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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## Finance & General Purposes Committee

Councillor Lesley Howes - Chairman  
Councillor Lorna Cross - Vice-Chairman  
Councillor Emma Ben Moussa  
Councillor Peter Harris  
Councillor Dawn Johnston  
Councillor Richard Lees  
Councillor Hazel Stephens  
Councillor Graham Taylor

To all other Councillors: For information only.

**A Meeting of the above Committee will be held on**

**Thursday 5 March 2026 at 7.00pm**

**at: The Council Offices, The Grove, Swanscombe, DA10 0GA**

**Graham Blew  
Town Clerk**

Dated: 27 February 2026

**Due to the confidential nature of the business to be transacted, the press and Public will be excluded from the Meeting from item 20 onwards.**

*Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.*

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.  
Tel: (01322) 385513 Fax: (01322) 385849

**FINANCE & GENERAL PURPOSES COMMITTEE  
5 MARCH 2026**

**A G E N D A**

1. To receive apologies for absence (*Local Government Act 1972, s.85*).
2. Substitutes (*Localism Act 2011, s.31*).
3. To declare interests in items on the agenda.
- \* ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***
4. Items as Deemed Urgent by the Chairman / matters arising from previous minutes and their position on the Agenda (*for information, not for decisions*).
5. To confirm and sign the Minutes of the Meeting held 8 January 2026 (Full Council 29 January 2026 (*Local Government Act 1972, Sch 12, Para 41(1)*)).

**6. MONTHLY BANK RECONCILIATION.**

In accordance with Financial Regulation 2.2, a member of the council, other than the Town Mayor or a cheque signatory, needs to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Richard Lees was appointed under minute 30/25-26.

This item will be "To follow"

**Recommended:** That the bank reconciliations for January 2026 be noted.

**7. BANK TRANSFERS (p).**

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken for December 2025 and January 2026 for approval.

This item will be "To follow"

**Recommended:** To approve the bank transfers undertaken for December 2025 and January 2026.

**8. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT (p).**

In accordance with Financial Regulation 5.5 (a), please find attached a detailed list of all receipts and payments for December 2025 and January 2026 for approval.

This item will be "To follow"

**Recommended:** To approve receipts and payments for December 2025 and January 2026.

**FINANCE & GENERAL PURPOSES COMMITTEE  
5 MARCH 2026**

**9. SUMMARY OF ACCOUNTS (p).**

Please find attached the Flex-Budget Report balanced to 31 January 2026.

This item will be "To follow"

**Recommended:** To note the summary of accounts to 31 January 2026

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

**10. TO CONSIDER ANY BUDGET VIREMENTS FOR THE 2026 – 2027 FINANCIAL YEAR (p).**

A report from the Locum Responsible Financial Officer is attached.

**Recommended:** To discuss and advise accordingly.

**11. TO CONSIDER THE CURRENT AND PROJECTED FINANCIAL POSITION OF THE TOWN COUNCIL (p).**

A report from the Locum Responsible Financial Officer is attached.

**Recommended:** To discuss and advise accordingly.

**12. TOWN COUNCIL OFFICES / COMMUNITY HALL – HEATING SYSTEM.**

During a routine service visit the boiler room was discovered to have 1 to 3 inches of water on the floor from a leaking pressurisation unit In accordance with Financial Regulation 11.1 (iv), and in consultation with the Chairman of the Finance & General Purposes Committee, and to ensure continued operation of the Town Council building a quote was obtained and approved for the replacement of the leaking pressurisation unit with a new unit at a cost of £1,795.63 exc VAT.

The pressurisation unit maintains pressure in the system and is a safety device which monitors high and low pressure, without it there is no heating.

**Recommended:** To note and endorse the actions taken.

**13. KONICA MINOLTA – DIGITAL AUTOMATION (p)**

The attached report details the contract situation after the transfer from Konica Minolta to Digital Automation for the printers/photocopier.

**Recommended:** Members to consider which of the two options to proceed with.

**FINANCE & GENERAL PURPOSES COMMITTEE  
5 MARCH 2026**

**14. CCTV MODIFICATIONS – GROVE CAR PARK (p).**

The attached quotation has been received regarding the CCTV camera in the Grove Car Park.

**Recommended:** Members to consider and advise how they wish to proceed with this item.

**15. SCHINDLER LIFT (p)**

We have received the attached offer / quote regarding an upgrade to the lifts auto dialler in the Council Offices (£1,250.00 exc VAT). After the promotion ends the annual subscription would be £240.00/year (page 3).

**Recommended:** Members to consider and advise how they wish to proceed with this item.

**16. BUSINESS RATE EVALUATION (p).**

The attached email was received regarding the Business Rates which will be effective from 1 April 2026. The Locum RFO has advised that there is nothing we can do about the adjustments as it is a statutory payment. Members are asked to consider how they wish to proceed with this.

**Recommended:** Members to consider and advise how they wish to proceed with this item.

**17. REQUEST FOR CIL INFRASTRUCTURE FUNDING (p)**

The Chairman of the Greenhithe Community Centre has submitted a request for CIL Infrastructure Funding from the Town Council towards Eco Heating.

**Recommended:** Members to consider and advise how they wish to proceed with this item.

**FINANCE & GENERAL PURPOSES COMMITTEE  
5 MARCH 2026**

**18. PRECEPT PAYMENT RESTRUCTURING.**

Further to minute 442/25-26 and after discussions with the Locum Responsible Financial Officer, a Teams meeting was held with the Dartford Borough Council Chief Officer and Director of Corporate Services Responsible for Business Continuity, Democratic Services, Elections, Finance, Human Resources, Information Technology, Internal Audit, Land Charges, Legal Services, Property Information and GIS, Revs and Bens and Treasury Management on 18 February 2026 where a request was submitted, and subsequently agreed, for the following restructuring of the payments for the 2026 – 2027 Precept.

1 March 2026 - £120,000  
30 April 2026 - £280,305  
30 Sept 2026 – £280,305

**Recommended:** To endorse the actions taken in arranging the precept payment restructuring.

**19. EXCLUSION OF THE PRESS AND PUBLIC.**

TO RESOLVE: 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 press and public leave the meeting during consideration of the following item.

**20. FINANCIAL OPERATIONS DURING THE PERIOD OF THE PREVIOUS RFO LAST BEING IN THE OFFICE AND THE CURRENT LOCUM RFO HAVING SUFFICIENT INFORMATION TO TAKE UP HIS RESPONSIBILITIES (p).**

A confidential report has been provided for members.

**Recommended:** To discuss and advise accordingly.



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Swanscombe and Greenhithe Town Council Website:  
<http://www.swanscombeandgreenhithetowncouncil.gov.uk>

