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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 26 November 2026 at 6.30pm

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

Adil Iftakhar

Interim Town Clerk / Responsible Financial Officer

Dated: 20 November 2026

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

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.
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LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

A G E N D A

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive and accept apologies for absence *(Local Government Act 1972, s.85).*

2. Declarations of interest in items on the Agenda *(Localism Act 2011, s.31).*

3. Public Participation
As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

4. To approve the Minutes of the Town Council Meeting held on 5 November 2026 (p)
(Local Government Act 1972, Sch 12, Para 41(1)).

5. **TOWN MAYOR'S ANNOUNCEMENTS.**

Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the agenda (*for discussion/information only, not for decision).*

6. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p).**
(Local Government Act 1972, Sch 12, Para 41(1)):

- Planning, Major Developments, Transportation and Environment Committee – 18 November 2026.

7. TOWN COUNCILLOR RESIGNATION (p).

Councillor Richard Lees submitted a written letter of resignation on 9 November 2026, which took immediate effect.

A Notice of Casual Vacancy for the Swanscombe Parish Ward was posted / displayed, with a deadline of 26 November 2026.

Recommended: That the item be noted

8. TO ELECT A DEPUTY MAYOR FOR THE REMAINDER OF THE 2026-2027 YEAR.

9. TO RECEIVE THE DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.
To be signed and a copy of both the Civic Protocol and the Code of Conduct will be given to the Deputy Town Mayor.

10. 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 regularly verify the bank reconciliations produced by the Town Clerk / Responsible Financial Officer for all the council's accounts.

Recommended: To appoint a member of the council to undertake the verification of the bank reconciliations.

11. REVIEW OF BANK MANDATE.

Due the resignation of Councillor Richard Lees, the Bank Signatories approved at the Special Town Council Meeting 14 October 2026 need to be updated. The following updates to the councils banking arrangements are:

To retain Cllr Lorna Cross and Indigo Allred (Assistant Town Clerk) on the Banking Mandate.

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

Recommended: To consider and approve another Councillor to be added to the banking mandate.

12. VACANCIES ON COMMITTEES.

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

Personnel Committee. – **1 Vacancy**
Planning, Major Developments, Transport & Environment Committee. – **1 Vacancy**

Recommended: To fill the current vacancies as listed above.

13. BANK TRANSFERS (p).

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

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

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

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

Recommended: To approve receipts and payments for October 2026.

15. UPDATED WORKING BUDGET (p).

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

Recommended: That the live position be noted.

16. SUMMARY OF ACCOUNTS (p).

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

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

17. FINANCIAL REPORTING (p).

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

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

18. ESTIMATES FOR 2027 – 2028 DRAFT BUDGET.

Members are asked to consider whether any financial considerations need to be made ahead of the next part of the budget setting process.

The Town Council meeting on 10 December 2026 will need to consider the Draft Budget 2027 – 2028 which will then pass to be approved and endorsed by the full Council in January 2027 before setting the Precept and Tax Base for the 2027 – 2028 financial year.

Recommended: To discuss and advise accordingly.

19. LONE WORKING POLICY – UPDATE (p).

Further to minute 279/26-27, Members requested that additional provisions relating to out-of-hours lone working arrangements be developed and incorporated into the Council's policy framework. The attached proposed amendments have been drafted for inclusion within the Lone Working Policy. Three providers have been approached and quotations obtained for lone worker safety systems.

Recommended: That the amendments relating to out-of-hours working be formally adopted within the Lone Working Policy; and that Members consider the quotations obtained for out-of-hours emergency monitoring systems.

20. BT SHUT OFF – TELEPHONE LINES (p).

Openreach will be withdrawing copper-based telephone services in 2027, and the lines in the attached report may therefore be affected.

A broadband service at Church Road Hall will need replacement with a full fibre connection to maintain internet connectivity. Installation costs are estimated at approximately £185.

Recommended: That officers be authorised to cease telephone lines and broadband services that are no longer required and, subject to confirmation of operational requirements, arrange for the migration of the Church Road Hall broadband service to a full fibre connection.

21. BT SHUT OFF – LIFT CALL LINES

Further to minute 488/25-26, a second quotation has now been received from Forge Lifts Ltd for a GSM-based auto dialler system at a cost of £1,920 including VAT. This compares with the quotation from Schindler Ltd of £1,500 including VAT. Officers have also investigated the feasibility of a wired solution. However, as analogue telephone lines are being permanently withdrawn, a traditional wired option is no longer a viable solution, and officers are therefore unable to fulfil this element of the previous resolution.

Recommended: That Members note the additional quotation received and further acknowledge that, considering the national withdrawal of analogue telephone services, a traditional wired solution is no longer considered a viable option for the lift emergency communication system.

22. REPORTS OF OUTSIDE REPRESENTATIVES.

This provides an opportunity for Members appointed as representatives on outside bodies to provide a report at the Meeting.

Ingress Park (Greenhithe) Management Limited (IPGM).
Councillor Dawn Johnston is the Council's representative on IPGM. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

Whitecliffe Community Liaison Group (WCLG).
Councillor Dawn Johnston is the Town Councils representatives on the WCLG.

Borough and parish Forum (BPF).
Councillor Dawn Johnston and the Town Clerk are the Town Councils representatives on the BPF. The next BPF meeting is currently scheduled for 12 January 2027.

23. REPORT FROM KENT COUNTY COUNCILLOR.

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

24. REPORTS FROM DARTFORD BOROUGH COUNCILLORS.

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

25. CRAYLAND LANES CAR PARK – ASSET REVIEW UPDATE (p).

To receive and consider the updated asset review report for Craylands Lane Car Park and to approve the recommendations as set out below.

Recommended:

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

26. PARKS WARDEN – HOURS AND RATE OF PAY (p).

Further to Minute 287/26-27, Officers have prepared a draft Job Description for the proposed Parks Warden role, which includes details of the duties and hours required for the post, for Members' consideration.

A benchmarking report is also attached, providing a comparison of similar Parks Warden and related roles together with associated salary levels. The report has been prepared to assist Members in determining an appropriate rate of pay for the position.

Recommended: To consider the draft Job Description and benchmarking report, determine the hours and rate of pay for the Parks Warden role and, subject to approval, authorise the recruitment of two Parks Wardens.

27. RECEIPT OF DONATIONS TO THE REFURBISHMENT OF TELEPHONE KIOSK ON PIER ROAD, GREENHITHE.

Further to Minute 287/26-27, officers report that donations totalling **£1,500** have been received towards the refurbishment of the telephone kiosk on Pier Road, Greenhithe, from the following contributors:

- Mr John Hall - £500
- The Local History Group (collective donation) - £500
- Mrs Margaret Bobby - £250
- Ms Lesley Howes - £250

Officers wish to record their appreciation for the generosity shown by members of the local community in supporting this project.

Recommended: That Members note the donations received towards the refurbishment of the telephone kiosk on Pier Road, Greenhithe, and formally record the Council's thanks to the donors for their valued contributions.

28. DATE OF NEXT MEETING

The date of the next meeting to be a Town Council Meeting 10 December 2026.

Recommended: To note the date of the next meeting.

29. EXCLUSION OF THE PRESS AND PUBLIC.

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

30. COMPLIANCE REVIEW – UPDATE (p).

Further to Minute 123/26-27, the attached confidential report has been provided for Members consideration.

Recommended: To discuss and advise accordingly.

31. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) DRAFT PROPOSAL SCALE OF CHARGES 2027 FOR THE SWANSCOMBE CENTRE (p).

Further to minute 297/25-26 and in accordance with the Management Agreement (Section 28), the Head of Operations, GCLL, has advised of the proposed Scale of Charges for 2026 and has included the current charges for information.

Recommended: To consider the proposed Scale of Charges for 2027, submitted by GCLL, for The Swanscombe Centre.

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Swanscombe and Greenhithe Town Council Website:
http://www.swanscombeandgreenhithetowncouncil.gov.uk