

SPECIAL TOWN COUNCIL
20 AUGUST 2026

MINUTES of the SPECIAL TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 20 AUGUST 2026 at 7.00pm

PRESENT: Councillor Dawn Johnston – Town Mayor
Councillor Denise Butler
Councillor Lorna Cross
Councillor Ann Duke
Councillor Lesley Howes
Councillor Celedonia Krawczyk
Councillor Claire Pearce
Councillor Elizabeth Wickham

ALSO PRESENT: Adil Iftakhar – Interim Town Clerk / RFO
Indigo Allred – Assistant Town Clerk
Bart Woodhouse – Reverend
X14 Members of the public

ABSENT: Councillor Alan Reach

161/26-27. **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.

162/26-27. **APOLOGIES FOR ABSENCE.**

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

An apology for absence was received from Councillor Richard Lees, due to other commitments.

An apology for absence was received from Councillor Hazel Stephens, due to other commitments.

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

163/26-27. **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.

164/26-27. **TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 16 JULY 2026.**

RESOLVED: That the Minutes of the Town Council Meeting held on 16 July 2026 be confirmed as a true record and be signed.

165/26-27. **ITEMS DEEMED URGENT BY THE TOWN MAYOR / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Mayor Councillor Dawn Johnston greeted members and members of the public who were in attendance and announced that:

Firstly, due to our extraordinary circumstances, the proposed Executive and Emergency Meeting to review the Council's finances over the recess, as agreed in Minute 74, 75 and 76/26-27, has been delegated to a Special Town Council Meeting and all finance items have been put on this agenda. Town Council meetings supersede all other committees, subcommittees and working groups. This ensures that the Council can do the previously agreed financial reporting while also allowing other priority matters to be brought forward for discussion. Importantly, this approach allows all Members to participate in the debate and decision-making process.

Secondly, Swanscombe and Greenhithe Town Council welcomes Dartford Borough Council's involvement on the Swanscombe Pavilion and looks forward to working alongside them, providing support wherever necessary. The Sports Pavilion at Broomfield Park is a valuable community asset, and it remains the Town Council's priority to see a new pavilion delivered as soon as possible for the benefit of residents, sports clubs, and community groups.

Thirdly, I would like to thank the Parks team for their excellent work in transforming the telephone kiosk on Pier Road into a community book exchange. The results speak for themselves. As agreed in Minute 20/25-26, a former Councillor would lead the creation and management of a volunteer group responsible for opening and closing the book exchange each day, as well as undertaking and funding any necessary maintenance. Unfortunately, as this individual is no longer a member of the Council, I would like to invite any Members who may be interested in leading this project to contact the Council Office. Once a lead Member has been identified, a public call for volunteers will be issued and an official opening date will be announced.

Finally, I would like to remind all Members and members of the public that the reports included within Council agendas are officer reports. They are not political documents. Council officers are employed by Swanscombe and Greenhithe Town Council and serve all Members equally, regardless of political affiliation. Officers have a duty to act in the best interests of the Council and the wider community, and all reports are prepared with that responsibility in mind. These reports are then brought before the full Council, where all Members can scrutinise, debate, amend, and make decisions upon the recommendations presented.

Should any Member or member of the public have questions, comments, or concerns regarding any report produced by officers, I encourage them to engage directly with

the Council's officers so that constructive and productive conversations can take place. I would also encourage members of the public to attend Council meetings whenever possible. Your views, experiences, and perspectives are important. I would like to thank everyone for attending this evening. As the Town Council continues to implement important changes, ongoing engagement with our community remains essential.

RESOLVED: That the items deemed urgent by the Town Mayor, as detailed above, be noted.

166/26-27. DESIGNATION OF PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER.

Members considered the recommendation that Adil Iftakhar be designated as the Council's proper officer and Responsible Finance Officer (RFO) and undertake the duties of Locum Clerk with immediate effect.

RESOLVED: That Mr Adil Iftakhar, currently engaged by the Council under a contractor arrangement, be appointed as Interim Town Clerk / Responsible Financial Officer until further notice.

167/26-27. REVIEW AND AMEND THE COUNCILS' MEETINGS CALENDAR 2026 / 2027.

Members considered the amended meeting dates for the remainder of the municipal year 2026 – 2027.

RESOLVED:

1. That the Community Safety Committee and Recreation, Leisure & Amenities Committee meetings be suspended and all scheduled meetings be cancelled until further notice.
2. That any business, reports, recommendations or decisions ordinarily falling within the remit of those committees be referred to, and considered by, Full Council at its scheduled meetings until such time as the committees are re-instated by resolution of the Council.
3. That the revised meetings calendar for 2026 – 2027 be noted.

168/26-27. 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 June and July 2026 be noted.

169/26-27. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members considered the list of bank transfers undertaken for July 2026 for approval.

RESOLVED: That the bank transfers undertaken for July 2026 as per the annexed list, be approved.

170/26-27. 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 July 2026.

RESOLVED: That the receipts and payments for July 2026 as per the annexed list, be approved.

171/26-27. UPDATED WORKING BUDGET.

Further to minutes 566/25-26 and 77/26-27 Members reviewed the working budget.

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

172/26-27. SUMMARY OF ACCOUNTS.

Further to minute 70/26-27 Members were provided with details of the Flex-Budget Report balanced to 31 July 2026.

RESOLVED: That the summary of accounts to 31 July 2026, be noted and continue to be monitored.

173/26-27. FINANCIAL REPORTING.

Further to minute 82/26-27 Members discussed the Budget Overview Report, produced and presented to Members by the Interim Town Clerk / RFO; which included the Town Council's reserves statement and commentary on significant financial pressures.

RESOLVED: That the financial reporting as detailed by the Interim Town Clerk / RFO be noted.

174/26-27. ASSET MANAGEMENT STRATEGY 2026 - 2031.

Members considered the Asset Management Plan produced and presented by the Interim Town Clerk / RFO which would form the Councils framework for the management, maintenance, renewal and disposal of Council assets.

RESOLVED:

1. That the Asset Management Plan, as detailed/amended, be adopted.
2. That immediate implementation of the Asset Management Plan be approved.
3. That the Interim Town Clerk / RFO be authorised to undertake the actions identified in the Asset Management plan, subject to approved budgets and Full Councils resolutions where required.

175/26-27. THE GROVE CAR PARK – ASSET REVIEW.

Members considered the asset review report produced and presented by the Interim Town Clerk / RFO and after much discussion it was majority agreed that:

RESOLVED:

1. That the Town Council Officers do further research on potential management agreements for the Grove Car Park.
2. That the Town Council Officers bring forward a selection of potential management agreements at the following Town Council Meeting 10 September 2026 for further discussion.

176/26-27. THE GROVE HALL – ASSET REVIEW.

Members considered the asset review report produced and presented by the Interim Town Clerk / RFO and after discussion it was unanimously agreed that:

1. That the Town Council select Option 1 – To place the Grove Hall to let with a local commercial estate agency.
2. That the Town Council Officers report any proposals on the property to full council for further discussion and approval.

177/26-27. SCHEME OF DELEGATION.

Members considered the Town Council's Scheme of delegation provided and presented by the Interim Town Clerk/RFO at the recommendation of the Internal Auditor. It was unanimously agreed that:

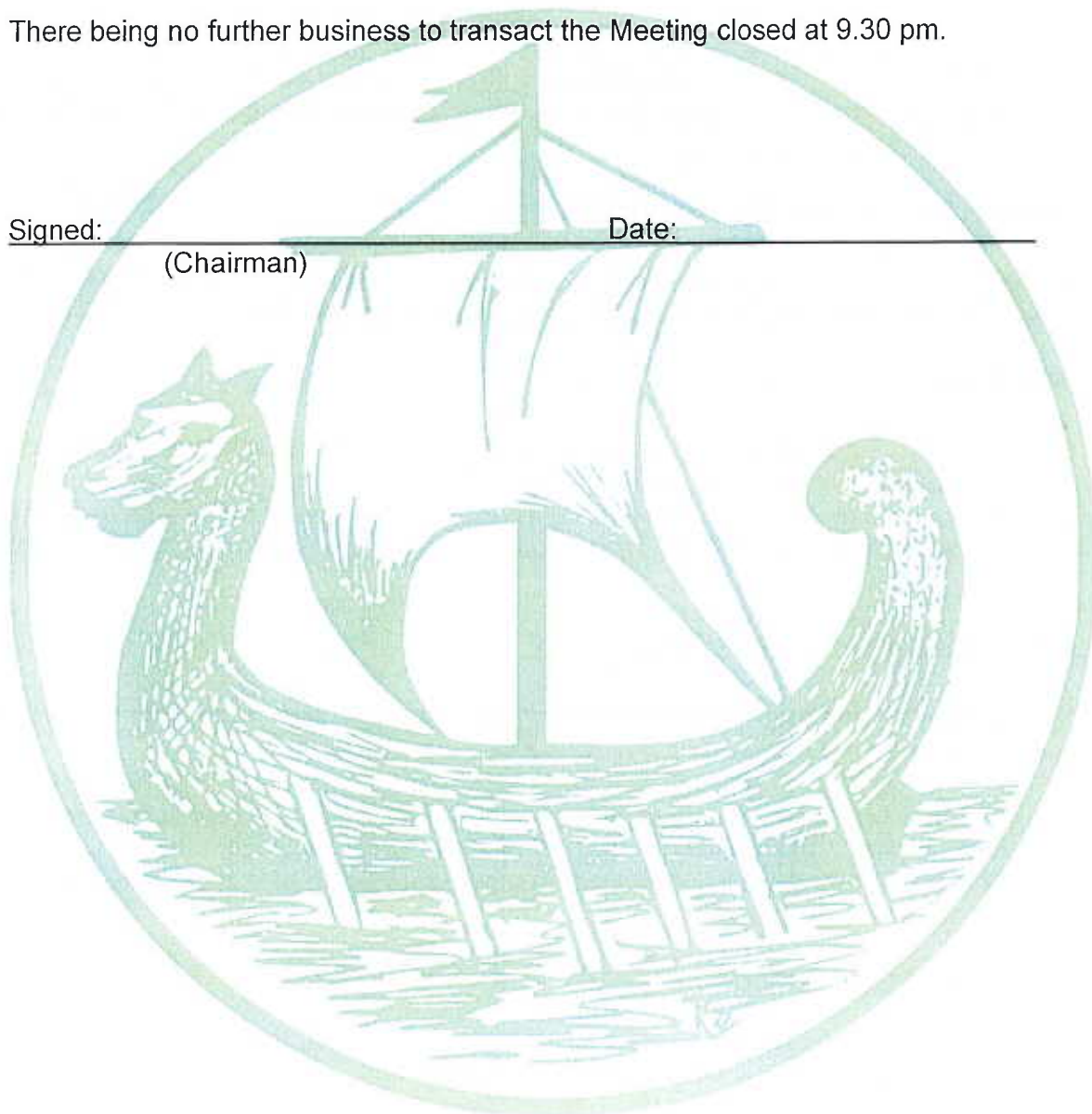
RESOLVED: That the Scheme of Delegation be approved and adopted with immediate effect.

178/26-27. **DATE OF NEXT MEETING.**

RESOLVED: That the date of the next Full Council meeting, 10 September 2026, be noted.

There being no further business to transact the Meeting closed at 9.30 pm.

Signed: _____ Date: _____
(Chairman)



MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 2 SEPTEMBER 2026 AT 7.00PM

PRESENT: Councillor Richard Lees – Vice-Chairman
Councillor Lorna Cross
Councillor Lesley Howes
Councillor Celedonia Krawczyk
Councillor Hazel Stephens

ALSO PRESENT: Indigo Allred – Assistant Town Clerk

ABSENT: None

161/26-27. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

162/26-27. **APOLOGIES FOR ABSENCE.**

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

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

An apology for absence was received from Councillor Hazel Stephens and Elizabeth Wickham due to other commitments.

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

163/26-27. **SUBSTITUTES.**

There were none.

164/26-27. **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.

165/26-27. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

166/26-27. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 8 July 2026.**

Recommended: That the Minutes of the Meeting held on 8 July 2026 were approved and signed as a true record.

167/26-27. **PROPOSED DEPOSIT DOCUMENT WAITING RESTRICTIONS AND STREET PARKING PLACES CONSOLIDATION ORDER 2025 (EXPERIMENTAL) ORDER 2026 – KENT COUNTY COUNCIL (KCC) (p).**

Members considered the proposed documents for the Experimental Order to remove a build out and some parking bays and replace with DYs (Double Yellow Lines no parking at any time) on Stanhope Road in Swanscombe, Dartford – on the north east side remove the build out outside 19/21 Stanhope Road and replace with DYs to the boundary of 25/27 Stanhope Road.

Recommended: That the experimental order be noted, and that the item be revisited prior to the end of the consultation period 26 February 2027 for further consideration.

168/25-26. **The following planning applications had been received from Dartford Borough Council / Ebbsfleet Development Corporation/ Kent County Council / Gravesham Borough Council and were responded to by the Town Clerk, in consultation with the Chairman, during the 2026 recess period (as per minute133/26-27).**

DA/26/00783/FUL	Erection of a single storey rear extension and fenestration alterations. 71 Ingress Park Avenue, Greenhithe
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/26/00789/FUL	Erection of a boundary wall (Part-retrospective). 14 Ivy Villas Station Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/26/00742/FUL	Loft conversion with rear dormer roof extension and roof window to front roof (Retrospective). 5 Western Cross Close, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/26/00632/FUL	Erection of a freestanding timber pergola (retrospective application). 3 High Street, Swanscombe.

OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/26/00838/COU	Change of use to House in Multiple Occupation (HMO) (Sui Generis) for 10 people. 1 The Orchard, Mounts Road, Greenhithe.
OBSERVATIONS:	Concerns were raised regarding intensity of use, particularly in relation to the number of occupants, parking provision, highway safety, and the cumulative impact on local services and residential amenity. Councillors noted that rooms previously shown as bedrooms now appear to be designated as communal or storage space, despite additional bathrooms being proposed; clarification of the revised layout is recommended. Furthermore, concerns remain that the submitted drawings do not clearly reflect the three additional parking spaces referenced in the application, and that the narrow road network, proximity to a primary school and nursery, and increasing concentration of HMOs in the area may give rise to parking, traffic, safeguarding and residential amenity issues.
DA/26/00958/FUL	Proposed loft conversion comprising rear dormer window and roof lights to front roof slope and erection of a single storey rear extension. 11 Rectory Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

169/26-27. **The following planning applications had been received from Dartford Borough Council / Ebbsfleet Development Corporation / Kent County Council/ Gravesham Borough Council for Members observations** *(full details of these applications can be viewed via the Town Council, DBC, EDC GBC and the KCC websites).*

DA/26/00945/FUL	Proposed roof extension, side dormer and roof lights to incorporate additional dental surgery over existing parking area, supported by columns. 23 High Street, Swanscombe.
OBSERVATIONS:	Provided that an order is raised to ensure that the parking bays remain strictly for residents only, the Town Council has no further observations and welcomes the increase to dental health access on the High Street. Please ensure all

	neighbouring properties are consulted prior to the decision of the application.
DA/26/00482/VCON	Demolition of the existing Public House (Sui Generis) and erection of a 3 storey building to provide cafe (Use Class E) at ground floor and 7 x residential units (Use Class C3) at part ground and upper floors. As well as private and communal amenity space provision and cycle and refuse storage provision (Variation of conditions 1 and 15 and removal of condition 14 of planning permission DA/25/01291/VCON to allow for revised drawings). 60 High Street, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

170/26-27. **The following Granted Decision Notices had been received from Dartford Borough Council / EDC for members information.**

DA/26/00404/FUL	Front extension, raising of overall height to facilitate a pitched roof, and external alterations to Building E 149 Church Road, Swanscombe.
DA/26/00589/LBC	Listed Building application for removal and replacement of sections of stone window mullions and associated works (Amendments to previous application Ref 25/00659/LBC). The Grange Follie, Ingress Abbey, Ingress Park, Greenhithe.
DA/26/00622/FUL	Erection of a single storey rear extension 93 Knockhall Road, Greenhithe.
DA/26/00729/FUL	Conversion of existing garage to form habitable room. 10 Atlantic Close, Swanscombe.

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

Signed: _____
(Chairman)

Date: _____

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
14/08/2026	Bank to Bank Transfer	Active Saver 2	Current Account	23,000.00
20/08/2026	Bank to Bank Transfer	Active Saver 2	Current Account	3,180.21
24/08/2026	Bank to Bank Transfer	Active Saver 2	Current Account	17,700.00
Total.....				624,069.35

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Swanscombe and Greenhithe Town Council

01 September 2026 (2026-2027)

PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
292 Stationary, Advertising & Post	02/08/2026		Current Account		Payment - Postage & Rental	Francotyp Postalia Ltd	S	-60.00	-12.00	-72.00
107 Cricket Income	03/08/2026		Active Saver 1		Receipt - Cricket Pitch Hire	S&G 1880 Cricket Club	Z	722.85		722.85
112 Hire Income	03/08/2026		Active Saver 1		Receipt - Hall Hire	North Kent Karate	Z	393.60		393.60
291 Subscriptions / Publications	03/08/2026		Current Account		Payment - Account Fee	Barclays	Z	-8.50		-8.50
277 Gas	03/08/2026		Current Account		Payment - Gas	KCC Laser	L	-201.04	-10.05	-211.09
275 Electricity	03/08/2026		Current Account		Payment - Electricity	KCC Laser	S	-1,656.24	-331.25	-1,987.49
315 Rates	03/08/2026		Current Account		Payment - NNDR	DBC	Z	-219.00		-219.00
315 Rates & Insurance Rent - DBC	03/08/2026		Current Account		Payment - NNDR	DBC	Z	-2,393.00		-2,393.00
315 Rates	03/08/2026		Current Account		Payment - NNDR	DBC	Z	-1,713.00		-1,713.00
315 Rates	03/08/2026		Current Account		Payment - NNDR	DBC	Z	-108.00		-108.00
296 Rates	03/08/2026		Active Saver 1		Payment - NNDR	DBC	Z	-652.00		-652.00
315 Rates	03/08/2026		Current Account		Payment - NNDR	DBC	Z	-333.00		-333.00
108 Football Income	04/08/2026		Active Saver 1		Receipt - Football Pitch Hire - k	Swanscombe Tigers FC	Z			
278 Bowls Club Electricity	04/08/2026		Current Account		Payment - Electricity	KCC Laser	L	-34.71	-1.74	-36.45
113 Member Training	05/08/2026		Active Saver 1		Receipt - Member Training - R	Clr Ms L M Cross	Z	42.00		42.00
114 Hire Income	05/08/2026		Active Saver 1		Receipt - Hall Hire	Rosie's Groovy Movers	Z	424.35		424.35
115 Hire Income	06/08/2026		Active Saver 1		Receipt - Hall Hire	Cygnets	Z	2,692.50		2,692.50
119 Miscellaneous Income	06/08/2026		Current Account		Receipt - KCC Laser Payment	KCC Laser	Z			
111 Cricket Income	07/08/2026		Active Saver 1		Receipt - Cricket Pitch Hire	S&G 1880 Cricket Club	Z	250.00		250.00
128 General Projects (inc. Summer	07/08/2026		Active Saver 1		Receipt - Donation - Town May	Meopham Veterinary Hospi	Z			
129 Hire Income	07/08/2026		Active Saver 1		Receipt - Hall Hire	Christ Apostolic Church - V	Z	61.50		61.50
116 Hire Income	07/08/2026		Active Saver 1		Receipt - Hall Hire	Dartford Borough Council -	Z	166.05		166.05
130 Football	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - k	Swanscombe Tigers FC	Z	466.50		466.50
130 Football	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - k	Swanscombe Tigers FC	Z	466.50		466.50
130 Football	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - k	Swanscombe Tigers FC	Z	466.50		466.50
130 Football	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - k	Swanscombe Tigers FC	Z	466.50		466.50
130 Football	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - k	Swanscombe Tigers FC	Z	933.00		933.00
130 Football	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - k	Swanscombe Tigers FC	Z	933.00		933.00
130 Football	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - k	Swanscombe Tigers FC	Z	933.00		933.00
131 Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - E	Swanscombe Tigers FC	Z	466.50		466.50
131 Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - E	Swanscombe Tigers FC	Z	466.50		466.50
131 Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - E	Swanscombe Tigers FC	Z	466.50		466.50
131 Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - E	Swanscombe Tigers FC	Z	466.50		466.50
131 Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - E	Swanscombe Tigers FC	Z	466.50		466.50
131 Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - E	Swanscombe Tigers FC	Z	466.50		466.50

Town Council 10/09/26 AGENDA ITEM 9

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
131	Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - £	Swanscombe Tigers FC	Z	466.50		466.50
131	Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - £	Swanscombe Tigers FC	Z	466.50		466.50
131	Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - £	Swanscombe Tigers FC	Z	466.50		466.50
132	Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - £	Swanscombe Tigers FC	Z	933.00		933.00
132	Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - £	Swanscombe Tigers FC	Z	933.00		933.00
132	Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - £	Swanscombe Tigers FC	Z	933.00		933.00
132	Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - £	Swanscombe Tigers FC	Z	933.00		933.00
132	Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - £	Swanscombe Tigers FC	Z	933.00		933.00
132	Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - £	Swanscombe Tigers FC	Z	933.00		933.00
132	Football Income	07/08/2026		Active Saver 1		Receipt - Football Pitch Hire - £	Swanscombe Tigers FC	Z	-1,679.40		-1,679.40
316	Fuel	07/08/2026		Current Account		Payment - Parks Fuel	All Star	Z	-184.94		-184.94
136	Miscellaneous Income	10/08/2026		Current Account		Receipt - Bardays - Complaint	Barclays	Z	30.00		30.00
127	Hire Income	10/08/2026		Active Saver 1		Receipt - Hall Rent	Walk Tall	Z	1,195.95		1,195.95
365	Bank Interest	10/08/2026		Current Account		Payment - Barclaycard - Card F	Barclaycard	Z	-20.00		-20.00
335	Telephone / Internet	12/08/2026		Current Account		Payment - Phone Bill	Overline	S	-576.94	-115.38	-692.32
126	Hire Income	13/08/2026		Active Saver 1		Receipt - Hall Hire	Liberty Christian Fellowship	Z	574.40		574.40
363	Wages	14/08/2026		Current Account		Payment - Wages	SGTC	Z	-7,479.99		-7,479.99
364	Wages	14/08/2026		Current Account		Payment - PAYE	HMRC	Z	-5,735.42		-5,735.42
361	Wages	14/08/2026		Current Account		Payment - Wages	SGTC	Z	-7,290.82		-7,290.82
362	Wages	14/08/2026		Current Account		Payment - Wages	SGTC	Z	-597.89		-597.89
362	Wages	14/08/2026		Current Account		Payment - Wages	SGTC	Z	-626.73		-626.73
330	Water Rates	17/08/2026		Current Account		Payment - Water Rates	Castle Water	S	-86.10	-17.22	-103.32
125	Hire Income	19/08/2026		Active Saver 1		Receipt - Hall Hire	1st Swanscombe Rainbow	Z	25.62		25.62
333	Wages	19/08/2026		Current Account		Payment - Pension Annual Fee	Corpad	S	-360.00	-72.00	-432.00
327	Subscriptions / Publications	19/08/2026		Current Account		Payment - Sage Payroll Cover	Sage Pay	S	-139.00	-27.80	-166.80
328	Miscellaneous Expenditure	19/08/2026		Current Account		Payment - Pre-employment He	Preventative Health Care C	S	-52.00	-10.40	-62.40
329	Council Offices Building Mainte	19/08/2026		Current Account		Payment - Electrical Inspection	Focus Electrical	S	-1,600.00	-320.00	-1,920.00
332	Utilities	19/08/2026		Active Saver 1		Payment - Gas	British Gas	L	-26.07	-1.30	-27.37
331	Hire Income	19/08/2026		Current Account		Payment - Hall Hire Deposit Re	Vintage and Collectables	Z	-150.00		-150.00
326	Food/Supplies	19/08/2026		Current Account		Payment - Waste Bin Collector	Biffa	S	-42.54	-8.51	-51.05
341	Equipment/Materials	19/08/2026		Current Account		Payment - Cleaning Materials	Amazon UK	S	-8.74	-1.75	-10.49
345	Equipment/Materials	19/08/2026		Current Account		Payment - Cleaning Materials	Amazon UK	S	-47.14	-9.42	-56.56
346	Equipment/Materials	19/08/2026		Current Account		Payment - Cleaning Materials	Amazon UK	S	-6.66	-1.33	-7.99
352	Wages	19/08/2026		Current Account		Payment - pension scheme - Al	Digital Wealth	Z	-647.15		-647.15
342	Wages	19/08/2026		Current Account		Payment - Locum TC/RFO - Fea	Vivid Resourcing	S	1,268.83	-253.77	-1,522.60

PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
336 Subscriptions / Publications	19/08/2026		Current Account		Payment - Portaloos Hire	Lav Hire	S	-100.00	-20.00	-120.00
334 Subscriptions / Publications	19/08/2026		Current Account		Payment - SLCC Membership	SLCC	Z	-331.00		-331.00
366 Subscriptions / Publications	19/08/2026		Current Account		Payment - Card Machine Fee	Elavon	Z	-87.20		-87.20
337 Internal Audit Fees	19/08/2026		Current Account		Payment - Internal Audit	Parish and Town Council A	Z	-375.00		-375.00
339 Council Offices Building Maintenance	19/08/2026		Current Account		Payment - Automatic Door Mail	HRD Security	S	-295.00	-59.00	-354.00
343 Gas	19/08/2026		Current Account		Payment - Gas	KCC Laser	L	-159.69	-7.98	-167.67
340 Miscellaneous Expenditure	19/08/2026		Current Account		Payment - Sports Pavilion Survey	Tranby Surveying	S	-1,238.50	-247.70	-1,486.20
344 Cleaning Materials	19/08/2026		Current Account		Payment - Cleaning Materials	Amazon UK	S	-18.78	-3.76	-22.54
124 Hire Income	20/08/2026		Active Saver 1		Receipt - Hall Hire	2nd Swanwscombe Brownl	Z	30.75		30.75
353 General Projects (Inc. Summer	20/08/2026		Current Account		Payment - Load Testing and Li	KCC	S	-570.00	-114.00	-684.00
354 General Projects (Inc. Summer	20/08/2026		Current Account		Payment - Permit - Christmas I	KCC	Z	-139.00		-139.00
357 General Projects (Inc. Summer	20/08/2026		Current Account		Payment - Summer Entertainm	Mrs Roundabout	X	-120.00		-120.00
356 Management Fee	20/08/2026		Current Account		Payment - Management Fee	GCLL	S	-14,750.00	-2,950.00	-17,700.00
355 Wages	20/08/2026		Current Account		Payment - Locum TC/RFO - Fe	Vivid Resourcing	S	-1,571.67	-314.33	-1,886.00
359 Wages	20/08/2026		Current Account		Payment - Locum RFO - fees	SLCC	S	-1,728.00	-345.60	-2,073.60
360 Wages	20/08/2026		Current Account		Payment - PAYE	HMRC	Z	-3,180.21		-3,180.21
358 Subscriptions / Publications	20/08/2026		Current Account		Payment - payroll services	Azets	S	-129.58	-25.92	-155.50
135 Miscellaneous Income	21/08/2026		Current Account		Receipt - VAT Repayment	HMRC	Z	16,812.98		16,812.98
283 IT Services	21/08/2026		Current Account		Payment - IT Support & Mainte	MPR IT Solutions	S	-256.00	-51.20	-307.20
123 Miscellaneous Income	24/08/2026		Active Saver 1		Receipt - refund	Pitch Care	Z	130.74		130.74
240 Stationary, Advertising & Posta	24/08/2026		Current Account		Payment - Postage Refund	Peter Harris	Z	-5.00		-5.00
241 Cricket Income	24/08/2026		Current Account		Payment - Deposit Refund	Global CC	Z	-150.00		-150.00
254 Equipment/Materials	24/08/2026		Current Account		Payment - Parks Equipment -	David Hayes	Z	-13.44		-13.44
251 Playground Equipment & Maint	24/08/2026		Current Account		Payment - Playground Equipme	Setter	S	-646.39	-129.27	-775.66
266 Gas & Electricity	24/08/2026		Current Account		Payment - Gas	KCC Laser	L	-64.29	-3.21	-67.50
269 Gas & Electricity	24/08/2026		Current Account		Payment - Gas	KCC Laser	L	-8.70	-0.44	-9.14
273 Water Rates	24/08/2026		Current Account		Payment - Water Rates	Business Stream	Z	-1,564.00		-1,564.00
293 Miscellaneous Expenditure	24/08/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.61	-0.92	-5.53
294 Subscriptions / Publications	24/08/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-17.24	-3.45	-20.69
121 Bowls Income	26/08/2026		Active Saver 1		Receipt - Bowls Club Rent	Istead Rise Bowls Club	Z	4,318.00		4,318.00
122 Hire Income	26/08/2026		Active Saver 1		Receipt - Hall Hire	SHANNUKHI CHAGANTI	Z	30.00		30.00
133 Cafe Income	26/08/2026		Current Account		Receipt - cafe petty cash	Old Fire Station Cafe	Z	146.63		146.63
120 Income	26/08/2026		Active Saver 1		Receipt - Car Park Income	KCC	Z	726.77		726.77
120 Income	26/08/2026		Active Saver 1		Receipt - Car Park Income	KCC	Z	659.06		659.06
134 Miscellaneous Income	26/08/2026		Current Account		Receipt - Admin Petty Cash	SGTC	Z	168.16		168.16

Swanscombe and Greenhithe Town Council
PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
338 Electricity	28/08/2026		Current Account		Payment - Electricity	NPower	L	-135.56	-6.78	-142.34
103 Hire Income	30/08/2026		Active Saver 1		Receipt - Hall Hire	Christ Apostolic Church - V	Z			
Total								-19,600.30	-5,477.48	-25,077.78

Swanscombe and Greenhithe Town Council
Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 01/09/2026)

Administration		Last Year 2025-2026				Current Year 2026-2027				Next Year			
		Receipts		Payments		Receipts		Payments		Receipts		Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
230	Wages			142,750.00	218,999.63			181,574.00	102,320.50			102,320.50	
231	Furniture, Fixtures & F			750.00	25.00			100.00					
232	Photocopier			1,000.00	3,680.19		1,122.60	3,864.00	3,403.01			3,403.01	
233	Stationary, Advertising			1,600.00	1,775.63			1,898.00	963.74			963.74	
234	Telephone / Internet			3,700.00	8,793.39			9,569.00	4,260.49			4,260.49	
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	6,955.14			6,955.14	
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	Chairs of Office			250.00	39.58			263.00					
241	Legal Fees			3,000.00			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	375.00			375.00	
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	1,102.00			1,102.00	
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	500.00	1,155.00			1,155.00	
249	IT Services			4,000.00	10,385.70			8,873.00	2,499.24			2,499.24	
250	Handyman (incl. seaso			500.00				500.00					
251	Council Offices Buildi		10.80	12,000.00	40,953.09			16,000.00	10,881.21			10,881.21	
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	1,500.90			1,500.90	
254	Electricity			6,500.00	18,685.16			20,816.00	9,139.04			9,139.04	
255	Rates		1.15	17,500.00	21,449.58			18,900.00	9,316.44			9,316.44	
256	Long Term Financial R												

AGENDA ITEM 10
Town Council 10/09/26

Swanscombe and Greenhithe Town Council
Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 01/09/2026)

			Last Year 2025-2026			Current Year 2026-2027			Next Year		
			Receipts		Payments		Receipts		Payments		Total
Code	Title		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
400	Maintenance				250.00				250.00		
SUB TOTAL			8,600.00	8,433.00		9,927.00	11,673.50	11,673.50	150.00		150.00
			Receipts		Payments		Receipts		Payments		Total
Code	Title		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
400	Maintenance				250.00				250.00		
SUB TOTAL					250.00				250.00		
			Last Year 2025-2026			Current Year 2026-2027			Next Year		
			Receipts		Payments		Receipts		Payments		Total
Code	Title		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
280	Wages				5,800.00	5,299.14			6,037.00	3,418.99	3,418.99
281	Repairs & Maintenan				500.00	1,399.32			1,134.00	130.00	130.00
282	Gas & Electricity				850.00	1,400.13			1,550.00	960.56	960.56
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	23.46	23.46
288	Long Term Financial R										
295	Hire Income		6,500.00	12,007.06		536.50	11,000.00	18,857.43			
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	18,857.43	9,997.00	4,987.05	4,987.05

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 01/09/2026)

Craylands Lane Car Park		Last Year 2025-2026				Current Year 2026-2027				Next Year			
Code	Title	Receipts		Payments		Receipts		Payments		Receipts		Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
30	Rates												
31	Repairs & Maintenan												
32	Long Term Financial R												
430	Income						1,850.63		1,850.63				
SUB TOTAL							1,850.63		1,850.63				

Grove Car Park		Last Year 2025-2026				Current Year 2026-2027				Next Year			
Code	Title	Receipts		Payments		Receipts		Payments		Receipts		Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
20	Rates			2,100.00	2,223.65					2,107.00	876.00		876.00
21	Repairs & Maintenan			500.00	190.00					200.00			
22	Long Term Financial R												
421	Income	1,000.00				1,000.00	2,965.87		2,965.87				
SUB TOTAL		1,000.00		2,600.00	2,413.65	1,000.00	2,965.87		2,965.87	2,307.00	876.00		876.00

Grove Hall		Last Year 2025-2026				Current Year 2026-2027				Next Year			
Code	Title	Receipts		Payments		Receipts		Payments		Receipts		Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
301	Repairs & Maintenan			500.00	380.00					500.00			
302	Gas & Electricity			100.00	362.75					298.00	160.53		160.53
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 01/09/2026)

SUB TOTAL			600.00		1,552.21		1,495.00		160.53			
Heritage Community Hall			Last Year 2025-2026				Current Year 2026-2027				Next Year	
			Receipts		Payments		Receipts		Payments		Receipts Payments	
Code	Title		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget
320	Wages											
321	Repairs & Maintenance											
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	5,308.80		5,308.80		
SUB TOTAL			13,796.00	14,069.20		138.25	14,365.00	5,308.80		5,308.80		
Heritage Park			Last Year 2025-2026				Current Year 2026-2027				Next Year	
			Receipts		Payments		Receipts		Payments		Receipts Payments	
Code	Title		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget
100	Maintenance/Rent			2,200.00			500.00					
104	Long Term Financial R							1,000.00		1,000.00	525.00	
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 01/09/2026)

Ingress Park Community	Last Year 2025-2026				Current Year 2026-2027				Next Year	
	Receipts		Payments		Receipts		Payments		Receipts	Payments
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget
407	Wages			6,000.00					3,000.00	
408	Repairs & Maintenananc			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	120.00	41,900.00	7,000.00				6,400.00	

Knockhall Playing Field		Last Year 2025-2026				Current Year 2026-2027				Next Year			
		Receipts		Payments		Receipts		Payments		Receipts	Payments		
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
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	4,865.00		4,865.00				
SUB TOTAL		6,240.00	5,050.00	153.00	431.13	5,966.00	4,865.00		4,865.00	184.00	248.73	248.73	

Swanscombe and Greenhithe Town Council
Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 01/09/2026)

Leisure Centre	Last Year 2025-2026				Current Year 2026-2027				Next Year			
	Receipts		Payments		Receipts		Payments		Receipts		Payments	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Budget	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	29,500.00				29,500.00
SUB TOTAL		3,709.96	90,500.00	75,579.84			96,851.00	39,076.38				39,076.38

Old Fire Station Cafe	Last Year 2025-2026				Current Year 2026-2027				Next Year			
	Receipts		Payments		Receipts		Payments		Receipts		Payments	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Budget	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	1,964.56				1,964.56
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 Ser			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	2,843.31						
424 Water Rates		3,358.52		7,161.97		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 01/09/2026)

SUB TOTAL			20,500.00	27,393.11	37,870.00	56,615.21	23,079.00	5,474.00	59,524.00	40,146.16	40,146.16
Other Projects											
Last Year 2025-2026						Current Year 2026-2027					
		Receipts		Payments		Receipts		Payments		Next Year	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget
121	General Projects (inc.		1,325.00	10,000.00	13,443.51		750.00		750.00		1,509.00
SUB TOTAL			1,325.00	10,000.00	13,443.51		750.00		750.00		1,509.00
Parks Establishment											
Last Year 2025-2026						Current Year 2026-2027					
		Receipts		Payments		Receipts		Payments		Next Year	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget
40	Wages			108,250.00	139,932.97					178,353.00	37,189.48
41	Equipment/Materials		20,891.02	31,000.00	42,433.50					32,552.00	14,905.08
42	New Grounds Maintainer				14,387.56						
43	Fuel			2,000.00	2,738.78					2,770.00	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	9,092.19
48	Gas/Electricity			3,000.00	4,934.88					4,200.00	1,435.94
49	Playground Equipmen		1,000.00	5,000.00	7,373.48					5,250.00	1,677.70
50	Staff Training			2,000.00	520.33					1,000.00	
51	Knockhall Changing R			500.00						210.00	
52	Parks Works Area			750.00	56.26					110.00	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 01/09/2026)

56	Unexpected/Emergen		750.00	902.00		789.00	
57	Long Term Financial R		5,000.00	3,305.33			
58	New Community Facil						
65	Miscellaneous Income	500.00	1,200.00		130.74		
429	Night & Day			3,305.33		13,617.76	
SUB TOTAL		500.00	23,091.02	169,575.00	226,874.72	130.74	79,527.47

Public Lighting		Last Year 2025-2026				Current Year 2026-2027				Next Year	
		Receipts		Payments		Receipts		Payments		Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget
1	Supply & Maintenance			3,150.00	1,764.39			2,223.00	805.05		805.05
3	Christmas Lighting		609.00	4,170.00	3,891.00						
4	Repairs			500.00	1,510.00						
5	Long Term Financial R										
6	Income	1.00				1.00	630.00				
SUB TOTAL		1.00	609.00	7,820.00	7,165.39	1.00	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
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget
340	Utilities				969.56			993.00	128.67		128.67
341	Water Rates				369.94			387.00	2,784.30		2,784.30
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	1,238.50		1,238.50
346	Professional Fees				3,000.00						

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 01/09/2026)

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

Town Council		Last Year 2025-2026			Current Year 2026-2027			Next Year	
Offices		Receipts		Payments		Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
360	Wages		8,750.00		14,978.00		8,954.00		3,133.61
361	Repairs & Maintenanc		420.00		1,951.96		441.00		5,602.32
362	Furniture, Fixtures & F		100.00				105.00		
363	Cleaning Materials		260.00		155.07		273.00		60.10
364	Miscellaneous Expendit		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	3,909.92		150.00
SUB TOTAL		47,500.00	46,906.85	9,605.00	17,616.28	51,371.00	3,909.92	9,852.00	8,946.03

Summary									
TOTAL		573,261.00	817,311.53	617,865.00	780,247.16	833,023.00	382,373.13	763,388.00	357,418.79

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

01 September 2026 (2026-2027)

		2nd Quarter				Accumulative to end of 2nd quarter			
		Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted payments	Actual payments
Grove Hall									
301 Repairs & Maintenance					125.01	8.70	125.01(N/A)	249.98	249.98(N/A)
302 Gas & Electricity					74.49		65.79(88%)	149.02	-11.51(-7%)
305 Rates					126.00		126.00(N/A)	252.00	252.00(N/A)
306 Water Rates					48.24		48.24(N/A)	96.52	96.52(N/A)
308 Long Term Financial Risks							(N/A)		(N/A)
Sub Total for Grove Hall					373.74	8.70	365.04(97%)	747.52	586.99(78%)
Heritage Community Hall									
320 Wages							(N/A)		(N/A)
321 Repairs & Maintenance							(N/A)		(N/A)
322 Gas & Electricity							(N/A)		(N/A)
323 Cleaning Materials							(N/A)		(N/A)
324 Furniture, Fixtures & Fittings							(N/A)		(N/A)
325 Rates							(N/A)		(N/A)
326 Water Rates							(N/A)		(N/A)
327 Miscellaneous Expenditure							(N/A)		(N/A)
328 Long Term Financial Risks							(N/A)		(N/A)
335 Hire Income		3,591.24	1,195.95	-2,395.29(-66%)			(N/A)		(N/A)
Sub Total for Heritage Community Hall		3,591.24	1,195.95	-2,395.29(-66%)			-1,873.72(-26%)	5,308.80	5,308.80
Heritage Park									
100 Maintenance/Rent					131.25		131.25(N/A)	262.50	262.50(N/A)
104 Long Term Financial Risks							(N/A)		(N/A)
Sub Total for Heritage Park					131.25		131.25(N/A)	262.50	262.50(N/A)
Ingress Park Community Centre									
407 Wages					750.00		750.00(N/A)	1,500.00	1,500.00(N/A)
408 Repairs & Maintenance					62.49		62.49(N/A)	125.02	125.02(N/A)
409 Gas & Electricity					249.99		249.99(N/A)	500.02	500.02(N/A)
410 Cleaning Materials					62.49		62.49(N/A)	125.02	125.02(N/A)
411 Furniture & Fittings					62.49		62.49(N/A)	125.02	125.02(N/A)
412 Rates (NDR)					249.99		249.99(N/A)	500.02	500.02(N/A)
413 Water Rates					75.00		75.00(N/A)	150.00	150.00(N/A)
414 Key Holder Security					75.00		75.00(N/A)	150.00	150.00(N/A)
415 Misc Expenditure					12.51		12.51(N/A)	24.98	24.98(N/A)
416 Long Term Financial Risks							(N/A)		(N/A)
418 Hire Income		1,749.99		-1,749.99(N/A)			(N/A)		(N/A)
419 Commuted Sum							(N/A)		(N/A)
420 Contingency Fund							(N/A)		(N/A)
Sub Total for Ingress Park Community Centre		1,749.99		-1,749.99(N/A)	1,599.96		1,599.96(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)

01 September 2026 (2026-2027)

	2nd Quarter				Accumulative to end of 2nd quarter			
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted payments	Actual payments
Knockhall Playing Field								
80 Rates			(N/A)	45.99		45.99(N/A)	92.02	248.73
81 Long Term Financial Risks			(N/A)			(N/A)		
85 Football	1,491.51	4,665.00	3,173.49(212%)			(N/A)		
Sub Total for Knockhall Playing Field	1,491.51	4,665.00	3,173.49(212%)	45.99		45.99(N/A)	92.02	248.73
Leisure Centre								
146 Rates & Insurance Rent - DBC			(N/A)	9,712.74	4,786.00	4,926.74(50%)	19,425.52	9,576.38
155 Management Fee			(N/A)	14,499.99	14,750.00	-250.01(-1%)	29,000.02	29,500.00
Sub Total for Leisure Centre			(N/A)	24,212.73	19,536.00	4,676.73(19%)	48,425.54	39,076.38
Old Fire Station Cafe								
380 Wages			(N/A)	8,328.75	17,099.15	-8,770.40(-105%)	16,657.50	23,272.08
381 Food/Supplies			(N/A)	3,079.26	211.65	2,867.61(93%)	6,158.48	1,964.56
382 Furniture, Fixtures & Equipment (f)			(N/A)	125.01		125.01(N/A)	249.98	4,419.51
383 Advertising			(N/A)			(N/A)		
384 Rates			(N/A)	832.26	666.00	166.26(19%)	1,664.48	1,332.00
385 Electricity			(N/A)	477.75		477.75(N/A)	955.50	775.91
386 Cleaning Materials			(N/A)	24.99		24.99(N/A)	50.02	27.70
387 DBC Maintenance Service Charge			(N/A)	521.76		521.76(N/A)	1,043.48	3,869.42
388 Telephone / Internet			(N/A)	131.25		131.25(N/A)	262.50	
389 Maintenance			(N/A)	230.25		230.25(N/A)	460.50	
390 Miscellaneous Expenditure (incl. D			(N/A)	131.49	1,080.00	-948.51(-721%)	263.02	1,080.00
391 Long Term Financial Risks			(N/A)			(N/A)		
392 Rent DBC			(N/A)			(N/A)		
395 Cafe Income	5,769.75	896.63	-4,873.12(-84%)			(N/A)		
424 Water Rates		2,630.69	2,630.69(N/A)	998.25		998.25(N/A)	1,996.50	3,404.98
Sub Total for Old Fire Station Cafe	5,769.75	3,527.32	-2,242.43(-38%)	14,881.02	19,056.80	-4,175.78(-28%)	29,761.96	40,146.16
Other Projects								
121 General Projects (inc. Summer Er		750.00	750.00(N/A)		1,379.00	-1,379.00(N/A)		1,509.00
Sub Total for Other Projects		750.00	750.00(N/A)		1,379.00	-1,379.00(N/A)		1,509.00
Parks Establishment								
40 Wages			(N/A)	44,588.25	14,939.33	29,648.92(66%)	89,176.50	37,189.48
41 Equipment/Materials			(N/A)	8,138.01	9,264.54	-1,126.53(-13%)	16,275.98	14,905.08
42 New Grounds Maintenance Equip			(N/A)			(N/A)		
43 Fuel			(N/A)	692.49	464.85	227.64(32%)	1,385.02	1,337.77
44 Fencing			(N/A)	625.26		625.26(N/A)	1,250.48	
45 Telephone			(N/A)			(N/A)		
46 Vehicles			(N/A)	675.24		675.24(N/A)	1,350.52	
47 Water Rates			(N/A)	4,425.99	3,148.93	1,277.06(28%)	8,852.02	9,092.19

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

01 September 2026 (2026-2027)

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	505.87	544.13(51%)				(N/A)	2,100.00	1,941.81	158.19(7%)
49 Playground Equipment & Maintenance			(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)			
58 New Community Facility			(N/A)							(N/A)			
65 Miscellaneous Income			(N/A)							(N/A)			
429 Night & Day	131.25	130.74	-0.51(-0%)		7,007.10	-7,007.10(N/A)		262.50	130.74	-131.76(-50%)			
Sub Total for Parks Establishment	131.25	130.74	-0.51(-0%)	62,910.24	36,118.32	26,791.92(42%)		262.50	130.74	-131.76(-50%)	125,820.52	80,033.34	45,787.18(36%)
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)			
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)			
6 Income	0.24	630.00	629.76(262400)					0.52	630.00	629.48(121053)			
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	51.30	196.95(79%)				(N/A)	496.50	128.67	367.83(74%)
341 Water Rates			(N/A)	96.75	86.10	10.65(11%)				(N/A)	193.50	2,784.30	-2,590.80(-1333%)
342 Maintenance & Cleaning Contributions			(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)			
345 Miscellaneous Expenditure			(N/A)	317.76	1,238.50	-920.74(-289%)				(N/A)	695.48	1,238.50	-603.02(-84%)
346 Professional Fees			(N/A)							(N/A)			
350 Income			(N/A)							(N/A)			
425 Construction Costs			(N/A)							(N/A)			
426 Grant Income			(N/A)							(N/A)			
Sub Total for Sports Pavilion			(N/A)	2,104.50	2,679.90	-575.40(-27%)				(N/A)	4,209.00	7,410.97	-3,201.97(-76%)
Squash Courts													
200 Maintenance			(N/A)							(N/A)			
201 Long Term Financial Risks			(N/A)							(N/A)			
Sub Total for Squash Courts			(N/A)							(N/A)			
St Peter & St Paul's Churchyard													
110 Maintenance			(N/A)	875.01		875.01(N/A)				(N/A)	1,749.98		1,749.98(N/A)

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Financial Position Statement

As of 1 September 2026

Description	£
Total Income Received	382,373.13
Total Expenditure Incurred	357,418.79
Year- to – date Surplus	29,954.34

The Council has received income of **£382,373.13** and incurred expenditure of **£357,418.79** as of 1 September 2026, resulting in a year-to-date surplus of **£29,954.34**.

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 £624,069.35.

The Council's financial performance has generated a current year surplus of **£29,954.34** which is down by £19,070.27 from last month's financial position statement.

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 maintaining adequate reserve levels. These pressures include:

1. Severe Commercial Income Shortfalls

The council's public facing and commercial facilities are failing to meet their revenue target by massive margins, creating immediate budget deficits:

- **Town Council Offices and Community Hall:** This is the most critical pressure point. The Council anticipated **£25,685.48** in accumulative hire income but has only brought in **£3,909.92**. This represents an enormous **84% revenue shortfall (£21,775.56 deficit)**.
- **Heritage Community Hall:** Budgeted hire income was **£7,182.52** against an actual take of **£5,308.80**—a distinct **£1,873.72 deficit**.

Financial Position Statement

2. Staffing and Wage Inflation Deficits

Personnel and operational staffing lines are showing systemic overruns across corporate functions:

- **Administrative Wages:** Staffing costs for central administration ran to **£102,320.50** against a year-to-date budget of **£90,786.98**. This has created a direct **£11,533.52 overrun (12% over budget)**.

3. Uncontrolled Overhead & Building Escalations

Essential operational costs, professional fees, and emergency building works have drastically outpaced allocations:

- **Insurance Premium Spikes:** Accumulative insurance costs skyrocketed to **£15,633.04** against a budget of **£7,889.48**. This represents a punishing **98% cost overrun (£7,743.56 excess)**.
- **Central Building Repairs:** Town Council Office building maintenance has suffered a massive budget blowout, costing **£5,602.32** against a tiny year-to-date allocation of **£220.50**. This is a **2,440% budget breach**.
- **Corporate Subscriptions:** Central publication and regulatory subscriptions cost **£6,955.14** against an estimated **£2,718.98 (155% overspend)**.
- **Unbudgeted Professional/Survey Fees:** The cash book tracks individual heavy compliance costs, such as a **£1,238.50** payment to *Tranby Surveying* for a Sports Pavilion Surveyors Report, driving unbudgeted operational outflows.

4. Critical Core Funding Deficit (Precept)

The largest overarching macroeconomic risk to the Council's immediate solvency is a major shortfall in its primary revenue driver:

- **The Precept Allocation:** The Council budgeted to receive **£340,305.00** in Precept funding by the end of the second quarter. However, actual Precept receipts sit at **£280,305.00**.
- This leaves a **£60,000.00 funding gap (17% short of expectations)**.

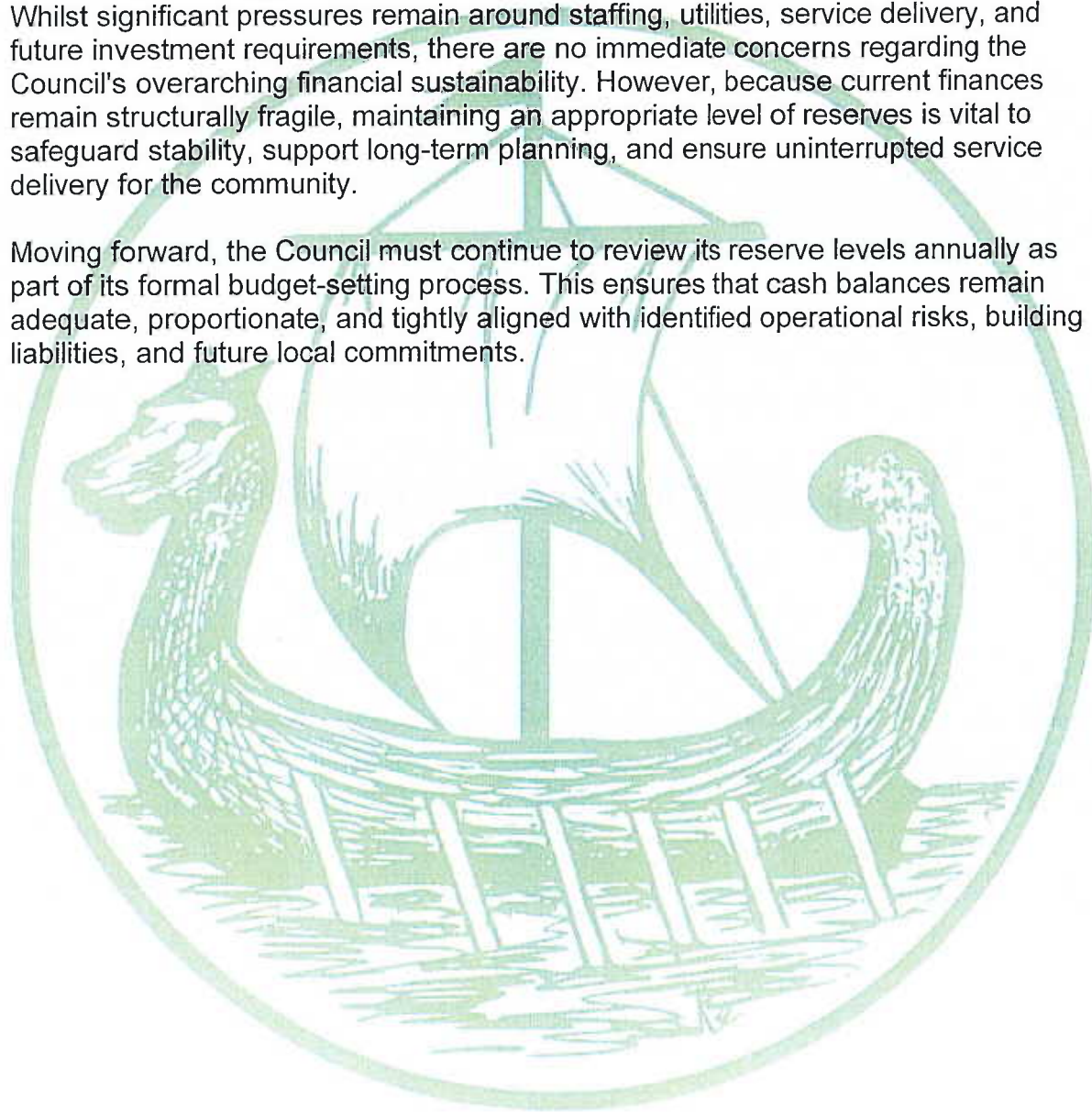
Financial Position Statement

Overall Position

As of **1 September 2026**, the Council remains in a positive financial position with a year-to-date surplus of **£29,954.34**. While these baseline figures demonstrate that the Council currently covers its outgoings, the underlying financial position remains fragile. Intensive budget monitoring and prudent reserve management will remain absolutely essential throughout the remainder of the financial year.

Whilst significant pressures remain around staffing, utilities, service delivery, and future investment requirements, there are no immediate concerns regarding the Council's overarching financial sustainability. However, because current finances remain structurally fragile, maintaining an appropriate level of reserves is vital to safeguard stability, support long-term planning, and ensure uninterrupted service delivery for the community.

Moving forward, the Council must continue to review its reserve levels annually as part of its formal budget-setting process. This ensures that cash balances remain adequate, proportionate, and tightly aligned with identified operational risks, building liabilities, and future local commitments.



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10/04/2026						
Description	Supplier	Net	VAT	Total		
Food Supplies	Local	£ 3.58		£ 3.58		
Food Supplies	Asda	£ 35.44		£ 35.44		
Food Supplies	Co op	£ 6.45		£ 6.45		
Food Supplies	Local	£ 1.99		£ 1.99		
Food Supplies	aasda	£ 35.18		£ 35.18		
Food Supplies	farm foods	£ 16.16		£ 16.16		
Food Supplies	Local	£ 1.99		£ 1.99		
Food Supplies	Asda	£ 6.75		£ 6.75		
Food Supplies	ASDA	£ 28.79		£ 28.79		
Food Supplies	local	£ 1.80		£ 1.80		
Food Supplies	ASDA	£ 43.21		£ 43.21		
Food Supplies	farm foods	£ 41.08		£ 41.08		
Food Supplies	Asda	£ 27.07		£ 27.07		
Food Supplies	Local	£ 3.88		£ 3.88		
Total		£ 253.37	£ -	£ 253.37		
Cash held				£ 146.63		
Total Allowance £400				£ 400.00		

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Description	Cost Centre	Net	VAT	Total	
Plates and Napkins		10.00		10.00	
Microwave		38.93		38.93	
Postage Stamps		6.80		6.80	
Travel		22.66		22.66	
Biscuits for school group		3.45		3.45	
Total Expenditure		£81.84	£0.00	£81.84	0.00
Cash held				£168.16	
Total Allowance £250				£250.00	

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EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Return to:
Mr Graham Blew, Town Clerk,
Council Offices
The Grove
Swanscombe, DA10 0GA

Email: Info@swanscombeandgreenhithetowncouncil.gov.uk

Full name	Mr Les Rose
Home address Inc. Postcode	
Telephone number	
Mobile number	
Email	

LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes
Are you 18 or over?	Yes

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for the ward of Swanscombe within Swanscombe and Greenhithe?	Yes
Have you lived either in the ward of Swanscombe, or within three miles of its boundary, for at least a year?	Yes
Have you been the owner or tenant of land in the ward of Swanscombe for at least a year?	Yes

EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Have you had your only or main place of work in the ward of Swanscombe for at least a year?	No
---	----

DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	No
Are you disqualified by order of a court from being a member of a local authority?	No
Are you subject to any relevant notification requirements or a relevant order in relation to a sexual offence (as set out in the Local Government (Disqualification) Act 2022)	No

Please briefly outline of why you are interested in being a Town Councillor.

Living locally and taking an interest in the area, although I am not sure of what I would be expected to contribute, being a Town Councillor may be something I would be keen to be part of the Swanscombe Town Council Team.

I first learnt about the vacancy for the Knockhall Ward from Dawn, now the current Mayor whilst having a conversation with her at St Marys Church, Greenhithe Wednesday morning café drop in centre whereby she asked me if I would be interested due to my past services in the Kent Fire Brigade and recently retired fire risk assessor which she thought that my past experiences may be of benefit at times.

EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business, or trade union experience.

Having lived in the area since 1992, and whilst working for British Telecom since 1972 until around 1988 which my work involved provision and maintenance of business and residential customers within the Swanscombe and Greenhithe areas.

During my employment with British Telecom, I served as a retained fireman with Kent Fire Brigade (now Kent Fire and Rescue Service) from 1982 until 1990 at Cliffe fire Station, Rochester, Kent. After leaving British Telecom I started work for an independent Telecommunications company contracted to British Telecom.

In 1996 I moved into the fire safety industry, firstly as a fire extinguisher engineer, then moving onwards to form my own fire protection company with a colleague which we ran for 10 years until the downturn due to trading.

From there I continued in the fire safety industry whereby I started up and ran the fire side of a facilities company based in Rochester, Kent.

Taking part time working I 2020 this enabled me to carry on providing fire risk assessments in my new formed company for many small and medium-size business.

Now fully retired I am a volunteer and driver for the MCK "Food Bank" of St Mary's Church and also a Trustee for MCK food bank.

example, professional qualifications, financial or project management expertise.

During my professional career I have gained various qualifications in the fire safety field, however, due to now retired some the qualifications have lapsed.

MIFSM (Member of the Institute of Fire Safety Managers)

CFRAR (Certified Fire Risk Assessor Register)

MBFSA (Member of the British Fire Service Association).

Further Questions:-

I would like to know more details of what I would need to achieve should my application be considered.

Please use a separate sheet if required.

Signed.....L P Rose.....Date: 10th August 2026.

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REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2026–2027.

❖ **BLUEWATER FORUM:**

1. The Town Mayor or agreed substitute

❖ **BOROUGH AND PARISH FORUM** *(previously the Dartford Association of Town and Parish Councils)*
(1 MEMBER PLUS THE TOWN CLERK / RFO):

1. The Town Mayor

❖ **CHILDREN'S PARTNERSHIP CONVERSATION (1 MEMBER):**

1. Councillor Denise Butler

❖ **EBBSFLEET WATER MANAGEMENT GROUP:**

1. Councillor Lesley Howes

❖ **ELDERLY FORUM (1 MEMBER):**

1. Councillor Lesley Howes

❖ **GREENHITHE COMMUNITY ASSOCIATION (2 MEMBERS):**

1. Councillor Dawn Johnston
2. Councillor Lesley Howes

❖ **INGRESS PARK MANAGEMENT (GREENHITHE) LTD (IPGM) (x2 allocation) – DIRECTORSHIP:**

1. Councillor Dawn Johnston
2. VACANCY

❖ **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) COUNTY AREA COMMITTEE (2 MEMBERS):**

1. Councillor Ann Duke
2. Councillor Lesley Howes

REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2026–2027.

❖ **KALC DARTFORD AREA COMMITTEE (2 MEMBERS):**

1. Town Mayor
2. Town Clerk / RFO. Nb. Councillor Lersley Howes is also a member by way of her role as Vice-Chairman of the Area Committee)

❖ **LONDON RESORT COMPANY HOLDINGS LTD (formerly PARAMOUNT LONDON) COMMUNITY LIAISON GROUP (1 MEMBER):**

1. Councillor Elizabeth Wickham

❖ **NORTHWEST KENT VOLUNTEER CENTRE (formerly Dartford Volunteer Bureau (1 MEMBER):**

1. Councillor Lorna Cross

❖ **WHITECLIFFE COMMUNITY LIAISON COMMITTEE:**

1. Councillor Dawn Johnston

❖ **YOUNG PEOPLE'S PARTNERSHIP CONSERVATION (formerly Youth Advisory Group):**

1. Councillor Lesley Howes

❖ **DARTFORD YOUTH FORUM (DBC)**

1. Councillor Hazel Stephens

APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK please type the details or complete in legible block capitals.)

1. Name and full address of Organisation:	GATEWAY SALVATION CHURCH- (GSC) REGISTERED OFFICE- SWANSCOMBE HIGH STREET / MILTON ROAD, SWANSCOMBE, DA10 0LS.
2. Amount of funding requested.	£498.52
3. Name and contact details of applicant (this is the address the Town Council will use for all correspondences). Please include an email address where possible:	LIONEL IGHODARO GATEWAY SALVATION CHURCH (GSC) REGISTERED CHARITY NO: 1203676 THE FORMER METHODIST CHURCH HALL, SWANSCOMBE HIGH STREET / MILTON ROAD, SWANSCOMBE, DA10 0LS. COMMUNITY@GSCENGLAND.ORG
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	GATEWAY SALVATION CHURCH (GSC) WAS ESTABLISHED IN 2023. WHILE FOUNDED ON FAITH-DRIVEN VALUES OF COMPASSION, HUMILITY, AND LOVE, OUR OPERATIONAL MANTRA IS TO UNCONDITIONALLY SERVE OUR FELLOW HUMAN BEINGS, COMPLETELY REGARDLESS OF THEIR BACKGROUND, FAITH, OR BELIEFS. ALL OF OUR COMMUNITY PROVISIONS ARE STRICTLY SECULAR, INCLUSIVE, AND OPEN TO ALL. SINCE RECENTLY MOVING INTO OUR NEW DEDICATED CHURCH HALL IN THE HEART OF SWANSCOMBE, THERE IS A STRONG APPETITE ACROSS OUR TEAM TO SIGNIFICANTLY EXPAND OUR LOCAL OUTREACH. THIS MOVE HAS ALLOWED US TO BREATHE LIFE BACK INTO A BUILDING THAT HAD PREVIOUSLY BEEN LOCKED UP AND DISUSED FOR TWO YEARS. OUR AIM IS TO REACTIVATE THIS SPACE AND ADD IT TO THE SMALL ROLODEX OF VITAL COMMUNITY VENUES AVAILABLE TO RESIDENTS IN SWANSCOMBE. OUR CORE COMMUNITY AIMS AND OBJECTIVES ARE: •MEETING URGENT NEEDS: TO DELIVER IMMEDIATE SOCIAL, MATERIAL, AND NUTRITIONAL RELIEF TO VULNERABLE INDIVIDUALS AND FAMILIES WITHIN THE LOCAL SWANSCOMBE AND GREENHITHE AREA. •REVITALISING CIVIC SPACES: TO IMPROVE THE LOCAL PHYSICAL ENVIRONMENT AND RE-ENERGISE UNDERUTILISED HIGH STREET BUILDINGS, TURNING THEM INTO VIBRANT, SAFE SPACES FOR COMMUNITY COHESION.

APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK please type the details or complete in legible block capitals.)

	•ALLEVIATING LOCAL POVERTY: TO ACTIVELY TACKLE FOOD INSECURITY, SOCIAL ISOLATION, AND FINANCIAL HARDSHIP WHILE PROVIDING DEDICATED SUPPORT TO MARGINALISED AND VULNERABLE RESIDENTS.
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	THE CHURCH HAS 64 MEMBERS AND 30 OF THOS MEMBERS RESIDE IN THE SWANSCOMBE & GREENHITHE AREA.
6. Please give details of how your organisation assists or impacts on the residents of Swanscombe and Greenhithe. Please provide the number of local residents who will benefit from this award.	PREVIOUSLY, GSC PARTNERED WITH DARTFORD BOROUGH COUNCIL AND SWANSCOMBE & GREENHITHE TOWN COUNCIL TO LEAD HIGH STREET CLEAN-UP DAYS—LITTER PICKING, CLEANING BUS STOPS, RECYCLING WASTE, AND IMPROVING PUBLIC AREAS. THIS SPECIFIC INFRASTRUCTURE AWARD WILL DIRECTLY BENEFIT A MINIMUM OF 50+ LOCAL HOUSEHOLDS (ESTIMATED 150+ INDIVIDUALS ANNUALLY). THE BUILDING CURRENTLY ONLY HAS A SINGLE TOILET, WHICH PREVENTS US FROM OPENING REGULARLY TO THE PUBLIC. PURCHASING THIS NEW SANITATION HARDWARE WILL ALLOW US TO EXPAND OUR INTERNAL TOILET CAPACITY. THIS DIRECTLY UNLOCKS THE HIGH STREET HALL TO HOST OUR UPCOMING YEAR-ROUND COMMUNITY FOOD BANK, A REGULAR FREE BREAKFAST INITIATIVE FOR LOCAL FAMILIES, AND A COMFORTABLE HUB FOR STRUGGLING ELDERLY RESIDENTS
7. Please supply details of how the funding applied for will be used (please include total costs of projects, project plans, quoted costs etc.). No works/purchases can be made until any applications have been considered by the Town Council. Retrospective applications will NOT be considered.	THE £498.52 AWARD WILL BE USED EXCLUSIVELY TO PURCHASE THE PHYSICAL HARDWARE NEEDED TO ADD EXTRA TOILET CUBICLES AND HAND-WASHING FACILITIES WITHIN THE CHURCH HALL. EXPANDING FROM A SINGLE TOILET IS A MANDATORY PUBLIC HEALTH, HYGIENE, AND SAFEGUARDING REQUIREMENT TO ALLOW GROUPS OF CHILDREN, FAMILIES, AND THE ELDERLY TO USE THE VENUE COMFORTABLY AT THE SAME TIME. ITEMISED SPEND BREAKDOWN FOR THE £498.52: • TOILETS & CISTERNS: PROCUREMENT OF STANDARD CERAMIC TOILET PANS, MATCHING DUAL-FLUSH CISTERNS, AND

APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK please type the details or complete in legible block capitals.)

	INTERNAL MECHANISM FIXTURES. • SINKS & TAPS: PROCUREMENT OF WALL-MOUNTED HAND-WASH BASINS/SINKS AND WATER-SAVING COMMERCIAL TAP UNITS. PROJECT PLAN: THE CHURCH WILL BE WORKING WITH APPROVED CONTRACTORS TO EVENTUALLY PROVIDE ALL NECESSARY INSTALLATION AND STRUCTURAL PLUMBING LABOR INTERNALLY, THAT COST WILL COME FROM DIFFERENT GRANTS THAT THE CHURCH IS CURRENTLY IN THE PROCESS OF APPLYING. THE £498.52 FROM THE TOWN COUNCIL COVERS THE EXACT MATERIAL COST OF THE FIXTURES THEMSELVES. ALL HARDWARE WILL BE PRE-PURCHASED ONLY AFTER APPROVAL AND STORED ON-SITE. NO WORKS WILL BE COMPLETED RETROSPECTIVELY. THIS PRACTICAL UPGRADE ADDS AN ESSENTIAL CIVIC ASSET TO SWANSCOMBE HIGH STREET AT A TIME WHEN OTHER LOCAL COMMUNITY SPACES ARE CLOSED OR STALLED.E.G THE PAVILLION/ FIRE CAFE
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8. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.	GSC RECEIVED A £500 GRANT FROM SWANSCOMBE & GREENHITHE TOWN COUNCIL IN THE FINANCIAL YEAR 2024/2025 TO SEED-FUND OUR FIRST PILOT COMMUNITY BREAKFAST SCHEME ON 13 APRIL 2025. THIS SUCCESSFULLY SERVED 30-40 LOCAL RESIDENTS. TO DEMONSTRATE OUR LONG-TERM COMMITMENT, OUR SECOND COMMUNITY BREAKFAST IN FEBRUARY 2026 WAS 100% SELF-FUNDED BY THE CHURCH. THIS NEW APPLICATION IS FOR THE SEPARATE PHYSICAL TOILET/SINK FIXTURES NEEDED TO MAKE OUR NEW HIGH STREET HALL PERMANENTLY FIT FOR WIDER COMMUNITY USE
9. Please provide the bank details for the Organisation for payment. Alternatively provide the name of the organisation that cheques should be made out (cheques are unable to be made to individuals)	Account Name: Gateway Salvation Church Sort code- 309950 Account Number - 78006360 Organisation Name-

	Gateway Salvation Church
10. Declaration: I declare that the information given is, to the best of my knowledge, accurate and true.	Signed:  Dated: 17.08.2026

Please use a separate sheet, if necessary, clearly numbering the relevant section.

SWANSCOMBE AND GREENHITHE TOWN COUNCIL
**GUIDANCE NOTES FOR APPLICATIONS FOR FUNDING FROM THE
TOWN COUNCIL.**

1. Awards of funding are made up to a maximum of £500 for general awards to local charitable, voluntary or community organisations, and up to £250 for start-up awards to new organisations.
2. The decision regarding your application will be made on the basis of the information you supply on this application form. Your application will be copied to members of the Town Council. The decision made by the Town Council is final and non-negotiable; no further correspondence regarding decisions made on any applications will be entered into.
3. All parts of the application form must be completed, **please type the details or complete in legible block capitals.**
4. Unfortunately the amounts requested each year normally exceed the funds available. It is therefore imperative that as much information as possible is provided with your application so that the Town Council can ascertain the activities and operation of your organisation.
5. All applications will be considered on their individual merits and every applicant must fully understand that there is no guarantee of funding or continued funding.
6. All applications will be deemed to have read and agreed to comply to the Guidance Notes for Applications for Funding from the Town Council.
7. All applications will be deemed to have agreed to information regarding their application be used and publicised by the Town Council both internally and externally.
8. All applications must, when successful, agree to:
 - Publicly acknowledge the Town Council for providing funding.
 - Use the Town Councils logo (to be supplied) on any and all publicity for the funding.
 - Attend the Town Council offices for a publicity photograph for the presentation of the funds.
9. Applications will not be considered from:
 - Private organisations operated as a business or a profit making concern
 - Organisations intending to support or oppose political or religious groups
10. No works/purchases can be made until any applications have been considered by the Town Council.
11. Retrospective applications will NOT be considered.

**SWANSCOMBE AND GREENHITHE TOWN COUNCIL
GUIDANCE NOTES FOR APPLICATIONS FOR FUNDING FROM THE
TOWN COUNCIL.**

12. Funding awarded must be used for the purpose it was applied for and within the timescales agreed (unless stated by the Town Council this will be within 12 months of the funding being agreed).
13. Any funding not used as per 12 (above) must be returned to the Town Council no later than 12 months from the date it was awarded.

Please do not hesitate to contact the Town Clerk, Graham Blew, if you wish to discuss any part of your application.

Telephone: 01322 385513



Rise & Grind Coffee Co – Mobile Refreshment Concession at Broomfield Park

Background

On 7 July 2026 Rise & Grind Coffee Co submitted a proposal to provide barista coffee, hot drinks, cold refreshments, cakes and snacks from a self-contained mobile trailer at Broomfield Park. The proposal highlights a focus on supporting park users, sporting events and community activities.

The business has supplied supporting documentation including:

- Public Liability Insurance with cover of £5,000,000 valid until 7 April 2027.
- A comprehensive risk assessment covering vehicle movements, public safety, food hygiene, fire safety, waste management and adverse weather.
- Confirmation of food hygiene compliance and operational procedures.

The proposal indicates that the service is intended to enhance the visitor experience, particularly during football fixtures, tournaments and other community events held within the parks.

Benefits to the Community

Enhanced Visitor Experience

Visitors, parents, coaches, volunteers and spectators would have convenient access to refreshments without leaving the park, potentially improving the overall experience of attending sporting events.

Support for Sporting Activity

The applicant specifically intends to attend football fixtures and tournaments, providing refreshments during periods of high attendance. This may encourage longer stays and create a more welcoming environment for participating clubs and visiting teams.

Supporting Local Enterprise

Rise & Grind is a local independent business and works alongside other local suppliers. Approval of the proposal would demonstrate support for local entrepreneurship and local economic activity.

Compliance and Risk Management

The submitted risk assessment and insurance documentation demonstrate that the business has considered health and safety, public liability, food hygiene and environmental management issues.

Financial Considerations

Current Commercial Hire Rate

The Council's current charge for commercial use of parks is:

£201.00 per day

Estimated Income at Standard Daily Rate

The Swanscombe Tigers FC have 13 fixtures allocated to their 2026/27 season hire, generally taking place on Sundays.

For estimation purposes, it has been assumed that the concession would attend all 13 fixtures during the season.

If a commercial operator paid the Council's full daily commercial-use charge for every Sunday fixture:

13 fixtures × £201.00 = £2,613.00

This represents the maximum potential income that could be generated if the Council's standard daily commercial-use charge were applied to each fixture.

Potential Seasonal Concession Arrangement

Recognising that a mobile refreshment concession attending sporting fixtures provides an additional amenity for players, spectators and other park users, Members may wish to consider a reduced seasonal licence fee rather than charging the full daily commercial-use rate.

Discount Applied	Seasonal Charge
Full Rate (0% discount)	£2,613.00
25% discount	£1,959.75
50% discount	£1,306.50
75% discount	£653.25

These figures are based on attendance at 13 Sunday fixtures during the season, charged at the Council's current commercial hire rate of £201 per day.

Alternatively, Members could consider a fixed annual concession fee linked directly to operations at a specified park rather than applying the standard daily commercial hire rate or seasonal concession rate.

Officer Assessment

The application presents a low operational risk provided the business adheres to the controls identified within its risk assessment and maintains current insurance cover.

The proposal has the potential to:

- Improve facilities available to park users.
- Support football fixtures and community events.
- Promote local business activity.
- Generate income for the Council through a licence or concession arrangement.

Recommendation

Members are requested to consider:

1. Whether permission should be granted for Rise & Grind Coffee Co to operate at Broomfield Park till the end of the 2026-2027 Football Season.
2. Whether the Council wishes to charge:
 - the standard commercial hire rate of £201 per day; or
 - a negotiated seasonal concession fee.
3. Authorise officers to agree suitable operating conditions relating to:
 - public liability insurance,
 - risk assessments,
 - waste management,
 - permitted trading locations, and
 - hours of operation.
4. That this agreement, operational processes and procedures for trading pitches at parks be reviewed at the end of the 2026 – 2027 Football Season.

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Evidence of Insurance

Caterers Insurance

Date of issue:
07/04/2026

This is an Evidence of Insurance document from Protectivity Insurance. This document provides a summary of the Public Liability insurance the **Insured** has effected with **Us** in connection with the **Business** activities as stated below. Full details of the insurance are contained within the **Schedule** and **Policy** documents.

Policy Details			
Policy Number:	444900343912		
Binding Authority:	This insurance is written by Protectivity (Dovetail House, Wycombe Rd, Stokenchurch, Bucks, HP14 3RQ) under contract number BMGAM000989C2025		
Wording:	Caterers Product Policy Wording v1.1- 04.25		
Insured:	Rise & Grind Coffee Co		
Business:	Catering (Inc mobile)		
Period of Insurance:	From:	08/04/2026	To: 07/04/2027
	Both dates inclusive local standard time at the Insured's address.		
Covered Jurisdictions:	United Kingdom		

Liability Section		
Public Liability Sub-Section:		
Limit of Indemnity:	£5,000,000.00	any one Occurrence

Authorisation	
Signed by:	 Andy Brownsell Director Protectivity Protectivity is a trading name of Starpeak Insurance Solutions Ltd.
Date:	07/04/2026

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About Rise & Grind

We're a local, family-run mobile coffee business with a passion for great coffee, friendly service and making the most of the fantastic outdoor spaces we have right on our doorstep.

As a young family, we spend a lot of time walking our dog, visiting parks and enjoying local spaces, that we can all enjoy as a family. We understand how important these places are to the people who use them and take pride in offering a welcoming, professional service that complements those environments.

Rise & Grind specialises in high-quality barista coffee, specialty iced teas, hot chocolate and other drinks, served from our mobile coffee unit. Our aim is simple: provide great drinks, a warm welcome, and a positive experience for everyone who visits us.

Why we started

Rise & Grind was born from our love of good coffee and the time we spend outdoors as a family. We often found ourselves wishing there was somewhere to grab a quality coffee while enjoying local parks and spaces.

We saw an opportunity to bring a café-style experience into community settings, creating a place where people can pause, relax and enjoy their surroundings. For us, it's about more than serving coffee; it's about adding to the experience people already have when visiting these spaces.

Why we started

Our local community is at the heart of everything we do. We love meeting people and being part of the everyday moments, whether that's serving a coffee to a dog walker on a chilly morning, a family enjoying a day out, or friends catching up over a hot drink – we have been privileged to be part of those experiences.

As a local independent business, we are committed to providing a reliable, approachable, and high-quality service that enhances the visitor experience. We believe Swanscombe Heritage Park is a fantastic community asset and would be proud to contribute to its welcoming atmosphere, helping create a destination where people can spend time, connect with others and enjoy everything the space has to offer.

What we offer

At Rise & Grind, we offer a range of quality hot and cold drinks, sweet treats and family-friendly options designed to appeal to the range of visitors who enjoy Swanscombe Heritage Park.

Coffee & Hot Drinks

Freshly prepared barista coffee, including lattes, cappuccinos, flat whites, americanos, mochas and chai lattes, alongside a selection of teas and indulgent hot chocolates.

Iced & Cold Drinks

A range of refreshing cold drinks, including iced coffees, iced chai lattes, iced chocolates, iced teas, bottled water and canned soft drinks.

Monthly & Seasonal Specials

We regularly introduce new drinks throughout the year, from refreshing summer specials to festive winter favorites. These limited-edition offerings keep our menu fresh and give returning visitors something new to enjoy.

Bakes & Sweet Treats

We work alongside fellow local business **Dela's Home Bakes** to provide a selection of homemade cakes and sweet treats that perfectly complement our drinks menu. Supporting other local businesses is important to us, and we're proud to showcase quality local products alongside our own.

Family Friendly Options

We believe everyone should be able to enjoy the Rise & Grind experience, including our youngest visitors. We offer babyccinos, hot chocolate and a selection of child-friendly drinks, ensuring families feel welcome.

Dog-friendly

As keen dog lovers ourselves, we know how popular Swanscombe Heritage Park is with local dog walkers. That's why we're always happy to welcome four-legged visitors with a puppuccino treat.

We offer decaffeinated coffee and oat milk at no additional cost, helping us cater to a wide range of customer preferences and dietary requirements.

Our menu is regularly reviewed to ensure we continue to offer high-quality products that meet the needs of park visitors throughout the year.

menu

Hot Drinks

LATTE	£3.60
FLAT WHITE	£3.60
CAPPUCINO	£3.60
AMERICANO	£3.00
MOCHA (MILK OR WHITE CHOC)	£3.70
CHAI LATTE	£3.50
ESPRESSO	£1.50
DOUBLE ESPRESSO	£2.20
HOT CHOCOLATE (MILK OR WHITE CHOC)	£3.50
TEA	£2.00

Cold Drinks

ICED LATTE	£3.80
ICED AMERICANO	£3.20
ICED MOCHA (MILK OR WHITE CHOC)	£3.80
ICED CHAI LATTE	£3.70
ICED CHOCOLATE (MILK OR WHITE CHOC)	£3.60
ICED TEA (LEMON / PEACH / MANGO / RASPBERRY)	£3.00
BOTTLED STILL WATER	£1.20
CANNED SOFT DRINKS	£1.50

Extras

SYRUPS	£0.50
PULPUCINO	£0.50
BABYCHINO	£1.00
WHIPPED CREAM	£0.50
MARSHMALLOWS	£0.50
EXTRA SHOT	£0.50

SWITCH TO DECAF OR OAT MILK AT NO EXTRA COST

**RISE &
GRIND**

Benefits to the Council and Visitors

The introduction of Rise & Grind at Swanscombe Heritage Park would provide a valuable addition to the park, enhancing the experience for visitors while supporting the wider use and enjoyment of the site, particularly during sporting events, tournaments and organised community activities.

Supporting Sporting Events and Tournaments

Swanscombe Heritage Park is a popular venue for football matches, tournaments and community sporting events, attracting players, coaches, volunteers, supporters and visiting teams throughout the year.

The availability of quality refreshments on-site enhances the overall event experience, providing convenient access to coffee, hot drinks, cold refreshments and snacks without visitors needing to leave the venue. This helps create a more welcoming environment for participants and spectators, particularly during longer events and weekend tournaments.

Encouraging Longer Visitor Stays

Access to refreshments encourages families, spectators and visitors to remain on-site for longer periods, supporting a more vibrant atmosphere during matches and community events. Whether it's a parent watching from the sidelines, a volunteer helping to run an event or a team staying between fixtures, an on-site coffee service provides an added convenience that visitors would value.

Welcoming Visiting Teams and Supporters

Tournaments can bring large numbers of visitors to the area. Rise & Grind provides a professional and welcoming refreshment offering that helps create a positive impression of both the park and the wider community, contributing to a more enjoyable experience for visiting teams, supporters and guests.

Dog-Friendly Environment

Many visitors to the park are dog walkers who enjoy the open spaces throughout the day. We welcome four-legged visitors with our popular puppuccinos, helping create a friendly and inclusive atmosphere for all park users.

Professional & Reliable

As a local independent business, we pride ourselves on delivering a professional, reliable and well-presented service. We operate to high standards of food hygiene, cleanliness and customer care, ensuring the service reflects positively on Swanscombe Heritage Park and the Town Council.

Supporting Local Businesses

We are passionate about supporting the local community and work alongside fellow local business **Delas Home Bakes**, offering homemade cakes and sweet treats alongside our drinks menu. This partnership helps support a follow local business whilst providing visitors with a high-quality refreshment offering.

Through quality refreshments, friendly service and a strong community focus, Rise & Grind would provide an added amenity that enhances sporting events, supports visitors and contributes positively to the overall experience at Swanscombe Heritage Park.

Gallery

Our Trailer set-up:





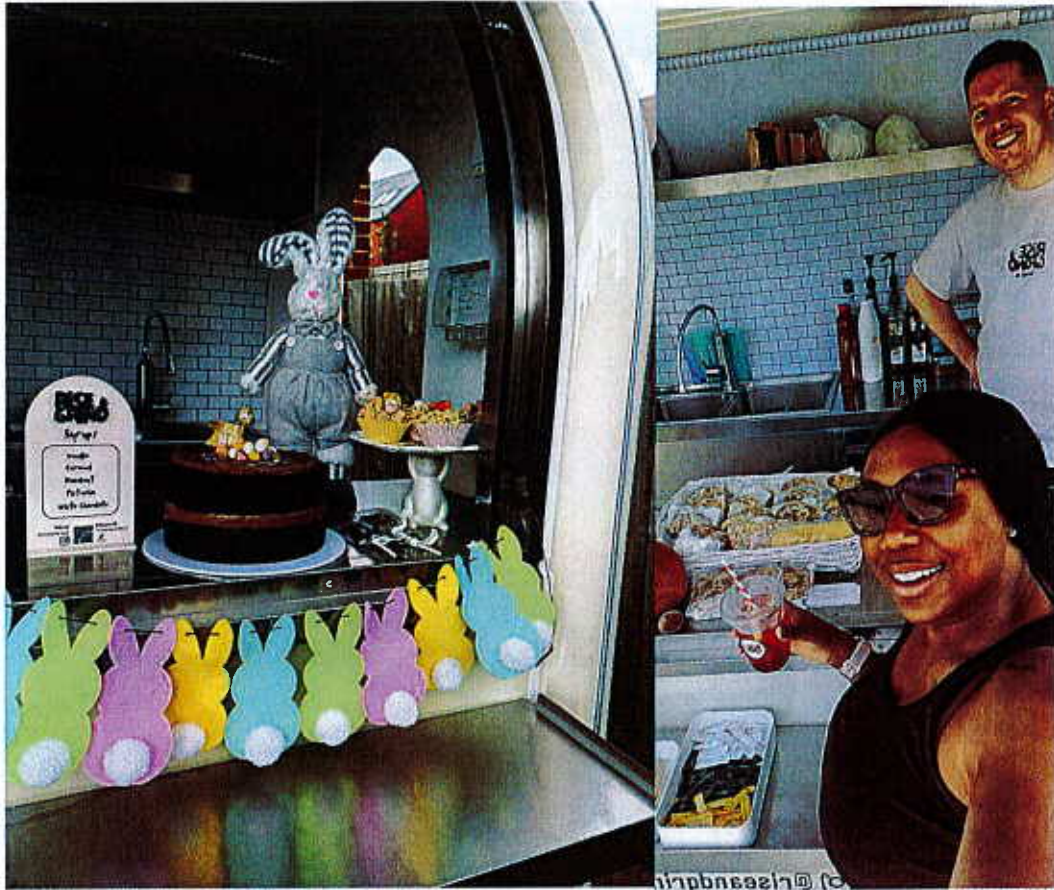
Signature drinks:





Bakes and Sweet treats:





Community atmosphere:





Health, Safety & Compliance

We are committed to maintaining high standards of cleanliness, safety and presentation at all times. The trailer is kept clean, tidy and well-presented, and we operate a responsible waste management process to ensure the site remains litter-free for visitors, providing our own bins for customer and trade use.

We hold a 5-Star Food Hygiene Rating and follow robust food safety and hygiene procedures in all aspects of our operation.

For additional reassurance, we maintain:

- £5 million Public Liability Insurance
- Up-to-date food hygiene and safety procedures
- Electrical safety compliant equipment, regularly inspected and safety checked
- Appropriate maintenance and servicing of all equipment.

Our aim is to provide a reliable, safe and professional service that reflects positively on both Swanscombe Heritage Park and the Town Council.

Conclusion

Rise & Grind would welcome the opportunity to work alongside Swanscombe Town Council to provide a high-quality refreshment service at Swanscombe Heritage Park. As an established local business already serving customers at community events, local venues and pop-up locations, we are proud of the reputation we have built for quality products, friendly service and a professional approach.

Operating from our fully self-contained mobile coffee trailer, we offer a safe, reliable and flexible solution that can support regular park users, organised sporting events, community activities and seasonal gatherings throughout the year.

We believe Rise & Grind would be a valuable addition to Swanscombe Heritage Park and look forward to the opportunity to become a trusted partner for future sporting fixtures, tournaments and community events. We are excited by the prospect of supporting this much-loved community space and contributing to a positive experience for the many visitors who enjoy the park throughout the year.

Asset Review – Church Road Hall

Church Road Hall operates as a community hall, delivering stable community gatherings with minimal overhead. Managed directly by the Town Council, the facility features a modest operational capacity tailored for intimate gatherings, supporting up to 50 standing or 40 seated occupants. Structurally, the building benefits from localised capital improvements, such as modernised access entryways; and is fully optimised for basic technological utility with integrated free Wi-Fi.

Financially, the asset generates continuous, low-risk revenue streams through a tiered hourly tariff model tailored to localised usage, capturing £31.70 for one off social events, £21.50 for casual bookings and £20.50 for regular hirers of the hall.



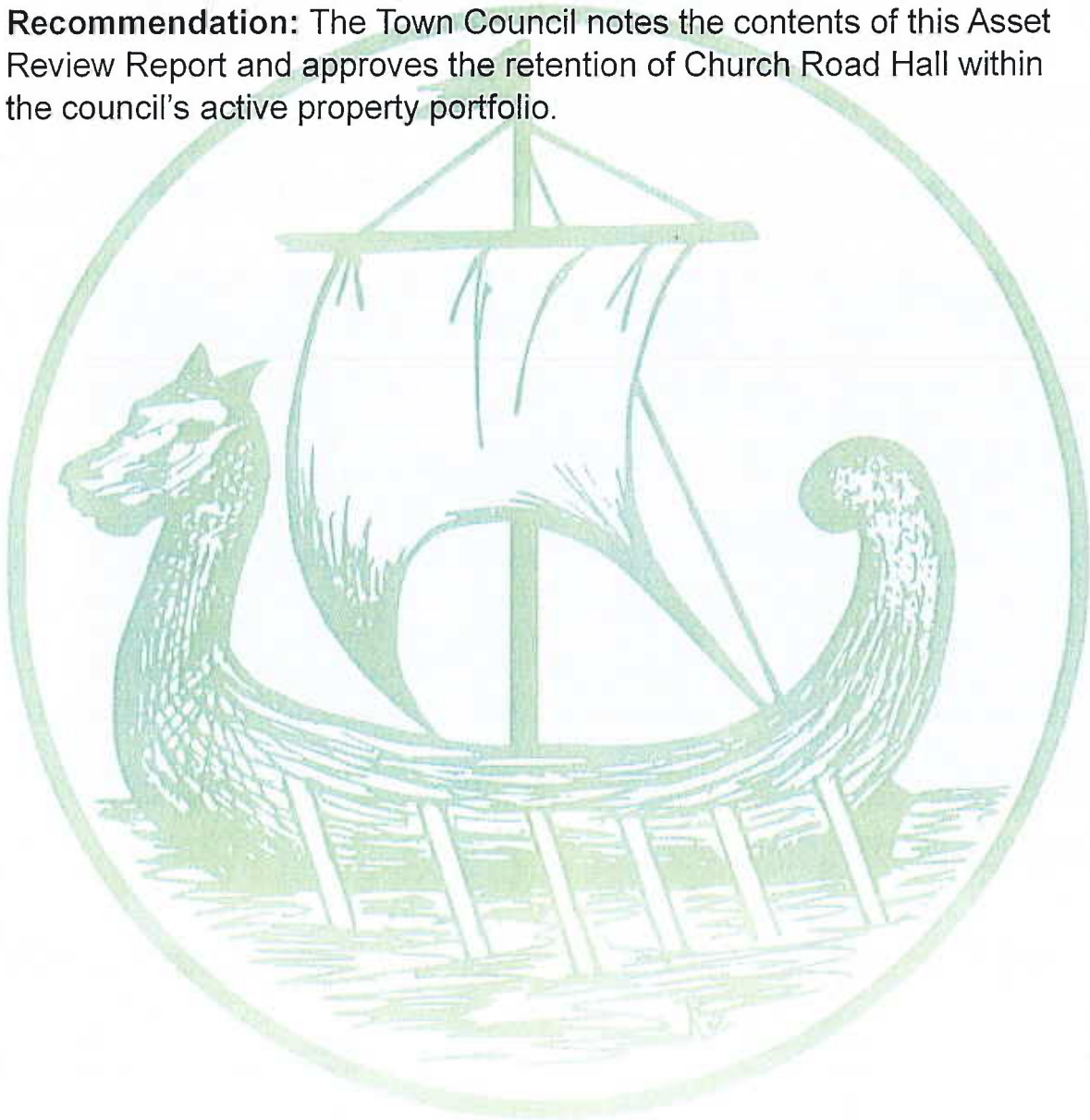
Budget (01/04/2026-14/08/2026)

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 & Maintenance			500.00	1,359.32					1,134.00	130.00		130.00		
282	Gas & Electricity			850.00	1,400.13					1,550.00	696.27		696.27		
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	324.00		324.00		
287	Miscellaneous Expenc			125.00	1,004.10					131.00	13.32		13.32		
288	Long Term Financial R														
295	Hire Income	6,500.00	12,007.06		538.50	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	4,206.73		4,206.73		

Asset Review – Church Road Hall

Based on the Q1 performance, the hall is in a strong financial position, significantly outperforming its targets generating a cash surplus. With an income of £18,709.56 against a target, and disciplined keeping of expenses to £4,206 the hall has built an excellent financial foundation for the rest of the financial year.

Recommendation: The Town Council notes the contents of this Asset Review Report and approves the retention of Church Road Hall within the council's active property portfolio.



Asset Review – The Grove Car Park

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 paid to Dartford Borough Council: £1,346.71 and will increase every year in line with the Consumer Price Index (CPI). This would mean we are currently operating at a loss as the contractual arrangement is not favourable, and the term of the agreement is for 3 years therefore; it will expire in November 2027. There is an option to terminate the agreement on three months' notice.

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: - £0.00+ £1,453.77 = £1,453.77.

Asset Review – The Grove Car Park

The site could potentially be generating DBC under this specific tariff structure, the 75 spaces are projected to generate between **£3,900 to and £19,500 annually**, depending on how many long-stay drivers utilise the car park.

Current Revenue Projections (75 Spaces)

Metric	Low Turnover (10% Paying)	Moderate Turnover (25% Paying)	High Turnover (50% Paying)
Paying Cars per Day	7.5 cars	18.75 cars	37.5 cars
Daily Tariff Revenue	£15.00	£37.50	£75.00
Annual Tariff Revenue	£3,900.00	£9,750.00	£19,500.00

Following feedback from members at the Special Full Council meeting on the 20 August 2026, the following operators have confirmed the proposed car parking management models that could be introduced:

Operator A: - Offers a comprehensive, zero-upfront-cost (FOC) parking management solution centered on 24/7 Automatic Number Plate Recognition (ANPR) technology, which eliminates revenue leakage from ticket sharing by digitally linking transactions to specific vehicle registration numbers. The fully funded infrastructure package includes ANPR cameras, a web portal for administrative whitelisting, a visitor self-exemption touchscreen kiosk, and a dual-payment system featuring a physical alphanumeric terminal and the mobile-based Operator A Pay platform. Alongside automated data analytics tracking vehicle fuel types and dwell times, clients receive a dedicated account manager under a fixed 36-month contract, where Operator A retains a 10% commission on tariff revenues to cover all software, processing, and hardware maintenance.

Operator B: - The proposed parking management solution combines a 4-hour Maximum Stay rule with a Pay to Park option, designed to enhance onsite security, maximize space efficiency, and generate a steady income stream. Offered completely free of charge—excluding a nominal annual electricity cost of approximately £30 for the camera—this fully managed, automated ANPR system issues postal Parking Charge Notices (PCNs) to unauthorised vehicles to deter non-compliance. Staff can independently manage long-term digital permits to update their vehicle details within allocated space limits, while an intuitive online administration portal allows management to seamlessly issue short-term, temporary permits to visitors and contractors. By handling all day-to-day operations and enforcement automatically, the system eliminates traditional administrative whitelist bottlenecks, prevents parking confrontation, and frees up time to focus on core operations.

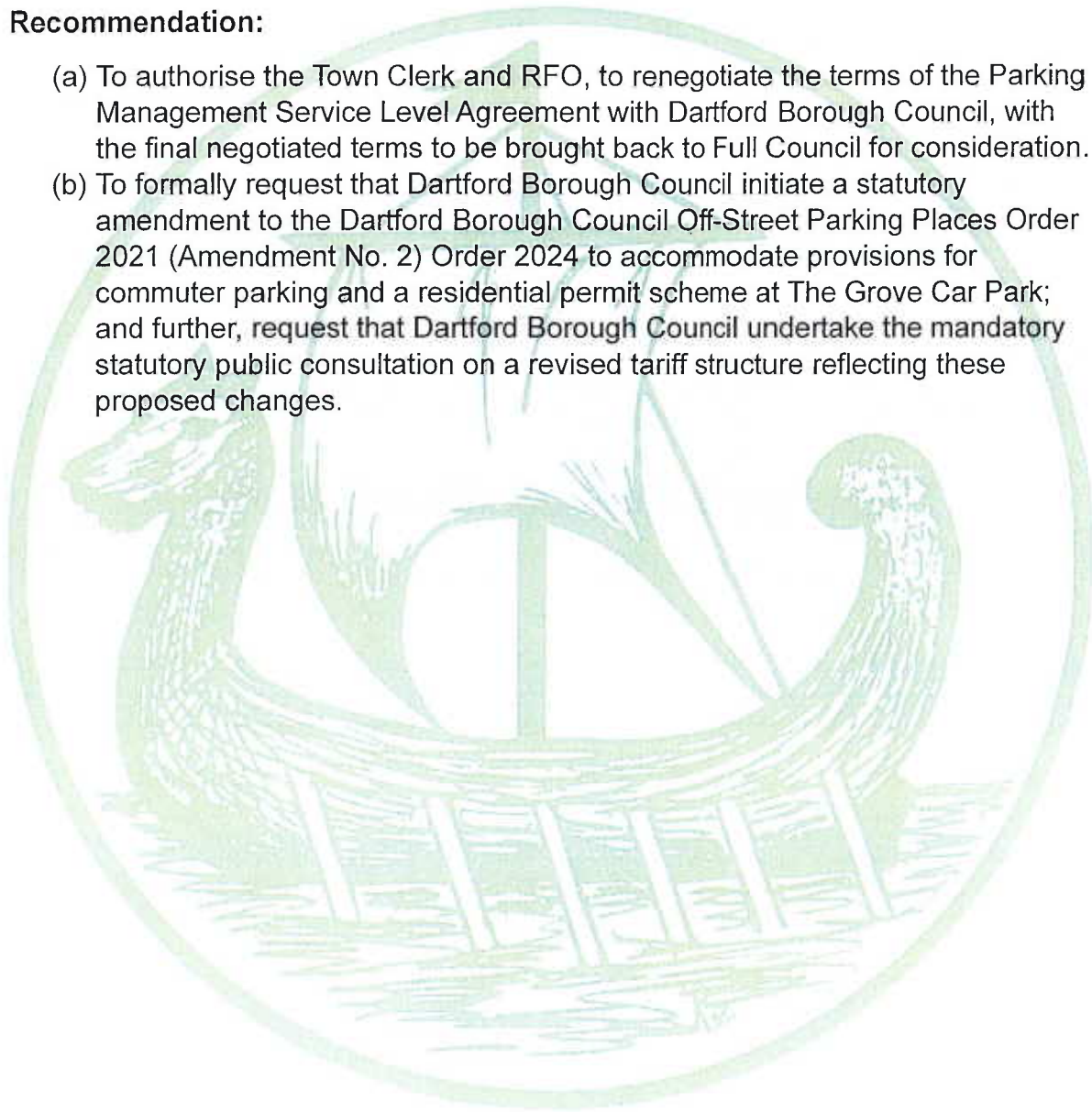
Operator C: - Dartford Borough Council, the current arrangement, as previously described in page 1 of the report.

Asset Review – The Grove Car Park

In conclusion, adopting the below recommendation provides the Council with a vital opportunity to renegotiate the current agreement with Dartford Borough Council. By securing more favourable terms and amending the order, the Council will establish a flexible framework capable of generating additional long-term income. This strategic approach ensures both immediate financial prudence and sustainable revenue growth for the future.

Recommendation:

- (a) To authorise the Town Clerk and RFO, to renegotiate the terms of the Parking Management Service Level Agreement with Dartford Borough Council, with the final negotiated terms to be brought back to Full Council for consideration.
- (b) To formally request that Dartford Borough Council initiate a statutory amendment to the Dartford Borough Council Off-Street Parking Places Order 2021 (Amendment No. 2) Order 2024 to accommodate provisions for commuter parking and a residential permit scheme at The Grove Car Park; and further, request that Dartford Borough Council undertake the mandatory statutory public consultation on a revised tariff structure reflecting these proposed changes.



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AGENDA ITEM 21

Town Council 10/09/26

Item Name	Category	Quantity	Location
Long Tables	Furniture	16	Grove Hall to be sent IPCC
Chairs	Furniture	93	Grove Hall to be sent IPCC
Glass Crockery	Civic Events	23 boxes	Grove Hall to be sent IPCC

Item Name	Category	Quantity	Location
Long Tables	Furniture	5	Grove Hall
High Table	Furniture	1	Grove Hall
Folding Chairs	Furniture	15	Grove Hall
High Chairs	Furniture	2	Grove Hall
Chairs	Furniture	12	Grove Hall
Under counter fridge/freezers	Appliances	5	Grove Hall
Stand up Fridge / Freezers	Appliances	1	Grove Hall
Blender	Appliances	1	Grove Hall
Kettle	Appliances	1	Grove Hall
Mop/brooms	Cleaning supplies	2	Grove Hall
Magazine/Newspaper Display	Furniture	1	Grove Hall, moved to TC Chamber
Rack Shelving - Small	Furniture	2	Grove Hall, moved to Facilities Ops in TC and CR Hall
Notice boards	Furniture		Grove Hall, moved to TC Chamber
Signage	Other		Grove Hall, moved to TC Chamber
Cutlery/Crockery	Supplies	9 boxes	Grove Hall
Dry Goods (boxes)	Supplies	4	Grove Hall
Cooking Appliances	Appliances	6	Grove Hall
Microwave	Appliances	1	Grove Hall
Till	Furniture	1	Grove Hall
Medium Filing Cabinet	Furniture	1	Grove Hall
Wet floor signs	Cleaning supplies	2	Grove Hall
Pictures	Other	9	Grove Hall, moved to TC Chamber
Printer	Other	1	Grove Hall
Stationary	Other	1 box	Grove Hall, moved to TC Offices

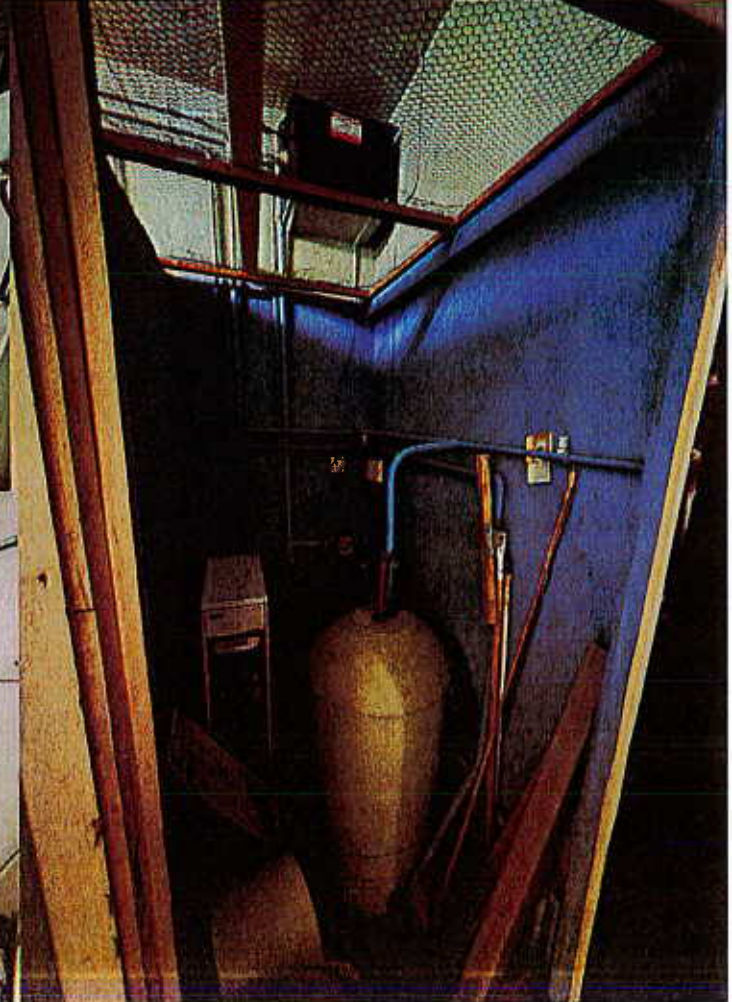
Item Name	Category	Quantity	Location
Bench	Furniture	1	Grove Hall, moved to Swanscombe Park
Bin Liners	Furniture	8	Grove Hall, moved to Swanscombe Park
Plastic Fencing	Materials	1	Grove Hall, moved to Grove Container

Item Name	Category	Quantity	Location
Vynl Records	Music	3 boxes	Grove Hall, moved to TC Chamber
Portable Football Goals	Football	13	Grove Hall, moved to Swanscombe Park Toilet Block
Scaffolding	Equipment	2	Grove Hall
Bunting/Events decorations	Events	3 boxes	Grove Hall, moved to Grove Container
Soldier Outlines	Remembrance Day	10	Grove Hall, moved to TC Chamber
Fire Extinguishers	Equipment	7	Grove Hall
Traffic cones	Equipment	17	Grove Hall
Tool boxes (various tools inside, no power tools)	Equipment	2	Grove Hall
Side tables	Furniture	3	Grove Hall
Fans	Furniture	5	Grove Hall
Pictures (Large)	Other	5	Grove Hall, moved to TC Chamber
Gazebo (medium)	Events	1	Grove Hall, moved to Grove Container
Stocks	Events	1	Grove Hall, moved to Grove Container

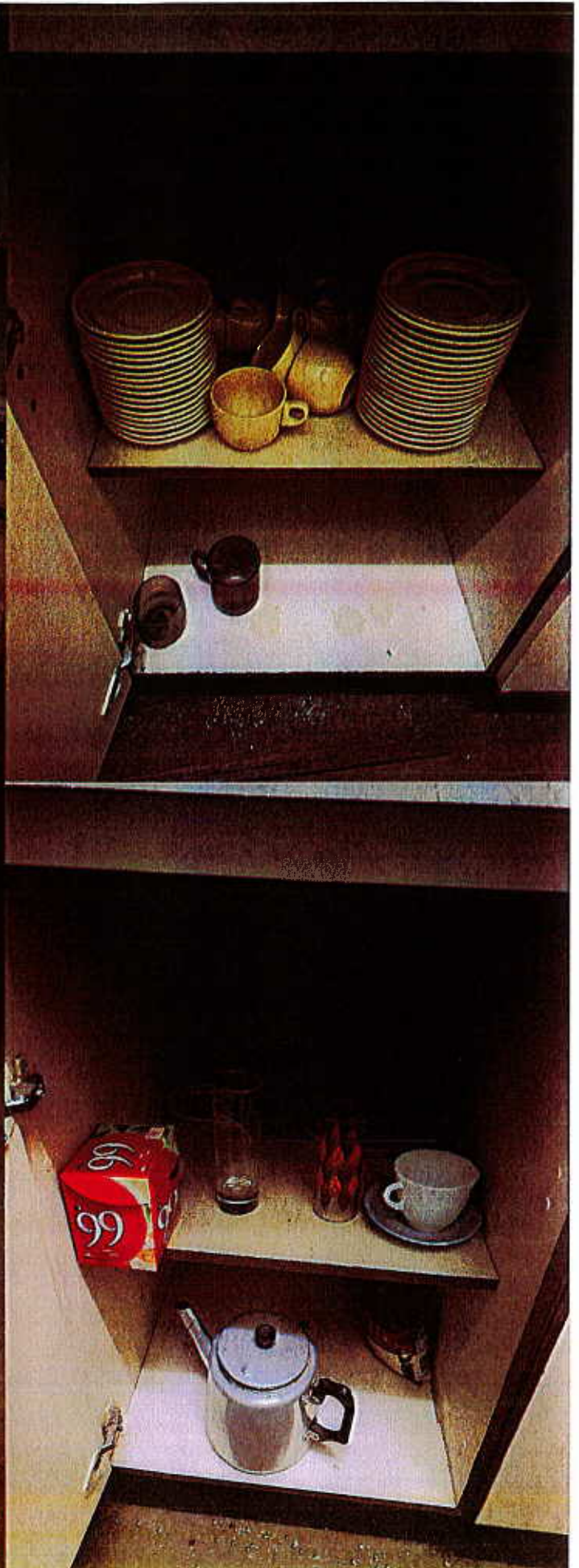
The Grove Hall – Main Hall



The Grove Hall – Toilets



The Grove Hall – Kitchen



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