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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

**A Meeting of the Swanscombe and
Greenhithe Town Council will be
held on**

Thursday 26 March 2026 at 7.00pm

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

Graham Blew

Graham Blew
Town Clerk

Dated: 20 March 2026

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.

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.

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A G E N D A

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive and accept apologies for absence (*Local Government Act 1972, s.85*).
2. Declarations of interest in items on the Agenda (*Localism Act 2011, s.31*).
- * ***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.***
3. To approve the Minutes of the Special Town Council Meeting held on 9 February 2026 (p) (*Local Government Act 1972, Sch 12, Para 41(1)*).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*
5. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE** (p).
(*Local Government Act 1972, Sch 12, Para 41(1)*):
 - Planning, Major Developments, Transportation and Environment Committee – 4 February 2026 and 25 February 2026
 - Recreation, Leisure & Amenities Committee – 22 January 2026 and 12 March 2026
 - Finance and General Purposes Committee – 5 March 2026.
 - Community Safety Committee – 11 February 2026.
 - Personnel Committee – 25 February 2026.
6. **INDEPENDENT FORENSIC FINANCIAL INVESTIGATION REPORT (UPDATED DATA REVIEW) – ACTION PLAN** (p).

The Locum Responsible Financial Officer was asked to carry out a forensic financial investigation and has provided the attached report for members consideration.

A draft Action Plan has been provided for Members consideration/discussion.

Recommended:

1. To receive and note the Independent Forensic Financial Investigation Report.
2. To discuss, and endorse an Action Plan to address, and monitor, the issues highlighted in the report.

7. ADMINISTRATION STAFFING STRUCTURE AND JOB DESCRIPTION (p).

The Personnel Committee have proposed the attached staffing structure for the Administration Team and have asked that Members consider finalising a job description for the Town Clerk/RFO role.

Attached are examples of job descriptions provided by the Locum RFO.

Recommended: To endorse the proposed Administration Staffing Structure and agree the job description for the Town Clerk/RFO post.

8. x2 NEW STANDARD LAWN MOWERS.

As part of his report at the 12 March 2026 Recreation, Leisure & Amenities Committee the Senior Groundsman / Gardener informed members that the Parks Department required x2 new standard lawn mowers and that this cost £491.67 + VAT each. Members felt that it would be more appropriate for this expenditure to come out of the 2026 – 2027 budget.

Members are asked to consider the inclusion of provision of £983.34 in the 2026 – 2027 budget for x2 new standard lawn mowers and that these be purchased as soon as possible after 1 April 2026.

Recommended: That the inclusion of provision of £983.34 in the 2026 – 2027 budget for x2 new standard lawn mowers and that these be purchased as soon as possible after 1 April 2026.

9. REVIEW OF POLICIES.

Members of the Recreation, Leisure & Amenities Committee asked if a Working Group could be set up to review the Town Councils policies.

Working Groups have a membership of 5 and may consist wholly of persons who are not members of the Council.

Quorum for a Working Group is 3 and at the creation of any Working Group it should be specified whether or not the Working Group is expected to act as a delegation to discuss matters and gather information on behalf of the Town Council.

Recommended: That a Working Group be formed to review the Town Council Policies.

10. LORRY PARK WORKING GROUP – VACANCY.

Councillor Elizabeth Wickham has requested that she be taken off the Lorry Park Working Group which means there is a vacancy to be filled.

The current Membership is

1. Councillor Peter Harris
2. Councillor Dawn Johnston
3. Councillor Claire Pearce
4. Councillor Graham Taylor
5. **VACANCY**

Recommended: To fill the vacancy on the Lorry Park Working Group.

11. ANNUAL OPEN TOWN MEETING.

At the personnel Committee meeting on 25 February 2026 Members discussed the Annual Open Town Meeting scheduled for 29 April 2026 and, due to the pre-booked annual leave of a member of the Admin Team the week prior and the week of the meeting it was felt that this was not appropriate and that the meeting should be re-scheduled.

The Annual open Meeting must be held between 1 March and 1 June inclusive and cannot begin before 6pm.

Member are asked to consider when they would like the Annual Open Meeting to be held and what format it should take.

Recommended: To discuss and advise accordingly.

12. MARTYN'S LAW (p).

Members are asked to begin consideration of the impact Martyn's Law may have on events held in the Parks and Open Spaces (none of the Town Councils current halls have capacity for 200 people).

To assist members the following are attached:

- Details of Martyn's Law from the NALC Website including a draft Terrorism Risk Assessment.
- An extract from the Gov.uk website
- A copy of the "Event Scale" which is included in the Policy for Use of Town Council Parks/Open Spaces, by External Organisations.

Recommended: At this stage, to identify locations and events that could be in scope.

13. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken: -

Administration Officer	VAT Basics – 24 February 2026	HMRC - Online
Finance Training. <i>As per the attached.</i>	Income & Expenditure – 19 March 2026 Year End & Audit – 26 March 2026 Finance for Councillors – 28 April and 21 May 2026 Internal Controls – 6 May 2026	The Parkinson Partnership LLP – Zoom
Cllr Dawn Johnston	The Road Safety & Active Travel Group (RSATG) – 21 April 2026	KCC – Maidstone.

Recommended: That the item be noted.

14. REPORTS OF OUTSIDE REPRESENTATIVES.

This provides an opportunity for Members appointed as representatives on outside bodies to provide a report at the Meeting.

14.1 Ingress Park (Greenhithe) Management Limited (IPGM).

Councillors' Peter Harris and Dawn Johnston are the Council's representatives on IPGM. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

14.2 Whitecliffe Community Liaison Group (WCLG).

Councillor Dawn Johnston is the Town Council's representatives on the WCLG. As previously agreed, the notes from the 21 January 2026 meeting and the agenda and notes for the 17 March 2026 meeting are available for inspection.

15. REPORT FROM KENT COUNTY COUNCILLOR.

This item gives the Kent County Councillor for Swanscombe and Greenhithe, Mr Thomas Mallon, the opportunity to submit a verbal report on relevant news or issues from Kent County Council.

16. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

This item gives the x5 Dartford Borough Councillors representing Swanscombe and Greenhithe the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

17. SEALING OF DOCUMENTS.

There are none.

18. TOWN MAYOR'S ANNOUNCEMENTS.

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. OLD FIRE STATION COMMUNITY CAFE – COST BENEFIT ANALYSIS AND OPTIONS APPRAISAL (p).

The Locum Responsible Financial Officer has provided the attached confidential report regarding the cost benefit analysis and possible options for the Old Fire Station Community Café.

Recommended: To consider the contents of the report and advise accordingly.

21. SALARY GRADES AND FRINGE PAYMENT ISSUE (p).

Further to the Independent Forensic Financial Review the Locum Responsible Financial Officer has produced the attached confidential report.

NB.

The 18 March 2026 Personnel Committee considered this matter.

Recommended: To discuss and advise accordingly.

22. COMPLAINT (p).

On 25 November 2025 a Town Councillor reported the attached complaint. In accordance with the Complaint Handling Procedure the members concerned were informed that this would be passed directly to the Monitoring Officer at Dartford Borough Council.

A meeting was held with the Monitoring Officer on 19 January 2026.

On 26 January 2026 the Monitoring Officer advised that he would be taking no further action over the complaint and that there was nothing formal that the Town Council needed to do in relation to this.

Recommended: That the outcome of the complaint be noted.

23. RECOMMENDATION FROM FINANCE AND GENERAL PURPOSES COMMITTEE (P).

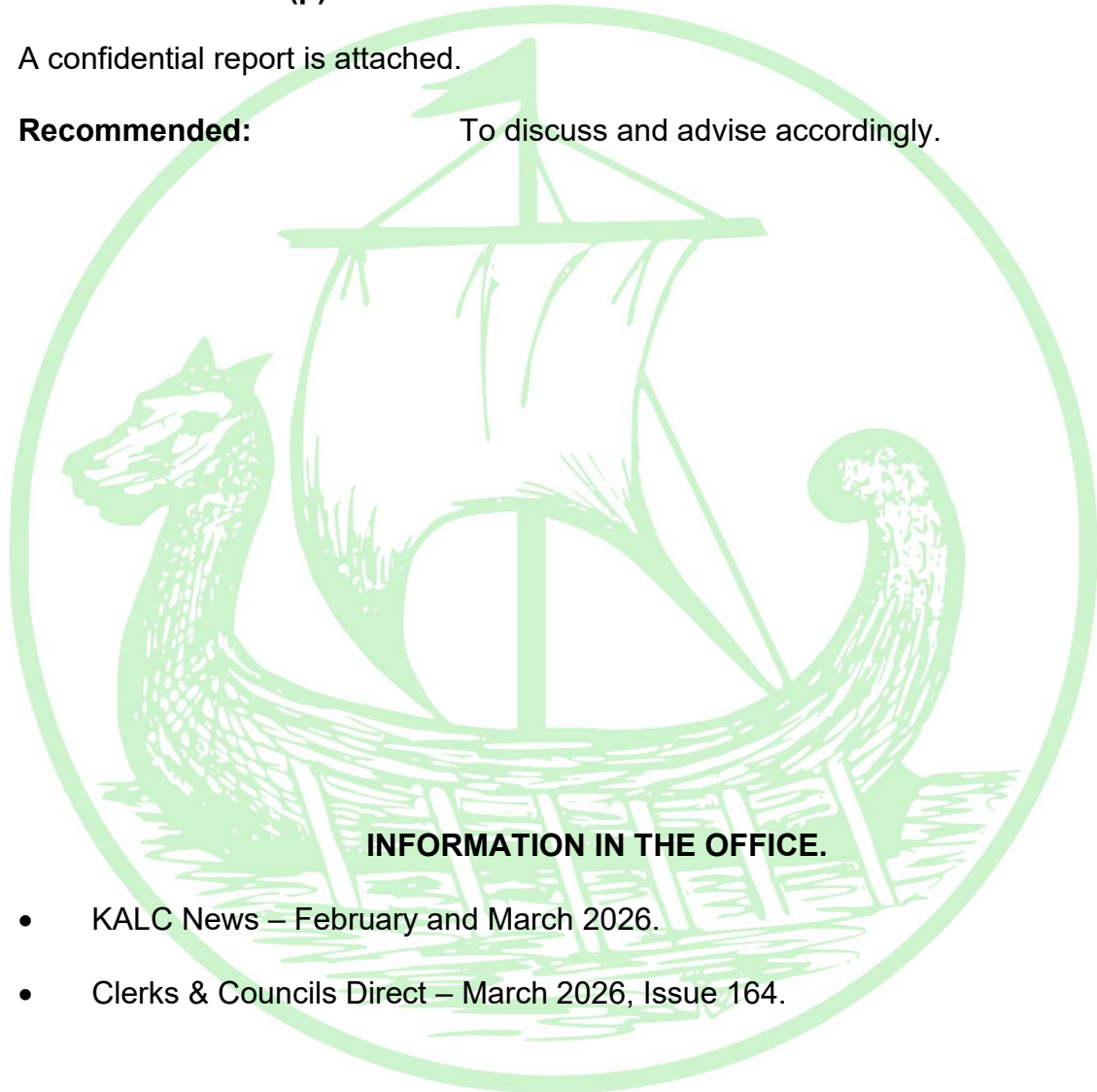
The attached confidential report and recommendation were recently considered by the Finance & General Purposes Committee 5 March 2026.

Recommended: That the recommendation be endorsed.

24. INTERNAL AUDIT (p).

A confidential report is attached.

Recommended: To discuss and advise accordingly.



INFORMATION IN THE OFFICE.

- KALC News – February and March 2026.
- Clerks & Councils Direct – March 2026, Issue 164.



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Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithe town council.gov.uk>

