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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 10 September 2026 at 6.30pm

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

Adil Iftakhar

Interim Town Clerk / Responsible Financial Officer

Dated: 3 September 2026

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.

**The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.
Tel: (01322) 385513 Fax: (01322) 385849**



AGENDA

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive and accept apologies for absence (*Local Government Act 1972, s.85*).
2. Declarations of interest in items on the Agenda (*Localism Act 2011, s.31*).
3. Public Participation
As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.
4. To approve the Minutes of the Special Town Council Meeting held on 20 August 2026 (p) (*Local Government Act 1972, Sch 12, Para 41(1)*).
5. **TOWN MAYOR'S ANNOUNCEMENTS.**

Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the agenda (*for discussion/information only, not for decision*)
6. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p).**
(*Local Government Act 1972, Sch 12, Para 41(1)*):
 - Planning, Major Developments, Transportation and Environment Committee – 2 September 2026
7. **MONTHLY BANK RECONCILIATION.**

In accordance with Financial Regulation 2.2, a member of the council, other than the Town Mayor or a cheque signatory, needs to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Richard Lees was appointed under minute 30/25-26.

Recommended: That the bank reconciliations for August be noted.
8. **BANK TRANSFERS (p).**

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

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

9. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT (p).

In accordance with Financial Regulation 5.5 (a), please find attached a detailed list of all receipts and payments for August 2026 for approval.

Recommended: To approve receipts and payments for August 2026

10. UPDATED WORKING BUDGET (p).

Further to minutes 566/25-26 and 77/26-27 an updated working budget is attached to provide Members with a live monitoring position.

Recommended: That the live position be noted.

11. SUMMARY OF ACCOUNTS (p).

Further to minute 70/26-27, Please find attached the Flex-Budget Report balanced to 31 August 2026.

Recommended: To note the summary of accounts to 31 August 2026.

12. FINANCIAL REPORTING (p).

Further to minute 82/26-27, the Locum RFO has suggested that full Council should receive clearer financial reporting going forward and, given the reserve position and the need to rebuild a proper working balance it is recommended that each reporting cycle includes bank reconciliations with actual reconciled bank balances (Agenda Item 6), a budget monitoring report (Agenda Item 9), a variance report (Agenda Item 10), a reserve statement and commentary on any significant financial pressures.

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

13. FINANCIAL REPORTING - PETTY CASH (p).

As per the advice of the Internal Auditor and previous Locum RFO, officers have discontinued the use of petty cash. The remaining cash held by the Old Fire Station Café and the Parks Establishment have been banked. This will allow for better financial accountability and streamlining of administrative duties.

Recommended: That the financial reporting, as detailed above be noted.

14. CO-OPTION OF TOWN COUNCILLOR FOR THE KNOCKHALL WARD (p).

Further to minute 142/26-27 an Expression of Interest notice was displayed seeking submissions by 5pm on 7 September 2026.

One Expression of Interest was received and is attached for Members to consider along with the Co-Option Policy which details how the Co-Option can be undertaken at the meeting.

- Les Rose

Recommended: To consider co-option to fill the vacancy on the Knockhall Ward.

15. VACANCIES ON OUTSIDE BODIES REPRESENTATIVES (p).

A Recent vacancy has resulted in the Ingress Park Management (Greenhithe) LTD (IPGM) (x2 allocation) – Directorship position requiring filling.

Members are asked to consider filling the vacancy highlighted.

Recommended: To discuss and advise accordingly.

16. APPLICATION FOR FUNDING FROM THE TOWN COUNCIL (p).

Please find the attached application for funding. There is currently £1,000.00 remaining in the 2026 - 27 budget for local funding applications (Cost Code 244).

- ❖ **To assist members a copy of the “*Guidance Notes for Applications for Funding from the Town Council*” is attached.**

Recommended: To decide on the applications received and, if successful, any amount of funding to be awarded.

17. PROVISION OF A COFFEE CART IN BROOMFIELD PARK (p).

On 7 July 2026 an enquiry was submitted to the Town Council. The attached report has been produced by the Assistant Town Clerk for Members’ considerations. The attached business plan, risk assessment and public liability have been provided by Rise and Gring Coffee Company.

Recommended: That the report and supporting documents be noted, the recommendations within the report be approved and a response to the enquirer be advised.

18. TOWN COUNCIL ASSET – TOWN COUNCIL NOTICE BOARD.

After the discontinuation of the Old Fire Station Community Café, the exterior notice board which hung to the left of the door has become disused. It has since been taken down and stored with the rest of the café inventory. Noticeboards of similar size and quality retail at a value between £100 and £200.

Councillor Denise Butler has requested that the notice board be reinstalled for the use of the Swanscombe and Greenhithe Community Hub, which shares the same building.

Recommended:

To offer the Town Council's exterior noticeboard for sale to The Swanscombe and Greenhithe Community Hub for a sum of £150.

19. CHURCH ROAD COMMUNITY HALL – ASSET REVIEW (p).

To receive and consider the asset review report for The Church Road Hall Community Hall and determine any actions required.

Recommended:

1. Note the findings of the review of Church Road Community Hall.
2. Agree to retain the asset as part of the Councils active property portfolio.

20. THE GROVE CAR PARK– ASSET REVIEW UPDATE (p).

Further to minute 175/26-27, to receive and consider the updated asset review report for The Grove Car Park and determine any actions required.

Recommended:

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

21. THE GROVE HALL – INVENTORY (p).

Further to minute 176/26-27, officers need to clear the hall in preparation of its letting. Attached is the inventory of all contents found within the Grove Hall upon inspection on 25 August 2026.

Recommended:

That the inventory be noted, that items of historical significance be archived and that the Town Clerk/RFO and Assistant Town Clerk be delegated authority for all other items to be repurposed, sold or disposed of.

22. REPORTS OF OUTSIDE REPRESENTATIVES.

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

Whitecliffe Community Liaison Group (WCLG).

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

Borough and parish Forum (BPF).

Councillor Dawn Johnston and the Town Clerk are the Town Council's representatives on the BPF.

23. REPORT FROM KENT COUNTY COUNCILLOR.

This item gives the Kent County Councillor for Swanscombe and Greenhithe, Mr Thomas Mallon, the opportunity to submit a verbal report on relevant news or issues from Kent County Council.

24. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

This item gives the x5 Dartford Borough Councillors representing Swanscombe and Greenhithe the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

25. DATE OF NEXT MEETING

The date of the next Town Council Meeting will be 22 October 2026.

Recommended: That the meeting date be noted.



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

