

TOWN COUNCIL
10 SEPTEMBER 2026

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 10 SEPTEMBER 2026 at 6.30pm

PRESENT: Councillor Dawn Johnston – Town Mayor
Councillor Richard Lees – Deputy Town Mayor
Councillor Denise Butler
Councillor Lorna Cross
Councillor Ann Duke
Councillor Lesley Howes
Councillor Celedonia Krawczyk
Councillor Elizabeth Wickham
Councillor Baptiste Reynaud

ALSO PRESENT: Adil Iftakhar – Interim Town Clerk & RFO
Indigo Allred – Assistant Town Clerk

Kent County Councillor Thomas Mallon
Dartford Borough Councillor Carol Gale
X12 Members of the public

ABSENT: Councillor Emma Ben-Moussa

189/26-27. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Alan Reach, due to other commitments.

RESOLVED:

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

190/26-27. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Denise Butler declared interest on agenda item 18 – Town Council Asset – Town Council Noticeboard.

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.

191/26-27. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor Councillor Dawn Johnston greeted all those in attendance and announced that:

The Town Mayor's Dog Show would be taking place on 13 September 2026, and that she wished to cordially extend the invitation to all in the chamber.

She would also like to remind all present 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 Councillor 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.

192/26-27. **TO RECEIVE THE MINUTES OF THE SPECIAL TOWN COUNCIL MEETING HELD ON 20 AUGUST 2026.**

RESOLVED: That the Minutes of the Special Town Council meeting held on 20 August 2026 be approved as a true and accurate record and be signed.

193/26-27. **MINUTES OF THE PLANNING, MAJOR DEVELOPMENT, TRANSPORTATION AND ENVIRONMENT COMMITTEE MEETINGS HELD ON 2 SEPTEMBER 2026.**

RESOLVED: That the Minutes of the Planning, Major Developments, Transportation and Environment Committee Meetings held on 2 September 2026 be confirmed and the recommendations made therein be adopted.

194/26-27. **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 August 2026 be noted.

195/26-27. **BANK TRANSFERS.**

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

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

196/26-27. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members considered the details of all receipts and payments for authorisation for August 2026.

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

197/26-27. UPDATED WORKING BUDGET.

Members reviewed the provided working budget.

RESOLVED: That the live position be noted.

198/26-27. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 August 2026.

RESOLVED: That the summary of accounts to 31 August 2026, be noted.

199/26-27. 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.

200/26-27. FINANCIAL REPORTING – PETTY CASH.

Members considered the financial reporting detailing the banking of petty cash as per the recommendation of the Locum RFO and internal auditor.

RESOLVED: That the financial reporting be noted.

201/26-27. CO-OPTION OF TOWN COUNCILLOR FOR KNOCKHALL WARD.

Members considered and voted on the two Expression of Interest received for the Knockhall Ward vacancy.

RESOLVED: That Baptiste Reynaud be co-opted to the office of Town Councillor for the Knockhall Ward.

It was at this point that Baptiste Reynaud signed the declaration of acceptance of office and joined the meeting.

202/26-27. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

- a) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.

It was then agreed that Councillor Celedonia Krawczyk fill this position.

MOVED by Councillor Ann Duke and seconded by Councillor Hazel Stephens.

RESOLVED: That the appointment of representatives to outside bodies be approved as per the list detailed in the agenda and to include the above.

203/25-26. **APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL**

Members considered the funding application submitted by Gateway Salvation Church. Following discussion, Members noted the significant financial pressures currently facing the Town Council and resolved not to award funding to the applicant.

RESOLVED:

- a) That no grant funding be awarded to Gateway Salvation Church.
- b) That no further grant funding applications be considered during the remainder of the 2025/26 financial year.
- c) That the remaining £1,000 budget provision for grants be returned to the Council's general fund
- d) That officers be instructed to advise the applicant of the Committee's decision and, where possible, signpost them to alternative funding opportunities and grant providers which may be able to assist with their project.

204/26-27. **PROVISION OF A COFFEE CART IN BROOMFIELD PARK.**

Members considered the report produced by the Assistant Town Clerk and the business proposal, risk assessment and public liability produced by Rise and Grind Coffee Co.

RESOLVED:

- a) That permission be granted to Rise & Grind Coffee Co to operate at Broomfield Park until the conclusion of the 2026/27 Kent Youth Football League season.
- b) That the standard commercial hire rate of £201 per day be applied, amounting to a total seasonal charge of £2,613.00.
- c) That delegated authority be granted to the Town Clerk/RFO and Assistant Town Clerk to agree suitable operating conditions and to prepare and issue the necessary permit and associated documentation.
- d) That the operation of Rise & Grind Coffee Co at Broomfield Park during the 2026/27 football season be treated as a trial period, and that the Council's procedures and arrangements relating to commercial trading pitches within Town Council parks be reviewed at the conclusion of the trial using the experience and information gathered during the period of operation.

- e) That Rise & Grind Coffee Co be advised of the Council's decision and invited to confirm whether it wishes to proceed on the approved terms.

At this point in the meeting, Councillor Denise Butler left the council chamber and took no part in the discussion, or decision of the following agenda item

205/26-27. TOWN COUNCIL ASSET – TOWN COUNCIL NOTICE BOARD.

Members considered the recommendation to sell the Town Council's notice board which had been previously installed on the outside of the Old Fire Station Community Café.

RESOLVED: That the Town Council donate the notice board to the Swanscombe and Greenhithe Community Hub.

206/26-27. CHURCH ROAD COMMUNITY 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:

RESOLVED:

1. That the findings of the review of Church Road Community Hall be noted.
2. That the Town Council retain the asset as part of the Council's active property portfolio.

207/26-27. THE GROVE CAR PARK – ASSET REVIEW UPDATE.

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 asset review update be noted.
2. That the recommendations as set out in the report be agreed.
3. That the Interim Town Clerk/RFO be authorised to progress the agreed recommendations and report back to the Council as required.

208/26-27. THE GROVE HALL INVENTORY.

Members considered the inventory of the Grove Hall and the recommendation to archive, repurpose, sell or dispose of the items contained within.

RESOLVED:

1. That the inventory of the Grove Community Hall be noted.
2. That the Officers liaise with the Local History group for their advice on items of historical significance within the hall.
3. That after all items of historical significance be identified and safely stored in the Town Council Chamber Storeroom, that the Interim Town Clerk/RFO and

Assistant Town Clerk be delegated authority to repurpose, sell, or dispose of all other items.

209/26-27. **REPORTS OF OUTSIDE REPRESENTATIVES.**

Members were advised that this item provided an opportunity for Members appointed as representatives on outside bodies to provide a report at the meeting.

Ingress Park (Greenhithe) Management Limited (IPGM).

Councillor Dawn Johnston is the Town Councils representative on IPGM. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

Councillor Dawn Johnston informed the meeting that the next IPGM meeting would be in two weeks and that there was no further update from the last meeting.

Whitecliffe Community Liaison Group (WCLG)

Councillor Dawn Johnston is the Town Councils representatives on the WCLG. As previously agreed, the agenda from the meeting on 21 January 2026 was available for inspection.

Councillor Dawn Johnston informed the meeting that unfortunately the WCLG's next meeting had been deferred, and she is unable to attend the new date of the meeting due to prior commitments.

Borough and Parish Forum (BPF)

Councillor Dawn Johnston and the Town Clerk are the Town Councils representatives on the BPF.

Councillor Dawn Johnston informed the meeting that unfortunately she had been unable to attend the most recent meeting.

210/26-27. **REPORT FROM KENT COUNTY COUNCILLOR.**

Kent County Councillor for Swanscombe and Greenhithe, Mr Thomas Mallon, attended the meeting. He gave a brief report which detailed that:

Kent County Council had finished the works on Stanhope Road, which reportedly has been successful. That signage around Galley Hill may be inadequate at this time, and that he has asked for an engineer to visit and assess the site. That Kent County Council had been made aware of the leak under the Swanscombe Train Station bridge and that discourse with Thames water and other responsible parties was on going to resolve the issue. That the highway team had been informed that the bollards on Swanscombe Highstreet are ready to be installed, but that a date of works was yet to be confirmed. That he had confirmed with Dartford Borough Council leader Jeremy Kite MBE that an additional parking officer would be allocated to occasionally patrol Swanscombe Highstreet in relation to anti-social parking.

RESOLVED: That the item be noted.

211/26-27. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

Dartford Borough Councillor Carol Gale attended the meeting. She gave a brief report which detailed that:

Several local schools have been nominated for the School Green Awards. Local Government Reorganisation (LGR) was discussed, with approximately £1 million in professional fees incurred by Dartford Borough Council. Concerns were raised regarding ongoing joyriding and anti-social behaviour in Crossways, which had been escalated to Kent Police. Police activity relating to drugs offences was reported, including a warrant executed in Greenhithe and an associated operation in Swanscombe. That she had agreed to serve on the Pavilion Project Committee to support Dartford Borough Council in delivering the new Swanscombe pavilion project. Concerns were raised regarding air quality impacts from development in the Fleet area. A reminder was given that any coffee cart operating on Council land must have appropriate commercial waste arrangements in place, including a secure commercial waste service and compliance with waste disposal regulations.

Dartford Borough Councillor Claire Pearce was also in attendance. She gave a brief report which detailed that:

Since the last meeting she had reported over 30 outstanding housing repairs from DBC tenants to the Council. That she had conducted 2 Ward Walks across Swanscombe resulting in over 40 fly tips being reported. Work to demolish the subsiding flats in Leonard Avenue has begun and will continue for the next few months. At present there are no plans for the site once demolition has been completed, but she will keep everyone updated. That she had been approached by a company called Collaborate Digital and hope to be working with them early next year to take the message regarding Water Safety out to pupils at Manor and Craylands schools after the tragic death this summer locally.

RESOLVED: That the report be noted.

212/26-27. DATE OF THE NEXT MEETING.

RESOLVED: That the date of the next Full Council meeting, 22 October 2026, be noted.

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

Signed: _____

(Chairman)

Date: _____

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Tc 08/10/26

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 23 SEPTEMBER 2026 AT 6:30PM

PRESENT:

Councillor Dawn Johnston – Chairman
Councillor Celedonia Krawczyk
Councillor Hazel Stephens

ALSO PRESENT:

Indigo Allred – Assistant Town Clerk

ABSENT:

None

189/26-27. **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.

190/26-27. **APOLOGIES FOR ABSENCE.**

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

An apology for absence was received from Councillor Lorna Cross due to other commitments.

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

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

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

Recommended:

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

191/26-27. **SUBSTITUTES.**

There were none.

192/26-27. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillors Dawn Johnston, Celedonia Krawczyk and Hazel Stephens declared an interest in Agenda Item 6.1, planning application DA/26/01049/TPO.

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.

193/26-27. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

194/26-27. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 SEPTEMBER 2026.**

Councillor Hazel Stephens noted that there was an administrative typo under minute 180/26-27, which was corrected.

Recommended: That the Minutes of the Meeting held on 2 September 2026 were approved and signed as a true record.

195/26-27. **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/26/01049/TPO	Application for the group of Lime Trees - Re-pollard the 34 trees along The Boulevard back to previous pollard points and re-pollard the 18 trees along Portland Place back to previous points, subject to Tree Preservation Order No.3 2008 and Tree Preservation Order No.1 1990. Along The Boulevard And Portland Place, Greenhithe.
OBSERVATIONS:	No observations to be made as there were no Councillors preset able to discuss this application.
DA/26/01055/FUL	Proposed render, windows, doors and roof tiles. 1 Alkerden Lane, Swanscombe.
OBSERVATIONS:	None.
DA/26/01091/FUL	Erection of a two storey rear/side extension and partial conversion of existing garage. 19 Eagles Road, Greenhithe.
OBSERVATIONS:	No observations as long as there is sufficient parking is available to the household.
DA/25/00464/OUT	Outline application with all matters reserved except access for the demolition of all existing structures and hardstanding and redevelopment of the site comprising up to 323 new dwellinghouses (Use Class C3) and/or residential institutions (Use Class C2), up to 400 sqm of non-residential floorspace in the form of children's early years learning/day nursery and/or community uses (Use Class E), associated engineering

	operations, formation of highways accesses (on to London Road and on to Knockhall Chase), landscaping works and all other associated and ancillary works. Pit 11 West of Knockhall Chase, Greenhithe.
OBSERVATIONS:	The Town Council strongly object to this application as it is presented (in its current form) for the following reasons: The levels of vehicular movement would not be suitable in an area that already has issues regarding this and on road parking. Access and egress from the site are a huge concern as the Knockhall Chase junction already has issues at peak time with queues frequently being built up. The Planning Authorities Strategic Housing Land Availability Assessment, revised 2022, identifies this area of land as unsuitable for housing. The developers say they have carried out ground investigations, but they have not produced or provided the results of these investigations which could go a long way to easing the concerns of residents and the Borough Councillors for this area including those regarding environmental matters. When the developer undertook consultation for this proposal, they included 1473 addresses across a 200+ acre area which equates to approximately 7 homes per acre whereas the proposal is for 17 homes per acre which is significantly higher than the current community. There are concerns that the utilities (water and waste) for the area will not be sufficient as residents already raise issues about water pressures being low. With the temporary closure of London Road / Galley Hill any traffic surveys undertaken would not be a true reflection of what the conditions would normally be like and cannot be relied on. There are also concerns regarding the infrastructure of the area not being able to sustain a development of this site with medical and educational facilities already being oversubscribed.

196/26-27. **The following Granted Decision Notices had been received from Dartford Borough Council / EDC for members information.**

DA/26/00632/FUL	Erection of a freestanding timber pergola. 3 High Street, Swanscombe.
DA/26/00742/FUL	Loft conversion with rear dormer roof extension and roof window to front roof. 5 Western Cross Close, Greenhithe.
DA/26/00783/FUL	Erection of a single storey rear extension and fenestration alterations. 71 Ingress Park Avenue, Greenhithe.

197/26-27. **The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation/ Kent County Council for Members information.**

DA/26/00681/FUL	Erection of a part two/part single storey side extension. 14 The Crescent, Greenhithe.
DA/26/00789/FUL	Erection of a boundary wall. 14 Ivy Villas, Station Road, Greenhithe.

There being no further business to transact, the Meeting closed at 6.45 pm.

Signed: _____ Date: _____
(Chairman)

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
07/09/2026	Bank to Bank Transfer	Active Saver 1	Current Account	13,000.00
10/09/2026	Bank to Bank Transfer	Active Saver 1	Current Account	5,000.00
14/09/2026	Bank to Bank Transfer	Active Saver 1	Current Account	18,000.00
16/09/2026	Bank to Bank Transfer	Active Saver 1	Current Account	3,000.00
23/09/2026	Bank to Bank Transfer	Active Saver 1	Current Account	2,000.00
29/09/2026	Bank to Bank Transfer	Active Saver 1	Current Account	20,000.00
Total.....				685,069.35

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Swanscombe and Greenhithe Town Council

30 September 2026 (2026-2027)

PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
154 Hire Income	01/09/2026		Active Saver 1		Receipt - Hall Hire	Nadakuditi P	Z	97.00		97.00
429 Rates	01/09/2026		Current Account		Payment - NNDR	DBC	Z	-219.00		-219.00
429 Rates & Insurance Rent - DBC	01/09/2026		Current Account		Payment - NNDR	DBC	Z	-2,393.00		-2,393.00
429 Rates	01/09/2026		Current Account		Payment - NNDR	DBC	Z	-1,713.00		-1,713.00
429 Rates	01/09/2026		Current Account		Payment - NNDR	DBC	Z	-108.00		-108.00
428 Rates	01/09/2026		Active Saver 1		Payment - NNDR	DBC	Z	-652.00		-652.00
429 Rates	01/09/2026		Current Account		Payment - NNDR	DBC	Z	-333.00		-333.00
139 Hire Income	02/09/2026		Active Saver 1		Receipt - Hall Hire	North Kent Karate	Z	393.60		393.60
140 Hire Income	02/09/2026		Active Saver 1		Receipt - Hall Hire	CB Studios	Z	46.80		46.80
141 Hire Income	02/09/2026		Active Saver 1		Receipt - Hall Hire	CB Studios	Z	0.10		0.10
137 Football	04/09/2026		Active Saver 1		Receipt - Football Pitch Hire	Swanscombe Tigers	Z	102.50		102.50
138 Football	04/09/2026		Active Saver 1		Receipt - Football Pitch Hire	Swanscombe Tigers	Z	102.50		102.50
156 Equipment/Materials	04/09/2026		Current Account		Receipt - refund	Ernest Doe & Sons Ltd	Z	1,106.18		1,106.18
348 Gas/Electricity	04/09/2026		Current Account		Payment - Electricity	KCC Laser	L	-397.75	-19.89	-417.64
351 Gas/Electricity	04/09/2026		Current Account		Payment - Electricity	KCC Laser	L	-108.12	-5.41	-113.53
350 Bowls Club Electricity	04/09/2026		Current Account		Payment - Electricity	KCC Laser	L	-35.21	-1.76	-36.97
349 Electricity	04/09/2026		Current Account		Payment - Electricity	KCC Laser	S	-1,613.94	-322.79	-1,936.73
347 Gas & Electricity	04/09/2026		Current Account		Payment - Electricity	KCC Laser	L	-154.53	-7.73	-162.26
143 Bank Interest	07/09/2026		Active Saver 2		Receipt - Bank Interest	Barclays	Z	331.30		331.30
151 Bank Interest	07/09/2026		Active Saver 1		Receipt - Bank Interest	Barclays	Z	98.97		98.97
152 Hire Income	07/09/2026		Active Saver 1		Receipt - Hall Hire	Swanscombe Muslim Assoc	Z	123.00		123.00
152 Hire Income	07/09/2026		Active Saver 1		Receipt - Hall Hire	Swanscombe Muslim Assoc	Z	153.75		153.75
380 Fuel	07/09/2026		Current Account		Payment - Parks Fuel	Alistar	S	-75.83	-14.80	-90.63
388 Bank Interest	07/09/2026		Current Account		Payment - Bank Charges	Barclays	Z	-109.98		-109.98
433 Gas & Electricity	07/09/2026		Current Account		Payment - Gas	KCC Laser	L	-44.94	-2.25	-47.19
153 Hire Income	09/09/2026		Active Saver 1		Receipt - Hall Rent	Walk Tall	Z	1,195.95		1,195.95
367 Equipment/Materials	09/09/2026		Current Account		Payment - Parks Equipment - I	Landscape Supply	S	-115.75	-23.15	-138.90
368 Equipment/Materials	09/09/2026		Current Account		Payment - Skip Hire	Pinden Ltd	S	-295.00	-59.00	-354.00
371 Equipment/Materials	09/09/2026		Current Account		Payment - Parks Materials	Dan Usher - Groundsman	Z	-5.94	-80.00	-85.94
386 Parks Works Area	09/09/2026		Current Account		Payment - Electrical Inspection	Focus Electrical	S	-400.00		-400.00
377 Night & Day	09/09/2026		Current Account		Payment - parks security	Night & Day Security	Z	-1,796.66		-1,796.66
378 Night & Day	09/09/2026		Current Account		Payment - parks sites	Night & Day Security	Z	-1,607.78		-1,607.78
391 Vehicles	09/09/2026		Current Account		Payment - Van Repairs - New T	Monarch Autos	S	-45.95	-9.19	-55.14
379 General Projects (Inc. Summer	09/09/2026		Current Account		Payment - Mayoral Expenditure	Amazon UK	S	-23.64	-4.73	-28.37

AGENDA ITEM 9
TC 08/10/26

Swanscombe and Greenhithe Town Council

PAYMENTS & RECEIPTS LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
372 General Projects (inc. Summer	09/09/2026		Current Account		Payment - DIY supplies	Amazon UK	S	-8.32	-1.66	-9.98
374 Wages	09/09/2026		Current Account		Payment - Locum TC/RFO - Fea	Vivid Resourcing	S	-1,395.33	-279.07	-1,674.40
381 Wages	09/09/2026		Current Account		Payment - Locum TC/RFO - Fea	Vivid Resourcing	S	-1,740.33	-348.07	-2,088.40
390 Subscriptions / Publications	09/09/2026		Current Account		Payment - Sage Payroll Cover	Sage Pay	S	-139.00	-27.80	-166.80
385 Miscellaneous Expenditure	09/09/2026		Current Account		Payment - Portaloos Hire	Lav Hire	S	-100.00	-20.00	-120.00
376 Miscellaneous Expenditure	09/09/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-17.24	-3.45	-20.69
387 Repairs & Maintenance	09/09/2026		Current Account		Payment - Electrical Inspection	Focus Electrical	S	-400.00	-80.00	-480.00
375 Cleaning Materials	09/09/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.61	-0.92	-5.53
372 Cleaning Materials	09/09/2026		Current Account		Payment - DIY supplies	Amazon UK	S	-5.14	-1.03	-6.17
370 Cleaning Materials	09/09/2026		Current Account		Payment - Pest Control	Amazon UK	S	-14.24	-2.85	-17.09
440 Equipment/Materials	10/09/2026		Current Account		Payment - Pest Control	Trade UK	S	-24.97	-4.99	-29.96
440 Equipment/Materials	10/09/2026		Current Account		Payment - Pest Control	Trade UK	S	-24.97	-4.99	-29.96
396 Miscellaneous Expenditure	10/09/2026		Current Account		Payment - Barclaycard - Card F	Barclaycard	Z	-20.00		-20.00
434 Wages	10/09/2026		Current Account		Payment - Pension scheme - Jt	KCC - LGPS	Z	-4,936.44		-4,936.44
441 Bowls Club Electricity	11/09/2026		Current Account		Payment - Electricity	KCC Laser	L	-178.47	-8.92	-187.39
373 Gas & Electricity	11/09/2026		Current Account		Payment - Electricity	KCC Laser	L	-103.24	-5.16	-108.40
442 Equipment/Materials	14/09/2026		Current Account		Payment - BARCLAYCARD - VA	Barclaycard	Z	-150.96		-150.96
401 Wages	14/09/2026		Current Account		Payment - PAYE	HMRC	Z	-3,676.78		-3,676.78
392 Telephone / Internet	14/09/2026		Current Account		Payment - Phone Bill	Overline	S	-576.52	-115.30	-691.82
404 Wages	15/09/2026		Current Account		Payment - Wages	SGTC	Z	-7,459.34		-7,459.34
402 Wages	15/09/2026		Current Account		Payment - Wages	SGTC	Z	-3,392.89		-3,392.89
436 Wages	15/09/2026		Current Account		Payment - pension scheme - Ai	KCC - LGPS	Z	-731.01		-731.01
443 Legal Fees	15/09/2026		Current Account		Payment - HM Land Registry Ai	HM Land Registry	Z	-20.00		-20.00
403 Wages	15/09/2026		Current Account		Payment - Wages	SGTC	Z	-521.11		-521.11
405 Wages	15/09/2026		Current Account		Payment - Wages	SGTC	Z	-626.53		-626.53
142 Rates & Insurance Rent - DBC	17/09/2026		Active Saver 1		Receipt - Insurance - Lelsure C	GCLL	Z	4,105.31		4,105.31
437 Telephone / Internet	18/09/2026		Current Account		Payment - TC offices - Card Te	Elavon	Z	-87.20		-87.20
145 Football	21/09/2026		Active Saver 1		Receipt - Football Pitch Hire	Swanscombe Tigers	Z	102.50		102.50
146 Football	21/09/2026		Active Saver 1		Receipt - Football Pitch Hire	Swanscombe Tigers	Z	102.50		102.50
149 Football	21/09/2026		Active Saver 1		Receipt - Football Pitch Hire	Swanscombe Tigers	Z	102.50		102.50
150 Football	21/09/2026		Active Saver 1		Receipt - Football Pitch Hire	Swanscombe Tigers	Z	102.50		102.50
147 Football Income	21/09/2026		Active Saver 1		Receipt - Football Pitch Hire	Swanscombe Tigers	Z	102.50		102.50
148 Football Income	21/09/2026		Active Saver 1		Receipt - Football Pitch Hire	Swanscombe Tigers	Z	102.50		102.50
144 Football Income	21/09/2026		Active Saver 1		Receipt - Football Pitch Hire	Swanscombe Tigers	Z	102.50		102.50
369 IT Services	21/09/2026		Current Account		Payment - IT Support & Mainte	MPR IT Solutions	S	-256.00	-51.20	-307.20

PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
389 Utilities	21/09/2026		Active Saver 1		Payment - Gas	British Gas	L	-26.07	-1.30	-27.37
155 Hire Income	23/09/2026		Active Saver 1		Receipt - Hall Hire	Baker H T - Girl Guides	Z	32.25		32.25
439 Wages	23/09/2026		Current Account		Payment - Pension Scheme - S	Digital Wealth	Z	-647.15		-647.15
438 Photocopier	23/09/2026		Current Account		Payment - Photocopier Rental	CF Corporate Finance	Z	-932.72		-932.72
421 Water Rates	25/09/2026		Current Account		Payment - Water Rates - Swan	Business Stream	Z	-1,564.00		-1,564.00
394 Knockhall Changing Rooms	26/09/2026		Current Account		Payment - Electricity	KCC Laser	L	-122.08	-6.10	-128.18
395 Electricity	26/09/2026		Current Account		Payment - Electricity	NPower	L	-160.61	-8.03	-168.64
409 Water Rates	29/09/2026		Current Account		Payment - Water Bill	Castle Water	S	-1,013.38	-202.67	-1,216.05
398 Gas	29/09/2026		Current Account		Payment - Gas	KCC Laser	L	-167.28	-8.36	-175.64
397 Gas & Electricity	29/09/2026		Current Account		Payment - Gas	KCC Laser	L	-44.94	-2.25	-47.19
399 Gas & Electricity	29/09/2026		Current Account		Payment - Gas	KCC Laser	L	-8.99	-0.45	-9.44
157 Precept	30/09/2026		Active Saver 1		Receipt - Precept 2026-2027	DBC	Z	280,305.00		280,305.00
410 Equipment/Materials	30/09/2026		Current Account		Payment - Parks Equipment -	Discount Builders Merchant	S	-16.98	-3.40	-20.38
414 Equipment/Materials	30/09/2026		Current Account		Payment - Parks Equipment -	KCS Education	S	-89.94	-17.99	-107.93
415 Equipment/Materials	30/09/2026		Current Account		Payment - parks - Landscape	Landscape Supply	S	-181.34	-36.27	-217.61
417 Equipment/Materials	30/09/2026		Current Account		Payment - Parks Equipment -	Screwfix	S	-28.62	-5.72	-34.34
423 Equipment/Materials	30/09/2026		Current Account		Payment - Cleaning Equipment	Amazon UK	S	-22.07	-4.41	-26.48
412 Vehicles	30/09/2026		Current Account		Payment - MOT - Vans	Monarch Autos	Z	-50.00		-50.00
407 Playground Equipment & Maint	30/09/2026		Current Account		Payment - Playground Inspecti	Wicksteed Leisure Ltd	S	-693.00	-138.60	-831.60
424 Equipment/Materials	30/09/2026		Current Account		Payment - Cleaning Equipment	Amazon UK	S	-23.24	-4.65	-27.89
424 Equipment/Materials	30/09/2026		Current Account		Payment - Cleaning Equipment	Amazon UK	S	-23.24	-4.65	-27.89
424 Equipment/Materials	30/09/2026		Current Account		Payment - Cleaning Equipment	Amazon UK	S	-23.24	-4.65	-27.89
424 Equipment/Materials	30/09/2026		Current Account		Payment - Cleaning Equipment	Amazon UK	S	-23.24	-4.65	-27.89
424 Equipment/Materials	30/09/2026		Current Account		Payment - Cleaning Equipment	Amazon UK	S	-7.99	-1.60	-9.59
424 Equipment/Materials	30/09/2026		Current Account		Payment - Cleaning Equipment	Amazon UK	R	1.96	1.96	1.96
424 Equipment/Materials	30/09/2026		Current Account		Payment - Cleaning Equipment	Amazon UK	R	5.85	5.85	5.85
426 Equipment/Materials	30/09/2026		Current Account		Payment - Skip Hire	Pinden Ltd	S	-295.00	-59.00	-354.00
418 Rents / Licences	30/09/2026		Current Account		Payment - Allotment Rent	DBC	Z	-65.00		-65.00
419 Rents / Licences	30/09/2026		Current Account		Payment - Licence for Water - I	DBC	Z	-152.00		-152.00
406 Wages	30/09/2026		Current Account		Payment - Locum TC/RFO - Fea	Vivid Resourcing	S	-2,273.17	-454.63	-2,727.80
400 Wages	30/09/2026		Current Account		Payment - Locum TC/RFO - Fea	Vivid Resourcing	S	-2,004.83	-400.97	-2,405.80
393 Wages	30/09/2026		Current Account		Payment - Locum RFO - fees	Vivid Resourcing	S	-1,445.17	-289.03	-1,734.20
422 Wages	30/09/2026		Current Account		Payment - Locum TC/RFO - Fea	Vivid Resourcing	S	-1,889.83	-377.97	-2,267.80
435 Wages	30/09/2026		Current Account		Payment - PAYE	HMRC	Z	-801.50		-801.50
432 Wages	30/09/2026		Current Account		Payment - Locum TC/RFO - Fea	Vivid Resourcing	S	-1,809.33	-361.87	-2,171.20

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
424	Stationary, Advertising & Posta	30/09/2026		Current Account		Payment - Cleaning Equipment	Amazon UK	S	-14.03	-2.81	-16.84
424	Stationary, Advertising & Posta	30/09/2026		Current Account		Payment - Cleaning Equipment	Amazon UK	S	-14.03	-2.81	-16.84
424	Stationary, Advertising & Posta	30/09/2026		Current Account		Payment - Cleaning Equipment	Amazon UK	S	-14.03	-2.81	-16.84
424	Stationary, Advertising & Posta	30/09/2026		Current Account		Payment - Cleaning Equipment	Amazon UK	S	-14.03	-2.81	-16.84
431	Subscriptions / Publications	30/09/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-17.24	-3.45	-20.69
408	Subscriptions / Publications	30/09/2026		Current Account		Payment - payroll services	Azets	S	-113.04	-22.61	-135.65
427	Civic Budget	30/09/2026		Current Account		Payment - Poppy Wreaths	RBLI	S	-90.00	-18.00	-108.00
420	Council Offices Building Mainte	30/09/2026		Current Account		Payment - Annual Lift Maintenz	Schindler Ltd	S	-657.59	-131.52	-789.11
416	Cleaning Materials	30/09/2026		Current Account		Payment - Cleaning Materials	Amazon UK	S	-22.71	-4.54	-27.25
430	Cleaning Materials	30/09/2026		Current Account		Payment - Hygiene Services	VR Sani	S	-4.61	-0.92	-5.53
416	Cleaning Materials	30/09/2026		Current Account		Payment - Cleaning Materials	Amazon UK	S	-22.71	-4.54	-27.25
Total									232,462.08	-4,094.34	228,367.74

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 02/10/2026)

		Last Year 2025-2026				Current Year 2026-2027				Next Year	
		Receipts		Payments		Receipts		Payments		Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget
Code	Title										
245	Administration										
246	Wages										
230	Wages	142,750.00	218,999.63			181,574.00	129,064.26		129,064.26		
231	Furniture, Fixtures & F	750.00	25.00			100.00					
232	Photocopier	1,000.00	3,680.19			3,864.00	4,335.73		4,335.73		
233	Stationary, Advertising	1,600.00	1,775.63			1,898.00	1,019.86		1,019.86		
234	Telephone / Internet	3,700.00	8,793.39			9,569.00	5,585.21		5,585.21		
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 / Public	231.82	5,837.13			5,438.00	7,224.42		7,224.42		
238	Civic Budget	1,880.74	2,788.17			459.00	90.00		90.00		
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				3,150.00	20.00		20.00		
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	6,000.00	-20,470.71			6,145.00	1,239.24		1,239.24		
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			500.00	1,155.00		1,155.00		
249	IT Services	4,000.00	10,385.70			8,873.00	2,755.24		2,755.24		
250	Handyman (incl. seaso	500.00				500.00					
251	Council Offices Buildir	12,000.00	40,953.09			16,000.00	11,538.80		11,538.80		
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	1,668.18		1,668.18		
254	Electricity	6,500.00	18,685.16			20,816.00	10,913.59		10,913.59		
255	Rates	17,500.00	21,449.58			18,900.00	11,029.44		11,029.44		
256	Long Term Financial R										

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 02/10/2026)

	Last Year 2025-2026				Current Year 2026-2027				Next Year	
	Receipts		Payments		Receipts		Payments		Receipts	Payments
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget
	Code	Title								
Bus Shelters	400	Maintenance						250.00		
								250.00		
SUB TOTAL								250.00		

Church Road Hall	Last Year 2025-2026				Current Year 2026-2027				Next Year	
	Receipts		Payments		Receipts		Payments		Receipts	Payments
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget
	Code	Title								
280	Wages		5,800.00	5,299.14				3,940.10		
281	Repairs & Maintenananc		500.00	1,399.32				530.00		
282	Gas & Electricity		850.00	1,400.13				1,204.97		
283	Cleaning Materials		100.00	18.75				53.97		
284	Furniture, Fixtures & F		100.00					100.00		
285	Rates		1,172.00	590.55						
287	Miscellaneous Expenc		125.00	1,004.10				540.00		
288	Long Term Financial R							23.46		
295	Hire Income			536.50						
406	Telephone Broadband									
423	Water Rates			1,668.59						
SUB TOTAL										

All Cost Centres and Codes (Between 01/04/2026 and 02/10/2026)

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Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 02/10/2026)

Swanscombe and Greenhithe Town Council
Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 02/10/2026)

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

Knockhall Playing Field		Last Year 2025-2026				Current Year 2026-2027				Next Year	
		Receipts		Payments		Receipts		Payments		Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget
Code	Title										
80	Rates			153.00	431.13				184.00	248.73	
81	Long Term Financial R										
85	Football	6,240.00	5,050.00			5,966.00	5,480.00		5,480.00		
SUB TOTAL		6,240.00	5,050.00	153.00	431.13	5,966.00	5,480.00		184.00	248.73	

Swanscombe and Greenhithe Town Council
Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 02/10/2026)

Leisure Centre									
Last Year 2025-2026					Current Year 2026-2027				
Code	Title	Receipts		Payments		Receipts		Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
146	Rates & Insurance Re		3,709.96	32,500.00	16,829.84		4,105.31	38,851.00	11,969.38
155	Management Fee			58,000.00	68,750.00			58,000.00	29,500.00
SUB TOTAL			3,709.96	90,500.00	75,579.84		4,105.31	96,851.00	41,469.38
Old Fire Station									
Last Year 2025-2026					Current Year 2026-2027				
Code	Title	Receipts		Payments		Receipts		Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
380	Wages			20,800.00	28,252.57			33,315.00	23,272.08
381	Food/Supplies		49.90	4,000.00	10,930.05			12,317.00	1,964.56
382	Furniture, Fixtures & E			500.00	2,034.02			500.00	4,419.51
383	Advertising			100.00					
384	Rates			2,250.00	4,458.97			3,329.00	1,665.00
385	Electricity			1,500.00	2,362.70			1,911.00	775.91
386	Cleaning Materials			120.00				100.00	27.70
387	DBC Maintenance Ser			1,500.00				2,087.00	3,869.42
388	Telephone / Internet			500.00				525.00	
389	Maintenance		192.20	500.00	877.06			921.00	
390	Miscellaneous Expenc		184.46	500.00	501.21			526.00	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		2,843.31		2,843.31
424	Water Rates		3,358.52		7,161.97		2,630.69	3,993.00	3,404.98

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 02/10/2026)

Code Title	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
										Total
121 General Projects (inc.	20,500.00	27,393.11	37,870.00	56,615.21	23,079.00	5,474.00	5,474.00	59,524.00	40,479.16	40,479.16
SUB TOTAL		1,325.00	10,000.00	13,443.51		750.00	750.00	1,540.96		1,540.96

Code Title	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
										Total
40 Wages		20,891.02	31,000.00	42,433.50		1,106.18	1,106.18	178,353.00	44,648.82	44,648.82
41 Equipment/Materials								32,552.00	16,257.57	16,257.57
42 New Grounds Maintner				14,387.56						
43 Fuel			2,000.00	2,738.78				2,770.00	1,413.60	1,413.60
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	95.95	95.95
47 Water Rates			2,575.00	3,144.65				17,704.00	11,669.57	11,669.57
48 Gas/Electricity			3,000.00	4,934.88				4,200.00	1,941.81	1,941.81
49 Playground Equipmen		1,000.00	5,000.00	7,373.48				5,250.00	2,370.70	2,370.70
50 Staff Training			2,000.00	520.33				1,000.00		
51 Knockhall Changing R			500.00					210.00	122.08	122.08
52 Parks Works Area			750.00	55.26				110.00	671.55	671.55
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 02/10/2026)

56	Unexpected/Emergeni		750.00	902.00		789.00	
57	Long Term Financial R		5,000.00	3,305.33			
58	New Community Facili						
65	Miscellaneous Income	500.00	1,200.00		130.74		
429	Night & Day			3,305.33	525.00	130.74	17,022.20
SUB TOTAL		500.00	23,091.02	169,575.00	226,874.72	525.00	96,213.85

		Last Year 2025-2026				Current Year 2026-2027				Next Year	
		Receipts		Payments		Receipts		Payments		Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	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

		Last Year 2025-2026				Current Year 2026-2027				Next Year	
		Receipts		Payments		Receipts		Payments		Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget
340	Utilities				969.56			993.00	154.74		154.74
341	Water Rates				369.94			387.00	2,784.30		2,784.30
342	Maintenance & Cleani										
343	Rates				6,169.83			5,767.00	3,911.50		3,911.50
344	Building Insurance										
345	Miscellaneous Expenc				1,210.00			1,271.00	1,238.50		1,238.50
346	Professional Fees				3,000.00						

All Cost Centres and Codes (Between 01/04/2026 and 02/10/2026)

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

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427	Bowls Club Electricity	688.59		431.00	575.33	575.33
428	Park Maintenance	1,700.00	107.35		1,133.35	1,133.35
SUB TOTAL		4,246.00	4,425.00	4,579.00	4,425.35	931.00
					1,738.68	1,738.68

Town Council Offices		Last Year 2025-2026			Current Year 2026-2027			Next Year		
Code	Title	Receipts		Payments	Receipts		Payments	Receipts		Payments
		Budget	Actual		Budget	Actual		Budget	Budget	Budget
360	Wages			8,750.00		14,978.00		8,954.00	3,760.14	3,760.14
361	Repairs & Maintenananc			420.00		1,951.96		441.00	5,602.32	5,602.32
362	Furniture, Fixtures & F			100.00				105.00		
363	Cleaning Materials			260.00		155.07		273.00	102.19	102.19
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	20,294.20	20,294.20		150.00	150.00
SUB TOTAL		47,500.00	46,906.85	9,605.00	51,371.00	20,294.20	20,294.20	9,852.00	9,614.65	9,614.65

Summary										
TOTAL		573,261.00	817,311.53	617,865.00	780,247.16	833,023.00	671,284.84	671,284.84	763,388.00	414,529.42

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

02 October 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	Actual payments
213 Long Term Financial Risks			(N/A)			(N/A)				
218 Rent Income	1,412.49		-1,412.49(N/A)			(N/A)	2,825.02	5,629.37	2,804.35(99%)	
Sub Total for Allotments	1,412.49		-1,412.49(N/A)	240.24	217.00	23.24(9%)	2,825.02	5,629.37	2,804.35(99%)	1,297.38
Broomfield Sports Ground										
90 Long Term Financial Risks			(N/A)			(N/A)				
95 Football Income	2,075.49	8,424.60	6,349.11(305%)			(N/A)	4,151.02	8,424.60	4,273.58(102%)	
96 Cricket Income	406.26	772.85	366.59(90%)		150.00	-150.00(N/A)	812.48	3,406.40	2,593.92(319%)	150.00
97 Miscellaneous Income			(N/A)			(N/A)		150.00	150.00(N/A)	
Sub Total for Broomfield Sports Ground	2,481.75	9,197.45	6,715.70(270%)		150.00	-150.00(N/A)	4,963.50	11,981.00	7,017.50(141%)	150.00
Bus Shelters										
400 Maintenance			(N/A)	62.49		62.49(N/A)				125.02
Sub Total for Bus Shelters			(N/A)	62.49		62.49(N/A)			(N/A)	125.02
Church Road Hall										
280 Wages			(N/A)	1,509.24	1,829.72	-320.48(-21%)			(N/A)	3,940.10
281 Repairs & Maintenance			(N/A)	283.50	500.00	-216.50(-76%)			(N/A)	530.00
282 Gas & Electricity			(N/A)	387.51	368.97	18.54(4%)			(N/A)	774.98
283 Cleaning Materials			(N/A)	24.99	53.97	-28.98(-115%)			(N/A)	50.02
284 Furniture, Fixtures & Fittings			(N/A)	24.99	24.99	0.00(0%)			(N/A)	50.02
285 Rates			(N/A)	236.25	324.00	-87.75(-37%)			(N/A)	472.50
287 Miscellaneous Expenditure			(N/A)	32.76	9.22	23.54(71%)			(N/A)	65.48
288 Long Term Financial Risks			(N/A)			(N/A)			(N/A)	
295 Hire Income	2,750.01	1,656.37	-1,093.64(-39%)			(N/A)	5,499.98	3,319.65	-2,180.33(-39%)	
406 Telephone Broadband			(N/A)			(N/A)			(N/A)	
423 Water Rates			(N/A)			(N/A)			(N/A)	
Sub Total for Church Road Hall	2,750.01	1,656.37	-1,093.64(-39%)	2,499.24	3,085.88	-586.64(-23%)	5,499.98	3,319.65	-2,180.33(-39%)	6,292.50
Craylands Lane Car Park										
30 Rates			(N/A)			(N/A)			(N/A)	
31 Repairs & Maintenance			(N/A)			(N/A)			(N/A)	
32 Long Term Financial Risks			(N/A)			(N/A)			(N/A)	
430 Income		659.06	659.06(N/A)			(N/A)		1,850.63	1,850.63(N/A)	
Sub Total for Craylands Lane Car Park		659.06	659.06(N/A)			(N/A)		1,850.63	1,850.63(N/A)	
Grove Car Park										
20 Rates			(N/A)	526.74	657.00	-130.26(-24%)			(N/A)	1,053.52
21 Repairs & Maintenance			(N/A)	50.01		50.01(N/A)			(N/A)	99.98
22 Long Term Financial Risks			(N/A)			(N/A)			(N/A)	
421 Income	249.99	726.77	476.78(190%)			(N/A)	500.02	2,965.87	2,465.85(493%)	
Sub Total for Grove Car Park	249.99	726.77	476.78(190%)	576.75	657.00	-80.25(-13%)	500.02	2,965.87	2,465.85(493%)	1,153.50
										1,095.00
										58.50(5%)

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

02 October 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			(N/A)	125.01		125.01(N/A)	(N/A)	249.98
302 Gas & Electricity			(N/A)	74.49	120.93	-46.44(-62%)	(N/A)	272.76
305 Rates			(N/A)	126.00		126.00(N/A)	(N/A)	149.02
306 Water Rates			(N/A)	48.24		48.24(N/A)	(N/A)	252.00
308 Long Term Financial Risks			(N/A)			(N/A)	(N/A)	96.52
Sub Total for Grove Hall			(N/A)	373.74	120.93	252.81(67%)	(N/A)	747.52
Heritage Community Hall								
320 Wages			(N/A)			(N/A)	(N/A)	
321 Repairs & Maintenance			(N/A)			(N/A)	(N/A)	
322 Gas & Electricity			(N/A)			(N/A)	(N/A)	
323 Cleaning Materials			(N/A)			(N/A)	(N/A)	
324 Furniture, Fixtures & Fittings			(N/A)			(N/A)	(N/A)	
325 Rates			(N/A)			(N/A)	(N/A)	
326 Water Rates			(N/A)			(N/A)	(N/A)	
327 Miscellaneous Expenditure			(N/A)			(N/A)	(N/A)	
328 Long Term Financial Risks			(N/A)			(N/A)	(N/A)	
335 Hire Income	3,591.24	2,391.90	-1,199.34(-33%)			(N/A)		
Sub Total for Heritage Community Hall	3,591.24	2,391.90	-1,199.34(-33%)			(N/A)	7,182.52	6,504.75
Heritage Park								
100 Maintenance/Rent			(N/A)	131.25		131.25(N/A)	1,000.00	262.50
104 Long Term Financial Risks			(N/A)			(N/A)	(N/A)	
Sub Total for Heritage Park			(N/A)	131.25		131.25(N/A)	1,000.00	262.50
Ingress Park Community Centre								
407 Wages			(N/A)	750.00		750.00(N/A)	(N/A)	1,500.00
408 Repairs & Maintenance			(N/A)	62.49		62.49(N/A)	(N/A)	125.02
409 Gas & Electricity			(N/A)	249.99		249.99(N/A)	(N/A)	500.02
410 Cleaning Materials			(N/A)	62.49		62.49(N/A)	(N/A)	125.02
411 Furniture & Fittings			(N/A)	62.49		62.49(N/A)	(N/A)	125.02
412 Rates (NNDP)			(N/A)	249.99		249.99(N/A)	(N/A)	500.02
413 Water Rates			(N/A)	75.00		75.00(N/A)	(N/A)	150.00
414 Key Holder Security			(N/A)	75.00		75.00(N/A)	(N/A)	150.00
415 Misc Expenditure			(N/A)	12.51		12.51(N/A)	(N/A)	24.98
416 Long Term Financial Risks			(N/A)			(N/A)	(N/A)	
418 Hire Income	1,749.99		-1,749.99(N/A)			(N/A)	3,500.02	
419 Commuted Sum			(N/A)			(N/A)	(N/A)	
420 Contingency Fund			(N/A)			(N/A)	(N/A)	
Sub Total for Ingress Park Community Ce	1,749.99		-1,749.99(N/A)	1,599.96		1,599.96(N/A)	3,500.02	3,200.08

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

02 October 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	Budgeted payments	Actual payments	Payments Variance	
48 Gas/Electricity			(N/A)	1,050.00	505.87	544.13(51%)			2,100.00	1,941.81	158.19(7%)	
49 Playground Equipment & Maintenance			(N/A)	1,312.50	1,480.70	-168.20(-12%)			2,625.00	2,370.70	254.30(9%)	
50 Staff Training			(N/A)	249.99		249.99(N/A)			500.02		500.02(N/A)	
51 Knockhall Changing Rooms			(N/A)	52.50	122.08	-69.58(-132%)			105.00	122.08	-17.08(-16%)	
52 Parks Works Area			(N/A)	27.51	400.00	-372.49(-1354%)			54.98	671.55	-616.57(-1121%)	
53 Vandalism			(N/A)	125.01		125.01(N/A)			249.98		249.98(N/A)	
54 Trees			(N/A)	750.00		750.00(N/A)			1,500.00		1,500.00(N/A)	
55 New Recreational Facilities			(N/A)	0.24		0.24(N/A)			0.52		0.52(N/A)	
56 Unexpected/Emergency Works			(N/A)	197.25		197.25(N/A)			394.50		394.50(N/A)	
57 Long Term Financial Risks			(N/A)			(N/A)					(N/A)	
58 New Community Facility			(N/A)			(N/A)					(N/A)	
65 Miscellaneous Income	131.25	130.74	-0.51(-0%)		10,411.54	-10,411.54(N/A)		130.74			(N/A)	
429 Night & Day			(N/A)								(N/A)	
Sub Total for Parks Establishment	131.25	1,236.92	1,105.67(842%)	62,910.24	52,298.83	10,611.41(16%)		1,236.92	125,820.52	17,022.20	29,606.67(23%)	
Public Lighting												
1 Supply & Maintenance			(N/A)	555.75		555.75(N/A)			1,111.50	805.05	306.45(27%)	
3 Christmas Lighting			(N/A)			(N/A)					(N/A)	
4 Repairs			(N/A)	131.25		131.25(N/A)			262.50		262.50(N/A)	
5 Long Term Financial Risks			(N/A)			(N/A)					(N/A)	
6 Income	0.24	630.00	629.76(26240%)			(N/A)		630.00			(N/A)	
Sub Total for Public Lighting	0.24	630.00	629.76(26240%)	687.00		687.00(N/A)		630.00	1,374.00	805.05	568.95(41%)	
Sports Pavilion												
340 Utilities			(N/A)	248.25	77.37	170.88(68%)			496.50	154.74	341.76(68%)	
341 Water Rates			(N/A)	96.75	86.10	10.65(11%)			193.50	2,784.30	-2,590.80(-1338%)	
342 Maintenance & Cleaning Contributions			(N/A)			(N/A)					(N/A)	
343 Rates			(N/A)	1,441.74	1,956.00	-514.26(-35%)			2,883.52	3,911.50	-1,027.98(-35%)	
344 Building Insurance			(N/A)			(N/A)					(N/A)	
345 Miscellaneous Expenditure			(N/A)	317.76	1,238.50	-920.74(-289%)			635.48	1,238.50	-603.02(-94%)	
346 Professional Fees			(N/A)			(N/A)					(N/A)	
350 Income			(N/A)			(N/A)					(N/A)	
425 Construction Costs			(N/A)			(N/A)					(N/A)	
426 Grant Income			(N/A)			(N/A)					(N/A)	
Sub Total for Sports Pavilion			(N/A)	2,104.50	3,357.97	-1,253.47(-59%)			4,209.00	8,089.04	-3,880.04(-92%)	
Squash Courts												
200 Maintenance			(N/A)			(N/A)					(N/A)	
201 Long Term Financial Risks			(N/A)			(N/A)					(N/A)	
Sub Total for Squash Courts			(N/A)			(N/A)					(N/A)	
St Peter & St Paul's Churchyard												
110 Maintenance			(N/A)	875.01		875.01(N/A)			1,749.98		1,749.98(N/A)	

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

02 October 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
Sub Total for St Peter & St Paul's Church			(N/A)	875.01		875.01(N/A)		
Swanscombe Park								
70 Bowls Pavilion Maintenance			(N/A)	125.01		125.01(N/A)		
71 Long Term Financial Risks			(N/A)			(N/A)		
75 Bowls Income	1,144.74	4,318.00	3,173.26(277%)			(N/A)	2,289.52	4,318.00
78 Hire Charges			(N/A)			(N/A)		
427 Bowls Club Electricity			(N/A)	107.76	283.54	-175.78(-163%)		
428 Park Maintenance		107.35	107.35(N/A)		107.35	-107.35(N/A)		
Sub Total for Swanscombe Park	1,144.74	4,425.35	3,280.61(286%)	232.77	390.89	-158.12(-67%)	2,289.52	4,425.35
Town Council Offices Community								
360 Wages			(N/A)	2,238.51	1,879.99	358.52(16%)		
361 Repairs & Maintenance			(N/A)	110.25	4,740.34	-4,630.09(-4199%)		
362 Furniture, Fixtures & Fittings			(N/A)	26.25		26.25(N/A)		
363 Cleaning Materials			(N/A)	68.25	82.91	-14.66(-21%)		
364 Miscellaneous Expenditure			(N/A)	19.74		19.74(N/A)		
365 Long Term Financial Risks			(N/A)			(N/A)		
370 Hire Income	12,842.76	9,313.55	-3,529.21(-27%)		150.00	-150.00(N/A)		
Sub Total for Town Council Offices Comm	12,842.76	9,313.55	-3,529.21(-27%)	2,463.00	6,853.24	-4,390.24(-178%)	25,685.48	20,294.20
TOTALS.....	208,255.71	341,872.52	133,616.81(64%)	190,847.01	208,934.40	-18,087.39(-9%)	416,511.58	671,284.84
				NET Variance Quarter 2				NET accumulative variance to END of Quarter 2.....
								222,598.32

Swanscombe and Greenhithe Town Council Financial Position Statement**As at 30 September 2026**

Description	£
Total Income Received	671,284.84
Total Expenditure Incurred	413,868.42
Year- to – date Surplus	257,416.42

The Council has received income of **£671,284.84** and incurred expenditure of **£413,868.42** as at 30 September 2026, resulting in a year-to-date surplus of **£257,416.42**.

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 £685,069.35.

The Council's financial performance has generated a current year surplus of **£257,416.42** which is up by **£227,462.08** from 1st September 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 & Facility 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 **£20,294.20**. This represents a **20% revenue shortfall (£-5,391.28 deficit)**.
- **Heritage Community Hall:** Budgeted hire income was **£7,182.52** against an actual take of **£6,504.75**—a distinct **9% shortfall (£677.77)**

Swanscombe and Greenhithe Town Council 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 **£129,064.26** against a year-to-date budget of **£90,786.98**. This has created a direct **£38,277.28 overrun (42% 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**.
- **Corporate Subscriptions:** Central publication and regulatory subscriptions cost **£7,224.42** against an estimated **£2,718.98 (165% 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.
- **Sports Pavillion Water Rates:** Water utility charges surged by **£2,784.30** against a budgeted allocation of **£193.50**.

Swanscombe and Greenhithe Town Council Financial Position Statement

Overall Position

As of **30 September 2026**, the Council remains in a positive financial position with a year-to-date surplus of **£257,416.42**. Whilst significant pressures remain around staffing, utilities, service delivery and future investment requirements, there are no immediate concerns regarding the Council's financial sustainability, however the finances remain fragile. Continued budget monitoring and prudent reserve management will remain essential throughout the remainder of the financial year. More importantly, the Council must look to increase income or make savings as the Council will struggle to get to the end of April 2027 based on the current run rate of income/expenditure.

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

Precept Breakdown 26/27

Early Draw Down 25/26	£120,000
1 st Instalment 26/27	£280,305
2 nd Instalment 26/27	£280,305
Total Precept:	£680,610

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Swanscombe & Greenhithe Town Council

Internal Control Policy

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Internal Control Policy**1. Policy Statement**

Swanscombe and Greenhithe Town Council are responsible for ensuring that its public business is conducted within the law and proper standards and that public money is used efficiently, economically and effectively. To achieve this, the Council acknowledges that they are responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. Purpose of Internal Control

The Council's system of internal control is designed to ensure that their activities are carried out properly and as intended. They are set up by the Town Clerk/RFO; however, it falls upon Councillors to ensure that they have a degree of control and that the effectiveness of the system is reviewed at least annually.

Current advice regarding these controls is set out in the Practitioners Guide – Governance and Accountability.

3. Financial Assessment

The Council will follow the model financial regulations as set out by the National Association of Local Councils (NALC) and adopted by the Town Council. The main areas of internal control are:

3.1. Authorised signatories; compliance will be with any 4 signatories, with the Mayor and Town Clerk/RFO being two of the signatories whenever possible.

3.2. Online banking payments procedure to be carried out in line with Financial Regulation – 6 (Instructions for making payments).

3.3. The Assistant Town Clerk will prepare a schedule of payments and circulate the list of payments and relevant invoices to the Verification Councillor/s to check prior to being presented at the Full Council meeting. The detailed list of all payments will be disclosed as an attachment to the minutes of the meeting at which payment was approved.

3.4. The Council will not hold petty cash. Save as provided for in the Financial Regulations.

3.5. The annual budget will be set annually ahead of an application for the precept. The budget will be kept under constant review at Full Council.

Swanscombe & Greenhithe Town Council

Internal Control Policy

3.6. The Town Clerk will be the Responsible Financial Officer and will, along with the Assistant Town Clerk, administer the accounts in a proper manner ensuring correct records and internal and external audits are completed.

3.7. Two councillors, who are authorised to view Barclays, but not authorised to make payments, will be elected at the Annual Meeting of the Town Council, as Verification Councillors and on a regular basis or at least every quarter will check the accounts and bank reconciliations.

3.8. An independent Internal Auditor is appointed by the Town Council will take note of any recommendations to ensure correct standards of accounting are maintained.

3.9. The External Auditors, currently Mazars carry out the external audit for the Council. Any comments from the External Auditor will be adhered to.

3.10. The Council has a responsibility for conducting an annual review of the effectiveness of the system of Internal Control which is formed by:

- The Full Council
- The Finance and General-Purpose Committee
- The Town Clerk/RFO
- Verification Councillors
- The Internal Auditor
- The External Auditor

4. Standing Orders

The Town Council will abide by the model "standing orders" which has been adopted by the Council and supplied to all Councillors.

5. Insurance

The Town Council will review its insurance policy annually at renewal to ensure adequate cover is in place. All new capital items are to be insured at the time of purchase.

6. Risk Assessment

The risk assessment of the Council's financial management is reviewed annually.

Swanscombe & Greenhithe Town Council

Internal Control Policy

7. Town Councillors

Will endeavour to work as a team and be aware of their responsibilities as to the law and proper Town Council procedures. Councillors will attend meetings regularly. They will be provided with a copy of "The Good Councillors Guide" and be familiar and endeavour to comply with appropriate legislation. The Town Clerk will endeavour to see that the Town Council operates in accordance with the law and maintains the correct records as required by the law.

8. Council Committees

The Council operate a committee structure, using working groups to investigate specific issues. The Council operates Committees and Working Groups as determined by Full Council with an appointed Chairman who is responsible for the smooth running of the meetings. With spending limits for the committees set out in the Financial Regulations.

9. Asset Register

The Town Council will maintain an Asset Register.

10. Declarations of Interest

Councillors will be asked, at the start of each meeting if they have any interests to declare, and if they do, it will be so minuted with the reason why. If the interest is a Disclosable Pecuniary Interest, they will leave the meeting unless a Dispensation has been approved.

BANK SIGNATORIES

Current Account <i>(2 x Members plus Town Clerk/RFO or Assistant Town Clerk)</i>		Town Mayor's Charity Account
1. Cllr Lorna Cross		1. Town Clerk/RFO
2. Cllr Richard Lees		2. Assistant Town Clerk.
3. Town Clerk/RFO		
4. Indigo Allred (Assistant Town Clerk)		

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

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REGULAR PAYMENTS - DIRECT DEBITS AND BACS PAYMENTS (p).

In accordance with Financial Regulations 5.6 and 6.9 members are provided with a list of the organisations that the Town Council pay on a regular basis, via either Direct Debit or BACS, for special resolution. Members have also been provided with a non-inclusive list of occasional payments made via BACS, for approval.

Direct Debit

- Allstar Business (Fuel)
- Barclaycard (Various)
- BNP Paribas (Telephony Equipment Lease)
- British Gas (Utilities)
- Business Stream (Water Rates)
- Castle Water (Water Rates – Pavilion)
- CF Corporate (Printers/Photocopiers)
- Dartford Borough Council (NNDR)
- Driver & Vehicle Licencing Agency (Road Tax)
- E-On (Utilities)
- EDF Energy (Utilities)
- Franco Postalia (Franking Machine / Postage)
- HMRC Cumbernauld (Tax and NI)
- Information Commissioners (Registration)
- Kent Commercial Services (Utilities)
- MPR IT (IT Support, equipment and maintenance)
- Overline (Telephone / Broadband)

BACS – Payments made regularly

- Amazon (Various)
- Azets (payroll)
- Can-Do Hire (Tool Hire)
- Dartford Borough Council (Insurances / Rent)
- Digital Wealth (Pension)
- Discount Builders Merchants (General Equipment)
- DTG Elliott (Bedding Plants)
- Ernest Doe & Sons (Parks Machinery)
- Forestall (Timber Products)
- GCLL (Management Fee)
- Godfreys (Parks Equipment)
- Gurney & White (Plumbing & Electrical Supplies)
- Kent County Council Commercial Services (Stationery and Consumables)
- Kent Pension Fund (Employee Pension)
- L W Burt (Plumbing & Heating Maintenance)
- Landscape Services (Gang Mowing)
- Landscape Supply (Line Marking/Various)
- Lav Hire (Portable Toilet Hire)
- Locks N Tools (Keys and Padlocks)

- Monarch Autos (Vehicle Maintenance)
- Night & Day Security (Parks Contractor)
- Pinden (Skip Hire)
- Trade UK (General Equipment)
- V R Sani Ltd (Sanitary Bins)
- Vivid Resourcing (Locum Hire)

BACS – Payments made occasionally – not an all-encompassing list

- A1 Water (Water Testing)
- Allotment Society (Membership)
- Alltree Consultancy (Periodic Tree Surveys)
- Altitude Events (Summer Entertainment)
- Amethyst (Hanging Baskets)
- Bazaar Print Solutions (Printed Products)
- idVerde (Christmas Lights)
- Caloo Ltd (Play Equipment)
- Capelwood (plumber)
- CCA Occasions (Festive Cards)
- Chic Event Hire (Tableware and Equipment)
- Dragon Spirit (Summer of Sports)
- EIAT UK (Electrical Testing)
- Fields in Trust (Membership)
- Fireout (Fire Equipment Testing)
- Focus Electrical (Electrician)
- Glasdons UK (Bins and Benches)
- Hatten Wyatt (Legal Services)
- HRD Security (Automatic Door Maintenance)
- Kent Association of Local Councils (Membership)
- Kent Fire Extinguishers (Extinguisher Testing / General Maintenance)
- Kick Up Sports (Summer of Sports / Children's Entertainment)
- L J Sinclair (Fencing Work)
- PATAS (Internal Audit)
- Mayor of Dartford (Mayoral Expenses)
- Mayor of Gravesham (Mayoral Expenses)
- Mazars (External Audit)
- Mrs Roundabout (Childrens Entertainment)
- National Association of Local Councils (Membership and Training)
- PHC Ltd (Occupational Health)
- Playdale (Playground Equipment)
- RBL (Wreaths and Memorial Products)
- RSL Shutters (Roller Shutter Maintenance)
- Schindler Lifts (Lift Maintenance)
- Scutum (CCTV and Alarm Maintenance)
- Southeast Employers (HR Support)
- Society for Local Council Clerks (Membership and Training)
- Streetlights (Public Lighting Maintenance)

- TMH Contractors (General Maintenance / Welding)
- Weed Management (Treatment of Open Spaces)
- Zurich (Insurance)

Recommended: To approve the continued payments as detailed.



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SWANSCOMBE AND GREENHITHE TOWN COUNCIL

"TAKING PRIDE IN OUR TOWN"

Report to: Full Council

Date: 8th October 2026

Officer: Adil Iftakhar – Interim Town Clerk & RFO

Agenda Item: 16

Decision Required? Yes

Subject: Website Upgrade Quotations

Does the report contain information which has been identified as confidential?

☐

Yes

☒

No

If yes, please specify the reason that the report is confidential below:

N/A

1. Purpose

1.1 This report updates the Council on the performance of our current website supplier and presents a business case for a comprehensive corporate website upgrade.

1.2 The primary objective is to transition to a modern, user-friendly, and sleek digital platform. This shift will replace the current restrictive financial model—where the supplier charges per individual page creation—with an open, cost-effective content management system that provides genuine value for money.

1.3 Additionally, this report outlines the technical and design strategies required to meet statutory WCAG 2.2 AA accessibility standards, improve navigation, and launch a highly visible, dedicated "Transparency Page" to enhance local authority accountability.

2. Recommendations

2.1 The full council approves:

- (a) the appointment of Supplier B to deliver the corporate website upgrade.
- (b) Authorise the transition from the current restrictive per-page billing model to Supplier B's flat rate, opensource framework to eliminate ongoing page creation costs.
- (c) Delegate authority to the Town Clerk and RFO, to finalise the contractual terms with Supplier B.

3. Summary of Key Points

3.1 The Council's current digital infrastructure no longer aligns with organisational goals or resident expectations. The existing website features an outdated, cluttered interface that hinders navigation and fails to provide a seamless mobile experience. Furthermore, the technical framework limits our ability to implement modern user interface design principles, resulting in a digital presence that lags behind modern public sector standards.

3.2 Operationally, the relationship with the current supplier has become financially unsustainable and inefficient. Under the restrictive terms of the active contract, the Council is charged an additional fee for every new webpage created. This model stifles routine communication updates, introduces administrative delays, and fails to provide value for money.

3.3 Appointing Supplier B allows the Council to transition to a modern Content Management System (CMS) featuring a flat rate pricing model. This infrastructure removes all page creation costs, empowering internal staff to manage, expand, and update digital content autonomously.

3.4 The upgrade will prioritise a sleek, modern visual design and an intuitive user-friendly layout. Navigational pathways will be simplified, allowing residents to locate essential services, make payments, and report issues within fewer clicks. The responsive architecture ensures that the platform is fully optimised for smartphones and tablets, which currently account for most of our local web traffic.

3.5 The proposed platform ensures strict compliance with statutory WCAG 2.2 AA accessibility standards. This legal framework guarantees that council services are fully accessible to individuals with visual, auditory, motor, or cognitive impairments. Features such as robust screen-reader optimisation, high-contrast layouts, and keyboard-only navigation will be natively integrated into the core design rather than patched on via inefficient third-party widgets.

3.6 A central feature of the new platform will be a highly visible, dedicated "Transparency Page" as requested by the internal auditor. This page will ensure compliance with the Transparency Code. By making this information easily discoverable, the Council will actively demonstrate its commitment to open

governance, improve public accountability, and minimise routine inbound data requests from residents.

4. Options Considered

4.1 Option 1 – Supplier A (current supplier)

Quote – Year 1 Costs - £6,738.34 (Inc VAT) Redesign
- £5,250.00 (Inc VAT) Accessibility Upgrade

Year 2 Costs - £1,038.34 (Inc VAT)

4.2 Option 2 – Supplier B (Recommended)

Quote - Year 1 Costs - £999 +VAT (£899 +VAT SLCC member)
Year 2 Costs - £399 + VAT

4.3 Option 3 – Supplier C

Quote - Year 1 Costs - £3,495.00 (No VAT)
Year 2 Costs - £495

5 Governance considerations

5.1 Risk management

5.1.1 The transition from the current provider to Supplier B introduces operational, technical, and data migration risks. Mitigations include maintaining parallel running of the legacy platform during user acceptance testing (UAT).

5.1.2 A comprehensive risk register has been established, tracking vulnerabilities, server uptimes, and business continuity. Supplier B is contractually obligated to provide robust cyber security protocols, regular penetration testing, and an incident response plan to protect council systems from cyber threats.

5.2 Delegated authority and legal matters

5.2.1 In accordance with the Standing Orders, Financial Regulation and Scheme of Delegation, this report seeks explicit Full Council approval to award the contract to Supplier B due to the strategic nature of our digital infrastructure. Operational implementation, including final contract adjustments and service-level agreement (SLA) signatures, will be delegated to the Town Clerk & RFO.

5.2.2 Furthermore, the upgrade satisfies our statutory obligations under the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 by meeting WCAG 2.2 AA standards. It also satisfies the Local Government Transparency Code 2015 via the new addition of a Transparency page.

5.2 Financial Implications and Budget Provisions

5.2.1 The current supplier's per-page charging model represents poor value for money and creates unpredictable revenue budget pressures.

5.2.2 The current budget allocated for IT Services (249) is £8,873 of which £2,499.24 has been spent. Supplier B's flat rate infrastructure will be funded through IT Services cost code. The fixed annual maintenance cost represents a long-term revenue saving. This change eliminates all future page-creation fees and provides a highly predictable, sustainable budgetary outlook.

5.4 Equality and diversity, law and order, biodiversity

5.4.1 The primary driver for the website overhaul is ensuring digital inclusivity. The current platform creates barriers for residents with disabilities. The new website will be engineered natively to support screen readers, keyboard-only navigation, and high-contrast modes.

5.5 Council policies and priorities

5.5.2 By launching the prominent Transparency page, the Council fulfils its policy pledge to be open, communicative, and transparent with public data. Digitising services effectively also reduces the operational demand and streamlining local government performance.

6 Recommendation

6.1 The full council approves:

- (a) the appointment of Supplier B to deliver the corporate website upgrade.
- (b) Authorise the transition from the current restrictive per-page billing model to Supplier B's flat rate, opensource framework to eliminate ongoing page creation costs.
- (c) Delegate authority to the Town Clerk/RFO and Assistant Town Clerk, to finalise the contractual terms with Supplier B.

COUNCIL WEBSITE REDEVELOPMENT PROPOSAL & QUOTATION

PREPARED SPECIFICALLY FOR

Swanscombe and Greenhithe Town Council

A practical plan for a modern, accessible, secure and easier-to-manage Council website

£3,495 FIXED PROJECT PRICE	£0 DEPOSIT REQUIRED	8-12 WEEKS ESTIMATED	£495 OPTIONAL ANNUAL CARE
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PROPOSAL STATUS

Prepared specifically for member discussion following a public-facing review of the Council's existing website. A to Z Website Solutions is not VAT registered, so no VAT is added to the quoted project price.

LOCAL. ESTABLISHED. DIRECTLY ACCOUNTABLE.

A proposal built around the Council's existing website and practical public-information needs.

Proposal Guide

A clear route through the proposal.

01	Executive Summary	09	Project Process & Estimated Timeline
02	About A to Z Website Solutions & Daren Ward	10	Staff Training, Handover & Revisions
03	Our Understanding of the Council's Requirements	11	Hosting, Maintenance & Support
04	Preliminary Review of the Existing Website	12	Price, Payment Terms & Scope
05	Proposed Website Structure & Sitemap	13	Reviews, References & Independent Verification
06	What Is Included in the £3,495	14	Website Redevelopment Checklist
07	Accessibility, Security & SEO Migration	15	Next Steps
08	Content, Documents, Agendas & Minutes	16	Sources & Useful Links

1 Executive Summary

proposes a complete redevelopment of Swanscombe and Greenhithe Town Council's existing WordPress website for a fixed project price of £3,495. The aim is not simply to change how the website looks. The project is designed to improve how residents find information, how Council staff manage content, and how the website handles accessibility, security, search visibility and future maintenance.

Before preparing this proposal, I carried out a preliminary public-facing review of the current website. The review identified several areas where the redevelopment could provide improvements, including the handling of development and test pages, the presentation of meeting information, agenda archives, repeated contact information, content migration, and the organisation of meetings and public documents.

KEY PROJECT OUTCOMES

Modern responsive WordPress website	Clearer resident-focused navigation
Structured meetings, agendas, papers and minutes	Improved policy and public-document organisation
Migration and review of agreed existing content	WCAG 2.2 Level AA-focused development and testing
SEO migration, URL mapping and redirects	Security and performance configuration
Up to 2 hours of remote staff training	Unlimited reasonable design revisions within the agreed scope
Testing, launch and handover	Choice of reliable third-party host

WHY THIS PROPOSAL OFFERS THE COUNCIL GOOD VALUE

The £3,495 fixed price covers the complete redevelopment, agreed content and document migration, accessibility-focused development, SEO migration, staff training, testing and launch. There is no upfront payment, no VAT to add and no requirement to enter into an ongoing hosting contract. The Council therefore knows the core project cost before work begins.

COMMERCIAL SUMMARY

£3,495 fixed project price. No VAT. £0 deposit. Payment requested once the agreed scope has been completed and the website has been approved for launch by the Council's authorised representative, subject to the Council's normal purchase order and payment procedures. Estimated delivery: 8-12 weeks, subject to timely content, feedback and approvals.

EXPERIENCE AND ACCOUNTABILITY

2 About A to Z Website Solutions & Daren Ward

_____ has been designing and developing websites since 2004. The proposed Council project would be directly overseen by founder and owner _____, rather than simply being passed to an unknown third-party development team.

Daren's experience extends beyond visual website design and includes WordPress development, SEO, online visibility, website conversion, accessibility-aware development, digital marketing, AI and automation. This broader knowledge is useful during a redevelopment because the website needs to work as a complete public information service, not just look more modern.

A LOCAL SUPPLIER

_____ lives in Greenhithe and works from Dartford. The project would therefore be overseen by a genuinely local supplier who understands the area and would remain directly accountable throughout the redevelopment.

WHITE-LABEL DEVELOPMENT EXPERIENCE

Over the years _____ has created many websites on a white-label basis for other web design agencies and marketing companies. This means we designed and built websites behind the scenes while another company provided the service directly to its client. Naturally, this work is confidential and cannot be publicly displayed or identified as our own. Our public portfolio therefore represents only part of the website development work completed over the years.

COUNCIL EXPERIENCE - TRANSPARENT POSITION

We have not previously delivered a website directly for a town or parish council and do not wish to suggest otherwise. Rather than relying on generic public-sector claims or presenting unrelated work as council experience, this proposal has been prepared around the Council's actual website, its current structure and the practical requirements involved in managing meetings, agendas, minutes, policies and public documents.

Professional profile:

RESIDENT-FIRST STRUCTURE

3 Our Understanding of the Council's Requirements

The Council needs a website that serves residents first while remaining straightforward for staff to update. Based on the current website and the information requested in the quotation enquiry, we believe the redevelopment should address the following needs.

Public information Residents should be able to find councillors, contact information, notices, policies, facilities and other Council information quickly.	Meetings and democratic records Agendas, agenda papers, minutes and meeting dates need a consistent structure that can grow without producing increasingly long archive pages.
Accessibility The website should be developed and tested with WCAG 2.2 Level AA as the target, with an accurate accessibility statement prepared for the completed site.	Staff administration Council staff need reusable page and content structures so routine updates do not require technical website knowledge.
Migration protection Existing useful pages, documents and URLs should be reviewed before changes are made so important information and external links are not unnecessarily lost.	Security and maintenance The WordPress platform needs sensible access controls, supported software, backups and ongoing maintenance after launch.

DESIGN PRINCIPLE

The replacement website should make common resident tasks easier while reducing the amount of manual housekeeping required behind the scenes.

PUBLIC-FACING FINDINGS

4 Preliminary Review of the Existing Website

PREPARATION ALREADY UNDERTAKEN

This preliminary review was carried out before appointment and forms part of our preparation for this quotation.

Publicly discoverable development pages

Observation: Development versions of homepage content are publicly accessible, including pages titled 'Home (DEV)' and 'Home (DEV) 2'.

Why it matters: Test or development pages can create unnecessary URLs, duplicate content and uncertainty about which version is authoritative.

Redevelopment approach: Use a controlled staging environment for the replacement site and review existing test URLs before launch.

[View public evidence](#)

Internal table metadata on the meetings page

Observation: The public meetings page exposes technical fields such as `wdt_ID`, `wdt_last_edited_by` and `wdt_last_edited_at`.

Why it matters: Residents do not need internal editing metadata, and public templates should separate administration data from resident-facing information.

Redevelopment approach: Use clean public meeting templates that display only relevant meeting information.

[View public evidence](#)

Placeholder content in agenda areas

Observation: The agendas area contains visible placeholder wording such as 'add agendas here'.

Why it matters: Internal editing notes can make an official information service appear unfinished and create uncertainty about missing documents.

Redevelopment approach: Use deliberate empty-state messages and structured meeting records rather than editing placeholders.

[View public evidence](#)

CONTINUED

4 Preliminary Review - Further Findings

Inconsistent repeated contact information

Observation: The Contact page presents opening-hour information in more than one place and the details are not fully consistent.

Why it matters: Repeated information can drift when it is manually maintained in several places.

Redevelopment approach: Confirm the authoritative information and manage repeated contact details centrally where practical.

[View public evidence](#)

Meeting and document archives can be easier to navigate

Observation: The current site contains long agenda and archive pages covering multiple committees and years.

Why it matters: The archive will continue to grow, making long pages harder to scan and maintain.

Redevelopment approach: Move towards a structured journey: Committee -> Year -> Meeting Date -> Agenda / Papers / Minutes.

[View public evidence](#)

MIGRATION REQUIRES URL AND CONTENT PLANNING

Observation: The website has accumulated many pages and document links over time, including historic and development content.

Why it matters: External sites, bookmarks, search engines and older Council documents may still point to existing URLs.

Redevelopment approach: Create a content inventory and old-to-new URL map, retain useful URLs where sensible, and implement redirects where addresses change.

REVIEW LIMITATION

A full audit would require appropriate access to WordPress administration, hosting, analytics, Google Search Console and server-level information. This proposal does not claim that the current website is insecure or legally non-compliant.

INITIAL STRUCTURE FOR DISCUSSION

5 Proposed Website Structure & Sitemap

Final page names and categories would be agreed with Council staff during discovery.

HOME Latest news • Upcoming meetings • Public notices • Quick links • Website search • Contact	YOUR COUNCIL About the Council • Councillors • Council staff • Committees • Council responsibilities • Contact the Council
MEETINGS Upcoming meetings • Full Town Council • Committees • Agendas & papers • Minutes • Archive by year	COUNCIL DOCUMENTS Policies & procedures • Finance & audit • Annual governance • Transparency information • Data protection • Accessibility
NEWS & NOTICES Latest news • Public notices • Consultations • Council announcements • Archive	COMMUNITY & SERVICES Local information • Events • Community facilities • Useful contacts • Forms & enquiries • Frequently asked questions

RECOMMENDED MEETING JOURNEY

Meetings
 Committee -> Year -> Meeting Date -> Agenda / Agenda Papers / Minutes

RECOMMENDED DOCUMENT JOURNEY

Documents
 Document Category -> Sub-category -> Current Document / Archive

COMPLETE PROJECT SCOPE

6 What Is Included in the £3,495

Discovery and website planning	Complete responsive WordPress redevelopment
Information architecture and navigation planning	Design of core page templates
Migration and organisation of agreed existing website content	Migration and organisation of agreed existing documents
Council meeting, agenda, paper and minute structures	Councillor and Council information structures
News, notices and contact areas	Website search
Contact form setup and protection	Mobile and tablet optimisation
Performance optimisation	Basic on-page SEO setup and metadata migration
SEO migration planning and redirects	XML sitemap and robots.txt review
Accessibility-focused development and representative testing	Accessibility statement setup based on the completed website
Security configuration	Analytics setup / migration where appropriate
Up to 2 hours remote staff training	Unlimited reasonable design revisions within the agreed scope
Pre-launch testing	Website launch and handover

SCOPE NOTE

The final content-migration volume and any specialist functionality would be confirmed during discovery. Material outside the agreed scope would be discussed before additional work is undertaken.

7 Accessibility, Security & SEO Migration

These areas are combined here so the proposal explains them once, rather than repeating the same technical points in several documents.

ACCESSIBILITY

The replacement website would be developed and tested with WCAG 2.2 Level AA as the target. Work would include logical headings, keyboard use, visible focus states, responsive reflow, colour contrast, accessible forms, meaningful links and buttons, image text alternatives where needed, and representative testing of core templates and resident journeys.

An accessibility statement would be prepared around the completed website. Historic PDFs are a separate consideration: moving a PDF to a new website does not automatically make that document accessible. Priority or current documents requiring remediation would need to be identified with the Council.

SECURITY

HTTPS/TLS on the live website	Supported WordPress core, theme and plugins
Removal of unnecessary software	Appropriate administrator permissions
Multi-factor authentication where supported	Protected public forms
Backups and restoration arrangements	Ongoing updates and monitoring after launch

SEO AND MIGRATION PROTECTION

The redevelopment would be treated as a controlled migration. Existing URLs would be recorded before launch, important pages and documents reviewed, changed addresses mapped to relevant replacements, permanent redirects implemented where appropriate, internal links updated and the XML sitemap checked. After launch, indexing, 404 errors and redirects should be monitored. Search visibility can fluctuate during a migration, so the goal is to reduce avoidable losses rather than promise rankings that no supplier can guarantee.

IMPORTANT DISTINCTION

Accessibility, security and SEO are not one-time badges added at the end of the project. They need to influence planning, development, content migration, launch and ongoing maintenance.

CONTROLLED MIGRATION

8 Content, Documents, Agendas & Minutes

The current website contains a large amount of useful public information. The migration should therefore be selective and controlled rather than a blind copy-and-paste exercise.

CONTENT REVIEW APPROACH

Keep accurate and useful content	Improve important pages that are unclear or difficult to scan
Merge duplicate information where appropriate	Archive historic information where there is a genuine reason to retain it
Remove obsolete material only after considering links, search visibility and public-information needs	

COUNCIL MEETING RECORDS

Meeting content would be organised around consistent records so residents can move from a committee or Council body to a year, then to an individual meeting and its agenda, papers and minutes. This reduces the need for very long manually maintained archive pages.

PDFS AND PUBLIC DOCUMENTS

Agreed documents would be migrated into a clearer structure. Current policies should be distinguishable from archived versions. Where the Council identifies priority PDFs that need accessibility remediation, that work should be assessed separately because document remediation can vary significantly depending on the source file and complexity.

SIX-STAGE DELIVERY PLAN

9 Project Process & Estimated Timeline

STAGE	ACTIVITY	TIMING	WHAT HAPPENS
01	Discovery & audit	Week 1	Confirm scope, priorities, current content, key documents, website access and migration requirements.
02	Structure & design direction	Weeks 1-2	Agree sitemap, navigation, page types and initial visual direction.
03	Development	Weeks 2-6	Build the WordPress website, templates, meeting/document structures and core functionality.
04	Content & document migration	Weeks 4-8	Move and organise agreed content and documents while reviewing URLs and redirects.
05	Review & revisions	Weeks 7-10	Council review, accessibility checks, mobile testing, corrections and unlimited reasonable design revisions within the agreed scope.
06	Training, launch & handover	Weeks 10-12	Staff training, final checks, launch, redirect verification and handover.

WHAT WE WILL NEED FROM THE COUNCIL

To keep the project moving efficiently, the Council would need to nominate a main point of contact, provide appropriate access to the existing website and hosting, supply or confirm any content that is not currently available, identify priority documents, and provide feedback and approvals at the agreed stages.

TIMESCALE

The 8-12 week estimate assumes timely access, content, feedback and approvals. Council meeting schedules or delays in receiving information may extend the calendar without changing the agreed project scope.

CONFIDENCE AFTER LAUNCH

10 Staff Training, Handover & Revisions

TRAINING INCLUDED

Up to 2 hours of remote training is included for Council staff. The session would be tailored to the finished website and can cover routine tasks such as updating pages and news, adding meeting dates, uploading agendas and minutes, managing documents, replacing files and following basic accessibility good practice.

UNLIMITED REASONABLE DESIGN REVISIONS WITHIN THE AGREED SCOPE

During development, the Council can request reasonable design revisions until the agreed website design is approved. This is intended to give members and staff confidence that the finished presentation is right before launch. It does not extend the project into unlimited new functionality or material changes outside the agreed scope.

HANDOVER

Administrator access provided to authorised Council staff	Training on the agreed publishing workflow
Handover of website management information	Freedom to use _____ or a suitable third-party hosting provider
No compulsory long-term hosting contract	

WEBSITE OWNERSHIP & PORTABILITY

Following full payment, the Council will have administrative access to the completed website and will not be tied to _____ or hosting. The website can be hosted with _____ s or moved to a suitable third-party hosting provider if the Council chooses.

OPTIONAL MANAGED SERVICE - £495 PER YEAR

11 Hosting, Maintenance & Support

The Council is not required to host the finished website with [redacted] s. It may use a suitable third-party provider of its choice. If the Council prefers a managed arrangement, the following annual service is available.

Managed website hosting	SSL certificate management
WordPress core updates	Theme and plugin updates
Routine backups	Website health and security monitoring
Uptime and performance monitoring	Minor technical fixes related to the managed website
Email support for website technical issues	

NO COMPULSORY ONGOING CONTRACT

The managed service is entirely optional. The Council may host the completed website with a suitable third-party provider and is not required to enter into an ongoing hosting or maintenance contract with [redacted]

ANNUAL PRICE

£495 per year. This service is optional and is separate from the £3,495 website redevelopment price.

NOT INTENDED AS UNLIMITED CONTENT MANAGEMENT

The annual service covers the technical care of the website. Large content changes, new functionality, substantial page creation or specialist development would be quoted separately if requested.

CLEAR COMMERCIAL TERMS

12 Price, Payment Terms & Scope

Website redevelopment	£3,495 fixed project price
VAT	No VAT added - [] is not VAT registered
Deposit	£0 - no upfront payment required
Optional managed hosting, maintenance & support	£495 per year
£0 UPFRONT PROJECT PAYMENT Unlike our normal commercial project terms, no deposit is required for this Council project. The £3,495 project invoice would be raised once the agreed scope of work has been completed and the website has been approved for launch by the Council's authorised representative, subject to the Council's normal purchase order and payment procedures.	

PAYMENT TERMS

The proposal assumes 30-day payment terms unless the Council requires a different standard process.

CHANGES OUTSIDE SCOPE

If the Council requests substantial new functionality or work outside the agreed redevelopment scope, this would be discussed and priced before the additional work begins. No additional charge would be introduced without agreement.

PROPOSAL VALIDITY

The quotation should be treated as valid for 60 days from the date of submission unless otherwise agreed in writing.

INDEPENDENT REASSURANCE

13 Reviews, References & Independent Verification

Because a significant amount of our historic website development was completed confidentially on a white-label basis, independent customer feedback provides another way for the Council to assess

INDEPENDENT PROFILES

- › [Google Business Profile / Reviews](#)
- › [Trustpilot](#)
- › [Yell](#)
- › [LinkedIn company page](#)
- › [Daren Ward - LinkedIn](#)

CLIENT REFERENCES

Where existing clients have agreed to be contacted, reference details can be supplied to the Council on request. We would not disclose a client's contact details without their permission.

Website Redevelopment Checklist

BEFORE REDEVELOPMENT

- Record existing public URLs
- Review available Search Console and analytics
- Identify important pages, documents and external links
- Audit current content and functionality
- Record existing redirects and integrations

BEFORE LAUNCH

- Map changed URLs and implement redirects
- Check page titles, headings and internal links
- Test forms, mobile layouts and keyboard navigation
- Check HTTPS, robots.txt and XML sitemap
- Confirm analytics, backups and administrator access

AFTER LAUNCH

- Monitor Search Console and indexing
- Check 404 errors and redirects
- Confirm forms and analytics
- Monitor performance and uptime
- Review accessibility feedback and fix migration issues promptly

WHY THIS MATTERS

A successful redesign protects what already works before improving what does not. The visible design matters, but the migration work behind it is what protects content, links, accessibility and search visibility.

A STRAIGHTFORWARD ROUTE TO PROCEED

15 Next Steps

If the Council wishes to proceed, the next stage would be a short discovery and handover discussion to confirm the final scope, contacts, approval process and access required for the existing website.

Council confirms intention to proceed and purchase-order process	Agree primary Council contact and approval route
Confirm hosting preference	Provide appropriate website/hosting access for discovery
Confirm priority content and documents	Agree final sitemap and design direction
Development begins	

NO DEPOSIT REQUIRED

The Council would not be asked to make an upfront project payment. The project invoice would be raised once the agreed scope has been completed and the website has been approved for launch by the Council's authorised representative, subject to normal Council procedures.

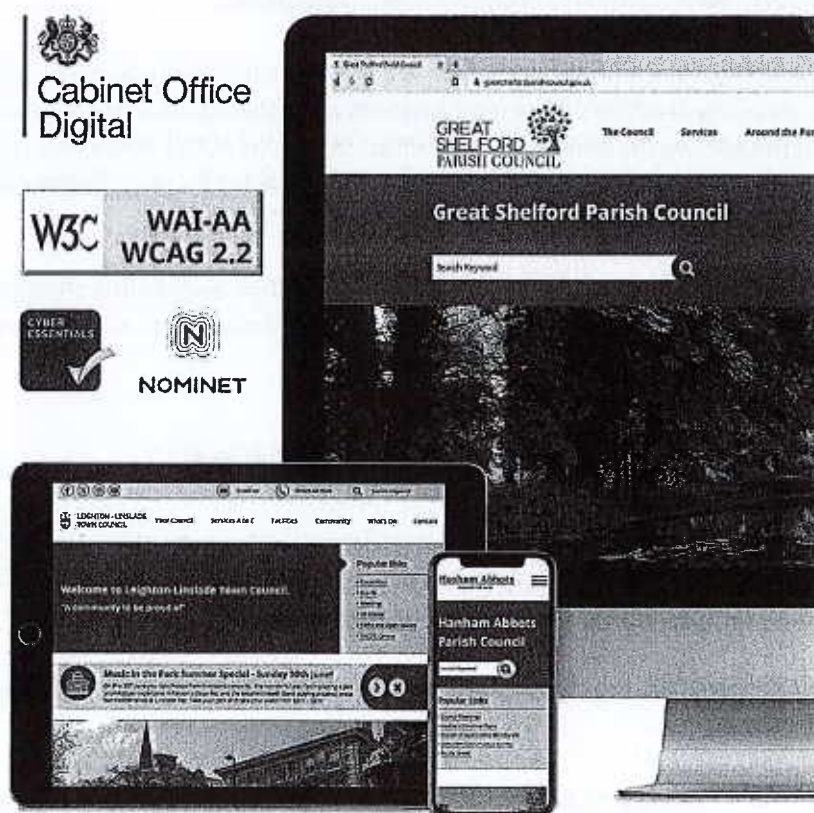
CONTACT

New council website proposal

Swanscombe & Greenhithe Town Council

Prepared by: .

Prepared for: Adil Iftakhar, Swanscombe & Greenhithe Town Council



27 July 2026

Snapshot - Swanscombe & Greenhithe Town Council

You have asked us to prepare a proposal and quotation for the provision of a new, fully compliant and accessible website and supporting .gov.uk services for your council. Thank you. This document sets out an explanation of the legal requirements for compliance with accessibility regulations, how our system meets the requirements – both in terms of compliance as well as the features and functions of the website and then the costing and inclusions, which are on the next page.

The background to website accessibility

Since the introduction of The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (to give its full title) came into force on 23 September 2018 you have identified your Council needs a new compliant website. The aim of the Regulation is to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities. This means that all new public sector websites will need to meet accessibility standards and publish an accessibility statement unless they are exempt. Those affected include:

- Central and local government organisations (including City, community, town and parish councils)
- Some charities and other non-government organisations

The breadth of WCAG (Website Content Accessibility Guidelines) compliance in respect to a website covers many areas, some relate to how it is technically constructed, how the information is presented and the alternative options for users if they cannot access the website's information in a way that works for them. You can read a helpful article here: ['Website W3C & WCAG 2.1 accessibility compliance: What it means for councils & public sector websites and what you need to do'](#).

WCAG has 3 ratings, A, AA & AAA. The following proposal outlines the provision of a WCAG 2.2 AA rated compliant website, the costs involved, what's included and what's not. It also outlines your responsibilities moving forward.

Meeting Accessibility Requirements

Since the release of the WCAG 2.1AA guidance, we have developed a website package solution that meets the compliance requirements that is both cost effective and provides clerks and those who manage a public body website with the tools needed to run the website.

In October 2024, the regulations rose to the requirement being WCAG2.2AA standard – which our platform already meets.

The . W3C & WCAG compliant website package service meets the requirements in terms of providing an AA-rated compliant framework and website at the point of launch. Once live, we also maintain your site to ensure the underlying code is supported correctly and kept up to date with all software requirements. Optionally, we can provide regular compliance scans of your website pages.

Continued >

What you get with our service:

- ✓ A W3C & WCAG2.2AA compliant website built on the easy-to-use WordPress-based CMS.
- ✓ A well-designed, professional and fully mobile-friendly website.
- ✓ Website admin tools to add new and update all the content on your website yourself.
- ✓ Training to get you started plus ongoing support.
- ✓ SSL-protected website hosting on our UK servers.
- ✓ We'll manage all software updates, so you don't have to.
- ✓ We will provide you with on-going support when you need it – email, online or phone.
- ✓ Access to our Website & Accessibility Learning Centre, full of helpful guidance videos on managing the website and making website content accessible.
- ✓ Free monthly drop-in Teams training sessions to top up your web accessibility knowledge.
- ✓ We will ensure your website remains GDPR compliant.
- ✓ We will manage your domain name and make sure this remains active, should you need it.
- ✓ All our team are Bedfordshire-based & hosting data centre is UK-based

Costing

Set up & year 1 consists of:

1. One-off set up and build of website: £999 + VAT (£899 + VAT for SLCC members)
2. Annual SSL-protected hosting with up to 2GB file storage & 2 hours of support
3. Uploading/Inputting and uploading of content (documents, words and pictures) to your new website. Included essential content uploaded free of charge – see opposite for details.
4. Access to our support team & Website Learning Centre: free of charge, included in the support
5. Access to monthly drop-in Council Website Zoom training refresher sessions: free of charge, included in the support

Total: £999 + VAT (£899 + VAT for SLCC members)

Additional (optional) items:

1. Upload of all other pages & content charged at £10 + VAT per page (+£2 per document to download, label/upload).
2. Online forms/polls/consultation builder module: £50 + VAT per year *recommended
3. Planning portal integration (where supported) £100 + VAT per year
4. Private member area: £100 + VAT per year
5. Online Payments Module (Sum Up/Gov Pay/Stripe/Worldpay compatible): £500 + VAT
6. Event Tickets Module (Online Payments module also required to sell tickets): £250 + VAT
7. WCAG compliance website compliance and monitoring scan & reports: £299 + VAT per year
8. Extended support for 12 hours: £720 + VAT

Continued >

Year 2 costs

1. Subscription to WCAG-compliant website platform, with up to 2GB file storage & 2 hours of support, ongoing training: £299 + VAT per year
2. Domain name renewal and DNS management (£100 + VAT per year for .gov.uk when due)

= Total year two renewal: £399 + VAT pa (+ any additional modules or 3rd party email services)

Website Content (linked documents, words and images)

Website content ranges from words and pictures on a page to multiple files for meeting documents and other regulatory aspects. We break the content upload down into a full year's worth of regulatory content + news, events and other local info. With the exception of AGAR, there are no legal requirements to have a certain number of years' files on a website.

Content included in upload: 2 full years of agendas & minutes, policies, councillors' details, finance & 6x years of AGAR plus 1x year of news and recent / planned events.

Email services

You will require the services of a .gov.uk email IT specialist service to provide mail services for the domain if you do not already have email/IT support services. If you do, this can remain untouched and is best to do so. Alternatively, we work with and recommend the following service provider depending on requirements:

Cloudy IT (contact: hello@cloudyit.co.uk)

- Support is included, Microsoft-based email service (cost depends on the Microsoft packages)
- UK-based, GDPR-compliant services
- Microsoft Office Suite services can be provided
- Council sector experts

"A Full Managed service"

Things to note

The above costing is based on your requirement specification and includes a 1.5hr video call group training session (additional remote training can be arranged, see overleaf), full admin area access, access to our Council Website Learning Centre library and our continued support to ensure the system continually meets WCAG requirements.

We will discuss with you the pages and documents that you require on your new website and provide a quote, should you request our help with further years of content upload. If the size of your files that need uploading exceeds 2GB (enough for 15,000 typical agenda PDFs), you will be required to purchase additional server host space for the storage and future files. This is charged at £100 + VAT per year for an additional 1GB storage.

Key Council Website Features

The website framework is configured to fully support all relevant content types to provide to your community in a fully WCAG 2.2AA compliant environment. The key functionality includes **meeting information and dates, document links, full page creation and building tools** to support your key messaging, **announcement tools for major alerts, reporting tools** that include **forms and redirections to County Council & District services, contact forms, news and other features** that include **digital noticeboards, events, community areas, community content, venue & feature areas and FAQs** - all of which controlled through the Wordpress admin system.

Consideration

Website hosting

Your new website will be hosted on our UK-based, SSL-protected servers. That way we can ensure GDPR and WCAG compliance of the system.

Your domain name

We recommend becoming your domain name registrar for the .gov.uk domain and manage the domain and its DNS moving forward and are GDS & Nominet approved to manage the .gov.uk domain framework. This will also allow us to add in free anti DDOS protection against nefarious attacks.

Branding & logos

We will require your brand media pack of logos, colours and other visual assets that your council use in its online identity. If you do not have one, we can provide a logo & identity design service by our experience graphic design team.

Project timeline

Whilst every website is slightly different in the number of pages and content, we recommend you consider the following timeline for the development of your website:

Stage 1	Discovery & scoping (sitemap/content planning):	2 weeks from initial enquiry
Stage 2	Development:	3 weeks from planned date
Stage 3	Content importing & your training:	4 weeks after development
Stage 4	Testing / snagging – then go-live:	1 week after content input

Final testing and debugging on development server before launching and making live. These timings are estimates based on a typical and average site size and content but may be subject to alteration subject to sight of content required for migration. You may require additional time to review the content.

Other aspects to note

You will need full DNS control for the domain your website uses. We can act as your registrar and manage all domain types, including .gov.uk. If we are not the registrar, we will need access to whoever manages DNS to launch the site.

We can integrate Google Analytics to provide performance and usage insights, helping you understand user behaviour and improve the site. A free Google Analytics account is required, and we provide free training on how to use it.

Training Staff

Training is vital for using a new website system. We provide access to our Council Website Learning Centre, which offers short tutorial videos and remote training for you and your staff. You also receive a 1.5-hour group training session via video call with one of our experts. Our UK-based team is available during office hours for additional support.

We also run free twice-monthly Zoom sessions for all members, offering refresher training on website admin tools and functions.

Certification & accreditations

To provide assurance of both our processes and abilities, we are **Cyber Essentials certified**, **CDDO Cabinet Digital Data Office Authorised**, **Nominet Accredited** and are **Official Crown Commercial Suppliers for the UK Government**. [View certification](#).

Credibility

- ✓ We work with both SLCC & NALC to produce both written articles and present webinars and conferences on website accessibility.
- ✓ We work with regional CALCs, SLCC Branches and Council Associations to support their members with website accessibility queries.
- ✓ We are official Crown Commercial Suppliers of WCAG digital services to public bodies.
- ✓ We are GDS (Government Digital Service) .gov.uk domain registrar group & Nominet Members.
- ✓ We are the authors of the [NALC Website Accessibility & Publishing Guidebook](#)
- ✓ We work with hundreds of town & parish councils providing support and guidance on website compliance and publishing.

Compliance testing, limitation & ongoing

Both W3C & WCAG compliance are driven by many factors, some you have control over and others you don't. In most cases, as long as the base website build has been created in a natively compliant format, any deviation from compliance will typically be as a result of content being added to a web page is not compliant and then renders it non-compliant. As such, the provision of our service to you is limited to:

- 1) the creation of a W3C & WCAG2.2AA compliant website plus its hosting and support
- 2) an optional quarterly report of your site that highlights any pages that may have rendered the website non-compliant and a recommended solution. (excludes uploaded documents)

We can also provide an optional technical support package to assist you with running the site, which you may choose to help you in meeting those ongoing support needs. Once live, it is your responsibility to ensure

that any words, images or documents that you add are compliant.

We recommend you perform regular checks of the site using free online checkers or browser extension to ensure continued compliance – particularly for new pages and documents added since its launch. As part of our optional service to you we provide 4 checks and reports per year highlighting any problem areas, but recommend you review the site after each time you add content and to use any of the online free checkers as referenced by the Government's Digital Guidance department.

We will ensure that your website complies with W3C & WCAG compliance from a technical position at the point of launching and will notify you if we spot any page that is non-compliant as a result of content incompatibility for you to address prior to launch. Please note that this does not include uploaded documents.

In the event that you become aware of any part of your site that you feel falls outside of WCAG compliance, it is your responsibility to notify us so that it may be assessed by us and, should a problem be found, a solution scheduled for fixing.

Regular review

It's important to emphasise that your organisation needs to agree to a frequency of how often the website is checked for compliance and set that in your accessibility statement.

Delivering on Specification of Work

Given the requirements, it is our recommendation that the site be built on our **custom built WCAG 2.2AA compliant Wordpress framework designed specifically for councils**. It is the world's most popular website platform and allows you to have full control over the site's pages and content in the most efficient way.

The website system is **natively search engine friendly** and **well supported**. We ensure that the Core Wordpress framework and its plugins are kept up to date to ensure full functionality is maintained.

We also recommend a multiple layer of admin user permission controls so that you can have multiple administrators of the content but provide publishing, content and member control to only those you wish.

Our proposal includes:

- ✓ Project scheduling and planning
- ✓ Technical analysis of your existing set-up to ensure continuation of services
- ✓ Development of the website from your choice of our preconfigured design templates
- ✓ Review and compliance testing
- ✓ Content migration (optional)
- ✓ Analytics integration (optional)
- ✓ Website training and access to Learning Centre. In person training available at extra cost
- ✓ Pre-live WCAG compliance check and report
- ✓ Ongoing support and website hosting
- ✓ Domain registration & management

Additionally, the following "behind the scenes" features will be built into the website:

- ✓ High speed page loading
- ✓ Anti-spam features on contact forms
- ✓ WCAG, W3C & GDPR best practice guidance for the website framework

Support

We ensure that all sites are tested thoroughly prior to launch and Wordpress and plugin updates are handled by us as part of the package. Nonetheless, we recommend an additional support package be put in place to help you manage the website after it is set live. Support package options available on the 'costs' page in this document.

References

- 1) Sarah Sandiford, head of central services, Leighton Linlade Town Council
sarah.sandiford@leightonlinlade-tc.gov.uk 01525 631920: www.leightonlinlade-tc.gov.uk
- 2) Sheryl Birtles, Nantwich Town Council, www.nantwichtowncouncil.gov.uk
- 3) Libby White, St Ives Town Council, www.stivestowncouncil.gov.uk
- 4) Sharon Henley, Bourton on the Water Parish Council www.bourtononthewater-pc.gov.uk
- 5) Joe Cooney, Keighley Town Council, www.keighley.gov.uk joe.cooney@keighley.gov.uk

Frequently asked questions

Why do you use WordPress?

WordPress is open source content management software and currently powers around 30% of all websites on the Internet. The project is contributed to by tens of thousands of developers all over the world and is growing from strength to strength. WordPress allows us to develop flexible and customisable websites to modern standards and observes web development best practices. Furthermore, the community of web developers that use WordPress reaches far and wide and allows us to tap into this collective intelligence and bring that wealth of experience to your project. WooCommerce is an eCommerce engine and extension that integrates with the WordPress CMS.

What is information architecture?

Information architecture is the relationship of how all the different pages of a website are related to each other. This is communicated visually through a sitemap.

Where is the website hosted?

Your website needs to be hosted by a hosting company that specialises in business hosting. We provide UK-based WordPress-optimised hosting services for all our clients' websites to better able provide support and software updates.

Who do I call if something goes wrong with the website or I can't figure something out? Provided you subscribe to one of our ongoing website support packages, we will be your first point of call should something go wrong with your website. In accordance with our SLA, we will determine what the problem is and respond with a fix-time or the information for you to address the solution yourself. We will provide training and tutorials to assist you in using your website once it is launched.

What happens after the website is launched?

Once your website is launched, we will provide 3 months of support to make sure any bugs have been ironed out and that you are confident using your new website. After this you will need to subscribe to one of our ongoing website care plans to make sure your website is looked after and maintained. These website care plans include updating your software, regular backups, security checks and making sure your website is online and open for business 24/7/365.

How long will it take to appear at the top of Google?

The time it takes for your website to appear on page 1 of Google depends on a number of factors. It depends on the search people are using to find your website and the number of other websites that are also available for those searches. Nobody can truly say how long it will take for your website to appear at the top of search engine results pages (including people who actually work for Google), however there are a number of factors that can improve your chances. Building your website on WordPress is a good start as WordPress has some great Search Engine Optimisation fundamentals built-in.

Creating unique and interesting content on a regular basis for your website is also critical to increase your visibility amongst search engines. Launching your website and then forgetting about it is a surefire way to get lost amongst the noise. We are happy to talk to more about your search engine strategy (if we haven't already.)

How will I know if anyone is visiting my website?

We will install Google Analytics tracking on your new website and show you how to log into your Google Analytics account where you can see a wide range of statistics about your website including number of visits, pageviews the amount of time people are spending on your website.

Once you subscribe to one of our website support plans you can choose to receive more detailed analysis about your website performance and recommendations on how to improve. Please ask for more details about what's included in these support plans.

What happens if I want to add some features to the website while you're building it?

Whilst we like to be flexible and responsive to your needs, we also like to deliver what we promise within the timeframes and budgets we have allowed. If you ask us to add new features to your website while we are building it, we will most likely ask why? If we all agree that your new request will help us achieve our objectives then we will be more than happy to oblige. If this new feature is something you would like to add to your website but is not directly tied to your original objectives then we will suggest to schedule it for a second iteration of the website once it has been launched. This will require a new proposal.

Payment terms

Our payment terms are as follows:

All fees are due on engagement and agreement of project inclusions. Work can only begin upon cleared funds or an approved PO.

Your support and renewal date will commence from the date the website goes live.

Payment is to be made by BACs or cheque in GBP. We do not accept credit or debit card.

If we are inputting content for you and you have not supplied the correct content it does not mean we have not done our job. You will be asked to check the website and its content prior to the website going live, and your instruction to put the site live will be taken as confirmation that you have done this. If any invoice is not paid within the credit terms we have given you, we are under no obligation to keep the site on our testing server or continue with the project in anyway.

If any final invoice is not paid within the credit terms we have given you, we are under no obligation to keep the site on our testing server or continue with the project in anyway.

Renewals

Your website subscription, support and any extra services (such as domain name registrations and / or additional modules) are annually renewable and you will be sent an invoice 60 days prior to the expiration date of your annual service contract. If payment is not received by the due date, your service will be suspended until the payment is made. Please be aware that some types of domain cannot be renewed, once they have passed their renewal date.

All sound good? The next steps:

To accept the proposal by replying in writing with your acceptance of the proposal.

- 1) Please reply by email to the person you received the proposal from notifying them of your intention to accept the proposal.
- 2) We will send you our KYC (Know Your Customer) questionnaire to perform our required due diligence and gather necessary information to begin the project.
- 3) We will send you an invoice for the work along with an engagement letter for signing. This will set out a schedule of works.
- 4) Submit your payment of the project fees. We prefer a BACs payment rather than a cheque to avoid the need to go to the bank.

Once these steps have been completed, we will begin the project.

Terms, service level agreement (SLA) and definitions

The full terms & conditions of our service, to which you are agreeing, are available on our website here www.aubergine262.com/terms-of-trade, along with our Service Level Agreement (SLA) & definitions.

What Do Both Parties Agree To Do?

As our customer, you have the power and ability to enter into this contract on behalf of your company or organisation. You agree to provide us with everything that we'll need to complete the project – including text, images and other information – as and when we need it and in the format we ask for. You agree to

review our work, provide feedback and approval in a timely manner too.

Prices at the beginning of this document are based on the amount of work we estimate we'll need to accomplish everything that you have told us you want to achieve. If you do want to change your mind, add extra pages or templates or even add new functionality, that won't be a problem.

However, you will be charged accordingly and these additional costs will need to be agreed to before the extra work commences. This additional work will affect deadlines and they will be moved accordingly.

We'll be up front about all of this if and when it happens to make sure we're all on the same page before proceeding. We may also ask you to put requests in writing so we can keep track of changes.

If the nature or functions of the project change significantly throughout the process, we reserve the right to deem the current project cancelled. At this point you will pay us in full for all the work we have done and may commission us to complete the new project based on the new requirements. This will require a new quote and contract.

Technical Support

You may already have professional website hosting, you might even manage that hosting in-house; if that's the case, great. If you don't manage your own website hosting, or your current hosting environment does not support the solution we are providing, we can provide you with professional, business-class WordPress hosting for your website. The basic hosting package includes 2 hours free support during the time of your hosting that can be used against general support, bug-fixing or guidance you may need. All support requirements outside of the use of these 2 hours will require you to provide us with a full specification of your requirements against which we will issue a quotation for the work. Any work we provide as part of a separate contract of service falls without our standard terms of support and service.

If you require technical support services that exceed 2 hours annually, we recommend you discuss these requirements with us and a suitable support plan can be provided at additional cost.

Service level agreement (SLA)

We provide our support services in accordance with our service level agreement. The full description of what support is provided and when, along with the definition of terms, can be found here:

www.aubergine262.com/terms

Legal stuff

We can't guarantee that the functions contained in any web page templates or in a completed website will always be error-free and so we can't be liable to you or any third party for damages, including lost profits, lost savings or other incidental, consequential or special damages arising out of the operation of or inability to operate this website and any other web pages, even if you have advised us of the possibilities of such damages. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

GDPR – General Data Protection Regulation compliance

It is your responsibility to ensure that your website remains GDPR compliant. The website will be launched and conform to GDPR compliance guidance, but we cannot be responsible for any aspect once it is launched. You must maintain your own data protection review processes to ensure that any data you capture on the site conforms to current laws. If we are your website hosts, as Data Processors, we

will share with you our Privacy Statement that explains ours and your responsibilities in relation to GDPR.

Copyrights

You guarantee to us that any elements of text, graphics, photos, designs, trademarks, or other artwork that you provide us for inclusion in the website are either owned by your good selves, or that you have permission to use them.

When we receive your final payment, copyright is automatically assigned as follows:

You own the graphics and other visual elements that we create for you for this project. If you like, we'll give you a copy of all files and you should store them really safely as we are not required to keep them or provide any native source files we used to make them.

You also own text content, photographs and other data you provided, unless someone else owns them. We own the HTML markup, CSS and other code and we license it to you for use on only this project. We love to show off our work and share what we have learned with other people, so we reserve the right to display and link to your completed project as part of our portfolio and to write about the project on websites, in magazine articles and in books about web design.

But where's all the horrible small print?

Just like a parking ticket, you can't transfer this contract to anyone else without our permission. This contract stays in place and need not be renewed. If, for some reason, one part of this contract becomes invalid or unenforceable, the remaining parts of it remain in place. Although the language is simple, the intentions are serious, and this contract is a legal document under exclusive jurisdiction of the courts of the United Kingdom.

Our full terms and conditions along with the exit process can and must be read at:

_____ you have a few questions give us a call on _____ is it makes sense to talk over the finer detail in person.

Milton Keynes and London. visit our website:

I, Bedfordshire, LU7 1AE. 01525 373020. Offices: Leighton Buzzard,

This proposal is prepared in good faith and knowledge provided and is subject to our terms of business, EO&E.

QUOTE

Swanscombe & Greenhithe Town Council
UNITED KINGDOM

Date
31 Jul 2026

Expiry
14 Aug 2026

Quote Number
QU-0269

VAT Number
329858452

Perth
Scotland
PH1 1LD

Scope of Works

This project includes a comprehensive WCAG 2.2 Level AA accessibility audit of the Swanscombe & Greenhithe Town Council website and remediation of issues identified within the website's pages, templates, navigation, forms and functionality to achieve WCAG 2.2 Level AA compliance where reasonably practicable.

Inclusions

- Screen Reader testing using NVDA for Windows/Chrome
- Screen Reader testing using Voiceover for MacOS/iOS
- Screen Reader testing using Talkback for Android
- Browser Zoom testing
- Keyboard-only testing
- Color Contrast testing

Exclusions

This quotation does not include:

Accessibility testing or remediation of PDF files, Microsoft Office documents or any other downloadable documents.

Accessibility remediation of third-party websites, applications, embedded content or external services beyond our control.

Accessibility compliance for content, documents or functionality added or modified after completion of the project.

Ongoing accessibility monitoring, maintenance or future compliance testing unless separately agreed.

This quotation is based on the current website and its published content at the time of quotation. Should additional pages, functionality or significant content changes be introduced during the project, these may require a revised quotation.

Description	Quantity	Unit Price	VAT	Amount GBP
WCAG 2.2 AA Accessibility Audit	1.00	1,350.00	20%	1,350.00

Description	Quantity	Unit Price	VAT	Amount GBP
WCAG 2.2 AA Accessibility Remediation	1.00	2,900.00	20%	2,900.00
transparency page creation	1.00	125.00	20%	125.00
Subtotal				4,375.00
TOTAL VAT 20%				875.00
TOTAL GBP				5,250.00

INVOICE

Swanscombe & Greenhithe Town Council
UNITED KINGDOM

Invoice Date
1 Jul 2026

Invoice Number
INV-3728

VAT Number
329858452

Perth
Scotland
PH1 1LD

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
website updates - 1-31052026 - updated minutes, agendas and planning pages	2.00	90.00	0.00%	20%	180.00
Subtotal					180.00
TOTAL VAT 20%					36.00
TOTAL GBP					216.00

Due Date: 15 Jul 2026

Pay by BACS - Account: 16752459 Sort Code: 834700

If you would prefer to pay by debit or credit card please call us or info@swanscombe.co.uk and we can process your payment over the phone.

For any queries please contact info@swanscombe.co.uk

All goods remain property of Swanscombe & Greenhithe Town Council until invoice paid in full

Our standard terms of payment are 30 days except for hardware invoices which are 7 days (Unless otherwise stated). Invoices overdue more than 30 days will have interest added to the balance at a rate of 8% per 10 business days and we also reserve the right to suspend any services that are being provided.



[View and pay online now](#)

TAX INVOICE

Swanscombe & Greenhithe Town Council
UNITED KINGDOM

Invoice Date
26 May 2025

Invoice Number
INV-2593

VAT Number
329858452

Perth
Scotland
PH1 1LD

Description	Quantity	Unit Price	VAT	Amount GBP
Website hosting (Yearly)	1.00	450.00	20%	450.00
Domain renewal (Yearly)	1.00	60.00	20%	60.00
Plugin renewals for ecommerce booking system, frontend calendar and advanced forms (Yearly)	1.00	355.28	20%	355.28
			Subtotal	865.28
			TOTAL VAT 20%	173.06
			TOTAL GBP	1,038.34

Due Date: 9 Jun 2025

Pay by BACS - Account: 16752459 Sort Code: 834700

If you would prefer to pay by debit or credit card please call us on

and we can process your payment over the phone.

For any queries please contact

All goods remain property of

Services Ltd until invoice paid in full

co.uk

Our standard terms of payment are 30 days except for hardware invoices which are 7 days (Unless otherwise stated). Invoices overdue more than 30 days will have interest added to the balance at a rate of 8% per 10 business days and we also reserve the right to suspend any services that are being provided.



[View and pay online now](#)

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

Update

On 7 July 2026, Rise & Grind Coffee Co submitted a proposal to provide barista coffee, hot drinks, cold refreshments, cakes and light snacks from a self-contained mobile trailer at Broomfield Park.

At its meeting held on 10 September 2026, the Town Council resolved:

- a) That permission be granted to Rise & Grind Coffee Co to operate at Broomfield Park until the conclusion of the 2026/27 Kent Youth Football League season.
- b) That the standard commercial hire rate of **£201.00 per day** be applied, resulting in a total seasonal charge of **£2,613.00**.
- c) That delegated authority be granted to the Town Clerk/RFO and Assistant Town Clerk to agree suitable operating conditions and prepare and issue the necessary permit and associated documentation.
- d) That the operation of Rise & Grind Coffee Co at Broomfield Park during the 2026/27 football season be treated as a trial arrangement, and that the Council's procedures and arrangements relating to commercial trading pitches within Town Council parks be reviewed at the conclusion of the trial, taking into account the experience and information gathered during the period of operation.
- e) That Rise & Grind Coffee Co be advised of the Council's decision and invited to confirm whether it wished to proceed on the approved terms.

Following the meeting, officers communicated the Council's decision to Rise & Grind Coffee Co. The company expressed its appreciation for the opportunity and confirmed its interest in operating at Broomfield Park. However, due to existing commitments, it has advised that it is unable to guarantee attendance on every Sunday throughout the football season.

Rise & Grind Coffee Co has subsequently requested that the Council consider an alternative arrangement comprising an initial one-month trial period commencing as soon as practicable and lasting for 30 days. The company has advised that, subject to a successful trial, it would be willing to continue operating at the park for the remainder of the season based on monthly invoicing, reflecting agreed trading dates in advance of each month.

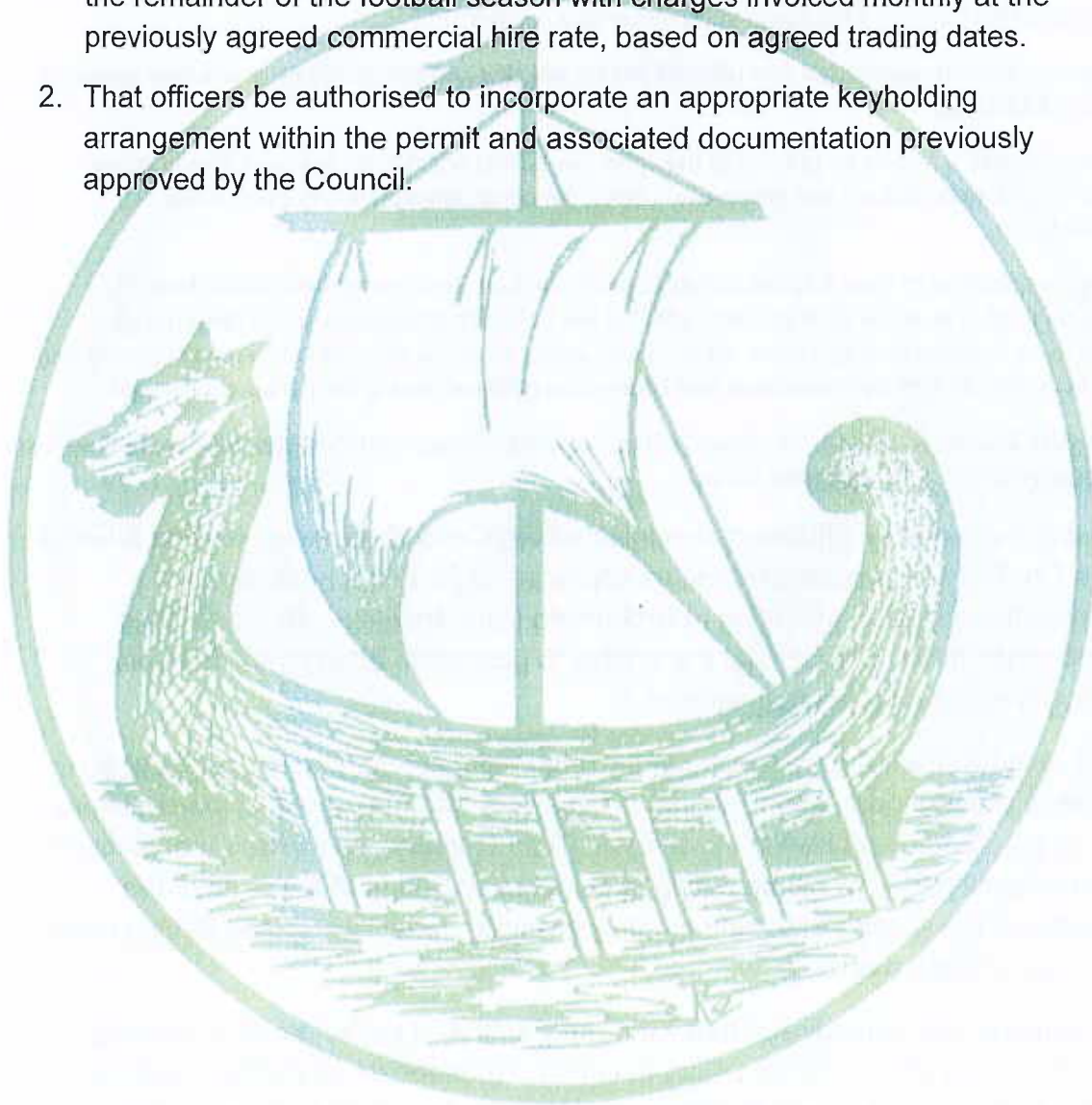
The company has also advised that it currently acts as a keyholder at its existing trading locations and would be willing to enter an appropriate keyholding agreement with the Town Council should Members consider this beneficial to the operation of the arrangement.

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

Recommendation

Members are requested to consider:

1. Whether permission should be granted for Rise & Grind Coffee Co to operate at Broomfield Park for an initial one-month trial period, anticipated to run from approximately **1 November 2026 to 30 November 2026**, and that, subject to the satisfactory completion of the trial period, the arrangement continues for the remainder of the football season with charges invoiced monthly at the previously agreed commercial hire rate, based on agreed trading dates.
2. That officers be authorised to incorporate an appropriate keyholding arrangement within the permit and associated documentation previously approved by the Council.





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

Report to: Full Council

Date: 8th October 2026

Officer: Adil Iftakhar – Interim Town Clerk & RFO

Agenda Item: 18

Decision Required? No

Subject: National Joint Council (NJC) pay scale alignment

Does the report contain information which has been identified as confidential?

☐

Yes

☒

No

If yes, please specify the reason that the report is confidential below:

N/A

1. Purpose

1.1 To consider whether the Town Council should align staff contracts and remuneration with the National Joint Council (NJC) pay scale, and to assess how any transition should be managed during a period of significant financial constraint.

2. Recommendations

2.1 That Full Council approves an in-principal commitment to align staff terms with the NJC framework, with formal contractual implementation deferred until 1 April of the next financial year (2027-28). This approach would allow the Council to recognise professional sector standards while ensuring that any increased salary and back-pay obligations are properly budgeted through the next precept demand.

3. Summary of Key Points

3.1 The Town Council has historically used a “spot salary” system. This lacks transparency, complicates recruitment and leaves the Council without a clear framework for annual pay reviews.

3.2 The Town Council faces possible budgetary deficits due to its fragile state of finances. The newly agreed 2026 national NJC settlement introduces a 3.3% pay increase which, if adopted today, requires immediate, unbudgeted retrospective backpay.

3.3 Moving to the NJC spine immediately threatens the current budget allocations. Conversely, doing nothing risks staff resignation, recruitment challenges and potential compliance issues if current pay falls below the statutory minimums.

4. Options Considered

4.1 Option 1 – Immediate Alignment and Implementation

Adopt the NJC pay scale and standard NALC contract with immediate effect, funding the 3.3% national pay increase retrospectively.

4.2 Option 2 – Deferred Realignment (Recommended)

Pass a resolution committing to the NJC framework but delay the start date to the next financial year.

4.3 Option 3 – Retain the status quo

Maintain bespoke contracts indefinitely, increasing pay only where required to comply with mandatory UK statutory legal limits.

5 Governance considerations

5.1 Risk management

5.1.1 To safeguard the council's public funds and ensure compliance with NALC guidelines, the town council must embed specific NJC pay alignment hazards directly into its statutory annual Risk Register. Financially, the primary risk stems from the structural budget volatility caused by routinely delayed national pay settlements; the Responsible Financial Officer (RFO) must mitigate this by establishing a ring-fenced Earmarked Reserve based on a conservative pay award projection to absorb retrospective back-pay liabilities without triggering an unbudgeted deficit in the mid-year precept. Operationally, the council must manage the severe compression risks driven by national updates—such as the permanent deletion of Spinal Column Point 2—which narrow the pay differentials between introductory ground staff and supervisory roles, potentially damaging staff retention.

5.2 Delegated authority and legal matters

5.2.1 The Full Council is the decision maker

5.3 Financial Implications and Budget Provisions

5.3.1 No financial implications if officer recommendation is approved.

5.4 Equality and diversity, law and order, biodiversity

5.4.1 To ensure the council's staffing strategy reflects its broader statutory obligations, the NJC pay alignment must be evaluated against the council's commitments to equality, community safety, and environmental sustainability. Under the Public Sector Equality Duty, the Personal Committee must conduct a formal Equality Impact Assessment to ensure that structural pay compression—such as the deletion of lower spinal column points—does not disproportionately affect demographic pay gaps within lower-tier roles like administration or ground maintenance.

5.5 Council policies and priorities

5.5.1 Alignment with the National Joint Council (NJC) "Green Book" framework to maintain a fair, equitable, and legally compliant pay and grading structure. The core priority is to harmonise local employment terms with national Spinal Column Points (SCPs), ensuring robust workforce attraction and retention while mitigating equal pay liabilities.

6 Recommendation

6.1 That the Full Council approves an in-principle commitment to align staff terms with the NJC framework, with formal contractual implementation deferred until 1 April of the next financial year(2027-28). This approach would allow the Council to recognise professional sector standards while ensuring that any increased salary and back-pay obligations are properly budgeted through the next precept demand.

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