

SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 20 August 2026 at 7.00pm

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



Graham Blew

**Graham Blew
Town Clerk**

Dated: 14 August 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.

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

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AGENDA

A SPECIAL 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 16 July 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. **DESIGNATION OF PROPER OFFICER AND RESPONSIBLE FINANCE OFFICER.**
(*Local Government Act 1972, section 112(1) and Local Government Act 1972, Section 151*).

To consider and resolve that Adil Iftakhar be designated as the Councils proper officer and Responsible Finance Officer (RFO) and undertake the duties of Locum Clerk with immediate effect.

Recommended:

To appoint Adil Iftakhar, currently engaged by the Council under a contractor arrangement, as Locum Town Clerk and Responsible Finance Officer (RFO) with immediate effect until further notice.

6. **REVIEW AND AMENDMENT OF THE COUNCILS' MEETINGS CALENDER 2026 / 2027 (p).**

To review the meeting Calander adopted at the Annual Meeting of the Council on 13 May 2026 and consider amendments to meeting dates for the remainder of the municipal year.

Recommended:

1. That Community Safety Committee, Recreation, Leisure and Amenity Committee and Finance & General Purposes Committee meetings be suspended and all scheduled meetings be cancelled until further notice.
2. That any business, reports, recommendations or decisions ordinarily falling within the remit of those committees be referred to and considered by Full Council at its scheduled meetings until such time as the committees are reinstated by the resolution of Council.
3. To note the revised meetings calendar for 2026 / 2027.

7. 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 July 2026 be noted.

8. BANK TRANSFERS (p).

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

Supporting documents to follow

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

9. 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 July 2026 for approval.

Supporting documents to follow

Recommended: To approve receipts and payments for July 2026

10. UPDATED WORKING BUDGET (p).

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

Supporting documents to follow

Recommended: That the live position be noted.

11. SUMMARY OF ACCOUNTS (p).

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

Supporting documents to follow

Recommended: To note the summary of accounts to 30 July 2026.

12. FINANCIAL REPORTING (p).

Further to minute 82/26-27, the previous Locum RFO 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 7), a budget monitoring report (Agenda Item 10), a variance report (Agenda Item 11), a reserve statement and commentary on any significant financial pressures.

Supporting documents to follow

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

13. ASSET MANAGEMENT STRATEGY 2026-2031 (p).

To receive and consider the Asset Management Plan and, if thought fit, to adopt the plan as the Council's framework for the management, maintenance, renewal and disposal of Council assets.

Recommended:

1. Adopt the Asset Management Plan as presented.
2. Approve the implementation of the Plan with immediate effect.
3. Authorise the Town Clerk/RFO to undertake the actions identified within the Plan, subject to approved budgets and Councils resolutions where required.

14. THE GROVE CAR PARK AND THE GROVE HALL – ASSET REVIEW (p).

To receive and consider the asset review report for The Grove Car Park and The Grove Hall and determine any actions required.

Recommended:

1. Note the findings of the review of The Grove Car Park and The Grove Hall.
2. Agree recommendations as set out in the attached report.
3. Authorise the Town Clerk/RFO to progress the agreed recommendations and report back to Council as required.

15. SCHEME OF DELEGATION (p).

To consider and adopt the Council's scheme of delegation, as requested by the Internal Auditor, and to consider whether any amendments are required to ensure it remains current, transparent and effective.

Recommended: To approve and adopt the Scheme of Delegation.

15. DATE OF NEXT MEETING.

To note that the next meeting of the Council will be held on Thursday 10 September 2026 at 7pm in the Council Offices, The Grove, Swanscombe, DA10 0GA, unless cancelled.

Recommended:

To note the date of the next meeting.



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

