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## SWANSCOMBE & GREENHITHE TOWN COUNCIL

# SUMMONS & AGENDA

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

**Thursday 18 June 2026 at 7.00pm**

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

*Graham Blew*

**Graham Blew  
Town Clerk**

Dated: 12 June 2026

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

**Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 31 onwards.**

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.  
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## AGENDA

### A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive and accept apologies for absence (*Local Government Act 1972, s.85*).
2. Declarations of interest in items on the Agenda (*Localism Act 2011, s.31*).
- \* ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***
3. To approve the Minutes of the Town Council Meeting held on 13 May 2026 (AGM) (p) (*Local Government Act 1972, Sch 12, Para 41(1)*).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*)
5. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE** (p). (*Local Government Act 1972, Sch 12, Para 41(1)*):
  - Planning, Major Developments, Transportation and Environment Committee – 18 March 2026, 22 April 2026 and 21 May 2026.
  - Community Safety Committee – 8 April 2026
  - Personnel Committee – 18 March 2026, 22 April 2026 and 21 May 2026
6. **MONTHLY BANK RECONCILIATION.**

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

**Recommended:** That the bank reconciliations for February 2026, March 2026, April 2026, and May 2026 be noted.
7. **BANK TRANSFERS (p).**

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken for February 2026, March 2026, April 2026 and May 2026 for approval.

**Recommended:** To approve the bank transfers undertaken for February 2026, March 2026, April 2026 and May 2026.

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

In accordance with Financial Regulation 5.5 (a), please find attached a detailed list of all receipts and payments for February 2026, March 2026, April 2026 and May 2026 for approval.

**Recommended:** To approve receipts and payments for February 2026, March 2026, April 2026 and May 2026.

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

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

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

**10. ANNUAL INTERNAL AUDIT REPORT 2025 – 2026 (p).**

The Internal Auditor completed the internal audit of the Town Council's records for 2025 – 2026 on 11 June 2026 and the report from this is attached.

**Recommended:** That the item be noted.

**11. ANNUAL RETURN FOR YEAR END 31 MARCH 2026 – GOVERNANCE STATEMENT (p).**

Please find attached Section 1 of the annual return, requested by the External Auditor (Mazars), for the year end 31 March 2026 for approval.

This item will be "To follow"

**Recommended:** That Section 1 of the annual return for the year end 31 March 2026 be approved.

**12. ANNUAL RETURN FOR YEAR END 31 MARCH 2026 - ACCOUNTING STATEMENTS (p).**

Please find attached Section 2 of the annual return, requested by the External Auditor (Mazars), for the year end 31 March 2026 for approval.

**Recommended:** That Section 2 of the annual return for the year end 31 March 2026 be approved.

### 13. TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES (p).

Further to minute 12/26-27 the Terms of References have been amended to take ensure the new governance structure of the Council matches the Council's operating arrangements.

This places some of the Committee Functions of the Finance & General Purposes Committee (the FGP was suspended at the AGM and its work incorporate to full Council meetings) with the Recreation, Leisure & Amenities Committee. The other functions of the Finance & General Purposes Committee will now be undertaken by full Council i.e.

*To exercise the functions of the Council in expending any finances allocated for 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 in Section 32 of the Charities Act 1960 as amended.*

Similarly, the previous functions of the Leases & Legal Sub-Committee have been incorporated in the Executive and Emergency Committees Term of Reference. A meeting in August has also been added to the Terms of Reference to ensure financial controls occur monthly (over the recess period).

**Recommended:**

1. That the suspended Finance & General Purposes Committee Terms of Reference be suspended and that the re-allocation of functions, as detailed above, be approved.
2. That the proposed amendments to the Terms of Reference, as detailed in the papers and above, be approved.

### 14. AMENDMENTS TO FINANCIAL REGULATIONS (p).

Further to minute 12/26-27 the suspension of the Finance & General Purposes Committee this year means the Financial Regulations require amending to reflect this.

**Recommended:** That the amended Financial Regulations, as detailed, be agreed.

## 15. FINANCIAL REPORTING.

### Regular.

The Locum RFO has suggested that full Council should receive clearer financial reporting going forward and, given the reserve position and the need to rebuild a proper working balance it is recommended that each reporting cycle includes bank reconciliations, actual reconciled bank balances, a budget monitoring report, a variance report, a reserve statement and commentary on any significant financial pressures.

### Year-end.

Members should receive a clear outturn report for the previous financial year, showing actual income and expenditure against budget, material variances, year-end balances, and reserve position. Reports crossing two financial years should be separated clearly so that Members can distinguish between the closing position for the previous year and the opening monitoring position for the new year.

**Recommended:** That the financial reporting, as detailed above, be agreed.

## 16. UPDATED WORKING BUDGET (p).

Further to minute 566/25-26 an updated working budget is attached to provide Members with a live monitoring position.

**Recommended:** That the live position be noted.

## 17. COMMUNITY INFRASTRUCTURE LEVY (CIL) REPORTING (p).

Further to minute 567/25-26 the response from Dartford Borough Council confirming that the Town Council CIL spending detailed looks sufficient and appropriate.

**Recommended:** That the response from Dartford Borough Council be noted.

## 18. COMMUNITY INFRASTRUCTURE LEVY (CiL) DARTFORD BOROUGH COUNCIL (DBC) (p).

Further to minutes 37/25-26 (AGM 15 May 2025) and 330/25-26 the Infrastructure Levy Monitoring and Management Officer (DBC) has written advising that a proportion of the CIL receipts received from development/s within the Town Council area, for period 1 October 2025 to 31 March 2026, have been received and apportioned accordingly.

**Recommended:** That the item be noted.

**19. TOWN COUNCIL OFFICES COMMUNITY HALL – AIR CONDITIONING SYSTEM (AC).**

During the routine service visit the ground floor Community Hall AC system was found non-operational and showing a fault code associated with a faulty Discharge Sensor in the outdoor unit requiring the Discharge Sensor and the main PCB requiring replacement.

In accordance with Financial Regulations 4.5 and 11 (iii), and in consultation with the Chairman of the Finance & General Purposes Committee, Town Mayor and Locum RFO, and to ensure continued operation of the Town Council Community Hall a quote was obtained and approved for the replacement of the Discharge Sensor and PCB at a cost of £4,089.75 exc. VAT.

The monies for these works will come from Cost Centre 15 Administration, Cost Code 251 Council offices Building Maintenance.

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

**20. FIVE YEAR ELECTRICAL TEST AND INSPECTION (p).**

The Town Councils electrical contractor has provided the attached quotation for the five-year electrical test and inspection.

The price for the electrical test and inspection has not increased and is the same as the previous test and inspection undertaken in 2021.

The monies for these works will come from Cost Centre 15 Administration, Cost Code 251 Council offices Building Maintenance.

**Recommended:** To note and agree for the works to be undertaken as detailed in the quotation.

**21. LOCUM RFO – UPDATE (p).**

The attached timesheets and invoices are to keep Members updated on the time being spent by the Locum RFO and on the resources being used by the Town Council.

**Recommended:** To note the time being spent by the Locum RFO and the resources being used by the Town Council.

## 22. PAVILION - UPDATE (p).

Following the fire at the Pavilion, officers referred the issue to the Council's insurer. A visit from the insurance company's loss adjuster was arranged and, at the direction of the insurance company, officers contacted three different companies for Chartered Surveyors quotes. Email correspondence, including the quotations (marked A, B and C), from all three companies has been attached.

**Recommended:** To note the update, and to select which quotation to use to carry out the report.

## 23. STAFF / MEMBER TRAINING – UPDATE (p).

The following training has been scheduled / undertaken:

Assistant Town Clerk	Managing Projects – 12 November 2026 Funding for Parish & Town Councils The Nuts & Bolts of Parish Clerking ILCA Qualification Funding for All – 27 March 2026  Mazars External Audit Training – 30 March 2026	KALC – Online KALC – Online KALC – Online  DBC – YMCA Dartford SLCC - Online
Finance Training. <i>As per the attached.</i>	Income & Expenditure – 19 March 2026 Year End & Audit – 26 March 2026 Finance for Councillors – 28 April and 21 May 2026. Internal Controls – 6 May and 30 September 2026	The Parkinson Partnership LLP – Zoom

\*\* The Member Training budget is currently at £165.00 overspend.

**Recommended:** That the item be noted.

## 24. REPORTS OF OUTSIDE REPRESENTATIVES.

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

### 24.1 Ingress Park (Greenhithe) Management Limited (IPGM).

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

### 24.2 Whitecliffe Community Liaison Group (WCLG).

Councillor Dawn Johnston is the Town Councils representatives on the WCLG.

As previously agreed, the agenda and notes from the 12 May 2026 meeting are available for inspection.

**24.3 Borough and parish Forum (BPF).**

Councillor Dawn Johnston and the Town Clerk are the Town Councils representatives on the BPF and the last meeting was scheduled to take place on 7 April 2026.

**24.4 Elders Forum (EF).**

Councillor Lesley Howes is the Town Councils representatives on the EF and the last meeting was scheduled to take place on 27 April 2026.

**25. REPORT FROM KENT COUNTY COUNCILLOR.**

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

**26. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

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

**27. SEALING OF DOCUMENTS.**

There are none.

**28. TOWN MAYOR'S ANNOUNCEMENTS.**

**29. CO-OPTION OF TOWN COUNCILLOR FOR THE GREENHITHE WARD (p).**

Further to minute 26/26-27 an Expression of Interest notice was displayed seeking submissions by 5pm on 3 July 2026.

One Expression of Interest was received and is attached for Members to consider along with the Co-Option Policy which details how the Co-Option can be undertaken at the meeting.

- Celedonia Krawczyk

**Recommended:** To consider co-option to fill the vacancy on the Greenhithe Ward.

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

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

**31. 2025 PAYROLL (p).**

The attached confidential report provided by the Locum RFO was considered by the Personnel Committee on 21 May 2026. The Personnel Committee wanted to ensure transparency with all Members and requested that the confidential report be included on the agenda for full Council.

**Recommended:** That the contents of the confidential report be noted.

**32. 2026 PAYROLL ESTIMATES (p).**

The Locum RFO has provided the attached confidential report to show a possible cost saving versus budget on staff salaries.

Employee 75 noticed an error in the pay rise figures, and this was corrected by the Locum RFO, prior to any payments being made at the new salary rate. This is shown on the report.

**Recommended:** That the contents of the confidential report be noted.

**33. OLD FIRE STATION COMMUNITY CAFE (p).**

Further to minute 57/26-27 (4 June 2026 Personnel Committee) the secondary consultation meetings (held individually) took place on 11 June 2026.

**Recommended:** To agree and endorse the recommendations of the confidential report.

**INFORMATION IN THE OFFICE.**

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



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

