

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: _____

(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 08 JULY 2026 AT 7.00PM

PRESENT:

Councillor Dawn Johnston – Chairman
Councillor Richard Lees – Vice-Chairman
Councillor Lorna Cross
Councillor Lesley Howes
Councillor Hazel Stephens

ALSO PRESENT:

Graham Blew – Town Clerk
Indigo Allred – Assistant Town Clerk

ABSENT:

There were none.

11826-27. 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.

119/26-27. 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 Elizabeth Wickham due to medical reasons.

Recommended:

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

120/26-27. SUBSTITUTES.

There were none.

121/26-27. 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.

122/26-27. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

123/26-27. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 21 MAY 2026.

Recommended:

That the Minutes of the Meeting held on 21 May 2026 were approved and signed as a true record.

124/26-27. **BUS STOP INFRASTRUCTURE PROPOSAL – ST PETER & St PAULS CHURCH, SWANSCOMBE.**

Members considered the options provided by the Infrastructure Support Officer, Kent County Council and, after discussion it was agreed that option 2 was the more suitable location.

Recommended; That Option 2 be selected as the preferred location.

125/26-27. **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/26/00672/LDC	Application for a Lawful Development Certificate (Existing) for use of the property as a small House in Multiple Occupation (HMO) falling within Use Class C4 101 Knockhall Chase, Greenhithe.
OBSERVATIONS:	Members noted that the previous proposal had been submitted as a planning application and was refused due to Article 4, and that this proposal had now been submitted as a Lawful Development. Members highlighted that the proposal included a kitchen area that was only 4.9m square when the minimum standard was 7m square. The Town Council strongly objects to this proposal as it does not meet the minimum standards required.
DA/26/00729/FUL	Proposed garage conversion into habitable room. 10 Atlantic Close, Swanscombe.
OBSERVATIONS:	The Town Council strongly objects to this application as the proposed development would result in the loss of a parking space which could not be replaced within the curtilage of the site and would be likely to result in undesirable on-street parking in an area with limited on street parking provision contrary to the Planning Authorities Dartford Development Policies Plan. The Town Council believes that the proposal would have a detrimental effect on the provision of parking in the vicinity.

EDC/25/0020	RE-CONSULTATION - Full planning application for the phased demolition of existing buildings and the erection of flexible B2/B8/E(g)(ii)/E(g)(iii) units, with new accesses, internal roads, parking, drainage, landscaping and associated works (Manor Way Business Park). Manor Way Business Park, Manor Way, Swanscombe.
OBSERVATIONS:	The Town Council strongly objects to the application as it considers the temporary Galley Hill Road closure continues to significantly impact on traffic in the local area which the Town Council considers to be a material consideration and, until this temporary closure is resolved the application should not be considered.

12/26-27.

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

DA/26/00421/LDC	Application for a Lawful Development Certificate for proposed loft conversion comprising rear dormer window and roof lights in front roof slope. 11 Skippers Close, Greenhithe.
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.
DA/26/00501/FUL	Erection of a front porch and single storey rear extension. 41 Eglinton Road, Swanscombe.
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.

127/26-27. **DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were requested to delegate authority to the Town Clerk/RFO (if in post) or the Assistant Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk/RFO (if in post) or the Assistant Town Clerk would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted.

Recommended:

That, in accordance with section 101 (1) (a) of the Local Government Act 1972, the Town Clerk/RFO (if in post) or the Assistant Town Clerk be delegated authority to respond to planning applications during the recess period.

There being no further business to transact, the Meeting closed at 7.25 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 25
JUNE 2026 at 7.00PM

PRESENT: Councillor Elizabeth Wickham (Chairman for the Meeting)
Councillor Lorna Cross
Councillor Ann Duke
Councillor Dawn Johnston
Councillor Hazel Stephens
VACANCY

ALSO PRESENT: Indigo Allred – Assistant Town Clerk
Dan Usher – Senior Groundsman/Gardener
x1 Member of the public

ABSENT: Councillor Lesley Howes.

26-27. TO ELECT A CHAIRMAN FOR THE MEETING.

As both the Chairman and Vice-Chairman were unable to attend the meeting it was duly proposed, seconded, and agreed.

Recommended: That Councillor Elizabeth Wickham be elected as the Chairman for the meeting.

96/26-27. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

97/26-27. APOLOGIES FOR ABSENCE.

An apology for absence was submitted by Councillor Emma Ben – Moussa, due to illness.

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

98/26-27. SUBSTITUTES.

There were none.

99/26-27. 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.

100/26-27. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

101/26-27. **TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 12 MARCH 2026**

Recommended: That the Minutes of the Meeting held on 12 March 2026 were approved and signed as a true record.

102/26-27. **SENIOR GROUNDSMAN / GARDENER'S REPORT.**

Members considered the report which updated on the work undertaken, by the Parks Department and the work planned which included:

Broomfield, Eagles Road, Heritage Park, Knockhall, Swanscombe Park, Valley View, Equipment / Staffing and Miscellaneous.

The Senior Groundsman / Gardener advised members that the gang mowing has begun, hard surfaces have been treated for moss removal/prevention.

Recommended: That the report be noted.

TOWN CLERK AND ASSISTANT TOWN CLERK'S REPORT.

103/26-27. **SAXON COURT PLAY EQUIPMENT (p).**

Members considered the correspondence received from a local resident regarding the play equipment at Saxon Court Play Area.

Recommended: That the item be noted and that the replacement ropes be purchased.

104/26-27. **MUSIC LICENCE – COMMUNITY HALLS (p).**

Members considered the annual renewal of the Music Licence for the Community Halls. A following discussion regarding the costs and responsibilities associated with the licences took place.

Recommended:

1. That the Music Licence renewal be paid for the current year, subject to ongoing review.
2. That the Committee consider whether the cost of the licences should be incorporated into the Community Halls hire charges when the 2027 – 2028 hiring fees are to be agreed.

105/26-27. CHILDRENS SUMMER ENTERTAINMENT.

Members considered the update to the Children's Summer Entertainment 2026.

Recommended: That the item be noted, the proposed use of funding be approved and that the Assistant Town Clerk be thanked for their work in securing children's entertainment for local families.

106/26-27. HERITAGE PARK – POND SITE.

Members considered the update on the Heritage Park regarding the development of audio trails and other improvements to the Heritage Park. Members discussed the idea of a lower maintenance redesign of the Pond Site but wanted a more defined project proposal to reference.

Recommended:

1. That the update be noted.
2. That a lower-maintenance redesign of the pond site be outlined further and reported to the next meeting of the Committee.

107/26-27. FLAG SCHEDULE – REVIEW (P).

Members considered the proposed amendments to the flag schedule. A member of public suggested that a British Red Ensign flag be flown for Merchant Marines Day in keeping with the area's unique maritime heritage. The member of public offered to donate the cost of the flag. Members proposed that D-Day on 6 June be included with the Union Flag to be flown. Members expressed their sincere thanks to a member of the public for their generous offer to fund the purchase of the British Red Ensign flag.

Recommended:

1. That the flag schedule be finalised with the above detailed amendments.
2. That officers source a British Red Ensign flag.

108/26-27. DARTFORD SCIENCE AND TECHNOLOGY COLLEGE (DSTC) – COMMUNITY DAY 17 JULY 2026.

Members considered the item and update from the Parks Department regarding the activities to be provided.

Recommended: That the item be noted.

109/26-27. REQUEST TO USE TOWN COUNCIL PARKS.

Members considered the request from the Salvation Army to hold a Youth Summer Pop-Up event in Swanscombe Park. Members welcomed the event and expressed thanks to the Salvation Army for hosting the activity for local young people.

Recommended: That the request be approved.

110/26-27. REQUEST FROM SWANSCOMBE TIGERS FC – CHARITY FOOTBALL MATCH

Members considered the request and agreed that permission be granted, subject to a suitable risk assessment being submitted no later than two weeks prior to the event.

Recommended: That the request be approved, subject to a suitable risk assessment being submitted at least two weeks prior to the event.

111/26-27. THE SWANSCOMBE CENTRE – ANNUAL REPORT 2025 (P).

Members considered the provided the Annual Report and signed audited accounts for 2025 from Gravesham Community Leisure Limited.

Recommended: That the item be noted.

112/26-27. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members are requested to delegate authority to the Town Clerk/RFO (if in post) or the Assistant Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk/RFO (if in post) or the Assistant Town Clerk will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk/RFO (if in post) or the Assistant Town Clerk be delegated authority to conduct the normal business if the council during the recess period.

113/26-27. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Lorna Cross 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).

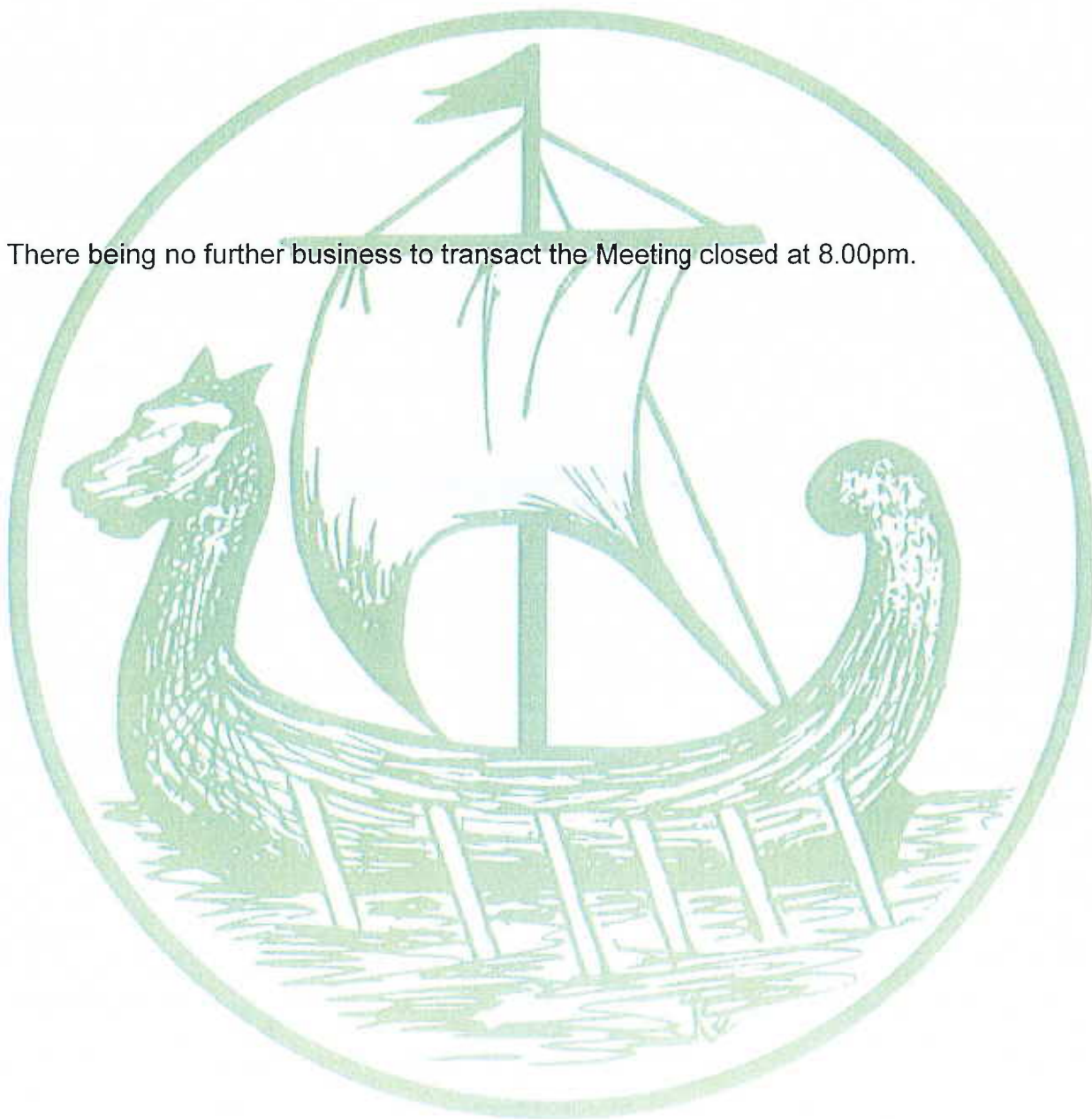
No members of the press or public were present during discussion of the following item of business.

107/26-27. **THE SWANSCOMBE CENTRE – PERFORMANCE OF SERVICES UPDATE (p).**

Further to minute 186/25-26 the Finance Director GCLL had provided the Performance of Services Report which includes details for Health & Safety, Finance and Attendances for February 2026 to April 2026.

Recommended: That the item be noted.

There being no further business to transact the Meeting closed at 8.00pm.



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 THURSDAY 1 JULY 2026 at 7.00pm

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

ABSENT: There were none

ALSO PRESENT: Indigo Allred – Assistant Town Clerk
Jack Turner – Locum Responsible Financial Officer (via Teams)
Councillor Celedonia Krawczyk

108/26-27. **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.

109/26-27. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Emma Ben-Moussa, due to health reasons. On behalf of the Committee the Chairman wished Councillor Ben-Moussa a full and speedy recovery.

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

110/26-27. **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.

111/26-27. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

112/26-27. **TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 4 JUNE 2026.**

Recommended: That the minutes from the meeting held on 4 June 2026 be confirmed and signed.

113/26-27. **RECOMMENDATION OF INTERVIEW PANEL.**

The Chair Councillor Dawn Johnston, provided a summary of the interview panel's assessment of the shortlisted candidates, including consideration of their experience, qualifications and overall suitability for the role.

Following careful evaluation, the interview panel concluded that none of the shortlisted candidates fully met the essential criteria and personal specifications required for the position of Town Clerk / Responsible Financial Officer. Accordingly, the panel recommended that no appointment be made.

Recommended: That the recommendation be noted.

114/26-27. **APPOINTMENT OF TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER.**

Members considered the recommendation of the interview panel and agreed not to appoint any of the shortlisted candidates to the position of Town Clerk / Responsible Financial Officer. It was further resolved to procure the services of a locum Town Clerk / Responsible Financial Officer.

The Assistant Town Clerk presented two CVs provided by a locum recruitment agency, which were tabled for Members' consideration.

Councillor Richard Lees clarified that the Council was not undertaking a recruitment process or conducting interviews for the locum Town Clerk / Responsible Financial Officer. The Council was seeking to procure the services of a locum Town Clerk / Responsible Financial Officer through a locum agency. He emphasised that the proposed introductory calls with the two prospective locum candidates were solely for the purpose of establishing suitability and working arrangements and should not be regarded as interviews.

It was agreed that the Assistant Town Clerk would coordinate the procurement process and arrange the introductory calls. Following these discussions, the selection of the preferred locum Town Clerk / Responsible Financial Officer would be made jointly by the Chair and Vice Chair of the Personnel Committee, the Assistant Town Clerk and Councillors Lesley Howes, and Lorna Cross.

It was proposed, duly seconded and unanimously agreed:

Recommended:

- 1 That the Personnel Committee not appoint any of the shortlisted candidates to the position of Town Clerk / Responsible Financial Officer.
- 2 That the Assistant Town Clerk arrange brief introductory calls with the two prospective locum Town Clerk / Responsible Financial Officers identified by the agency.
- 3 That following the introductory calls, the preferred locum Town Clerk / Responsible

Financial Officer shall be selected jointly by the Assistant Town Clerk and Councillors Dawn Johnston, Lesley Howes, Lorna Cross, and Elizabeth Wickham.

115/26-27. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Richard Lees 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.

116/26-27. **ADMINISTRATION STAFFING ARRANGEMENTS AND JOB DESCRIPTIONS.**

Members considered the confidential report provided by the Assistant Town Clerk.

There followed a detailed discussion regarding the practicalities of hybrid working for applicable staff and what contingencies would need to be in place to ensure that the same standard of work be upheld. Members also reviewed the job description and personal specifications for the Town Clerk / Responsible Financial Officer post. Members acknowledged the challenges associated with the current staffing arrangements and agreed measures to support future recruitment and workforce management.

Recommended:

- 1 That the Assistant Town Clerk prepare a formal possible Hybrid Working Agreement for consideration and implementation with relevant members of staff.
- 2 That the Town Clerk / Responsible Financial Officer post be re advertised at the upper end of the benchmarked salary scale previously provided by the Locum Responsible Financial Officer.
- 3 That Members of the Personnel Committee review the Town Clerk / Responsible Financial Officer job description and personal specifications and submit any proposed amendments to the Assistant Town Clerk.

117/26-27. **PAYROLL 2025 – 2026.**

Further to minute 58/26-27, Members discussed the contents of the confidential report provided by the locum RFO in relation to the payroll compliance check.

It was proposed, duly seconded and unanimously agreed:

Recommended:

- 1 That the payroll company be contacted to confirm the findings of the confidential report provided by the locum RFO.
- 2 That the recommendations contained within the confidential report be approved for actioning by the Assistant Town Clerk, the payroll company and the Locum RFO.
- 3 That the Town Clerk write a letter to the affected member of staff once confirmation has been received from the payroll company regarding the findings of the confidential report provided by the locum RFO.

There being no further business, the Meeting closed at 8:30 pm.

Signed: _____ Date: _____
(CHAIRMAN)

VACANCY



(Local Government Act 1972 Section 87 (2))

NOTICE OF CASUAL VACANCY IN THE OFFICE OF TOWN COUNCILLOR FOR THE KNOCKHALL WARD.

Notice is hereby given that a vacancy exists in the office of Town Councillor for the Knockhall Ward of the Swanscombe and Greenhithe Town Council.

An election to fill the vacancy will be held if within fourteen days (computed in accordance with Rule 2 of the Local Elections (Parishes and Communities) Rules 1986) after the date of this Notice, a written request for such an election has been given to the Proper Officer, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, DA1 1DR by at least TEN Electors for the Greenhithe Ward.

If an election is not requested the Town Council will fill the vacancy as soon as practicable after the expiry of the fourteen days.

Dated: 22 June 2026

Signed:

Town Clerk

Swanscombe and Greenhithe Town Council
Council Offices, The Grove,
Swanscombe, Kent, DA10 0GA.

Vacancy for a Town Councillor in Knockhall 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 Monday 7
September 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

COMMITTEES:

❖ **COMMUNITY SAFETY COMMITTEE (CSC) – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	VACANCY
Vice-Chairman:	2.	Councillor Dawn Johnston
Sub-Committee	3.	Councillor Ann Duke
Members:	4.	Councillor Lorna Cross
	5.	Councillor Lesley Howes
	6.	Councillor Claire Pearce
	7.	Councillor Hazel Stephens
	8.	Councillor Elizabeth Wickham

❖ **RECREATION, LEISURE & AMENITIES COMMITTEE (RLA) – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Emma Ben Moussa
Vice-Chairman:	2.	VACANCY
Sub-Committee	3.	Councillor Lorna Cross
Members:	4.	Councillor Ann Duke
	5.	Councillor Lesley Howes
	6.	Councillor Dawn Johnston
	7.	Councillor Hazel Stephens
	8.	Councillor Elizabeth Wickham

❖ **FINANCE & GENERAL PURPOSES COMMITTEE (FGP) – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Richard Lees
Vice-Chairman:	2.	Councillor Lorna Cross
Committee	3.	Councillor Emma Ben Moussa
Members:	4.	Councillor Lesley Howes
	5.	Councillor Dawn Johnston
	6.	Councillor Claire Pearce
	7.	Councillor Hazel Stephens
	8.	VACANCY

❖ **PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE (PTE) – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Dawn Johnston
Vice-Chairman:	2.	Councillor Richard Lees
Committee	3.	Councillor Lorna Cross
Members:	4.	Councillor Ann Duke
	5.	Councillor Lesley Howes
	6.	Councillor Hazel Stephens
	7.	Councillor Elizabeth Wickham
	8.	VACANCY

❖ **PERSONNEL COMMITTEE – 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Town Mayor
Vice-Chairman:	2.	Councillor Eizabeth Wickham
Committee	3.	Councillor Emma Ben Moussa
Members:	4.	Councillor Lorna Cross
	5.	Councillor Ann Duke
	6.	Councillor Lesley Howes
	7.	Councillor Richard Lees
	8.	VACANCY

❖ **EXECUTIVE / EMERGENCY COMMITTEE - 8 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Town Mayor
Vice-Chairman	2.	VACANCY
Committee	3.	Councillor Emma Ben Moussa
Members:	4.	Councillor Ann Duke
	5.	Councillor Lesley Howes
	6.	Councillor Elizabeth Wickham
	7.	VACANCY
	8.	VACANCY

SUB-COMMITTEES OF THE RLA COMMITTEE:

❖ **HERITAGE – 6 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Lesley Howes
Vice-Chairman:	2.	Councillor Elizabeth Wickham
Sub-Committee	3.	Councillor Denise Butler
Members:	4.	Councillor Ann Duke
	5.	Councillor Richard Lees
	6.	Councillor Claire Pearce

❖ **ALLOTMENTS & CEMETERIES – 6 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor Hazel Stephens
Vice-Chairman:	2.	Councillor Dawn Johnston
Sub-Committee	3.	Councillor Ann Duke
Members:	4.	Councillor Lesley Howes
	5.	Councillor Claire Pearce
	6.	Councillor Elizabeth Wickham

SUB-COMMITTEES OF THE FGP COMMITTEE:

❖ LEASES & LEGAL – 6 MEMBERS OF THE COUNCIL:

Chairman:	1.	Councillor Lesley Howes
Vice-Chairman:	2.	Councillor Ann Duke
Sub-Committee	3.	Councillor Lorna Cross
Members:	4.	Councillor Dawn Johnston
	5.	Councillor Hazel Stephens
	6.	Councillor Elizabeth Wickham

SUB-COMMITTEES OF THE PTE COMMITTEE:

❖ REGENERATION AND QUALITY – 6 MEMBERS OF THE COUNCIL:

Chairman:	1.	VACANCY
Vice-Chairman:	2.	Councillor Dawn Johnston
Sub-Committee	3.	Councillor Lorna Cross
Members:	4.	Councillor Lesley Howes
	5.	Councillor Alan Reach
	6.	VACANCY

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A. COMMUNITY EVENT WORKING GROUP:

1. Councillor Emma Ben Moussa
2. Councillor Lorna Cross
3. Councillor Ann Duke
4. Councillor Lesley Howes
5. Councillor Hazel Stephens

B. DEVOLUTION WORKING GROUP:

1. Councillor Emma Ben Moussa
2. Councillor Ann Duke
3. Councillor Dawn Johnston
4. Councillor Lesley Howes
5. **VACANCY**

C. ENVIRONMENTAL ACTION PLAN WORKING GROUP:

1. Councillor Ann Duke
2. Councillor Lesley Howes
3. Councillor Hazel Stephens
4. Councillor Elizabeth Wickham
5. **VACANCY**

D. FINANCIAL RISK ASSESSMENT WORKING GROUP:

1. Councillor Lorna Cross
2. Councillor Ann Duke
3. Councillor Lesley Howes
4. Councillor Hazel Stephens
5. Councillor Elizabeth Wickham

E. GROVE CAR PARK WORKING GROUP:

1. Councillor Emma Ben Moussa
2. Councillor Lorna Cross
3. Councillor Lesley Howes
4. Councillor Claire Pearce
5. Councillor Hazel Stephens

F. INGRESS PARK COMMUNITY CENTRE WORKING GROUP:

1. Councillor Lesley Howes
2. Councillor Dawn Johnston
3. Councillor Hazel Stephens
4. **VACANCY**
5. **VACANCY**

G. LORRY PARK WORKING GROUP:

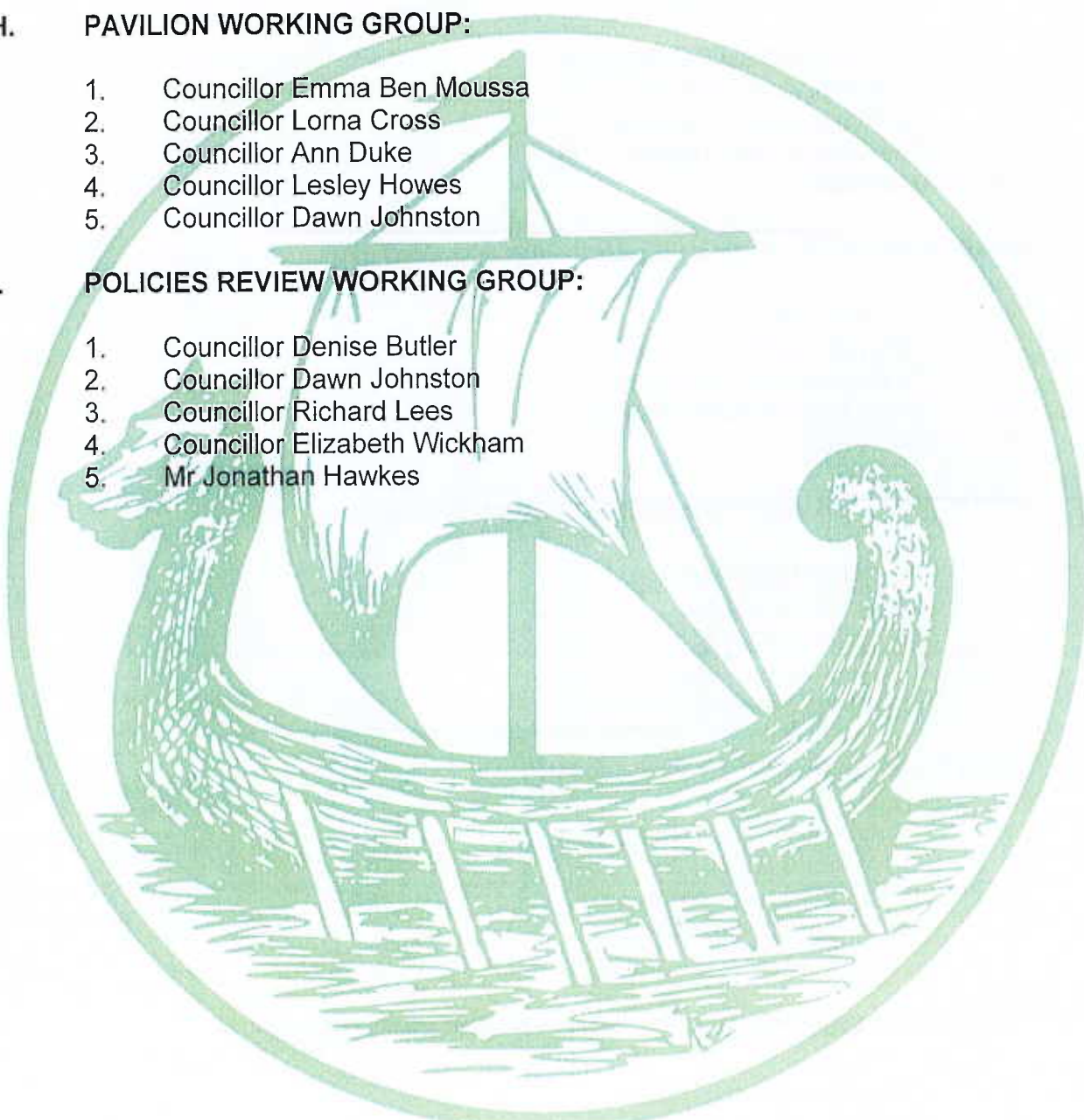
1. Councillor Dawn Johnston
2. Councillor Claire Pearce
3. Mr Graham Taylor
4. **VACANCY**
5. **VACANCY**

H. PAVILION WORKING GROUP:

1. Councillor Emma Ben Moussa
2. Councillor Lorna Cross
3. Councillor Ann Duke
4. Councillor Lesley Howes
5. Councillor Dawn Johnston

I. POLICIES REVIEW WORKING GROUP:

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



AGENDA ITEM 10

04 August 2026 (2026-2027)

Swanscombe and Greenhithe Town Council

TC 16/07/26

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
05/06/2026	Bank to Bank Transfer	Active Saver 2	Current Account	1,000.00
08/06/2026	Bank to Bank Transfer	Active Saver 2	Current Account	1,000.00
12/06/2026	Bank to Bank Transfer	Active Saver 2	Current Account	17,545.23
15/06/2026	Bank to Bank Transfer	Active Saver 2	Current Account	1,000.00
21/06/2026	Bank to Bank Transfer	Active Saver 2	Current Account	38,000.00
Total.....				505,545.83

Swanscombe and Greenhithe Town Council

10 July 2026 (2026-2027)

PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
50 Hire Income	01/06/2026		Active Saver 1		Receipt - Hall Hire	Gateway Salvation Church	Z	164.90		164.90
50 Hire Income	01/06/2026		Active Saver 1		Receipt - Hall Hire	Gateway Salvation Church	Z	172.20		172.20
51 Hire Income	01/06/2026		Active Saver 1		Receipt - Hall Hire	North Kent Karate	Z	412.05		412.05
66 Hire Income	01/06/2026		Active Saver 1		Receipt - Hall Hire	1st Swanscombe Rainbow	Z	51.25		51.25
63 Hire Income	02/06/2026		Active Saver 1		Receipt - Hall Hire	CB Studios	Z	221.40		221.40
62 Hire Income	03/06/2026		Active Saver 1		Receipt - Hall Hire	Cygnets	Z	1,884.75		1,884.75
64 Hire Income	04/06/2026		Active Saver 1		Receipt - Hall Hire	Rosie's Groovy Movers	Z	467.40		467.40
65 Hire Income	04/06/2026		Active Saver 1		Receipt - Hall Hire	Rosie's Groovy Movers	Z	233.70		233.70
67 Hire Income	05/06/2026		Active Saver 1		Receipt - Hall Hire	2nd Swanscombe Brown	Z	61.50		61.50
68 Hire Income	10/06/2026		Active Saver 1		Receipt - Hall Hire	Dartford Borough Council	Z	221.40		221.40
187 Wages	12/06/2026		Current Account		Payment - Sage Payroll Cover	Sage	S	-132.50	-26.50	-159.00
188 Rates	12/06/2026		Current Account		Payment - Waste Bin Collector	Biffa	S	-210.25	-42.05	-252.30
191 Fuel	12/06/2026		Current Account		Payment - Parks Fuel	Alstar	S	-434.50	-84.73	-519.23
192 Rates	12/06/2026		Active Saver 1		Payment - Cleaner for Changin	Night & Day Security	S	-100.00	-20.00	-120.00
189 Wages	12/06/2026		Current Account		Payment - pension scheme - M	KCC - LGPS	E	-2,638.08	-5.20	-2,643.28
190 Miscellaneous Expenditure	12/06/2026		Current Account		Payment - Pre-employment He	Preventative Health Care C	S	-26.00		-26.00
193 Night & Day	12/06/2026		Current Account		Payment - parks security	Night & Day Security	Z	-1,744.38		-1,744.38
194 Night & Day	12/06/2026		Current Account		Payment - parks sites	Night & Day Security	Z	-1,560.95		-1,560.95
197 Equipment/Materials	15/06/2026		Active Saver 1		Payment - Parks - Turf Dressin	Bourne Armenty	X	-708.00	-108.00	-816.00
199 Equipment/Materials	15/06/2026		Active Saver 1		Payment - Skip Hire	Pinde Ltd	S	-295.00	-59.00	-354.00
200 Equipment/Materials	15/06/2026		Active Saver 1		Payment - Parks Equipment -	Screwfix	S	-9.99	-2.00	-11.99
195 IT Services	15/06/2026		Active Saver 1		Payment - Website Charges	Qwerty IT Services	S	-912.24	-182.45	-1,094.69
198 Rates	15/06/2026		Active Saver 1		Payment - Card Machine Fee	Elavon	X	-46.00	-1.20	-47.20
196 Repairs & Maintenance	15/06/2026		Active Saver 1		Payment - Replacement Fire D	Fireout Protection Ltd	S	-125.00	-25.00	-150.00
208 Wages	15/06/2026		Current Account		Payment - Locum RFO - fees	SLCC	S	-4,416.00	-883.20	-5,299.20
209 Photocopier	15/06/2026		Active Saver 1		Payment - photocopier - IT sup	Digital Automation	S	-150.00	-30.00	-180.00
204 Stationary, Advertising & Posta	15/06/2026		Active Saver 1		Payment - Stationary	Amazon UK	S	-191.75	-38.34	-230.09
203 Telephone / Internet	15/06/2026		Active Saver 1		Payment - Telephone Equipme	Overline	S	-577.87	-115.57	-693.44
207 Member Training	15/06/2026		Active Saver 1		Payment - Member Training -	KALC	S	-35.00	-7.00	-42.00
212 Gas	15/06/2026		Current Account		Payment - Gas	KCC Laser	S	-293.44	-58.69	-352.13
205 Electricity	15/06/2026		Active Saver 1		Payment - Electricity	NPower	L	-139.72	-6.99	-146.71
206 Rates	15/06/2026		Active Saver 1		Payment - Barclaycard - Card F	Barclaycard	Z	-20.00		-20.00
213 Rates	15/06/2026		Current Account		Payment - Portaloov Hire	Lav Hire	S	-100.00	-20.00	-120.00
211 Gas & Electricity	15/06/2026		Current Account		Payment - Gas	KCC Laser	L	-68.89	-3.44	-72.33

TC 16/07/26

Swanscombe and Greenhithe Town Council
PAYMENTS & RECEIPTS LIST

10 July 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
210	Gas & Electricity	15/06/2026		Active Saver 1		Payment - Gas	KCC Laser	L	-8.99	-0.45	-9.44
201	Cleaning Materials	15/06/2026		Active Saver 1		Payment - Cleaning Materials	Amazon UK	S	-7.57	-1.51	-9.08
202	DBC Maintenance Service Chan	15/06/2026		Active Saver 1		Payment - Insurance - Old Fire	DBC	X	-3,869.42	-235.89	-4,105.31
71	Hire Income	23/06/2026		Active Saver 1		Receipt - Hall Hire	All Nations Revival Evangel	Z	61.50		61.50
72	Hire Income	24/06/2026		Active Saver 1		Receipt - Hall Hire	Christ Apostolic Church - W	Z	61.50		61.50
69	Hire Income	26/06/2026		Active Saver 1		Receipt - Hall Hire	Fountain of Praise	Z	246.00		246.00
70	Hire Income	26/06/2026		Active Saver 1		Receipt - Hall Hire	Fountain of Praise	Z	0.50		0.50
Total									-14,561.49	-1,957.21	-16,518.70

Wanscombe and Greenhithe Town Council
Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 10/07/2026)

AGENDA ITEM											
TC 16/07/26											
Last Year 2025-2026				Current Year 2026-2027				Next Year			
Administration				Receipts		Payments		Receipts		Payments	
Code		Title		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
230	Wages			142,750.00	218,999.63			181,574.00	47,511.70		
231	Furniture, Fixtures & F			750.00	25.00			100.00			
232	Photocopier			1,000.00	3,680.19			3,864.00	150.00		
233	Stationary, Advertising			1,600.00	1,775.63			1,898.00	716.31		
234	Telephone / Internet			3,700.00	8,793.39			9,569.00	2,317.35		
235	Mileage Allowance			200.00				100.00			
236	Insurance			14,000.00	15,028.47			15,779.00	15,633.04		
237	Subscriptions / Publica			5,000.00	5,837.13			5,438.00	6,151.93		
238	Civic Budget			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	1,680.00			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			6,000.00	-20,470.71			1,000.00			
246	Election Expenses			2,000.00				6,145.00	22,685.55		
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	1,155.00		
250	Handyman (incl. seaso			500.00				8,873.00	2,735.00		
251	Council Offices Buildir			12,000.00	40,953.09			16,000.00	3,691.05		
252	Water Rates			2,000.00	1,905.18			2,447.00	385.36		
253	Gas			2,750.00	5,450.25			6,195.00	1,140.17		
254	Electricity			6,500.00	18,685.16			20,816.00	4,330.39		
255	Rates			17,500.00	21,449.58			18,900.00	820.23		
256	Long Term Financial R										

Swanscombe and Greenhithe Town Council

All Cost Centres and Codes (Between 01/04/2026 and 10/07/2026)

[illegible]

Last Year 2025-2026

Last Year 2025-2026				Current Year 2026-2027				Next Year	
Allotments		Receipts		Payments		Receipts		Payments	
Code	Title	Budget	Actual	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
213	Long Term Financial R								
218	Rent Income	5,230.00	5,512.51	5,650.00	5,629.37		5,629.37		
SUB TOTAL		5,230.00	5,512.51	5,650.00	5,629.37		5,629.37	961.00	1,080.38

Last Year 2025-2026

Broomfield Sports Ground		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	Budget
90	Long Term Financial R										
95	Football Income	8,600.00	6,848.00			8,302.00					
96	Cricket Income		1,585.00			1,625.00	1,545.70		150.00		
97	Miscellaneous Income										
							1,545.70				150.00

Wanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 10/07/2026)

	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	8,600.00	8,433.00			9,927.00	1,545.70		1,545.70		150.00		150.00
Bus Shelters												
Code Title												
400 Maintenance			250.00					250.00				
SUB TOTAL			250.00					250.00				

Church Road Hall	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
Code Title												
280 Wages	5,800.00		5,800.00	5,299.14				6,037.00		1,631.46		1,631.46
281 Repairs & Maintenan	500.00		500.00	1,399.32				1,134.00		130.00		130.00
282 Gas & Electricity	850.00		850.00	1,400.13				1,550.00		836.00		836.00
283 Cleaning Materials	100.00		100.00	18.75				100.00		22.04		22.04
284 Furniture, Fixtures & F	100.00		100.00					100.00				
285 Rates	1,172.00		1,172.00	590.55				945.00		13.83		13.83
287 Miscellaneous Expenc	125.00		125.00	1,004.10				131.00				
288 Long Term Financial R												
295 Hire Income	6,500.00	12,007.06		536.50	11,000.00	10,490.38		10,490.38				
406 Telephone Broadband			100.00									
423 Water Rates				1,668.59								
SUB TOTAL	6,500.00	12,007.06	8,747.00	11,917.08	11,000.00	10,490.38		10,490.38	9,997.00	2,633.33		2,633.33

Swanscombe and Greenhithe Town Council
Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 10/07/2026)

Craylands Lane		Last Year 2025-2026			Current Year 2026-2027			Next Year		
Car Park		Receipts		Payments	Receipts		Payments	Receipts		Payments
Code	Title	Budget	Actual	Budget	Budget	Actual	Forecast	Budget	Budget	Budget
30	Rates									
31	Repairs & Maintenan									
32	Long Term Financial R									
430	Income				1,191.57			1,191.57		
SUB TOTAL					1,191.57			1,191.57		

Grove Car Park		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	Budget
20	Rates			2,100.00		2,107.00				
21	Repairs & Maintenan			500.00		200.00				
22	Long Term Financial R									
421	Income	1,000.00			1,000.00	2,239.10	2,239.10			
SUB TOTAL		1,000.00		2,600.00	1,000.00	2,239.10	2,239.10	2,307.00		

Grove 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	Budget
301	Repairs & Maintenan			500.00		500.00				
302	Gas & Electricity			100.00		298.00		109.40		109.40
305	Rates					504.00		17.69		17.69
306	Water Rates					193.00				
308	Long Term Financial R									

Wanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 10/07/2026)

SUB TOTAL		600.00		1,552.21		1,495.00		127.09		127.09			
Heritage Community Hall		Last Year 2025-2026				Current Year 2026-2027				Next Year			
		Receipts		Payments		Receipts		Payments		Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	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	13,796.00	14,069.20			14,365.00	3,078.45						
SUB TOTAL		13,796.00	14,069.20		138.25	14,365.00	3,078.45						
Heritage Park		Last Year 2025-2026				Current Year 2026-2027				Next Year			
		Receipts		Payments		Receipts		Payments		Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
100	Maintenance/Rent		2,200.00										
104	Long Term Financial R			500.00				525.00					
SUB TOTAL			2,200.00	500.00				525.00					

Swanscombe and Greenhithe Town Council
Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 10/07/2026)

Ingress Park Community		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	Budget
Code	Title										
407	Wages			6,000.00						3,000.00	
408	Repairs & Maintenance			500.00						250.00	
409	Gas & Electricity			1,500.00						1,000.00	
410	Cleaning Materials			500.00						250.00	
411	Furniture & Fittings			500.00						250.00	
412	Rates (NINDR)			1,600.00						1,000.00	
413	Water Rates			600.00						300.00	
414	Key Holder Security			600.00						300.00	
415	Misc Expenditure			100.00						50.00	
416	Long Term Financial R										
418	Hire Income		120.00	14,000.00		7,000.00					
419	Commuted Sum			6,000.00							
420	Contingency Fund			10,000.00							
SUB TOTAL		120.00		41,900.00		7,000.00				6,400.00	

Knockhall Playing Field		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	Budget
Code	Title										
80	Rates			153.00	431.13					184.00	248.73
81	Long Term Financial R										
85	Football	6,240.00	5,050.00			5,966.00	200.00				
SUB TOTAL		6,240.00	5,050.00	153.00	431.13	5,966.00	200.00			184.00	248.73

Swanscombe and Greenhithe Town Council
Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 10/07/2026)

Leisure Centre									
Last Year 2025-2026					Current Year 2026-2027				
Code	Title	Receipts		Payments		Receipts		Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
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
SUB TOTAL			3,709.96	90,500.00	75,579.84		96,851.00		14,750.00
Old Fire Station									
Last Year 2025-2026					Current Year 2026-2027				
Code	Title	Receipts		Payments		Receipts		Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
380	Wages			20,800.00	28,262.57		33,315.00		4,068.13
381	Food/Supplies		49.90	4,000.00	10,930.05		12,317.00		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		4,980.55
385	Electricity			1,500.00	2,362.70		1,911.00		
386	Cleaning Materials			120.00			100.00		15.40
387	DBC Maintenance Ser			1,500.00			2,087.00		3,869.42
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		5,105.40
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		
424	Water Rates		3,358.52		7,161.97				3,993.00

Swanscombe and Greenhithe Town Council
Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 10/07/2026)

SUB TOTAL			20,500.00	27,393.11	37,870.00	56,615.21	23,079.00	785.10	59,524.00	19,077.20	19,077.20
Other Projects			Current Year 2026-2027								
Last Year 2025-2026			Receipts			Payments			Next Year		
Code	Title		Budget	Actual	Budget	Budget	Actual	Forecast	Budget	Actual	Budget
121	General Projects (inc.		1,325.00	1,325.00	10,000.00	13,443.51			680.00	680.00	680.00
SUB TOTAL			1,325.00	1,325.00	10,000.00	13,443.51			680.00	680.00	680.00

Parks			Current Year 2026-2027								
Establishment			Last Year 2025-2026			Receipts			Payments		
Code	Title		Budget	Actual	Budget	Budget	Actual	Forecast	Budget	Actual	Forecast
40	Wages		108,250.00	139,932.97		178,353.00	18,602.22		18,602.22	18,602.22	
41	Equipment/Materials		20,891.02	42,433.50		32,552.00	6,773.03		6,773.03	6,773.03	
42	New Grounds Maintner			14,387.56							
43	Fuel		2,000.00	2,738.78		2,770.00	1,091.55		1,091.55	1,091.55	
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	1,222.23		1,222.23	1,222.23	
47	Water Rates		2,575.00	3,144.65		17,704.00	5,964.19		5,964.19	5,964.19	
48	Gas/Electricity		3,000.00	4,934.88		4,200.00	1,435.94		1,435.94	1,435.94	
49	Playground Equipmen		1,000.00	7,373.48		5,250.00	787.70		787.70	787.70	
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	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

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 10/07/2026)

56	Unexpected/Emergent		750.00	902.00		789.00	
57	Long Term Financial R		5,000.00	3,305.33			
58	New Community Facili						
65	Miscellaneous Income	500.00	1,200.00	625.00			
429	Night & Day			3,305.33		3,998.62	3,998.62
SUB TOTAL		500.00	23,091.02	169,575.00	226,874.72	525.00	251,641.00
						40,005.03	40,005.03

Last Year 2025-2026

Current Year 2026-2027

Code	Title	Receipts		Payments		Receipts		Payments		Next Year	
		Budget		Actual		Budget		Actual		Budget	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
1	Supply & Maintenance			3,150.00	1,764.39			2,223.00	805.05		805.05
3	Christmas Lighting		609.00	4,170.00	3,891.00						
4	Repairs			500.00	1,510.00						
5	Long Term Financial R										
6	Income	1.00				1.00					
SUB TOTAL		1.00	609.00	7,820.00	7,165.39	1.00		2,748.00	805.05		805.05

Last Year 2025-2026

Current Year 2026-2027

Code	Title	Receipts		Payments		Receipts		Payments		Next Year	
		Budget		Actual		Budget		Actual		Budget	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
340	Utilities				969.56		993.00		51.30		51.30
341	Water Rates				369.94		387.00		2,698.20		2,698.20
342	Maintenance & Cleani										
343	Rates				6,169.83		5,767.00		21.03		21.03
344	Building Insurance										
345	Miscellaneous Expenc				1,210.00		1,271.00				
346	Professional Fees				3,000.00						

[illegible]

Wanscombe and Greenhithe Town Council
Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 10/07/2026)

427	Bowls Club Electricity	688.59	431.00	390.90	390.90
428	Park Maintenance	1,700.00		1,353.35	1,353.35
SUB TOTAL		4,246.00	4,425.00	4,579.00	4,579.00
				931.00	1,774.25
					1,774.25

Town Council Offices		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	Budget
360	Wages			8,750.00	14,978.00			8,954.00	1,217.18		1,217.18
361	Repairs & Maintenan			420.00	1,951.96			441.00	5,602.32		5,602.32
362	Furniture, Fixtures & F			100.00				105.00			
363	Cleaning Materials			260.00	155.07			273.00	41.32		41.32
364	Miscellaneous Expendit			75.00	431.25			79.00	629.27		629.27
365	Long Term Financial R										
370	Hire Income	47,500.00	46,906.85		100.00	51,371.00	2,318.45				
SUB TOTAL		47,500.00	46,906.85	9,605.00	17,616.28	51,371.00	2,318.45	9,852.00	7,490.09		7,490.09

Summary											
TOTAL		573,261.00	817,311.53	617,865.00	780,247.16	833,023.00	327,872.86	763,388.00	204,156.03		204,156.03

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Receipts - cost code 421

Here you can enter, edit and search receipt transactions for income received by the council.

Voucher No	Date	Cost Code	S.137	Net	VAT	Total	Cashed Date	Description	Bank	Tender	Total (Receipt)
12	01.04.2026	Income	False	£2,239.10	£0.00	£2,239.10	30.04.2026	Car Park Income	Active Saver 1	ONLINE PAYMENT	£3,430.67

Receipts - Cost Code 335

Here you can enter, edit and search receipt transactions for income received by the council.

Voucher No	Date	Cost Code	S.137	Net	VAT	Total	Cashed Date	Description	Bank	Tender	Total (Receipt)
59	05.05.2026	Hire Income	False	£1,195.95	£0.00	£1,195.95	31.05.2026	Hall Hire	Active Saver 1	ONLINE PAYMENT	£1,195.95
58	12.05.2026	Hire Income	False	£161.55	£0.00	£161.55		Hall Hire	Active Saver 1	ONLINE PAYMENT	£161.55
57	20.05.2026	Hire Income	False	£150.00	£0.00	£150.00	31.05.2026	Hall Hire	Active Saver 1	ONLINE PAYMENT	£150.00
56	21.05.2026	Hire Income	False	£375.00	£0.00	£375.00	31.05.2026	Hall Rent	Active Saver 1	ONLINE PAYMENT	£375.00
28	28.04.2026	Hire Income	False	£1,195.95	£0.00	£1,195.95	30.04.2026	Hall Rent	Active Saver 1	ONLINE PAYMENT	£1,195.95

TC 16/07/26

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	39,350.27	6,043.20 (13%)
231 Furniture, Fixtures & Fittings			(N/A)	25.03		25.03 (N/A)
232 Photocopier		1,122.60	1,122.60 (N/A)	966.00	150.00	816.00 (84%)
233 Stationary, Advertising & Postage			(N/A)	474.47	660.17	-185.70 (-39%)
234 Telephone / Internet			(N/A)	2,392.22	1,736.68	655.54 (27%)
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	22,685.55	-21,149.27 (-1376%)
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	1,155.00	-1,030.03 (-824%)
249 IT Services			(N/A)	2,218.22	2,479.00	-260.78 (-11%)
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	1,140.17	408.58 (26%)
254 Electricity			(N/A)	5,203.97	2,926.23	2,277.74 (43%)
255 Rates			(N/A)	4,725.00	727.49	3,997.51 (84%)
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 C Tax 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	100,028.62	-23,077.86 (-29%)
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	836.00	-448.53 (-115%)

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	10,326.38	7,576.41 (275%)			(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	10,326.38	7,576.41 (275%)	2,499.28	2,506.68	-7.40 (-0%)
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	109.40	-34.87 (-46%)
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	127.09	246.69 (66%)
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	248.73	-202.70 (-440%)
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	248.73	-202.70 (-440%)
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	4,811.44	-3,979.22 (-478%)
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	3,869.42	-3,347.70 (-641%)
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. I			(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	17,828.09	-2,947.15 (-19%)
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	5,780.83	2,357.14 (28%)
42 New Grounds Maintenance Equip			(N/A)			(N/A)
43 Fuel			(N/A)	692.53	811.64	-119.11 (-17%)
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 & Maintena			(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)		3,800.40	-3,800.40 (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	36,162.07	26,748.21 (42%)
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	861.98	-751.73 (-681%)
362 Furniture, Fixtures & Fittings			(N/A)	26.25		26.25 (N/A)
363 Cleaning Materials			(N/A)	68.25	19.28	48.97 (71%)
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	2,727.71	-264.71 (-10%)
TOTALS.....	208,255.87	327,376.76	119,120.89 (57%)	190,846.97	180,771.47	10,075.50 (5%)
NET Variance Quarter 1						129,196.39

Payments - Administration Miscellaneous expenditure

Here you can enter, edit and search payment transactions for goods or services provided to the council.

Voucher No	Date	Cost Code	S.137	Net	VAT	Total	Cashed Date	Description	Bank	Tender	Total (Payment)
190	12.06.2026	Miscellaneous Expenditure	False	£26.00	£5.20	£31.20		Pre-employment Health Questionnaire	Current Account	ONLINE PAYMENT	£31.20
181	11.05.2026	Miscellaneous Expenditure	False	£7,428.82	£0.00	£7,428.82	31.05.2026	PAYE	Current Account	ONLINE PAYMENT	£7,428.82
177	08.05.2026	Miscellaneous Expenditure	False	£1,384.04	£276.81	£1,660.85	31.05.2026	Service Fee	Current Account	ONLINE PAYMENT	£1,660.85
174	01.05.2026	Miscellaneous Expenditure	False	£4,770.38	£0.00	£4,770.38	31.05.2026	rates	Current Account	ONLINE PAYMENT	£4,770.38
173	01.05.2026	Miscellaneous Expenditure	False	£652.00	£0.00	£652.00	31.05.2026	rates	Active Saver 1	ONLINE PAYMENT	£652.00
172	12.04.2026	Miscellaneous Expenditure	False	£651.50	£0.00	£651.50	30.04.2026	Service Fee	Active Saver 1	ONLINE PAYMENT	£651.50
170	01.04.2026	Miscellaneous Expenditure	False	£27.39	£5.48	£32.87	30.04.2026	Service Fee	Current Account	ONLINE PAYMENT	£32.87
168	01.04.2026	Miscellaneous Expenditure	False	£167.36	£33.47	£200.83	30.04.2026	Waste Bin Collection	Current Account	ONLINE PAYMENT	£200.83
165	01.04.2026	Miscellaneous Expenditure	False	£780.00	£0.00	£780.00	30.04.2026	Utilities Contribution	Current Account	ONLINE PAYMENT	£780.00
162	01.04.2026	Miscellaneous Expenditure	False	£2,043.23	£408.65	£2,451.88	30.04.2026	Service Fee	Current Account	ONLINE PAYMENT	£2,451.88
159	01.04.2026	Miscellaneous Expenditure	False	£211.67	£42.33	£254.00	30.04.2026	Service Fee	Current Account	ONLINE PAYMENT	£254.00

Voucher No	Date	Cost Code	S.137	Net	VAT	Total	Cashed Date	Description	Bank	Tender	Total (Payment)
158	01.04.2026	Miscellaneous Expenditure	False	£1,795.63	£359.13	£2,154.76	30.04.2026	Service Fee	Current Account	ONLINE PAYMENT	£2,154.76
154	01.04.2026	Miscellaneous Expenditure	False	£168.00	£33.60	£201.60	30.04.2026	Service Fee	Current Account	ONLINE PAYMENT	£403.20
154	01.04.2026	Miscellaneous Expenditure	False	£168.00	£33.60	£201.60	30.04.2026	Service Fee	Current Account	ONLINE PAYMENT	£403.20
153	01.04.2026	Miscellaneous Expenditure	False	£156.03	£31.21	£187.24	30.04.2026	Service Fee	Current Account	ONLINE PAYMENT	£187.24
150	01.04.2026	Miscellaneous Expenditure	False	£890.00	£178.00	£1,068.00	30.04.2026	IT Software & Printing	Current Account	ONLINE PAYMENT	£1,068.00
149	01.04.2026	Miscellaneous Expenditure	False	£100.00	£20.00	£120.00	30.04.2026	Toilet Hire	Current Account	ONLINE PAYMENT	£120.00
145	01.04.2026	Miscellaneous Expenditure	False	£16.40	£3.28	£19.68	30.04.2026	Hygiene Services	Current Account	ONLINE PAYMENT	£19.68
144	01.04.2026	Miscellaneous Expenditure	False	£4.10	£0.82	£4.92	30.04.2026	Hygiene Services	Current Account	ONLINE PAYMENT	£4.92
142	02.04.2026	Miscellaneous Expenditure	False	£621.00	£124.20	£745.20	30.04.2026	Service Fee	Current Account	DIRECT DEBIT	£745.20
88	26.05.2026	Miscellaneous Expenditure	False	£300.00	£60.00	£360.00	31.05.2026	TC/RFO Job Advertisement	Current Account	ONLINE PAYMENT	£360.00
80	07.05.2026	Miscellaneous Expenditure	False	£324.00	£64.80	£388.80	31.05.2026	TC/RFO Job Advertisement	Current Account	ONLINE PAYMENT	£388.80

Payments - Administration Miscellaneous vs Expenditure revised 10/01/26

Here you can enter, edit and search payment transactions for goods or services provided to the council.

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref	Last Activity Date
190	12.06.2026	£26.00	£5.20	£31.20	29.06.2026	Pre-employment Health Questionnaire	Preventative Health Care Company Ltd	Current Account	N/A	N/A	12.06.2026
181	11.05.2026	£7,428.82	£0.00	£7,428.82	31.05.2026	PAYE	HMRC	Current Account	N/A	N/A	10.06.2026
177	08.05.2026	£1,384.04	£276.81	£1,660.85	31.05.2026	Service Fee	Kent Commerical Services	Current Account	N/A	N/A	10.06.2026
174	01.05.2026	£4,770.38	£0.00	£4,770.38	31.05.2026	rates	DBC	Current Account	N/A	N/A	10.06.2026
173	01.05.2026	£652.00	£0.00	£652.00	31.05.2026	rates	DBC	Active Saver 1	N/A	N/A	10.06.2026
172	12.04.2026	£651.50	£0.00	£651.50	30.04.2026	Service Fee	DBC	Active Saver 1	N/A	N/A	09.06.2026
154	01.04.2026	£336.00	£67.20	£403.20	30.04.2026	Service Fee	Scutum South East Ltd	Current Account	N/A	N/A	09.06.2026
153	01.04.2026	£156.03	£31.21	£187.24	30.04.2026	Service Fee	Scutum South East Ltd	Current Account	N/A	N/A	09.06.2026
149	01.04.2026	£100.00	£20.00	£120.00	30.04.2026	Toilet Hire	Lav Hire	Current Account	N/A	N/A	09.06.2026
88	26.05.2026	£300.00	£60.00	£360.00	31.05.2026	TC/RFO Job Advertisement	NALC	Current Account	N/A	N/A	10.06.2026
80	07.05.2026	£324.00	£64.80	£388.80	31.05.2026	TC/RFO Job Advertisement	SLCC	Current Account	N/A	N/A	10.06.2026

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Payments - Old Fire Station Cafe - Miscellaneous Expenditure

Here you can enter, edit and search payment transactions for goods or services provided to the council.

Voucher No	Date	Cost Code	S.137	Net	VAT	Total	Cashed Date	Description	Bank	Tender	Total (Payment)
259	08.07.2026	Miscellaneous Expenditure (incl. DBC insurance)	False	£1,080.00	£216.00	£1,296.00		HR Consultancy	Current Account	ONLINE PAYMENT	£1,296.00
49	07.05.2026	Miscellaneous Expenditure (incl. DBC insurance)	False	£4,025.40	£805.08	£4,830.48	31.05.2026	Settlement - Old Fire Station Cafe Coffee Machine Rental	Current Account	ONLINE PAYMENT	£4,830.48

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Swanscombe and Greenhithe Town Council

Budget Overview - 2026/27 Position at 30 June 2026

1. Executive summary

This report updates the May budget overview using the Scribe reports run on 10 July 2026 and Barclays statements to 29 June 2026. For a true month-end comparison, the receipts and payments figures below exclude transactions entered in July.

The Council remains in a very weak underlying reserve position. After allowing for the £120,000 of 2026/27 precept released early in 2025/26, the Scribe General Fund shown at 10 July would leave only £3,716.83. In addition, the June bank balances and the Scribe reserves report do not currently agree, so a formal bank reconciliation is required before the cash position can be relied upon.

Measure	Position / Amount	Comment
Receipts recorded to 30/06/2026	£327,376.76	Excludes £496.10 entered in July.
Payments recorded to 30/06/2026	£180,771.47	Excludes £23,384.56 entered in July.
Net budget movement to 30/06/2026	£146,605.29	Receipts less payments for April-June.
Total Barclays balances at 29/06/2026	£225,625.94	Current account plus two savings accounts.
General Fund per Scribe reserves report at 10/07/2026	£123,716.83	No earmarked reserves are shown.
Underlying General Fund after £120,000 adjustment	£3,716.83	Equivalent to approximately 0.5% of annual payments budget.

2. Bank and cash position

The Barclays statements show the following cleared balances at 29 June 2026:

Account	Balance
Business Current Account	£28,647.11
Business Premium Account - 80831379	£171,314.92
Business Premium Account - 73201481	£25,663.91
Total cleared bank balances	£225,625.94

The Scribe reserves report, run on 10 July 2026, shows total funds of £123,716.83. This is £101,909.11 lower than the cleared bank balances at 29 June. Some difference will arise from transactions entered or cleared after month end and from unrepresented items, but no June bank reconciliation report has been supplied to explain the full difference. The Council should therefore not treat either figure as the confirmed reconciled cash balance until the reconciliation is completed and approved.

3. Budget position at 30 June 2026

The annual receipts budget is £833,023 and the annual payments budget is £763,388. The monthly Scribe report shows the following cumulative position for April to June:

Budget heading	Annual budget	Actual to 30/06/2026	Remaining / variance
Receipts	£833,023.00	£327,376.76	£505,646.24

Budget heading	Annual budget	Actual to 30/06/2026	Remaining / variance
Payments	£763,388.00	£180,771.47	£582,616.53
Precept income	£680,610.00	£280,305.00	£400,305.00

The apparent £400,305 remaining against the precept budget continues to overstate the future cash expected in 2026/27. If £120,000 was already released in 2025/26, the practical further precept cash expected is approximately £280,305, subject to confirmation of the billing authority payment schedule.

4. General Fund and reserves assessment

Reserve assessment	Amount
General Fund / total funds per reserves report at 10/07/2026	£123,716.83
Less: 2026/27 precept released early in 2025/26	-£120,000.00
Indicative underlying General Fund	£3,716.83
Underlying General Fund as % of annual payments budget	0.5%

This is substantially weaker than the £41,915.93 underlying balance reported at the end of May. The deterioration primarily reflects further expenditure recorded since that report. A reserve of around 0.5% of annual expenditure provides virtually no resilience against income shortfalls, emergency works, payroll pressures or historic corrections. The absence of separately identified earmarked reserves also prevents members from seeing which balances, if any, are committed to specific purposes.

5. Main budget risks and variances requiring review

Area	Budget / actual	Issue
Administration - miscellaneous expenditure	Budget £6,145; actual £22,685.55	Overspend £16,540.55. Coding and supporting transactions require urgent review.
Administration - subscriptions/publications	Budget £5,438; actual £6,151.93	Overspend £713.93 at an early stage of the year.
Staff and member training	Combined budget £1,000; actual £1,803.33	Combined overspend £803.33.
Town Council Offices hall income	Budget £51,371; actual £2,318.45	Only 4.5% of annual income budget recorded.
Old Fire Station Cafe	Income £785.10 against £23,079 budget	Rates, DBC service charge and miscellaneous expenditure are already over budget.
Heritage Community Hall income	Budget £14,365; actual £3,078.45	Income recovery and outstanding invoices should be reviewed.
Ingress Park Community Centre income	Budget £7,000; actual £0	No hire income recorded.
Sports income	Broomfield £1,545.70; Knockhall £200; Bowls £0	Check seasonal billing, agreements and debtor recovery.
Bank / Scribe reconciliation	Bank £225,625.94; reserves £123,716.83	Difference £101,909.11 is not supported by a supplied reconciliation.

6. Recommended actions

1. Complete and present the bank reconciliation to 30 June 2026, including all unpresented payments, receipts in transit and post-month-end entries.
2. Confirm formally that £120,000 of the apparent funds represents 2026/27 precept received early and is not an available reserve.
3. Rebuild the reserves report so that the opening General Fund, current-year movement and any earmarked reserves are transparently shown and reconcile to the cashbook.
4. Prepare a rolling cashflow forecast through 31 March 2027, including payroll, HMRC, pensions, contracted expenditure, rates, utilities and realistic income collection dates.
5. Undertake an immediate coding review of Administration miscellaneous expenditure and the Old Fire Station Cafe cost lines.
6. Produce an income recovery schedule for every hall, sports facility, allotment and cafe debtor, showing invoiced, accrued, received and overdue amounts.
7. Bring forward an in-year savings and income recovery plan and begin the 2027/28 budget process with a clear reserve-rebuilding target.

7. Suggested recommendation to Council

That the Council: notes the budget overview for the period ending 30 June 2026; notes that the Scribe reports run on 10 July include July transactions and that the June month-end figures have therefore been separately identified; confirms that £120,000 of 2026/27 precept received early in 2025/26 is not an available reserve; notes the indicative underlying General Fund of only £3,716.83 based on the 10 July reserves report; and instructs the RFO to complete the June bank reconciliation, correct the reserves presentation, prepare a cashflow forecast and report back with a cost and income recovery action plan.

Sources: Scribe Detailed Budget Summary, Monthly Breakdown, Detailed Cost Centre and Reserves Report, all run 10 July 2026; Barclays account statements to 29 June 2026; previous Budget Overview dated 16 June 2026.

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Info

From: Info
Sent: 02 July 2026 09:55
To: Jack Turner; Graham Blew; Cllr Johnston, D; Cllr Lees, R; Yvonne Colverson
Subject: RE: Notification of Termination of Locum RFO contract
Importance: High

Dear Jack,

Thank you for letting us know.

We would like to thank you for all the help, support, and time you have given to Swanscombe and Greenhithe Town Council. Your work has been greatly appreciated, and you've played an important part in helping improve the Council's financial position.

Would you also be able to spare some time for a handover with the incoming Locum Town Clerk/RFO before you finish on 24 July? It would be a great help in ensuring a smooth transition.

Thank you again, and we wish you all the best for the future.

Yours sincerely,

Indigo Allred
Assistant Town Clerk

Swanscombe & Greenhithe Town Council
Council Offices | The Grove | Swanscombe | Kent | DA10 0GA
Tel: 01322 385513

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**A Civility & Respect
Pledge Council**

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From: Jack Turner <jackrturner1996@gmail.com>
Sent: 01 July 2026 21:48

To: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>; Graham Blew <clerk@swanscombeandgreenhithetowncouncil.gov.uk>; Cllr Johnston, D <CllrDawn.Johnston@swanscombeandgreenhithetowncouncil.gov.uk>; Cllr Lees, R <CllrRichard.Lees@swanscombeandgreenhithetowncouncil.gov.uk>; Yvonne Colverson <yvonne.colverson@slcc.co.uk>

Subject: Notification of Termination of Locum RFO contract

[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 Indigo et al,

I am writing to formally give notice of my decision to terminate my Locum RFO contract with Swanscombe and Greenhithe Town Council.

Pursuant to the services agreement between ourselves, this is now being on a rolling basis, I am writing to inform you that I intend to cease working for Swanscombe and Greenhithe Town Council from Friday 24th July 2026.

In between that time, I'll reconcile June, compile the budget monitoring documents and help Indigo with submitting the VAT return.

I have enjoyed my time working with yourselves and trying to assist you to get the Council back to financial stability.

Best wishes,

Jack Turner

Info

From: Alison Stevens <dep.ceo@kentalc.gov.uk>
Sent: 29 June 2026 16:30
To: Info
Subject: RE: Query on Procurement Advice

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Hi Graham

Thank you for your enquiry.

Based on the information provided, this is primarily an insurance claim rather than a procurement exercise, although procurement considerations still apply where the Council is commissioning professional services.

The key issues to consider are:

1. Insurance company requirements

The Council should first establish exactly what the insurer requires before appointing any contractor. If the insurer has requested three independent assessments, the Council should ensure that any appointment complies with those requirements, as failure to do so could affect the claim.

2. Procurement considerations

As the Council has already sought three quotations for the professional assessment work, it appears to have demonstrated value for money and competition, assuming this is consistent with its Financial Regulations and Standing Orders.

Members are not obliged to accept the lowest quotation. They should consider:

- the relevant experience and qualifications of the consultants;
- the scope of services offered;
- the methodology proposed;
- timescales for completion;
- any relevant professional accreditations; and
- the overall quality and value for money.

The reasons for selecting the successful quotation should be clearly recorded in the minutes.

3. Member decision-making

If members do not feel sufficiently informed to make a decision, officers could prepare a simple evaluation matrix comparing each quotation against agreed criteria, rather than simply presenting the prices. This provides an objective basis for decision-making and demonstrates transparency.

4. Demolition and subsequent works

If the appointed consultant concludes that demolition is required, this does not necessarily mean the demolition contractor can be appointed without further procurement. The Council should clarify with its insurer:

- whether the insurer will appoint contractors directly;
- whether the Council is expected to procure the demolition works itself; and
- whether any settlement will be based on actual costs or estimated costs.

If the demolition works are to be procured by the Council, these should be treated as a separate procurement exercise from the appointment of the professional consultant. The current exercise relates to obtaining expert advice to support the insurance claim, whereas the demolition contract (if required) may be of a significantly higher value and could trigger additional requirements under the Council's Financial Regulations and, where applicable, wider procurement legislation. The Council should therefore ensure that the appropriate procurement process is followed before awarding any demolition contract.

5. If the building is declared beyond economic repair

The consultant's opinion should remain independent. The decision to demolish the structure should only be taken once:

- the insurer has confirmed acceptance of the report (or otherwise);
- any planning, conservation or statutory requirements have been considered; and
- appropriate procurement arrangements are in place for the demolition works if these are to be commissioned by the Council.

Overall, based on the information provided, the Council appears to have followed a reasonable quotation process for the professional assessment stage. The principal issue now is ensuring that members have sufficient information to evaluate the quotations and that any appointment aligns with the insurer's requirements. Officers should therefore seek clarification from the insurer before any appointment is made and provide members with an objective comparison of the quotations to support an informed decision.

I hope this helps (I have left but am helping out until my successor is appointed).

Alison
Deputy Chief Executive
Kent Association of Local Councils
White Cliffs Business Park
Whitfield
Dover
Kent, CT16 3PJ

Telephone: 01304 820173 Option 2

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Alison Stevens
Deputy Chief Executive

t: +44 01304 820173 Option 2 | e: dep.ceo@kentalc.gov.uk

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a: Kent Association of Local Councils, White Cliffs Business Park,
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From: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>

Sent: 29 June 2026 14:44

To: Alison Stevens <dep.ceo@kentalc.gov.uk>

Cc: Graham Blew <clerk@swanscombeandgreenhithetowncouncil.gov.uk>

Subject: Query on Procurement Advice

Importance: High

[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,

Unfortunately, on 4 April 2026 a dis-used sports pavilion was subject to a fire and the Town Council have been in contact with the insurance provider since. At the direction of the insurance provider the Town Council have engaged with three different companies to provide the following: 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.

Three quotes were sourced and presented to members at the most recent Town Council meeting for approval. However, members did not feel that they were able to make an educated decision

and so have requested that officers reach out to Kent Association of Local Councils for guidance or advise on procurement and any other insurance claim related information.

Any help on this matter would be greatly appreciated.

Yours sincerely,

Indigo Allred
Assistant Town Clerk

Swanscombe & Greenhithe Town Council
Council Offices | The Grove | Swanscombe | Kent | DA10 0GA
Tel: 01322 385513

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01 JUL 2026

Info

From: Alex Heldth <alex.heldth@mclarens.com>
Sent: 01 July 2026 12:30
To: Info
Cc: Graham Blew
Subject: RE: MUK.261805 - Fire - Sports Pavilion and Squash Courts, Swanscombe, DA10 OAD

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Thanks Indigo.

I would advise that an hourly rate would be sufficient for the nature of work involved if limited to demolition and clearance. Any involvement beyond that would usually be on a % of contract value basis.

I'll await to hear once you have reviewed with Members.

Kind regards

Alex Heldth ACILA | McLarens

Executive Adjuster – Major Loss (London & South East)

alex.heldth@mclarens.com

Forum House, 15-18 Lime Street,

London, EC3M 7AN

+ 44 (0)7760 503 214 | mobile

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From: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>

Sent: 01 July 2026 12:23

To: Alex Heldth <alex.heldth@mclarens.com>

Cc: Graham Blew <clerk@swanscombeandgreenhithetowncouncil.gov.uk>

Subject: RE: MUK.261805 - Fire - Sports Pavilion and Squash Courts, Swanscombe, DA10 OAD

Importance: High

Alex,

Please find attached the three quotes which were presented to Members.

Yours sincerely,

Indigo Allred
Assistant Town Clerk

Swanscombe & Greenhithe Town Council
Council Offices | The Grove | Swanscombe | Kent | DA10 0GA
Tel: 01322 385513

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From: Alex Heldth <alex.heldth@mclarens.com>
Sent: 01 July 2026 12:11
To: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>
Cc: Graham Blew <clerk@swanscombeandgreenhithetowncouncil.gov.uk>
Subject: RE: MUK.261805 - Fire - Sports Pavilion and Squash Courts, Swanscombe, DA10 0AD

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Hi Indigo

Many thanks for the update.

I will await the outcome on the decision following consultation.

Are you able to provide the quotations in question for our file please?

Many thanks,

Alex Heldth ACILA | McLaren's
Executive Adjuster – Major Loss (London & South East)
alex.heldth@mclarens.com

Forum House, 15-18 Lime Street,
London, EC3M 7AN
+ 44 (0)7760 503 214 | mobile
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From: Info <info@swanscombeandgreenhithe town council.gov.uk>
Sent: 01 July 2026 12:09
To: Alex Heldth <alex.heldth@mclarens.com>
Cc: Graham Blew <clerk@swanscombeandgreenhithe town council.gov.uk>
Subject: RE: MUK.261805 - Fire - Sports Pavilion and Squash Courts, Swanscombe, DA10 0AD
Importance: High

Alex,

Hope you are well.

I wanted to circle back on this!

Members recently considered the quotations received for the survey work required in relation to the pavilion. Due to the significant variation between the quotes, they did not feel sufficiently informed to decide at the meeting.

As a result, advice has been sought from the appropriate bodies regarding procurement which we have done, and the item will be reconsidered at the Town Council meeting on 16 July.

Yours sincerely,

Indigo Allred
Assistant Town Clerk

Swanscombe & Greenhithe Town Council
Council Offices | The Grove | Swanscombe | Kent | DA10 0GA
Tel: 01322 385513

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From: Alex Heldth <alex.heldth@mclarens.com>

Sent: 11 June 2026 10:21

To: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>

Subject: RE: MUK.261805 - Fire - Sports Pavilion and Squash Courts, Swanscombe, DA10 0AD

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Good morning Graham

I am following up on this matter and my email below of 14 April.

I would be grateful if you could confirm the position and whether you have now engaged Surveyors to assist with assessing the potential demolition of the sports pavilion.

Many thanks,

Alex Heldth ACILA | McLarens

Executive Adjuster – Major Loss (London & South East)

alex.heldth@mclarens.com

Forum House, 15-18 Lime Street,
London, EC3M 7AN

+ 44 (0)7760 503 214 | mobile

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Company	Quote Received	Works Detailed
A	Hourly Rate of £135.00 + estimated 10 hours of work = £1350.00 plus VAT	• Site inspection, report on their assessment of damage, • outline scope with budget costings
B	£8,000 plus VAT fixed fee	• Initial site inspection to determine extent of damage and confirm property is beyond economic repair, • carry out research of archival material where appropriate such as asbestos reg, • preparation of a tender package for the safe demolition of the property which would include preliminaries, NBS specification and a schedule of work, • prepare tender documents and invite tenders from three contractors, prepare tender analysis and advise the employer on tenders received, • Prepare a JCT Minor Works 2024 contract for the project and arrange signature by both parties, • Carry out a prestart meeting and visit the site periodically, or as may be

		required, to monitor the progress, • Administer the terms of the building contract, including valuations and contract instructions, • Act as principle designer under the CDM Regulations 2015 responsible for planning, managing and coordinating health and safety during the pre-construction phase.
C	£1500.00 plus VAT	• Prepare a Schedule of Works • Obtain one quotation from contractor for the requested reports

(A)

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

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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



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From: Graham Blew <clerk@swanscombeandgreenhithetowncouncil.gov.uk>

Sent: 15 April 2026 14:28

To: [REDACTED]

Cc: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>; Laura Allery <office@tranbysurveying.co.uk>

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

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[uk>](#)

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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

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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 **Mark (Tranby Surveying)**, **[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

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From:
Sent:
To:
Cc:
Subject:

RE: Reply: Fire - Sports Pavilion, Swanscombe, DA10 0AD

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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:

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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.

i 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



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