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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 16 July 2026 at 7.00pm

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

Graham Blew

Graham Blew
Town Clerk

Dated: 10 July 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 24 onwards.

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A G E N D A

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive and accept apologies for absence (*Local Government Act 1972, s.85*).
2. Declarations of interest in items on the Agenda (*Localism Act 2011, s.31*).
- * ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***
3. To approve the Minutes of the Town Council Meeting held on 18 June 2026 (p) (*Local Government Act 1972, Sch 12, Para 41(1)*).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*)
5. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p).**
(*Local Government Act 1972, Sch 12, Para 41(1)*):
 - Planning, Major Developments, Transportation and Environment Committee – 8 July 2026
 - Recreation, Leisure and Amenity Committee – 25 June 2026
 - Personnel Committee – 1 July 2026

6. TOWN COUNCILLOR RESIGNATION (p).

Councillor Peter Harris submitted a written letter of resignation on 19 June 2026, which took immediate effect.

A Notice of Casual Vacancy for the Knockhall Parish Ward was posted / displayed, with a deadline of 8 July 2026.

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

Vacancy Posters will now be displayed on the Town Councils website, social media and notice boards requesting Expressions of Interest (EOI)

Nb. The deadline for submissions of EOI Forms will be 7 September 2026, for consideration at the Full Council meeting on 10 September 2026.

Recommended: That the item be noted

7. VACANCIES ON COMMITTEES AND SUB-COMMITTEES (p).

Members are asked to consider the current vacancies on 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.

Recommended: To fill the current vacancies on Committees and Sub-Committees.

8. WORKING GROUP – VACANCIES.

Due to the resignation of Councillor Peter Harris, vacancies on the following Working Groups have arisen.

- 1. Lorry Park Working Group
- 2. Devolution Working Group
- 3. Environmental Action Plan Working Group
- 4. Ingress Park Community Centre Working Group

Recommended: To fill the vacancies on the Working Groups.

9. 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.

Further to minute 67/26-27, the February 2026, March 2026, April 2026, and May 2026 were deferred to the 16 July 2026 Town Council meeting to allow for further review.

Recommended: That the bank reconciliations for February 2026, March 2026, April 2026, May 2026, and June 2026 be noted.

10. BANK TRANSFERS (p).

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

Recommended: To approve the bank transfers undertaken for June 2026.

11. 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 June 2026 for approval.

Recommended: To approve receipts and payments for June 2026

12. UPDATED WORKING BUDGET (p).

Further to minutes 566/25-26 and 77/26-27 an updated working budget is attached to provide Members with a live monitoring position and the list of payments allocated to the queried cost codes 421, 75, 335.

Recommended: That the live position be noted and members advise and discuss the list of payments related to the queried cost codes.

13. SUMMARY OF ACCOUNTS (p).

Further to minute 70/26-27, Please find attached the Flex-Budget Report balanced to 30 June 2026 and the list of payments allocated to Administration Miscellaneous and Café Miscellaneous.

Recommended: To note the summary of accounts to 30 June 2026 and to discuss and advise on the list of payments relating to the queried cost codes.

14. FINANCIAL REPORTING (p).

Further to minute 82/26-27, 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 with actual reconciled bank balances (Agenda Item 9), a budget monitoring report (Agenda Item 12), a variance report (Agenda Item 13), a reserve statement and commentary on any significant financial pressures.

Recommended: That the financial reporting, as detailed above and the attached Budget Overview Report provided by the Locum RFO be noted.

15. LOCUM RFO – UPDATE (p).

The attached letter of resignation has been received from the Locum RFO with a last day of service being 24 July 2026.

Recommended: That the item be noted.

16. TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER – UPDATE.

Following the Personnel Committee meeting held on 1 July 2026, no appointment was made to the Town Clerk / Responsible Financial Officer due to the shortlisted candidates not fully meeting the essential criteria for the role. Procurement of the services of a Locum Town Clerk / Responsible Financial Officer has taken place, with an expected start date of week commencing 20 July 2026 for a period of 3 months.

The Personnel Committee also recommended that the Town Clerk / Responsible Financial Officer post job description and personal specifications be reviewed by the committee and subsequently be re-advertised at the upper end of the benchmarked salary scale previously provided by the Locum Responsible Financial Officer.

The Council has subsequently engaged the services of a Locum Town Clerk / Responsible Financial Officer, as per the above, to provide financial management and governance support pending the appointment of a permanent Town Clerk / Responsible Financial Officer.

Recommended: That the item be noted.

17. PAVILION - UPDATE (p).

Further to minute 83/26-27, Members requested that the Assistant Town Clerk sought procurement advice from KALC and the insurance provider. Email correspondence relating to the advice received and 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.

18. REPORTS OF OUTSIDE REPRESENTATIVES.

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

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

Councillor Dawn Johnston is the Council's representative on IPGM. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

18.2 Whitecliffe Community Liaison Group (WCLG).

Councillor Dawn Johnston is the Town Council's representative on the WCLG. As previously agreed, the agenda and notes from the 14 July 2026 meeting are available for inspection.

18.3 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 July 2026.

19. 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.

20. 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.

21. SEALING OF DOCUMENTS.

There are none.

22. TOWN MAYOR'S ANNOUNCEMENTS.

23. 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.

24. TOWN COUNCIL WEBSITE (p).

After the 2026 AGM the Assistant Town Clerk sought website updating training via the video links previously supplied by the Website IT Support Company; unfortunately, these videos were no longer available and so the Assistant Town Clerk contacted the Website IT Support company for help. The original Tender and email correspondence relating to the advice received, and the subsequent invoices received have been attached.

During the most recent Internal Audit, it was noted that the website required updating the accessibility to WCAG 2.2AA. The quote for these works has been attached.

Recommended:

To agree to the accessibility update to WCAG 2.2AA as detailed in the quotation.

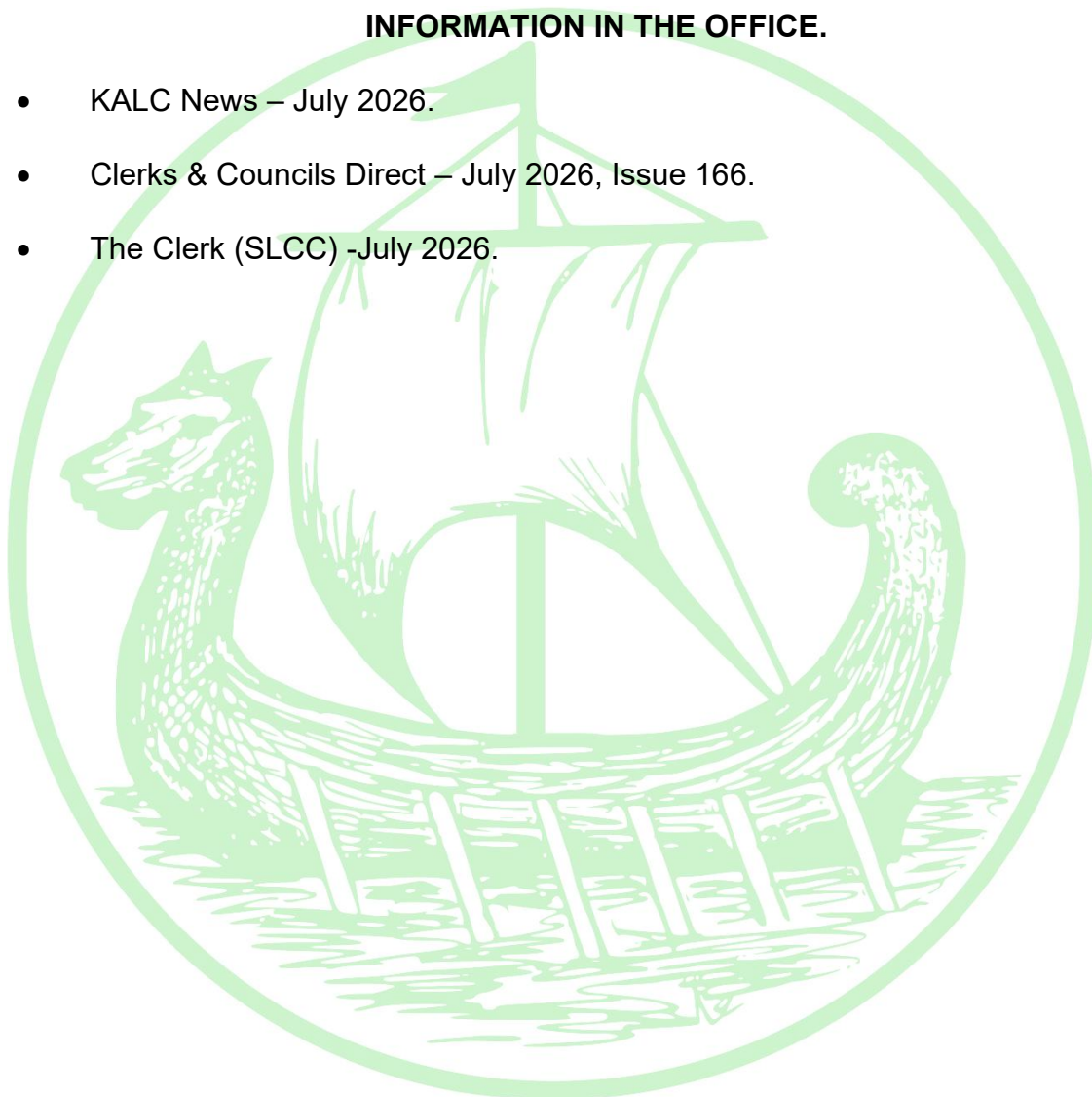
25. PAVILION (p).

Further to meetings between Dartford Borough Council and the Town Mayor and Assistant Town Clerk the attached confidential report/proposal has been provided by Dartford Borough Council.

Recommended: To agree to the proposal provided by Dartford Borough Council.

INFORMATION IN THE OFFICE.

- KALC News – July 2026.
- Clerks & Councils Direct – July 2026, Issue 166.
- The Clerk (SLCC) -July 2026.



You can follow us on Social Media and via our website.

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

