

SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 8 October 2026 at 6.30pm

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

Adil Iftakhar

Interim Town Clerk / Responsible Financial Officer

Dated: 2 October 2026

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 21 onwards.

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

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



AGENDA

1. To receive and accept apologies for absence (*Local Government Act 1972, s.85*).
2. Declarations of interest in items on the Agenda (*Localism Act 2011, s.31*).
3. Public Participation
As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.
4. To approve the Minutes of the Town Council Meeting held on 10 September 2026 (p)
(*Local Government Act 1972, Sch 12, Para 41(1)*).
5. **TOWN MAYOR'S ANNOUNCEMENTS.**

Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the agenda (*for discussion/information only, not for decision*)
6. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p).**
(*Local Government Act 1972, Sch 12, Para 41(1)*):
 - Planning, Major Developments, Transportation and Environment Committee – 23 September 2026
7. **MONTHLY BANK RECONCILIATION.**

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

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

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

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

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

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

Recommended: To approve receipts and payments for September 2026.

10. UPDATED WORKING BUDGET (p).

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

Recommended: That the live position be noted.

11. SUMMARY OF ACCOUNTS (p).

Further to minute 70/26-27, Please find attached the Flex-Budget Report balanced to 30 September 2026.

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

12. FINANCIAL REPORTING (p).

Further to minute 82/26-27, the Locum RFO has suggested that full Council should receive clearer financial reporting going forward and, given the reserve position and the need to rebuild a proper working balance it is recommended that each reporting cycle includes bank reconciliations with actual reconciled bank balances (Agenda Item 7), a budget monitoring report (Agenda Item 10), a variance report (Agenda Item 11), a reserve statement and commentary on any significant financial pressures.

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

13. INTERNAL CONTROL POLICY (p).

As per the most recent Internal Audit, it was recommended that the Town Council adopts an Internal Controls Policy, ensuring the Council meets its statutory obligations for robust financial management and governance.

Recommended: To formally adopt the Internal Control Policy.

14. REVIEW OF BANK MANDATE AND BANK SIGNATORIES (p).

Due to a change in Council staffing arrangements, the Bank Signatories approved at the Annual General Meeting 13 May 2026 need to be updated. The following updates to the councils banking arrangements are:

To retain Cllr Lorna Cross and Cllr Richard Lees on the Banking Mandate.

To add Indigo Allred (Assistant Town Clerk) to the Banking Mandate.

To note the Verification Councillors are Cllr Lesley Howes, Cllr Hazel Stephens and Cllr Elizabeth Wickham.

Recommended: To consider and approve the banking mandate/signatories.

15. DIRECT DEBITS AND REGULAR PAYMENTS (p).

Members are asked to consider the updated list of Direct Debits and Regular Payments List.

Recommended: To consider and approve the updated list of Direct Debits and Regular Payments List.

16. TOWN COUNCIL WEBSITE UPGRADE (p).

Further to Minute 160/26-27 and the Internal Audit recommendation to update the Town Council's website to meet WCAG 2.2 AA standards, ensuring public sector digital compliance by reviewing the prepared options and approving a website upgrade.

Recommended: To agree the recommendations provided within the report.

17. PROVISION OF A COFFEE CART AT BROOMFIELD PARK – UPDATE (p).

Further to minute 204/26-27 the Assistant Town Clerk contacted Rise and Grind Coffee Co with the Town Council's recommendations. Due to prior commitments, Rise and Grind Coffee Co has requested adjustments to the Council's recommendations which are outlined in the attached report.

Recommended: To agree the recommendations provided with the report.

18. NJC PAYSCALES ALIGNMENT (p).

Further to minute 587/25-26, it was previously agreed that alignment of staff pay to NJC structure be deferred. The attached report has been prepared by the Interim Town Clerk/RFO for members' consideration.

Recommended: To agree the recommendation provided with the report.

19. DATE OF NEXT MEETING

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

Recommended: That the meeting date be noted.

20. EXCLUSION OF THE PRESS AND PUBLIC.

TO RESOLVE: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that, because of the confidential nature of the business to be transacted, the press and public leave the meeting during consideration of the following item.

21. RESIGNATION NOTICE AND ASSOCIATED STAFFING MATTERS (p).

Employee 31 has submitted a letter of resignation and a last date in post of 27 November 2026 has been agreed.

Recommended: To agree the recommendations provided within the confidential report.

22. HYBRID WORKING ARRANGEMENTS (p).

Further to minute 122/26-27, please find attached draft Flexible Working and Home Working Policies, and Home Working Letter of Agreement. Templates of these policies from the National Association of Local Councils has also been attached for reference.

Recommended: That the Policies and Letter of Agreement, as listed, be endorsed.

23. FRINGE ALLOWANCE RECTIFICATION (p).

Further to minute 46/26-27, the attached confidential report has been prepared for members consideration in relation to Employee 78 Fringe allowance.

Recommended: To agree the recommendations provided within the confidential report.

24. COMPLIANCE REVIEW (p).

Further to minute 123/26-27, the attached confidential report from the Previous Locum RFO requires the fee proposal from the Payroll Company be agreed for recommendation 1, 3 and 8 to be actioned.

Recommended: To consider the quotation and advise accordingly.



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

