AGENDA ITEM 3
TC 20/08/26

TOWN COUNCIL
16 JULY 2026

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 16 JULY 2026 at 7.00pm

PRESENT:
Councillor Dawn Johnston – Town Mayor
Councillor Richard Lees – Deputy Town Mayor
Councillor Denise Butler
Councillor Lorna Cross
Councillor Celedonia Krawczyk
Councillor Hazel Stephens
Councillor Elizabeth Wickham

ALSO PRESENT:
Graham Blew – Town Clerk
Indigo Allred – Assistant Town Clerk
Jack Turner – Locum RFO – via teams
Leader of Dartford Borough Council, Councillor Jeremy Kite MBE
Caroline Hicks – DBC Deputy Chief Executive
x4 Members of the public

ABSENT:
Councillor Alan Reach

134/26-27. **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.

135/26-27. **APOLOGIES FOR ABSENCE.**

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

An apology for absence was received from Councillor Ann Duke, due to other commitments.

An apology for absence was received from Councillor Lesley Howes, due to other commitments.

An apology for absence was received from Councillor Claire Pearce, 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.

136/26-27. **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.

137/26-27. **ITEMS DEEMED URGENT BY THE TOWN MAYOR / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

138/26-27. **TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 18 JUNE 2026.**

RESOLVED:

That the Minutes of the Town Council Meeting held on 18 June 2026 be confirmed as a true record and be signed.

139/26-27. **MINUTES OF THE PLANNING, MAJOR DEVELOPMENT, TRANSPORTATION AND ENVIRONMENT COMMITTEE MEETING HELD ON 8 JULY 2026.**

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation and Environment Committee Meetings held on 8 July 2026 be confirmed and the recommendations made therein be adopted.

140/26-27. **MINUTES OF THE RECREATION, LEISURE AND AMENITY COMMITTEE MEETING HELD ON 25 JUNE 2026.**

RESOLVED:

That the Minutes of the Recreation Leisure and Amenity Committee Meeting held on 25 June 2026 be confirmed and the recommendations made therein be adopted.

141/26-27. **MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 1 JULY 2026.**

RESOLVED:

That the Minutes of the Personnel Committee Meeting held on 1 July 2026 be confirmed and the recommendations made therein be adopted.

142/26-27. **TOWN COUNCILLOR RESIGNATION**

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

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

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

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

Members thanked Mr Peter Harris for his work and dedication to the community and wished him the best moving forward. Members asked that the Town Clerk write a letter to Mr Harris detailing their gratitude.

RESOLVED:

That the Town Clerk write a letter to Mr Peter Harris thanking him for his years of dedicated service to the community.

143/26-27. **VACANCIES ON COMMITTEES AND SUB-COMMITTEES**

Members are asked to consider the current vacancies on Committees and Sub-Committees.

a) Allotments & Cemeteries Sub-Committee.
b) Community Safety Committee.
c) Executive & Emergency Committee.
d) Finance & General Purposes Committee.
e) Heritage Sub-Committee.
f) Leases & Legal Sub-Committee.
g) Personnel Committee.
h) Planning, Major Developments, Transport & Environment Committee.
i) Recreation, Leisure & Amenities Committee.

It was agreed that Councillor Celedonia Krawczyk join the Community Safety Committee, Councillor Denise Butler join the Recreation, Leisure & Amenities Committee, Councillor Celedonia Krawczyk join the Planning, Major Developments, Transport & Environment Committee, and Councillor Denise Butler join the Personnel Committee.

RESOLVED:

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list and detailed above.

144/26-27 **WORKING GROUP – VACANICES.**

As per Standing Order 25 (a) each Working Group should have a membership of between 3 – 5 members with the quorum for a meeting to take place being 3.

a. Community Event Working Group
b. Devolution Working Group
c. Environmental Action Plan Working Group
d. Financial Risk Assessment Working Group
e. Grove Car Park Working Group
f. Ingress Park Community Centre Working Group
g. Lorry Park Working Group
h. Pavilion Working Group
i. Policies and Procedures Review Working Group

It was agreed that Councillor Denise Butler join the Devolution Working Group, and Councillor Celedonia Krawczyk join the Ingress Park Community Working Group.

RESOLVED:

That the memberships of the Working Groups, including the amendments as detailed, be confirmed.

145/26-27. **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 noted and that bank reconciliations for June 2026 be deferred to the next meeting.

146/26-27. **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 June 2026 as per the annexed list, be approved.

147/26-27. **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 June 2026.

RESOLVED:

That the receipts and payments for June 2026 as per the annexed list, be approved.

148/26-27. **UPDATED WORKING BUDGET.**

Further to minutes 566/25-26 and 77/26-27 Members reviewed the working budget and list of payments allocated to the queried cost codes.

RESOLVED:

That the live position be noted and continue to be monitored.

149/26-27. **SUMMARY OF ACCOUNTS.**

Further to minute 70/26-27 Members were provided with details of the Flex-Budget Report balanced to 30 June 2026 and the list of payments allocated to Administration Miscellaneous and Café Miscellaneous.

RESOLVED:

That the summary of accounts to 30 June 2026, be noted and continue to be monitored.

150/26-27. **FINANCIAL REPORTING.**

Further to minute 82/26-27 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.

151/26-27. **LOCUM RFO – UPDATE.**

Members reviewed the letter of resignation received from the Locum RFO which detailed that his last day of service to be 24 July 2026.

RESOLVED:

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

152/26-27. **TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER (RFO) – UPDATE.**

Members were provided with an update regarding the appointment of a Locum Town Clerk / RFO.

RESOLVED:

That the item be noted.

153/26-27. **PAVILION – UPDATE.**

Further to minute 83/26-27 Members considered the update regarding the Pavilion, the advice received, and the quotations received for the required survey.

RESOLVED:

That quotation A be selected to provide the assessments requested from the insurance provider.

154/26-27. **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 Dawn Johnston is 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.

Councillor Johnston had no matters to report directly relating to the IPGM. However, she advised that there had recently been a change in management at one of the blocks and noted that the managing agents do not operate from a site office, with management functions currently being carried out remotely.

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.

Councillor Dawn Johnston advised that the most recent meeting had been cancelled.t.

Borough and Parish Forum (BPF)
Councillor Dawn Johnston and the Town Clerk are the Town Councils representatives on the BPF.

Unfortunately, the Town Clerk and Councillor Dawn Johnston were both unable to attend the meeting on 7 July 2026.

155/26-27. **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.

156/26-27. **REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

Unfortunately, none of the Dartford Borough Councillors on the Town Council were able to attend the meeting.

RESOLVED:

That the item be noted.

157/26-27. **SEALING OF DOCUMENTS.**

There were none

158/26-27. **TOWN MAYORS ANNOUNCEMENTS.**

The Town Mayor announced her forthcoming Town Mayor's Dog Show, which was scheduled to take place on 13 September2026, and encouraged all Members and residents to attend and support the event.

The Town Mayor then advised that this would be Town Clerk, Graham Blew's final official Council meeting following 19 years of dedicated service to the Town Council. On behalf of the Council, she expressed her sincere thanks for his commitment, professionalism, and significant contribution to the community over many years.

Members of the Council and those members of the public in attendance joined the Town Mayor in thanking Mr Blew for his hard work and dedication and wished him every success and happiness for the future.

159/26-27. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Richard Lees and seconded by Councillor Elizabeth Wickham.

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.

160/26-27. **CHANGE OF AGENDA ORDER**

The chairman advised the meeting that, as the Leader of Dartford Borough Council and the Deputy Chief Executive Officer were present, that the order of the last two agenda items be switched.

RESOLVED:

That the last two agenda items be switched.

161/26-27. **PAVILION**

Members considered and discussed at length the confidential report and briefing provided by Dartford Borough Council.

RESOLVED:

That the proposal submitted by Dartford Borough Council (DBC), as detailed within the confidential report, be unanimously agreed.

160/26-27. **TOWN COUNCIL WEBSITE**

Members reviewed the confidential correspondence, supporting papers and quotations received in relation to the Council's website arrangements.

During discussion, Members noted that the quotation did not appear to cover the full scope of the original request submitted to the website provider; and queried whether additional quotations should be sought and requested that Officers further investigate the current contractual arrangements, pricing structure and service agreements in order to establish whether the charges and support arrangements are consistent with industry standards and represent value for money for the Council.

It was further agreed that the findings of this review, together with any future website compliance and development requirements, should be taken into consideration as part of the Council's budget-setting process for the 2027/28 financial year.

RESOLVED:

That the item be noted and that Officers query the scope of the provided quote and review the current website arrangements.

There being no further business to transact the Meeting closed at 9.10 pm.

Signed: ______________________ Date: ______________________
(Chairman)

AGENDA ITEM 6
STC 10/08/26

DATES OF MEETINGS 2026 - 2027

	CSC	R L & A	TOWN COUNCIL	P, MD, T & E
	30 Sept 2026 Cancelled	25 June 2026	18 June 2026	***21 May 2026***
	7 April 2027 Cancelled	17 Sept 2026 Cancelled	16 July 2026	10 June 2026
		12 Nov 2026 Cancelled	10 Sept 2026	8 July 2026
		21 Jan 2027 Cancelled	22 Oct 2026	2 Sept 2026
		11 March 2027 Cancelled	5 Nov 2026	23 Sept 2026
			10 Dec 2026	14 Oct 2026
			7 Jan 2027 **	18 Nov 2026
			28 Jan 2027	16 Dec 2026
			4 March 2027	13 Jan 2027
CSC	Community Safety Committee		18 March 2027	3 Feb 2027
F&GP	Finance and General Purposes Committee			24 Feb 2027
R&LA	Recreation, Leisure & Amenities Committee			17 March 2027
P,MD,T & E	Planning, Major Developments, Transportation & the Environment Committee			21 April 2027

29 April 2027 - Annual Open Town Meeting
12 May 2027 - Annual General Meeting

Meetings of the following Committees to be arranged as and when required:

Executive & Emergency Committee
Personnel Committee (April/May & November)

Meetings of the following Sub-Committees to be arranged as and when required:

Heritage
Allotments / Cemeteries
Leases & Legal

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

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Swanscombe and Greenhithe Town Council

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
19/06/2026	Bank to Bank Transfer	Active Saver 2	Current Account	38,000.00
14/07/2026	Bank to Bank Transfer	Active Saver 2	Current Account	45,643.31
15/07/2026	Bank to Bank Transfer	Active Saver 2	Current Account	5,000.00
29/07/2026	Bank to Bank Transfer	Active Saver 2	Current Account	20,000.00
03/08/2026	Bank to Bank Transfer	Active Saver 2	Current Account	1,000.00
06/08/2026	Bank to Bank Transfer	Active Saver 2	Current Account	3,000.00
			Total................	**580,189.14**

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AGENDA ITEM 9
STC 20/08/26

Swanscombe and Greenhithe Town Council

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
73	Hire Income	01/07/2026		Active Saver 1		Receipt - Hall Hire	Gateway Salvation Church	Z	123.00		123.00
73	Hire Income	01/07/2026		Active Saver 1		Receipt - Hall Hire	Gateway Salvation Church	Z	209.10		209.10
74	Hire Income	01/07/2026		Active Saver 1		Receipt - Hall Hire	Christ Apostolic Church - W	Z	82.00		82.00
102	Hire Income	01/07/2026		Active Saver 1		Receipt - Hall Hire	All Nations Revival Evangel	Z	82.00		82.00
106	Hire Income	01/07/2026		Active Saver 1		Receipt - Hall Hire	North Kent Karate	Z	393.60		393.60
307	Rates	01/07/2026		Current Account		Payment - NNDR	DBC	Z	-219.00		-219.00
307	Rates & Insurance Rent - DBC	01/07/2026		Current Account		Payment - NNDR	DBC	Z	-2,393.00		-2,393.00
308	Photocopier	01/07/2026		Current Account		Payment - Photocopier Rental	CF Corporate Finance	Z	-32.87		-32.87
276	Rates	01/07/2026		Active Saver 1		Payment - NNDR	DBC	Z	-652.00		-652.00
307	Rates	01/07/2026		Current Account		Payment - NNDR	DBC	Z	-333.00		-333.00
307	Rates	01/07/2026		Current Account		Payment - NNDR	DBC	Z	-108.00		-108.00
307	Rates	01/07/2026		Current Account		Payment - NNDR	DBC	Z	-1,713.00		-1,713.00
318	Gas & Electricity	01/07/2026		Current Account		Payment - Electricity	KCC Laser	S	-60.27	-12.06	-72.33
95	Hire Income	02/07/2026		Active Saver 1		Receipt - Hall Hire	Rosie's Groovy Movers	Z	565.80		565.80
96	Hire Income	02/07/2026		Active Saver 1		Receipt - Hall Hire	CB Studios	Z	147.50		147.50
309	Telephone / Internet	02/07/2026		Current Account		Payment - Telephone Equipme	BNP Paribas	Z	-745.20		-745.20
97	Hire Income	03/07/2026		Active Saver 1		Receipt - Hall Hire	Cygnets	Z	2,961.75		2,961.75
310	Photocopier	03/07/2026		Current Account		Payment - Photocopier Rental	Grenke	Z	-718.78		-718.78
109	Hire Income	06/07/2026		Active Saver 1		Receipt - Hall Hire	Rahman L SMA BGC	Z	244.00		244.00
217	Equipment/Materials	06/07/2026		Current Account		Payment - Pest Control	Screwfix	S	-4.16	-0.83	-4.99
218	Equipment/Materials	06/07/2026		Current Account		Payment - Pest Control	Screwfix	S	-4.16	-0.83	-4.99
222	Equipment/Materials	06/07/2026		Current Account		Payment - Parks Uniform - Wo	Screwfix	Z	-37.99		-37.99
229	Equipment/Materials	06/07/2026		Current Account		Payment - Parks Equipement -	Screwfix	S	-4.57	-0.92	-5.49
230	Equipment/Materials	06/07/2026		Current Account		Payment - Parks Equipement -	Discount Builders Merchant	S	-20.80	-4.16	-24.96
215	Playground Equipment & Maint	06/07/2026		Current Account		Payment - Parks - Play Area Re	Wicksteed Leisure Ltd	S	-141.31	-28.26	-169.57
216	Water Rates	06/07/2026		Current Account		Payment - Water Rates - Swan	Business Stream	Z	-1,564.00		-1,564.00
219	Bowls Club Electricity	06/07/2026		Current Account		Payment - Electricity - Bowls P	KCC Laser	L	-35.15	-1.76	-36.91
225	Wages	06/07/2026		Current Account		Payment - Locum RFO - fees	SLCC	S	-4,096.00	-819.20	-4,915.20
226	General Projects (inc. Summer	06/07/2026		Current Account		Payment - Summer Entertainm	Future Survival G&T Outdo	Z	-550.00		-550.00
221	Stationary, Advertising & Posta	06/07/2026		Current Account		Payment - Cleaning Materials	Amazon UK	S	-22.04	-4.40	-26.44
223	IT Services	06/07/2026		Current Account		Payment - IT Support & Mainte	MPR IT Solutions	S	-256.00	-51.20	-307.20
224	Subscriptions / Publications	06/07/2026		Current Account		Payment - Scribe Software Ren	Scribe 2000 Ltd	S	-1,188.00	-237.60	-1,425.60
228	Stationary, Advertising & Posta	06/07/2026		Current Account		Payment - Stationary	Amazon UK	S	-23.41	-4.68	-28.09
220	Electricity	06/07/2026		Current Account		Payment - Electricity - Bowls P	KCC Laser	S	-1,404.16	-280.83	-1,684.99

Swanscombe and Greenhithe Town Council

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
221	Cleaning Materials	06/07/2026		Current Account		Payment - Cleaning Materials	Amazon UK	S	-22.04	-4.41	-26.45
221	Cleaning Materials	06/07/2026		Current Account		Payment - Cleaning Materials	Amazon UK	S	-22.04	-4.41	-26.45
227	Council Offices Building Maintei	06/07/2026		Current Account		Payment - Lift Maintenance Coi	Schindler Ltd	S	-657.59	-131.52	-789.11
231	Repairs & Maintenance	06/07/2026		Current Account		Payment - Air Conditioning Rep	LW Burt & Son Ltd	S	-4,089.75	-817.95	-4,907.70
235	Equipment/Materials	07/07/2026		Current Account		Payment - Cricket Square loam	Binder Loams	Z	-252.32		-252.32
236	Equipment/Materials	07/07/2026		Current Account		Payment - Skip Hire	Pinden Ltd	S	-295.00	-59.00	-354.00
238	Equipment/Materials	07/07/2026		Current Account		Payment - Parks Equipement -	Discount Builders Merchant	S	-87.87	-17.57	-105.44
247	Fuel	07/07/2026		Current Account		Payment - Parks Fuel	Allstar	X	-279.91	-54.23	-334.14
242	Park Maintenance	07/07/2026		Current Account	REF58063/1	Payment - Flags for Flag Pole S	Hampshire Flag	S	-107.35	-21.47	-128.82
249	Water Rates	07/07/2026		Current Account		Payment - Water Rates	Castle Water	S	-85.90	-17.18	-103.08
249	Water Rates	07/07/2026		Current Account		Payment - Water Rates	Castle Water	Z	64.97		64.97
233	Subscriptions / Publications	07/07/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-17.24	-3.45	-20.69
237	IT Services	07/07/2026		Current Account		Payment - Data Protection Reg	ICO	Z	-47.00		-47.00
239	Night & Day	07/07/2026		Current Account		Payment - Contract Back Pay	Night & Day Security	Z	-198.22		-198.22
244	Subscriptions / Publications	07/07/2026		Current Account		Payment - Account Fee	Barclays	Z	-8.50		-8.50
245	Subscriptions / Publications	07/07/2026		Current Account		Payment - Sage Payroll Cover	Sage	S	-139.00	-27.80	-166.80
248	Stationary, Advertising & Posta	07/07/2026		Current Account		Payment - Stationary	Amazon UK	X	-5.69		-5.69
248	Stationary, Advertising & Posta	07/07/2026		Current Account		Payment - Stationary	Amazon UK	X	-5.69		-5.69
232	Miscellaneous Expenditure	07/07/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.61	-0.92	-5.53
234	Repairs & Maintenance	07/07/2026		Current Account		Payment - Electrical Repairs	Focus Electrical	S	-100.00	-20.00	-120.00
243	Repairs & Maintenance	07/07/2026		Current Account		Payment - Air Conditioning Ser	LW Burt & Son Ltd	S	-650.59	-130.12	-780.71
246	Food/Supplies	07/07/2026		Current Account		Payment - Waste Bin Collectior	Biffa	S	-169.11	-33.82	-202.93
98	Hire Income	08/07/2026		Active Saver 1		Receipt - Hall Hire	Dartford Borough Council -	Z	221.40		221.40
255	Equipment/Materials	08/07/2026		Current Account		Payment - Parks Equipement -	Discount Builders Merchant	S	-117.16	-23.43	-140.59
252	Wages	08/07/2026		Current Account		Payment - Pension scheme - A	Digital Wealth	Z	-700.81		-700.81
256	Wages	08/07/2026		Current Account		Payment - pension scheme - Ju	KCC - LGPS	Z	-2,800.22		-2,800.22
258	Wages	08/07/2026		Current Account		Payment - pension scheme - M	Digital Wealth	Z	-564.40		-564.40
250	Subscriptions / Publications	08/07/2026		Current Account		Payment - Barclaycard - Card F	Barclaycard	Z	-20.00		-20.00
257	Telephone / Internet	08/07/2026		Current Account		Payment - Phone Bill	Overline	S	-580.67	-116.13	-696.80
259	Miscellaneous Expenditure (incl	08/07/2026		Current Account		Payment - HR Consultancy	SLCC	S	-1,080.00	-216.00	-1,296.00
105	General Projects (inc. Summer	09/07/2026		Active Saver 1		Receipt - Summer Entertainme	GCLL	Z	500.00		500.00
99	Miscellaneous Income	10/07/2026		Active Saver 1		Receipt - test	Cherie Pontin	Z	0.01		0.01
311	Wages	14/07/2026		Current Account		Payment - Wages	SGTC	Z	-7,459.34		-7,459.34
311	Wages	14/07/2026		Current Account		Payment - Wages	SGTC	Z	-7,117.62		-7,117.62
312	Wages	14/07/2026		Current Account		Payment - PAYE	HMRC	Z	-5,581.51		-5,581.51

Swanscombe and Greenhithe Town Council

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
313	Wages	14/07/2026		Current Account		Payment - Pension scheme - Ju	Digital Wealth	Z	-659.31		-659.31
311	Wages	14/07/2026		Current Account		Payment - Wages	SGTC	Z	-626.73		-626.73
311	Wages	14/07/2026		Current Account		Payment - Wages	SGTC	Z	-710.72		-710.72
311	Wages	14/07/2026		Current Account		Payment - Wages	SGTC	Z	-17,099.15		-17,099.15
88	Hire Income	15/07/2026		Current Account		Receipt - Hall Hire	Cake and Computer Club	Z	153.75		153.75
87	Cafe Income	15/07/2026		Current Account		Receipt - Food Sales	Old Fire Station Cafe	Z	750.00		750.00
89	Hire Income	15/07/2026		Current Account		Receipt - Hall Hire	Cake and Computer Club	Z	123.00		123.00
90	Hire Income	15/07/2026		Current Account		Receipt - Hall Hire	Cake and Computer Club	Z	123.00		123.00
94	Park Maintenance	15/07/2026		Active Saver 1		Receipt - Flags for Flag Pole Sv	Geoff Baker	Z	107.35		107.35
118	Miscellaneous Income	16/07/2026		Current Account		Receipt - Mayoral Collection	Town Mayor	Z	164.10		164.10
100	Hire Income	16/07/2026		Active Saver 1		Receipt - Hall Hire	1st Swanwscombe Rainbov	Z	102.50		102.50
117	Hire Income	16/07/2026		Current Account		Receipt - Hall Hire	Rahman L SMA BGC	Z	100.00		100.00
270	Equipment/Materials	16/07/2026		Current Account		Payment - Bedding Plants	Springhead Nurseries	Z	-114.00		-114.00
271	Equipment/Materials	16/07/2026		Current Account		Payment - Parks Clothing - PPE	Ernest Doe & Sons Ltd	S	-13.31	-2.66	-15.97
272	Equipment/Materials	16/07/2026		Current Account		Payment - Parks Equipement -	Ernest Doe & Sons Ltd	S	-16.42	-3.29	-19.71
267	Miscellaneous Expenditure	16/07/2026		Current Account		Payment - Portaloo Hire	Lav Hire	S	-100.00	-20.00	-120.00
274	Water Rates	16/07/2026		Current Account		Payment - Water Rates	Business Stream	Z	-311.60		-311.60
314	Subscriptions / Publications	20/07/2026		Current Account		Payment - TC offices - Card Te	Elavon	Z	-47.20		-47.20
253	Utilities	20/07/2026		Active Saver 1		Payment - Gas - Sports Pavillor	British Gas	L	-25.23	-1.26	-26.49
93	Cricket Income	21/07/2026		Active Saver 1		Receipt - Cricket Pitch Hire	S&G 1880 Cricket Club	Z	50.00		50.00
92	Legal Fees	21/07/2026		Active Saver 1		Receipt - refund	Hatten Wyatt	Z	20.00		20.00
91	Water Rates	21/07/2026		Active Saver 1		Receipt - water rates refund	Waterplus	Z	2,630.69		2,630.69
104	Income	23/07/2026		Active Saver 1		Receipt - Insurance Claim - Str	Zurich	Z	630.00		630.00
268	Electricity	28/07/2026		Current Account		Payment - Electricity	NPower	L	-121.56	-6.08	-127.64
280	Equipment/Materials	29/07/2026		Current Account		Payment - Gang Mowing	Commercial Services tradin	S	-7,771.97	-1,554.39	-9,326.36
284	Equipment/Materials	29/07/2026		Current Account		Payment - Skip Hire	Pinden Ltd	S	-295.00	-59.00	-354.00
285	Equipment/Materials	29/07/2026		Current Account		Payment - Parks Equipement -	Discount Builders Merchant	S	-44.88	-8.98	-53.86
317	Equipment/Materials	29/07/2026		Current Account		Payment - Parks Equipment - F	Pitch Care	S	-108.95	-21.79	-130.74
279	Wages	29/07/2026		Current Account		Payment - Pension scheme - Ju	Digital Wealth	Z	-647.15		-647.15
286	Wages	29/07/2026		Current Account		Payment - Locum RFO - fees	SLCC	S	-4,512.00	-902.40	-5,414.40
281	Subscriptions / Publications	29/07/2026		Current Account		Payment - payroll services	Azets	S	-663.41	-132.68	-796.09
282	Stationary, Advertising & Posta	29/07/2026		Current Account		Payment - Stationary	Amazon UK	S	-93.94	-18.79	-112.73
287	Night & Day	29/07/2026		Current Account		Payment - parks security	Night & Day Security	Z	-1,796.66		-1,796.66
288	Night & Day	29/07/2026		Current Account		Payment - parks security	Night & Day Security	Z	-1,607.78		-1,607.78
289	Night & Day	29/07/2026		Current Account		Payment - parks security	Night & Day Security	Z	-1,796.66		-1,796.66

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
290	Night & Day	29/07/2026		Current Account		Payment - parks sites	Night & Day Security	Z	-1,607.78		-1,607.78
295	IT Services	29/07/2026		Current Account		Payment - Website Charges	Qwerty IT Services	S	-180.00	-36.00	-216.00
101	Hire Income	30/07/2026		Active Saver 1		Receipt - Hall Hire	2nd Swanwscombe Browni	Z	92.25		92.25
							Total		**-79,923.66**	**-5,913.46**	**-85,837.12**

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 17/08/2026)

Administration

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
230	Wages			142,750.00	218,999.63					181,574.00	80,538.40		80,538.40		
231	Furniture, Fixtures & F			750.00	25.00					100.00					
232	Photocopier			1,000.00	3,680.19		1,122.60		1,122.60	3,864.00	3,403.01		3,403.01		
233	Stationary, Advertising			1,600.00	1,775.63					1,898.00	958.74		958.74		
234	Telephone / Internet			3,700.00	8,793.39					9,569.00	3,683.55		3,683.55		
235	Mileage Allowance			200.00						100.00					
236	Insurance			14,000.00	15,028.47					15,779.00	15,633.04		15,633.04		
237	Subscriptions / Publica		231.82	5,000.00	5,837.13					5,438.00	6,151.12		6,151.12		
238	Civic Budget		1,880.74	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			20.00		20.00	3,150.00					
242	External Audit Fees			1,400.00	1,680.00					1,764.00					
243	Internal Audit Fees			350.00	210.00					368.00					
244	Local Funding			2,000.00	2,000.00					1,000.00					
245	Miscellaneous Expenc		3.00	6,000.00	-20,470.71					6,145.00	1,050.00		1,050.00		
246	Election Expenses			2,000.00											
247	Staff Training			1,500.00	422.00					500.00	648.33		648.33		
248	Member Training			1,500.00	2,625.00		84.00		84.00	500.00	1,155.00		1,155.00		
249	IT Services			4,000.00	10,385.70					8,873.00	2,243.24		2,243.24		
250	Handyman (incl. seas(			500.00						500.00					
251	Council Offices Buildir		10.80	12,000.00	40,953.09					16,000.00	8,986.21		8,986.21		
252	Water Rates			2,000.00	1,905.18					2,447.00	696.96		696.96		
253	Gas			2,750.00	5,450.25					6,195.00	1,341.21		1,341.21		
254	Electricity			6,500.00	18,685.16					20,816.00	9,003.48		9,003.48		
255	Rates		1.15	17,500.00	21,449.58					18,900.00	9,316.44		9,316.44		
256	Long Term Financial R														

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 17/08/2026)

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year 2025-2026 Receipts Actual	Last Year 2025-2026 Payments Budget	Last Year 2025-2026 Payments Actual	Current Year 2026-2027 Receipts Budget	Current Year 2026-2027 Receipts Actual	Current Year 2026-2027 Receipts Forecast	Current Year 2026-2027 Receipts Total	Current Year 2026-2027 Payments Budget	Current Year 2026-2027 Payments Actual	Current Year 2026-2027 Payments Forecast	Current Year 2026-2027 Payments Total	Next Year Receipts Budget	Next Year Payments Budget
270	Photocopier Income														
271	Miscellaneous Income	1,000.00	280.89			1,050.00	1,506.96		1,506.96		100.00		100.00		
272	Precept	440,713.00	590,622.00			680,610.00	280,305.00		280,305.00						
273	Section 136					1.00									
274	Bank Interest	3,000.00	2,266.12		518.18	2,464.00	472.96		472.96						
276	Government CTax Gra	14,435.00	14,435.00			14,435.00									
422	CIL		27,078.30				15,342.71		15,342.71						
431	CCLA Return		25,000.00												
	SUB TOTAL	**459,148.00**	**661,809.82**	**235,250.00**	**344,306.06**	**698,560.00**	**298,854.23**		**298,854.23**	**307,804.00**	**144,908.73**		**144,908.73**		

Allotments

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	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		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**	**495.00**	**3,731.91**	**5,650.00**	**5,629.37**		**5,629.37**	**961.00**	**1,080.38**		**1,080.38**		

Broomfield Sports Ground

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	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	2,443.55		2,443.55						
97	Miscellaneous Income						150.00		150.00						

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 17/08/2026)

		Last Year 2025-2026 Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Year 2026-2027 Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total	Next Year Receipts Budget	Payments Budget
	SUB TOTAL	**8,600.00**	**8,433.00**			**9,927.00**	**2,593.55**		**2,593.55**						

Bus Shelters

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
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
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
280	Wages			5,800.00	5,299.14					6,037.00	2,821.10		2,821.10		
281	Repairs & Maintenanc			500.00	1,399.32					1,134.00	130.00		130.00		
282	Gas & Electricity			850.00	1,400.13					1,550.00	896.27		896.27		
283	Cleaning Materials			100.00	18.75					100.00	22.04		22.04		
284	Furniture, Fixtures & F			100.00						100.00					
285	Rates			1,172.00	590.55					945.00	432.00		432.00		
287	Miscellaneous Expenc			125.00	1,004.10					131.00	18.85		18.85		
288	Long Term Financial R														
295	Hire Income	6,500.00	12,007.06		536.50	11,000.00	18,709.56		18,709.56						
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**	**18,709.56**		**18,709.56**	**9,997.00**	**4,320.26**		**4,320.26**		

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 17/08/2026)

Craylands Lane Car 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	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
30	Rates														
31	Repairs & Maintenanc														
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	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
20	Rates			2,100.00	2,223.65					2,107.00	876.00		876.00		
21	Repairs & Maintenanc			500.00	190.00					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**	**2,413.65**	**1,000.00**	**2,239.10**		**2,239.10**	**2,307.00**	**876.00**		**876.00**		

Grove 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	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
301	Repairs & Maintenanc			500.00	380.00					500.00					
302	Gas & Electricity			100.00	362.75					298.00	151.83		151.83		
305	Rates				589.18					504.00					
306	Water Rates				220.28					193.00					
308	Long Term Financial R														

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 17/08/2026)

		Last Year 2025-2026 Receipts Budget	Last Year Receipts Actual	Last Year Payments Budget	Last Year Payments Actual	Current Year 2026-2027 Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total	Next Year Receipts Budget	Next Year Payments Budget
	SUB TOTAL			600.00	1,552.21					1,495.00	151.83		151.83		

Heritage Community Hall

Code	Title	Last Year 2025-2026 Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Year 2026-2027 Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total	Next Year Receipts Budget	Next Year Payments Budget
320	Wages														
321	Repairs & Maintenanc														
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	4,112.85		4,112.85						
	SUB TOTAL	13,796.00	14,069.20		138.25	14,365.00	4,112.85		4,112.85						

Heritage Park

Code	Title	Last Year 2025-2026 Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Year 2026-2027 Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total	Next Year Receipts Budget	Next Year Payments Budget
100	Maintenance/Rent		2,200.00	500.00			1,000.00		1,000.00	525.00					
104	Long Term Financial R														
	SUB TOTAL		2,200.00	500.00			1,000.00		1,000.00	525.00					

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 17/08/2026)

Ingress Park Community

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year 2025-2026 Receipts Actual	Last Year 2025-2026 Payments Budget	Last Year 2025-2026 Payments Actual	Current Year 2026-2027 Receipts Budget	Current Year 2026-2027 Receipts Actual	Current Year 2026-2027 Receipts Forecast	Current Year 2026-2027 Receipts Total	Current Year 2026-2027 Payments Budget	Current Year 2026-2027 Payments Actual	Current Year 2026-2027 Payments Forecast	Current Year 2026-2027 Payments Total	Next Year Receipts Budget	Next Year Payments Budget
407	Wages			6,000.00						3,000.00					
408	Repairs & Maintenanc			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 (NNDR)			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

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year 2025-2026 Receipts Actual	Last Year 2025-2026 Payments Budget	Last Year 2025-2026 Payments Actual	Current Year 2026-2027 Receipts Budget	Current Year 2026-2027 Receipts Actual	Current Year 2026-2027 Receipts Forecast	Current Year 2026-2027 Receipts Total	Current Year 2026-2027 Payments Budget	Current Year 2026-2027 Payments Actual	Current Year 2026-2027 Payments Forecast	Current Year 2026-2027 Payments Total	Next Year Receipts Budget	Next Year Payments Budget
80	Rates			153.00	431.13					184.00	248.73		248.73		
81	Long Term Financial R														
85	Football	6,240.00	5,050.00			5,966.00	200.00		200.00						
	SUB TOTAL	**6,240.00**	**5,050.00**	**153.00**	**431.13**	**5,966.00**	**200.00**		**200.00**	**184.00**	**248.73**		**248.73**		

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 17/08/2026)

Leisure Centre

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year 2025-2026 Receipts Actual	Last Year 2025-2026 Payments Budget	Last Year 2025-2026 Payments Actual	Current Year 2026-2027 Receipts Budget	Current Year 2026-2027 Receipts Actual	Current Year 2026-2027 Receipts Forecast	Current Year 2026-2027 Receipts Total	Current Year 2026-2027 Payments Budget	Current Year 2026-2027 Payments Actual	Current Year 2026-2027 Payments Forecast	Current Year 2026-2027 Payments Total	Next Year Receipts Budget	Next Year Payments Budget
146	Rates & Insurance Re		3,709.96	32,500.00	16,829.84					38,851.00	9,576.38		9,576.38		
155	Management Fee			58,000.00	58,750.00					58,000.00	14,750.00		14,750.00		
	SUB TOTAL		**3,709.96**	**90,500.00**	**75,579.84**					**96,851.00**	**24,326.38**		**24,326.38**		

Old Fire Station Cafe

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year 2025-2026 Receipts Actual	Last Year 2025-2026 Payments Budget	Last Year 2025-2026 Payments Actual	Current Year 2026-2027 Receipts Budget	Current Year 2026-2027 Receipts Actual	Current Year 2026-2027 Receipts Forecast	Current Year 2026-2027 Receipts Total	Current Year 2026-2027 Payments Budget	Current Year 2026-2027 Payments Actual	Current Year 2026-2027 Payments Forecast	Current Year 2026-2027 Payments Total	Next Year Receipts Budget	Next Year Payments Budget
380	Wages			20,800.00	28,252.57					33,315.00	23,272.08		23,272.08		
381	Food/Supplies		49.90	4,000.00	10,930.05					12,317.00	1,922.02		1,922.02		
382	Furniture, Fixtures & E			500.00	2,034.02					500.00	4,419.51		4,419.51		
383	Advertising			100.00											
384	Rates			2,250.00	4,458.97					3,329.00	1,332.00		1,332.00		
385	Electricity			1,500.00	2,362.70					1,911.00	775.91		775.91		
386	Cleaning Materials			120.00						100.00	27.70		27.70		
387	DBC Maintenance Sei			1,500.00						2,087.00	3,869.42		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	1,080.00		1,080.00		
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	2,696.68		2,696.68						
424	Water Rates		3,358.52		7,161.97		2,630.69		2,630.69	3,993.00	3,404.98		3,404.98		

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 17/08/2026)

	SUB TOTAL	20,500.00	27,393.11	37,870.00	56,615.21	23,079.00	5,327.37		5,327.37	59,524.00	40,103.62		40,103.62		

Other Projects

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
121	General Projects (inc.		1,325.00	10,000.00	13,443.51		500.00		500.00		680.00		680.00		
	SUB TOTAL		1,325.00	10,000.00	13,443.51		500.00		500.00		680.00		680.00		

Parks Establishment

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
40	Wages			108,250.00	139,932.97					178,353.00	29,709.49		29,709.49		
41	Equipment/Materials		20,891.02	31,000.00	42,433.50					32,552.00	14,829.10		14,829.10		
42	New Grounds Mainter				14,387.56										
43	Fuel			2,000.00	2,738.78					2,770.00	1,337.77		1,337.77		
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					
47	Water Rates			2,575.00	3,144.65					17,704.00	7,528.19		7,528.19		
48	Gas/Electricity			3,000.00	4,934.88					4,200.00	1,435.94		1,435.94		
49	Playground Equipmen		1,000.00	5,000.00	7,373.48					5,250.00	1,031.31		1,031.31		
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	271.55		271.55		
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 17/08/2026)

Code	Title	Last Year Receipts Budget	Last Year Receipts Actual	Last Year Payments Budget	Last Year Payments Actual	Current Year Receipts Budget	Current Year Receipts Actual	Current Year Receipts Forecast	Current Year Receipts Total	Current Year Payments Budget	Current Year Payments Actual	Current Year Payments Forecast	Current Year Payments Total	Next Year Receipts Budget	Next Year Payments Budget
56	Unexpected/Emergen			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			525.00									
429	Night & Day				3,305.33						13,617.76		13,617.76		
	SUB TOTAL	**500.00**	**23,091.02**	**169,575.00**	**226,874.72**	**525.00**				**251,641.00**	**69,761.11**		**69,761.11**		

Public Lighting

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
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					525.00					
5	Long Term Financial R														
6	Income	1.00				1.00	630.00		630.00						
	SUB TOTAL	**1.00**	**609.00**	**7,820.00**	**7,165.39**	**1.00**	**630.00**		**630.00**	**2,748.00**	**805.05**		**805.05**		

Sports Pavilion

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
340	Utilities				969.56					993.00	102.60		102.60		
341	Water Rates				369.94					387.00	2,698.20		2,698.20		
342	Maintenance & Cleani														
343	Rates				6,169.83					5,767.00	3,259.50		3,259.50		
344	Building Insurance														
345	Miscellaneous Expenc				1,210.00					1,271.00					
346	Professional Fees				3,000.00										

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 17/08/2026)

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year Receipts Actual	Last Year Payments Budget	Last Year Payments Actual	Current Year 2026-2027 Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total	Next Year Receipts Budget	Next Year Payments Budget
350	Income														
425	Construction Costs				575.00										
426	Grant Income														
	SUB TOTAL				**12,294.33**					**8,418.00**	**6,060.30**		**6,060.30**		

Squash Courts

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year Receipts Actual	Last Year Payments Budget	Last Year Payments Actual	Current Year 2026-2027 Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total	Next Year Receipts Budget	Next Year Payments Budget
200	Maintenance														
201	Long Term Financial R														
	SUB TOTAL														

St Peter & St Paul's

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year Receipts Actual	Last Year Payments Budget	Last Year Payments Actual	Current Year 2026-2027 Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total	Next Year Receipts Budget	Next Year Payments Budget
110	Maintenance		650.00	2,000.00	2,215.00					3,500.00					
	SUB TOTAL		**650.00**	**2,000.00**	**2,215.00**					**3,500.00**					

Swanscombe Park

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year Receipts Actual	Last Year Payments Budget	Last Year Payments Actual	Current Year 2026-2027 Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total	Next Year Receipts Budget	Next Year Payments Budget
70	Bowls Pavilion Maintei				1,564.00					500.00	30.00		30.00		
71	Long Term Financial R														
75	Bowls Income	4,246.00	4,425.00			4,579.00									
78	Hire Charges														

Created by Scribe

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 17/08/2026)

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year 2025-2026 Receipts Actual	Last Year 2025-2026 Payments Budget	Last Year 2025-2026 Payments Actual	Current Year 2026-2027 Receipts Budget	Current Year 2026-2027 Receipts Actual	Current Year 2026-2027 Receipts Forecast	Current Year 2026-2027 Receipts Total	Current Year 2026-2027 Payments Budget	Current Year 2026-2027 Payments Actual	Current Year 2026-2027 Payments Forecast	Current Year 2026-2027 Payments Total	Next Year Receipts Budget	Next Year Payments Budget
427	Bowls Club Electricity				688.59					431.00	361.65		361.65		
428	Park Maintenance				1,700.00		107.35		107.35		1,133.35		1,133.35		
	SUB TOTAL	**4,246.00**	**4,425.00**		**3,952.59**	**4,579.00**	**107.35**		**107.35**	**931.00**	**1,525.00**		**1,525.00**		

Town Council Offices

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year 2025-2026 Receipts Actual	Last Year 2025-2026 Payments Budget	Last Year 2025-2026 Payments Actual	Current Year 2026-2027 Receipts Budget	Current Year 2026-2027 Receipts Actual	Current Year 2026-2027 Receipts Forecast	Current Year 2026-2027 Receipts Total	Current Year 2026-2027 Payments Budget	Current Year 2026-2027 Payments Actual	Current Year 2026-2027 Payments Forecast	Current Year 2026-2027 Payments Total	Next Year Receipts Budget	Next Year Payments Budget
360	Wages			8,750.00	14,978.00					8,954.00	2,506.88		2,506.88		
361	Repairs & Maintenanc			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	Miscellanous Expendi			75.00	431.25					79.00					
365	Long Term Financial R														
370	Hire Income	47,500.00	46,906.85		100.00	51,371.00	3,335.52		3,335.52						
	SUB TOTAL	**47,500.00**	**46,906.85**	**9,605.00**	**17,616.28**	**51,371.00**	**3,335.52**		**3,335.52**	**9,852.00**	**8,150.52**		**8,150.52**		

Summary

	Last Year Receipts Budget	Last Year Receipts Actual	Last Year Payments Budget	Last Year Payments Actual	Current Year Receipts Budget	Current Year Receipts Actual	Current Year Receipts Forecast	Current Year Receipts Total	Current Year Payments Budget	Current Year Payments Actual	Current Year Payments Forecast	Current Year Payments Total
TOTAL	**573,261.00**	**817,311.53**	**617,865.00**	**780,247.16**	**833,023.00**	**344,430.47**		**344,430.47**	**763,388.00**	**302,997.91**		**302,997.91**

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AGENDA ITEM 11

17 August 2026 (2026-2027)

STC 20/08/26

Swanscombe and Greenhithe Town Council - Quarter 2
(01/07/2026 to 30/09/2026 - All Cost Centres and Codes)

	2nd Quarter						Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Administration												
230 Wages			(N/A)	45,393.51	26,679.02	18,714.49(41%)			(N/A)	90,786.98	80,538.40	10,248.58(11%)
231 Furniture, Fixtures & Fittings			(N/A)	24.99		24.99(N/A)			(N/A)	50.02		50.02(N/A)
232 Photocopier			(N/A)	966.00	751.65	214.35(22%)		1,122.60	1,122.60(N/A)	1,932.00	3,403.01	-1,471.01(-76%)
233 Stationary, Advertising & Postage			(N/A)	474.51	215.77	258.74(54%)			(N/A)	948.98	963.74	-14.76(-1%)
234 Telephone / Internet			(N/A)	2,392.26	1,325.87	1,066.39(44%)			(N/A)	4,784.48	3,683.55	1,100.93(23%)
235 Mileage Allowance			(N/A)	24.99		24.99(N/A)			(N/A)	50.02		50.02(N/A)
236 Insurance			(N/A)	3,944.76		3,944.76(N/A)			(N/A)	7,889.48	15,633.04	-7,743.56(-98%)
237 Subscriptions / Publications			(N/A)	1,359.51	2,109.09	-749.58(-55%)			(N/A)	2,718.98	6,168.36	-3,449.38(-126%)
238 Civic Budget			(N/A)	114.75		114.75(N/A)			(N/A)	229.50		229.50(N/A)
239 Civic Reception			(N/A)	400.50		400.50(N/A)			(N/A)	801.00		801.00(N/A)
240 Chains of Office			(N/A)	65.76		65.76(N/A)			(N/A)	131.48		131.48(N/A)
241 Legal Fees		20.00	20.00(N/A)	787.50		787.50(N/A)		20.00	20.00(N/A)	1,575.00		1,575.00(N/A)
242 External Audit Fees			(N/A)	441.00		441.00(N/A)			(N/A)	882.00		882.00(N/A)
243 Internal Audit Fees			(N/A)	92.01		92.01(N/A)			(N/A)	183.98		183.98(N/A)
244 Local Funding			(N/A)	249.99		249.99(N/A)			(N/A)	500.02		500.02(N/A)
245 Miscellaneous Expenditure			(N/A)	1,536.24	100.00	1,436.24(93%)			(N/A)	3,072.52	1,050.00	2,022.52(65%)
246 Election Expenses			(N/A)			(N/A)			(N/A)			(N/A)
247 Staff Training			(N/A)	125.01		125.01(N/A)			(N/A)	249.98	648.33	-398.35(-159%)
248 Member Training		42.00	42.00(N/A)	125.01		125.01(N/A)		84.00	84.00(N/A)	249.98	1,155.00	-905.02(-362%)
249 IT Services			(N/A)	2,218.26	739.00	1,479.26(66%)			(N/A)	4,436.48	2,499.24	1,937.24(43%)
250 Handyman (incl. seasonal park st			(N/A)	125.01		125.01(N/A)			(N/A)	249.98		249.98(N/A)
251 Council Offices Building Maintena			(N/A)	3,999.99	657.59	3,342.40(83%)			(N/A)	8,000.02	8,986.21	-986.19(-12%)
252 Water Rates			(N/A)	611.76	311.60	300.16(49%)			(N/A)	1,223.48	696.96	526.52(43%)
253 Gas			(N/A)	1,548.75	201.04	1,347.71(87%)			(N/A)	3,097.50	1,341.21	1,756.29(56%)
254 Electricity			(N/A)	5,204.01	3,181.96	2,022.05(38%)			(N/A)	10,407.98	9,003.48	1,404.50(13%)
255 Rates			(N/A)	4,725.00	3,426.00	1,299.00(27%)			(N/A)	9,450.00	9,316.44	133.56(1%)
256 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
270 Photocopier Income			(N/A)			(N/A)			(N/A)			(N/A)
271 Miscellaneous Income	262.50	164.11	-98.39(-37%)			(N/A)	525.00	1,506.96	981.96(187%)		100.00	-100.00(N/A)
272 Precept	170,152.50		-170,152.50(N/A)			(N/A)	340,305.00	280,305.00	-60,000.00(-17%)			(N/A)
273 Section 136	0.24		-0.24(N/A)			(N/A)	0.52		-0.52(N/A)			(N/A)
274 Bank Interest	615.99		-615.99(N/A)			(N/A)	1,232.02	472.96	-759.06(-61%)			(N/A)
276 Government CTax Grant	3,608.76		-3,608.76(N/A)			(N/A)	7,217.48		-7,217.48(N/A)			(N/A)
422 CIL			(N/A)			(N/A)		15,342.71	15,342.71(N/A)			(N/A)
Sub Total for Administration	**174,639.99**	**226.11**	**-174,413.88(-99%)**	**76,951.08**	**39,698.59**	**37,252.49(48%)**	**349,280.02**	**298,854.23**	**-50,425.79(-14%)**	**153,901.84**	**145,186.97**	**8,714.87(5%)**
Allotments												
210 Rents / Licences			(N/A)	64.26		64.26(N/A)			(N/A)	128.48		128.48(N/A)
211 Repairs / Maintenance			(N/A)	62.49		62.49(N/A)			(N/A)	125.02		125.02(N/A)
212 Water Supply			(N/A)	113.49		113.49(N/A)			(N/A)	227.02	1,080.38	-853.36(-375%)

Swanscombe and Greenhithe Town Council - Quarter 2
(01/07/2026 to 30/09/2026 - All Cost Centres and Codes)

	2nd Quarter						Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
213 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
218 Rent Income	1,412.49		-1,412.49(N/A)			(N/A)	2,825.02	5,629.37	2,804.35(99%)			(N/A)
Sub Total for Allotments	**1,412.49**		**-1,412.49(N/A)**	**240.24**		**240.24(N/A)**	**2,825.02**	**5,629.37**	**2,804.35(99%)**	**480.52**	**1,080.38**	**-599.86(-124%)**
Broomfield Sports Ground												
90 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
95 Football Income	2,075.49		-2,075.49(N/A)			(N/A)	4,151.02		-4,151.02(N/A)			(N/A)
96 Cricket Income	406.26	772.85	366.59(90%)		150.00	-150.00(N/A)	812.48	2,443.55	1,631.07(200%)		150.00	-150.00(N/A)
97 Miscellaneous Income			(N/A)			(N/A)		150.00	150.00(N/A)			(N/A)
Sub Total for Broomfield Sports Ground	**2,481.75**	**772.85**	**-1,708.90(-68%)**		**150.00**	**-150.00(N/A)**	**4,963.50**	**2,593.55**	**-2,369.95(-47%)**		**150.00**	**-150.00(N/A)**
Bus Shelters												
400 Maintenance			(N/A)	62.49		62.49(N/A)			(N/A)	125.02		125.02(N/A)
Sub Total for Bus Shelters			**(N/A)**	**62.49**		**62.49(N/A)**			**(N/A)**	**125.02**		**125.02(N/A)**
Church Road Hall												
280 Wages			(N/A)	1,509.24	710.72	798.52(52%)			(N/A)	3,018.52	2,821.10	197.42(6%)
281 Repairs & Maintenance			(N/A)	283.50	100.00	183.50(64%)			(N/A)	567.00	130.00	437.00(77%)
282 Gas & Electricity			(N/A)	387.51	124.56	262.95(67%)			(N/A)	774.98	960.56	-185.58(-23%)
283 Cleaning Materials			(N/A)	24.99	22.04	2.95(11%)			(N/A)	50.02	22.04	27.98(55%)
284 Furniture, Fixtures & Fittings			(N/A)	24.99		24.99(N/A)			(N/A)	50.02		50.02(N/A)
285 Rates			(N/A)	236.25	216.00	20.25(8%)			(N/A)	472.50	432.00	40.50(8%)
287 Miscellaneous Expenditure			(N/A)	32.76	9.22	23.54(71%)			(N/A)	65.48	23.46	42.02(64%)
288 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
295 Hire Income	2,750.01	8,078.90	5,328.89(193%)			(N/A)	5,499.98	18,709.56	13,209.58(240%)			(N/A)
406 Telephone Broadband			(N/A)			(N/A)			(N/A)			(N/A)
423 Water Rates			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Church Road Hall	**2,750.01**	**8,078.90**	**5,328.89(193%)**	**2,499.24**	**1,182.54**	**1,316.70(52%)**	**5,499.98**	**18,709.56**	**13,209.58(240%)**	**4,998.52**	**4,389.16**	**609.36(12%)**
Craylands Lane Car Park												
30 Rates			(N/A)			(N/A)			(N/A)			(N/A)
31 Repairs & Maintenance			(N/A)			(N/A)			(N/A)			(N/A)
32 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
430 Income			(N/A)			(N/A)		1,191.57	1,191.57(N/A)			(N/A)
Sub Total for Craylands Lane Car Park			**(N/A)**			**(N/A)**		**1,191.57**	**1,191.57(N/A)**			**(N/A)**
Grove Car Park												
20 Rates			(N/A)	526.74	438.00	88.74(16%)			(N/A)	1,053.52	876.00	177.52(16%)
21 Repairs & Maintenance			(N/A)	50.01		50.01(N/A)			(N/A)	99.98		99.98(N/A)
22 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
421 Income	249.99		-249.99(N/A)			(N/A)	500.02	2,239.10	1,739.08(347%)			(N/A)
Sub Total for Grove Car Park	**249.99**		**-249.99(N/A)**	**576.75**	**438.00**	**138.75(24%)**	**500.02**	**2,239.10**	**1,739.08(347%)**	**1,153.50**	**876.00**	**277.50(24%)**

Swanscombe and Greenhithe Town Council - Quarter 2
(01/07/2026 to 30/09/2026 - All Cost Centres and Codes)

	2nd Quarter						Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Grove Hall												
301 Repairs & Maintenance			(N/A)	125.01		125.01(N/A)			(N/A)	249.98		249.98(N/A)
302 Gas & Electricity			(N/A)	74.49	8.70	65.79(88%)			(N/A)	149.02	160.53	-11.51(-7%)
305 Rates			(N/A)	126.00		126.00(N/A)			(N/A)	252.00		252.00(N/A)
306 Water Rates			(N/A)	48.24		48.24(N/A)			(N/A)	96.52		96.52(N/A)
308 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Grove Hall			**(N/A)**	**373.74**	**8.70**	**365.04(97%)**			**(N/A)**	**747.52**	**160.53**	**586.99(78%)**
Heritage Community Hall												
320 Wages			(N/A)			(N/A)			(N/A)			(N/A)
321 Repairs & Maintenance			(N/A)			(N/A)			(N/A)			(N/A)
322 Gas & Electricity			(N/A)			(N/A)			(N/A)			(N/A)
323 Cleaning Materials			(N/A)			(N/A)			(N/A)			(N/A)
324 Furniture, Fixtures & Fittings			(N/A)			(N/A)			(N/A)			(N/A)
325 Rates			(N/A)			(N/A)			(N/A)			(N/A)
326 Water Rates			(N/A)			(N/A)			(N/A)			(N/A)
327 Miscellaneous Expenditure			(N/A)			(N/A)			(N/A)			(N/A)
328 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
335 Hire Income	3,591.24		-3,591.24(N/A)			(N/A)	7,182.52	4,112.85	-3,069.67(-42%)			(N/A)
Sub Total for Heritage Community Hall	**3,591.24**		**-3,591.24(N/A)**			**(N/A)**	**7,182.52**	**4,112.85**	**-3,069.67(-42%)**			**(N/A)**
Heritage Park												
100 Maintenance/Rent			(N/A)	131.25		131.25(N/A)		1,000.00	1,000.00(N/A)	262.50		262.50(N/A)
104 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Heritage Park			**(N/A)**	**131.25**		**131.25(N/A)**		**1,000.00**	**1,000.00(N/A)**	**262.50**		**262.50(N/A)**
Ingress Park Community Centre												
407 Wages			(N/A)	750.00		750.00(N/A)			(N/A)	1,500.00		1,500.00(N/A)
408 Repairs & Maintenance			(N/A)	62.49		62.49(N/A)			(N/A)	125.02		125.02(N/A)
409 Gas & Electricity			(N/A)	249.99		249.99(N/A)			(N/A)	500.02		500.02(N/A)
410 Cleaning Materials			(N/A)	62.49		62.49(N/A)			(N/A)	125.02		125.02(N/A)
411 Furniture & Fittings			(N/A)	62.49		62.49(N/A)			(N/A)	125.02		125.02(N/A)
412 Rates (NNDR)			(N/A)	249.99		249.99(N/A)			(N/A)	500.02		500.02(N/A)
413 Water Rates			(N/A)	75.00		75.00(N/A)			(N/A)	150.00		150.00(N/A)
414 Key Holder Security			(N/A)	75.00		75.00(N/A)			(N/A)	150.00		150.00(N/A)
415 Misc Expenditure			(N/A)	12.51		12.51(N/A)			(N/A)	24.98		24.98(N/A)
416 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
418 Hire Income	1,749.99		-1,749.99(N/A)			(N/A)	3,500.02		-3,500.02(N/A)			(N/A)
419 Commuted Sum			(N/A)			(N/A)			(N/A)			(N/A)
420 Contingency Fund			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Ingress Park Community Ce	**1,749.99**		**-1,749.99(N/A)**	**1,599.96**		**1,599.96(N/A)**	**3,500.02**		**-3,500.02(N/A)**	**3,200.08**		**3,200.08(N/A)**

Swanscombe and Greenhithe Town Council - Quarter 2
(01/07/2026 to 30/09/2026 - All Cost Centres and Codes)

	2nd Quarter						Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Knockhall Playing Field												
80 Rates			(N/A)	45.99		45.99(N/A)			(N/A)	92.02	248.73	-156.71(-170%)
81 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
85 Football	1,491.51		-1,491.51(N/A)			(N/A)	2,982.98	200.00	-2,782.98(-93%)			(N/A)
Sub Total for Knockhall Playing Field	**1,491.51**		**-1,491.51(N/A)**	**45.99**		**45.99(N/A)**	**2,982.98**	**200.00**	**-2,782.98(-93%)**	**92.02**	**248.73**	**-156.71(-170%)**
Leisure Centre												
146 Rates & Insurance Rent - DBC			(N/A)	9,712.74	4,786.00	4,926.74(50%)			(N/A)	19,425.52	9,576.38	9,849.14(50%)
155 Management Fee			(N/A)	14,499.99		14,499.99(N/A)			(N/A)	29,000.02	14,750.00	14,250.02(49%)
Sub Total for Leisure Centre			**(N/A)**	**24,212.73**	**4,786.00**	**19,426.73(80%)**			**(N/A)**	**48,425.54**	**24,326.38**	**24,099.16(49%)**
Old Fire Station Cafe												
380 Wages			(N/A)	8,328.75	17,099.15	-8,770.40(-105%)			(N/A)	16,657.50	23,272.08	-6,614.58(-39%)
381 Food/Supplies			(N/A)	3,079.26	169.11	2,910.15(94%)			(N/A)	6,158.48	1,922.02	4,236.46(68%)
382 Furniture, Fixtures & Equipment (			(N/A)	125.01		125.01(N/A)			(N/A)	249.98	4,419.51	-4,169.53(-1667%
383 Advertising			(N/A)			(N/A)			(N/A)			(N/A)
384 Rates			(N/A)	832.26	666.00	166.26(19%)			(N/A)	1,664.48	1,332.00	332.48(19%)
385 Electricity			(N/A)	477.75		477.75(N/A)			(N/A)	955.50	775.91	179.59(18%)
386 Cleaning Materials			(N/A)	24.99		24.99(N/A)			(N/A)	50.02	27.70	22.32(44%)
387 DBC Maintenance Service Charg			(N/A)	521.76		521.76(N/A)			(N/A)	1,043.48	3,869.42	-2,825.94(-270%)
388 Telephone / Internet			(N/A)	131.25		131.25(N/A)			(N/A)	262.50		262.50(N/A)
389 Maintenance			(N/A)	230.25		230.25(N/A)			(N/A)	460.50		460.50(N/A)
390 Miscellaneous Expenditure (incl. [			(N/A)	131.49	1,080.00	-948.51(-721%)			(N/A)	263.02	1,080.00	-816.98(-310%)
391 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
392 Rent DBC			(N/A)			(N/A)			(N/A)			(N/A)
395 Cafe Income	5,769.75	750.00	-5,019.75(-87%)			(N/A)	11,539.50	2,696.68	-8,842.82(-76%)			(N/A)
424 Water Rates		2,630.69	2,630.69(N/A)	998.25		998.25(N/A)		2,630.69	2,630.69(N/A)	1,996.50	3,404.98	-1,408.48(-70%)
Sub Total for Old Fire Station Cafe	**5,769.75**	**3,380.69**	**-2,389.06(-41%)**	**14,881.02**	**19,014.26**	**-4,133.24(-27%)**	**11,539.50**	**5,327.37**	**-6,212.13(-53%)**	**29,761.96**	**40,103.62**	**-10,341.66(-34%)**
Other Projects												
121 General Projects (inc. Summer Er		500.00	500.00(N/A)		550.00	-550.00(N/A)		500.00	500.00(N/A)		680.00	-680.00(N/A)
Sub Total for Other Projects		**500.00**	**500.00(N/A)**		**550.00**	**-550.00(N/A)**		**500.00**	**500.00(N/A)**		**680.00**	**-680.00(N/A)**
Parks Establishment												
40 Wages			(N/A)	44,588.25	7,459.34	37,128.91(83%)			(N/A)	89,176.50	29,709.49	59,467.01(66%)
41 Equipment/Materials			(N/A)	8,138.01	9,202.00	-1,063.99(-13%)			(N/A)	16,275.98	14,842.54	1,433.44(8%)
42 New Grounds Maintenance Equip			(N/A)			(N/A)			(N/A)			(N/A)
43 Fuel			(N/A)	692.49	464.85	227.64(32%)			(N/A)	1,385.02	1,337.77	47.25(3%)
44 Fencing			(N/A)	625.26		625.26(N/A)			(N/A)	1,250.48		1,250.48(N/A)
45 Telephone			(N/A)			(N/A)			(N/A)			(N/A)
46 Vehicles			(N/A)	675.24		675.24(N/A)			(N/A)	1,350.52		1,350.52(N/A)
47 Water Rates			(N/A)	4,425.99	3,148.93	1,277.06(28%)			(N/A)	8,852.02	9,092.19	-240.17(-2%)

Swanscombe and Greenhithe Town Council - Quarter 2
(01/07/2026 to 30/09/2026 - All Cost Centres and Codes)

	2nd Quarter						Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
48 Gas/Electricity			(N/A)	1,050.00		1,050.00(N/A)			(N/A)	2,100.00	1,435.94	664.06(31%)
49 Playground Equipment & Mainten			(N/A)	1,312.50	787.70	524.80(39%)			(N/A)	2,625.00	1,677.70	947.30(36%)
50 Staff Training			(N/A)	249.99		249.99(N/A)			(N/A)	500.02		500.02(N/A)
51 Knockhall Changing Rooms			(N/A)	52.50		52.50(N/A)			(N/A)	105.00		105.00(N/A)
52 Parks Works Area			(N/A)	27.51		27.51(N/A)			(N/A)	54.98	271.55	-216.57(-393%)
53 Vandalism			(N/A)	125.01		125.01(N/A)			(N/A)	249.98		249.98(N/A)
54 Trees			(N/A)	750.00		750.00(N/A)			(N/A)	1,500.00		1,500.00(N/A)
55 New Recreational Facilities			(N/A)	0.24		0.24(N/A)			(N/A)	0.52		0.52(N/A)
56 Unexpected/Emergency Works			(N/A)	197.25		197.25(N/A)			(N/A)	394.50		394.50(N/A)
57 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
58 New Community Facility			(N/A)			(N/A)			(N/A)			(N/A)
65 Miscellaneous Income	131.25		-131.25(N/A)			(N/A)	262.50		-262.50(N/A)			(N/A)
429 Night & Day			(N/A)		7,007.10	-7,007.10(N/A)			(N/A)		13,617.76	-13,617.76(N/A)
Sub Total for Parks Establishment	**131.25**		**-131.25(N/A)**	**62,910.24**	**28,069.92**	**34,840.32(55%)**	**262.50**		**-262.50(N/A)**	**125,820.52**	**71,984.94**	**53,835.58(42%)**
Public Lighting												
1 Supply & Maintenance			(N/A)	555.75		555.75(N/A)			(N/A)	1,111.50	805.05	306.45(27%)
3 Christmas Lighting			(N/A)			(N/A)			(N/A)			(N/A)
4 Repairs			(N/A)	131.25		131.25(N/A)			(N/A)	262.50		262.50(N/A)
5 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
6 Income	0.24	630.00	629.76(26240C			(N/A)	0.52	630.00	629.48(12105:			(N/A)
Sub Total for Public Lighting	**0.24**	**630.00**	**629.76(262400**	**687.00**		**687.00(N/A)**	**0.52**	**630.00**	**629.48(121053**	**1,374.00**	**805.05**	**568.95(41%)**
Sports Pavilion												
340 Utilities			(N/A)	248.25	25.23	223.02(89%)			(N/A)	496.50	102.60	393.90(79%)
341 Water Rates			(N/A)	96.75		96.75(N/A)			(N/A)	193.50	2,698.20	-2,504.70(-1294%
342 Maintenance & Cleaning Contribu			(N/A)			(N/A)			(N/A)			(N/A)
343 Rates			(N/A)	1,441.74	1,304.00	137.74(9%)			(N/A)	2,883.52	3,259.50	-375.98(-13%)
344 Building Insurance			(N/A)			(N/A)			(N/A)			(N/A)
345 Miscellaneous Expenditure			(N/A)	317.76		317.76(N/A)			(N/A)	635.48		635.48(N/A)
346 Professional Fees			(N/A)			(N/A)			(N/A)			(N/A)
350 Income			(N/A)			(N/A)			(N/A)			(N/A)
425 Construction Costs			(N/A)			(N/A)			(N/A)			(N/A)
426 Grant Income			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Sports Pavilion			**(N/A)**	**2,104.50**	**1,329.23**	**775.27(36%)**			**(N/A)**	**4,209.00**	**6,060.30**	**-1,851.30(-43%)**
Squash Courts												
200 Maintenance			(N/A)			(N/A)			(N/A)			(N/A)
201 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Squash Courts			**(N/A)**			**(N/A)**			**(N/A)**			**(N/A)**
St Peter & St Paul's Churchyard												
110 Maintenance			(N/A)	875.01		875.01(N/A)			(N/A)	1,749.98		1,749.98(N/A)

Swanscombe and Greenhithe Town Council - Quarter 2
(01/07/2026 to 30/09/2026 - All Cost Centres and Codes)

	2nd Quarter						Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Sub Total for St Peter & St Paul's Church			**(N/A)**	**875.01**		**875.01(N/A)**			**(N/A)**	**1,749.98**		**1,749.98(N/A)**
Swanscombe Park												
70 Bowls Pavilion Maintenance			(N/A)	125.01		125.01(N/A)			(N/A)	249.98	30.00	219.98(88%)
71 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
75 Bowls Income	1,144.74		-1,144.74(N/A)			(N/A)	2,289.52		-2,289.52(N/A)			(N/A)
78 Hire Charges			(N/A)			(N/A)			(N/A)			(N/A)
427 Bowls Club Electricity			(N/A)	107.76	69.86	37.90(35%)			(N/A)	215.48	361.65	-146.17(-67%)
428 Park Maintenance		107.35	107.35(N/A)		107.35	-107.35(N/A)		107.35	107.35(N/A)		1,133.35	-1,133.35(N/A)
Sub Total for Swanscombe Park	**1,144.74**	**107.35**	**-1,037.39(-90%)**	**232.77**	**177.21**	**55.56(23%)**	**2,289.52**	**107.35**	**-2,182.17(-95%)**	**465.46**	**1,525.00**	**-1,059.54(-227%)**
Town Council Offices Community												
360 Wages			(N/A)	2,238.51	626.73	1,611.78(72%)			(N/A)	4,476.98	2,506.88	1,970.10(44%)
361 Repairs & Maintenance			(N/A)	110.25	4,740.34	-4,630.09(-4199%			(N/A)	220.50	5,602.32	-5,381.82(-2440%
362 Furniture, Fixtures & Fittings			(N/A)	26.25		26.25(N/A)			(N/A)	52.50		52.50(N/A)
363 Cleaning Materials			(N/A)	68.25	22.04	46.21(67%)			(N/A)	136.50	41.32	95.18(69%)
364 Miscellanous Expenditure			(N/A)	19.74		19.74(N/A)			(N/A)	39.52		39.52(N/A)
365 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
370 Hire Income	12,842.76	1,322.25	-11,520.51(-89%)			(N/A)	25,685.48	3,335.52	-22,349.96(-87%)			(N/A)
Sub Total for Town Council Offices Comm	**12,842.76**	**1,322.25**	**-11,520.51(-89%)**	**2,463.00**	**5,389.11**	**-2,926.11(-118%)**	**25,685.48**	**3,335.52**	**-22,349.96(-87%)**	**4,926.00**	**8,150.52**	**-3,224.52(-65%)**
TOTALS......................	**208,255.71**	**15,018.15**	**-193,237.56(-92%)**	**190,847.01**	**100,793.56**	**90,053.45(47%)**	**416,511.58**	**344,430.47**	**-72,081.11(65%)**	**381,693.98**	**305,727.58**	**75,966.40(-60%)**

NET Variance Quarter 2 .... **-103,184.11**

NET accumulative variance to END of Quarter 2................. **3,885.29**

FINANCIAL POSITION, RESERVE STATEMENT, AND FINANCIAL PRESSURES REPORT

The Council has received income of **£344,430.47** and incurred expenditure of **£302,997.91** as at 17 August 2026, resulting in a year-to-date surplus of **£41,432.56**.

Description	£
Total Income Received	344,430.47
Total Expenditure Incurred	(302,997.91)
Year- to – date Surplus	41,432.56

The Council has generated a year-to-date operating surplus of £41,432.56. this figure represents the difference between income and expenditure during the current financial year and should not be confused with the Councils total cash and reserve balances held in its bank accounts.

The principal income source remains the Council Precept, with £280,305 received to date, supplemented by hall hire income, sports facility income, Community Infrastructure Levy (CIL) receipts and bank interest.

The Council continues to actively manage cash flow through transfers between its Current Account, Active Saver 1 and Active Saver 2 accounts, with total transfers during the financial year amounting to £580,189.14.

The year-to-date surplus reported at the end of the first quarter represents a temporary timing variance rather than a permanent operational saving. This position is standard for Parish Councils due to the front-loaded nature of our income, specifically the receipt of the first half of the annual Precept. Conversely, actual expenditure in Q1 typically experiences initial lags. This is driven by standard administrative delays in supplier invoicing, the scheduling of seasonal maintenance contracts (such as groundskeeping). Members are advised that this surplus will steadily diminish as outstanding invoices are settled and scheduled community projects accelerate across the remaining quarters.

Reserves Statement

The Council maintains reserves to support sound financial management, ensure financial resilience and provide protection against unforeseen expenditure, income fluctuations and emerging risks. Reserves are essential component of the Councils financial strategy and provide the ability to manage significant financial commitments without placing undue pressure on the annual precept.

The Councils reserves are held to:

- Mitigate the impact of the unexpected expenditure and emergencies
- Support the delivery of major projects and capital investment
- Manage cash flow requirements
- Meet known future liabilities and commitments.
- Provide financial stability during periods of economic uncertainty
- Reduce the risk of substantial fluctuations in the precept from year to year.

The Council recognises that reserves are a finite resource and should not be relied upon to fund recurring operational expenditure on a long-term basis.

The Council's financial performance has generated a current year surplus of £41,432.56, which strengthens the Council's overall reserve position.

Detailed reserve balances are not included within the reports presented and will be reported separately as part of the Council's reserve monitoring at year end.

Financial Pressures Report
Current and Emerging Financial Pressures

The Council continues to face a number of significant financial pressures that create uncertainty within future budgets and reinforce the importance of maintain adequate reserve levels. These pressures include:

Staffing Costs

Employee costs continue to represent the Council's largest area of expenditure. Administration wages total £80,538.40 and Parks Establishment wages total £29,709.49 to date, alongside staffing costs associated with community facilities and the Old Fire Station Café.

Utilities and Operational/Contract Costs

Inflationary pressures continue to affect utilities and operational budgets. Current expenditure includes:

- Administration Electricity: £9,003.48.
- Administration Gas: £1,341.21.
- Parks Electricity and Utilities: £1,435.94.
- Water charges across multiple Council facilities and parks: £10,400

Parks and Open Spaces

Parks Establishment expenditure currently stands at **£69,761.11**, reflecting ongoing costs associated with grounds maintenance, equipment, utilities, security and operational requirements.

Old Fire Station Café

The Old Fire Station Café expenditure totalled **£40,103.62** against income received of **£5,327.37**. The Old Fire Station is no longer in operation therefore; there is no more income or expenditure to be allocated.

The Station Café 26/27 Budget Report shows a final net saving of **£1,668.75,** as an expenditure saving of £19,420.38 was heavily offset by a significant income shortfall of £17,751.63.

Overall Position

As of 17 August 2026, the Council remains in a positive financial position with a year-to-date surplus of £41,432.56. Whilst significant pressures remain around staffing, utilities, service delivery and future investment requirements, there are no immediate concerns regarding the Council's financial sustainability, however the finances remain fragile. Continued budget monitoring and prudent reserve management will remain essential throughout the remainder of the financial year.

Considering significant financial pressures, it is considered prudent for the Council to maintain an appropriate level of reserves to safeguard financial stability, support long term planning and ensure the continued delivery of services and facilities for the community. The Council should continue to review reserve levels annual as part of its budget setting and financial planning process to ensure they remain adequate, proportionate and aligned with the identified risks and future commitments.

Property maintenance and utility costs have exceeded budget in several service areas, most notably at the Town Council Offices Community Hall, Sports Pavilion and Old Fire Station Café. In addition, income generation across some facilities is significantly below budget expectations, particularly at the Town Council Offices Community Hall, Old Fire Station Café and Knockhall Playing Field. These shortfalls are currently being offset by underspends elsewhere within the budget, including staffing costs and certain service contracts; however, reliance on this may not be sustainable over the longer term.

Nevertheless, the current position highlights the importance of maintaining financial oversight, reviewing underperforming income streams and identifying opportunities to maximise the use and financial contribution of Council facilities throughout the remainder of the financial year.

Precept

Advanced Precept 26/27	**£120,000**
1ST Payment in year 26/27	**£208,305**
2nd Payment in year 26/27	**£176,427**
	£504,732

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AGENDA ITEM 13
STC 20/08/26

SWANSCOMBE
AND GREENHITHE
TOWN COUNCIL
"TAKING PRIDE IN OUR TOWN"

Asset Management Strategy 2026-2031

Asset Management Strategy 2026-2031

Foreword

Swanscombe & Greenhithe Town Council owns and manages a significant portfolio of community, leisure, recreation and environmental assets that contribute to the health, wellbeing and quality of life of residents. This Strategy establishes a clear framework for managing these assets over the period 2026-2031 and ensures that they remain safe, sustainable, accessible and fit for future generations.

The Strategy reflects the continued growth of the local area, particularly associated with Ebbsfleet, and recognises the increasing demand that population growth will place on parks, sports facilities, community buildings and open spaces.

1. Purpose of the Strategy

The purpose of this Strategy is to:

- Ensure assets support the Council's corporate objectives.
- Maintain assets in a safe and compliant condition.
- Protect public investment.
- Promote community wellbeing.
- Support sport, recreation and healthy lifestyles.
- Enhance biodiversity and environmental sustainability.
- Plan for future growth and community need.
- Deliver value for money.

2. Vision

To provide high quality, accessible and sustainable community assets that enhance the wellbeing of residents, support active lifestyles, protect the natural environment and contribute to the long-term prosperity of Swanscombe and Greenhithe.

3. Strategic Objectives

Objective 1: Safe and Compliant Assets

The Council will ensure all assets meet statutory and regulatory requirements.

Key Actions:

- Maintain compliance registers.
- Undertake annual inspections.
- Complete risk assessments.
- Deliver planned health and safety improvements.
- Monitor contractor performance.

Success Measures:

- 100% statutory compliance.
- No overdue high-risk actions.

Objective 2: Community Wellbeing

The Council will maximise the use and benefit of its assets.

Key Actions:

- Increase community access.
- Improve accessibility.
- Support local clubs and organisations.
- Encourage participation in sports and recreation.

Success Measures:

- Increased facility usage.
- Positive resident feedback.

Objective 3: Asset Sustainability

The Council will adopt a proactive approach to maintenance.

Key Actions:

- Complete condition surveys.
- Develop lifecycle maintenance plans.
- Reduce reactive repairs.
- Establish asset replacement programmes.

Success Measures:

- Reduction in emergency repairs.
- Improved asset condition ratings.

Objective 4: Environmental Stewardship

The Council will protect and enhance environmental assets.

Key Actions:

- Protect the SSSI within Heritage Park.
- Increase biodiversity.
- Improve habitat management.
- Reduce carbon emissions from buildings.
- Implement sustainable maintenance practices.

Success Measures:

- Biodiversity improvements.
- Reduced energy consumption.

Objective 5: Supporting Growth

The Council will ensure assets remain capable of serving a growing population.

Key Actions:

- Review future facility demand.
- Seek developer contributions.
- Identify infrastructure gaps.
- Prepare long-term investment plans.

Success Measures:

- Infrastructure plan completed.
- Additional investment secured.

4. Current Asset Portfolio

Community Facilities

- Four Community Halls
- One Leisure Centre
- One Sports Pavilion

Sports Facilities

- Three Full-Size Football Pitches
- Three Mini Football Pitches
- One Cricket Pitch
- One Outdoor Bowls Green
- Two Tennis Courts
- One Basketball Facility

Parks and Open Spaces

- Three Large Public Parks
- Eight Children's Play Areas

Environmental Assets

- Heritage Park - Site of Special Scientific Interest (SSSI)

Community Infrastructure

- Four Allotment Sites
- Two Public Car Parks

5. Asset Management Priorities

Community Buildings

The Council will:

- Maintain buildings to a good standard.
- Improve energy efficiency.
- Increase utilisation.
- Ensure accessibility.
- Maintain community affordability.

Sports Facilities

The Council will:

- Maintain quality playing surfaces.
- Support local sports clubs.
- Encourage participation.
- Develop long-term maintenance schedules.

Parks and Play Areas

The Council will:

- Ensure play areas remain safe.
- Maintain high-quality parks.
- Maintain accessibility.
- Invest in replacement equipment.

Heritage Park and SSSI

The Council will:

- Protect designated habitats.
- Balance recreation with conservation.
- Promote environmental education.
- Deliver ecological management plans.

Allotments

The Council will:

- Encourage community growing.
- Support biodiversity.

6. Asset Challenge Process

Assets shall be reviewed annually against the following criteria:

1. Is the asset safe and compliant?
2. Does it support community needs?
3. Is it being used effectively?
4. Is it financially sustainable?
5. Does it contribute to Council priorities?
6. Can it be improved or repurposed?

Potential Outcomes:

- Retain
- Invest
- Improve
- Repurpose
- Transfer
- Dispose

7. Maintenance Strategy

The Council will adopt a planned maintenance approach.

Assets will be categorised:

Priority A - Health and safety issues requiring immediate action.

Priority B - Essential works required within 12 months.

Priority C - Planned improvements.

Priority D - Long-term enhancement opportunities.

A rolling five-year programme of inspections and maintenance will be maintained and reviewed annually.

8. Climate Change and Biodiversity

The Council will:

- Reduce energy consumption.
- Improve energy efficiency ratings.
- Consider renewable energy opportunities.
- Increase tree and habitat management.
- Support Biodiversity Net Gain objectives where appropriate.
- Protect environmentally sensitive areas.

9. Financial Management

The Council will:

- Maintain ear marked reserves (EMR) for assets
- Produce annual maintenance budgets.
- Seek grant funding opportunities.
- Pursue external investment where appropriate.
- Use lifecycle costing when making investment decisions.

10. Risk Management

Key risks include:

Risk	Mitigation
Asset deterioration	Planned maintenance programme
Compliance failure	Annual compliance audits
Increased demand from growth	Infrastructure planning
Environmental damage	Biodiversity management plans
Funding pressures	Long-term financial planning

11. Five-Year Action Plan

Action	2026	2027	2028	2029	2030
Complete asset review	✓				
Undertake condition surveys		✓		✓	
Compliance audits	✓	✓	✓	✓	✓
Community building improvements		✓	✓	✓	
Sports facilities investment plan		✓	✓		
Play area replacement programme		✓	✓	✓	✓
Biodiversity management programme		✓	✓	✓	✓
Energy efficiency projects		✓	✓	✓	✓
Growth and infrastructure review		✓		✓	
Strategy refresh			Mid-Term		Full Review

12. Conclusion

The Council's assets are central to community life within Swanscombe and Greenhithe. By adopting a proactive and sustainable approach to asset management, the Council will ensure that community facilities, sports infrastructure, parks, open spaces and environmental assets continue to deliver value, wellbeing and opportunity for residents now and in the future.

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Swanscombe and Greenhithe Town Council Asset Review – The Grove Car Park and The Grove Hall

The Grove Car Park - 73 spaces, disabled bays and electric vehicle charging points. The site is approximately 0.5444 acres. Dartford Borough Council (DBC) provide enforcement and fee collection services for the site and Kent County Council (KCC) provide the Town Council with the income from the EV charging points. There is a vehicle limit, as the maximum height restriction is of 7 feet 5 inches.

Pricing and Hours

Monday to Sunday, all day (charging active Monday to Friday 09:00 – 18:00)

Tariff: First 4 hours are free, up to 6 hours costs £2.00 (maximum stay 6 hours)

Income Generated

Parking Charges: The renewed management agreement of 2024 states the agreed minimum income would be £1,346.71 and will increase every year in line with the Consumer Price Index (CPI). This would mean the parking charge income for 2025-2026 would be around £1,421.65, however, we can also be charged by DBC for the maintenance cost meaning we could end up paying DBC. The current contractual arrangement is not favourable, and the term of the agreement is for 3 years therefore; it will expire in November 2027.

EV:- The agreement with KCC is a profit share arrangement of 30% and the term of this agreement is till 2032. Based on the Jan 2026 – June 2026 of £726.77, if there is a similar usage for the remainder of the year the income generated could be circa. £1,453.77.

Income: - £1,421.65 + £1,453.77 = £2,875.42

Swanscombe and Greenhithe Town Council Asset Review – The Grove Car Park and The Grove Hall

Recommendation: To exercise clause 13.1 and issue a 3-month termination notice to Dartford Borough Council. To search for a parking management company to provide parking enforcement, ANPR system and permit control function which is a free of charge model. This would ensure all income from parking charges would come to the Town Council and the fines would go to the parking management company. The following Pricing and Hours would be suggested, for a 2-hour free exponential tariff structure:

- **Monday to Saturday, all day**
- **Hours 1 & 2 FREE (Requires a digital ticket to track time)**
- **Hour 3: £3.50 (High entry free crossing the free threshold)**
- **Hour 4: £5.50 (Cumulative total £9.00)**
- **Hour 5+: £8.00 per hour (Deterrent rate for premium turnover)**
- **Sunday: £5.00 all day.**

Users of the Council Offices would be able to park free if they register on the indoor tablet.

Potential Revenue Projection

Assuming a 70-space capacity operating at a realistic 75% average occupancy (52 spaces filled daily), with a mix of short stay and long stay drivers:

Driver Group	Spaces Used	Daily Duration	Revenue per space	Daily Yield
Short Stay Shoppers	30 spaces	Under 2 hours	£0.00	£0.00
Mid stay Visitors	12 spaces	3 hours	£3.50	£42.00
Commuters/Long - Stay	10 spaces	5 hours	£17.00	£170.00
Daily Total	52 spaces			£212.00

Financial Breakdown

Monday to Saturday (6 days): £1,272.00 per week (£212.00 daily average)

Sunday (1 day): £200.00 per week (Fla £5.00 rate with 40 spaces filled)

Total Weekly Gross: £1,472.00

Total Annual Gross: £76,544.00

Swanscombe and Greenhithe Town Council Asset Review – The Grove Car Park and The Grove Hall

Asset Review – Grove Hall

Grove Hall, The Grove – The building is currently in a dilapidated state and has remained empty for numerous years. It is currently being used as a storage space. The site is approximately 0.115 acres, and the Town Council is the freehold owner (Title Number K434916).

Option 1 – To Let

The council could decide to Let the building to an organisation/charity/company on a full insuring and repairing lease for a term of 10 years given the amount of investment the building may need. If this is something the Council wishes to be undertaken, it would need to advertise the asset with a reputable local commercial estate agency.

Option 2 – To Sell

The council would be required to get a red book valuation report to ensure the Council achieves best value if they decide to sell the building with associated land. The land does also have development potential and may be able to accommodate 2 semi-detached terraced houses. Unfortunately, we may not be able to sell the land due to a restrictive covenant in favour of the National Playing Fields Association. It is possible to place an application to remove the restrictive covenant at a cost of £250. There may be further restrictive covenants on title therefore, it would be prudent to seek further legal advice.

Swanscombe and Greenhithe Town Council Asset Review – The Grove Car Park and The Grove Hall

Potential Revenue Projection

For a standalone community hall asset of that size, market rent estimates would realistically land between £15,000 and £30,000 per annum, depending on user maintenance obligations.

Recommendation: Option 1 - To place the Grove Hall TO LET with a local commercial estate agency and bring back the proposals to full council for approval. Failing the successful letting of the asset the Council may wish to consider exploring Option 2 further, later.

The scheme of delegation authorises the Proper Officer and Responsible Financial Officer (the Town Clerk) and standing committees to act with delegated authority in the specific circumstances detailed. It will be reviewed annually at the Annual Town Council meeting.

Proper Officer and Responsible Finance Officer

Duties and Powers

1. Proper Officer and Responsible Financial Officer - Duties and Powers

1.1. Responsible Financial Officer
The Town Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

1.2. Proper Officer
1.2.1 The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

1.2.2 The Town Clerk is specifically authorised (via legislation) to:

- Receive declarations of acceptance of office.
- Receive and record notices from Councillors disclosing interests.
- Receive and retain plans and document.
- Sign Notices or other documents on behalf of the Council.
- Receive copies of by-laws made by the Unitary Council.
- Certify copies of by-laws made by the Council.
- Sign and issue summonses to attend meetings of the Council.
- Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).
- Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office.
- To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000 and Data Protection Act 2018. 1.2.3 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- The day-to-day administration of services and property, together with routine inspection and control, in line with the budgets and policies approved by Members.
- Day to day management of the Council's employees in accordance with the Council's policies, procedures and budget, including:

- staff performance and discipline.

- Payment of expenses and allowances in accordance with the Council's scheme.
- The Town Clerk shall delegate day to day management of functions and services to the Assistant Town Clerk, in line with approved duties of these posts, as agreed by the Council.

1.2.4 Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.

1.2.5 Authorisation of routine/recurring expenditure within the agreed budget.

1.2.6 Emergency expenditure, in cases of extreme risk up to £5,000 outside of the agreed budget. This is in line with clause 4.5 of the Financial Regulations.

1.2.7 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations, this Scheme of Delegation and with directions given by the Council from time to time.

2 Absence of the Town Clerk
In the absence of the Town Clerk, the Assistant Clerk shall be authorised to deputise and undertake any of the functions of the Clerk's post.

3 Urgent Matters
Subject to consultation with the Chairman of the Council or the relevant Committee Chairman or Vice Chairman, the Town Clerk is authorised to act on behalf of the Council on any matter where urgent action is needed to protect the interests of the Council.

4 Council
The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- Appointing the Chairman / Town Mayor
- All matters affecting the appointment, promotion, discipline, salary and conditions of service of the Town Clerk/ RFO following consideration of a recommendation from the HR Group
- Determination and setting of the Precept
- Borrowing money
- Approving the end of year accounts and annual return
- Appointment of an internal auditor
- Co-option of Councillors to the Council
- Appointing Committees, Sub-Committees and Working Parties/ forums
- Filling of Councillor vacancies on any Committee/ Sub-Committee/ Working Party/ forum
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation

- Making, amending or revoking by-laws
- Making of Orders under any statutory powers
- Matters of principle or policy
- Agreeing the dates of meetings of the Council, its Committees and Sub-Committees
- Receiving and noting of all minutes approved by the Council, its Committees and Sub-Committees
- Incurring capital or revenue expenditure which is over and above the Council's approved budget and any virements required
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings)
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee
- Approval of application for Quality Council status or its equivalent
- Confirming eligibility to exercise the General Power of Competence

5 Standing Committees – Terms of Reference
The Terms of Reference for each of the Council's Committees shall be appended to this scheme of delegation and reviewed annually in their entirety.

6 Working Groups – Terms of Reference
Working Groups/Parties may be formed by resolution of the Council at any time. The remit of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. The Terms of Reference for each of the Council's Working Parties shall be appended to this scheme of delegation and reviewed annually in their entirety.

7 Delegation - Limitations

Committees shall, always, act in accordance with the Council's Standing Orders, Financial Regulations, this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.

Approved on:

Review Date:

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