working hours. Work may be performed outside the Company's normal working hours with the Company's prior written agreement for an additional charge.

4.2. Any Works carried out on a daywork basis shall unless otherwise stated in writing by the Company be charged for in accordance with the Company's appropriate charge rates current at the time that such Works is performed.

5. DELIVERY AND COMPLETION

Any times stated by the Company for delivery and or completion shall run from the date of receipt of the Purchaser's written order and any initial payment of the Contract Price and if later from receipt of all information, drawings, licenses, permits and approvals as may be necessary to enable the Works to proceed. All such times are to be treated as estimates only not creating any contractual obligation unless the Company has specifically contracted in writing to deliver or complete the Works within a specified time or by a specified date by defining such time or date as a "Guaranteed Delivery Date" in the Tender or other contract document signed by the Company. Any times for delivery and/or completion are estimated and the contract sum is determined on the understanding that the Purchaser shall at its own expense before the estimated date of commencement of any part of the Works ensure that the site is ready in all respects for the Works to commence and that all the facilities and items listed in the Attendances hereto have been, or will be, provided by the Purchaser free of cost to the Company as and when required by the Company in order that the Works may proceed.

6. DELAY IN DELIVERY OR COMPLETION

6.1 If, due to circumstances outside the control of the Company, the Purchaser cannot accept delivery of goods comprised in the Works upon the estimated delivery date for such goods, or is otherwise unable to grant to the Company access to the site for the purpose of commencement of the Works, the Company reserves the right to recover any costs incurred by the delay and/or to continue to manufacture goods and deliver them to storage in accordance with Clause 8.

6.2 The Company shall not be liable for any delay or for any consequences of any delay in the production or delivery of any of the goods comprised in the Works or in the completion of the Works in circumstances where an estimated time for completion of the Works has been given by the Company.

6.3 In circumstances where the Company has agreed in writing a Guaranteed Delivery Date for the completion of the Works in accordance with Clause 5, it shall not be liable for any delay or for any consequence of any delay if such delay shall be due to fire, strike, lockout, dispute with workmen, flood, accident, delay in transport, shortage of fuel, default of any sub-contractor, inability to obtain material and/or labour, embargo, act or demand or requirement of any government or government department or Local Authority, or as a consequence of war or of hostilities (whether war be declared or not) or any other cause whatsoever beyond the reasonable control of the Company. If any such delay occurs then (unless the cause thereof shall frustrate or render impossible or illegal the performance of this Contract or shall otherwise discharge the parties from their obligations under the Contract) the Company's period for performing its obligations shall be extended by such period (not limited to the length of delay) as the Company may reasonably require to complete the performance of its obligations.

6.4 In circumstances where the Company has agreed in writing a Guaranteed Delivery Date for completion of the Works in accordance with Clause 5 and the Works are not so completed for reasons other than those outlined in Clauses 6.1 or 6.3 above other than those attributable to the Purchaser the Company shall pay to the Purchaser liquidated damages in an amount equal to 1% of the Contract Price per week of delay up to an aggregate maximum amount of 10% of the Contract Price. The Company shall have no other or further liability of whatsoever nature to the Purchaser whether in

contract or in tort in respect of a failure to complete the Works in the circumstances outlined in this clause.

7. DELIVERY OF GOODS

Unless stated to the contrary the Tender includes delivery to site. No claim for damage in transit, shortage of delivery or loss of goods or materials will be entertained unless, in the case of damage in transit or shortage of delivery, a separate notice in writing is given to the carrier concerned within three days and to the Company within seven days of the receipt of goods or materials, followed by a completed claim in writing within fourteen days of receipt of goods or materials, and in the case of loss of goods or materials, notice in writing is given to the carrier concerned and to the Company and a complete claim in writing made within twenty-one days of the date of consignment. When goods or materials are accepted from the carrier concerned without being checked, the delivery book of the carrier concerned must be signed "not examined".

8. STORAGE

Where the Purchaser is unable to accept delivery of all or any goods or materials within seven days after notification that they are ready for dispatch the Purchaser shall find and pay for suitable storage accommodation, maintenance and insurance. If the Company's facilities permit, the Company may at the Purchaser's written request, store the goods at the Purchaser's risk and expense.

9. PASSING OF RISK

As soon as any goods or materials are delivered either to the site or into storage accommodation, the Purchaser shall assume the sole risk for any loss or damage to such goods or materials howsoever caused. If the Purchaser is unable to accept delivery of all or any part of the goods or materials within seven days after notification that they are ready for dispatch, risk in relation to such goods or materials shall pass to the Purchaser at the expiry of such seven days period. Once the risk has passed to the Purchaser such risk shall in no circumstances whatsoever be passed back to the Company.

10. TERMS OF PAYMENT

10.1 All Tenders are strictly net cash unless otherwise stated and are exclusive of Value Added Tax or any similar or other taxes, levies or duties. (Which will be added to the contract value at the standard rate)

10.2 Unless the parties otherwise agree in writing, payment shall become due to the Company as follows:-

1. Payment of the Contract Price shall become due on completion of the Works.

10.3 If through no fault of the Company final adjustments cannot be made when installation is otherwise complete, payment shall nevertheless become due as though such final adjustments had been made.

10.4 The Purchaser shall, not later than five days after the date on which any payment becomes due, give notice to the Company specifying the amount (if any) of the payment made, specifying to what the payment relates and the basis on which the amount was calculated.

10.5 In the event that the Company has exercised his its' right under Section 112 of the Housing Grants, Construction and Regeneration Act 1996 to suspend performance of its' obligations under this Contract, the Purchaser shall reimburse the Company in respect of any loss and/or expense incurred by him during the period of the suspension including the cost of remobilisation on the lifting of the suspension.

10.6 The due date for payment set out in sub clause 10.2 shall remain in place notwithstanding that the Purchaser does not accept delivery of any goods comprised in the Works or allow commencement or completion of the Works in circumstances where the Company is ready to deliver such goods and/or commence or complete the Works.

10.7 In the case of a Contract for more than one lift / escalator where installation of the units is not being proceeded with simultaneously the terms of payment set out above shall apply as though there were a separate contract in respect of each such lift / escalator. Should the Purchaser not accept delivery or allow commencement or completion of installation when the goods are ready, payment will become due as if delivery had been made or installation would have commenced as the case may be.

10.8 All goods and materials supplied by the Company shall remain the Company's property until full payment of the Contract Price and the Company shall be entitled and the Purchaser hereby irrevocably authorises and licenses the Company, in the event of the Purchaser failing to pay on the due date, without prejudice to any other remedy in equity or at common law, in accordance with these conditions, to enter the premises where such goods may then be and disconnect, dismantle and remove the same in whole or in part. Any disposition by the Purchaser of any such goods shall be made subject to the exercise by the Company of such rights.

10.9 If, for any reason, the debt (or any part thereof) due under this Contract remain unpaid by the Customer for a period of 30 days from the date upon which they fall due, Schindler reserves the right to charge the Customer in accordance with the Late Payment of Commercial Debts (Interest) Act 1998, incorporating the features of European Directive 2000/35/EC statutory interest of the UK reference rate (Bank of England base rate) + 8%. Schindler also reserve the right to in addition to the interest payment, claim reasonable debt recovery costs (as detailed below). In addition, the Customer will forfeit any rights bestowed by the Contract or elsewhere to any discounts.

Size of unpaid debt	Sum to be paid to contractor
Up to £999.99	£40

£1000 to £9999.99	£70
£10000 +	£100

10.10 Notwithstanding the foregoing, full payment with order or against pro-forma invoice may be required at the discretion of the Company.

11. GUARANTEE

11.1 The Company hereby warrants the material and workmanship of the Works supplied by the Company under this Contract and will make good any defects not due to ordinary wear and tear or to improper use or care which may develop within one year from the date of completion thereof.

11.2 It is a condition of the guarantee that the Purchaser shall ensure that all accessible parts are kept clean, and that no person modifies, adjusts or interferes with the Works without the Company's prior approval. The benefit of the guarantee shall apply only to the Purchaser.

11.3 The liability of the Company under this Clause 11 shall constitute its sole liability (save in respect of death or personal injury caused by the negligence of the Company) whether in contract, tort (including negligence) or otherwise in respect of any defects in the goods or services supplied under the Contract and any warranties or conditions implied by law are hereby expressly excluded.

12. GENERAL LIABILITY

12.1 The Company shall not under any circumstances whatsoever be liable for any loss (which expression in this clause includes damage or delay) or for any consequence of any such loss arising out of any cause whatsoever beyond its reasonable control or any malfunctioning of or defect in or failure of any of the Works. The Company will not under any circumstances whatsoever be liable for any loss of profit, business opportunity or consequential, economic or indirect, loss or damage howsoever caused.

12.2 Save as provided by statute, the Company shall not be liable for and the Purchaser shall indemnify and hold him harmless against any claim for loss or damage to property directly or indirectly occasioned by or arising from the use or operation (other than by the Company) or possession of any of the equipment and from negligence (including the use of any part of the equipment otherwise than in accordance with the Company's operating instructions and manuals) or default (including any non-compliance with any obligation of this Contract, any delay, any wrong information and any lack of required information) or misuse by or on the part of the Purchaser or any persons other than the Company.

12.3 This indemnity shall extend to any costs and expenses incurred by the Company and shall continue in force notwithstanding the termination of this Contract.

12.4 The Purchaser shall not use or permit to be used the whole or any part of the Works the subject of this Contract before it has been completed, tested and handed over by the Company and in the event of any such unauthorised use the Company shall not be liable for any loss or damage arising therefrom

13. INSTALLATION

13.1 Unless specifically stated to the contrary in writing, the installation will be carried out during the Company's ordinary working hours and in one continuous operation. The well and motor room shall be handed over properly completed (with the permanent power supply available) and weather tight to the Company. Any extra cost incurred, owing to suspension of Works, by the Purchaser's instructions, lack of instructions, interruptions, delays, overtime, unusual working hours and additional work or variations or work for which the Company is not responsible or mistakes or any other causes outside the Company's control, shall be added to the Contract Price and paid by the Purchaser in accordance with Clause 10. Any such charges shall be based upon the Company's then current rates.

13.2 The Contract Price is based on the payment of the Company's rates for outworking allowances and lodging. If suitable lodgings are not available at these rates due to circumstances beyond the Company's control the difference in cost including any extra fares incurred shall be added to the Contract Price.

14. TERMINATION

14.1 The Company may terminate this Contract forthwith:-

i) If the Purchaser has committed a material breach of this Contract and fails to remedy such breach within fourteen (14) days of receiving a written notice from the Company requesting its remedy; or

ii) The Purchaser shall be deemed to be in material breach of this Contract if the Purchaser has entered into any composition or arrangement (whether formal or informal) with the Purchaser's creditors or has a bankruptcy order made against it or has been the subject of an application for an interim order under Section 123 of the 1988 Insolvency Act or becomes the subject of a voluntary arrangement under Section 1 of the said Act or is unable to pay its debts within the meaning of Section 123 of the said Act, or has a receiver, manager, administrator or administrative receiver appointed over its undertaking, assets or income or any part thereof or has passed a resolution for its winding up or has a petition presented to any court for its winding up or for an administrative order or suffers any distress or execution or has otherwise ceased to trade.

14.2 Where the Purchaser is in material breach of this Contract, the Company may at its election suspend performance of the Contract (but without affecting the Purchaser's obligation to pay for Works executed up to the point of suspension) until such time as the breach is remedied. Where the breach is default in payment of any part of the Contract Price the Company shall be at liberty

to demand security for payment before performing or completing the Contract.

15. TESTING, ACCEPTANCE AND COMPLETION

15.1 Following completion of the Company's tests, the Company will notify the Purchaser. At this time the work shall be considered complete. If the Works are not taken into normal service at this time the Works shall be shut down, and the Company shall be entitled to additional payment, at the rates current at the time work is carried out, from the Purchaser for such servicing, cleaning, lubricating or other work as may be necessary to ensure its satisfactory condition when eventually taken into normal service.

15.2 The Company accepts no responsibility for, and the Purchaser shall pay to remedy or repair any damage to the Equipment or the Building arising from the proper performance by the Company of any examination or test undertaken at the request of the Purchaser or a competent person.

16. PREVENTION OR FRUSTRATION

16.1 If the contract becomes impossible to perform or is otherwise frustrated the Purchaser shall be liable to pay the Company all costs, expenses, overheads and any loss of profit which the Company, its suppliers or sub-contractors have incurred or for which there is liability under the Contract at the time of frustration or impossibility of performance.

16.2 Any pre-payments which may have been made to the Company under this Contract shall be applied towards satisfaction of such sum as may become due to the Company under the foregoing provisions, and the excess (if any) pre-payment will be refunded.

17. HEALTH AND SAFETY AT WORK

17.1 The Company's Tender allows for compliance with the Construction (Design and Management) Regulations 2015 ("the Regulations") insofar as they are applicable to Works. The Tender has been prepared on the basis that, and the Purchaser agrees that, the Company will become a Contractor and not the Planning Supervisor or Principal Contractor (as such terms are defined in the Regulations).

17.2 If, during the course of carrying out the production or delivery of any goods or completion of the Works, asbestos or any other hazardous or toxic material or environment is discovered, either in the existing equipment, the building fabric, or any other equipment associated with the Works or the vicinity thereof, the Company shall stop work immediately to allow the Purchaser to, and the Purchaser shall, at its own expense, promptly remove or neutralise the hazardous or toxic material or environment and the programme shall be amended accordingly for the period of any delay. The term "hazardous or toxic material or environment" includes any hazardous or toxic material or environment, (which may if brought into contact or close proximity to an employee of the Company have adverse consequences to health) techniques or processes. Any costs which the Company incur as a result of the delay or removal or neutralising the hazardous or toxic material or environment will be charged as an extra to the Contract Price.

18. PATENTS

The Purchaser warrants that any design or instruction furnished or given by him shall not be such as will cause the Company to infringe any letter patent, registered design, trade mark or other intellectual property rights in the execution of the Contract.

19. INSURANCE

The Purchaser will at its own cost, take out and maintain up to and including the date of completion of this Contract, a Joint Names Insurance Policy for All Risks Insurance for the full re-instatement value of the Works and the existing structures, plus 10% to cover professional fees. This insurance will identify the Company as a named insured.

20. ADJUDICATION

Both the Purchaser and the Company shall be entitled to refer any dispute or difference arising under this Contract to adjudication at any time. The adjudication shall be conducted in accordance with the provisions of Part 1 of the Schedule to The Scheme for Construction Contracts (England and Wales) Regulations 1998.

21. THE CONTRACT (RIGHTS OF THIRD PARTIES) ACT 1999

Nothing in this Contract confers or purports to confer on any third party any benefit or any right to enforce any term of this Contract. The Contract (Rights of Third Parties) Act 1999 is excluded.

22. LAW APPLICABLE

This contract shall in all respects be subject to and construed in accordance with English Law.

From: Business rates valuation account

<business.rates.valuation.account@notifications.service.gov.uk>

Sent: 02 February 2026 10:34

To: Martin Harding <rfo@swanscombeandgreenhithetowncouncil.gov.uk>

Subject: You have until 31 March 2026 to request changes to your current valuation



You have until 31 March 2026 to request changes to your current valuation

Your property's new rateable value will come into effect on 1 April 2026.

If you wish to request changes to your current valuation, you must do so by 31 March by checking the details we hold on your property. After 1 April you will only be able to request changes to your new valuation.

Rateable values are used by your local council to calculate business rates bills. They will also take into account any reliefs you might be entitled to.

An increase in your rateable value does not always mean your bill will rise by the same amount.

Requesting changes to your current valuation

To request changes to your property's current valuation, sign in to your business rates valuation account at <https://www.gov.uk/business-rates-valuation-account>.

You can use your account to:

- check and update details we hold for your property
- see your future rateable value and how it was calculated

- 
- compare your property's rateable value with similar properties in the area.

To ask for a change to your valuation, you will need to check the details we hold about your property and let us know about any changes.

Any changes made to your 2023 valuation could result in your property's rateable value going up or down and may also affect your new valuation.

Signing in to your account

You will need a Government Gateway user ID and password or GOV.UK One Login account to sign into your account.

If your Government Gateway user ID has been inactive for 3 years or more, it may have been deleted for security reasons. In that case, you will have to create a new account and reclaim your property which may take up to 15 working days to process.

Support and further information on setting up an account are available on our website: <https://www.gov.uk/guidance/register-for-the-service>

More information

Contact your local council if you have questions about your business rates bill.

The Valuation Office Agency will be integrated into its parent department HMRC on 1 April 2026. This will not impact any live or future cases, or the way you use our services. You will be able to access your business rates valuation account as normal.

You're receiving this message because you have a business rates valuation account. To stop these emails, click the

unsubscribe link below. You can also update your contact details by logging into your account.

This message is also available in Welsh by contacting us at voacymraeg@voa.gov.uk. Mae'r neges hon hefyd ar gael yn y Gymraeg drwy gysylltu â ni drwy voacymraeg@voa.gov.uk.

[Unsubscribe from these emails](#)

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ADDRESS

Search

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Address **Local authority reference** **Status** **Appointed agents**

Dartford Borough Council, Church Road, Swanscombe, Kent, DA10 0LQ	20022100070200	Approved	+ 450
Dartford Borough Council, Milton Road, Swanscombe, Kent, DA10 0LY	20025820070100	Approved	+ 700
Old Fire Station Cafe, Church Road, Swanscombe, Kent, DA10 0HF	20022100070400	Approved	- 1,500
Social Hall, The Grove, Swanscombe, Kent, DA10 0AD	20028820070400	Approved	+ 250
Sports Field, Knockhall Road, Greenhithe, Kent, DA9 9XX	20024980070200	Approved	- 50
Swanscombe & Greenhithe Town Council, The Grove, Swanscombe, Kent, DA10 0GA	20028820070010	Approved	+ 3,500
The Swanscombe Centre, Craylands Lane, Swanscombe, Kent, DA10 0LP	20022520070700	Approved	+ 7,500

Showing 15 [25](#) [50](#) [100](#) properties per page

Showing 1 - 7 of 7 properties

+ 10,800

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Beta This is a new service – your feedback will help us to improve it.
If you have appointed an agent to the 2023 list, this will continue to the 2026 list unless you change this on your agent page.
ways to add a property to your account. Some property valuations need to be requested to allow an additional 20 working days to get the valuation.

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Your property

Old Fire Station Cafe, Church Road, Swanscombe, Kent, DA10 0HF

Local council reference: 20022100070400

Valuations for this property

Valuation	Effective date	Connection to property	Rateable value
Future from 1 April 2026	1 April 2026	Owner and occupier	£8,500
Current 1 April 2023 to present	1 April 2023	Owner and occupier	£10,000
Previous 1 April 2017 to 31 March 2023	1 April 2017	Owner and occupier	£4,300

We only show valuations for when you owned or occupied the property.

Valuations for other periods may be available. [Find public versions of all valuations for this property.](#)



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Your property Social Hall, The Grove, Swanscombe, Kent, DA10 0AD

Local council reference: 20028820070400

Valuations for this property

Valuation ?	Effective date ?	Connection to property	Rateable value
Future	from 1 April 2026	Owner	£1,600
Current	1 April 2023 to present	Owner	£1,350
Previous	1 April 2017 to 31 March 2023	Owner	£1,475

We only show valuations for when you owned or occupied the property.

Valuations for other periods may be available. [Find public versions of all valuations for this property.](#)

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Your property

Sports Field, Knockhall Road, Greenhithe, Kent, DA9 9XX

Local council reference: 20024980070200

Valuations for this property

Valuation ?	Effective date ?	Connection to property	Rateable value
Future from 1 April 2026	1 April 2026	Owner and occupier	£245
Current 1 April 2023 to present	1 April 2023	Owner and occupier	£295
Previous 1 April 2017 to 31 March 2023	1 April 2017	Owner and occupier	£295

We only show valuations for when you owned or occupied the property.

Valuations for other periods may be available. [Find public versions of all valuations for this property.](#)

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Your property

Swanscombe & Greenhithe Town Council, The Grove, Swanscombe, Kent, DA10 0GA

Local council reference: 20028820070010

Valuations for this property

Valuation ?	Effective date ?	Connection to property	Rateable value
Future from 1 April 2026	1 April 2026	Owner and occupier	£38,750
Current 1 April 2023 to present	1 April 2023	Owner and occupier	£35,250
Previous 1 April 2017 to 31 March 2023	1 April 2017	Owner and occupier	£44,000

We only show valuations for when you owned or occupied the property.

Valuations for other periods may be available. [Find public versions of all valuations for this property.](#)

Office floor areas

Description	Relativity	Area m ² /unit	£ per m ² /unit	Adjustments	Adjustments %	Value
1 Ground floor hall	1	94.34	£112.75			£10,637
2 Ground floor kitchen	1	11.50	£112.75			£1,297
3 Ground floor internal storage	0.7	12.48	£78.93	Standard adjustment	-30.0%	£985
4 Ground floor internal storage	0.7	11.31	£78.93	Standard adjustment	-30.0%	£893
5 Ground floor office	1	7.79	£112.75			£878
6 Ground floor office	1	23.90	£112.75			£2,695
7 Ground floor reception / entrance	1	9.50	£112.75			£1,071
8 Ground floor cleaners cupboard/store	0.7	2.80	£78.93	Standard adjustment	-30.0%	£221
9 First floor office	1	87.20	£112.75			£9,832
10 First floor internal storage	0.7	10.91	£78.93	Standard adjustment	-30.0%	£861

12 First floor internal storage	0.7	6.34	£78.93	Standard adjustment	-30.0%
---------------------------------	-----	------	--------	---------------------	--------

13 First floor office	1	18.09	£112.75		
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14 First floor office	1	26.84	£112.75		
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15 First floor internal storage	0.7	11.70	£78.93	Standard adjustment	-30.0%
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16 First floor kitchen	1	10.55	£112.75		
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Total **360.59**

Total before adjustments to the whole

Total

Valuation

Total value

Rateable value (rounded down)

Save

Q Search



days to add a property to your account - some property valuations need to be requested - allow an additional 20 working days to get the valuation.
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Your property

The Swanscombe Centre, Craylands Lane, Swanscombe, Kent, DA10 0LP

Local council reference: 20022520070700

Valuations for this property

Valuation ?	Effective date ?	Connection to property	Rateable value
Future from 1 April 2026	1 April 2026	Owner	£70,000
Current 1 April 2023 to present	1 April 2023	Owner	£62,500
Previous 1 April 2017 to 31 March 2023	1 April 2017	Owner	£57,000

47,500

We only show valuations for when you owned or occupied the property.

AGENDA ITEM 17
FGP 5/3/26

From: Greenhithe Community Centre
Sent: 04 December 2025 14:29
To: Martin Harding
Subject: Funding

Hi Martin,

Hope you are well.

We have recently expressed interest for CIL Infrastructure Funding with Dartford however they have now confirmed that we would need to discuss this with Swanscombe & Greenhithe Town Council therefore it would be useful if we could discuss funding options for a beneficial project that we would like to proceed with for our Community Centre to allow for Eco heating.

I have attached the completed EOI form which provides details of the project including funding requirements and our Contribution followed by the email we received from Dartford after they reviewed the application.

I am happy to arrange for a Teams call to discuss if this helps.

I look forward to hearing from you.

Kind regards,

Luc Spaticchia

Chairman


Greenhithe
Community Centre

Alexander Road
Greenhithe, Kent, DA9 9HH

Tel No: 01322 787016

Email: info@greenhithecommunitycentre.org.uk

Web: www.greenhithecommunitycentre.org.uk



SOUTH ENGLAND
PRESTIGE AWARDS

2025/26 WINNER

From: CIL Planning <CIL.planning@dartford.gov.uk>
Sent: 20 November 2025 14:01
To: Greenhithe Community Centre
Subject: CIL EoI for installation eco-heating at community centre

Dear community centre

Thank you for your expression of interest for CIL funds, please see the response below.

Proposal

1. EoI seeks funding towards: *Installation of eco-heating at community centre*
2. The project falls into the category of: *Neighbourhood Infrastructure.*
3. Funding level sought: *£26.613k (88%)*

Evaluation

4. All CIL funds for neighbourhood infrastructure in this location are passed in full to the local town/ parish council.
5. Therefore CIL funding is not present for anyone else to award to neighbourhood projects in this area.

Advice

6. As they hold the CIL funding, please contact the local town/ parish council.
7. There is now significant guidance available online about CIL funding with new council webpages, including a step-by-step process taking people through the options that may match their proposal: [Is my project eligible for CIL? | Instructions – Dartford Borough Council](#).
8. In light of the above conclusion, and additional to the town/parish council, you may wish to check no other Borough Council funding option is available: [Grants from Dartford Borough Council – Dartford Borough Council](#).

I hope that is clear and we will endeavour to help if you have queries arising on CIL requirements.

Regards,

CIL Team.

MARK APLIN BA (Hons), MSc, MA, MRTPI
Strategic Planning & Infrastructure Manager
Planning Services

T: 01322 343202

[Check our consultations, fresh strategic planning guidance and data, including the new Dartford CIL Guide and the Dartford Plan to 2037](#)

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed.

Dartford CIL Funding for Infrastructure Projects
Expression of Interest

Details of Lead Organisation Submitting Bid.

Submitted by:	Name: LUC SPATICCHIA Title: CHAIRMAN Organisation GREENHITHE COMMUNITY ASSOCIATION Address: GREENHITHE COMMUNITY CENTRE ALEXANDER ROAD GREENHITHE DA99HH E-mail: INFO@GREENHITHECOMMUNITYCENTRE.ORG.UK Contact No.: 01322 757016
Signature:	
Date:	8/9/2025

NOTES

1. A supporting document entitled "Additional Information" accompanies this form to provide assistance with its completion. If however, there are any questions remaining then please contact the Council via Planning.Admin@dartford.gov.uk marking the e-mail "CIL Funding - Expression of Interest Query".
2. The submission of this Expression of Interest is the first stage in the identification of projects and their assessment as being suitable for funding support from CIL. The Additional Information document includes a flow-chart outlining the procedure for the identification of projects and the allocation of CIL funding.
3. Where strategic projects have been identified as eligible a further Bid Pro-Forma will need to be completed providing further detailed information about the project. The additional level of detail required reflects the scale of the project itself and the level of funding support.
4. Where a project is determined as eligible but serving the unparished areas of the Borough the completion of a Bid Pro-Forma is unlikely to be necessary. In this case the assessment of the project will be based on the information contained in this Expression of Interest although additional information may be requested.
5. Regardless of the scale of the project, all decisions regarding the allocation of CIL funding rest with Dartford's Cabinet.

Dartford CIL Funding for Infrastructure Projects
Expression of Interest

Summary Details of Proposed Project

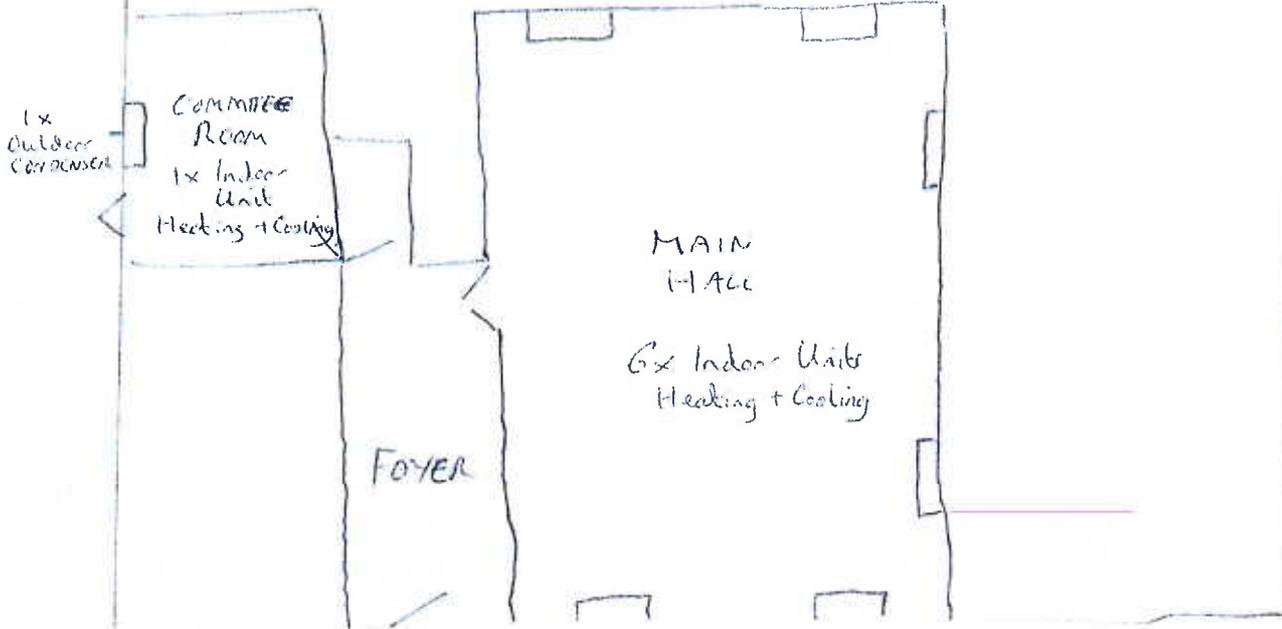
a) Project Name.	Eco Heating
b) Type of Strategic Infrastructure. (See separate document Additional information for more details.)	IMPROVED ENVIRONMENT FOR LOCAL ECONOMY + COMMUNITY
c) Brief Description of Project. (Provide a brief summary of the works that will be undertaken as part of the project.)	THE PROJECT WILL ALLOW THE COMMUNITY CENTRE TO BECOME ECO FRIENDLY + PROVIDE AN ENERGY EFFICIENT + COST EFFECTIVE SOLUTION THAT BENEFITS THE CENTRE + LOCAL COMMUNITY ON A LONG TERM BASIS
d) Potential Benefits (Give a broad assessment of the benefits the project will deliver in terms of meeting community needs, providing additional services that would support the development of the area and addressing identifiable issues.)	<ul style="list-style-type: none"> • ECO FRIENDLY • COST EFFECTIVE • LOW MAINTENANCE • ATTRACT NEW GROUPS DUE TO INSTALLING ECO FRIENDLY ALL-IN-ONE SOLUTION • REMOVES RISKS THAT OUR CURRENT OLD HEATERS PRESENT
e) Lead Organisation Delivering the Project. (This should be the organisation that will be accountable for any CIL funding allocated to the project.)	GREENHITHE COMMUNITY ASSOCIATION T/A: GREENHITHE COMMUNITY CENTRE * COMMUNITY CENTRE OF THE YEAR 2025/26 AWARD WINNER
f) Other organisations involved in the delivery of the project? (Provide full details of any other organisations involved in the delivery of the project and their role.)	SMD HEATING • INSTALL + COMMISSION FULL SYSTEM
g) Total Costs of Project. (Provide details of the latest estimated cost for the project. Provide a breakdown of this, where possible, identifying preparation fees, management fees and any contingency allowed.)	<p>MAIN HALL SYSTEM - £26,303.25</p> <p>COMMITTEE ROOM SYSTEM - £3309.85</p> <p>FIXED COSTS INCLUDING ELECTRICIAN WORK + WARRANTY/CERTIFICATES</p>
h) Other Sources of Funding. (Provide details of any other sources of funding that have already been secured towards the cost of the project. Provide details of any further contributions expected and what remains to be done to secure these?)	DARTFORD CIL - MAIN SOURCE OF FUNDS GREENHITHE COMMUNITY ASSOCIATION - SECONDARY SOURCE £3000
What level of funding is being sought from Dartford CIL? (Amount and proportion of total cost of the project.)	88% of project cost £26,613.08

Dartford CIL Funding for Infrastructure Projects
Expression of Interest

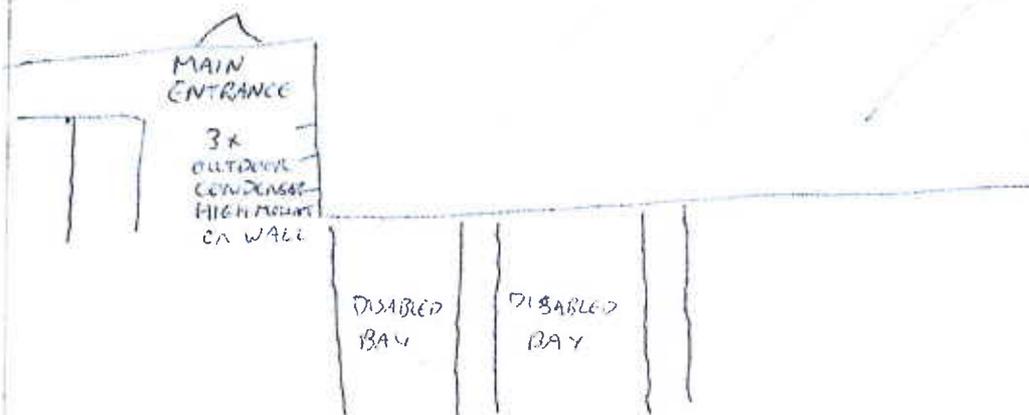
Location/Plan of Proposed Project.

Insert a Plan (or Plans) showing the Location of Project and further details where these are available (e.g. layout of the proposed works; any phasing of delivery, development on or adjacent to the site, etc.)

INDOOR - INTERNAL



OUTDOOR - EXTERNAL



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