

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 13 MAY 2026 at 7.00pm

PRESENT: Councillor Dawn Johnston – Town Mayor
Councillor Richard Lees – Deputy Town Mayor
Councillor Emma Ben Moussa
Councillor Denise Butler
Councillor Ann Duke
Councillor Lesley Howes
Councillor Claire Pearce
Councillor Hazel Stephens
Councillor Elizabeth Wickham

ABSENT: Councillor Alan Reach

ALSO PRESENT: Graham Blew – Town Clerk
Indigo Allred – Assistant Town Clerk
Revd. Charlie – Lloyd – Evans
Kent County Councillor Thomas Mallon
x7 Members of the Public

1/26-27. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

2/26-27. ELECTION OF TOWN MAYOR.

The Town Mayor requested nominations for the position of Town Mayor for the forthcoming year.

MOVED by Councillor Ann Duke and seconded by Councillor Elizabeth Wickham.

RESOLVED:

That Councillor Dawn Johnston be duly elected as Town Mayor for the ensuing year 2026 - 2027.

3/26-27. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following her election, Councillor Dawn Johnston made her Declaration of Office and signed the Acceptance of Office form.

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4/26-27. ELECTION OF DEPUTY TOWN MAYOR.

MOVED by Councillor Hazel Stephens and seconded by Councillor Ann Duke.

RESOLVED:

That Councillor Richard Lees be duly elected as Deputy Town Mayor for the ensuing year 2026 - 2027.

5/26-27. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following his election, Councillor Richard Lees made his Declaration of Office and signed the Acceptance of Office form.

6/26-27. VOTE OF THANKS.

Councillor Lees gave a vote of thanks to the outgoing Town Mayor. Detailing all her hard work and perseverance through the past year which had been a very challenging time for the council. Councillor Lees highlighted the Town Mayors resilience, fairness and leadership in the council chamber.

7/26-27. PAST MAYOR'S BADGE.

Councillor Lees presented the past Town Mayor, Councillor Dawn Johnston with a past mayor's badge.

8/26-27. RESPONSE BY COUNCILLOR DAWN JOHNSTON.

Councillor Dawn Johnston thanked members, and officers, for their dedication and resilience on working through all the difficulties that the Town Council had faced in the past year.

9/26-27. REVD. CHARLIE LLOYD-EVANS, PRIEST IN CHARGE AT ST MARY GREENHITHE & ST PETER AND ST PAUL SWANSCOMBE.

The Town Mayor welcomed Revd. Charlie Lloyd-Evans to the meeting, Revd. Lloyd-Evans thanked the Town Council for the invitation and led the Council in prayer.

10/26-27. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Lorna Cross, due to other commitments

An apology for absence was received from Councillor Peter Harris due to other commitments.

An apology for absence was received from Dartford Borough Council Councillor David Mote due to other commitments.

RESOLVED:

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That the reasons for absence, for all the Town Councillors listed, be formally accepted and approved.

11/26-27. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.

There were none.

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

At this point four members of public addressed the meeting and the topics covered included the withdrawal of summer activities for the youth of the area this year and the possibilities for work to be done regarding this. The recent successful campaign by residence on Stanhope Road; the Town Mayor congratulated residents on their success and for the fortitude in running the campaign. Questions were also put forward regarding how the future bank reconciliations would be published.

12/26-27. TO APPOINT COMMITTEES AND SUB-COMMITTEES.

- a) Allotments & Cemeteries Sub-Committee.
- b) Community Safety Committee.
- c) Executive & Emergency Committee.
- d) Finance & General Purposes Committee.
- e) Heritage Sub-Committee.
- f) Leases & Legal Sub-Committee.
- g) Personnel Committee.
- h) Planning, Major Developments, Transport & Environment Committee.
- i) Recreation, Leisure & Amenities Committee.

It was agreed that Councillor Emma Ben-Moussa join the Personnel Committee, Councillor Claire Pearce join the Community and Safety Committee, and the Finance & General Purposes Committee and Councillor Denise Butler join the Heritage Sub - Committee.

MOVED by Councillor Dawn Johnston and seconded by Councillor Richard Lees.

RESOLVED:

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list and detailed above.

13/26-27. TERMS OF REFERENCE OF THE COMMITTEES, SUB-COMMITTEES, AND INTERNAL AUDIT.

Members were provided with the Terms of Reference of the Committees, Sub-Committees, and Internal Audit to be approved.

MOVED by Councillor Denise Butler and seconded by Councillor Hazel Stephens.

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RESOLVED:

That the Terms of Reference of the Committees, Sub-Committees, and Internal Audit be approved, as per the annexed list.

14/26-27. **DATES AND TIMES OF MEETINGS.**

- a) The Council
- b) Standing Committees

Members had been provided with a schedule of dates and times of meetings. The Assistant Town Clerk advised members that a Special Town Council meeting would need to be held in June 2026 to enable the approval of Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements so that they both can be published on the Town Council website. This must be undertaken before 1 July 2026.

Councillor Richard Lees proposed that all the Finance and General-Purpose Committee be suspended and that its meeting dates become Full Town Council Meetings which would afford all members the opportunity to be involved and contribute to the important challenges and decisions' the council faced.

MOVED by Councillor Richard Lees and seconded by Councillor Claire Pearce.

RESOLVED:

That the dates and times of the above Meetings be approved as per the annexed list with the Finance and General Purposes meetings becoming Full Town Council meetings.

15/26-27. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

- a) Town Mayor or agreed substitute to serve on the Bluewater Forum.
- b) One Representative to serve on the Borough and Parish Forum, to be the Town Mayor (plus the Town Clerk).
- c) One Representative to serve on the Children's Partnership Conversation.
- d) One Representative to serve on the Ebbsfleet Water Management Group.
- e) One Representative to serve on the Elderly Forum (Dartford Borough Council).
- f) Two Representatives to serve on the Greenhithe Community Association.
- g) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- h) Two Representatives to serve on the Kent Association of Local Councils (KALC) County Area Committee.
- i) Two Representatives to serve on the Kent Association of Local Councils (KALC) Dartford Area Committee.
- j) One Representative to serve on the committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- k) One Representative to serve on the Whitecliffe Community Liaison Committee.

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- l) One Representative to serve on the Young People's Partnership Conversation
- m) One Representative to serve on the Youth Forum (DBC).

Councillor Ben-Moussa informed the meeting that, unfortunately she could no longer commit to the Children's Partnership Conversation.

It was then agreed that Councillor Butler take this position.

Councillor Johnston informed the meeting that, if members agreed, she would carry on as one of the councils' representatives on the Ingress Park (Greenhithe) Management Board of Directors.

MOVED by Councillor Ann Duke and seconded by Councillor Lesley Howes.

RESOLVED:

That the appointment of representatives to outside bodies be approved as per the list detailed in the agenda and to include the above.

16/26-27. **BANK SIGNATORIES.**

MOVED by Councillor Richard Lees and seconded by Councillor Elizabeth Wickham.

RESOLVED:

That the following Members be appointed as signatories to authorise the payment of cheques.

Current Account	Town Mayor's Charity Account
1 Cllr Lorna Cross	1. Town Clerk/RFO
2. Cllr Peter Harris	2. Assistant Town Clerk
3. Cllr Lesley Howes	
4 Cllr Hazel Stephens	
5 Cllr Elizabeth Wickham	
6 VACANCY	

17/26-27. **MINUTES OF THE SPECIAL MEETING HELD ON 8 APRIL 2026.**

Councillors Claire Pearce and Lesley Howes requested that minute 570/25-26 be amended to read "...proposed, duly seconded and agreed by the majority:".

MOVED by Councillor Hazel Stephens and seconded by Councillor Elizabeth Wickham.

RESOLVED:

That the Minutes of the Special Meeting held on 8 April 2026, to include the amendment above be confirmed as a true record and signed outside of the meeting.

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18/26-27. **ANNUAL RISK MANAGEMENT POLICY AND INTERNAL CONTROLS REVIEW.**

Members reviewed the Risk Management Policy and Internal Controls. Councillor Richard Lees proposed that in Finance – Loss of cash through theft or dishonesty the internal control, be amended to align a specific the amount of cash held on premises with the total that is covered by the council's insurance policy.

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

RESOLVED:

That the Rick Management Policy be approved with the amendment above.

19/26-27. **REVIEW OF COUNCIL POLICIES AND PROCEDURES.**

Further to minute 535/25-26 (Town Council 26 March 2026) Members had agreed that a Working Group be formed to review the Town Council's Policies and Standing Orders and that nominees be brought forward to this meeting.

It was agreed that the Policies and Procedures Review Working Group be made up of the following Members:

1. Councillor Dawn Johnston
2. Councillor Elizabeth Wickham
3. Councillor Richard Lees
4. Councillor Denise Butler
5. Mr Jonathan Hawkes

MOVED by Councillor Denise Butler and seconded by Councillor Emma Ben-Moussa.

RESOLVED:

That the Policies and Procedures Review Working Group be formed with the membership as detailed above.

20/26-27. **SUBSCRIPTIONS / MEMBERSHIPS.**

In accordance with Financial Regulation 5.6 members were provided with the list of subscriptions - memberships held by the Town Council. It was noted that the list of subscriptions and memberships should remove Bookers, Sage Payroll, and the National Society of Allotments & Leisure Gardens.

MOVED by Councillor Lesley Howes and seconded by Councillor Claire Pearce.

RESOLVED:

That the continued subscriptions - memberships, as detailed, and with the above amendments be approved.

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21/26-27. REGULAR PAYMENTS – DIRECT DEBITS AND BACS PAYMENTS.

In accordance with Financial Regulations 5.6 and 6.9 members considered the list of organisations paid, on a regular basis, via Direct Debit or the BACS system.

It was noted that SAGE and Auto roll Payroll Processing may need to be removed on the completion of the Payroll Outsourcing and that Azets may need to be added.

MOVED by Councillor Lesley Howes and seconded by Councillor Hazel Stephens.

RESOLVED:

That the continued regular payments, as listed, be approved.

22/26-27. BALANCE SHEET FOR YEAR END 31 MARCH 2026.

The Locum RFO had provided the balance sheet for the year end 31 March 2026.

Members considered the balance sheet and, after discussion and seeking clarification on the Locum RFO's report, it was agreed.

MOVED by Councillor Richard Lees and seconded by Councillor Dawn Johnston.

RESOLVED:

That the balance sheet for the year end 31 March 2026 be approved.

23/26-27. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2026 – 2027.

Further to minute 444/14-15 (Town Council 26 February 2015) Members discussed, and agreed, the three Town Councillors to make up the Panel along with the Town Mayor and Deputy Town Mayor (ensuring this resulted in one Member from each of the three wards).

MOVED by Councillor Claire Pearce and seconded by Councillor Ann Duke.

1. Councillor Dawn Johnston (Town Mayor) – Greenhithe Ward
2. Councillor Richard Lees (Deputy Town Mayor) – Swanscombe Ward
3. Councillor Densie Butler – Swanscombe Ward
4. Councillor Peter Harris – Knockhall Ward
5. Councillor Elizabeth Wickham – Greenhithe Ward

RESOLVED:

That the Panel for 2026 - 2027 be made up of the Councillors as detailed above.

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24/26-27. 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 TC / RFO for all the council's accounts on a regular basis.

MOVED by Councillor Ann Duke and seconded by Councillor Hazel Stephens.

RESOLVED:

That Councillor Richard Lees be appointed to undertake the verification of bank reconciliations.

25/26-27. MEMBERSHIPS OF WORKING GROUPS.

As per Standing Order 25 (a) each Working Group should have a membership of between 3 – 5 members with the quorum for a meeting to take place being 3.

- a. Community Event Working Group
- b. Devolution Working Group
- c. Environmental Action Plan Working Group
- d. Financial Risk Assessment Working Group
- e. Grove Car Park Working Group
- f. Ingress Park Community Centre Working Group
- g. Lorry Park Working Group
- h. Pavilion Working Group
- i. Polices and Procedures Review Working Group

It was agreed that Councillor Lesley Howes join the Devolution Working Group, Councillor Ann Duke join the Financial Risk Assessment Working Group, Councillor Claire Pearce join the Grove Car Park Working Group and Councillor Dawn Johnston join the Pavilion Working Group.

MOVED by Councillor Richard Lees and seconded by Councillor Elizabeth Wickham.

RESOLVED:

That the memberships of the Working Groups, including the amendments as detailed, be confirmed.

26/26-27. TOWN COUNCILLOR RESIGNATION – CO-OPTION.

Councillor Graham Taylor had submitted his resignation on 8 April 2026, which took immediate effect.

A Notice of Casual Vacancy for the Greenhithe Parish Ward was posted / displayed, with a deadline of 29 April 2026.

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The Electoral Services Manager, Dartford Borough Council, had confirmed that they had not received any requests for the vacancy in the Greenhithe Parish Ward and that the Town Council were now able to fill the vacancy by co-option.

Vacancy Posters had been displayed on the Town Councils website, social media and notice boards requesting Expressions of Interest (EOI) with a deadline of 3 July 2026.

RESOLVED:

That the item be noted.

27/26-27. TOWN COUNCIL OFFICES / COMMUNITY HALL HOT WATER SYSTEM – MAJOR WORKS.

During the recent Annual Service visit by the contracted maintenance company the ground floor Community Hall Daikin AC System was found non-operational and showing a fault with the Discharge Sensor in the outdoor unit requiring both the Discharge Sensor and the main Printed Circuit Board to be replaced.

In accordance with Financial Regulation 4.5, and in consultation with the Town Mayor, Chairman of the Finance & General Purposes Committee and the Locum RFO, and to ensure continued operation of the Town Council building (hall hires) the quote to undertake this work (£4,089.75) + VAT, was agreed.

The monies for these works would come from Cost Centre 15, Cost Code 251 (Council Office Building Maintenance).

MOVED by Councillor Elizabeth Wickham and seconded by Councillor Denise Butler.

RESOLVED:

That the item be noted and that the actions taken in agreeing the quotation/works to be carried out be endorsed.

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28/26-27. **VIREMENT.**

Further to minute 588/25-26 (Personnel Committee 22 April 2026) the recent job advertisement for the Town Clerk / RFO role had been posted with NALC, SLCC and KALC.

This incurred a cost with NALC and SLCC of just under £700. Whilst there was no specific budget for this, in consultation with the Locum RFO it was proposed to Vire the money required from Cost Centre 15 Cost Code 245 Miscellaneous..

MOVED by Councillor Ann Duke and seconded by Councillor Lesley Howes.

RESOLVED:

1. That the item be noted and the actions taken in agreeing the quotations and posting the job advertisement be endorsed.
2. That the virement as detailed above be agreed.

The Town Mayor thanked those in the public gallery for their attendance and reiterated that they were most welcome to attend council meetings.

There being no further business to transact the Meeting closed at 8.15 pm.

Signed: _____

(Chairman)

Date:- _____

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 18 MARCH 2026 AT 7.00PM

PRESENT:

Councillor Dawn Johnston – Chairman
Councillor Richard Lees – Vice Chairman
Councillor Lesley Howes
Councillor Graham Taylor

ALSO PRESENT:

Graham Blew – Town Clerk
Indigo Allred – Administration Officer

ABSENT:

Councillor Lorna Cross

513/25-26. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

514/25-26. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Ann Duke, due to other commitments.

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

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

Recommended:

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

515/25-26. SUBSTITUTES.

There were none.

516/25-26. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

517/25-26. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

518/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 25 FEBRUARY 2026.

Recommended: That the Minutes of the Meeting held on 25 February 2026 were approved and signed as a true record.

519/25-26. GALLEY HILL TEMPORARY ROAD CLOSURE (p).

Members discussed the letter from the resident regarding the Galley Hill closure.

Recommended: That a response be sent thanking the resident for contacting the Town Council with his concerns and confirming that Members would continue to lobby KCC, KHS and the local MP.

520/25-26. HIGHWAYS IMPROVEMENT PLAN (HiP) (p).

Members discussed the response from KCC Councillor Thomas Mallon regarding signage options.

Recommended: That the Town Council add the request for additional signage to the Highway Improvement Plan.

521/25-26. The following planning applications had been received from Dartford Borough Council / Ebbsfleet Development Corporation / Kent County Council/ Gravesham Borough Council for Members observations (full details of these applications can be viewed via the Town Council, DBC, EDC GBC and the KCC websites).

DA/26/00264/FUL	Demolition of existing garage and front dormer. Erection of a front porch, single-storey side, rear, and lower ground floor basement extension with a terrace. Internal reconfiguration and alteration to external materials, fenestration, and roof. Mount Croft, 95 Mounts Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/26/00297/TPO	Application for works to various trees subject to Tree Preservation Orders No. 11 1990 and 3 2008. Ingress Park Site, Ingress Park Avenue, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

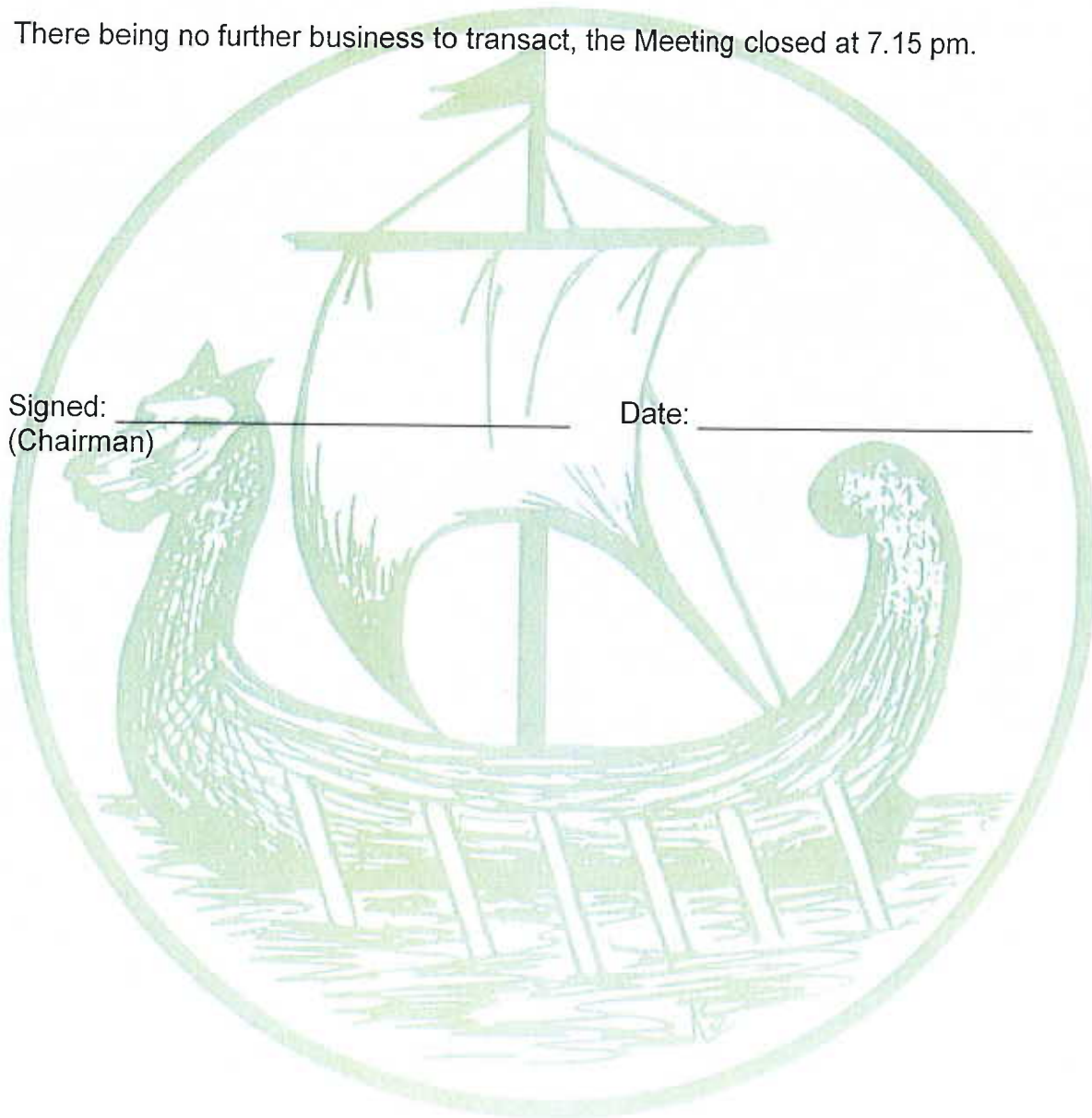
522/25-26. **The following Refused Decision Notices had been received from Dartford Borough Council / EDC for members information.**

DA/25/01458/COU	Change of use to a house of multiple occupation (HMO) (Sui Generis) for 10 people. 1 The Orchard Mounts Road, Greenhithe.
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There being no further business to transact, the Meeting closed at 7.15 pm.

Signed: _____
(Chairman)

Date: _____



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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 22 APRIL 2026 AT 7.00PM

PRESENT:

Councillor Dawn Johnston – Chairman
Councillor Lorna Cross
Councillor Lesley Howes
Councillor Hazel Stephens
Councillor Elizabeth Wickham

ALSO PRESENT:

Graham Blew – Town Clerk
Councillor Peter Harris
x1 Member of the public

ABSENT:

There were none

571/25-26. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

572/25-26. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Ann Duke, due to other commitments.

An apology for absence was received from Councillor Richard Lees, due to other commitments.

Recommended:

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

573/25-26. SUBSTITUTES.

There were none.

574/25-26. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

575/25-26. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

576/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18 MARCH 2026.

Recommended:

That the Minutes of the Meeting held on 18 March 2026 were approved and signed as a true record.

577/25-26. **PARISH PLAN.**

As per minute 210/25-26, members considered that a Working Group be formed to establish the feasibility / scope of a parish plan.

After discussion it was proposed, duly seconded and agreed that due to the current situation resources situation:

Recommended: That the item be deferred until the next financial year (2027 – 2028).

578/25-26. **The following planning applications had been received from Dartford Borough Council / Ebbsfleet Development Corporation / Kent County Council/ Gravesham Borough Council for Members observations** *(full details of these applications can be viewed via the Town Council, DBC, EDC GBC and the KCC websites).*

KCC/DA/0033/2026	The Provision of a pedestrian and cycle ramp, landscaping and associated works, between Whitecliffe Road to Ebbsfleet Academy. Ebbsfleet Academy, Southfleet Road, Swanscombe.
OBSERVATIONS:	No observations.
DA/26/00318/COU	Change of use from a single dwelling house (Class C3) to 5-bedroom 5 person HMO (Class C4). 101 Knockhall Chase, Greenhithe.
OBSERVATIONS:	The Town Council strongly object to the application due to the lack of sufficient and appropriate parking provisions.
DA/26/00346/FUL	Change of use from dwellinghouse (class C3) to 5-bedroom 5-Person HMO (Class C4) with provision of refuse and bike storage. 39 Park Cliff Road, Greenhithe.
OBSERVATIONS:	The Town Council strongly object to the application due to the lack of sufficient and appropriate parking provisions with the proposed bike storage not being an appropriate alternative. The Planning Authority are requested to attend the site as there are concerns that one of the garages is rented out to a non-resident who is operating a commercial business from it. It also looks like it has already been built.

DA/26/00392/FUL	Demolition of existing parking area and garage, erection of off-road parking and games room (retrospective application). 2 The Orchard, Mounts Road, Greenhithe.
OBSERVATIONS:	The Town Council object to the proposal as the second storey overlooks/shades the neighbouring properties front door resulting in a loss light and privacy. The water runoff from the roof also appears to fall into the neighbouring property.
DA/26/00264/FUL	Demolition of existing garage and front dormer. Erection of a front porch, single-storey side, rear, lower ground floor basement extension, with a terrace, alongside excavation and land level changes. Internal reconfiguration and alteration to external materials, fenestration, and roof Mount Croft, 95 Mounts Road, Greenhithe
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/26/00418/TPO	Application for Sycamore tree – Reduce tree by approximately 5-6m off the top (from approximately 15m to 10m) and approximately 5m off of the radial spread, subject to Tree Preservation Order No.11 1990. 14 The Dell, Greenhithe.
OBSERVATIONS:	The Town Council would request that the applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended (section 1), it is an offence to remove, damage or destroy the nest of any wild bird while that nest is in use or being built.
KCC/DA/0019/2026	Erection of a single storey modular building to the north of the existing school building to provide additional classroom space for two additional bulge classes. Ebbsfleet Green Primary School, Ackers Drive, Ebbsfleet Valley.
OBSERVATIONS:	The Town Council have concerns about the negative impact the proposal would have on transport and parking but note the schools walking bus will be in place.

579/25-26. **The following Granted Decision Notices had been received from Dartford Borough Council / EDC for members information.**

EDC/22/0168	Outline planning application (with all matters reserved) for mixed-use development comprising demolition of the existing car parking, structures and station forecourt and provision of residential dwellings (Use Class C3); flexible commercial, business and service uses (Use Class E) to allow provision of retail, offices, restaurants/cafes, nurseries, and healthcare facilities; flexible learning and non-residential institutions (Use Class F1); flexible local community uses (Use Class F2); hotel use (Use Class C1); residential institutions (Use Class C2); and Sui Generis uses to allow provision of co-living and student accommodation, public houses/drinking establishments, and theatres/cinemas. Associated works include hard and soft landscaping, a River Park, car parking and multi-storey car parks, pedestrian, cycle and internal vehicular network, and other ancillary infrastructure; and associated crossings, highway accesses, and junction improvements. Ebbsfleet Central East, Land Adjacent to Ebbsfleet International Railway Station, Thames Way.
DA/25/01460/LBC	Listed Building Consent for change of use of Coach House to residential use as an independent dwelling and associated internal works. Ingress Abbey Prioress Crescent, Greenhithe.
DA/25/01459/FUL	Change of use of Coach House to residential use as an independent dwelling including the provision of a car parking and boundary fencing. Ingress Abbey Prioress Crescent, Greenhithe.
DA/26/00138/LDC	Land situated at 82 Church Road Swanscombe Kent DA10 0HF as specified in the Second Schedule was lawful. 82 Church Road, Swanscombe.
DA/26/00122/LDC	Land situated at 1 Alkerden Lane Swanscombe Kent DA10 0EG as specified in the Second Schedule was lawful. 1 Alkerden Lane, Swanscombe.
DA/26/00354/NONMAT	Non-material amendment following the grant of planning permission DA/21/00724/FUL – Erection of 3 buildings up to four storeys in height to provide 47 flats, in respect altering the

	wording of conditions 4 (Contamination), 6 (Tree Protection), 7 (Surface Water Drainage), 8 (Vehicular Access and Visibility Splays), 17 (Habitat Establishment and Management Plan) and 18 (Ecological Enhancement Plan) in respect of the timing of the submission of details and condition 2 (Approved Plans and Documents) in respect of adding a drawing to show initial development works. Land North of Railway Line and East of Station Road, Station Road, Greenhithe.
DA/26/00297/TPO	Application for works to various trees subject to Tree Preservation Orders No.11 1990 and 3 2008. Ingress Park Site, Ingress Park Avenue, Greenhithe.

579/25-26. **The following Refused Decision Notices had been received from Dartford Borough Council / EDC for members information.**

DA/26/00177/FUL	Erection of a three-storey front extension, along with alterations to fenestration and internal alterations. Hillside 119 Mounts Road, Greenhithe.
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There being no further business to transact, the Meeting closed at 7.25 pm.

Signed: _____
(Chairman)

Date: _____

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON THURSDAY 21 MAY 2026 AT 7.00PM

PRESENT:

Councillor Dawn Johnston – Chairman
Councillor Lorna Cross
Councillor Ann Duke
Councillor Lesley Howes
Councillor Hazel Stephens

ALSO PRESENT:

Graham Blew – Town Clerk
Indigo Allred – Assistant Town Clerk
Councillor Peter Harris

ABSENT:

There were none

29/26-27. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

30/26-27. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Richard Lees, due to other commitments.

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

Recommended:

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

31/26-27. SUBSTITUTES.

There were none.

32/26-27. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

33/26-27. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

34/26-27. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 22 APRIL 2026.**

Recommended: That the Minutes of the Meeting held on 22 April 2026 were approved and signed as a true record.

35/26-27. **STANHOPE ROAD, SWANSCOMBE (p).**

Members considered the West Kent Highway Improvements Community Engagement Road Safety Engineering Project Manager's draft proposal for parking restrictions experimental order to address the congestion issues being experienced currently at the top end of Stanhope Road, Swanscombe.

Recommended: Members had no comments to make on the draft proposal and noted that residents had done a lot of work and research on this issue.

36/26-27. **DARTFORD PLANNING POLICY – PUBLIC CONSULTATION (p).**

The Strategic Planning & Infrastructure Manager (DBC) had provided an invitation to take part in the public consultation for the Dartford Planning Policy.

Recommended: That the item be noted.

37/26-27. **PUBLIC NOTICE – VARIOUS ROADS, DARTFORD - KENT COUNTY COUNCIL (KCC) (p).**

Members considered the Public Notice documents for (Waiting Restriction and Street Parking Places) (Consolidation) Order 2025 (Amendment No.7) Order 2026 which had been received from KCC.

Recommended: Members had no comments but requested that any additional restrictions put in place be monitored, and enforced, by the appropriate and responsible council.

38/26-27. **The following planning applications had been received from Dartford Borough Council / Ebbsfleet Development Corporation / Kent County Council/ Gravesham Borough Council for Members observations (full details of these applications can be viewed via the Town Council, DBC, EDC GBC and the KCC websites).**

DA/26/00404/FUL	Front extension, raising of overall height to facilitate a pitched roof, and external alterations to Building E 149 Church Road Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/26/00264/FUL	Demolition of existing garage and front dormer. Erection of a front porch, single storey side, rear, lower ground floor basement extension, with a terrace, alongside excavation and

	land level changes. Internal reconfiguration and alteration to external materials, fenestration, and roof. Mount Croft, 95 Mounts Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/26/00501/FUL	Erection of a front porch and single storey rear extension. 41 Eglinton Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/26/00511/TPO	Application for 1 No. Lime tree - Crown reduction by 20% (approximately 1.5-2m) (estimated finished dimensions 7m height and 5m spread), crown lift to 3m above ground level, and removal of deadwood subject to Tree Preservation Order No.5 1980. 1 Ivy Bower Close, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/26/00508/FUL	Demolition of existing conservatory and erection of single storey rear and two storey side extension, along with the removal of protected tree T6 Ash and extension of existing driveway. Ingress Priory, Ingress Park, High Street, Greenhithe.
OBSERVATIONS:	The Town Council objects to this application for the removal of a protected tree T6 Ash on the basis that the tree is protected and that it is in good health with no signs of disease.
DA/26/00482/VCON	Demolition of the existing Public House (Sui Generis) and erection of a 3 storey building to provide café (Use Class E) at ground floor and 7 x residential units (Use Class C3) at part ground and upper floors. As well as private and communal amenity space provision and cycle and refuse storage provision (Variation of conditions 1 and 15 and removal of condition 14 of planning permission DA/25/01291/VCON to allow for revised drawings). 60 High Street Swanscombe.

OBSERVATIONS:	The Town Council can not pass comments on this application as the reports were not readily available. Members would like to request that they be supplied with the reports so that they can make individual comments.
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39/26-27. The following Granted Decision Notices had been received from Dartford Borough Council / EDC for members information.

DA/26/00380/CDNA	Submission of details relating to vehicular access pursuant to condition 8 of planning permission DA/26/00724/FUL (granted on appeal) for the erection of 3 buildings up to four storeys in height to provide 47 flats with off-street car parking, communal amenity space, hard and soft landscaping, recycling and refuse storage facilities and new vehicular accesses serving the site from Station Road and Station Approach. Land North of Railway Line and East of Station Road, Station Road Dartford Greenhithe.
DA/26/00366/CDNA	Submission of details relating to Construction Management Plan pursuant to condition 5 of planning permission DA/26/00724/FUL (granted on appeal) for the erection of 3 buildings up to four storeys in height to provide 47 flats with off-street car parking, communal amenity space, hard and soft landscaping, recycling and refuse storage facilities and new vehicular accesses serving the site from Station Road and Station Approach. Land North of Railway Line and East of Station Road, Station Road Dartford Greenhithe.
DA/26/00368/CDNA	Submission of details relating to Arboricultural Method Statement pursuant to condition 5 of planning permission DA/26/00724/FUL (granted on appeal) for the erection of 3 buildings up to four storeys in height to provide 47 flats with off-street car parking, communal amenity space, hard and soft landscaping, recycling and refuse storage facilities and new vehicular accesses serving the site from Station Road and Station Approach. Land North of Railway Line and East of Station Road, Station Road Dartford Greenhithe.
KCC/DA/0019/2026	Erection of a single-storey modular building to the north of the existing school building to provide additional classroom space for two additional bulge classes.

	Ebbsfleet Green Primary School, Ackers Drive, Weldon, Ebbsfleet Valley, Kent, DA10 1AL.
EDC/22/0110/RVARA	Submission of a Verification Report confirming the completion and effectiveness of Phase 2 remediation works (Condition 12), and a Surface Water Drainage Verification Report (Condition 13), pursuant to planning permission reference EDC/22/0110 for a waste management facility at: Unit 6, Rod End Estate, Northfleet Industrial Estate, Lower Road, Northfleet, Kent DA11 9SN.
DA/25/00136/LDC	Application for a Lawful Development Certificate (existing) for use of land and premises for the keeping and exercise of horses and storage of domestic items with development of buildings, structures and an access road to serve the site from Knockhall Chase. Pit 11 West of Knockhall Chase Greenhithe.
DA/25/01277/ADV	Display of 1 no. fascia sign and 1 no. projecting sign (Retrospective). 5A Stanley Road Swanscombe.

40/26-27.

The following Refused Decision Notices had been received from Dartford Borough Council / EDC for members information.

DA/26/00060/FUL	Proposed roof extension, side dormer, and roof lights to incorporate additional dental surgery and waiting rooms over existing parking area, supported by columns. 23 High Street, Swanscombe.
DA/25/01291/VCON	Submission of details relating to soft landscaping pursuant to condition 7 of planning permission DA/25/01291/VCON for demolition of the existing Public House (Sui Generis) and erection of a 3-storey building to provide cafe (Use Class E) at ground floor and 7 x residential units (Use Class C3) at part ground and upper floors. As well as private and communal amenity space provision and cycle and refuse storage provision. 60 High Street Swanscombe.

DA/25/01291/VCON	Submission of details relating to travel plan pursuant to condition 8 of planning permission DA/25/01291/VCON for demolition of the existing Public House (Sui Generis) and erection of a 3-storey building to provide cafe (Use Class E) at ground floor and 7 x residential units (Use Class C3) at part ground and upper floors. As well as private and communal amenity space provision and cycle and refuse storage provision. 60 High Street Swanscombe.
DA/26/00318/COU	Change of use from a single dwellinghouse (Class C3) to 5-bedroom 5 person HMO (Class C4). 101 Knockhall Chase Greenhithe.

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

Signed: _____
(Chairman)

Date: _____

MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 8 APRIL 2026 at 7.00 PM

PRESENT: Councillor Peter Harris – Chairman
Councillor Dawn Johnston – Vice Chairman
Councillor Lorna Cross
Councillor Lesley Howes
Councillor Hazel Stephens
Councillor Elizabeth Wickham

ALSO PRESENT: Graham Blew – Town Clerk
Indigo Allred – Administration Officer
PCSO Alan Mitchell
Councillor Denise Butler
Councillor Claire Pearce
x1 Member of the public

ABSENT: There were none.

551/25-26. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

552/25-26. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Ann Duke, due to other commitments

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

553/25-26. **SUBSTITUTES.**

There were none.

554/25-26. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

555/25-26. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk updated the meeting on the fire at The Pavilion, Broomfield Recreation Ground on Saturday 4 April 2026 and advised that this had been reported to both the Police and the Town Councils Insurance Company.

556/25-26. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2026.**

Recommended: That the Minutes of the Meeting held on 11 February 2026 be confirmed and signed as a true record.

557/25-26. **KENT POLICE REPORT.**

Unfortunately, the beat officer for Ebbsfleet Valley, Swanscombe, Greenhithe and Knockhall, PC Simon Hodge was unable to attend but PCSO Alan Mitchell provided a verbal update of the crimes in Swanscombe and Greenhithe for February and March which included: thefts from motor vehicles, criminal damage, thefts of motor vehicles, attempted residential burglaries, public order issues, ASB Nuisance, burglaries of businesses and other matters.

Recommended: That the item be noted.

558/25-26. **KENT COUNTY COUNCIL (KCC) COMMUNITY WARDENS REPORT.**

Unfortunately, the KCC Community Warden was unable to attend but, in her absence, Angela Jarrett had submitted a report which included: ASB such as graffiti, neighbourhood disputes, parking issues, youths with catapults, suspected drug dealing, criminal damages to properties, abandoned vehicles, there were also environmental issues including potholes and fly tipping.

Recommended: That the item be noted.

559/25-26. **COMMUNITY SAFETY LIAISON.**

Swanscombe Neighbourhood Watch (SNW) – unfortunately the Lead Co-Ordinator was unable to attend but, in their absence, had submitted a report which included: youths climbing onto the scaffold at St Peter & St Pauls Church, large group of youths at the Londis Shop in Stanley Road and at the chicken shop in Stanley Road.

The Patrol Team have gathered intelligence including suspicious activity around The Pavilion during the early hours and drug taking activity in All Saints Close.

The SNW have contacted the local ward Police officer on x3 occasions but have not received any responses which makes supporting Swanscombe residents very difficult. PCSO Alan Mitchell advised the meeting that he and PC Hodge had both tried to contact the SNW without success.

The SNW also feel that a CCTV network installed in Swanscombe by Dartford Borough Council would support Kent Police as well as increase the safety of residents.

Kent Fire Service – The Chairman detailed the recent incident in Ingress Park, Greenhithe where x2 residential buildings had been attended by the Fire Service when they were on fire.

The Vice-Chairman asked that the Town Councils gratitude to the professionalism of the Kent Fire Service when dealing with the incident in Ingress Park and at The Pavilion be passed on to the Fire Service.

Greenhithe Speed Watch – The team would be starting sessions at the end of the month and again at the end of May.

Lorry Watch – The last session had been held in February and were scheduled to recommence soon.

Recommended: That the updates be noted.

60/25-26. **DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.**

Members were provided with, and discussed, the up-to-date detailed analysis of crime figures for Swanscombe and Greenhithe. The Chairman noted that Swanscombe seemed to be levelling off at around 75 whilst Greenhithe seemed to remain around 50.

Recommended: That the information be noted.

There were no confidential items to be discussed.

There being no further business to transact, the Meeting closed at 7.20pm

Signed _____
Chairman Date

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MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on WEDNESDAY 18 MARCH 2026 at 5.30pm

PRESENT: Councillor Dawn Johnston - Chairman
Councillor Ann Duke
Councillor Lesley Howes
Councillor Richard Lees
Councillor Graham Taylor

ABSENT: Councillor Lorna Cross

ALSO PRESENT: Graham Blew – Town Clerk
Jack Turner – Locum Responsible Financial Officer (via Teams)
Indigo Allred – Administration Officer

506/25-26. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

507/25-26. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Peter Harris, due to ill health.

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

Recommended: That the reason for absence, for the above Town Councillors, be formally accepted and approved.

508/25-26. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

509/25-26. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

510/25-26. **TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 25 FEBRUARY 2026.**

Recommended: That the minutes from the meeting held on 25 February 2026 be confirmed and signed.

511/25-26. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Graham Taylor and seconded by Councillor Lesley Howes.

RESOLVED:

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

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

512/25-26. **STAFF MATTERS.**

Members considered the information provided by both the Locum RFO and Councillor Graham Taylor regarding the incorrect payments of the Fringe Allowance for some employees and the draft alignment of Salary Points with those of The National Joint Council for Local Government Services (NJC).

Members had also received draft job descriptions for: Administration Assistant (part time), Assistant Town Clerk, Responsible Financial Officer, Assistant Town Clerk / Responsible Financial Officer, Town Clerk, Parish Clerk along with the Local Government Services Pay Agreement 2025/26 from The NJC to be used to inform the Committees discussion.

Members thanked Councillor Graham Taylor and the Locum RFO for their work.

There followed a lengthy discussion on the contents of the provided documents, and it was proposed, duly seconded and agreed:

Recommended:

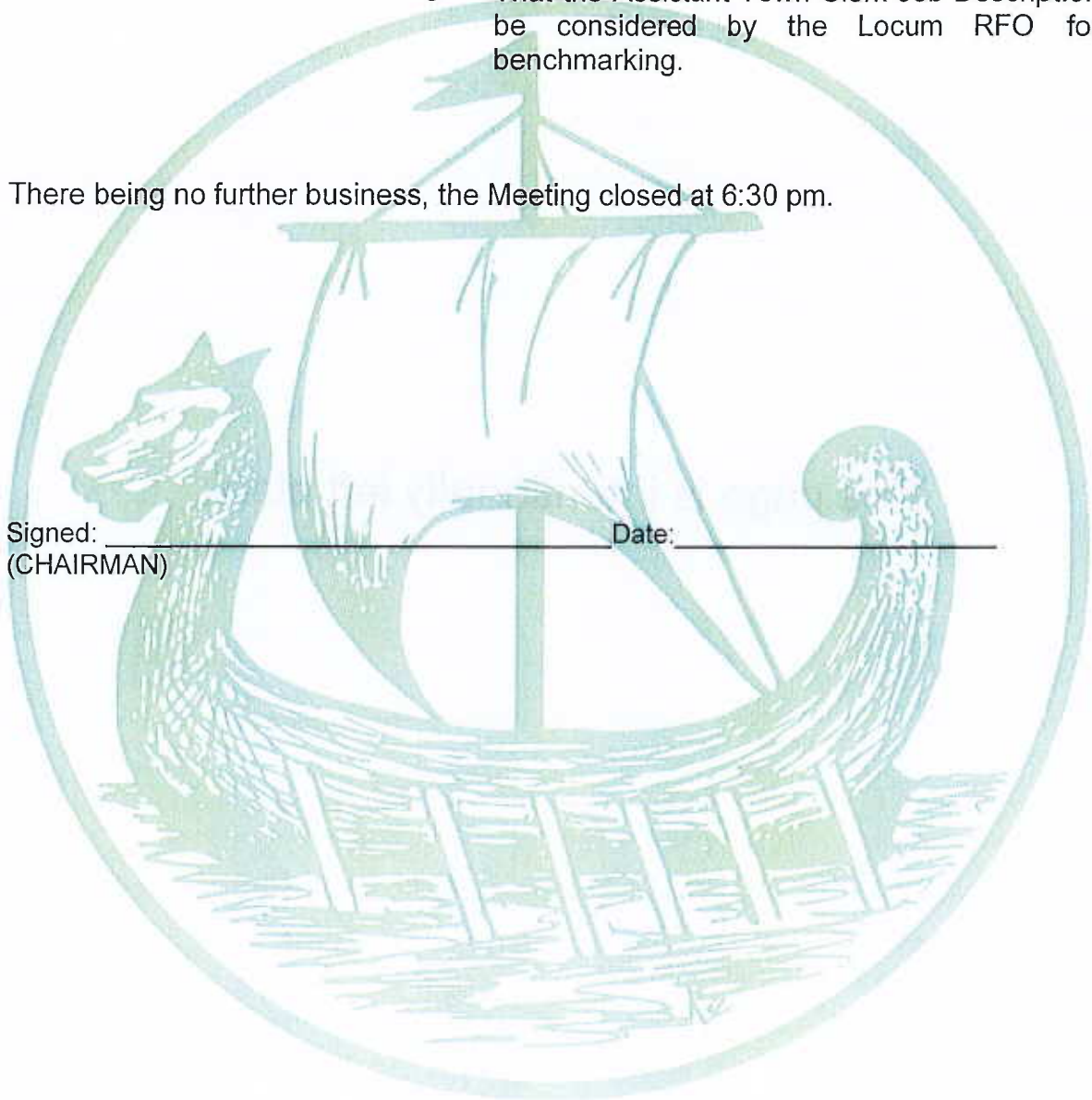
- 1 That the Town Clerk/ Responsible Financial Officer role be combined into one post and that the Locum RFO source the Town Clerk / Responsible Financial Officer job description from the Society of Local Council Clerks and distribute it to members to inform them on their next discussion.
- 2 That the Locum RFO investigate the feasibility of outsourcing the payroll processing.
- 3 That the Locum RFO provide letters for each member of staff that had received incorrectly paid fringe allowances, to include that there would be no reduction to wages, however any wage increases would be subject to alignment with the NJC pay scales.

- 4 That the Town Council will freeze the current Fringe Allowance at £1,248.00 until this falls in line with the NJC and that new staff receive the Fringe Allowance.
- 5 That the Locum RFO undertake salary benchmarking on the Town Clerk / Responsible Financial Officer role.
- 6 That the Assistant Town Clerk Job Description be considered by the Locum RFO for benchmarking.

There being no further business, the Meeting closed at 6:30 pm.

Signed: _____
(CHAIRMAN)

Date: _____



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MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on WEDNESDAY 22 APRIL 2026 at 7.30pm

PRESENT: Councillor Dawn Johnston - Chairman
Councillor Elizabeth Wickham – Vice-Chairman
Councillor Lorna Cross
Councillor Ann Duke
Councillor Pete Harris
Councillor Lesley Howes

ABSENT: There were none

ALSO PRESENT: Graham Blew – Town Clerk
Jack Turner – Locum Responsible Financial Officer (via Teams)

580/25-26. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

581/25-26. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Richard Lees, due to other commitments.

Recommended: That the reason for absence, for the above Town Councillors, be formally accepted and approved.

582/25-26. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

583/25-26. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

584/25-26. **TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 18 MARCH 2026.**

Recommended: That the minutes from the meeting held on 18 March 2026 be confirmed and signed.

585/25-26. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Elizabeth Wickham and seconded by Councillor Ann Duke.

RESOLVED:

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

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

586/25-26. **PAYROLL OUTSOURCING – DETAILED FINANCIAL & GOVERNANCE REPORT.**

As part of the Council's wider financial governance review Members considered the report provided by the Locum RFO. The Locum RFO detailed the benefits of outsourcing payroll which included financial governance, risk management and operational efficiency. Members were also advised that any decision should prioritise risk reduction over marginal cost savings. Members considered the x3 quotes that had been provided with the report.

After a lengthy discussion it was proposed, duly seconded and, after being put to a vote, agreed:

Recommended:

- 1 That outsourcing the payroll provision be agreed.
- 2 That Option 1 in the recommendation of the report be selected to undertake the Town Councils payroll provision.

587/25-26. **ALIGNMENT OF STAFF PAY TO NJC STRUCTURE (2025/2026 BASELINE.**

The Locum RFO had submitted a report for Members consideration.

It was proposed, duly seconded and, unanimously agreed;

Recommended: That the report / item be deferred for consideration once the new Town Clerk / RFO position had been filled.

588/25-26. **TOWN CLERK / RFO BENCHMARKING.**

The Locum RFO introduced and detailed the report.

During discussion the Chairman confirmed that the hours and closing dates on the advert would need to be amended and that the post would be advertised via NALC, KALC and the SLCC.

It was proposed, duly seconded and unanimously agreed:

Recommended:

1. That the role be benchmarked within LC3 SCP 33-39, extendable to SCP 42 as detailed in the report.
2. That the advert, with the suggested amendments, be agreed and posted via NALC, KALC and the SLCC.

589/25-26. **STAFFING ITEMS / UPDATE.**

The Town Clerk updated Members on the correspondence and information provided by the HR Consultant and from Dartford Borough Council regarding the Old Fire Station Community Café.

There followed a lengthy discussion, which included clarification that, whilst a decision had been made regarding the Old Fire Station Community Café a decision regarding the x2 employees that were working there had not been made and was open for meaningful consultation before a final decision could be considered.

It was then proposed, duly seconded and after being put to a vote, agreed:

Recommended:

1. That the timeline provided by the HR Consultant be agreed.
2. That the proposed At-Risk letters be sent out on 23 April 2026
3. That the first consultation meeting be held on 28 April 2026
4. That the HR Consultant be present at the consultation Meetings.
5. That the Town Mayor issues a notice of closure after the first consultation meeting.

The Town Clerk advised members of the following staffing matters:

- The x2 replacement Facilities Operatives had started on 1 April 2026.
- In accordance with Standing Order 30 c) Members were informed that one of the replacement Facilities Operatives was the daughter of a Town Councillor.
- The new Administration Assistant was scheduled to start on 11 May 2026.

Recommended: That the update on staffing matters, as detailed above, be noted.

There being no further business, the Meeting closed at 9.15 pm.

Signed: _____ Date: _____
(CHAIRMAN)

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 21 MAY 2026 at 7.30pm

PRESENT: Councillor Dawn Johnston - Chairman
Councillor Lorna Cross
Councillor Ann Duke
Councillor Pete Harris
Councillor Lesley Howes

ABSENT: There were none

ALSO PRESENT: Graham Blew – Town Clerk
Indigo Allred – Assistant Town Clerk

41/26-27. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

42/26-27. APOLOGIES FOR ABSENCE.

An apology for absence was received from Emma Ben-Moussa, due to other commitments.

An apology for absence was received from Richard Lees, due to other commitments.

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

An apology for absence was received from Jack Turner, Locum RFO, due to other commitments.

Recommended: That the reason for absence, for the above Town Councillors, be formally accepted and approved.

43/26-27. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

44/26-27. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

45/26-27. **TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 22 APRIL 2026.**

Recommended: That the minutes from the meeting held on 22 April 2026 be confirmed and signed.

46/26-27. **PAY CLAIM 2026-2027 (p).**

As part of its Terms of Reference the Personnel Committee are required to:

"Exercise functions of the Council on questions of levels of pay and salary settlements for all staff employed by the Council."

Further to minutes 284/25-26 and 331/25-26 and a confidential report provided by the Locum Responsible Financial Officer Members considered awarding a pay increase for all appropriate staff for 2026 – 2027 with any pay award being dated from 1 April 2026.

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

Recommended: To approve a 3% increase to all applicable staff salary points and to the monthly fringe allowance for 2026/27; to confirm that staff not on salary bands shall be paid at the 2026/27 National Living Wage rate of £12.71 per hour; and to authorise officers to process the necessary payroll adjustments and any agreed backpay through the next available payroll, subject to continued monitoring of staff costs against the approved 2026/27 budget.

47/26-27. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Lorna Cross and seconded by Councillor Lesley Howes.

RESOLVED:

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

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

48/26-27. **REDUNDANCY POLICY – REDUNDANCY PAY / COST ANALYSIS (p).**

Members considered the confidential report along with the Redundancy Policy and, after a considerable debate it was agreed that:

Recommended:

- 1 That the proposal brought forward from a member of staff be sent to the Locum

Responsible Financial Officer for a cost analysis report and that this report be reviewed at the next Personnel Committee meeting.

- 2 That recommendation 2 be deferred to the next Personnel Committee meeting.
- 3 That recommendation 3 be deferred to the next Personnel Committee meeting.
- 4 That garden leave be allowed for the affected members of staff.

49/26-27. **STAFFING ISSUES (P).**

Members discussed the contents of the confidential report that had been provided by the Locum RFO.

It was proposed, duly seconded and agreed:

Recommended: That the report / item be noted and all recommendations (1 to 9) contained in the confidential report be agreed.

50/26-27. **2025 PAYROLL.**

Members considered the confidential report that had been provided by the Locum RFO.

It was proposed, duly seconded and agreed:

Recommended: That the Assistant Town Clerk investigates with the HR Consultant, Locum RFO and independent research to ascertain if the report can go to full Council as is or, if it requires redacting.

The Town Clerk updated Members on the current level of applicants for the Town Clerk/RFO post which had a deadline of 29 May 2026.

There being no further business, the Meeting closed at 8.20 pm.

Signed: _____ Date: _____
(CHAIRMAN)

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Swanscombe and Greenhithe Town Council
TRANSFERS

Date	Desc	From	To	Amount
01/04/2026	Bank to Bank Transfer	Active Saver 2	Current Account	30,588.30
14/04/2026	Bank to Bank Transfer	Active Saver 2	Current Account	19,917.54
16/04/2026	Bank to Bank Transfer	Active Saver 1	Current Account	18,000.00
20/04/2026	Bank to Bank Transfer	Active Saver 1	Current Account	800.00
20/04/2026	Bank to Bank Transfer	Active Saver 2	Current Account	1,000.00
20/04/2026	Bank to Bank Transfer	Active Saver 2	Current Account	5,000.00
16/04/2026	Bank to Bank Transfer	Current Account	Active Saver 2	1,000.00
11/05/2026	Bank to Bank Transfer	Active Saver 2	Current Account	25,960.94
11/05/2026	Bank to Bank Transfer	Active Saver 2	Current Account	7,428.82
15/05/2026	Bank to Bank Transfer	Active Saver 2	Current Account	18,000.00
22/05/2026	Bank to Bank Transfer	Active Saver 2	Current Account	7,000.00
28/05/2026	Bank to Bank Transfer	Active Saver 2	Current Account	32,000.00
11/05/2026	Bank to Bank Transfer	Active Saver 1	Active Saver 2	140,152.50
11/05/2026	Bank to Bank Transfer	Active Saver 1	Active Saver 2	140,152.50
Total.....				447,000.60

Swanscombe and Greenhithe Town Council
TRANSFERS

Date	Desc	From	To	Amount
15/04/2025	Bank to Bank Transfer	Active Saver 1	Current Account	7,000.00
01/05/2025	Bank to Bank Transfer	Active Saver 1	Current Account	10,000.00
09/05/2025	Bank to Bank Transfer	Active Saver 1	Current Account	20,000.00
12/05/2025	Bank to Bank Transfer	Active Saver 1	Current Account	29,000.00
13/05/2025	Bank to Bank Transfer	Active Saver 1	Current Account	10,000.00
03/06/2025	Bank to Bank Transfer	Active Saver 1	Current Account	20,000.00
09/06/2025	Bank to Bank Transfer	Active Saver 1	Current Account	20,000.00
12/06/2025	Bank to Bank Transfer	Active Saver 1	Current Account	20,000.00
13/06/2025	Bank to Bank Transfer	Active Saver 1	Current Account	40,000.00
14/07/2025	Bank to Bank Transfer	Active Saver 1	Current Account	20,000.00
22/07/2025	Bank to Bank Transfer	Active Saver 1	Current Account	40,000.00
12/08/2025	Bank to Bank Transfer	Active Saver 1	Current Account	35,000.00
14/08/2025	Bank to Bank Transfer	Active Saver 1	Current Account	5,000.00
18/08/2025	Bank to Bank Transfer	Active Saver 1	Current Account	10,000.00
22/08/2025	Bank to Bank Transfer	Active Saver 1	Current Account	20,000.00
08/09/2025	Bank to Bank Transfer	Active Saver 1	Current Account	17,700.00
11/09/2025	Bank to Bank Transfer	Active Saver 1	Current Account	4,000.00
11/09/2025	Bank to Bank Transfer	Active Saver 2	Current Account	20,000.00
18/09/2025	Bank to Bank Transfer	Active Saver 2	Current Account	3,600.00
23/09/2025	Bank to Bank Transfer	Active Saver 2	Current Account	5,000.00
29/09/2025	Bank to Bank Transfer	Active Saver 1	Current Account	70,000.00
29/09/2025	Bank to Bank Transfer	Active Saver 1	Active Saver 2	28,600.00
16/10/2025	Bank to Bank Transfer	Active Saver 1	Current Account	12,000.00
10/11/2025	Bank to Bank Transfer	Active Saver 1	Current Account	32,020.66
10/11/2025	Bank to Bank Transfer	Active Saver 1	Current Account	19,000.00
18/11/2025	Bank to Bank Transfer	Active Saver 1	Current Account	10,000.00
26/11/2025	Bank to Bank Transfer	Active Saver 1	Current Account	20,000.00
07/11/2025	Bank to Bank Transfer	Active Saver 1	Active Saver 2	22,078.00
12/12/2025	Bank to Bank Transfer	Active Saver 1	Current Account	50,000.00
02/02/2026	Bank to Bank Transfer	Active Saver 2	Current Account	11,948.44
11/02/2026	Bank to Bank Transfer	Active Saver 2	Current Account	41,000.00
20/02/2026	Bank to Bank Transfer	Active Saver 1	Current Account	19,000.00
24/02/2026	Bank to Bank Transfer	Active Saver 1	Current Account	1,059.48
26/02/2026	Bank to Bank Transfer	Active Saver 1	Current Account	6,000.00
03/03/2026	Bank to Bank Transfer	Active Saver 1	Active Saver 2	120,000.00
02/03/2026	Bank to Bank Transfer	Active Saver 2	Active Saver 1	25,841.72
13/03/2026	Bank to Bank Transfer	Active Saver 2	Active Saver 1	16,400.42
13/03/2026	Bank to Bank Transfer	Active Saver 2	Current Account	8,564.46
03/03/2026	Bank to Bank Transfer	Active Saver 1	Current Account	28,000.00
11/03/2026	Bank to Bank Transfer	Active Saver 1	Current Account	5,018.86
11/03/2026	Bank to Bank Transfer	Active Saver 1	Current Account	50.70
13/03/2026	Bank to Bank Transfer	Active Saver 1	Current Account	16,400.42
26/03/2026	Bank to Bank Transfer	Active Saver 1	Current Account	1,000.00
27/03/2026	Bank to Bank Transfer	Active Saver 1	Current Account	400.00
13/03/2026	Bank to Bank Transfer	Active Saver 1	Current Account	61.00
			Total.....	920,744.16

Swanscombe and Greenhithe Town Council

12 June 2026 (2026-2027)

PAYMENTS & RECEIPTS LIST

May 2026

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
49 Hire Income	01/05/2026		Active Saver 1		Receipt - Hall Hire	Gateway Salvation Church	Z	307.50		307.50
49 Hire Income	01/05/2026		Active Saver 1		Receipt - Hall Hire	Gateway Salvation Church	Z	504.30		504.30
60 Bank Interest	01/05/2026		Active Saver 1		Receipt - Bank Interest	Barddaycard	X	51.30		51.30
173 Miscellaneous Expenditure	01/05/2026		Active Saver 1		Payment - rates	DBC	X	-652.00		-652.00
174 Miscellaneous Expenditure	01/05/2026		Current Account		Payment - rates	DBC	X	-4,770.38		-4,770.38
175 IT Services	01/05/2026		Current Account		Payment - Photocopier Rental	Shire Leasing	S	-175.52	-35.10	-210.62
59 Hire Income	05/05/2026		Active Saver 1		Receipt - Hall Hire	Walk Tall	X	1,195.95		1,195.95
41 Hire Income	07/05/2026		Active Saver 1		Receipt - Hall Hire	North Kent Karate	Z	381.30		381.30
42 Hire Income	07/05/2026		Active Saver 1		Receipt - Hall Hire	CB Studios	Z	221.40		221.40
57 Wages	07/05/2026		Current Account		Payment - parks sites	Night & Day Security	Z	-1,560.95		-1,560.95
58 Wages	07/05/2026		Current Account		Payment - parks security	Night & Day Security	Z	-1,744.38		-1,744.38
55 Equipment/Materials	07/05/2026		Current Account		Payment - Skip Hire	Pinden Ltd	S	-295.00	-59.00	-354.00
59 Fuel	07/05/2026		Current Account		Payment - Parks Fuel	All Star	S	-158.46	-30.77	-189.23
63 Equipment/Materials	07/05/2026		Current Account		Payment - Parks Equipment -	Ernest Doe & Sons Ltd	S	-983.34	-196.66	-1,180.00
64 Equipment/Materials	07/05/2026		Current Account		Payment - Mower Service	Ernest Doe & Sons Ltd	S	-460.91	-92.18	-553.09
65 Equipment/Materials	07/05/2026		Current Account		Payment - Mower Service	Ernest Doe & Sons Ltd	S	-460.91	-92.18	-553.09
66 Equipment/Materials	07/05/2026		Current Account		Payment - Parks Equipment -	Ernest Doe & Sons Ltd	S	-72.92	-14.57	-87.49
70 Equipment/Materials	07/05/2026		Current Account		Payment - Parks Materials	Discount Builders Merchant	S	-25.46	-5.09	-30.55
76 Equipment/Materials	07/05/2026		Current Account		Payment - Parks Equipment -	Gurney & White	S	-1.00	-0.20	-1.20
176 Vehicles	07/05/2026		Current Account		Payment - Fuel	Alistar	S	-25.56	-5.11	-30.67
53 Bowls Pavilion Maintenance	07/05/2026		Current Account		Payment - Fire Extinguisher Se	Kent Fire Extinguisher Serv	S	-30.00	-6.00	-36.00
54 Parks Works Area	07/05/2026		Current Account		Payment - Fire Extinguisher Se	Kent Fire Extinguisher Serv	S	-30.00	-6.00	-36.00
54 Parks Works Area	07/05/2026		Current Account		Payment - Fire Extinguisher Se	Kent Fire Extinguisher Serv	S	-49.78	-9.96	-59.74
54 Parks Works Area	07/05/2026		Current Account		Payment - Fire Extinguisher Se	Kent Fire Extinguisher Serv	S	-49.77	-9.96	-59.73
77 Wages	07/05/2026		Current Account		Payment - Locum RFO - fees	SLCC	S	-2,848.00	-569.60	-3,417.60
78 Wages	07/05/2026		Current Account		Payment - Locum RFO - fees	SLCC	S	-160.00	-32.00	-192.00
37 Member Training	07/05/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
38 Member Training	07/05/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
39 Member Training	07/05/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
40 Member Training	07/05/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
41 Member Training	07/05/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
43 Member Training	07/05/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
43 Member Training	07/05/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
43 Member Training	07/05/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
43 Member Training	07/05/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00

Swanscombe and Greenhithe Town Council

12 June 2026 (2026-2027)

PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
44 Member Training	07/05/2026		Current Account		Payment - Member Training - I	KALC	S	-35.00	-7.00	-42.00
44 Member Training	07/05/2026		Current Account		Payment - Member Training - I	KALC	S	-35.00	-7.00	-42.00
44 Member Training	07/05/2026		Current Account		Payment - Member Training - I	KALC	S	-35.00	-7.00	-42.00
46 Staff Training	07/05/2026		Current Account		Payment - Staff Training - Inter	KALC	S	-35.00	-7.00	-42.00
47 Staff Training	07/05/2026		Current Account		Payment - Staff Training - Inter	KALC	S	-35.00	-7.00	-42.00
60 Subscriptions / Publications	07/05/2026		Current Account		Payment - Sage Payroll Cover	Sage	S	-132.50	-26.50	-159.00
67 Stationary, Advertising & Posta	07/05/2026		Current Account		Payment - Cleaning Materials	Amazon UK	S	-130.70	-26.16	-156.86
71 Stationary, Advertising & Posta	07/05/2026		Current Account		Payment - Franking Machine Ri	Francotyp Postalia Ltd	S	-60.00	-12.00	-72.00
72 Stationary, Advertising & Posta	07/05/2026		Current Account		Payment - Stationary	Amazon UK	S	-44.95	-8.98	-53.93
80 Miscellaneous Expenditure	07/05/2026		Current Account		Payment - TC/RFO Job Adverti	SLCC	S	-324.00	-64.80	-388.80
44 Member Training	07/05/2026		Current Account		Payment - Member Training - I	KALC	S	-35.00	-7.00	-42.00
44 Member Training	07/05/2026		Current Account		Payment - Member Training - I	KALC	S	-35.00	-7.00	-42.00
45 Member Training	07/05/2026		Current Account		Payment - Member Training - I	KALC	S	-35.00	-7.00	-42.00
45 Member Training	07/05/2026		Current Account		Payment - Member Training - I	KALC	S	-35.00	-7.00	-42.00
45 Member Training	07/05/2026		Current Account		Payment - Member Training - I	KALC	S	-35.00	-7.00	-42.00
45 Member Training	07/05/2026		Current Account		Payment - Member Training - I	KALC	S	-35.00	-7.00	-42.00
45 Member Training	07/05/2026		Current Account		Payment - Member Training - I	KALC	S	-35.00	-7.00	-42.00
49 Miscellaneous Expenditure (Ind	07/05/2026		Current Account	0557694	Payment - Settlement - Old Fir	Shire Leasing	S	-4,025.40	-805.08	-4,830.48
50 Council Offices Building Mainte	07/05/2026		Current Account		Payment - Fire Extinguisher Se	Kent Fire Extinguisher Serv	S	-30.00	-6.00	-36.00
51 Repairs & Maintenance	07/05/2026		Current Account		Payment - Fire Extinguisher Se	Kent Fire Extinguisher Serv	S	-30.00	-6.00	-36.00
51 Repairs & Maintenance	07/05/2026		Current Account		Payment - Fire Extinguisher Se	Kent Fire Extinguisher Serv	S	-56.39	-11.28	-67.67
52 Repairs & Maintenance	07/05/2026		Current Account		Payment - Fire Extinguisher Se	Kent Fire Extinguisher Serv	S	-30.00	-6.00	-36.00
56 Rates	07/05/2026		Current Account		Payment - Card Fee	Barclays	Z	-14.88		-14.88
61 Rates	07/05/2026		Current Account		Payment - Waste Bin Collector	Biffa	S	-169.11	-33.82	-202.93
62 Rates	07/05/2026		Current Account		Payment - TC offices - Card Te	Elavon	X	-46.00	-1.20	-47.20
68 Gas	07/05/2026		Current Account		Payment - Gas	KCC Laser	S	-497.14	-99.43	-596.57
69 Gas & Electricity	07/05/2026		Current Account		Payment - Gas	KCC Laser	L	-31.31	-1.57	-32.88
73 Rates	07/05/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-12.30	-2.46	-14.76
74 Rates	07/05/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.61	-0.92	-5.53
75 Rates	07/05/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-17.24	-3.45	-20.69
79 Repairs & Maintenance	07/05/2026		Current Account		Payment - A/C Service	LW Burt & Son Ltd	S	-650.59	-130.12	-780.71
177 Miscellaneous Expenditure	08/05/2026		Current Account		Payment - Service Fee	Kent Commerical Services	S	-1,384.04	-276.81	-1,660.85
43 Hire Income	11/05/2026		Active Saver 1		Receipt - Hall Hire	1st Swanwiscombe Rainbow	Z	51.25		51.25
81 Equipment/Materials	11/05/2026		Current Account		Payment - proforma and servic	Ernest Doe & Sons Ltd	S	-460.91	-92.18	-553.09
82 Equipment/Materials	11/05/2026		Current Account		Payment - proforma and servic	Ernest Doe & Sons Ltd	S	-460.91	-92.18	-553.09
180 Night & Day	11/05/2026		Current Account		Payment - Park security	Ward Security Limited	S	-23.67	-4.73	-28.40

PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
181 Miscellaneous Expenditure	11/05/2026		Current Account		Payment - PAYE	HMRC	X	-7,428.82		-7,428.82
178 Bank Interest	11/05/2026		Current Account		Payment - Bank Charges	Barclaycard	X	-20.00		-20.00
179 Member Training	11/05/2026		Current Account		Payment - Member Training	KALC	S	-70.00		-84.00
44 Hire Income	12/05/2026		Active Saver 1		Receipt - Hall Hire	Fountain of Praise	Z	307.50	-14.00	307.50
58 Hire Income	12/05/2026		Active Saver 1		Receipt - Hall Hire	CHARMAN CREATION LTD	X	161.55		161.55
45 Hire Income	12/05/2026		Active Saver 1		Receipt - Hall Hire	CHARMAN CREATION LTD	Z	161.55		161.55
40 Hire Income	13/05/2026		Active Saver 1		Receipt - Hall Hire	Dartford Borough Council -	Z	55.35		55.35
46 Hire Income	13/05/2026		Active Saver 1		Receipt - Hall Hire	Oygnets	Z	1,211.63		1,211.63
183 Wages	15/05/2026		Current Account		Payment - Wages	SGTC	X	-8,111.94		-8,111.94
184 Wages	15/05/2026		Current Account		Payment - Wages	SGTC	X	-6,662.17		-6,662.17
182 Wages	15/05/2026		Current Account		Payment - Wages	SGTC	X	-608.59		-608.59
185 Wages	15/05/2026		Current Account		Payment - Wages	SGTC	X	-2,097.91		-2,097.91
186 Wages	15/05/2026		Current Account		Payment - Wages	SGTC	X	-359.19		-359.19
47 Hire Income	18/05/2026		Active Saver 1		Receipt - Hall Hire	2nd Swanscombe Browni	Z	61.50		61.50
48 Hire Income	18/05/2026		Active Saver 1		Receipt - Hall Hire	Christ Apostolic Church - W	Z	61.50		61.50
57 Hire Income	20/05/2026		Active Saver 1		Receipt - Hall Hire	CHARMAN CREATION LTD	X	150.00		150.00
39 CIL	20/05/2026		Active Saver 1		Receipt - CIL Receipt	DBC	Z	15,342.71		15,342.71
56 Hire Income	21/05/2026		Active Saver 1		Receipt - Hall Rent	Groundwork	X	375.00		375.00
87 General Projects (Inc. Summer	26/05/2026		Current Account		Payment - parts for phone kios	X 2 Connect LTD	S	-130.00	-26.00	-156.00
90 Bowls Club Electricity	26/05/2026		Current Account		Payment - Electricity - Bowls P	KCC Laser	L	-221.64	-11.08	-232.72
93 Rates	26/05/2026		Current Account		Payment - Electricity - Knockha	KCC Laser	L	-148.73	-7.44	-156.17
94 Gas/Electricity	26/05/2026		Current Account		Payment - Electricity - Mess Ro	KCC Laser	S	-1,322.59	-264.52	-1,587.11
98 Management Fee	26/05/2026		Current Account		Payment - Management Fee	GCLL	S	-14,750.00	-2,950.00	-17,700.00
100 Bowls Club Electricity	26/05/2026		Current Account		Payment - Electricity	KCC Laser	L	-34.78	-1.74	-36.52
103 Wages	26/05/2026		Current Account		Payment - Locum RFO - fees	SLCC	S	-4,096.00	-819.20	-4,915.20
106 Water Rates	26/05/2026		Current Account		Payment - Water Rates - Swan	Business Stream	Z	-1,564.00		-1,564.00
109 Park Maintenance	26/05/2026		Current Account		Payment - Intruder Alarm - Ani	Ward Security Limited	S	-246.00	-49.20	-295.20
110 Wages	26/05/2026		Current Account		Payment - PAYE	HMRC	Z	-3,215.79		-3,215.79
111 Wages	26/05/2026		Current Account		Payment - PAYE	HMRC	Z	-111.66		-111.66
112 Wages	26/05/2026		Current Account		Payment - PAYE	HMRC	Z	-40.24		-40.24
113 Wages	26/05/2026		Current Account		Payment - PAYE	HMRC	Z	-6,904.45		-6,904.45
84 Telephone / Internet	26/05/2026		Current Account		Payment - Timber for Park Ben	Overline	S	-580.20	-116.03	-696.23
88 Miscellaneous Expenditure	26/05/2026		Current Account		Payment - TC/RFO Job Adverti	NALC	S	-300.00	-60.00	-360.00
105 Staff Training	26/05/2026		Current Account		Payment - Staff Training	SLCC	S	-140.00	-28.00	-168.00

Swanscombe and Greenhithe Town Council

PAYMENTS & RECEIPTS LIST

12 June 2026 (2026-2027)

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
83 Cleaning Materials	26/05/2026		Current Account		Payment - Cafe - Supplies	Amazon UK	S	-15.40	-3.08	-18.48
85 Rates	26/05/2026		Current Account		Payment - Gas	KCC Laser	L	-8.70	-0.44	-9.14
86 Gas	26/05/2026		Current Account		Payment - Gas	KCC Laser	S	-349.59	-69.92	-419.51
91 Rates	26/05/2026		Current Account		Payment - Electricity	KCC Laser	L	-775.91	-38.80	-814.71
92 Gas & Electricity	26/05/2026		Current Account		Payment - Electricity	KCC Laser	L	-162.31	-8.12	-170.43
95 Rates	26/05/2026		Current Account		Payment - Barclaycard - Card F	Barclaycard	Z	-20.00		-20.00
96 Electricity	26/05/2026		Current Account		Payment - Electricity	NPower	L	-159.55	-7.98	-167.53
97 Rates	26/05/2026		Current Account		Payment - Gas	British Gas	L	-21.03	-1.05	-22.08
99 Gas & Electricity	26/05/2026		Current Account		Payment - Electricity	KCC Laser	L	-100.41	-5.02	-105.43
101 Electricity	26/05/2026		Current Account		Payment - Electricity	KCC Laser	S	-1,261.57	-252.31	-1,513.88
102 Rates	26/05/2026		Current Account		Payment - Portaboo Hire	Lav Hire	S	-100.00	-20.00	-120.00
104 Water Rates	26/05/2026		Current Account		Payment - Water Rates	Business Stream	Z	-950.97		-950.97
107 Gas & Electricity	26/05/2026		Current Account		Payment - Gas	KCC Laser	S	-573.49	-114.70	-688.19
108 IT Services	26/05/2026		Current Account		Payment - IT Support & Mainte	MPR IT Solutions	S	-256.00	-51.20	-307.20
119 Water Supply	31/05/2026		Current Account		Payment - Water Recharge - Ci	Walk Tall	Z	-666.42		-666.42
120 Gas/Electricity	31/05/2026		Current Account		Payment - Electricity - Toilet Bt	KCC Laser	L	-113.35	-5.67	-119.02
121 Subscriptions / Publications	31/05/2026		Current Account		Payment - Music Licence	PPL	S	-1,385.65	-277.13	-1,662.78
122 Rates	31/05/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.61	-0.92	-5.53
123 Rates	31/05/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-17.24	-3.45	-20.69
124 Rates	31/05/2026		Current Account		Payment - Post Office Cash Pal	Barclays	Z	-17.80		-17.80
Total								-69,379.40	-8,216.05	-77,595.45

Swanscombe and Greenhithe Town Council

12 June 2026 (2026-2027)

PAYMENTS & RECEIPTS LIST April 2026

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
12 Income	01/04/2026		Active Saver 1		Receipt - Car Park Income	KCC	Z	2,239.10		2,239.10
12 Income	01/04/2026		Active Saver 1		Receipt - Car Park Income	KCC	Z	1,191.57		1,191.57
54 Miscellaneous Income	01/04/2026		Current Account		Receipt - Service Fee	Pond	X			
15 Cafe Income	01/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	52.95		52.95
157 Equipment/Materials	01/04/2026		Current Account		Payment - Parks Equipment - F	Provender Nurseries	S	-105.00	-21.00	-126.00
164 Vehicles	01/04/2026		Current Account		Payment - Fuel	Allstar	S	-132.13	-26.43	-158.56
144 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - Cleaning Contributio	VR Seni	S	-4.10	-0.82	-4.92
145 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - Cleaning Contributio	VR Seni	S	-16.40	-3.28	-19.68
146 Night & Day	01/04/2026		Current Account		Payment - Park security	G4S	S	-18.07	-3.61	-21.68
147 Stationary, Advertising & Posta	01/04/2026		Current Account		Payment - Stationary	Amazon UK	S	-19.72	-3.94	-23.66
149 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - Toilet Hire	Lav Hire	S	-100.00	-20.00	-120.00
150 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - IT Software & Printi	Bazzar Printing Solutions	S	-890.00	-178.00	-1,068.00
152 Staff Training	01/04/2026		Current Account		Payment - Staff Training	SLCC	S	-52.50	-10.50	-63.00
153 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - Service Fee	Scutum South East Ltd	S	-156.03	-31.21	-187.24
154 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - Service Fee	Scutum South East Ltd	S	-168.00	-33.60	-201.60
154 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - Service Fee	Scutum South East Ltd	S	-168.00	-33.60	-201.60
155 Stationary, Advertising & Posta	01/04/2026		Current Account		Payment - Stationary	Amazon UK	S	-18.71	-3.74	-22.45
156 Stationary, Advertising & Posta	01/04/2026		Current Account		Payment - Stationary	Amazon UK	S	-18.33	-3.67	-22.00
158 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - Service Fee	LW Burt & Son Ltd	S	-1,795.63	-359.13	-2,154.76
159 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - Service Fee	Pinden Ltd	S	-211.67	-42.33	-254.00
160 Stationary, Advertising & Posta	01/04/2026		Current Account		Payment - Stationary	Amazon UK	S	-98.63	-19.73	-118.36
161 Stationary, Advertising & Posta	01/04/2026		Current Account		Payment - Stationary	Amazon UK	S	-3.66	-0.73	-4.39
162 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - Service Fee	LW Burt & Son Ltd	S	-2,043.23	-408.65	-2,451.88
163 Night & Day	01/04/2026		Current Account		Payment - Park security	HRD Security	S	-335.00	-67.00	-402.00
165 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - Utilities Contribution	Capelwood	X	-780.00		-780.00
167 Staff Training	01/04/2026		Current Account		Payment - Staff Training	SLCC	S	-315.83	-63.17	-379.00
168 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - Waste Bin Collector	Biffa	S	-167.36	-33.47	-200.83
170 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - Service Fee	CF Corporate Finance	S	-27.39	-5.48	-32.87
171 Legal Fees	01/04/2026		Current Account		Payment - rates	DBC	Z	-2,464.44		-2,464.44
143 Cleaning Materials	01/04/2026		Current Account		Payment - Cleaning Contributio	VR Seni	S	-11.71	-2.34	-14.05
148 Miscellaneous Expenditure	01/04/2026		Current Account		Payment - Annual Lift Maintena	Schindler Ltd	S	-629.27	-125.85	-755.12
151 Food/Supplies	01/04/2026		Current Account		Payment - Cafe - Supplies	Bookers	S	-217.28	-43.46	-260.74
166 IT Services	01/04/2026		Current Account		Payment - IT Software & Printi	Query IT Services	S	-80.00	-16.00	-96.00
169 IT Services	01/04/2026		Current Account		Payment - Photocopier Rental	Shire Leasing	S	-175.52	-35.10	-210.62

Swanscombe and Greenhithe Town Council

PAYMENTS & RECEIPTS LIST

12 June 2026 (2026-2027)

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
2 Miscellaneous Income	02/04/2026		Active Saver 1		Receipt - Donation to Heritage	Pell Frischmann	Z	1,000.00		1,000.00
3 Hire Income	02/04/2026		Active Saver 1		Receipt - Hall Hire	1st Swanscombe Rainbow	Z	125.00		125.00
4 Hire Income	02/04/2026		Active Saver 1		Receipt - Hall Hire	CB Studios	Z	240.00		240.00
5 Hire Income	02/04/2026		Active Saver 1		Receipt - Hall Hire	North Kent Karate	Z	384.00		384.00
16 Cafe Income	02/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	27.80		27.80
141 Vehicles	02/04/2026		Current Account		Payment - Service Fee	CF Corporate Finance	S	-942.27	-188.45	-1,130.72
142 Miscellaneous Expenditure	02/04/2026		Current Account		Payment - Service Fee	BNP Paribas	S	-621.00	-124.20	-745.20
7 Cricket Income	07/04/2026		Active Saver 1		Receipt - Cricket Pitch Hire	Ebbsfleet Cricket Club	Z	772.85		772.85
1 Hire Income	07/04/2026		Active Saver 1		Receipt - Hall Hire	Cake and Computer Club	Z	120.00		120.00
6 Hire Income	07/04/2026		Active Saver 1		Receipt - Hall Hire	2nd Swanscombe Brown	Z	150.00		150.00
17 Cafe Income	07/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	35.15		35.15
139 Vehicles	07/04/2026		Current Account		Payment - Fuel	Allstar	S	-122.27	-24.46	-146.73
140 Subscriptions / Publications	07/04/2026		Current Account		Payment - Service Fee	Kent Commercial Services	S	-1,306.78	-261.36	-1,568.14
138 IT Services	07/04/2026		Current Account		Payment - Lease Plan	Grenke	S	-598.98	-119.80	-718.78
9 Photocopier	08/04/2026		Active Saver 1		Receipt - Settlement of Konica	Digital Automation	S	1,122.60	224.52	1,347.12
14 Football	08/04/2026		Active Saver 1		Receipt - Football Pitch Hire - k	Ebbsfleet FC (VETS)	Z	100.00		100.00
10 Hire Income	08/04/2026		Active Saver 1		Receipt - Hall Hire	Cygnets	Z	2,625.00		2,625.00
18 Cafe Income	08/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	43.10		43.10
137 Bank Interest	08/04/2026		Current Account		Payment - Bank Charges	Barclaycard	E	-8.50		-8.50
8 Rent Income	09/04/2026		Active Saver 1		Receipt - Allotment Rent	Swanscombe & Greenhithe	Z	5,500.37		5,500.37
8 Rent Income	09/04/2026		Active Saver 1		Receipt - Allotment Rent	Swanscombe & Greenhithe	Z	129.00		129.00
11 Hire Income	09/04/2026		Active Saver 1		Receipt - Hall Hire	Rosie's Groovy Movers	Z	408.00		408.00
19 Cafe Income	09/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	63.50		63.50
7 Equipment/Materials	09/04/2026		Current Account		Payment - Parks Equipment - v	Discount Builders Merchants	S	-63.96	-12.79	-76.75
12 Equipment/Materials	09/04/2026		Current Account		Payment - Parks Equipment - v	Landscape Supply	S	-160.70	-32.14	-192.84
9 Fuel	09/04/2026		Current Account		Payment - Parks Fuel	Allstar	S	-218.68	-42.39	-261.07
2 Wages	09/04/2026		Current Account		Payment - Sage Payroll Cover	Sage	S	-132.50	-26.50	-159.00
1 Insurance	09/04/2026		Current Account		Payment - Insurance Policy Re	Zurich Municipal	X	-15,633.04	-1,875.97	-17,509.01
8 Stationary, Advertising & Posta	09/04/2026		Current Account		Payment - Stationary	Amazon UK	S	-52.89	-10.59	-63.48
3 Rates	09/04/2026		Current Account		Payment - Waste Bin Collector	Biffa	S	-167.89	-33.58	-201.47
4 Rates	09/04/2026		Current Account		Payment - Water Rates	Waterplus	Z	-3,404.98		-3,404.98
5 Rates	09/04/2026		Current Account		Payment - Cafe - Card Termina	Elavon	X	-46.00	-1.20	-47.20
6 Utilities	09/04/2026		Current Account		Payment - Gas	British Gas	L	-26.07	-1.30	-27.37
10 Council Offices Building Mainte	09/04/2026		Current Account		Payment - Plumbing Service	LW Burt & Son Ltd	S	-979.49	-195.90	-1,175.39
11 Council Offices Building Mainte	09/04/2026		Current Account		Payment - Replacement flue ar	LW Burt & Son Ltd	S	-1,663.97	-332.79	-1,996.76

PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
13 Water Rates	09/04/2026		Current Account		Payment - Water Rates	Castle Water	S	-373.44	-74.69	-448.13
20 Cafe Income	10/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	73.60		73.60
172 Miscellaneous Expenditure	12/04/2026		Active Saver 1		Payment - Service Fee	DBC	X	-651.50		-651.50
21 Cafe Income	13/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	38.60		38.60
22 Cafe Income	14/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	70.00		70.00
114 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-1,990.93		-1,990.93
114 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-1,754.00		-1,754.00
114 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-1,754.00		-1,754.00
114 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-1,686.02		-1,686.02
115 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-3,546.70		-3,546.70
115 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-1,808.10		-1,808.10
116 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-419.43		-419.43
116 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-254.20		-254.20
116 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-239.46		-239.46
116 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-359.18		-359.18
117 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-608.59		-608.59
118 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-1,080.52		-1,080.52
118 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-213.68		-213.68
118 Wages	14/04/2026		Current Account		Payment - Wages	SGTC	Z	-676.02		-676.02
136 IT Services	14/04/2026		Current Account		Payment - IT Software & Print	Kent Commercial Services	S	-24.74	-4.95	-29.69
25 Football	15/04/2026		Active Saver 1		Receipt - Football Pitch Hire - K	Ebbsfleet FC (VETS)	Z	100.00		100.00
24 Cricket Income	15/04/2026		Active Saver 1		Receipt - Cricket Pitch Hire	Ebbsfleet Cricket Club	Z	772.85		772.85
13 Hire Income	15/04/2026		Active Saver 1		Receipt - Hall Hire	Gateway Salvation Church	Z	246.00		246.00
13 Hire Income	15/04/2026		Active Saver 1		Receipt - Hall Hire	Gateway Salvation Church	Z	405.90		405.90
13 Hire Income	15/04/2026		Active Saver 1		Receipt - Hall Hire	Gateway Salvation Church	Z	24.00		24.00
23 Cafe Income	15/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	14.50		14.50
14 Equipment/Materials	15/04/2026		Current Account		Payment - Parks Equipment - S	Ernest Doe & Sons Ltd	S	-460.91	-92.18	-553.09
15 Equipment/Materials	15/04/2026		Current Account		Payment - Parks Equipment - S	Ernest Doe & Sons Ltd	S	-460.91	-92.18	-553.09
20 Equipment/Materials	15/04/2026		Current Account		Payment - Skip Hire	Pinden Ltd	S	-295.00	-59.00	-354.00
18 Water Rates	15/04/2026		Current Account		Payment - Water Rates - Swan	Business Stream	Z	-1,479.63		-1,479.63
19 Water Rates	15/04/2026		Current Account		Payment - Water Rates	Business Stream	Z	-32.30		-32.30
16 Telephone / Internet	15/04/2026		Current Account		Payment - Phone Bill	Overline	S	-578.61	-115.72	-694.33
17 Food/Supplies	15/04/2026		Current Account		Payment - Cafe - Supplies	Bookers	X	-220.24	-2.79	-223.03
21 Rates	15/04/2026		Current Account		Payment - Gas	KCC Laser	L	-8.99	-0.45	-9.44
22 Rates	15/04/2026		Current Account		Payment - Barclaycard - Card F	Barclaycard	Z	-23.86		-23.86
26 Supply & Maintenance	16/04/2026		Current Account		Payment - Street Lighting Main	Streetlights	S	-805.05	-161.01	-966.06

Swanscombe and Greenhithe Town Council
PAYMENTS & RECEIPTS LIST

12 June 2026 (2026-2027)

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
42 Member Training	16/04/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
42 Member Training	16/04/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
128 Subscriptions / Publications	16/04/2026		Current Account		Payment - Annual Subscription	KALC	S	-2,000.00	-400.00	-2,400.00
129 Staff Training	16/04/2026		Current Account		Payment - Councillor Training	KALC	S	-35.00	-7.00	-42.00
130 Staff Training	16/04/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
135 Park Maintenance	16/04/2026		Current Account		Payment - Pond Donation	Pond	E	-1,000.00		-1,000.00
23 Rates	16/04/2026		Current Account		Payment - Electricity	NPower	L	-204.47	-10.22	-214.69
24 Food/Supplies	16/04/2026		Current Account		Payment - Cafe - Supplies	Bookers	X	-373.62	-3.46	-377.08
25 Food/Supplies	16/04/2026		Current Account		Payment - Cafe - Supplies	Bookers	X	-227.16	-1.60	-228.76
27 Council Offices Building Mainte	16/04/2026		Current Account		Payment - Lighting Repairs	Focus Electrical	S	-360.00	-72.00	-432.00
28 Electricity	16/04/2026		Current Account		Payment - Electricity	KCC Laser	S	-1,365.39	-273.08	-1,638.47
131 Member Training	16/04/2026		Current Account		Payment - Councillor Training	KALC	S	-35.00	-7.00	-42.00
132 Member Training	16/04/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
133 Member Training	16/04/2026		Current Account		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
134 Member Training	16/04/2026		Current Account		Payment - Member Training -	KALC	S	-280.00	-56.00	-336.00
26 Cafe Income	17/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	7.70		7.70
27 Cafe Income	17/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	31.50		31.50
29 Cafe Income	20/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	19.50		19.50
29 Bowls Club Electricity	20/04/2026		Current Account		Payment - Electricity	KCC - Laser	L	-35.37	-1.77	-37.14
33 Bowls Club Electricity	20/04/2026		Current Account		Payment - Electricity	KCC Laser	L	-35.76	-1.79	-37.55
34 Bowls Club Electricity	20/04/2026		Current Account		Payment - Electricity	KCC Laser	L	-28.20	-1.41	-29.61
32 Stationary, Advertising & Posta	20/04/2026		Current Account		Payment - Cleaning Materials	Amazon UK	S	-20.83	-4.17	-25.00
127 Night & Day	20/04/2026		Current Account		Payment - Park security	Ward Security Limited	S	-118.33	-23.67	-142.00
30 Rates	20/04/2026		Current Account		Payment - Portaloos Hire	Lav Hire	S	-100.00	-20.00	-120.00
31 Rates	20/04/2026		Current Account		Payment - Cafe - Card Termina	Takepayments	S	-25.00	-5.00	-30.00
35 Water Rates	20/04/2026		Current Account		Payment - Water Rates	Business Stream	Z	-385.36		-385.36
48 Wages	22/04/2026		Current Account		Payment - Pension scheme - A1	KCC - LGPS	Z	-2,638.08		-2,638.08
126 Water Supply	22/04/2026		Current Account		Payment - Water Bill	Castle Water	X	-413.96		-413.96
36 IT Services	22/04/2026		Current Account		Payment - IT Support & Mainte	MPR IT Solutions	S	-256.00	-51.20	-307.20
89 Water Rates	22/04/2026		Current Account		Payment - Water Recharge - C1	Castle Water	S	-1,373.79	-274.76	-1,648.55
31 Cafe Income	24/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	44.10		44.10
32 Cafe Income	24/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	50.80		50.80
33 Cafe Income	24/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	30.10		30.10
35 Cafe Income	26/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	41.80		41.80

Swanscombe and Greenhithe Town Council

PAYMENTS & RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
53	Miscellaneous Income	27/04/2026		Current Account		Receipt - Income	Post Office Ltd	X	1,110.28		1,110.28
125	Water Rates	27/04/2026		Current Account		Payment - Water Bill	Scottish Water	S	-1,303.33	-260.67	-1,564.00
55	Miscellaneous Income	28/04/2026		Current Account		Receipt - Income	Post Office Ltd	X	962.85		962.85
28	Hire Income	28/04/2026		Active Saver 1		Receipt - Hall Rent	Walk Tall	Z	1,195.95		1,195.95
30	Cafe Income	28/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	13.70		13.70
34	Cafe Income	28/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	38.70		38.70
38	Precept	29/04/2026		Active Saver 1		Receipt - Precept 2026-2027	DBC	Z	280,305.00		280,305.00
36	Cafe Income	29/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	47.40		47.40
52	Miscellaneous Income	30/04/2026		Current Account		Receipt - Income	Natural England	X	500.00		500.00
37	Cafe Income	30/04/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	40.60		40.60
Total									230,546.18	-6,767.51	223,778.67

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Swanscombe and Greenhithe Town Council

12 June 2026 (2025-2026)

PAYMENTS & RECEIPTS LIST February 2026, March 2026

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
427 Hire Income	02/02/2026		Active Saver 1		Receipt - Hall Hire	North Kent Karate	Z	384.00		384.00
428 Hire Income	02/02/2026		Active Saver 1		Receipt - Hall Hire	1st Swanwiscombe Rainbow	Z	75.00		75.00
434 Hire Income	02/02/2026		Active Saver 1		Receipt - Hall Hire	Cake and Computer Club	Z	150.00		150.00
435 Hire Income	02/02/2026		Active Saver 1		Receipt - Hall Hire	Christ Apostolic Church - W	Z	80.00		80.00
436 Hire Income	02/02/2026		Active Saver 1		Receipt - Hall Hire	All Nations Revival Evangel	Z	80.00		80.00
441 Hire Income	02/02/2026		Active Saver 1		Receipt - Hall Hire	CB Studios	Z	192.00		192.00
485 Cafe Income	02/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	33.80		33.80
1210 Miscellaneous Expenditure	02/02/2026		Current Account		Payment - Returnable Deposit I	Tibbalds Planning and Urban	X	-250.00		-250.00
1211 Civic Budget	02/02/2026		Current Account		Payment - Payment	Mayoral Charity	X	-588.52		-588.52
1212 Miscellaneous Expenditure	02/02/2026		Current Account		Payment - Payment	Barclaycard	X	-15.54		-15.54
1209 Furniture, Fixtures & Equipment	02/02/2026		Current Account		Payment - Coffee Machine Mon	Shire Leasing	X	-210.62		-210.62
437 Civic Budget	03/02/2026		Active Saver 1		Receipt - Mayoral Engagement	Dawn Johnston	Z	90.00		90.00
527 Rates	03/02/2026		Current Account		Receipt - refund	UK Power Networks	Z	1.15		1.15
440 Hire Income	03/02/2026		Active Saver 1		Receipt - Hall Hire	2nd Swanwiscombe Brown	Z	90.00		90.00
445 Hire Income	03/02/2026		Active Saver 1		Receipt - Hall Hire	All Nations Revival Evangel	Z	60.00		60.00
446 Hire Income	03/02/2026		Active Saver 1		Receipt - Hall Hire	All Nations Revival Evangel	Z	60.00		60.00
439 Hire Income	03/02/2026		Active Saver 1		Receipt - Hall Hire	Rosie's Groovy Movers	Z	408.00		408.00
486 Cafe Income	03/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	51.40		51.40
541 Bank Interest	03/02/2026		Active Saver 2		Receipt - Bank Interest	CCLA	X	80.66		80.66
545 Hire Income	03/02/2026		Active Saver 1		Receipt - Room Hire	All Nations Revival Evangel	X	120.00		120.00
1068 Water Rates	03/02/2026		Active Saver 1		Payment - Water Rates - Swan	Business Stream	Z	-279.63		-279.63
1071 Equipment/Materials	03/02/2026		Active Saver 1		Payment - Parks Repairs - Part	Ernest Doe & Sons Ltd	S	-211.91	-42.38	-254.29
1072 Equipment/Materials	03/02/2026		Active Saver 1		Payment - Parks Repair - Vario	Ernest Doe & Sons Ltd	S	-104.56	-20.91	-125.47
1073 Fuel	03/02/2026		Active Saver 1		Payment - Parks Fuel	Allstar	S	-204.16	-39.61	-243.77
1066 IT Services	03/02/2026		Active Saver 1		Payment - IT Support & Mainte	MPR IT Solutions	S	-1,293.60	-258.72	-1,552.32
1067 Council Offices Building Mainte	03/02/2026		Active Saver 1		Payment - Boiler Repairs	LW Burt & Son Ltd	S	-207.24	-41.45	-248.69
1070 Rates	03/02/2026		Active Saver 1		Payment - Sage Payroll Cover	Sage	S	-132.50	-26.50	-159.00
1069 Rates	03/02/2026		Active Saver 1		Payment - Waste Bin Collector	Biffa	S	-208.50	-41.70	-250.20
438 Hire Income	04/02/2026		Active Saver 1		Receipt - Hall Hire	Cygnets	Z	2,625.00		2,625.00
487 Cafe Income	04/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	53.00		53.00
526 Cafe Income	04/02/2026		Current Account		Receipt - Food Sales	Old Fire Station Cafe	Z	1,059.57		1,059.57
488 Cafe Income	05/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	33.10		33.10
1076 Vehicles	05/02/2026		Current Account		Payment - Vehicle Repair	Monarch Autos	S	-276.30	-55.26	-331.56

Swanscombe and Greenhithe Town Council

PAYMENTS & RECEIPTS LIST

12 June 2026 (2025-2026)

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1077 Rents / Licences	05/02/2026		Current Account		Payment - Legal Fees - Allotm	Bailey & Cogger	S	-3,083.35	-616.67	-3,700.02
1078 Miscellaneous Expenditure	05/02/2026		Active Saver 1		Payment - BARCLAYCARD - VA	Barclaycard - various	S	-25.98	-5.20	-31.18
1214 Miscellaneous Expenditure	05/02/2026		Current Account		Payment - Payment	Elbe	S	-528.20	-105.64	-633.84
1215 Miscellaneous Expenditure	05/02/2026		Current Account		Payment - Payment	Kent Commerical Services	S	-1,915.30	-383.06	-2,298.36
1074 Rates	05/02/2026		Active Saver 1		Payment - Gas	British Gas	L	-26.07	-1.30	-27.37
1075 Water Rates	05/02/2026		Current Account		Payment - Water Rates	Castle Water	Z	-7.54		-7.54
1213 Food/Supplies	05/02/2026		Current Account		Payment - Payment	Bookers	S	-172.62	-34.53	-207.15
518 Hire Income	06/02/2026		Active Saver 1		Receipt - Hall Hire	Nathalie Nabila	Z	112.50		112.50
442 Hire Income	06/02/2026		Active Saver 1		Receipt - Hall Hire	Christ Apostolic Church - W	Z	80.00		80.00
443 Hire Income	06/02/2026		Active Saver 1		Receipt - Hall Hire	Christ Apostolic Church - W	Z	60.00		60.00
444 Hire Income	06/02/2026		Active Saver 1		Receipt - Hall Hire	Christ Apostolic Church - W	Z	60.00		60.00
517 Hire Income	06/02/2026		Active Saver 1		Receipt - Hall Rent	walk Tall	Z	1,172.50		1,172.50
489 Cafe Income	06/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	30.10		30.10
447 Hire Income	09/02/2026		Active Saver 1		Receipt - Hall Hire	Dartford Borough Council	Z	162.00		162.00
490 Cafe Income	09/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	33.55		33.55
1216 Miscellaneous Expenditure	09/02/2026		Current Account		Payment - Payment	Night & Day Security	S	-2,754.44	-550.89	-3,305.33
491 Cafe Income	10/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	26.50		26.50
492 Cafe Income	11/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	40.50		40.50
1217 Wages	11/02/2026		Current Account		Payment - Payment	HMRC	X	-7,301.08		-7,301.08
493 Cafe Income	12/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	55.90		55.90
1218 Water Rates	12/02/2026		Current Account		Payment - Payment	Scottish Water	X	-1,564.00		-1,564.00
1219 IT Services	12/02/2026		Current Account		Payment - Payment	MPR IT Solutions	S	-1,293.60	-258.72	-1,552.32
449 Miscellaneous Income	13/02/2026		Current Account		Receipt - Football Pitch Hire - K	Ebbsfleet FC (VETS)	E	100.00		100.00
544 Football	13/02/2026		Active Saver 1		Receipt - Football Pitch Hire	Kedbull	X	100.00		100.00
448 Football Income	13/02/2026		Current Account		Receipt - Football Pitch Hire - E	Swanscombe Tigers	Z	50.00		50.00
494 Cafe Income	13/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	4.00		4.00
1084 Vehicles	13/02/2026		Current Account		Payment - MOT - Vans	Monarch Autos	Z	-50.00		-50.00
1085 Equipment/Materials	13/02/2026		Current Account		Payment - Flags for Flag Pole S	Hampshire Flag	S	-113.74	-22.75	-136.49
1087 Wages	13/02/2026		Current Account	577 P F 00159344	Payment - PAYE	HMRC	Z	-6,557.46		-6,557.46
1089 Equipment/Materials	13/02/2026		Current Account		Payment - Parks Equipment - I	Amazon UK	S	-89.13	-17.82	-106.95
1093 Equipment/Materials	13/02/2026		Current Account		Payment - Parks Equipment -	Amazon UK	S	-74.23	-14.85	-89.08
1221 Wages	13/02/2026		Current Account		Payment - Payment	HMRC	X	-6,011.81		-6,011.81
1079 Council Offices Building Maintne	13/02/2026		Current Account		Payment - Boiler Repairs	LW Burt & Son Ltd	S	-6,979.01	-1,395.80	-8,374.81
1080 Rates	13/02/2026		Current Account		Payment - Barclaycard - Card F	Barclaycard	Z	-20.00		-20.00

PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1081 Rates	13/02/2026		Current Account		Payment - Electricity	NPower	L	-259.97	-13.00	-272.97
1083 Gas	13/02/2026		Current Account		Payment - Gas	KCC Laser	S	-590.30	-118.06	-708.36
1086 Rates	13/02/2026		Current Account		Payment - Phone Bill	Overline	S	-581.97	-116.39	-698.36
1094 Stationary, Advertising & Posta	13/02/2026		Current Account		Payment - Stationary - 3 x USB	Amazon UK	S	-19.98	-3.99	-23.97
1096 Stationary, Advertising & Posta	13/02/2026		Current Account		Payment - Stationary	Amazon UK	S	-20.82	-4.17	-24.99
1097 Stationary, Advertising & Posta	13/02/2026		Current Account		Payment - Stationary	Amazon UK	S	-22.49	-4.50	-26.99
1098 Rates	13/02/2026		Current Account		Payment - Card Machine Fee	Takepayments	S	-25.00	-5.00	-30.00
1220 Miscellaneous Expenditure	13/02/2026		Current Account		Payment - Payment	Barclaycard	X	-1,158.67		-1,158.67
1235 Miscellaneous Expenditure	13/02/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-24.36	-4.87	-29.23
1082 Rates	13/02/2026		Current Account		Payment - Gas	KCC Laser	L	-8.99	-0.45	-9.44
1088 Food/Supplies	13/02/2026		Active Saver 1		Payment - Cafe - Supplies	Amazon UK	S	-14.15	-2.83	-16.98
1090 Food/Supplies	13/02/2026		Current Account		Payment - Cafe - Supplies	Amazon UK	S	-30.65	-6.13	-36.78
1091 Food/Supplies	13/02/2026		Current Account		Payment - Cafe - Supplies	Amazon UK	Z	-11.98		-11.98
1092 Cleaning Materials	13/02/2026		Current Account		Payment - Cleaning Materials	Amazon UK	S	-7.83	-1.57	-9.40
1095 Repairs & Maintenance	13/02/2026		Current Account		Payment - TC hall - sink trap in	Amazon UK	S	-8.69	-1.74	-10.43
1194 Wages	13/02/2026		Current Account		Payment - Wages	SGTC	Z	-608.39		-608.39
495 Cafe Income	16/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	17.60		17.60
1227 Fuel	16/02/2026		Current Account		Payment - Payment	All Star	S	-203.14	-40.63	-243.77
1222 IT Services	16/02/2026		Current Account		Payment - Payment	Sage	X	-159.00		-159.00
1223 Miscellaneous Expenditure	16/02/2026		Current Account		Payment - Payment	EMS	X	-24.16		-24.16
1224 Miscellaneous Expenditure	16/02/2026		Current Account		Payment - Payment	Gurney & White	X	-8.15		-8.15
1225 Miscellaneous Expenditure	16/02/2026		Current Account		Payment - Payment	Orchard Fencing Ltd	X	-56.40		-56.40
1226 Miscellaneous Expenditure	16/02/2026		Current Account		Payment - Payment	Ernest Doe & Sons Ltd	X	-125.47		-125.47
1228 Miscellaneous Expenditure	16/02/2026		Current Account		Payment - Payment	LW Burt & Son Ltd	S	-207.24	-41.45	-248.69
1229 Miscellaneous Expenditure	16/02/2026		Current Account		Payment - Payment	LW Burt & Son Ltd	S	-211.91	-42.38	-254.29
1230 Miscellaneous Expenditure	16/02/2026		Current Account		Payment - Payment	SWS Countryside Ltd	S	-380.00	-76.00	-456.00
496 Cafe Income	17/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	26.20		26.20
1104 Wages	17/02/2026		Current Account		Payment - Wages	SGTC	Z	-7,466.07		-7,466.07
1101 Wages	17/02/2026		Active Saver 1		Payment - pension scheme - J2	Digital Wealth	Z	-1,059.48		-1,059.48
1102 Wages	17/02/2026		Current Account		Payment - Wages	SGTC	Z	-9,761.94		-9,761.94
1106 Wages	17/02/2026		Current Account		Payment - pension scheme - D	Digital Wealth	Z	-1,059.48		-1,059.48
1100 IT Services	17/02/2026		Current Account		Payment - IT Support & Mainte	MPR IT Solutions	S	-255.28	-51.06	-306.34
1105 Wages	17/02/2026		Current Account		Payment - Wages	SGTC	Z	-586.08		-586.08
1099 Food/Supplies	17/02/2026		Current Account		Payment - Cafe - Supplies	Bookers	X	-366.41	-7.83	-374.24

Swanscombe and Greenhithe Town Council
PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1103 Wages	17/02/2026		Current Account		Payment - Wages	SGTC	Z	-2,093.01		-2,093.01
497 Cafe Income	18/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	47.60		47.60
543 Cafe Income	18/02/2026		Active Saver 1		Receipt - Adjustment to Cafe B	Old Fire Station Cafe	X	50.00		50.00
498 Cafe Income	19/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	53.70		53.70
499 Cafe Income	20/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	13.00		13.00
1108 Gas/Electricity	20/02/2026		Current Account		Payment - Electricity - Mass Ro	KCC Laser	S	-1,694.86	-338.97	-2,033.83
1111 Rates	20/02/2026		Current Account		Payment - Electricity - Knockha	KCC Laser	L	-159.70	-7.99	-167.69
1112 Bowls Club Electricity	20/02/2026		Current Account		Payment - Electricity	KCC Laser	L	-47.83	-2.39	-50.22
1113 Bowls Club Electricity	20/02/2026		Current Account		Payment - Electricity - Bowls Pl	KCC Laser	L	-229.28	-11.46	-240.74
1115 Gas/Electricity	20/02/2026		Current Account		Payment - Electricity - Toilet Bl	KCC Laser	L	-106.44	-5.32	-111.76
1116 Management Fee	20/02/2026		Current Account		Payment - Management Fee - :	GCLL	S	-14,750.00	-2,950.00	-17,700.00
1110 Gas & Electricity	20/02/2026		Current Account		Payment - Electricity	KCC Laser	L	-164.35	-8.22	-172.57
1114 Electricity	20/02/2026		Current Account		Payment - Electricity	KCC Laser	S	-1,405.54	-281.11	-1,686.65
1117 IT Services	20/02/2026		Current Account		Payment - IT Support & Mainte	MPR IT Solutions	S	-256.00	-51.20	-307.20
1118 Rates	20/02/2026		Current Account		Payment - Portaloos Hire	Lav Hire	S	-100.00	-20.00	-120.00
1107 Food/Supplies	20/02/2026		Current Account		Payment - Cafe - Supplies	Amazon UK	S	-10.62	-2.13	-12.75
1109 Electricity	20/02/2026		Current Account		Payment - Electricity	KCC Laser	S	-845.46	-169.09	-1,014.55
500 Cafe Income	23/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	66.40		66.40
1231 Wages	23/02/2026		Current Account		Payment - Payment	KCC - LGFS	E	-2,638.08		-2,638.08
1232 Water Rates	23/02/2026		Current Account		Payment - Payment	Scottish Water	E	-69.26		-69.26
1233 Miscellaneous Expenditure	23/02/2026		Current Account		Payment - Payment	Digital Automation	E	-1,059.48		-1,059.48
1234 Miscellaneous Expenditure	23/02/2026		Current Account		Payment - Payment	Card Payments - Feb 2026	E	-1,398.84		-1,398.84
501 Cafe Income	24/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	28.70		28.70
542 CCLA Return	24/02/2026		Active Saver 2		Receipt - Return of Investment	CCLA	X	25,000.00		25,000.00
1119 Vehicles	24/02/2026		Current Account		Payment - Van Repairs	Monarch Autos	S	-228.90	-45.78	-274.68
1119 Vehicles	24/02/2026		Current Account		Payment - Van Repairs	Monarch Autos	Z	-50.00		-50.00
1122 Gas & Electricity	24/02/2026		Current Account		Payment - Gas	KCC Laser	L	-31.31	-1.57	-32.88
1120 Food/Supplies	24/02/2026		Current Account		Payment - Cafe - Supplies	Bookers	X	-288.76	-2.60	-291.36
1121 Gas & Electricity	24/02/2026		Current Account		Payment - Electricity	KCC Laser	L	-118.02	-5.90	-123.92
1123 Water Rates	24/02/2026		Current Account		Payment - Water Rates	Business Stream	Z	-406.35		-406.35
502 Cafe Income	25/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	40.30		40.30
1124 Park Maintenance	25/02/2026		Current Account		Payment - Swanscombe Park L	Capelwood	S	-1,050.00	-210.00	-1,260.00
503 Cafe Income	26/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	21.00		21.00
522 Precept	27/02/2026		Active Saver 1		Receipt - Precept 2026-2027	DBC	E	120,000.00		120,000.00
504 Cafe Income	27/02/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	47.00		47.00

PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1128 Wages	27/02/2026		Current Account		Payment - pension scheme - Ff	Digital Wealth	Z	-994.33		-994.33
1130 Wages	27/02/2026		Current Account		Payment - pension scheme - Jf	KCC - LGPS	Z	-2,638.08		-2,638.08
1126 Rates	27/02/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.10	-0.82	-4.92
1127 Rates	27/02/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.10	-0.82	-4.92
1127 Rates	27/02/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.10	-0.82	-4.92
1127 Rates	27/02/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.10	-0.82	-4.92
1127 Rates	27/02/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.10	-0.82	-4.92
1125 Rates	27/02/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.10	-0.82	-4.92
1125 Rates	27/02/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.10	-0.82	-4.92
1129 Rates	27/02/2026		Current Account		Payment - Insurance - Old Fire	DBC	L	-7.61	-1.52	-9.13
547 Precept	02/03/2026		Active Saver 2		Receipt - Precept 2026-2027	DBC	X	-472.81	-22.73	-495.54
549 Bank Interest	02/03/2026		Active Saver 1		Receipt - Bank Interest	Barclaycard	X	63.97		63.97
546 Bank Interest	02/03/2026		Active Saver 2		Receipt - Bank Interest	Barclaycard	X	106.65		106.65
451 Hire Income	02/03/2026		Active Saver 1		Receipt - Hall Hire	1st Swancombe Rainbov	Z	75.00		75.00
452 Hire Income	02/03/2026		Active Saver 1		Receipt - Hall Hire	Dartford Borough Council -	Z	216.00		216.00
453 Hire Income	02/03/2026		Active Saver 1		Receipt - Hall Hire	North Kent Karate	Z	384.00		384.00
454 Hire Income	02/03/2026		Active Saver 1		Receipt - Hall Hire	Gateway Salvation Church	Z	288.00		288.00
454 Hire Income	02/03/2026		Active Saver 1		Receipt - Hall Hire	Gateway Salvation Church	Z	432.00		432.00
454 Hire Income	02/03/2026		Active Saver 1		Receipt - Hall Hire	Gateway Salvation Church	Z	24.00		24.00
456 Hire Income	02/03/2026		Active Saver 1		Receipt - Hall Hire	CB Studios	Z	144.00		144.00
456 Hire Income	02/03/2026		Active Saver 1		Receipt - Hall Hire	CB Studios	Z	72.00		72.00
505 Cafe Income	02/03/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	32.00		32.00
455 Hire Income	03/03/2026		Active Saver 1		Receipt - Hall Hire	Cake and Computer Club	Z	120.00		120.00
506 Cafe Income	03/03/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	31.60		31.60
548 Bank Interest	03/03/2026		Active Saver 2		Receipt - Bank Interest	COLA	X	59.28		59.28
507 Cafe Income	04/03/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	58.70		58.70
1135 Night & Day	04/03/2026		Current Account		Payment - parks security	Night & Day Security	Z	-1,744.38		-1,744.38
1136 Night & Day	04/03/2026		Current Account		Payment - parks sites	Night & Day Security	Z	-1,560.95		-1,560.95
1140 Park Maintenance	04/03/2026		Current Account		Payment - Leak Repair - Swans	Capelwood	S	-650.00	-130.00	-780.00
1141 Fuel	04/03/2026		Current Account		Payment - Parks Fuel	All Star	S	-132.75	-25.81	-158.56
1131 Miscellaneous Expenditure	04/03/2026		Current Account		Payment - Domain Renewal	Barclaycard - DNH	Z	-31.18		-31.18
1132 Rates	04/03/2026		Current Account		Payment - Bank Charges	Barclays	Z	-23.68		-23.68
1137 Subscriptions / Publications	04/03/2026		Current Account		Payment - Society Membership	SLCC	Z	-379.00		-379.00
1138 IT Services	04/03/2026		Current Account		Payment - IT Support & Mainte	Querty IT Services	S	-80.00	-16.00	-96.00
1144 Rates	04/03/2026		Current Account		Payment - Keyholding Service	G4S	S	-1,158.95	-231.79	-1,390.74

Swanscombe and Greenhithe Town Council
PAYMENTS & RECEIPTS LIST

12 June 2026 (2025-2026)

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1145 Council Offices Building Maintenance	04/03/2026		Current Account		Payment - Front Door Repairs	HRD Security	S	-335.00	-67.00	-402.00
1147 Rates	04/03/2026		Current Account		Payment - Sage Payroll Cover	Sage	S	-132.50	-26.50	-159.00
1148 Repairs & Maintenance	04/03/2026		Current Account		Payment - Boiler Service	LW Burt & Son Ltd	S	-319.72	-63.94	-383.66
1148 Council Offices Building Maintenance	04/03/2026		Current Account		Payment - Boiler Service	LW Burt & Son Ltd	S	-1,723.52	-344.70	-2,068.22
1133 Miscellaneous Expenditure	04/03/2026		Current Account		Payment - Hall Hire Deposit Re	Nathalie Nabilla	Z	-150.00		-150.00
1134 Rates	04/03/2026		Current Account		Payment - Waste Bin Collector	Biffa	S	-167.36	-33.47	-200.83
1139 Water Rates	04/03/2026		Current Account		Payment - Water Rates	Business Stream	Z	-437.98		-437.98
1142 Rates	04/03/2026		Current Account		Payment - Cafe - Card fees	Elavon	L	-22.96	-1.20	-24.16
1143 Rates	04/03/2026		Current Account		Payment - Cafe - Card fees	Elavon	L	-46.00	-1.20	-47.20
1146 Utilities	04/03/2026		Active Saver 1		Payment - Gas	British Gas	L	-23.55	-1.17	-24.72
508 Cafe Income	05/03/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	17.50		17.50
463 Hire Income	06/03/2026		Active Saver 1		Receipt - Hall Hire	Cygnets	Z	1,968.75		1,968.75
509 Cafe Income	06/03/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	34.60		34.60
460 Hire Income	09/03/2026		Active Saver 1		Receipt - Hall Hire	Christ Apostolic Church - W	Z	61.50		61.50
462 Hire Income	09/03/2026		Active Saver 1		Receipt - Hall Hire	All Nations Revival Evangel	Z	61.50		61.50
519 Hire Income	09/03/2026		Active Saver 1		Receipt - Hall Rent	Walk Tall	Z	1,172.50		1,172.50
461 Hire Income	09/03/2026		Active Saver 1		Receipt - Hall Hire	Rosie's Groovy Movers	Z	282.00		282.00
510 Cafe Income	09/03/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	66.80		66.80
511 Cafe Income	10/03/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	30.80		30.80
1154 Equipment/Materials	10/03/2026		Current Account		Payment - Defib supplies	Primary Care Services	S	-160.00	-32.00	-192.00
1150 Telephone / Internet	10/03/2026		Current Account		Payment - Telephone Equipment	BNP Paribas	S	-621.00	-124.20	-745.20
1151 Stationary, Advertising & Posta	10/03/2026		Current Account		Payment - Stationary	Amazon UK	S	-3.66	-0.73	-4.39
1152 Telephone / Internet	10/03/2026		Current Account		Payment - Phone Bill	Overline	S	-578.34	-115.66	-694.00
1153 Rates	10/03/2026		Current Account		Payment - Barclaycard - Card F	Barclaycard	Z	-20.00		-20.00
1155 Stationary, Advertising & Posta	10/03/2026		Current Account		Payment - Stationary	Amazon UK	S	-98.62	-19.74	-118.36
484 Hire Income	11/03/2026		Active Saver 1		Receipt - Hall Hire	Dartford Borough Council -	Z	216.00		216.00
520 Hire Income	11/03/2026		Active Saver 1		Receipt - Hall Hire	Reshma Suresh	Z	143.60		143.60
512 Cafe Income	11/03/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	47.20		47.20
513 Cafe Income	12/03/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	50.70		50.70
514 Cafe Income	13/03/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	49.70		49.70
515 Cafe Income	16/03/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	36.80		36.80
1157 Equipment/Materials	16/03/2026		Current Account		Payment - Skip Hire	Pinden Ltd	S	-295.00	-59.00	-354.00
1162 Wages	16/03/2026		Current Account		Payment - pension Scheme - M	Digital Wealth	Z	-700.81		-700.81
1164 Equipment/Materials	16/03/2026		Current Account		Payment - Parks Materials	Providence Nurseries	S	-105.00	-21.00	-126.00
1156 Electricity	16/03/2026		Current Account		Payment - Electricity	NPower	L	-211.34	-10.57	-221.91

PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1158 Gas	16/03/2026		Current Account		Payment - Gas	KCC Laser	S	-441.23	-88.25	-529.48
1163 Council Offices Building Mainte	16/03/2026		Current Account		Payment - Boiler Repairs - Pres	LW Burt & Son Ltd	S	-1,795.63	-359.13	-2,154.76
1166 Stationary, Advertising & Posta	16/03/2026		Current Account		Payment - Stationary	Amazon UK	Z	-22.00		-22.00
1167 Stationary, Advertising & Posta	16/03/2026		Current Account		Payment - Stationary	Amazon UK	S	-21.21	-4.24	-25.45
1159 Gas & Electricity	16/03/2026		Current Account		Payment - Gas	KCC Laser	L	-8.12	-0.41	-8.53
1160 Water Rates	16/03/2026		Current Account		Payment - Water Rates	Castle Water	S	-28.48	-5.69	-34.17
1161 Rates	16/03/2026		Current Account		Payment - Cafe - Card Termina	Takepayments	S	-25.00	-5.00	-30.00
1165 Water Rates	16/03/2026		Current Account		Payment - Water Rates	Business Stream	Z	-406.35		-406.35
483 Hire Income	17/03/2026		Active Saver 1		Receipt - Hall Hire	Fountain of Praise	Z	300.00		300.00
483 Hire Income	17/03/2026		Active Saver 1		Receipt - Hall Hire	Fountain of Praise	Z	105.00		105.00
483 Hire Income	17/03/2026		Active Saver 1		Receipt - Hall Hire	Fountain of Praise	Z	120.00		120.00
516 Cafe Income	17/03/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	Z	66.40		66.40
1168 Wages	17/03/2026		Current Account		Payment - pension Scheme - M	KCC - LGPS	Z	-2,638.08		-2,638.08
1169 Council Offices Building Mainte	17/03/2026		Current Account		Payment - CCTV/Alarm & Accer	Scutum South East Ltd	S	-168.00	-33.60	-201.60
1170 Council Offices Building Mainte	17/03/2026		Current Account		Payment - Intruder Alarm - Ani	Scutum South East Ltd	S	-220.50	-44.10	-264.60
1171 Council Offices Building Mainte	17/03/2026		Current Account		Payment - CCTV Annual Mainte	Scutum South East Ltd	S	-156.03	-31.21	-187.24
1172 Subscriptions / Publications	17/03/2026		Current Account		Payment - Annual Membership	SLCC	Z	-63.00		-63.00
1173 Food/Supplies	17/03/2026		Current Account		Payment - Cafe - Supplies	Bookers	X	-260.14	-0.60	-260.74
530 Cafe Income	18/03/2026		Current Account		Receipt - Food Sales	Old Fire Station Cafe	Z	48.40		48.40
531 Cafe Income	19/03/2026		Current Account		Receipt - Food Sales	Old Fire Station Cafe	Z	29.00		29.00
529 Hire Income	20/03/2026		Active Saver 1		Receipt - Hall Hire	2nd Swanwscombe Browni	Z	90.00		90.00
532 Cafe Income	20/03/2026		Current Account		Receipt - Food Sales	Old Fire Station Cafe	Z	41.50		41.50
521 Cafe Income	20/03/2026		Current Account		Receipt - Food Sales	Old Fire Station Cafe	Z	1,064.05		1,064.05
1182 Rates	20/03/2026		Current Account		Payment - NNDR	DBC	Z	-216.90		-216.90
1175 Bowls Club Electricity	20/03/2026		Current Account		Payment - Electricity	KCC Laser	L	-42.99	-2.15	-45.14
1180 Rates	20/03/2026		Current Account		Payment - NNDR	DBC	Z	-96.04		-96.04
1174 Stationary, Advertising & Posta	20/03/2026		Current Account		Payment - Postage	Francotyp Postalia Ltd	S	-40.00	-8.00	-48.00
1176 Electricity	20/03/2026		Current Account		Payment - Electricity	KCC Laser	S	-1,269.17	-253.83	-1,523.00
1179 Rates	20/03/2026		Current Account		Payment - NNDR	DBC	Z	-1,710.50		-1,710.50
1181 Rates	20/03/2026		Current Account		Payment - NNDR	DBC	Z	-106.00		-106.00
1177 Rates	20/03/2026		Current Account		Payment - NNDR	DBC	Z	-335.00		-335.00
1178 Rates	20/03/2026		Current Account		Payment - NNDR	DBC	Z	-651.50		-651.50
533 Cafe Income	23/03/2026		Current Account		Receipt - Food Sales	Old Fire Station Cafe	Z	63.40		63.40
534 Cafe Income	24/03/2026		Current Account		Receipt - Food Sales	Old Fire Station Cafe	Z	58.90		58.90
1183 Playground Equipment & Maint	24/03/2026		Current Account		Payment - Playground Equipme	Bazzar Printing Solutions	S	-890.00	-178.00	-1,068.00

Swanscombe and Greenhithe Town Council

PAYMENTS & RECEIPTS LIST

12 June 2026 (2025-2026)

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1184 Rates	24/03/2026		Current Account		Payment - Gas	KCC Laser	L	-28.28	-1.41	-29.69
1185 IT Services	24/03/2026		Current Account		Payment - IT Support & Mainte	MPR IT Solutions	S	-256.00	-51.20	-307.20
1187 Council Offices Building Mainte	24/03/2026		Current Account		Payment - Lift Maintenance Coi	Schindler Ltd	S	-629.27	-125.85	-755.12
1188 Stationary, Advertising & Posta	24/03/2026		Current Account		Payment - Stationary	Amazon UK	S	-19.72	-3.94	-23.66
1186 Rates	24/03/2026		Current Account		Payment - Portaloos Hire	Lav Hire	S	-100.00	-20.00	-120.00
535 Cafe Income	25/03/2026		Current Account		Receipt - Food Sales	Old Fire Station Cafe	Z	64.30		64.30
1189 Wages	25/03/2026		Current Account		Payment - PAYE	HMRC	Z	-3,204.26		-3,204.26
536 Cafe Income	26/03/2026		Current Account		Receipt - Food Sales	Old Fire Station Cafe	Z	44.10		44.10
1190 Rates	26/03/2026		Current Account		Payment - Key Holder Payment	G4S	S	-18.07	-3.61	-21.68
1191 Rates	26/03/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-16.40	-3.28	-19.68
1192 Rates	26/03/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.10	-0.82	-4.92
1193 Rates	26/03/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-11.71	-2.34	-14.05
540 Football	27/03/2026		Current Account		Receipt - Football Pitch Hire - k	Ebsfleet FC (VETS)	E	100.00		100.00
525 Subscriptions / Publications	27/03/2026		Petty Cash		Receipt - Memory Stick	Graham Blew	Z	15.82		15.82
537 Cafe Income	27/03/2026		Current Account		Receipt - Food Sales	Old Fire Station Cafe	Z	52.40		52.40
528 Equipment/Materials	30/03/2026		Current Account		Receipt - refund	Trade UK	Z	100.82		100.82
538 Cafe Income	30/03/2026		Current Account		Receipt - Food Sales	Old Fire Station Cafe	Z	80.20		80.20
1195 Wages	30/03/2026		Current Account		Payment - Outstanding Digi Wk	Digital Wealth	Z	-961.83		-961.83
1196 Wages	30/03/2026		Current Account		Payment - Outstanding Digi Wk	Digital Wealth	Z	-1,059.48		-1,059.48
551 Miscellaneous Expenditure	31/03/2026		Current Account		Receipt - Petty Cash Adjustmer	Internal Movement	E	3.00		3.00
552 Miscellaneous Income	31/03/2026		Current Account		Receipt - End of Year Reverse	Reversal	X	-988.60		-988.60
553 Miscellaneous Income	31/03/2026		Active Saver 1		Receipt - End of Year Reverse	Reversal	X	-3,214.00		-3,214.00
539 Cafe Income	31/03/2026		Current Account		Receipt - Food Sales	Old Fire Station Cafe	Z	59.90		59.90
550 Cafe Income	31/03/2026		Active Saver 1		Receipt - Food Sales	Old Fire Station Cafe	X	708.50		708.50
1208 Repairs	31/03/2026		Current Account		Payment - Street Lighting Repz	Streightlights	S	-45.00	-9.00	-54.00
1197 Rates & Insurance Rent - DBC	31/03/2026		Current Account		Payment - NNDR	DBC	Z	-2,397.38		-2,397.38
1198 Unexpected/Emergency Works	31/03/2026		Current Account		Payment - Alarm Repairs - Part	Ward Security Limited	S	-142.00	-28.40	-170.40
1247 Wages	31/03/2026		Current Account		Payment - Wages	Staff	X	-16,400.42		-16,400.42
1199 Rates	31/03/2026		Current Account		Payment - Barddaycard - Card F	Barddaycard	Z	-8.50		-8.50
1200 Member Training	31/03/2026		Current Account		Payment - Member Training	KALC	S	-280.00	-56.00	-336.00
1201 Member Training	31/03/2026		Current Account		Payment - Member Training	KALC	S	-35.00	-7.00	-42.00
1202 Member Training	31/03/2026		Current Account		Payment - Member Training	KALC	S	-35.00	-7.00	-42.00
1203 Member Training	31/03/2026		Current Account		Payment - Member Training	KALC	S	-35.00	-7.00	-42.00
1204 Member Training	31/03/2026		Current Account		Payment - Member Training	KALC	S	-35.00	-7.00	-42.00

PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1205 Member Training	31/03/2026		Current Account		Payment - Member Training	KALC	S	-70.00	-14.00	-84.00
1206 Member Training	31/03/2026		Current Account		Payment - Member Training	KALC	S	-35.00	-7.00	-42.00
1207 Member Training	31/03/2026		Current Account		Payment - Annual Subscription	KALC	S	-2,000.00	-400.00	-2,400.00
1237 Miscellaneous Expenditure	31/03/2026		Current Account		Payment - Payment	Shire Leasing	S	-175.52	-35.10	-210.62
1238 Miscellaneous Expenditure	31/03/2026		Current Account		Payment - Payment	Amazon UK	S	-10.62	-2.13	-12.75
1239 Miscellaneous Expenditure	31/03/2026		Current Account		Payment - Payment	Kent Commercial Services	S	-598.17	-119.63	-717.80
1240 Miscellaneous Expenditure	31/03/2026		Current Account		Payment - Payment	Night & Day Security	S	-2,754.44	-550.89	-3,305.33
1241 Miscellaneous Expenditure	31/03/2026		Current Account		Payment - Payment	Kent Commercial Services	S	-4,565.01	-913.00	-5,478.01
1242 Miscellaneous Expenditure	31/03/2026		Current Account		Payment - Payment	Francobyp Postalia Ltd	S	-41.67	-8.33	-50.00
1243 Miscellaneous Expenditure	31/03/2026		Current Account		Payment - Payment	Screwfix	S	84.02	16.80	100.82
1244 Miscellaneous Expenditure	31/03/2026		Current Account		Payment - Payment	Kent Commercial Services	S	-130.67	-26.13	-156.80
1245 Miscellaneous Expenditure	31/03/2026		Current Account		Payment - Payment	Scottish Water	X	-1,564.00	-89.67	-1,564.00
1246 Miscellaneous Expenditure	31/03/2026		Current Account		Payment - Payment	Kent Commercial Services	S	-448.34	-89.67	-538.01
1248 Miscellaneous Expenditure	31/03/2026		Current Account		Payment - End of Year Reverse	Reversal	X	35,895.25		35,895.25
1249 Miscellaneous Expenditure	31/03/2026		Active Saver 1		Payment - End of Year Reverse	Reversal	X	11,841.90		11,841.90
1250 Miscellaneous Expenditure	31/03/2026		Active Saver 1		Payment - End of Year Reverse	Reversal	X	1,424.58		1,424.58
1251 Miscellaneous Expenditure	31/03/2026		Active Saver 1		Payment - End of Year Reverse	Reversal	X	-2,708.88		-2,708.88
1236 Cafe Income	31/03/2026		Active Saver 1		Payment - Adjustment to Cafe	Old Fire Station Cafe	X	3.75		3.75
Total								42,271.00	-13,441.53	28,829.47

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12 June 2026 (2026-2027)

Swanscombe and Greenhithe Town Council - Quarter 1
(01/04/2026 to 30/06/2026 - All Cost Centres and Codes)

	1st Quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Administration						
230 Wages			(N/A)	45,393.47	32,163.69	13,229.78 (29%)
231 Furniture, Fixtures & Fittings			(N/A)	25.03		25.03 (N/A)
232 Photocopier		1,122.60	1,122.60 (N/A)	966.00		966.00 (N/A)
233 Stationary, Advertising & Postage			(N/A)	474.47	468.42	6.05 (1%)
234 Telephone / Internet			(N/A)	2,392.22	1,158.81	1,233.41 (51%)
235 Mileage Allowance			(N/A)	25.03		25.03 (N/A)
236 Insurance			(N/A)	3,944.72	15,633.04	-11,688.32 (-296%)
237 Subscriptions / Publications			(N/A)	1,359.47	4,824.93	-3,465.46 (-254%)
238 Civic Budget			(N/A)	114.75		114.75 (N/A)
239 Civic Reception			(N/A)	400.50		400.50 (N/A)
240 Chains of Office			(N/A)	65.72		65.72 (N/A)
241 Legal Fees			(N/A)	787.50	2,464.44	-1,676.94 (-212%)
242 External Audit Fees			(N/A)	441.00		441.00 (N/A)
243 Internal Audit Fees			(N/A)	91.97		91.97 (N/A)
244 Local Funding			(N/A)	250.03		250.03 (N/A)
245 Miscellaneous Expenditure			(N/A)	1,536.28	22,659.55	-21,123.27 (-1374%)
246 Election Expenses			(N/A)			(N/A)
247 Staff Training			(N/A)	124.97	648.33	-523.36 (-418%)
248 Member Training			(N/A)	124.97	1,120.00	-995.03 (-796%)
249 IT Services			(N/A)	2,218.22	1,566.76	651.46 (29%)
250 Handyman (incl. seasonal park st			(N/A)	124.97		124.97 (N/A)
251 Council Offices Building Maintena			(N/A)	4,000.03	3,033.46	966.57 (24%)
252 Water Rates			(N/A)	611.72	385.36	226.36 (37%)
253 Gas			(N/A)	1,548.75	846.73	702.02 (45%)
254 Electricity			(N/A)	5,203.97	2,786.51	2,417.46 (46%)
255 Rates			(N/A)	4,725.00	561.49	4,163.51 (88%)
256 Long Term Financial Risks			(N/A)			(N/A)
270 Photocopier Income			(N/A)			(N/A)
271 Miscellaneous Income	262.50	3,573.13	3,310.63 (1261%)			(N/A)
272 Precept	170,152.50	280,305.00	110,152.50 (64%)			(N/A)
273 Section 136	0.28		-0.28 (N/A)			(N/A)
274 Bank Interest	616.03	51.30	-564.73 (-91%)		28.50	-28.50 (N/A)
276 Government CTax Grant	3,608.72		-3,608.72 (N/A)			(N/A)
422 CIL		15,342.71	15,342.71 (N/A)			(N/A)
Sub Total for Administration	174,640.03	300,394.74	125,754.71 (72%)	76,950.76	90,350.02	-13,399.26 (-17%)
Allotments						
210 Rents / Licences			(N/A)	64.22		64.22 (N/A)
211 Repairs / Maintenance			(N/A)	62.53		62.53 (N/A)
212 Water Supply			(N/A)	113.53	1,080.38	-966.85 (-851%)
213 Long Term Financial Risks			(N/A)			(N/A)
218 Rent Income	1,412.53	5,629.37	4,216.84 (298%)			(N/A)
Sub Total for Allotments	1,412.53	5,629.37	4,216.84 (298%)	240.28	1,080.38	-840.10 (-349%)
Broomfield Sports Ground						
90 Long Term Financial Risks			(N/A)			(N/A)
95 Football Income	2,075.53		-2,075.53 (N/A)			(N/A)
96 Cricket Income	406.22	1,545.70	1,139.48 (280%)			(N/A)
97 Miscellaneous Income			(N/A)			(N/A)
Sub Total for Broomfield Sports Ground	2,481.75	1,545.70	-936.05 (-37%)			(N/A)
Bus Shelters						
400 Maintenance			(N/A)	62.53		62.53 (N/A)
Sub Total for Bus Shelters			(N/A)	62.53		62.53 (N/A)
Church Road Hall						
280 Wages			(N/A)	1,509.28	1,631.46	-122.18 (-8%)
281 Repairs & Maintenance			(N/A)	283.50	30.00	253.50 (89%)
282 Gas & Electricity			(N/A)	387.47	767.11	-379.64 (-97%)

Swanscombe and Greenhithe Town Council - Quarter 1
(01/04/2026 to 30/06/2026 - All Cost Centres and Codes)

	1st Quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
283 Cleaning Materials			(N/A)	25.03		25.03(N/A)
284 Furniture, Fixtures & Fittings			(N/A)	25.03		25.03(N/A)
285 Rates			(N/A)	236.25	9.22	227.03(96%)
287 Miscellaneous Expenditure			(N/A)	32.72		32.72(N/A)
288 Long Term Financial Risks			(N/A)			(N/A)
295 Hire Income	2,749.97	6,815.48	4,065.51 (147%)			(N/A)
406 Telephone Broadband			(N/A)			(N/A)
423 Water Rates			(N/A)			(N/A)
Sub Total for Church Road Hall	2,749.97	6,815.48	4,065.51 (147%)	2,499.28	2,437.79	61.49(2%)
Craylands Lane Car Park						
30 Rates			(N/A)			(N/A)
31 Repairs & Maintenance			(N/A)			(N/A)
32 Long Term Financial Risks			(N/A)			(N/A)
430 Income		1,191.57	1,191.57 (N/A)			(N/A)
Sub Total for Craylands Lane Car Park		1,191.57	1,191.57 (N/A)			(N/A)
Grove Car Park						
20 Rates			(N/A)	526.78		526.78(N/A)
21 Repairs & Maintenance			(N/A)	49.97		49.97(N/A)
22 Long Term Financial Risks			(N/A)			(N/A)
421 Income	250.03	2,239.10	1,989.07 (795%)			(N/A)
Sub Total for Grove Car Park	250.03	2,239.10	1,989.07 (795%)	576.75		576.75(N/A)
Grove Hall						
301 Repairs & Maintenance			(N/A)	124.97		124.97(N/A)
302 Gas & Electricity			(N/A)	74.53	100.41	-25.88(-34%)
305 Rates			(N/A)	126.00	17.69	108.31(85%)
306 Water Rates			(N/A)	48.28		48.28(N/A)
308 Long Term Financial Risks			(N/A)			(N/A)
Sub Total for Grove Hall			(N/A)	373.78	118.10	255.68(68%)
Heritage Community Hall						
320 Wages			(N/A)			(N/A)
321 Repairs & Maintenance			(N/A)			(N/A)
322 Gas & Electricity			(N/A)			(N/A)
323 Cleaning Materials			(N/A)			(N/A)
324 Furniture, Fixtures & Fittings			(N/A)			(N/A)
325 Rates			(N/A)			(N/A)
326 Water Rates			(N/A)			(N/A)
327 Miscellaneous Expenditure			(N/A)			(N/A)
328 Long Term Financial Risks			(N/A)			(N/A)
335 Hire Income	3,591.28	3,078.45	-512.83 (-14%)			(N/A)
Sub Total for Heritage Community Hall	3,591.28	3,078.45	-512.83 (-14%)			(N/A)
Heritage Park						
100 Maintenance/Rent			(N/A)	131.25		131.25(N/A)
104 Long Term Financial Risks			(N/A)			(N/A)
Sub Total for Heritage Park			(N/A)	131.25		131.25(N/A)
Ingress Park Community Centre						
407 Wages			(N/A)	750.00		750.00(N/A)
408 Repairs & Maintenance			(N/A)	62.53		62.53(N/A)
409 Gas & Electricity			(N/A)	250.03		250.03(N/A)
410 Cleaning Materials			(N/A)	62.53		62.53(N/A)
411 Furniture & Fittings			(N/A)	62.53		62.53(N/A)
412 Rates (NNDR)			(N/A)	250.03		250.03(N/A)
413 Water Rates			(N/A)	75.00		75.00(N/A)
414 Key Holder Security			(N/A)	75.00		75.00(N/A)
415 Misc Expenditure			(N/A)	12.47		12.47(N/A)
416 Long Term Financial Risks			(N/A)			(N/A)

Swanscombe and Greenhithe Town Council - Quarter 1
(01/04/2026 to 30/06/2026 - All Cost Centres and Codes)

1st Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
418 Hire Income	1,750.03		-1,750.03 (N/A)			(N/A)
419 Commuted Sum			(N/A)			(N/A)
420 Contingency Fund			(N/A)			(N/A)
Sub Total for Ingress Park Community Ce	1,750.03		-1,750.03 (N/A)	1,600.12		1,600.12(N/A)
Knockhall Playing Field						
80 Rates			(N/A)	46.03	148.73	-102.70(-223%)
81 Long Term Financial Risks			(N/A)			(N/A)
85 Football	1,491.47	200.00	-1,291.47 (-86%)			(N/A)
Sub Total for Knockhall Playing Field	1,491.47	200.00	-1,291.47 (-86%)	46.03	148.73	-102.70(-223%)
Leisure Centre						
146 Rates & Insurance Rent - DBC			(N/A)	9,712.78		9,712.78(N/A)
155 Management Fee			(N/A)	14,500.03	14,750.00	-249.97(-1%)
Sub Total for Leisure Centre			(N/A)	24,212.81	14,750.00	9,462.81(39%)
Old Fire Station Cafe						
380 Wages			(N/A)	8,328.75	4,068.13	4,260.62(51%)
381 Food/Supplies			(N/A)	3,079.22	1,038.30	2,040.92(66%)
382 Furniture, Fixtures & Equipment (i			(N/A)	124.97		124.97(N/A)
383 Advertising			(N/A)			(N/A)
384 Rates			(N/A)	832.22	4,601.19	-3,768.97(-452%)
385 Electricity			(N/A)	477.75		477.75(N/A)
386 Cleaning Materials			(N/A)	25.03	15.40	9.63(38%)
387 DBC Maintenance Service Charge			(N/A)	521.72		521.72(N/A)
388 Telephone / Internet			(N/A)	131.25		131.25(N/A)
389 Maintenance			(N/A)	230.25		230.25(N/A)
390 Miscellaneous Expenditure (incl. C			(N/A)	131.53	4,025.40	-3,893.87(-2960%)
391 Long Term Financial Risks			(N/A)			(N/A)
392 Rent DBC			(N/A)			(N/A)
395 Cafe Income	5,769.75	785.10	-4,984.65 (-86%)			(N/A)
424 Water Rates			(N/A)	998.25		998.25(N/A)
Sub Total for Old Fire Station Cafe	5,769.75	785.10	-4,984.65 (-86%)	14,880.94	13,748.42	1,132.52(7%)
Other Projects						
121 General Projects (inc. Summer Er			(N/A)		130.00	-130.00(N/A)
Sub Total for Other Projects			(N/A)		130.00	-130.00(N/A)
Parks Establishment						
40 Wages			(N/A)	44,588.25	18,602.22	25,986.03(58%)
41 Equipment/Materials			(N/A)	8,137.97	4,767.84	3,370.13(41%)
42 New Grounds Maintenance Equip			(N/A)			(N/A)
43 Fuel			(N/A)	692.53	377.14	315.39(45%)
44 Fencing			(N/A)	625.22		625.22(N/A)
45 Telephone			(N/A)			(N/A)
46 Vehicles			(N/A)	675.28	1,222.23	-546.95(-81%)
47 Water Rates			(N/A)	4,426.03	4,379.26	46.77(1%)
48 Gas/Electricity			(N/A)	1,050.00	1,435.94	-385.94(-36%)
49 Playground Equipment & Mainten			(N/A)	1,312.50		1,312.50(N/A)
50 Staff Training			(N/A)	250.03		250.03(N/A)
51 Knockhall Changing Rooms			(N/A)	52.50		52.50(N/A)
52 Parks Works Area			(N/A)	27.47	129.55	-102.08(-371%)
53 Vandalism			(N/A)	124.97		124.97(N/A)
54 Trees			(N/A)	750.00		750.00(N/A)
55 New Recreational Facilities			(N/A)	0.28		0.28(N/A)
56 Unexpected/Emergency Works			(N/A)	197.25		197.25(N/A)
57 Long Term Financial Risks			(N/A)			(N/A)
58 New Community Facility			(N/A)			(N/A)
65 Miscellaneous Income	131.25		-131.25 (N/A)			(N/A)
429 Night & Day			(N/A)		495.07	-495.07(N/A)

Swanscombe and Greenhithe Town Council - Quarter 1
(01/04/2026 to 30/06/2026 - All Cost Centres and Codes)

1st Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Sub Total for Parks Establishment	131.25		-131.25 (N/A)	62,910.28	31,409.25	31,501.03(50%)
Public Lighting						
1 Supply & Maintenance			(N/A)	555.75	805.05	-249.30(-44%)
3 Christmas Lighting			(N/A)			(N/A)
4 Repairs			(N/A)	131.25		131.25(N/A)
5 Long Term Financial Risks			(N/A)			(N/A)
6 Income	0.28		-0.28 (N/A)			(N/A)
Sub Total for Public Lighting	0.28		-0.28 (N/A)	687.00	805.05	-118.05(-17%)
Sports Pavilion						
340 Utilities			(N/A)	248.25	26.07	222.18(89%)
341 Water Rates			(N/A)	96.75	2,698.20	-2,601.45(-2688%)
342 Maintenance & Cleaning Contribu			(N/A)			(N/A)
343 Rates			(N/A)	1,441.78	21.03	1,420.75(98%)
344 Building Insurance			(N/A)			(N/A)
345 Miscellaneous Expenditure			(N/A)	317.72		317.72(N/A)
346 Professional Fees			(N/A)			(N/A)
350 Income			(N/A)			(N/A)
425 Construction Costs			(N/A)			(N/A)
426 Grant Income			(N/A)			(N/A)
Sub Total for Sports Pavilion			(N/A)	2,104.50	2,745.30	-640.80(-30%)
Squash Courts						
200 Maintenance			(N/A)			(N/A)
201 Long Term Financial Risks			(N/A)			(N/A)
Sub Total for Squash Courts			(N/A)			(N/A)
St Peter & St Paul's Churchyard						
110 Maintenance			(N/A)	874.97		874.97(N/A)
Sub Total for St Peter & St Paul's Churchy			(N/A)	874.97		874.97(N/A)
Swanscombe Park						
70 Bowls Pavilion Maintenance			(N/A)	124.97	30.00	94.97(75%)
71 Long Term Financial Risks			(N/A)			(N/A)
75 Bowls Income	1,144.78		-1,144.78 (N/A)			(N/A)
78 Hire Charges			(N/A)			(N/A)
427 Bowls Club Electricity			(N/A)	107.72	355.75	-248.03(-230%)
428 Park Maintenance			(N/A)		1,246.00	-1,246.00(N/A)
Sub Total for Swanscombe Park	1,144.78		-1,144.78 (N/A)	232.69	1,631.75	-1,399.06(-601%)
Town Council Offices Community						
360 Wages			(N/A)	2,238.47	1,217.18	1,021.29(45%)
361 Repairs & Maintenance			(N/A)	110.25	736.98	-626.73(-568%)
362 Furniture, Fixtures & Fittings			(N/A)	26.25		26.25(N/A)
363 Cleaning Materials			(N/A)	68.25	11.71	56.54(82%)
364 Miscellaneous Expenditure			(N/A)	19.78	629.27	-609.49(-3081%)
365 Long Term Financial Risks			(N/A)			(N/A)
370 Hire Income	12,842.72	1,986.35	-10,856.37 (-84%)			(N/A)
Sub Total for Town Council Offices Commr	12,842.72	1,986.35	-10,856.37 (-84%)	2,463.00	2,595.14	-132.14(-5%)
TOTALS.....	208,255.87	323,865.86	115,609.99(55%)	190,846.97	161,949.93	28,897.04(15%)
NET Variance Quarter 1						144,507.03

Annual Internal Audit Report 2025/26

Swanscombe and Greenhithe Town Council

<https://swanscombeandgreenhithe town council.gov.uk/>

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.		✓	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		✓	
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		✓	
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) Internal audit undertaken

Name of person who carried out the internal audit

11/06/2026

Parish & Town Auditing Services

Signature of person who carried out the internal audit

Date

11/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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Indigo Allred
Assistant Town Clerk
Swanscombe and Greenhithe Town Council
Council Offices
The Grove
Swanscombe
Kent DA10 0GA

11th June 2026

Dear Indigo,

END OF YEAR INTERNAL AUDIT 2025/26

Parish & Town Auditing Services have been appointed to undertake the internal audits at Swanscombe and Greenhithe Town Council. The end of year audit was completed on Monday 11th June 2026.

I can confirm that I am independent of the Town Council.

As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete The Internal Audit Section of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

Thank you for all the information you have provided to enable the audit to be completed.

Yours sincerely,

Paul Russell, Internal Auditor

INTERNAL AUDIT

Outlined below is an overview of the 10 Assertions within the Practitioners Guide 2025. Each of these are dealt with under the relevant Governance sections contained in Section 1 of the AGAR:

AGS Assertion 1 — Financial management and preparation of accounts

- Accounting Records and supporting documents:
- Bank reconciliation:
- Budget setting:
- Investments:
- Reserves:
- General Reserves:
- Earmarked and other reserves:

AGS Assertion 2 — Internal control

- Standing Orders and Financial Regulations:
- Safe and efficient arrangements to safeguard public money:
- Employment:
- VAT
- Fixed assets and equipment:
- Loans and long-term liabilities:

AGS Assertion 3 — Compliance with laws, regulations and proper practices

- Acting with its powers:

AGS Assertion 4 — Exercise of public rights

AGS Assertion 5 — Risk management

AGS Assertion 6 — Internal audit

AGS Assertion 7 — Reports from auditors

AGS Assertion 8 — Significant events

AGS Assertion 9 — Trust funds (local councils only)

AGS Assertion 10 — Digital and data compliance

The following headings are based on Section 1 – Annual Governance Statement.

A. Appropriate accounting records have been properly kept throughout the financial year.

Under a new staffing structure The Council will be appointing the Town Clerk as the Responsible Financial Officer as required by Section 151 of LGA1972. [Staff Structure – Swanscombe and Greenhithe Town Council](#)

It is noted that Locum Financial support has been secured to help the Council with its finances in the short term. The Locum is currently the RFO. There is currently some staff changes occurring and recruitment is being undertaken.

Section 2 of the accounting statement for 2024/25 has restated the roll over figure in Box 7 as £74,702.48.

The Council had a low roll over figure from 2024/25 bearing in mind it started the year with £193,955. The end of year balance of £74,702 would suggest that the Council had overspent by just under £120,000.

The Council did not have an adequate General Reserve (£74,702) in place to meet the current recommendations. Council should hold at least 3 months' worth of expenditure or 25% of its annual precept as a General Reserve. Based on the 2024/25 precept of £440,713 and the total expenditure less other income of £559,965 Council should have had a roll over figure in its General Reserve of between £110,000 and £ 140,000 as a General Reserve. Note that this does not include any Earmarked Reserve funds which Council should have to meet its maintenance liabilities.

The Notice of Conclusion of Annual Audit has been published on the website for 2024/25 and the Council received a clear audit.

The Council maintains its financial records with Scribe financial software.

A review of the Council's accounts has been undertaken. Expenditure has been properly recorded and monthly bank reconciliations were undertaken. The reconciliations were reported to the F&GP Committee who duly noted the reconciliations.

It was noted that the F&GP Committee meetings during 2025 lasted 10 minutes (March), 25 minutes (June), 45 minutes (Sept) and 20 minutes (Nov). Bearing in mind the financial situation the Council now finds itself in **it is recommended that the F&GP Committee carries out more rigorous scrutiny of its financial reports especially the monthly budget monitoring report and the bank reconciliation.**

The Council uses the Scribe Accounting software package.

Although there is an adequate process in place to ensure that financial information is correctly recorded and reported to Council as part of its governance procedures the scrutiny of the accounts needs to improve and become more robust to ensure that expenditure remains within budget.

A payment list is produced and copies of all the invoices are sent to two Councillors for approval prior to payment. Payments are approved and minuted at the Finance & Policy Committee meeting which is held bi-monthly.

Invoice procedure is as follows:

- Invoices are reviewed for accuracy by the Town Clerk/RFO;
- Invoices are date stamped and coded to the correct cost centre;
- Invoices are printed and filed, and saved electronically. **It is recommended that the electronic invoices be uploaded into the financial software;**
- Payments are reported to F&GP and authorised;
- Payments are uploaded into the banking app by the RFO or Assistant Town Clerk;
- Payments are authorised by an officer and two Councillors;
- Multiple people check the invoices and can verify details if required.

The Council does not have an Internal Controls Policy or a Scheme of Delegation in place. As the Council is a large Council these policies would be useful to help improve the controls in place.

It is recommended that an Internal Controls Policy and a Scheme of Delegation be developed to improve the finance and governance processes of the Council.

It has been verified that the year-end bank reconciliation has accurately disclosed the combined cash and bank balances in the AGAR, section 2, line 8. Box 8 at year end amounts to £ 53,923.60.

The Council has an Investment strategy adopted and in place. However, at present the Council balances at year end are below £100,000 and although this was updated in May 2025 it does need to be reviewed. [INTRODUCTION](#)

The Council has met the requirements of this control objective. However, it does need to improve the scrutiny of its accounts and ensure that it does not find itself in the same position as it did towards the end of the 2025/26 financial year.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Tenders and Contracts are governed by the Financial Regulations. All contracts being tendered should be published on the Council's website as well as the Find a Tender portal where required.

Recommend that a Contracts/Tenders page be included on the website to meet current regulations.

Both Standing Orders and Financial Regulations are based on an old version of the NALC template and still refer to EU financial limits. These have been superseded following the enactment of the Procurement Act 2024.

It is recommended that Standing Orders be reviewed and revised as soon as possible to ensure Council is adhering to recent legislative changes. Currently both documents are out of date and the limits contained within them are no longer valid and have been superseded by the Procurement Act 2023, which was enacted in January 2025.

The financial procedures have been reviewed and outlined in Section A. There is appropriate segregation in place. The RFO sets up the payments and two authorised signatories approve the payments.

Council is VAT registered. VAT submissions are made on a quarterly basis. Three claims have been received according to the accounts with Q4 from 2024/25 also received (£11,002.85).

Q1	£13,109.71	11/07/2025
Q2	£12,777.09	07/10/2025
Q3	£ 14,201.92	12/01/2026

A concern regarding the VAT charges at the Old Fire Station Café has been identified. The larger transactions recorded have an element of VAT included but the smaller transactions are exclusive of VAT. As the Council is VAT registered it should be charging VAT on all sales.

It has been noted that none of the Council buildings are VAT registered. This may have an impact on the VAT exemption limits Council can claim back on expenditure incurred if the buildings are not registered for VAT.

Due to some concerns regarding the Council's VAT position, it is recommended that expert advice be sought to confirm:

- **Income that is exempt from VAT;**
- **Any ramifications linked to those exemptions;**
- **Whether VAT should have been included on all Old Fire Station Café income;**
- **The VAT position on hall hirings and open space hirings;**
- **Whether the Council should undertake a partial exemption calculation.**

The Council has a Barclaycard in place. Transactions and purchases are reported to as part of the payments list and card balances are paid off in full each month in line with Financial Regulations.

The Council has not met the requirements of this control objective.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

There is a Risk Management Policy in place and was reviewed on 14th May 2025.

[RISK MANAGEMENT](#)

The Risk Management Policy needs to be fundamentally reviewed and updated as it still references cheque payment authorisations and makes no reference to loss of key personnel. The financial section needs to refer back to the Financial Regulations.

The Council is insured with Zurich. Policy Number YLL-272006-0033. The Policy runs from 21st May 2026 to 20th May 2027. Confirmed that a previous policy was in place. Council is adequately insured and has been reviewed against the asset register. Cover includes Employers Liability (£10 million), Public Liability (£15 million) and a Fidelity Guarantee (£1 million)

The Council is responsible for the management and maintenance of a number of play areas in the town. The Council undertakes annual independent risk assessment inspections. Quarterly inspections are also undertaken and the report findings recorded.

The Council has reviewed the risks it is facing especially from a financial perspective and has taken appropriate action to enable the Council to carry out its day-to-day business as efficiently as it can.

The Council has met the requirements of this control objective.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

At its meeting held on 9th January 2025 Full Council formally approved the budget and the setting of a precept. (Minute 351/24-25). A precept of £470,622 was agreed. A budget was developed by the F&GP Committee and submitted to Council for approval.

351/24-25. COUNCIL TAX BASE & PRECEPT 2025 – 2026. To set the Council Tax Base for Band D properties and the precept figure for 2025 – 2026. MOVED BY Councillor Richard Lees, seconded by Councillor Lesley Howes, and unanimously agreed. RESOLVED: That the Council Tax Base for Band D properties 2025 – 2026 be set and the precept figure be set at £470,622 for 2025 - 2026.

It has been confirmed that a precept of £470,622 was requested. (MHCLG Parish Code E2233P007)

Budget monitoring has been carried out during the year but until recently there was a lack of due diligence and scrutiny. This resulted in the Council having to request an upfront payment from Dartford Borough Council of £120,000 from the 2026/27 precept request, which was received on 27th February 2026, to enable the Council to meet its existing financial obligations. Based on this it would be reasonable to assume that the budgeting process and budget monitoring during the year has been inadequate, especially as the lack of a General Reserve had been commented on by the previous internal auditor.

Based on the above comment it is felt that this control objective has not been met.

The Council has no Earmarked Reserves in place due to a lack of funds. **It is recommended that as the Council begins to build up its General Reserve it also starts to build up some earmarked reserves to help meet future maintenance and other liabilities bearing in mind the number of properties it owns.**

The Council does not currently have an adequate General Reserve in place to meet the current recommendations. Council should hold at least 3 months worth of expenditure or 25% of its annual precept as a General Reserve. As previously indicated the Council should be aiming for a General Reserve of between £110,000 and £ 140,000 as a General Reserve

The Council has the following Bank Statement Balances as at 31st March 2026. Note that an advanced precept payment of £120,000 has been received:

ACCOUNT	AMOUNT
Current A/C	£113.35
Active Saver	£140.28
Active Saver 2	£95,094.40
Petty Cash	£825.82
Total	£ 96,173.85

The Council has not met the requirements of this control objective.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

The Council has £6,229.67 of debtors at year end. Only one is more than three months old and is identified as a donation.

The allotment site is managed by the Swanscombe and Greenhithe Allotment and Garden Association. The Association collects the allotment rents on behalf of the Town Council and a single receipt of £5,512.51 has been received. A copy of the tenancy agreement has been provided.

The Council has a number of venues and open spaces for hire. Details can be found on the website: [Community Halls – Swanscombe and Greenhithe Town Council](#), [Parks and Open Spaces – Swanscombe and Greenhithe Town Council](#) and [Sports Pitches – Swanscombe and Greenhithe Town Council](#).

Income is properly recorded in the accounts and invoices are raised as required.

The Council has a Leases & Legal Sub-Committee that reviews all existing and impending leases.

A sample review of other income has been undertaken and appropriate controls are in place to record the income received.

The Council has met the requirements of this control objective.

F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.

The Council operates a petty cash account. The cash payments during the year were mainly for food supplies for the café and a civic event. There was no VAT recorded.

All petty cash is recorded in the accounts package and reconciled on a regular basis. **Recommend that the Council reviews the petty cash controls when it reviews its Financial Regulations.**

The Council has met the requirements of this control objective.

G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Each member of staff has a contract of employment in place. Contracts are based on the Green Book.

Members do not receive a members allowance.

A sample of staff salaries have been reviewed. Staff are employed on NJC pay scales. Tax codes have been applied to the employees reviewed.

Payroll was undertaken during the year by an external contractor. Reports have been provided and details are included in the accounting package.

Both the Local Government Pension Scheme and the Digital Wealth Scheme is in place. Pension contributions are deducted and monthly payments of employee and employer contributions are made to the schemes.

Both employee and employer NI contributions are applied and submitted to HMRC on a monthly basis.

A test sample was undertaken. All staff have been overpaid by salary plus fringe plus an additional fringe payment for every month in 25-26. Therefore the NET pay has been incorrect due to this issue.

and it was confirmed that the correct net pay was paid to the employee with tax, NI and pension contributions correctly deducted and paid to the respective agencies.

The Council has met the requirements of this control objective.

H. Asset and investments registers were complete and accurate and properly maintained.

An Asset Register is in place and a copy has been reviewed. The Asset Register only identifies the current value.

It is recommended that the Asset Register be reviewed and possibly maintained within the Scribe software package. This will enable insurance and replacement values to be recorded as well as life expectancy of each capital asset to enable Council to plan future replacement.

The end of year asset value as stated on the AGAR is £5,221,142.78. This is the figure on the updated asset register.

A comparison between the asset register and the insurance schedule has been undertaken to ensure that all assets as recorded are appropriately insured or "self-insured" by the Authority. The Council is adequately insured.

The Council has no long-term investments in place.

The Council does not have any outstanding loans.

The Council has met the requirements of this control objective.

I. Periodic bank account reconciliations were properly carried out during the year.

Bank reconciliations are undertaken monthly and reported to the Finance & General Purposes Committee at each meeting when they are approved and signed off.

The Council has met the requirements of this control objective.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Accounts are maintained on an income and expenditure basis.

Accounting arrangements are in place to account for debtors and creditors during the year and at year end.

The Council has met the requirements of this control objective.

K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered").

Not covered.

L. The authority publishes information on a free to access website/web page, up to date at the time of the internal audit in accordance with the relevant legislation.

The Council does not have a specific Transparency Page on its website but publishes most of the information required.

It is recommend that Council considers setting up a specific Transparency Page to collate and publish all the requirements in one place.

The following information is published on the Parish Council's website.

Expenditure exceeding £500

Local authorities must publish details of each individual item of expenditure that exceeds £500. [Published](#)

Government Procurement Card transactions

Local authorities must publish details of every transaction on a Government Procurement Card ([not applicable](#)).

Procurement information

Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. [Not published](#)

Contracts

Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. [Not published](#)

Information to be published annually

The following information should be published annually:

- Local authority land (The Asset Register) [Published on the website](#)
- Social housing assets [Not applicable](#)
- Grants to voluntary, community and social enterprise organisations [Published annually](#)
- Organisation chart (Staff structure with Council and Committee structure) [Published](#)
- Trade union facility time (only applicable if you provide facilities for union representatives) [Not applicable](#)
- Parking account (to be published if parking income received) [Not applicable](#)
- Parking spaces (publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces) [Not applicable](#)
- Senior salaries (Council has one Officer over the £50,000 threshold) [Not published](#)
- Constitution (Standing Orders) [Published](#)
- Pay multiple (see the code) [Not published](#)
- Fraud (see the code) [Not published](#)

The Council has not met the requirements of this control objective.

M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (*during the 2025/26 AGAR period, were public rights in relation to*

the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).

The publication requirements were met. The public notice ran from 3rd June 2025 to 14th July 2025 and meets the 30 day statutory requirement.

The Council did not formally minuted the dates of the public notice at the meeting where the AGAR was approved on 14th May 2025. **Recommend that this be actioned in future.**

The Council has met the requirements of this control objective.

N. The authority has complied with the publication requirements for 2024/25 AGAR.

Publication Requirements Under the Accounts and Audit Regulations 2015, Authorities must publish the following information on the authority website/webpage:

Publication Requirements Under the Accounts and Audit Regulations 2015, Authorities must publish the following information on the authority website/webpage: Before 1 July 2025 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited: [Published](#).
- Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4: [Published](#)
- Section 2 - Accounting Statements 2024/25, approved and signed, page 5: [Published](#)

Not later than 30 September 2025 authorities must publish:

- Notice of conclusion of audit: [Published](#)
- Section 3 - External Auditor Report and Certificate: [Published](#)
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review: [Published](#)

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3. [Published](#).

The Council has met the requirements of this control objective.

O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.

The Council has a .gov.uk domain for its emails and its website. Staff and Councillors are provided with an official .gov.uk email address and these are publicised on the website. Emails are managed within a secure environment by the Council.

Council meets the best practice requirement for emails and has a directly owned .gov.uk domain name for its emails and website.

The Council has an IT policy in place as required. [2025-Acceptable-Use-of-IT-Policy-Combined-Reviewed-at-AGM-14-May.pdf](#)

The Council has an Accessibility Statement published on its website. [Accessibility Statement – Swanscombe and Greenhithe Town Council](#)

Recommend this be updated as it still refers to WCAG2.1. See note below.

Note that since September 2020, all parish and town councils must have a website that complies with Website Content Accessibility Guidelines (WCAG). As from October 2024 that rating level changed from WCAG2.1AA to WCAG2.2AA so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility regulations.

Two scans have been undertaken. Scan one for compliance with WCAG2.2AA scored 51%: [Scan Results — CompliaScan](#)

Scan 2 for accessibility scored 6.4 out of 10: [WAVE Report of Swanscombe and Greenhithe Town Council](#)

Swanscombe and Greenhithe Town Council's website is not WCAG2.2AA compliant and accessible. **Recommend that the Council's web provider be contacted to improve accessibility and transparency.**

Data Protection – The Council has the following data protection in place as required:

- The Council has a Data Protection Lead as outlined in the Data Protection Policy.
- Data Protection Policy: [2025-Data-Protection-Policy-Reviewed-at-AGM-14-May.pdf](#)
- Data Retention Policy: [2025-Data-Retention-and-Disposal-Policy-Reviewed-at-AGM-14-May.pdf](#)
- Privacy Policy: [2025-Privacy-Policy-Reviewed-at-AGM-14-May.pdf](#)
- Data Breach: [2025-Breach-Notification-Policy-Reviewed-at-AGM-14-May.pdf](#)
- Subject Access: [2025-Subject-Access-Request-Policy-Reviewed-at-AGM-14-May.pdf](#)
- Training Policy: [2025-Data-Protection-Training-Reviewed-at-AGM-14-May.pdf](#)
- Data is held in a secure environment. [Policy](#)

A Freedom of Information Policy is in place: [Information available from Parish and Community Councils under the model publication scheme](#)

It is recommended that the Council publishes a Transparency page on its website to publish all the required information.

The Council has met the requirements of this control objective.

P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.

The Council is not a sole Trustee.

Section 2 – Accounting Statements 2025/26 for

AGENDA ITEM 12
TC 18-6-26

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	193,954.52	74,702.48	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	440,713.00	590,622.00	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	263,771.28	226,689.53	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	378,465.07	407,462.31	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0.00	0.00	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	445,271.25	372,784.85	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	74,702.48	111,766.85	Total balances and reserves at the end of the year, must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	62,731.01	96,173.85	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	0.00	0.00	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0.00	0.00	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.


Date 24/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:


as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Swanscombe and Greenhithe Town Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	31/03/2025 £	31/03/2026 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	193954.52	74702.48				BALANCE B/F AGREES
2	Annual precept	440713.00	590622.00	149909.00	34%	Yes	Precept increased due to rise in costs and to offset PY loss.
3	Total other receipts	263771.28	226689.53	-37081.75	14%	No	
4	Staff Costs	378465.07	407462.31	28997.24	8%	No	
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	
6	Total other payments	445271.25	372784.85	-72486.40	16%	Yes	Payments increased due to increase in wages and projects.
7	Balances carried forward	74702.48	111766.85	37064.37	50%	Yes	Early receipt of 26-27 Precept
8	Total Cash and Short Term Investments	62731.01	96173.85	33442.84	53%	Yes	Early receipt of 26-27 Precept
9	Total Fixed Assets and Long Term Investments	0.00	0.00	0.00	0%	No	
10	Total Borrowings	0.00	0.00	0.00	0%	No	

This report is intended as a guide to the variances you may need to explain. The specific requirements vary between external auditors so please check the requirements shown on the pro forma provided to your council

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

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AGENDA ITEM 13

TC 18/6/26

**TERMS OF REFERENCE
THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE.**

DELEGATION FROM THE TOWN COUNCIL:

These Terms of Reference were reviewed and agreed by the Town Council at its meeting on 18 June ~~AGM on 13 May~~ 2026.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with any applicable legal requirements ~~Local Government Law~~ (and in accordance with Standing Orders).

At the first meeting of the Sub-Committee after the Annual Meeting of the Town Council, the Sub-Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Sub-Committee Membership.

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Town Clerk/RFO and the Assistant Town Clerk shall provide administrative support for the Sub-Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Recreation, Leisure & Amenities Committee with reference to the appointment of lay volunteer allotment managers as per the provisions of Section 20 of the Small Holdings and Allotments Act 1908.

Exercise the functions of the Recreation Leisure & Amenities Committee on any finances relating to the provision, management, maintenance, improvement and administration of all allotments under the control of the Town Council, inclusive of the right to report suggestions for finances to be included within the annual estimates for specific schemes of improvement.

Exercise the function of the Council in relation to the dead Cemetery within St Peter & St Paul's Church, in particular the maintenance of the Churchyard Wall.

➤ **REFERRED FUNCTIONS:**

TERMS OF REFERENCE
THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE.

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.



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TERMS OF REFERENCE THE COMMUNITY SAFETY COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were reviewed and agreed by the Town Council at its meeting on 18 June 2026 ~~AGM on 13 May 2026~~.

➤ **MEMBERSHIP:**

This Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Committee will operate in accordance with any applicable legal requirements ~~Local Government Law~~ (and ~~in accordance with~~ Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Town Clerk / RFO and the Assistant Town Clerk shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet, where possible, twice a year (September and April) on a Wednesday at 7.00pm at the Town Council's offices as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

To exercise the functions of the Council in working with the Police, the PCSO's and any other authorities, outside groups and agencies to alleviate the problems experienced by the local population with anti-social behaviour, crime, crime prevention and wider public safety issues.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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**TERMS OF REFERENCE
THE EXECUTIVE & EMERGENCY COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were reviewed and agreed by the Town Council at its meeting on 18 June~~AGM on 13 May~~ 2026.

➤ **MEMBERSHIP:**

This Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Committee will operate in accordance with any applicable legal requirements~~Local Government Law~~ (and in accordance with Standing Orders).

The Town Mayor shall preside at meetings of this Committee.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Town Clerk / RFO and the assistant Town Clerk shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet as required.

The Committee shall meet at the Town Council's offices.

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

Exercise any functions of the Council on urgent issues or during the period of recess of the Council save for those functions relating to the setting of an annual rate and issuing of precept, the raising of loans or borrowing of money and the securing of any necessary loan sanctions, and the approval of schemes for local lotteries.

Exercise any functions of the Council on matters specifically delegated to it to decide, save from those exempted from delegation by statute and listed above.

With reference to matters, not more than three Members of this Committee (to be selected by the Chairman of the Executive & Emergency Committee but not necessarily including the Chairman of the Executive & Emergency Committee) to form a Sub-Committee to deal with matters relating to staff disciplinary procedures.

To assist, in an emergency, the population of Swanscombe and Greenhithe in overcoming any extreme or unusual conditions caused by natural or accidental means.

To co-operate with other Agencies, Statutory or Voluntary, to assist in the above.

TERMS OF REFERENCE THE EXECUTIVE & EMERGENCY COMMITTEE.

To enlist the support of any other Organisations or individuals to assist in the above, as may be necessary.

To prepare contingency plans to meet any of the situations as described above.

Exercise the functions of the Council in negotiating all items in relation to leases and their terms on Town Council property, apart from the setting of rent, as appropriately decided by Full Council.

Exercise the functions of the Council in dealing with all items in relation to legal matters laid before it, as appropriately decided by Full Council.

During the summer recess period hold a meeting in August, to exercise the functions of the Council in the examination of all accounts submitted for payment and the collection of sums due to the Council.

➤ REFERRED FUNCTIONS:

As an advisory body reporting to the Council on any matters it has been specifically instructed to investigate.

DRAFT

TERMS OF REFERENCE HERITAGE SUB-COMMITTEE.

DELEGATION FROM THE TOWN COUNCIL:

These Terms of Reference were reviewed and agreed by the Town Council at its meeting AGM on 18 June~~3 May~~ 2026.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with any applicable legal requirements ~~Local Government Law~~ (and ~~in accordance with~~ Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Town Clerk / RFO and the Assistant Town Clerk shall provide administrative support to the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Recreation, Leisure & Amenities Committee with all matters relating to Heritage within the Town.

Exercise the functions of the Recreation, Leisure & Amenities Committee in controlling the operation and provision of the facilities in relation to the Heritage Park / Skull Site.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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TERMS OF REFERENCE THE PERSONNEL COMMITTEE.

DELEGATION FROM THE TOWN COUNCIL:

These Terms of Reference were reviewed and agreed by the Town Council at its meeting on 18 June~~AGM on 13 May~~ 2026.

➤ **MEMBERSHIP:**

This Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Committee will operate in accordance with any applicable legal requirements ~~Local Government Law~~ (and ~~in accordance with~~ Standing Orders).

The Town Mayor shall preside at meetings of this Committee.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Town Clerk / RFO and the Assistant Town Clerk shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet, where possible, in April/May and November each year and as required throughout the remainder of the year

The Committee shall meet at the Council Offices, The Grove, Swanscombe at a time suitable to Members of the Committee.

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

Exercise any functions of the Council in relation to personnel matters, except for disciplinary procedures, apart from Stage 1- Formal Oral Warnings.

Formation of Interview Panels to be made up of the following:

- Town Mayor or Deputy Town Mayor.
- Appropriate Chairman of main committee.
- Town Clerk / RFO or Assistant Town Clerk.

Exercise functions of the Council on the question of levels of pay and salary settlements for all staff employed by the Council.

Exercise functions of the Council in relation to any Pension Scheme it administers.

Exercise functions of the Council in relation to staff health and safety and risk assessments.

**TERMS OF REFERENCE
THE PERSONNEL COMMITTEE.**

Exercise functions of the Council in determining staff disciplinary and grievance procedures, assaults on staff and any other personnel legislation required.

➤ **REFERRED FUNCTIONS:**

As an advisory body reporting to the Council on any matters it has been specifically instructed to investigate.



DRAFT

TERMS OF REFERENCE
THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION &
ENVIRONMENT COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were reviewed and agreed by the Town Council at its meeting AGM on 18 June~~3 May~~ 2026.

➤ **MEMBERSHIP:**

This Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council. The Committee may also consist of outside bodies or local authority representatives as deemed necessary in an advisory capacity.

➤ **PROCEDURES:**

The Committee will operate in accordance with any applicable legal requirements ~~Local Government Law~~ (and ~~in accordance with~~ Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Town Clerk / RFO and the Assistant Town Clerk shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The schedule of meetings shall be agreed at the Annual Meeting of the Town Council.

The Committee shall meet, where possible, on a three-weekly cycle on a Wednesday at 7.00pm at the Town Council's offices, unless varied by the agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

Decide the Town Council's responses on consultations on planning applications from Dartford Borough Council, Ebbsfleet Development Corporation, Gravesham Borough Council (where applications fall into the Swanscombe & Greenhithe Boundary) and from the County Council.

Make recommendations to the Council on statutory and non-statutory planning policy documents.

Select from its membership a person, or persons, to represent the Council at site meetings, public enquiries, etc to represent the Council's previously agreed views.

TERMS OF REFERENCE
THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION &
ENVIRONMENT COMMITTEE.

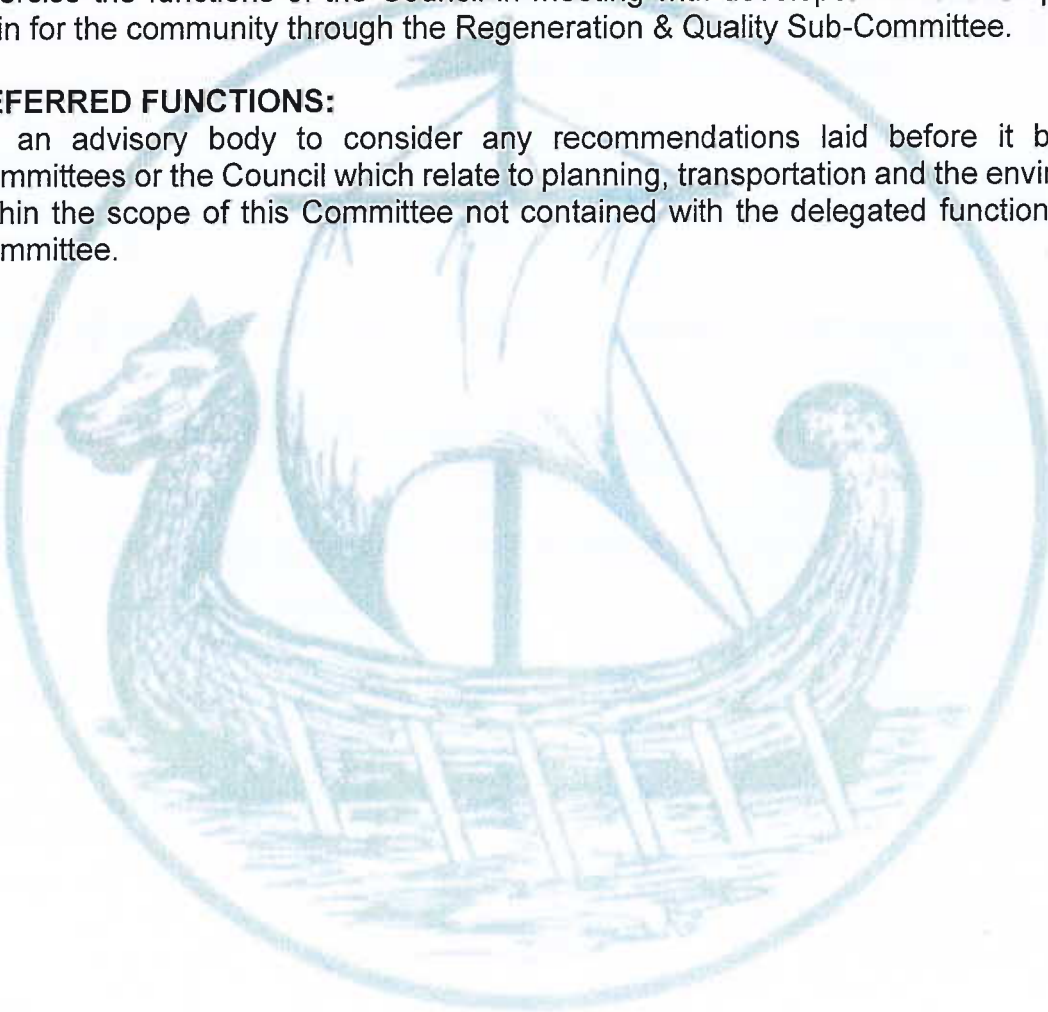
To deal with any items relating to transportation and environmental issues affecting the area and invite outside organisations to meetings to address issues highlighted. To lobby outside organisations on behalf of the Council to improve matters relating to transport and the environment.

Decide the Town Council's responses on consultations on major developments affecting the parish from Dartford Borough Council, Ebbsfleet Development Corporation, Gravesham Borough Council and from the County Council.

Exercise the functions of the Council in meeting with developers to discuss planning gain for the community through the Regeneration & Quality Sub-Committee.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council which relate to planning, transportation and the environment within the scope of this Committee not contained with the delegated functions of the Committee.



DRAFT

**TERMS OF REFERENCE
THE RECREATION, LEISURE AND AMENITIES COMMITTEE.**

➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were reviewed and agreed by the Town Council at its meeting AGM on 18 June~~3 May~~ 2026.

➤ **MEMBERSHIP:**

The Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Committee will operate in accordance with any applicable legal requirements ~~Local Government Law~~ (and ~~in accordance with~~ Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Town Clerk / RFO and the Assistant Town Clerk shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet, where possible, on a nine-weekly cycle on a Thursday at 7.00pm at the Town Council's office as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

To expend any finances allocated to it by the Council within the annual estimates or otherwise in the area of recreation grounds, parks, open spaces, playgrounds, allotments, sporting facilities, recreational facilities, community halls and leisure centres.

To exercise the functions of the Council in controlling the operation and provision of facilities in relation to recreation grounds, parks, open spaces, playgrounds, allotments, sporting facilities, community halls and the Swanscombe Centre and the Old Fire Station Community Cafe. To liaise with the Manager of the Swanscombe Centre as determined in the Management Agreement dated 12 July 2004 (re-newed 2014).

To exercise the functions of the Council in expending any finances allocated in the annual estimates, or otherwise, in the area of footway or footpath lighting, footpaths and car parks.

TERMS OF REFERENCE
THE RECREATION, LEISURE AND AMENITIES COMMITTEE.

To make representation to the Council in relation to the annual estimates in respect of expenditure.

To liaise as required with other Committees and staff of the Council, outside bodies and persons on any aspects of joint responsibility.

To liaise with the Town Clerk on aspects of leisure centre management as they affect the general administration of the Town Council.

➤ **REFERRED FUNCTIONS:**

To act as an advisory body considering any recommendations laid before it by other Committees or the Council which relates to facilities or areas within the scope of this Committee not contained within the delegated functions of this Committee.



TERMS OF REFERENCE
THE FINANCE & GENERAL PURPOSES COMMITTEE.



➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 13 May 2026.

➤ **MEMBERSHIP:**

The Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Town Clerk / RFO and the Assistant Town Clerk shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet, where possible, on a nine-weekly cycle on a Thursday at 7.00pm at the Town Council's office as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.

➤ **COMMITTEE FUNCTIONS:**

To exercise the functions of the Council in expending any finances allocated to it by the Council in the annual estimates or otherwise in the area of footway and footpath lighting, footpaths, car parks and donations to local organisations or individuals or other bodies.

To exercise the functions of the Council in the examination of all accounts submitted for payment and the collection of sums due to the Council.

To exercise the functions of the Council in the examination of any parochial charity accounts submitted to the Council under those provisions contained within Section 32 of the Charities Act 1960 as amended.

TERMS OF REFERENCE
THE FINANCE & GENERAL PURPOSES COMMITTEE.

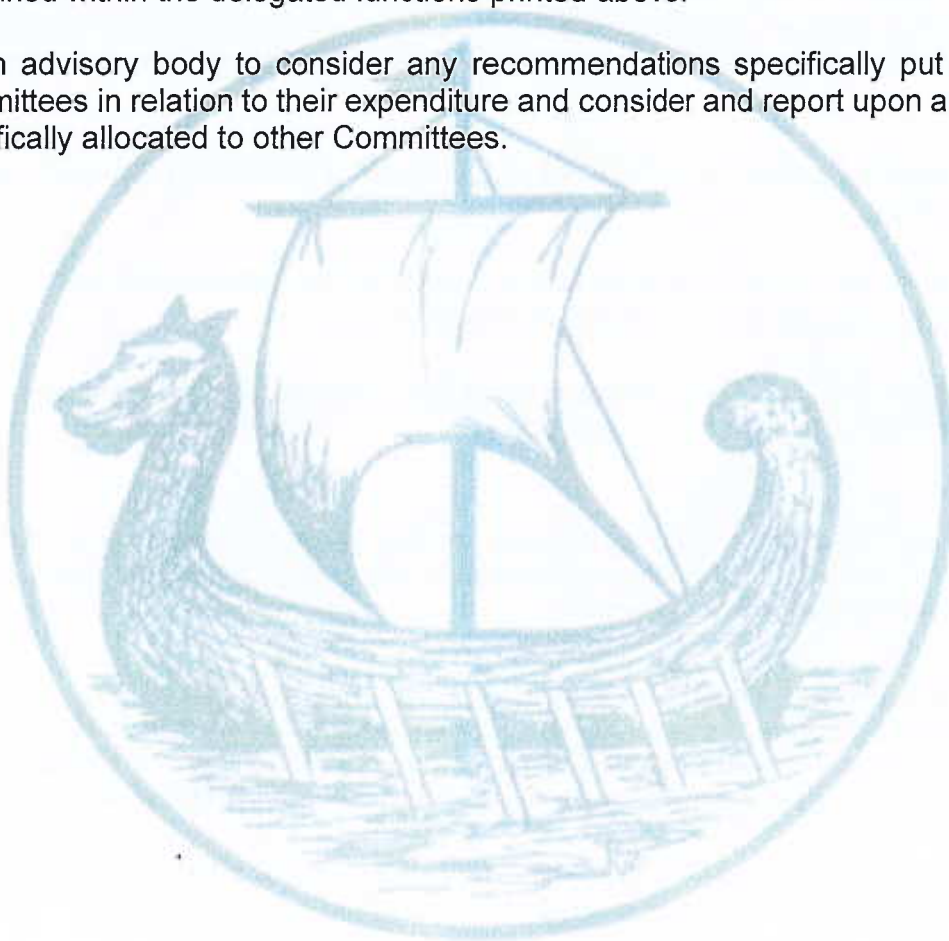
➤ **REFERRED FUNCTIONS:**

As an advisory body to consider and report to the Council on all finances not specifically allocated to other Committees including those finances contained within the balances and investment accounts.

As an advisory body to consider and report to Council, estimates for the making of the annual rate and precept issued, the raising of loans or borrowing money and securing of any necessary loan sanctions and the approval of schemes for local lotteries.

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities or areas within the scope of this Committee not contained within the delegated functions printed above.

As an advisory body to consider any recommendations specifically put to it by other Committees in relation to their expenditure and consider and report upon any matters not specifically allocated to other Committees.



**TERMS OF REFERENCE
THE LEASES & LEGAL SUB-COMMITTEE.**



➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its AGM on 13 May 2026.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee may submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Town Clerk / RFO and the Assistant Town Clerk shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

E+E Exercise the functions of the Council in negotiating all items in relation to leases and their terms on Town Council property, apart from the setting of rent, as appropriately decided by the parent Committee.

E+E Exercise the functions of the Council in dealing with all items in relation to legal matters laid before it, as appropriately decided by the parent Committee.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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AGENDA ITEM 14
TC 18/6/26

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

FINANCIAL REGULATIONS

These Financial Regulations were reviewed by the Town Council at its AGM on 15 May 2024, Minute 18/24.25

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FINANCIAL REGULATIONS

These Financial Regulations were reviewed by the Town Council at its AGM on 15 May 2024, Minute 19/24-25.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO.
 - acts under the policy direction of the council.
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.

These Financial Regulations were reviewed by the Town Council at its AGM on 15 May 2024, Minute 18/24-25.

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FINANCIAL REGULATIONS

These Financial Regulations were reviewed by the Town Council at its AGM on 15 May 2024, Minute 18/24-25.

approval of the Clerk/RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.
- the Clerk/RFO shall report material variances that exceed £1,000 or 15% of the relevant budget heading and any other variances the Clerk/RFO considers financially significant to the next full Council meeting.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. Any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements.
- approving an annual governance statement.
- borrowing.
- writing off bad debts.
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts.
- approve any grant or a single commitment more than £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of (Statutory Instrument 2015 No. 234) the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils— a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A*

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Practitioners' Guide, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the Clerk/RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance, and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Town Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk/RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by ~~full the council the Finance and General Purposes Committee~~.
- 2.3. The Clerk/RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the Clerk/RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council.
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
 - to demonstrate competence, objectivity, and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and

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- not be involved in the financial decision making, management or control of the council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council.
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall plan for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by (Statutory Instrument 2015 No. 234) the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.2. The Clerk/RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by ~~full the Finance and General Purposes Committee and the~~ council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The Clerk/RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

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- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

7.4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

7.4.1.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000.
- a duly delegated committee of the council for items between £2,000 and £5,000; or
- the Clerk/RFO, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk/RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

7.2.4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

7.2.4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

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7.4.4.4. The salary budgets are to be reviewed at least annually in November for the following financial year by the Personnel Committee and such review shall be evidenced by a hard copy schedule signed by the Clerk/RFO and the Chairman of Council or relevant committee. The Clerk/RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

7.5.4.5. In cases of extreme risk to the delivery of council services, the Clerk/RFO may authorise revenue expenditure on behalf of the council which in the Clerk's/RFO judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk/RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

7.6.4.6. No expenditure shall be authorised in relation to any capital project and no contract entered or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

7.7.4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

7.8.4.8. The Clerk/RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £1,000 or 15% of the relevant budget heading with discretion for the TC/RFO to report other variances considered financially significant.

7.9.4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

8.5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

8.1.5.1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk/RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

8.2.5.2. The Clerk/RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to ~~full Council the Finance and General Purposes Committee~~. The council ~~/committee~~ shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council ~~or the Finance and General Purposes Committee~~. The approved schedule shall be ruled off and initialled by the

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within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

8.3.5.3. All invoices for payment shall be examined, verified, and certified by the Clerk/RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

8.4.5.4. The Clerk/RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Clerk/RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available full Council Finance and General Purposes Committee Meeting.

8.5.5.5. The Clerk/-and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk/-and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next full Council appropriate meeting of the Finance and General Purposes Committee;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the full Council or the Finance and General Purposes Committee; or
- c) fund transfers within the councils banking arrangements up to the sum of £35,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the full Council or the Finance and General Purposes Committee.

8.6.5.6. For each financial year the Clerk/-and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of full Council or the Finance and General Purposes Committee.

8.7.5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

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- ~~8.8.5.8.~~ In respect of grants ~~full Council~~ ~~a duly authorised committee~~ shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant more than £5,000 shall before payment, be subject to ratification by resolution of the council.
- ~~8.9.5.9.~~ Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.
- ~~8.10.5.10.~~ The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- ~~8.11.5.11.~~ Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

9.6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- ~~9.1.6.1.~~ The council will make safe and efficient arrangements for the making of its payments.
- ~~9.2.6.2.~~ Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk ~~for~~ RFO shall give instruction that a payment shall be made.
- ~~9.3.6.3.~~ All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the Finance and General Purposes Committee.
- ~~9.4.6.4.~~ Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committees shall be signed by two member(s) of council and countersigned by the ~~Town Clerk/RFO~~ ~~or the Assistant Town Clerk/ATC/RFO~~ in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business

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relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

9.5.6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

9.6.6.6. Cheques or orders for payment shall not normally be presented for signature other than at a ~~full Council or committee~~ meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to ~~full Council the Finance and General Purposes Committee~~ at ~~its~~ the next convenient meeting.

9.7.6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone, and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and the ~~Clerk~~/RFO or the ~~Assistant Town Clerk~~ and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

9.8.6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.

9.9.6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two members of council and countersigned by the ~~Clerk~~/RFO or ~~the Assistant Town Clerk, or the Administration Assistant~~ are retained, and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

9.10.6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

9.11.6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of

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the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

~~9-12-6.12.~~ No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

~~9-13-6.13.~~ Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

~~9-14-6.14.~~ The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

~~9-15-6.15.~~ Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify several councillors who will be authorised to approve transactions on those accounts. The bank mandate will clearly state the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

~~9-16-6.16.~~ Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

~~9-17-6.17.~~ Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two members of council and by the Clerk/RFO, or the Assistant Town Clerk. A programme of regular checks of standing data with suppliers will be followed.

~~9-18-6.18.~~ Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and the Assistant Town Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

~~9-19-6.19.~~ A pre-paid debit card may be issued to employees with varying limits. These limits will be set by full Council the Finance and General Purposes Committee. Transactions and purchases made will be reported to the full Council Finance and General Purposes Committee and authority for topping-up shall be at the discretion of the full Council Finance and General Purposes Committee.

~~9-20-6.20.~~ Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and the Assistant Town Clerk RFO and

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shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

9.24.6.21. The Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk/RFO with a claim for reimbursement.

- a) The Clerk/RFO shall maintain as petty cash float of £250 for administration ~~and~~ £250 for the parks department ~~and £350 for the Old Fire Station Cafe~~ for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept substantiating the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

40.7. PAYMENT OF SALARIES

40.4.7.1. As an employer, the council shall plan to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

40.2.7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance, and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

40.3.7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or other relevant committee.

40.4.7.4. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know.
- b) by the internal auditor.

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- c) by the external auditor; or
- d) by any person authorised under the Accounts and Audit Regulations, or any superseding legislation.

~~10.5.7.5.~~ The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have been paid.

~~10.6.7.6.~~ An effective system of personal performance management should be maintained for the senior officers.

~~10.7.7.7.~~ Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

~~10.8.7.8.~~ Before employing interim staff, the council must consider a full business case.

11.8. LOANS AND INVESTMENTS

~~11.1.8.1.~~ All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.

~~11.2.8.2.~~ Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

~~11.3.8.3.~~ The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Town Mayor/Chairman of the council at the same time as one is issued to the Clerk/RFO or Assistant Town Clerk or RFO.

~~11.4.8.4.~~ All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.

~~11.5.8.5.~~ The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices, and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

~~11.6.8.6.~~ All investments of money under the control of the council shall be in the name of the council.

~~11.7.8.7.~~ All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.

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~~11.8.8.8.~~ Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

~~12.9.~~ INCOME

~~12.1.9.1.~~ The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.

~~12.2.9.2.~~ Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the council, notified to the Clerk/RFO and the Clerk/RFO shall be responsible for the collection of all accounts due to the council.

~~12.3.9.3.~~ The council will review all fees and charges at least annually, following a report of the Clerk/RFO.

~~12.4.9.4.~~ Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year.

~~12.5.9.5.~~ All sums received on behalf of the council shall be banked intact as directed by the Clerk/RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the Clerk/RFO considers necessary.

~~12.6.9.6.~~ The origin of each receipt shall be entered on the paying-in slip.

~~12.7.9.7.~~ Personal cheques shall not be cashed out of money held on behalf of the council.

~~12.8.9.8.~~ The Clerk/RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

~~12.9.9.9.~~ Where any significant sums of cash are regularly received by the council, the Clerk/RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

~~12.10.9.10.~~ Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

~~13.10.~~ ORDERS FOR WORK, GOODS AND SERVICES

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<https://swanscombeandgreenhithecouncil.sharepoint.com/Shared Documents/Council Admin/Policies and Procedures/2025/Fin Regs>

[Review - after AGM - 2025-2026 - Fin Regs Review - after AGM 2026.docx](#)

<https://swanscombeandgreenhithecouncil.sharepoint.com/Shared Documents/Council Admin/Policies and Procedures/2024/GENERAL POLICIES/2024 - FIN REGS - Reviewed at AGM 15 May.docx>

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~~13.1.~~10.1. An official order or letter shall be issued for all work, goods, and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

~~13.2.~~10.2. Order books shall be controlled by the Clerk/RFO.

~~13.3.~~10.3. All members and Officers are responsible for always obtaining value for money. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.

~~13.4.~~10.4. A member may not issue an official order or make any contract on behalf of the council.

~~13.5.~~10.5. The Clerk/RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Clerk/RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

14.11. CONTRACTS

~~14.1.~~11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage, and telephone services.
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors, and planning consultants.
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (more than this sum the Clerk/RFO and Assistant Town Clerk and RFO shall act after consultation with the Town Mayor and Deputy Town Mayor Chairman and Vice-Chairman of council); and

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- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015, The Procurement Act 2023 and the Procurement Regulations 2024, or any superseding legislation ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk/RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk/RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk/RFO in the presence of at least one member of council.
- g. If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall be subject to Standing Order 39.
- i. When it is to enter into a contract of less than £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO -or Assistant Town Clerk RFO shall obtain 3 quotations (priced descriptions of the proposed supply) taking into account paragraph c above; where the value is below £5,000 and above £1,000 the

² The Regulations require councils to use the Contracts Finder Central Digital Platform at the GOV.UK website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

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Clerk/~~RFO~~ or ~~Assistant Town Clerk~~~~RFO~~ shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

- j. The council shall not be obliged to accept the lowest or any tender, quote, or estimate.
- k. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate, or quote who was present when the original decision-making process was being undertaken.
- l. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2015 (which may change from time to time)³.

15.12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

~~15.1.12.1.~~ Payments on account of the contract sum shall be made within the time specified in the contract by the ~~Clerk~~/~~RFO~~ upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

~~15.2.12.2.~~ Where contracts provide for payment by instalments the ~~Clerk~~/~~RFO~~ shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

~~15.3.12.3.~~ Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk/~~RFO~~ to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

16.13. STORES AND EQUIPMENT

~~16.1.13.1.~~ The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

FINANCIAL REGULATIONS

These Financial Regulations were reviewed by the Town Council at its AGM on 15 May 2024, Minute 18/24-25.

~~46.2.~~13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

~~46.3.~~13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

~~46.4.~~13.4. The Clerk/RFO shall be responsible for periodic checks of stocks and stores at least annually.

17.14. ASSETS, PROPERTIES AND ESTATES

~~17.1.~~14.1. The Clerk/RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The Clerk/RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

~~17.2.~~14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

~~17.3.~~14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

~~17.4.~~14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

~~17.5.~~14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.

~~17.6.~~14.6. The Assistant Town Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

FINANCIAL REGULATIONS

These Financial Regulations were reviewed by the Town Council at its AGM on 15 May 2024, Minute 18/24-25.

18.15. INSURANCE

~~18.1~~ 15.1. Following the annual risk assessment (per Financial Regulation 17), the Assistant Town Clerk/RFO shall affect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk/RFO.

~~18.2~~ 15.2. The Assistant Town Clerk shall give prompt notification to the Clerk/RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

~~18.3~~ 15.3. The Assistant Town Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

~~18.4~~ 15.4. The Clerk/RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.

~~18.5~~ 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

19.16. CHARITIES

~~19.1~~ 16.1. Where the council is sole managing trustee of a charitable body the Clerk/~~and~~ RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk/~~and~~ RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

20.17. RISK MANAGEMENT

~~20.1~~ 17.1. The council is responsible for putting in place arrangements for the management of risk. The Assistant Town Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

FINANCIAL REGULATIONS

These Financial Regulations were reviewed by the Town Council at its AGM on 15 May 2024, Minute 18/24-25.

~~20-2-17.2.~~ When considering any new activity, the Assistant Town Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

~~24-18.~~ SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

~~24-18.1.~~ It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk ~~/-and-~~ RFO shall plan to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

~~24-18.2.~~ The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations if reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

		Last Year 2025-2026				Current Year 2026-2027				Next Year			
		Receipts		Payments		Receipts		Payments		Receipts		Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
SUB TOTAL						1,191.57			1,191.57				
Parks													
Establishment													
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
40	Wages			108,250.00	139,932.97					178,353.00	10,490.28		10,490.28
41	Equipment/Materials		20,891.02	31,000.00	42,433.50					32,552.00	4,767.84		4,767.84
42	New Grounds Maintainer				14,387.56								
43	Fuel			2,000.00	2,738.78					2,770.00	377.14		377.14
44	Fencing			3,000.00	252.65					2,501.00			
45	Telephone			250.00									
46	Vehicles			2,000.00	2,477.00					2,701.00	1,196.67		1,196.67
47	Water Rates			2,575.00	3,144.65					17,704.00	4,379.26		4,379.26
48	Gas/Electricity			3,000.00	4,934.88					4,200.00	1,435.94		1,435.94
49	Playground Equipmen		1,000.00	5,000.00	7,373.48					5,250.00			
50	Staff Training			2,000.00	520.33					1,000.00			
51	Knockhall Changing R			500.00						210.00			
52	Parks Works Area			750.00	56.26					110.00	129.55		129.55
53	Vandalism			500.00						500.00			
54	Trees			3,000.00	1,110.00					3,000.00			
55	New Recreational Fac									1.00			
56	Unexpected/Emergen			750.00	902.00					789.00			
57	Long Term Financial R			5,000.00	3,305.33								
58	New Community Facil												
65	Miscellaneous Income	500.00	1,200.00			525.00							
429	Night & Day						3,305.33				471.40		471.40

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

Swanscombe Park																	
SUB TOTAL		500.00	23,091.02	169,575.00	226,874.72	525.00	Current Year 2026-2027						251,641.00	23,248.08	23,248.08	Next Year	
		Receipts		Payments		Receipts				Payments				Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Actual	Budget	Budget
70	Bowls Pavilion Mainte				1,564.00					500.00	30.00		30.00				
71	Long Term Financial R																
75	Bowls Income	4,246.00	4,425.00			4,579.00											
78	Hire Charges																
427	Bowls Club Electricity				688.59					431.00	355.75		355.75				
428	Park Maintenance				1,700.00						246.00		246.00				
SUB TOTAL		4,246.00	4,425.00		3,952.59	4,579.00				931.00	631.75		631.75				
Knockhall Playing Field																	
		Receipts		Payments		Receipts				Payments				Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Actual	Budget	Budget
80	Rates			153.00	431.13					184.00	148.73		148.73				
81	Long Term Financial F																
85	Football	6,240.00	5,050.00			5,966.00	200.00		200.00								
SUB TOTAL		6,240.00	5,050.00	153.00	431.13	5,966.00	200.00		200.00	184.00	148.73		148.73				
Broomfield Sports Ground																	
		Receipts		Payments		Receipts				Payments				Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Actual	Budget	Budget
90	Long Term Financial F																

Other Projects					
Last Year 2025-2026					
		Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual
121	General Projects (inc.		1,325.00	10,000.00	13,443.51
Current Year 2026-2027					
		Receipts		Payments	
		Budget	Actual	Forecast	Total
				Budget	Actual
					Forecast
					Total
Next Year		Receipts	Payments	Budget	Budget

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

SUB TOTAL		1,325.00	10,000.00	13,443.51										
Leisure Centre		Last Year 2025-2026				Current Year 2026-2027				Next Year				
Code	Title	Receipts		Payments		Receipts		Payments		Receipts		Payments		
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	
146	Rates & Insurance Re		3,709.96	32,500.00	16,829.84					38,851.00				
155	Management Fee			58,000.00	58,750.00					58,000.00	14,750.00		14,750.00	
SUB TOTAL			3,709.96	90,500.00	75,579.84					96,851.00	14,750.00		14,750.00	
Squash Courts		Last Year 2025-2026				Current Year 2026-2027				Next Year				
Code	Title	Receipts		Payments		Receipts		Payments		Receipts		Payments		
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	
200	Maintenance													
201	Long Term Financial R													

Allotments					Last Year 2025-2026				Current Year 2026-2027				Next Year				
Code Title		Receipts		Payments		Receipts		Payments		Receipts		Payments		Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
210	Rents / Licences			245.00	3,300.35							257.00					
211	Repairs / Maintenance			250.00								250.00					
212	Water Supply				431.56							454.00	1,080.38		1,080.38		
213	Long Term Financial R																
218	Rent Income	5,230.00	5,512.51			5,650.00	5,629.37				5,629.37				5,629.37		

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

		5,230.00	5,512.51	495.00	3,731.91	5,650.00	5,629.37	961.00	1,080.38
SUB TOTAL									1,080.38
Administration									
		Last Year 2025-2026			Current Year 2026-2027				
Code	Title	Receipts		Payments		Receipts		Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
230	Wages			142,750.00	218,999.63			181,574.00	25,501.52
231	Furniture, Fixtures & F			750.00	25.00			100.00	
232	Photocopier			1,000.00	3,680.19	1,122.60		3,864.00	
233	Stationary, Advertising			1,600.00	1,775.63			1,898.00	468.42
234	Telephone / Internet			3,700.00	8,793.39			9,569.00	1,158.81
235	Mileage Allowance			200.00				100.00	
236	Insurance			14,000.00	15,028.47			15,779.00	15,633.04
237	Subscriptions / Publiciz		231.82	5,000.00	5,837.13			5,438.00	4,824.93
238	Civic Budget		1,880.74	1,500.00	2,788.17			459.00	
239	Civic Reception			1,500.00	1,525.44			1,602.00	
240	Chains of Office			250.00	39.58			263.00	
241	Legal Fees			3,000.00					
242	External Audit Fees			1,400.00	1,880.00			3,150.00	2,464.44
243	Internal Audit Fees			350.00	210.00			1,764.00	
244	Local Funding			2,000.00	2,000.00			368.00	
245	Miscellaneous Expenc		3.00	6,000.00	-20,470.71			1,000.00	
246	Election Expenses			2,000.00				6,145.00	7,772.81
247	Staff Training			1,500.00	422.00				
248	Member Training			1,500.00	2,625.00			500.00	648.33
249	IT Services			4,000.00	10,385.70			500.00	1,050.00
250	Handyman (incl. seaso			500.00				8,873.00	1,391.24
251	Council Offices Buildir		10.80	12,000.00	40,953.09			500.00	
252	Water Rates			2,000.00	1,905.18			16,000.00	3,033.46
								2,447.00	385.36

Anscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

253	Gas	2,750.00	5,450.25	6,195.00	846.73	846.73
254	Electricity	6,500.00	18,685.16	20,816.00	2,786.51	2,786.51
255	Rates	1.15	21,449.58	18,900.00	561.49	561.49
256	Long Term Financial R					
270	Photocopier Income					
271	Miscellaneous Income	1,000.00	280.89	2,610.28		
272	Precept	440,713.00	590,622.00	280,305.00		
273	Section 136			1.00		
274	Bank Interest	3,000.00	2,266.12	2,464.00	8.50	8.50
276	Government CTax Gre	14,435.00	14,435.00			
422	CIL	27,078.30	15,342.71	15,342.71		
431	CCLA Return	25,000.00				
SUB TOTAL		459,148.00	661,809.82	235,250.00	307,804.00	68,535.59

Church Road Hall		Last Year 2025-2026			Current Year 2026-2027			Next Year	
		Receipts		Payments	Receipts		Payments	Receipts	Payments
Code	Title	Budget	Actual	Budget	Budget	Actual	Forecast	Budget	Budget
280	Wages			5,800.00	6,037.00	1,272.27			
281	Repairs & Maintenanc			500.00	1,134.00	30.00			
282	Gas & Electricity			850.00	1,550.00	767.11			
283	Cleaning Materials			100.00	100.00				
284	Furniture, Fixtures & F			100.00	100.00				
285	Rates			1,172.00	945.00	9.22			
287	Miscellaneous Expenc			125.00	131.00				
288	Long Term Financial R								
295	Hire Income	6,500.00	12,007.06						
406	Telephone Broadband			100.00					
423	Water Rates								

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

SUB TOTAL		6,500.00	12,007.06	8,747.00	11,917.08	11,000.00	6,815.48	9,997.00	2,078.60
Grove Hall									
Last Year 2025-2026									
		Receipts		Payments		Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
301	Repairs & Maintenan			500.00	380.00			500.00	
302	Gas & Electricity			100.00	362.75			298.00	100.41
305	Rates				589.18			504.00	17.69
306	Water Rates				220.28			193.00	
308	Long Term Financial R								
SUB TOTAL				600.00	1,552.21			1,495.00	118.10

SUB TOTAL		13,796.00	14,069.20			14,365.00	1,195.95		1,195.95
Heritage Community Hall									
Last Year 2025-2026									
		Receipts		Payments		Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
320	Wages								
321	Repairs & Maintenan								
322	Gas & Electricity								
323	Cleaning Materials								
324	Furniture, Fixtures & F								
325	Rates								
326	Water Rates				138.25				
327	Miscellaneous Expenc								
328	Long Term Financial R								
335	Hire Income								

SUB TOTAL			13,796.00	14,069.20	138.25	14,365.00	1,195.95	1,195.95									
Sports Pavilion																	
Last Year 2025-2026					Current Year 2026-2027												
Receipts			Payments			Receipts			Payments								
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total				
340	Utilities				969.56				969.56	993.00	26.07		26.07				
341	Water Rates				369.94				369.94	387.00	2,698.20		2,698.20				
342	Maintenance & Cleani																
343	Rates				6,169.83				6,169.83	5,767.00	21.03		21.03				
344	Building Insurance																
345	Miscellaneous Expenc				1,210.00				1,210.00								
346	Professional Fees				3,000.00				3,000.00	1,271.00							
350	Income																
425	Construction Costs				575.00				575.00								
426	Grant Income																
SUB TOTAL					12,294.33				12,294.33	8,418.00	2,745.30		2,745.30				
Town Council Offices									Next Year								
Last Year 2025-2026					Current Year 2026-2027				Next Year								
Receipts			Payments			Receipts			Payments			Receipts			Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
360	Wages				8,750.00				8,750.00	8,954.00	608.59		608.59				608.59
361	Repairs & Maintenanc				420.00				420.00	441.00	736.98		736.98				736.98
362	Furniture, Fixtures & F				100.00				100.00	105.00							
363	Cleaning Materials				260.00				260.00	273.00	11.71		11.71				11.71
364	Miscellaneous Expenditi				75.00				75.00	79.00	629.27		629.27				629.27
365	Long Term Financial R																
370	Hire Income	47,500.00	46,906.85		100.00	51,371.00	1,986.35		1,986.35								

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Swanscombe and Greenhithe Town Council
Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

SUB TOTAL											
		47,500.00	46,906.85	9,605.00	17,616.28	51,371.00	1,986.35	9,852.00	1,986.55	1,986.55	

Old Fire Station													
Last Year 2025-2026						Current Year 2026-2027						Next Year	
Code	Title	Receipts		Payments		Receipts		Payments		Receipts	Payments		
		Budget	Actual	Budget	Actual	Budget	Forecast	Total	Budget	Actual	Forecast	Total	
380	Wages			20,800.00	28,252.57				33,315.00	1,294.20	1,294.20		
381	Food/Supplies		49.90	4,000.00	10,930.05				12,317.00	1,038.30	1,038.30		
382	Furniture, Fixtures & E			500.00	2,034.02				500.00				
383	Advertising				100.00								
384	Rates			2,250.00	4,458.97				3,329.00	4,601.19	4,601.19		
385	Electricity			1,500.00	2,362.70				1,911.00				
386	Cleaning Materials			120.00					100.00	15.40	15.40		
387	DBC Maintenance Ser			1,500.00					2,087.00				
388	Telephone / Internet			500.00					525.00				
389	Maintenance		192.20	500.00	877.06				921.00				
390	Miscellaneous Expenc		184.46	500.00	501.21				526.00	4,025.40	4,025.40		
391	Long Term Financial R												
392	Rent DBC			5,600.00									
395	Cafe Income	20,500.00	23,608.03		36.66	23,079.00	785.10	785.10					
424	Water Rates		3,358.52		7,161.97				3,993.00				
SUB TOTAL		20,500.00	27,393.11	37,870.00	56,615.21	23,079.00	785.10	785.10	59,524.00	10,974.49	10,974.49		

Bus Shelters													
Last Year 2025-2026						Current Year 2026-2027						Next Year	
Code	Title	Receipts		Payments		Receipts		Payments		Receipts	Payments		
		Budget	Actual	Budget	Actual	Budget	Forecast	Total	Budget	Actual	Forecast	Total	
400	Maintenance								250.00				

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

		Last Year 2025-2026				Current Year 2026-2027				Next Year			
		Receipts		Payments		Receipts		Payments		Receipts		Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
SUB TOTAL				250.00				250.00				250.00	
Ingress Park Community													
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
407	Wages			6,000.00				3,000.00				3,000.00	
408	Repairs & Maintenance			500.00				250.00				250.00	
409	Gas & Electricity			1,500.00				1,000.00				1,000.00	
410	Cleaning Materials			500.00				250.00				250.00	
411	Furniture & Fittings			500.00				250.00				250.00	
412	Rates (NNDR)			1,600.00				1,000.00				1,000.00	
413	Water Rates			600.00				300.00				300.00	
414	Key Holder Security			600.00				300.00				300.00	
415	Misc Expenditure			100.00				50.00				50.00	
416	Long Term Financial R												
418	Hire Income		120.00	14,000.00		7,000.00							
419	Commutated Sum			6,000.00									
420	Contingency Fund			10,000.00									
SUB TOTAL			120.00	41,900.00		7,000.00		6,400.00					
Summary													
TOTAL		573,261.00	817,311.53	617,865.00	780,247.16	833,023.00	320,969.21	763,388.00	127,232.62	127,232.62			

AGENDA ITEM 17

TC 18/6/26

From: CIL Planning
Sent: 20 May 2026 14:30
To: Graham Blew; CIL Planning
Cc: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>; Katie Gill
Subject: RE: Reply: CIL Info - Swanscombe & Greenhithe

Dear Mr Blew

I understand your request and would like to help.

Nevertheless, we do not have to and moreover cannot formally confirm its legal standing. Whilst we cannot actually verify compliance, I can confirm it looks sufficient and appropriate.

On information provided I do not see any grounds for question or concern.

I trust that assists,

Mark.

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

From: Graham Blew >
Sent: 15 May 2026 15:51
To: CIL Planning
Cc: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>; Katie Gill >
Subject: Reply: CIL Info - Swanscombe & Greenhithe
Importance: High

Mark

Many thanks for this.

For our records, could I please request that you provide written confirmation that the CIL spending detailed is compliant.

Thank you for your time and assistance with this.

Thanks.

Graham

From: CIL Planning
Sent: 15 May 2026 15:37
To: Graham Blew: CIL Planning
Cc: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>; Katie Gill >
Subject: RE: CIL Info - Swanscombe & Greenhithe

Dear Mr Blew

Receipt of this is acknowledged. Thank you very much for sending the information,

Regards
Mark.

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

From: Graham Blew >
Sent: 09 April 2026 12:13
To: CIL Planning >
Cc: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>
Subject: CIL Info - Swanscombe & Greenhithe
Importance: High

Dear CIL planning

Please see below.

We have received an out of office from Laura which provides your email.

Yours sincerely,

Graham Blew
Town Clerk

From: Graham Blew
Sent: 09 April 2026 11:21
To: 'Laura Fraser
Cc: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>
Subject: CIL Info - Swanscombe & Greenhithe
Importance: High

Dear Infrastructure Levy Monitoring and Management Officer Planning Services

For your information.

Please find attached the current CIL information we are uploading to our website.

Yours sincerely,

Graham Blew
Town Clerk

EXTRACT OF MINUTES

567/25-26. CIL REVIEW (P).

Members discussed the report and the Locum RFO confirmed that there was a need for a formal CIL reconciliation exercise (restricted fund ledger) and action to regularise any prior misapplication.

It was confirmed that Dartford Borough Council would be notified of the CIL re-allocation and that this would also be published on the Town Council website in the normal manner.

It was then proposed, duly seconded and agreed unanimously:

RESOLVED:

1. That a formal resolution be passed to reallocate the CIL as detailed in the papers.
2. That the CIL position is corrected, in line with the workbook strategy, so that the Council does not have to replace CIL from General Funds.

DARTFORD COMMUNITY INFRASTRUCTURE LEVY (CIL) : DUTY TO PASS CIL TO LOCAL COUNCILS, CIL REGULATIONS 2010 (amended) REGULATIONS 59A to 59D.

- **What is the Community Infrastructure Levy (CIL)?**

Dartford Borough Council are the Local Planning Authority, also known as the Charging Authority, and they implemented the CIL for development in the Borough from 1 April 2014.

The Community Infrastructure Levy (the 'levy') is a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.

The levy only applies in areas where a local authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website.

Most new development which creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy.

Some developments may be eligible for relief or exemption from the levy. This includes residential annexes and extensions, and houses and flats which are built by 'self-builders'. There are strict criteria that must be met, and procedures that must be followed, to obtain the relief or exemption.

The Charging Authority (DBC) is required to pass on to parish councils a proportion of CIL receipts that have been received from chargeable development in their area. This will be 15% of the total applicable CIL receipts, up to a maximum of £100 (indexed) per dwelling within the Town Council's area.

- **What Community Infrastructure Levy (CIL) can be used for?**

The Government guidance requires that parish councils must use CIL receipts passed to them to support the development of the parish council's area by funding the provision, improvement, replacement, operation, or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.

The neighbourhood portion of CIL (that passed to parish councils) can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure if these are necessary to support new development.

- **Reporting Community Infrastructure Levy (CIL) spend (Regulation 121B of the CIL Regulations 2010).**

Parish councils must produce a report for each financial year it has received CIL receipts, and this must include:

- The total CIL receipts for that financial year.
- The total CIL expenditure for that financial year.
- Summary of CIL expenditure – items to which CIL funding has been applied and the amount of each item.

DARTFORD COMMUNITY INFRASTRUCTURE LEVY (CIL) : DUTY TO PASS CIL TO LOCAL COUNCILS, CIL REGULATIONS 2010 (amended) REGULATIONS 59A to 59D.

- o The total amount of CIL receipts retained for the financial year.
- o The total amount of CIL receipts retained from previous years.

Any CIL monies received by the parish councils not used within five years can be recovered by the Charging Authority.



DARTFORD COMMUNITY INFRASTRUCTURE LEVY (CIL) : DUTY TO PASS CIL TO LOCAL COUNCILS, CIL REGULATIONS 2010 (amended) REGULATIONS 59A to 59D.

Receipts of CIL monies received by Swanscombe and Greenhithe Town Council in 2019 - 2020:-

Date of Receipt	Total CIL from Development in Parish (£).	Amount payable to Swanscombe and Greenhithe Town Council (15%) (£).	Deadline for Expenditure.
29 April 2019	30,640.59	4,596.09	31 March 2024
22 October 2019	411,812.13	61,771.82	1 October 2024
	TOTAL OF CIL RECEIPTS.	66,367.91	

CIL expenditure by Swanscombe and Greenhithe Town Council in 2019 – 2020:

Date of expenditure.	Description of Expenditure.	Amount Spent (£).
TOTAL OF CIL EXPENDITURE.		0.00

CIL carried over to 2020 – 2021 (£).	66,367.91
---	------------------

Receipts of CIL monies received by Swanscombe and Greenhithe Town Council in 2020 - 2021:-

Date of Receipt	Total CIL from Development in Parish (£).	Amount payable to Swanscombe and Greenhithe Town Council (15%) (£).	Deadline for Expenditure.
None Received	None Received	None Received	N/A
	TOTAL OF CIL RECEIPTS.	None Received	N/A

CIL expenditure by Swanscombe and Greenhithe Town Council in 2020 – 2021:

Date of expenditure.	Description of Expenditure.	Amount Spent (£).
None Spent	None Spent	N/A
TOTAL OF CIL EXPENDITURE.		0.00

CIL carried over to 2021 – 2022 (£).	66,367.91
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DARTFORD COMMUNITY INFRASTRUCTURE LEVY (CIL) : DUTY TO PASS CIL TO LOCAL COUNCILS, CIL REGULATIONS 2010 (amended) REGULATIONS 59A to 59D.

Receipts of CIL monies received by Swanscombe and Greenhithe Town Council in 2021 - 2022:

Date of Receipt	Total CIL from Development in Parish (£).	Amount payable to Swanscombe and Greenhithe Town Council (15%) (£).	Deadline for Expenditure.
20 May 2021	411,812.13	61,771.82	May 2026
11 Nov 2021	734,973.40	110,246.01	Nov 2026
	TOTAL OF CIL RECEIPTS.	172,017.83	

CIL expenditure by Swanscombe and Greenhithe Town Council in 2021 – 2022:

Date of expenditure.	Description of Expenditure.	Amount Spent (£).
10 December 2020	Heritage Park Pond	2,650.00
11 February 2021	Fence in Picnic Area	2,500.00
11 March 2021	Height Barriers (50%)	4,500.00
8 April 2021	Gullies at Access Road – Swanscombe Centre	3,375.00
8 April 2021	X 2 new benches – Swanscombe & Broomfield Parks	900.00
8 April 2021	X 2 new boot scrapers – Heritage Park	570.00
8 April 2021	Tommy Silhouette	225.00
5 May 2021	X 3 new benches & 1 bin – Eagles Road, Saxon Court, Valley View and Heritage Park	1,818.00
13 Sep 2021	New play equipment Saxon Court	6,908.00
28 Oct 2021	Professional fees for Pavilion Project	21,250.00
9 Dec 2021	Replacement Trim Trail Heritage Park	15,686.00
	TOTAL OF CIL EXPENDITURE.	60,382.00

CIL carried over to 2022 – 2023 (£).	178,003.74
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DARTFORD COMMUNITY INFRASTRUCTURE LEVY (CIL) : DUTY TO PASS CIL TO LOCAL COUNCILS, CIL REGULATIONS 2010 (amended) REGULATIONS 59A to 59D.

Receipts of CIL monies received by Swanscombe and Greenhithe Town Council in 2022 - 2023:

Date of Receipt	Total CIL from Development in Parish (£).	Amount payable to Swanscombe and Greenhithe Town Council (15%) (£).	Deadline for Expenditure.
26 April 2022	565,391.40	84,808.71	April 2026
28 October 2022	19,086.26	2,862.94	October 2026
	TOTAL OF CIL RECEIPTS.	87,671.65	

CIL expenditure by Swanscombe and Greenhithe Town Council in 2022 – 2023:

Date of expenditure.	Description of Expenditure.	Amount Spent (£).
21 April 2022	Contribution to Homework Heroes youth provision.	3,000.00
17 February 2022	Professional fees for Pavilion Project	6,300.00
12 October 2022	Consultancy fees for Pavilion Project	26,186.00
12 October 2022	Planning fees for Pavilion Project	5,114.20
TOTAL OF CIL EXPENDITURE.		39,986.00

CIL carried over to 2023 – 2024 (£).	225,689.39
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DARTFORD COMMUNITY INFRASTRUCTURE LEVY (CIL) : DUTY TO PASS CIL TO LOCAL COUNCILS, CIL REGULATIONS 2010 (amended) REGULATIONS 59A to 59D.

Receipts of CIL monies received by Swanscombe and Greenhithe Town Council in 2023 - 2024:

Date of Receipt	Total CIL from Development in Parish (£).	Amount payable to Swanscombe and Greenhithe Town Council (15%) (£).	Deadline for Expenditure.
2 May 2023	19,086.26	2,862.94	May 2027
24 Oct 2023	584,477.73	87,671.66	May 2027
	TOTAL OF CIL RECEIPTS.	90,534.6	

CIL expenditure by Swanscombe and Greenhithe Town Council in 2023 – 2024:

Date of expenditure.	Description of Expenditure.	Amount Spent (£).
21 April 2023	Consultancy fees for Pavilion Project	247,899.00
17 May 2023	Contribution to Homework Heroes youth provision.	3,000.00
11 June 2023	Roof works to Community Hall	19,800.00
11 January 2024	Feasibility works for modular build	4,000.00
TOTAL OF CIL EXPENDITURE.		274,699

CIL carried over to 2024 – 2025 (£).	41,524.89
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DARTFORD COMMUNITY INFRASTRUCTURE LEVY (CIL) : DUTY TO PASS CIL TO LOCAL COUNCILS, CIL REGULATIONS 2010 (amended) REGULATIONS 59A to 59D.

Receipts of CIL monies received by Swanscombe and Greenhithe Town Council in 2024 - 2025:

Date of Receipt	Total CIL from Development in Parish (£).	Amount payable to Swanscombe and Greenhithe Town Council (15%) (£).	Deadline for Expenditure.
29 April 2024	584,477.73	87,671.66	May 2028
	TOTAL OF CIL RECEIPTS.	87,671.66	

CIL expenditure by Swanscombe and Greenhithe Town Council in 2024 – 2025:

Date of expenditure.	Description of Expenditure.	Amount Spent (£).
16 June 2024	Professional fees for Pavilion Project	35,000
16 June 2024	Consultancy fees for Pavilion Project	30,000
9 September 2024	Additional roof works to Community Hall	10,000
21 January 2025	Boiler works to Community Hall	£6,000
TOTAL OF CIL EXPENDITURE.		81,000

CIL carried over to 2025 – 2026 (£).	48,196.55
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DARTFORD COMMUNITY INFRASTRUCTURE LEVY (CIL) : DUTY TO PASS CIL TO LOCAL COUNCILS, CIL REGULATIONS 2010 (amended) REGULATIONS 59A to 59D.

Receipts of CIL monies received by Swanscombe and Greenhithe Town Council in 2025 - 2026:

Date of Receipt	Total CIL from Development in Parish (£).	Amount payable to Swanscombe and Greenhithe Town Council (15%) (£).	Deadline for Expenditure.
29 April 2025		4,999.28	May 2029
30 October 2025		22,078.95	November 2029
	TOTAL OF CIL RECEIPTS.	27,078.23	

CIL expenditure by Swanscombe and Greenhithe Town Council in 2024 – 2025:

Date of expenditure.	Description of Expenditure.	Amount Spent (£).
4 April 2025	Repair of failing infrastructure - Children's Play Areas.	780.81
4 April 2025	Repair of failing infrastructure – Children's Play Areas.	130.80
4 April 2025	Repair of failing infrastructure – Parks.	570.62
28 April 2025	Repair of failing infrastructure – Children's Play Areas.	1,200.00
8 May 2025	Repair of failing infrastructure – Community Halls.	445.00
17 June 2025	Repair of failing infrastructure - Parks.	2,358.00
25 June 2025	Repair of failing infrastructure – Children's Play Areas.	316.00
5 July 2025	New Community Facilities - Parks.	1,800.00
17 July 2025	Repair of failing infrastructure – Children's Play Areas.	214.17
18 July 2025	Repair of failing infrastructure - Parks.	760.00
4 August 2025	Repair of failing infrastructure - Church/Cemetery.	1,465.00
13 August 2025	Repair of failing infrastructure – Community Halls.	370.40
19 August 2025	Repair of failing infrastructure – Community Halls.	370.40
27 August 2025	Repair of failing infrastructure – Community Halls.	1,349.00
22 August 2025	Design work for Phase 1 CIL Bid – Community Halls	3,000.00
25 September 2025	Repair of failing infrastructure – Children's play Areas.	888.32
1 October 2025	Repair of failing infrastructure – Community Halls.	13,931.40
7 October 2026	New Community Facilities – Children's Play Areas	784.85
13 October 2025	New Community Facilities - Children's Play Areas	273.17
13 November 2025	New Community Facilities - Children's Play Areas	888.33
28 January 2026	New Community Facilities - Parks	970.39
1 February 2026	Repair of failing infrastructure – Community Halls.	6,979.01
1 February 2026	New Community Facilities - Parks	3083.85
February 2026	Repair of failing infrastructure – Community Halls	1,795.63
March 2026	Repair of failing infrastructure – Community Halls	1,663.97
	Supporting the operation of existing infrastructure – Community Leisure .	14,687.50
	Supporting the operation of existing infrastructure – Community Leisure.	14,433.00
TOTAL OF CIL EXPENDITURE.		75,510.11

CIL carried over to 2026 – 2027 (£).	0.00
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Graham Blew

From: CIL Planning <CIL.planning@dartford.gov.uk>
Sent: 15 May 2026 15:04
To: Graham Blew
Subject: CIL Parish Payments October 2025 to March 2026 - Swanscombe and Greenhithe
Attachments: Notification of CIL Neighbourhood Portion Payment - May 2026 - Swanscombe & Greenhithe.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.

Dear Graham,

Please find attached a Letter of Notification regarding the CIL Neighbourhood Portion payment that is to be transferred to the Parish council for the period 1st October 2025 to 31st March 2026.

This provides additional information regarding the developments yielding the CIL payments.

If you have any questions, then please get in touch.

Kind regards,

CIL Planning Team

Planning Services
T: 01322 343213
www.dartford.gov.uk

DARTFORD
BOROUGH COUNCIL
Committed to our community

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.

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Any views expressed in this message are those of the individual sender, except where the sender specifies and with authority, states them to be the views of Dartford Borough Council.

See www.dartford.gov.uk to find out more.

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Planning Services

Mr Graham Blew
Swanscombe & Greenhithe Town Council
The Town Council Offices
The Grove
Swanscombe
Kent
DA10 0GA

Please ask for: CIL Planning Team
Direct line: (01322) 343434

E-mail: CIL.planning@dartford.gov.uk

Your ref:
Our ref: SWANS001

Date: 11th May 2026

Dear Mr Blew,

Subject: Dartford Community Infrastructure Levy: Duty to pass CIL to local councils (Neighbourhood Portion) under CIL Regulations 2010 (as amended) Regulations 59A to 59D

Dartford Borough Council implemented the Community Infrastructure Levy for development in the Borough from 1st April 2014. All new development which incorporates new floor space or creates a new home is liable to CIL, subject to the development type and rates set out in Dartford's CIL Charging Schedule and provisions in national regulations.

The Council is required to pass on a proportion of the CIL receipts to town and parish councils that have been received from chargeable development in their area. This will be 15% of the total applicable CIL receipts up to a maximum of £100 (indexed) per dwelling within your Council's area.

I am writing to inform you that CIL payments were received by the Borough Council during the period 1st October 2025 to 31st March 2026 from development within your town council area. Therefore, a local proportion of £15,342.71 will be transferred to Swanscombe & Greenhithe Town Council. The payment will be paid directly into your account shortly. The CIL payments received were related to the following developments:

DA/21/01893	Former Wheatsheaf Public House	£15,342.71 Single payment - CIL Discharged
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Government guidance requires that: *"The local council must use the CIL receipts passed to it to support the development of the local council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area."*

CIL Neighbourhood Proportion monies may be spent on local priorities. CIL Regulations provide the ability for the parish council to agree priority projects with the Borough Council so that the neighbourhood proportion can be used to support the funding of 'larger' infrastructure that the local council itself may not normally directly deliver (where it supports development within the local area). Please contact me if you would like to discuss the overall infrastructure delivery programme within the Borough, and the potential for the local council to use this funding to support and achieve shared priorities within its area.

Please note that under CIL Regulation 59E the Borough Council may serve a notice on the local council requiring it to repay some or all of the CIL receipts that has not been applied to support development in its area within 5 years of receipt.

Would you please bring this letter to the attention of the Chair of the town council.

Yours sincerely,

CIL Planning Team

On behalf of
Laura Fraser-Coulson
Infrastructure Levy Monitoring and Management Officer
Dartford Borough Council

Graham Blew

From: Darren Walker <[REDACTED]>
Sent: 17 April 2026 13:14
To: Graham Blew; Info
Subject: 5 year fixed wiring quotations
Attachments: Swanscombe Council offices 5 year fixed wiring quotation 2026 (1).pdf;
Swanscombe Park 5 year fixed wiring quotation 2026.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.

Focus Electrical Contractors Ltd

Tel:01474 707445 Mobile:07774 816646

info@focuselectrical.co.uk www.focuselectrical.co.uk

P.O.BOX 87 Longfield Kent DA3 9BD

VAT no 743687303 REG no 4476767

Dear Graham and Indigo,

Please find attached the quotations for the 5 year fixed wiring electrical safety inspection for compliance purposes.

1 x Council offices & 1 x Park department.

Kind regards Darren.

This page is intentionally left blank.



FOCUS ELECTRICAL

Contractors Ltd

P.O. Box 87
Longfield
Kent DA3 9BD

Mobile: 07774 816 646
Tel: 01474 707 445
Email: info@focuselectrical.co.uk
www.focuselectrical.co.uk

SWANSCOMBE & GREENHITHE TOWN COUNCIL OFFICES,
THE GROVE,
SWANSCOMBE,
KENT,
D.A.10. O.G.A.

Friday, 17 April 2026

Dear Graham,

Please find below the quotation for the electrical works to be carried out at the above premises.

To carry out a 5 year electrical test & inspection of the above premises.

To carry out electrical test & inspection to the distribution board on the first floor riser cupboard and the associated circuits.

To carry out electrical test & inspection to the distribution board in the ground floor riser cupboard and the associated circuits.

To carry out the testing works in the nursery section during school holiday periods.

To carry out the testing works in the council offices during standard working hours.

To carry out the testing works in the council offices common areas during standard working hours.

To issue an electrical report or a satisfactory electrical certificate.

Total amount: £ 1,600.00. + Vat.

Yours Sincerely,

Darren Walker.

2021 £1,600.00





FOCUS ELECTRICAL

Contractors Ltd

P.O. Box 87
Longfield
Kent DA3 9BD

Mobile: 07774 816 646
Tel: 01474 707 445
Email: info@focuselectrical.co.uk
www.focuselectrical.co.uk

SWANSCOMBE PARKS DEPT,
PARK STREET,
SWANSCOMBE PARK,
SWANSCOMBE,
KENT,
D.A.10.

Friday, 17 April 2026

Dear Graham,

Please find below the quotation for the electrical inspection to be carried out at the above premises.

FIXED WIRING CONDITION REPORT:

To carry out a 5 year electrical test and inspection of the fixed wiring installation at the above premises.

To issue a report or certificates for the above wiring systems upon completion of the inspection.

Total amount: £ 250.00. + vat.

Yours Sincerely,

Darren Walker.

2021 - 4150-00



What Is Fixed Wire Testing?

Fixed Wire Testing – otherwise known as an 'Electrical Installation Condition Report' (EICR) or a 'Periodic Inspection' – is an essential part of your Planned Preventative Maintenance (PPM), and essentially inspects your building's electrical installation.

There are three key reasons you need to have an Electrical Installation Condition Report:

- To ensure your electrical system is safe for continued use
- To provide early detection of potential issues to avoid downtime and loss of earnings for businesses
- To ensure your building and contents insurance remains valid

FIXED WIRE TESTING IS A LEGAL RESPONSIBILITY

If you *don't* carry out your Fixed Wire Testing,
you are breaching the following regulations:



Health & Safety
at Work Act 1974



Electricity at Work
Regulations 1989



Workplace (Health,
Safety & Welfare)
Regulations 1992



Management of Health
& Safety at Work
Regulations 1999



Electrical Safety Standards
in the Private Rented Sector
(England) Regulations 2020

SLCC Enterprises
Collar Factory, Suite 2.03
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk
VAT Reg No: 891 7527 83

21
AGENDA ITEM
TC 18/6/26
SLCC
For Local Council Professionals®

SLCC Enterprises Ltd

Invoice

Invoice No	SD2895-1
Invoice Date	25/02/2026
Reference	LCC 26-018

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

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
5	Locum Fees - January 2026 - Jack Turner	£32.00	£160.00	20.00	£32.00

COPY

Pay by BACS to Unity Trust Bank
Sort Code: 60-83-01
Account No: 20290997
Please make cheques payable to:
SLCC ENTERPRISES LTD

Total Net Amount	£160.00
Total Tax Amount	£32.00
Invoice Total	£192.00

Payment Due: 27/03/2026

REMITTANCE

Detach and return with payment

Invoice Number:	SD2895-1
Client:	Swanscombe & Greenhithe Town Council
Date:	
Amount Enclosed:	

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code: 60-83-01, Acc No: 20290997, Ref: SD2895-1



This attendance sheet is to be completed monthly, authorised by Swanscombe & Greenhithe Town Council and scanned and returned to SLCC Enterprises Ltd trading as Local Council Consultancy by email to Locum@localcouncilconsultancy.co.uk.

Please indicate the date of the Monday which commences each working week and the month and year applicable. Time should be recorded in full hours FOR EACH WEEK and not fractions. Round up/down as agreed between the Locum Clerk and the Customer Council.

Week Commencing Monday	Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	Weekly Total Hours
26/01/2026	0	0	0	2.5	2.5	5
					Monthly Total >	5

Itemised Expenses		Item Total
Expenses Total >		

Date: 02/02/2026

Date: 03-2-26

For Swanscombe & Greenhithe Town Council

Return a signed and approved copy to LCC by email to locum@localcouncilconsultancy.co.uk

SLCC Enterprises
Collar Factory, Suite 2.03
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk
VAT Reg No: 891 7527 83



SLCC Enterprises Ltd

Invoice

Invoice No	SD2974-1
Invoice Date	23/03/2026
Reference	LCC 26-018

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

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
89	Locum Fees - February 2026 - Jack Turner	£32.00	£2,848.00	20.00	£569.60

COPY

Pay by BACS to Unity Trust Bank
Sort Code: 60-83-01
Account No: 20290997
Please make cheques payable to:
SLCC ENTERPRISES LTD

Total Net Amount	£2,848.00
Total Tax Amount	£569.60
Invoice Total	£3,417.60

Payment Due: 22/04/2026

REMITTANCE

Detach and return with payment

Invoice Number:	SD2974-1
Client:	Swanscombe & Greenhithe Town Council
Date:	
Amount Enclosed:	

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code: 60-83-01, Acc No: 20290997, Ref: SD2974-1



This attendance sheet is to be completed monthly, authorised by Swanscombe & Greenhithe Town Council and scanned and returned to SLCC Enterprises Ltd trading as Local Council Consultancy by email to Locum@localcouncilconsultancy.co.uk.

Please indicate the date of the Monday which commences each working week and the month and year applicable. Time should be recorded in full hours FOR EACH WEEK and not fractions. Round up/down as agreed between the Locum Clerk and the Customer Council.

Week Commencing Monday	Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	Weekly Total Hours
02/02/2026	6	5	3	5	5	24
09/02/2026	5	5	6	7	3	26
16/02/2026	5	9	6	6	3	29
23/02/2026	3	3	0	2	2	10
					Monthly Total >	89

[illegible]

Signed: _____

Date: 27/02/2026

Signed: ...

Date: 2/3/26

For Swanscombe & Greenhithe Town Council

Return a signed and approved copy to LCC by email to locum@localcouncilconsultancy.co.uk

SLCC Enterprises
Collar Factory, Suite 2.03
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk
VAT Reg No: 891 7527 83



SLCC Enterprises Ltd

Invoice

Invoice No	SD3045-1
Invoice Date	20/04/2026
Reference	LCC 26-018

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

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
138	Locum Fees - March 2026 - Jack Turner	£32.00	£4,416.00	20.00	£883.20

Pay by BACS to Unity Trust Bank
Sort Code: 60-83-01
Account No: 20290997
Please make cheques payable to:
SLCC ENTERPRISES LTD

Total Net Amount	£4,416.00
Total Tax Amount	£883.20
Invoice Total	£5,299.20

Payment Due: 20/05/2026

REMITTANCE

Detach and return with payment

Invoice Number:	SD3045-1
Client:	Swanscombe & Greenhithe Town Council
Date:	
Amount Enclosed:	

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.

Pay by BACS - Account Name: SLCC Enterprises Limited, Sort Code: 60-83-01, Acc No: 20290997, Ref:



This attendance sheet is to be completed monthly, authorised by Swanscombe & Greenhithe Town Council and scanned and returned to SLCC Enterprises Ltd trading as Local Council Consultancy by email to Locum@localcouncilconsultancy.co.uk.

Please indicate the date of the Monday which commences each working week and the month and year applicable. Time should be recorded in full hours FOR EACH WEEK and not fractions. Round up/down as agreed between the Locum Clerk and the Customer Council.

Week Commencing Monday	Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	Weekly Total Hours
02/03/2026	6	5	3	5	5	24
09/03/2026	5	5	6	7	3	26
16/03/2026	5	9	6	6	3	29
23/03/2026	5	9	6	6	3	29
31/03/2026	7	9	8	6	0	30
					Monthly Total >	138

[illegible]

Date: 03/04/2026

Date: 07-14-20

For Swanscombe & Greenhithe Town Council

Holiday pay accrued this month:

Return a signed and approved copy to LCC by email to locum@localcouncilconsultancy.co.uk

SLCC Enterprises
Collar Factory, Suite 2.03
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk
VAT Reg No: 891 7527 83



SLCC Enterprises Ltd

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

Invoice

Invoice No	SD3116-1
Invoice Date	15/05/2026
Reference	LCC 26-018

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
128	Locum Fees April 2026 - Jack Turner	£32.00	£4,096.00	20.00	£819.20

COPY

Pay by BACS to Unity Trust Bank
Sort Code: 60-83-01
Account No: 20290997
Please make cheques payable to:
SLCC ENTERPRISES LTD

Total Net Amount	£4,096.00
Total Tax Amount	£819.20
Invoice Total	£4,915.20

Payment Due: 14/06/2026

REMITTANCE

Detach and return with payment

Invoice Number:	SD3116-1
Client:	Swanscombe & Greenhithe Town Council
Date:	
Amount Enclosed:	

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.

Pay by BACS - Account Name: SLCC Enterprises Limited, Sort Code: 60-83-01, Acc No: 20290997, Ref:



IMPROVING, INFORMING AND INVESTING

Payment to the Locum RFO, Jack Turner, will be processed through the SLCC payroll process. An invoice will be raised and submitted to Swanscombe & Greenhithe Town Council for payment.

Timesheet for: Jack Turner Month: April Year: 2026

Expenses to be claimed (mileage charged at 0.45p per mile):

I confirm that this is a true record of the hours worked.

Jack Turner

Date: 07/05/2026

Name: G. BLEW

Date: 07-5-26

For Swanscombe & Greenhithe Town Council

Holiday pay accrued this month:

Return a signed and approved copy to LCC by email to locum@localcouncilconsultancy.co.uk

MONTHLY LOCUM CLERK ATTENDANCE SHEET – JACK TURNER – SWANSCOMBE & GREENHITHE TC – 26-018

This attendance sheet is to be completed monthly, authorised by Swanscombe & Greenhithe Town Council and scanned and returned to SLCC Enterprises Ltd trading as Local Council Consultancy by email to Locum@localcouncilconsultancy.co.uk.

Payment to the Locum RFO, Jack Turner, will be processed through the SLCC payroll process. An invoice will be raised and submitted to Swanscombe & Greenhithe Town Council for payment.

Please indicate the date of the Monday which commences each working week and the month and year applicable. Time should be recorded in full hours FOR EACH WEEK and not fractions. Round up/down as agreed between the Locum Clerk and the Customer Council.

Timesheet for: Jack Turner Month: May Year: 2026

Week Commencing Monday	Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	Weekly Total Hours
04/05/2026	8	5	5	7	5	30
11/05/2026	7	9	6	7	5	34
18/05/2026	5	8	6	5	8	32
25/05/2026	5	9	6	6	6	32
					Monthly Total >	128

Expenses to be claimed (mileage charged at 0.45p per mile):

Itemised Expenses	Item Total
Expenses Total >	

I confirm that this is a true record of the hours worked.

Signed:

Jack Turner

Date: 05/06/2026

I approve this record of hours worked and agree that Local Council Consultancy will invoice the Council for these hours at the agreed rate. I confirm that the Locum service provided meets the needs of the Council.

Signed:

Name: G. BLEW

Date: 05/6/26

Position: TOWN CLERK

For Swanscombe & Greenhithe Town Council

For Office Use:

Holiday pay accrued this month:

Return a signed and approved copy to LCC by email to locum@localcouncilconsultancy.co.uk

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FEE SCALE FOR PROFESSIONAL SERVICES

Contract Administration		
Total Construction Costs	% Rate	Minimum Charge
Up to £100,000 net contract value	12%	£3,000
£100,001 to £250,000 net contract value	11%	£12,500
£250,001 to £500,000 net contract value	10%	£27,500
Over £500,000 net contract value	Fee by agreement	
CDM	1%	

Hourly Rate for Party Wall, Case Assist, Defect diagnosis & Cost Validation Reports	
MCIQB/MRICS	£135.00
Non Chartered	£95.00

All ancillary services required on projects such as initial investigation works, feasibility studies, engineering design, drawings, planning consultation and planning applications, building regulation consultation and applications, Planning and Building Regulations drawings, arranging asbestos testing and emergency and preservation works	Added to the above at the appropriate hourly rate
---	---

Works cash settled at procurement stage will be charged at 75% of the Contract Administration rate

Other Disbursements	
Mileage	55p per mile
Other travel, trains, planes etc	at cost
M25 uplift	10%
Printing and production of maps and drawings	at cost
Local authority planning charges	at cost
Building Control fees	at cost
JCT contract documents	at cost

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Info

From: [REDACTED]
Sent: 15 April 2026 16:26
To: Graham Blew
Cc: Info; [REDACTED]
Subject: RE: Reply: Fire - Sports Pavilion, Swanscombe, DA10 0AD

[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.

Hello Graham

If at this stage they require a site inspection, report on our assessment of the damage, and outline scope with budget costings to demolish and clear the site, this could be done on an hourly basis as per the attached feescale. I would expect in the region of 10 hours.

This would purely be an outline cost for budget purposes, however, if you then required a schedule of works and tender costs to enable the works to progress, the percentage feescale provided would be correct for providing this service. Only 75% of the fee would be charged at tender stage, and it would then be up to yourselves and the loss adjuster whether you wanted to proceed with the works, for which the remaining 25% would then be charged upon completion.

Please do not hesitate to contact us if you have any further queries.

Many thanks
[REDACTED]



This e-mail & any attached file that is transmitted with it, contains information which is confidential & is intended solely for the exclusive use of the recipients. If you are not one of the intended recipients or the person responsible for delivering it to them, you may have received it in error, please advise the sender immediately, delete the e-mail & any copies of it from your system. This e-mail & attachments are believed to be free of any viruses. However, it will be the responsibility of the recipient to ensure that this is indeed the case. Tranby Surveying Ltd will not accept any responsibility for loss or damage arising in any way from receipt or use thereof.

From: Graham Blew <clerk@swanscombeandgreenhithetowncouncil.gov.uk>

Sent: 15 April 2026 14:28

To: [REDACTED]

Cc: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>; [REDACTED]

Subject: Reply: Fire - Sports Pavilion, Swanscombe, DA10 0AD

Importance: High

Dear [REDACTED]

Thank you for your email.

My apologies but, is it possible for you to provide a quote for only the actions/work contained in my original email as this is what the Loss Adjustor has asked me to collate.

Thanks.

Graham

To access our website or social media feeds please press control and click on the relevant logo.



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION

This email, and any attachments, is confidential and copyright protected; any dissemination of this communication is strictly prohibited unless prior authorisation has been requested and granted. Unless otherwise expressly agreed in writing, nothing stated in this communication shall be legally binding and any views, opinions or advice in it, unless otherwise stated, are personal to the author and not those of The Swanscombe and Greenhithe Town Council.

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[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.

Hello Graham

Thank you for your earlier email. I can confirm that we would be happy to assist you in this matter.

Following an initial visit and inspection of the property, we would prepare a specification and schedule of works, invite tenders from contractors from our approved lists, provide a tender analysis and report, and once a contractor has been appointed, administer the demolition and make safe works on your behalf. Our fee for these services would be percentage based on the contract sum as per the attached fee scale, plus CDM and usual disbursements.

If you could please confirm whether you would like to proceed on this basis, please advise who our fee proposal should be made out to, and we shall look to book in an initial site meeting with yourselves. At present we have fairly good availability over the next few weeks for such a visit to take place.

We look forward to hearing from you.

Info

From: [REDACTED]
Sent: 15 April 2026 13:16
To: Graham Blew
Cc: Info; [REDACTED]
Subject: RE: Fire - Sports Pavilion, Swanscombe, DA10 0AD
Attachments: [REDACTED] Fee Scale 2026.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.

Hello Graham

Thank you for your earlier email. I can confirm that we would be happy to assist you in this matter.

Following an initial visit and inspection of the property, we would prepare a specification and schedule of works, invite tenders from contractors from our approved lists, provide a tender analysis and report, and once a contractor has been appointed, administer the demolition and make safe works on your behalf. Our fee for these services would be percentage based on the contract sum as per the attached fee scale, plus CDM and usual disbursements.

If you could please confirm whether you would like to proceed on this basis, please advise who our fee proposal should be made out to, and we shall look to book in an initial site meeting with yourselves. At present we have fairly good availability over the next few weeks for such a visit to take place.

We look forward to hearing from you.

Kind regards
[REDACTED]



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From: Graham Blew <clerk@swanscombeandgreenhithetowncouncil.gov.uk>
Sent: 15 April 2026 11:26
To: [REDACTED]
Cc: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>

Subject: Fire - Sports Pavilion, Swanscombe, DA10 0AD

Importance: High

Dear [REDACTED]

Unfortunately, we have a dis-used Sports pavilion that was subject to a fire on 4 April 2026.

We have been contacted by our insurers Loss Adjustor who has asked us to consider engaging a qualified Chartered Surveyor to undertake the following. [REDACTED]

- Assess the extent of damage to the structure.
- Provide their opinion as to whether the building is beyond economic repair.
- Prepare a schedule and cost estimate for the safe demolition, clearance of debris, and any necessary making safe of the site.

Is this something you are able to undertake and, if so, could you please provide details of the cost involved and timescales.

Many thanks for your time.

Yours sincerely,

Graham Blew
Town Clerk

Swanscombe & Greenhithe Town Council | Council Offices |
The Grove | Swanscombe | Kent | DA10 0GA.
Tel: 01322 385513 | Fax: 01322 385849

To access our website or social media feeds please press control and click on the relevant logo.



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION

This email, and any attachments, is confidential and copyright protected; any dissemination of this communication is strictly prohibited unless prior authorisation has been requested and granted. Unless otherwise expressly agreed in writing, nothing stated in this communication shall be legally binding and any views, opinions or advice in it, unless otherwise stated, are personal to the author and not those of The Swanscombe and Greenhithe Town Council.

Info

③

From:
Sent:
To:
Cc:
Subject:

RE: Reply: Fire - Sports Pavilion, Swanscombe, DA10 0AD

[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 Graham

Thank you for providing the photographs and full site address.

Upon review and discussions with [REDACTED] on exact requirements our proposal includes the following services:

1. Initial site inspection to determine extent of damage and confirm the property is beyond economic repair.
2. Carry out research of archival material where appropriate such as Asbestos Reg.
3. Preparation of a tender package for the safe demolition of the property which would include preliminaries, NBS specification and a schedule of work.
4. Prepare tender documents and invite tenders from three contractors, prepare tender analysis, and advise the employer on tenders received.
5. Prepare a JCT Minor Works 2024 contract for the project and arrange signature by both parties.
6. Carry out a prestart meeting and visit the site periodically, or as may be required, to monitor the progress.
7. Administer the terms of the building contract, including valuations and contract instructions.
8. Act as Principal Designer under the CDM Regulations 2015 responsible for planning, managing and co-ordinating health and safety during the pre-construction phase.

Our proposed fee for providing these services is a fixed fee of **£8,000.00 + VAT.**

We can currently attend site for the initial inspection within the next two weeks and have the tender pack ready to issue to contractors for pricing by the end of next month.

Please let me know if you are happy to proceed on this basis or if you have any queries.

Kind regards

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Info

From:
Sent:
To:
Cc:
Subject:



[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 Graham

Thank you for your email.

As per our conversation our fee to prepare a Schedule of works and obtain one quotation from contractor for the requires would be £1500 + VAT.

If you wanted us to manage the project our fee would be 10% + VAT of the contract sum.

If you require any further assistance please do not hesitate to contact us.

Kind Regards



This email (including any attachments) is confidential, protected by copyright and may be privileged, it is for the exclusive use of the intended recipient(s). If you have received it in error, please notify the sender immediately by emailing a response and delete the email completely from your system and note that any storage, copying or dissemination is prohibited. Where the content of this email is personal or otherwise unconnected with the firm or our clients' business, we accept no responsibility or liability for such content. We accept no responsibility for viruses that we may have unintentionally transmitted to you within this email and you should check for viruses before opening any attachment. Those communicating with us by email will be deemed to have consented to us intercepting and monitoring those communications. Be aware of cybercrime and fraud. If you receive an email which tells you to make a direct bank payment to a bank account other than that stated in our terms of business or invoices, it is unlikely to be from us. Please do not act on any instruction given in the email, but instead contact us immediately.

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DATE:.....

FINANCIAL TRAINING

NAME	Thursday 19 March Income & Expenditure	Thursday 26 March Year End & Audit	Tuesday 28 April Finance for Councillors	Wednesday 6 May Internal Controls
BEN MOUSSA Emma				
BUTLER Denise				
CROSS Lorna				
DUKE Ann				
HARRIS Peter				
HOWES Lesley				
JOHNSTON Dawn				20-Sep-26
LEES Richard				
PEARCE Claire				
REACH Alan				
STEPHENS Hazel				
WICKHAM Elizabeth			21-May-26	

AGENDA ITEM 23
TC 18/6/26

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TC 18/6/26

EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Return to:
Mr Graham Blew, Town Clerk,
Council Offices
The Grove
Swanscombe, DA10 0GA

Email: Info@swanscombeandgreenhithetowncouncil.gov.uk

Full name	Celedonia Krawczyk
Home address	● Eliza Cook Close, Greenhithe, DA9 9GD
Inc. Postcode	
Telephone number	
Mobile number	+44 [REDACTED]
Email	[REDACTED]

LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes
Are you 18 or over?	Yes

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for the ward of Swanscombe within Swanscombe and Greenhithe?	Yes
Have you lived either in the ward of Swanscombe, or within three miles of its boundary, for at least a year?	Yes
Have you been the owner or tenant of land in the ward of Swanscombe for at least a year?	Yes
Have you had your only or main place of work in the ward of Swanscombe for at least a year?	No

EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	No
Are you disqualified by order of a court from being a member of a local authority?	No
Are you subject to any relevant notification requirements or a relevant order in relation to a sexual offence (as set out in the Local Government (Disqualification) Act 2022)	No

Please briefly outline of why you are interested in being a Town Councillor.

I am interested in becoming a Town Councillor because I would like to take a more active role in local issues and contribute to the area.

My interest developed through following issues affecting the Swanscombe Marshes area. During this time, I spoke with residents, conservation groups, site personnel and others involved, and I also contacted local councillors and my MP regarding concerns affecting the area.

This experience encouraged me to become more engaged and consider how I could contribute in a more direct and constructive way.

EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business, or trade union experience.

I have learned through my life and work experience to be adaptable and practical when facing new situations. Having lived and worked in different environments, I am used to adjusting quickly and focusing on what needs to be understood and addressed.

I have also developed an interest in local issues through living in Greenhithe and following developments affecting the surrounding area, particularly the Swanscombe Marshes. This has reinforced the importance of staying objective, gathering information and focusing on practical outcomes.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

As a Principal Optical Engineer, I work with complex technical problems that require structured analysis, logical thinking and careful judgement.

My role involves identifying issues, understanding constraints such as cost, time and technical limitations, and developing practical solutions.

I am used to working in situations where decisions involve trade-offs and where the best outcome is achieved through balancing different requirements.

This approach is directly relevant to council work and local decision-making.

I am responsible for ensuring that issues are properly assessed and addressed in a structured and accountable way.

Are there any questions you would like to ask the council?

I would be interested to understand the expected time commitment, committee involvement, and any induction or training provided for new councillors.

Please use a separate sheet if required.

Signed: **Celedonia Krawczyk**

Date: 02 June 2026

Vacancy for a Town Councillor in Greenhithe Parish Ward.

Would you like to contribute to decisions and issues affecting the community?

Expressions of Interest are invited from anyone that would like to be considered for co-option to the Town Council.

Further details and how to apply, including the Expression of Interest Form, can be found via the Town Council website:

by calling 01322 385513

by emailing: info@swanscombeandgreenhithetowncouncil.gov.uk

APPLY NOW.

Closing date is 5pm
on Friday 3 July 2026



Requirements to be eligible:

- be at least 18 years old
- be a British, Commonwealth or a qualifying EU citizen or an EU citizen with retained rights.
- meet at least one of the following four qualifications:
 - a. You are, and will continue to be, registered as a local government elector for the parish
 - b. Occupy as owner or tenant any land or other premises in the parish/community area for at least a year
 - c. You have lived in the parish/community area, or within three miles of it, for a year
 - d. Your main or only place of work during the previous year has been in the parish

CO-OPTION POLICY

(This Policy was reviewed by the full Council at its AGM held on 14 May 2025, minute 20/25-26.)

Vacancies:

A casual vacancy can occur for several reasons:

Resignations from the council must be made in writing to the Chairman. When the Chairman resigns, they serve the resignation in writing on the Clerk. Resignations are effective immediately on receipt by the Chairman / Clerk and cannot be post-dated or withdrawn. If a member fails to attend any meeting of the council for 6 months, without a reason for absence being formally accepted by the council, they automatically cease to be a member of the council. If a member dies, a casual vacancy occurs.

1. Following receipt of a resignation, or confirmation of a casual vacancy for any other reason, the Clerk must inform Dartford Borough Council as soon as practicable. (In accordance with s232 of the 1972 Local Government Act).
2. A notice of casual vacancy will then be issued by the Clerk on the instruction of Dartford Borough Council and will be displayed in a conspicuous place. A notice of casual vacancy allows for 10 people on the electoral register to request, in writing to the proper officer of the principal authority, that an election be held. Should this happen, a by-election must be held (unless an ordinary election is due within the next six months).
3. If no request to hold a by-election is forthcoming, the Town Council are permitted to exercise the power to co-opt a person on to the council to fill a casual vacancy. Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.
4. Whenever the need for co-option arises, the Town Council will advertise the vacancy to seek and encourage 'expressions of interest' from anyone in the parish who is eligible to stand as a parish councillor. All potential candidates will be asked to complete an expression of interest form. (Attached as Appendix A of this policy).

Co-option procedure:

5. At the next available Full Council meeting following receipt of expressions of interest:
 - a. Members of the Council will have received copies of the expression of interest forms submitted.
 - b. Candidates will be asked to give a brief verbal supporting statement and Councillors will have opportunity to ask any additional questions. In the event a candidate cannot attend the meeting they will have the opportunity to submit an additional written supporting statement and they will be considered equally to any candidates in attendance.
 - c. Within the open session of the meeting members will vote on the acceptability of each candidate for co-option. An absolute majority vote is required for each candidate from all members present and entitled to vote (LGA 1972 Sch. 12. Para 39) (When there are more candidates than vacancies, the candidate with the least number of votes cast will be

CO-OPTION POLICY

(This Policy was reviewed by the full Council at its AGM held on 14 May 2025, minute 20/25-26.)

- deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies).
- d. One person will be chosen for each vacancy. However, where the Council believes it has sound reason to do so, due to the unsuitability of a candidate, it may choose not to appoint a candidate and to readvertise a vacancy. (Any decision not to appoint a candidate and leave a vacancy must be for reasons that would satisfy any future legal challenge.)
6. If present, the co-opted member/s may join the meeting after signing the acceptance of office form. However, it should be noted that their vote on any matter requiring prior notice will be discounted in the case of a tied vote for that meeting only.
7. The Clerk will notify Dartford Borough Council of the new Councillor appointment/s and advise the co-opted member/s of their obligations about registration of interests and acceptance of Code of Conduct.
8. The same process will be filled to co-opt members following an ordinary election after which vacancies remained.