

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 18 JUNE 2026 at 7.00pm

PRESENT: Councillor Richard Lees, – Deputy Town Mayor
Councillor Denise Butler
Councillor Lorna Cross
Councillor Ann Duke
Councillor Lesley Howes

ALSO PRESENT: Indigo Allred – Administration Officer
Jack Turner – Locum RFO (via Teams)
X3 Members of the public

ABSENT: Councillor Alan Reach

59/26-27. 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.

60/26-27. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Dawn Johnston, due to other commitments.

An apology for absence was received from Councillor Emma Ben – Moussa, due to illness.

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

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

An apology for absence was received from Councillor Claire Pearce, 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 Dartford Borough Councillor Michael Brown due to other commitments.

An apology for absence was received from Dartford Borough Councillor Carol Gale due to other commitments.

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

RESOLVED:

That the reason/s for absence, for the above Town Councillors, be formally accepted and approved.

61/26-27. **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.

62/26-27. **ITEMS DEEMED URGENT BY THE TOWN MAYOR / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

63/26-27. **TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 13 MAY 2026.**

RESOLVED:

That the Minutes of the Town Council Meeting held on 13 May 2026 be confirmed as a true record and be signed.

64/26-27. **MINUTES OF THE PLANNING, MAJOR DEVELOPMENT, TRANSPORTATION AND ENVIRONMENT COMMITTEE MEETINGS HELD ON 18 MARCH, 22 APRIL AND 21 MAY 2026.**

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation and Environment Committee Meetings held on 18 March, 22 April, and 21 May 2026 be confirmed and the recommendations made therein be adopted.

65/26-27. **MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 8 APRIL 2026.**

RESOLVED:

That the Minutes of the Community safety Committee Meeting held on 8 April 2026 be confirmed and the recommendations made therein be adopted.

66/26-27. **MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 18 MARCH, 22 APRIL AND 21 MAY 2026.**

RESOLVED:

That the Minutes of the Personnel Committee Meeting held on 18 March, 22 April, and 21 May 2026 be confirmed and the recommendations made therein be adopted.

67/26-27. MONTHLY BANK RECONCILIATIONS.

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required 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 (minute 30/25-26).

RESOLVED:

That the bank reconciliations for February 2026, March 2026, April 2026, and May 2026 be deferred to the next meeting to allow for further review.

68/26-27. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members considered the list of bank transfers undertaken for February 2026, March 2026, April 2026, and May 2026 for approval.

RESOLVED:

That the bank transfers undertaken for February 2026, March 2026, April 2026, and May 2026 as per the annexed list, be approved.

69/26-27. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members considered the details of all receipts and payments for authorisation for February 2026, March 2026, April 2026, and May 2026.

RESOLVED:

That the receipts and payments between for February 2026, March 2026, April 2026, and May 2026 as per the annexed list, be approved.

70/26-27. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 May 2026. Variances within Administration Miscellaneous and Café Miscellaneous were noted, and officers were requested to investigate these items.

RESOLVED:

That the summary of accounts to 31 May 2026, be noted and that officers provide an update to the queries at the next meeting.

71/26-27. ANNUAL INTERNAL AUDIT REPORT 2025 - 2026.

Members reviewed the internal audit and confirmed they were satisfied the provided report, and that the comments made by the internal auditor were accurate.

MOVED by Councillor Ann Duke and seconded by Councillor Denise Butler.

RESOLVED:

That the internal audit report be noted and that all recommendations made be implemented.

72/26-27. ANNUAL RETURN FOR YEAR END 31 MARCH 2026 – GOVERNANCE STATEMENT.

Members considered Section 1 of the Annual Return, the Annual Governance Statement requested by the External Auditor (Mazars), for the year end 31 March 2026.

MOVED by Councillor Ann Duke and seconded by Councillor Lorna Cross.

RESOLVED:

That Section 1 of the Annual Return – Governance Statement, for the year end 31 March 2025 be approved.

73/26-27. ANNUAL RETURN FOR YEAR END 31 MARCH 2026 – ACCOUNTING STATEMENTS.

Members considered Section 2 of the Annual Return, the Accounting Statement requested by the External Auditor, for the year end 31 March 2026.

MOVED by Councillor Denise Butler and seconded by Councillor Ann Duke.

RESOLVED:

That Section 2 of the Annual Return – Accounting Statement, for the year end 31 March 2026 be approved.

74/26-27. TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES.

Members reviewed the proposed change to suspend the Finance & General Purposes Committee Terms of Reference, the reallocation of functions and the proposed amendments to the Terms of Reference as detailed.

RESOLVED:

1. That the suspended Finance & General Purposes Committee Terms of Reference be suspended and that the re-allocation of functions be approved.
2. That the proposed amendment to the Terms of Reference, be approved.

75/26-27. AMENDMENTS TO FINANCIAL REGULATIONS.

Members considered the proposed amendments to the Financial Regulations following the suspension of the Finance & General Purposes Committee.

RESOLVED:

That the amended Financial Regulations, as detailed, be approved.

76/26-27. FINANCIAL REPORTING.

Members discussed the suggested regular and year end schedules of financial reporting, provided by the Locum RFO.

RESOLVED:

That the financial reporting as detailed by the Locum RFO be agreed.

77/26-27. UPDATED WORKING BUDGET.

Members reviewed the provided working budget. Queries were raised in relation to Cost Codes 421, 75 and 335.

RESOLVED:

That the live position be noted and the specified cost codes be queried by officers.

78/26-27. COMMUNITY INFRASTRUCTURE LEVY (CIL) REPORTING.

Members considered correspondence from Dartford Borough Council confirming the adequacy of the Council's CIL expenditure reporting.

RESOLVED:

That the item be noted.

79/26-27. COMMUNITY INFRASTRUCTURE LEVY (CIL) DARTFORD BOROUGH COUNCIL (DBC).

Members considered the notification from Dartford Borough Council regarding the allocation of CIL receipts for the period 1 October 2025 to 31 March 2026.

RESOLVED:

That the item be noted.

80/26-27. TOWN COUNCIL OFFICES COMMUNITY HALL – AIR CONDITIONING SYSTEM (AC).

Members considered the urgent works undertaken to repair the Community Hall air conditioning system.

RESOLVED:

That the actions taken be noted and works to repair the AC be endorsed.

81/26-27. FIVE YEAR ELECTRICAL TEST AND INSPECTION.

Members considered the quotation for the five-year electrical test and inspection.

RESOLVED:

That the works be approved and undertaken in accordance with the quotation.

82/26-27. LOCUM RFO – UPDATE.

Members reviewed the timesheets and invoices relating to the Locum RFO.

RESOLVED:

That the item be noted and the Locum RFO be thanked for his work.

83/26-27. PAVILION – UPDATE.

Members considered the update regarding the Pavilion and the quotations received for the required survey. Members noted the extreme variance in quotations and did not feel that an educated decision could be made.

RESOLVED:

That procurement advice be sought from KALC and that this item be deferred to the next Town Council Meeting.

84/26-27. STAFF / MEMBER TRAINING – UPDATE.

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

RESOLVED:

That the item be noted.

85/26-27. REPORTS OF OUTSIDE REPRESENTATIVES.

Members were advised that this item provided an opportunity for Members appointed as representatives on outside bodies to provide a report at the meeting.

Ingress Park (Greenhithe) Management Limited (IPGM).

Councillor Peter Harris and Councillor Dawn Johnston are the Town Councils 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.

Unfortunately, Councillor Peter Harris was unable to attend the meeting and was unable to provide a report.

Whitecliffe Community Liaison Group (WCLG)

Councillor Dawn Johnston is the Town Councils representatives on the WCLG. As previously agreed, the agenda from the meeting on 21 January 2026 was available for inspection.

Unfortunately, Councillor Dawn Johnston was unable to attend the meeting and was unable to provide a report.

Elders Forum (EF).

Councillor Lesley Howes updated Members that the most recent meeting was well attended, entertained by two speakers, and Dartford Borough Council leader Councillor Jeremy Kite and a lunch which was enjoyed by all in attendance.

86/26-27. REPORT FROM KENT COUNTY COUNCILLOR.

Unfortunately, Kent County Councillor for Swanscombe and Greenhithe, Mr Thomas Mallon, was unable to attend the meeting.

No report was submitted.

RESOLVED:

That the item be noted.

87/26-27. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

Unfortunately, Dartford Borough Councillor David Mote was unable to attend the meeting. A brief Report was submitted in his absence which detailed that work was still progressing on the NHS Clinic off Steele Ave.

RESOLVED:

That the report be noted.

88/26-27. SEALING OF DOCUMENTS.

There were none

89/26-27. TOWN MAYORS ANNOUNCEMENTS.

There were none

90/26-27. CO-OPTION OF TOWN COUNCILLOR FOR GREENHITHE WARD.

Members considered the Expression of Interest received for the Greenhithe Ward vacancy.

RESOLVED:

That Celedonia Krawczyk be co-opted to the office of Town Councillor for the Greenhithe Ward.

91/26-27. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Denise Butler and seconded by Councillor Lorna Cross.

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.

92/26-27. 2025 PAYROLL.

Members considered the confidential report provided by the Locum Responsible Financial Officer, which had previously been reviewed by the Personnel Committee on 21 May 2026. The report was presented to full Council to ensure transparency with all Members.

RESOLVED:

That the item be noted.

93/26-27. 2026 PAYROLL ESTIMATES

Members considered the confidential report provided by the Locum Responsible Financial Officer, setting out potential cost savings against the staff salary budget. It was noted that an error in the pay rise figures relating to Employee 75 had been identified and corrected prior to implementation, as detailed within the report.

Members discussed the potential budget savings and agreed that any virement of the identified savings should be considered later in the financial year once the position is clearer.

RESOLVED:

That the contents of the confidential report be noted and that consideration of any virement of the savings be deferred until the mid-year budget review.

94/26-27. OLD FIRE STATION COMMUNITY CAFÉ

Members considered the Confidential report regarding the outcome of the staff consultation process following the Personnel Committee meeting held on 21 May 2026, including the requirement to formally determine the position relating to the café and affected staff.

RESOLVED:

1. That the permanent closure of the Old Fire Station Community Café be approved.
2. That the two affected café roles be confirmed as redundant.
3. That delegated authority be granted to the Town Clerk to issue formal outcome letters to the affected staff.
4. That the redundancies take effect immediately

There being no further business to transact the Meeting closed at 9.00 pm.

Signed: _____ Date: _____
(Chairman)