MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 5 NOVEMBER 2026 at 6.30pm

PRESENT:
Councillor Dawn Johnston – Town Mayor
Councillor Emma Ben-Moussa
Councillor Denise Butler
Councillor Lorna Cross
Councillor Ann Duke
Councillor Lesley Howes
Councillor Hazel Stephens

ALSO PRESENT:
Adil Iftakhar – Interim Town Clerk & RFO
Indigo Allred – Assistant Town Clerk
X4 Members of the public

ABSENT:
Councillor Alan Reach

289/26-27. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Celedonia Krawczyk, 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 Claire Pearce, due to other commitments.

An apology for absence was received from Councillor Baptiste Reynaud, due to other commitments

An apology for absence was received from Councillor Elizabeth Wickham, due to illness.

An apology for absence was received from Dartford Borough Councillor Carole Gale, due to other commitments.

An apology for absence was received from Dartford Borough Councillor David Mote, due to other commitments.

RESOLVED:

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

290/26-27. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Lesley Howes declared a pecuniary interest in Agenda Item 20 due to her role as the Local History Group secretary.

Councillor Lorna Cross declared a pecuniary interest in Agenda Item due to her role as the Local History Group Treasurer.

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.

291/26-27. **TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 22 OCTOBER 2026.**

RESOLVED: That the Minutes of the Town Council meeting held on 22 October 2026 be approved as a true and accurate record and be signed.

292/26-27. **TOWN MAYOR'S ANNOUNCEMENTS.**

The Town Mayor thanked the Grounds Maintenance Team for their work on the recent Pumpkin Hunt, which was well attended and raised over £200 for the Town Mayor's Charity. Members were reminded of upcoming community events and forthcoming Remembrance Sunday services, where the Town Council will lay wreaths at Dartford, St Mary's, St Paul's and St Peter's churches, with thanks expressed to councillors assisting with the ceremonies. The Town Mayor also reminded Members that officer reports are non-political documents and encouraged councillors to raise any comments or concerns directly with officers. Thanks were given to members of the public who attend Council meetings. Members were further advised that the former kiosk has been partially opened as a community book exchange, with plans to install a notice board to create a small local history display and hold a further opening event in due course.

293/26-27. **HERITAGE PARK – POND SITE**

Members received and noted the update regarding the funding proposals for the Heritage Park, which included community engagement activity improvements to footpaths, signage, accessibility and the potential development of an audio trail.

RESOLVED: That the update be noted, and the lower maintenance redesign of the pond area be approved.

294/26-27. **REPORT FROM KENT COUNTY COUNCILLORS.**

Unfortunately, Kent County Councillor for Swanscombe and Greenhithe, Mr Thomas Mallon, was not in attendance. No report was submitted.

295/26-27. REPORT FROM DARTFORD BOROUGH COUNCILLORS

Dartford Borough Councillor Emma Ben Moussa reported that the local street sweeper was subjected to racial abuse whilst undertaking his duties. Although those responsible were identified and video evidence was provided, Kent Police have advised that no further action can be taken as the individuals' faces are not sufficiently visible.

Dartford Borough Councillor Carol Gale submitted a report in her absence regarding the Greenhithe PITT 11 development application. Following discussions with the planning officer, she has received a further document from Kent County Council relating to traffic movements and access arrangements onto London Road. The document remains confidential; however, she advised that Kent County Council has raised several queries in relation to the application. Councillor Carol Gale noted that she has been unable to identify any traffic flow analysis undertaken since the collapse of Galley Hill and therefore current assessments are largely based on observed traffic conditions. She highlighted that, prior to the closure, London Road carried approximately 28,000 to 30,000 vehicle movements per day and expressed concern that current traffic conditions differ significantly from those historic patterns. Issues identified include increased congestion on London Road and Swanscombe High Street, the diversion of traffic onto residential roads, disruption to local bus services, and impacts on local businesses. Cllr Gale also highlighted the ongoing government-funded development of the Swanscombe Peninsula as a recreational destination for residents and visitors as part of the wider Ebbsfleet Garden City programme. It was noted that this project is expected to generate additional traffic movements and that Kent County Council is aware of these future transport implications as part of its planning considerations. Finally, she noted a recent Dartford Borough Council press release providing an update on progress with the Greenhithe Superhub Medical Centre.

RESOLVED: That the verbal update from Councillor Emma Ben Moussa be noted, that the report supplied by Councillor Carol Gale be noted, and that Officers write to Kent Police to formally express the Town Council's concerns regarding the handling of the incident regarding the street sweeper.

296/26-27. LAND AT LEWIS ROAD – ASSET REVIEW.

Members considered the asset review report produced and presented by the Interim Town Clerk / RFO. Discussion took place regarding the history of the site, consultation with the current allotment holder, the Council's possessory title, and the potential implications of future disposal. Members noted that the site is well maintained and to retain the land as green space for allotment use whilst securing the Council's legal interest in the asset.

RESOLVED:

1. That the report be noted.
2. That Option 1, to apply for an upgrade from Possessory Title to Absolute Title, be approved.
3. That Option 2, to maintain the current use of the land as an allotment, be approved.

At this point in the meeting, Councillors Lesley Howes and Lorna Cross left the Council Chamber and took no part in the discussion, or decision of the following agenda item.

297/26-27. THE TOWN COUNCIL OFFICES BUILDING – ASSET REVIEW

Members considered the asset review report produced and presented by the Interim Town Clerk / RFO. Discussion took place regarding the future use of the former Cashier's Office, and the arrangements for letting the space. Members supported the proposal to let the office under a formal agreement once cleared

RESOLVED:

1. That the findings of the asset review report be noted.
2. That the letting of the former Cashier's Office space be approved.
3. That the Town Clerk/RFO be authorised to market the opportunity once the space has been cleared.
4. That the Town Clerk/RFO report back to Council as required.

298/26-27. COUNCIL OFFICES CHRISTMAS OPENING ARRANGEMENTS.

Members considered the proposed Christmas and New Year office opening arrangements, which provided for home working from 21 to 24 December 2026, office closure from 25 December 2026 to 3 January 2027 inclusive, and a return to normal office hours on 4 January 2027

RESOLVED: That the Christmas and New Year office opening arrangements for 2026/2027 be approved and that appropriate public notices and answerphone messages be put in place to advise members of the public.

299/26-27. 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.

300/26-27. PARKS WARDEN – JOB DESCRIPTION.

Further to minute 287/26-27 members considered the draft job description for the proposed Park Warden role, which encompassed responsibilities relating to park security, public safety, sports facilities, community engagement and operational support. It was agreed after much discussion that:

RESOLVED:

1. That the draft Park Warden job description be approved in principle, subject to further consideration of the proposed hours of work and salary
2. That officers arrange a meeting between Councillor Emma Ben Moussa and the Senior Groundsman to discuss the operational requirements of the role.

3. That officers liaise with Councillor Richard Lees and undertake further benchmarking of comparable roles in respect of hours of work and remuneration.
4. That a further report on the proposed hours of work and salary be submitted to the Town Council for consideration prior to the commencement of recruitment.

301/26-27. **DATE OF THE NEXT MEETING.**

RESOLVED: That the date of the next Full Council meeting, 26 November 2026, be noted.

302/26-27. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Hazel Stephens and seconded by Councillor Denise Butler.

RESOLVED: That, 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 public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

303/26-27. **LANDSCAPE SERVICES CONTRACT REVIEW – UPDATE.**

Members considered the confidential update report reviewing the Town Council's Landscape Services contact. Discussion focused on the capacity of the Grounds Maintenance Team to undertake the work in-house and the associated financial implications.

RESOLVED: That the update report be noted, and that Option 1 to terminate the Landscape Services contract, and to bring the work under direct management of the existing internal outdoor maintenance team be unanimously approved.

There being no further business to transact the Meeting closed at 8.30 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 18 NOVEMBER 2026 AT 6:30PM

PRESENT: Councillor Lorna Cross
Councillor Celedonia Krawczyk
Councillor Hazel Stephens

ALSO PRESENT: Indigo Allred – Assistant Town Clerk
1x Member of the Public

ABSENT: None

304/26-27. **TO ELECT A CHAIRPERSON FOR THE MEETING.**

As both the Chairman and Vice-Chairman were unable to attend the meeting it was duly proposed, seconded, and agreed:

Recommended: That Councillor Hazel Stephens be elected as the Chairperson for the meeting.

305/26-27. **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.

306/26-27. **APOLOGIES FOR ABSENCE.**

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

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

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

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

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

307/26-27. **SUBSTITUTES.**

There were none.

308/26-27. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

309/26-27. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

310/26-27. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 OCTOBER 2026.**

Recommended: That the Minutes of the Meeting held on 14 October 2026 were approved and signed as a true record.

311/26-27. **HIGHWAYS IMPROVEMENT PLAN (HIP) – KENT COUNTY COUNCIL (KCC) (p).**

Members considered a proposal to include additional signage within the Highways Improvement Plan. Members noted the existing signage provision and were of the view that additional signage at the opposite end of the High Street would improve wayfinding for visitors. It was noted that the proposed location was on column AHKM013.

Recommended: that additional signage for The Grove Car Park and improvements to existing signage as detailed above be included under priority 2 in the Town Council's Highways Improvement Plan.

312/26-27. **PROPOSED ALKERDEN LANE / COLYER DRIVE ROAD TRAFFIC REGULATION ORDERS, FOR THE WHITECLIFFE DEVELOPMENT, EBBSFLEET. 2026 – KENT COUNTY COUNCIL (KCC) (p).**

Members considered the proposed Traffic Regulation Orders. Concerns were raised that the introduction of additional parking restrictions may displace vehicles into surrounding roads and place further pressure on existing parking provision. Members also expressed concerns regarding the capacity for enforcement within the Borough and requested further information regarding the wider parking management proposals for the area.

Recommended: that further information be sought regarding the wider parking management arrangements associated with the development.

313/26-27. **PUBLIC NOTICE – VARIOUS ROADS, DARTFORD - KENT COUNTY COUNCIL (KCC) (p).**

Members received and considered the public notice relating to Kent County Council's (Various Roads, Dartford) (Waiting Restrictions and Street Parking Places) (Consolidation) Order 2025 (Amendment No. 8) Order 2026. Members noted that the Order had been made and came into effect on 6 November 2026.

Recommended: That the item be noted.

314/26-27. **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)*.

EDC/26/0172	Discharge of conditions 18 (Area Master Plan) and 22 (EC2 Area Design Code) pursuant to outline planning permission reference EDC/22/0168 (Ebbsfleet Central East, EC2). Ebbsfleet Central East Land Adjacent To Ebbsfleet International Railway Station, Thames Way.
OBSERVATIONS:	Members noted that the application could not be considered due to a server/network issue affecting access to the consultation documents and that the determining authority would be notified accordingly.
DA/26/01262/FUL	Conversion of rear of existing garage space to habitable room, new vertical roller security shutter to garage and amendments to rear elevation, fenestration changes. 4 Lucas Crescent, Greenhithe.
OBSERVATIONS:	No objection is raised, provided that the proposal does not result in any reduction of existing parking provision.
DA/26/01264/FUL	Conversion of existing garage/store into a home office, including replacement of the garage door with a window. Highover, Manor Road,Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/26/01229/FUL	Erection of a single storey rear extension. 16 Lewis Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

DA/26/01301/FUL	Retention of excavation and alteration of front garden levels, removal of front boundary wall and formation of a permeable block-paved driveway, together with a proposed vehicular crossover. 59 Swanscombe Street, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/26/01267/VCON	Development of a medical centre with under-croft car parking, landscaping, and other associated works (variation of condition 2 and 5 of planning permission DA/23/00145/FUL in respect of changes to the design, including to the massing of the building, and the addition of a substation on site. Variation of Condition 5, archaeology, to change it from requiring submission of details to being a compliance condition). Car Park Steele Avenue, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/26/01322/LDC	Application for a Lawful Development Certificate (Existing) for use of the property as a small House in Multiple Occupation (HMO) falling within Use Class C4 before Article 4 designation. 101 Knockhall Chase, Greenhithe.
OBSERVATIONS:	The Town Council strongly objects to this application. Members noted that the proposal relates to the same property previously considered and remain of the view that the accommodation is significantly undersized for use as a House in Multiple Occupation (HMO). Members reiterate their previous concerns regarding the inadequate floor area, including the kitchen provision, which was considered to fall below the minimum standards expected for the number of occupants proposed.

315/26-27. **The following Granted Decision Notices had been received from Dartford Borough Council / EDC for members information.**

DA/26/01055/FUL	Proposed render, windows, doors and roof tiles. 1 Alkerden Lane, Swanscombe.
DA/26/01049/TPO	Along The Boulevard And Portland Place, Greenhithe. 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.
DA/26/00501/FUL	Non-material amendment following grant of planning permission DA/26/00501/FUL in respect of reducing the depth of single storey rear extension. 41 Eglinton Road, Swanscombe.
DA/26/00482/VCON	Demolition of the existing Public House (Sui Generis) and erection of a 3-storey building to provide cafe (Use Class E) at ground floor and 7 x residential units (Use Class C3) at part ground and upper floors. As well as private and communal amenity space provision and cycle and refuse storage provision (Variation of conditions 1, 7 and 15 and removal of condition 14 of planning permission DA/25/01291/VCON to allow for revised drawings increasing the footprint of the building, revised materials, changes to brickwork detailing, wording error and alteration from oriel windows to windows with external privacy screens on the northern elevation). 60 High Street, Swanscombe.
DA/26/01091/FUL	Erection of a two-storey rear/side extension and partial conversion of existing garage. 19 Eagles Road, Greenhithe.

There being no further business to transact, the Meeting closed at 7.20 pm.

Signed: _____ Date: _____
(Chairman)

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AGENDA ITEM 7
StC 26/11/26

VACANCY

(Local Government Act 1972 Section 87 (2))

NOTICE OF CASUAL VACANCY IN THE OFFICE OF TOWN COUNCILLOR FOR THE SWANSCOMBE WARD.

Notice is hereby given that a vacancy exists in the office of Town Councillor for the Swanscombe Ward of the Swanscombe and Greenhithe Town Council.

An election to fill the vacancy will be held if within fourteen days (computed in accordance with Rule 2 of the Local Elections (Parishes and Communities) Rules 1986) after the date of this Notice, a written request for such an election has been given to the Proper Officer, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, DA1 1DR by at least TEN Electors for the Swanscombe Ward.

If an election is not requested the Town Council will fill the vacancy as soon as practicable after the expiry of the fourteen days.

Dated: 9 Nov 2026

Signed:

Interim Town Clerk/RFO

Swanscombe and Greenhithe Town Council
Council Offices, The Grove,
Swanscombe, Kent, DA10 0GA.

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AGENDA ITEM 13
stc 26/11/26

13 November 2026 (2026-2027)

Swanscombe and Greenhithe Town Council
TRANSFERS

Date	Desc	From	To	Amount
01/04/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	30,588.30
14/04/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	19,917.54
16/04/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	18,000.00
20/04/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	800.00
20/04/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	1,000.00
20/04/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	5,000.00
16/04/2026	Bank to Bank Transfer	Current Account (General F	Active Saver 2 (Earmark R	1,000.00
11/05/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	25,960.94
11/05/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	7,428.82
15/05/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	18,000.00
22/05/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	7,000.00
28/05/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	32,000.00
11/05/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Active Saver 2 (Earmark R	140,152.50
11/05/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Active Saver 2 (Earmark R	140,152.50
05/06/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	1,000.00
08/06/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	1,000.00
12/06/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	17,545.23
15/06/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	1,000.00
19/06/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	38,000.00
14/07/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	45,643.31
15/07/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	5,000.00
29/07/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	20,000.00
03/08/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	1,000.00
06/08/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	3,000.00
14/08/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	23,000.00
20/08/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	3,180.21
24/08/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	17,700.00
07/09/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	13,000.00
10/09/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	5,000.00
14/09/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	18,000.00
16/09/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	3,000.00
23/09/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	2,000.00
29/09/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	20,000.00
27/10/2026	Bank to Bank Transfer	Active Saver 2 (Earmark R	Current Account (General F	53,122.70
27/10/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	130,362.28
27/10/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	130,362.28
06/10/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	2,000.00
27/10/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	16,000.00
27/10/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	2,000.00
19/10/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Current Account (General F	10,000.00
26/08/2026	Cash to Bank Transfer	Petty Cash	Current Account (General F	168.16
07/10/2026	Cash to Bank Transfer	Petty Cash	Current Account (General F	254.18
07/10/2026	Cash to Bank Transfer	Petty Cash	Current Account (General F	214.96
26/08/2026	Cash to Bank Transfer	Petty Cash	Current Account (General F	146.63
29/10/2026	Bank to Bank Transfer	Current Account (General F	Mayoral Charity	416.45
29/10/2026	Bank to Bank Transfer	Active Saver 1 (General Re	Active Saver 3 (Deposits)	850.00
29/10/2026	Bank to Bank Transfer	Active Saver 3 (Deposits)	Current Account (General F	507.20
29/10/2026	Bank to Bank Transfer	Current Account (General F	Active Saver 3 (Deposits)	150.00
			Total.....	**1,031,624.19**

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Swanscombe and Greenhithe Town Council

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
198	Photocopier Income	01/10/2026		Current Account (Ge		Receipt - Photocopier Rental	Grenke	X	52.11		52.11
480	Rates	01/10/2026		Current Account (Ge		Payment - NNDR	DBC	X	-219.00		-219.00
480	Rates & Insurance Rent - DBC	01/10/2026		Current Account (Ge		Payment - NNDR	DBC	X	-2,393.00		-2,393.00
481	Photocopier	01/10/2026		Current Account (Ge		Payment - Photocopier Rental	CF Corporate Finance	S	-77.39	-15.48	-92.87
480	Rates	01/10/2026		Current Account (Ge		Payment - NNDR	DBC	X	-1,713.00		-1,713.00
480	Rates	01/10/2026		Current Account (Ge		Payment - NNDR	DBC	X	-108.00		-108.00
479	Rates	01/10/2026		Active Saver 1 (Gene		Payment - NNDR	DBC	Z	-652.00		-652.00
480	Rates	01/10/2026		Current Account (Ge		Payment - NNDR	DBC	X	-333.00		-333.00
159	Hire Income	02/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	All Nations Revival Evangel	Z	61.50		61.50
163	Rates & Insurance Rent - DBC	02/10/2026		Active Saver 1 (Gene		Receipt - Insurance - Leisure C	GCLL	Z	2,927.72		2,927.72
160	Hire Income	02/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	All Nations Revival Evangel	Z	61.50		61.50
161	Hire Income	02/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	All Nations Revival Evangel	Z	61.50		61.50
162	Hire Income	02/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	1st Swanwscombe Rainbov	Z	76.87		76.87
382	Telephone / Internet	02/10/2026		Current Account (Ge		Payment - Telephone Equipmer	BNP Paribas	S	-40.00	-8.00	-48.00
383	Telephone / Internet	02/10/2026		Current Account (Ge		Payment - Telephone Equipmer	BNP Paribas	S	-621.00	-124.20	-745.20
168	Hire Income	05/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	Swanscombe Muslim Assoc	Z	123.00		123.00
158	Hire Income	05/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	North Kent Karate	Z	410.32		410.32
411	Electricity	05/10/2026		Current Account (Ge		Payment - Electricity	KCC Laser	S	-1,293.69	-258.74	-1,552.43
482	Bank Interest	05/10/2026		Current Account (Ge		Payment - Bank Charges	Barclays	Z	-10.39		-10.39
413	Bowls Club Electricity	06/10/2026		Current Account (Ge		Payment - Electricity	KCC Laser	L	-34.67	-1.73	-36.40
199	Civic Budget	07/10/2026		Current Account (Ge		Receipt - Donation - Town May	Post Office Ltd	X	416.45		416.45
165	Hire Income	07/10/2026		Current Account (Ge		Receipt - Hall Hire	Cake and Computer Club	Z	153.75		153.75
166	Hire Income	07/10/2026		Current Account (Ge		Receipt - Hall Hire	Cake and Computer Club	Z	123.00		123.00
169	Hire Income	07/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	Cygnets	Z	2,423.25		2,423.25
200	Rates	07/10/2026		Current Account (Ge		Receipt - NNDR Refund	DBC	Z	3,637.67		3,637.67
477	Miscellaneous Expenditure	07/10/2026		Petty Cash		Payment - Petty Cash Adjustme	Various	X	-41.89		-41.89
190	Hire Income	08/10/2026		Active Saver 1 (Gene		Receipt - Hall Rent	Walk Tall	X	1,195.95		1,195.95
458	Stationary, Advertising & Posta	10/10/2026		Current Account (Ge		Payment - Barclaycard - Card F	Barclaycard	Z	-20.00		-20.00
170	Hire Income	12/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	Rosie's Groovy Movers	Z	467.40		467.40
457	Telephone / Internet	13/10/2026		Current Account (Ge		Payment - Phone Bill	Overline	S	-576.71	-115.34	-692.05
164	Miscellaneous Income	14/10/2026		Current Account (Ge		Receipt - membership refund	Barclaycard	Z	30.50		30.50
164	Miscellaneous Income	14/10/2026		Current Account (Ge		Receipt - membership refund	Barclaycard	Z	9.20		9.20
201	Rates	14/10/2026		Current Account (Ge		Receipt - NNDR Refund	DBC	Z	1,084.98		1,084.98
171	Hire Income	14/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	Dartford Borough Council -	Z	166.05		166.05

AGENDA ITEM 14
SHC 26/11/26

Swanscombe and Greenhithe Town Council

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
461	Fuel	14/10/2026		Current Account (Ge		Payment - Parks Fuel	Allstar	S	-209.93	-40.71	-250.64
446	Staff Training	14/10/2026		Current Account (Ge		Payment - Cilca Management T	SLCC	S	-350.00	-70.00	-420.00
192	Staff Training	15/10/2026		Active Saver 1 (Gene		Receipt - Staff Training - CILCA	Indigo Allred	X	350.00		350.00
191	Hire Income	15/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	Various	X	179.50		179.50
469	Wages	15/10/2026		Current Account (Ge		Payment - Wages	SGTC	Z	-7,459.55		-7,459.55
469	Wages	15/10/2026		Current Account (Ge		Payment - Wages	SGTC	Z	-3,397.36		-3,397.36
469	Wages	15/10/2026		Current Account (Ge		Payment - Wages	SGTC	Z	-495.73		-495.73
469	Wages	15/10/2026		Current Account (Ge		Payment - Wages	SGTC	Z	-626.73		-626.73
185	Civic Budget	19/10/2026		Mayoral Charity		Receipt - Donation - Town May	Various	X	200.00		200.00
447	Supply & Maintenance	19/10/2026		Current Account (Ge		Payment - Street Lighting Main	Streetlights	S	-805.05	-161.01	-966.06
450	Repairs	19/10/2026		Current Account (Ge		Payment - Street Lighting Repa	Streetlights	S	-125.00	-25.00	-150.00
452	Night & Day	19/10/2026		Current Account (Ge		Payment - Park security	Night & Day Security	Z	-1,796.66		-1,796.66
453	Night & Day	19/10/2026		Current Account (Ge		Payment - Park Sites	Night & Day Security	Z	-1,607.78		-1,607.78
451	Rates & Insurance Rent - DBC	19/10/2026		Current Account (Ge		Payment - Rent - Leisure Centr	DBC	Z	-1.00		-1.00
483	Football Income	19/10/2026		Current Account (Ge		Payment - Football Refund	Swanscombe Tigers	Z	-102.50		-102.50
463	Wages	19/10/2026		Current Account (Ge		Payment - Locum TC/RFO - Fe	Vivid Resourcing	S	-1,705.83	-341.17	-2,047.00
454	Wages	19/10/2026		Current Account (Ge		Payment - Locum TC/RFO - Fe	Vivid Resourcing	S	-1,794.00	-358.80	-2,152.80
460	Wages	19/10/2026		Current Account (Ge		Payment - payroll services	Azets	S	-304.77	-60.95	-365.72
468	Wages	19/10/2026		Current Account (Ge		Payment - PAYE	HMRC	Z	-3,803.58		-3,803.58
444	Photocopier	19/10/2026		Current Account (Ge		Payment - Printer Ink	Digital Automation	S	-4.00	-0.80	-4.80
445	Photocopier	19/10/2026		Current Account (Ge		Payment - Settlement of Konic	Konica Minolta	S	-90.12	-18.02	-108.14
445	Photocopier	19/10/2026		Current Account (Ge		Payment - Settlement of Konic	Konica Minolta	S	-280.55	-56.11	-336.66
445	Photocopier	19/10/2026		Current Account (Ge		Payment - Settlement of Konic	Konica Minolta	S	-112.65	-22.53	-135.18
445	Photocopier	19/10/2026		Current Account (Ge		Payment - Settlement of Konic	Konica Minolta	S	-22.53	-4.51	-27.04
445	Photocopier	19/10/2026		Current Account (Ge		Payment - Settlement of Konic	Konica Minolta	S	-1,122.60	-224.52	-1,347.12
459	Stationary, Advertising & Posta	19/10/2026		Current Account (Ge		Payment - Stationary	Amazon UK	S	-47.42	-9.49	-56.91
448	Miscellaneous Expenditure	19/10/2026		Current Account (Ge		Payment - hire of portaloo	Lav Hire	S	-100.00	-20.00	-120.00
467	Council Offices Building Mainte	19/10/2026		Current Account (Ge		Payment - Fire Alarm System	Fireout Protection Ltd	S	-280.00	-56.00	-336.00
449	Council Offices Building Mainte	19/10/2026		Current Account (Ge		Payment - CCTV Annual Mainte	Scutum South East Ltd	Z	-63.00		-63.00
456	Repairs & Maintenance	19/10/2026		Current Account (Ge		Payment - EPC - The Grove Ha	Rainbow Eco Solutions	Z	-180.00		-180.00
455	Utilities	19/10/2026		Active Saver 1 (Gene		Payment - Gas	British Gas	L	-25.23	-1.26	-26.49
193	Hire Income	20/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	Various	X	35.66		35.66
485	Wages	20/10/2026		Current Account (Ge		Payment - Pension Scheme - O	KCC - LGPS	Z	-664.25		-664.25
486	Wages	20/10/2026		Current Account (Ge		Payment - Pension Scheme - O	Digital Wealth	Z	-566.27		-566.27
484	Subscriptions / Publications	20/10/2026		Current Account (Ge		Payment - Card Machine Fee	Elavon	X	-87.20		-87.20

Swanscombe and Greenhithe Town Council

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
487	Repairs & Maintenance	21/10/2026		Current Account (Ge		Payment - Ebay Listing Fees	Ebay	Z	-1.08		-1.08
425	IT Services	22/10/2026		Current Account (Ge		Payment - IT Support & Mainte	MPR IT Solutions	S	-256.00	-51.20	-307.20
488	Water Rates	23/10/2026		Current Account (Ge		Payment - Water Rates	Business Stream	Z	-1,564.00		-1,564.00
489	Water Rates	23/10/2026		Current Account (Ge		Payment - Water Rates	Business Stream	Z	-272.34		-272.34
167	Member Training	26/10/2026		Active Saver 1 (Gene		Receipt - Member Training - Fi	Cllr Ms L M Cross	Z	60.00		60.00
194	Hire Income	26/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	Various	X	43.58		43.58
186	Civic Budget	27/10/2026		Mayoral Charity		Receipt - Donation - Town May	Various	X	40.00		40.00
196	Hire Income	27/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	2nd Swanwscombe Brownі	Z	92.25		92.25
202	Hire Income	27/10/2026		Current Account (Ge		Receipt - Hall Hire Deposit	Thrive Tutoring	Z	150.00		150.00
197	Hire Income	28/10/2026		Active Saver 1 (Gene		Receipt - Hall Hire	Various	Z	95.10		95.10
462	Electricity	28/10/2026		Current Account (Ge		Payment - Electricity	NPower	L	-185.67	-9.28	-194.95
490	Water Rates	28/10/2026		Current Account (Ge		Payment - Water Rates	Castle Water	Z	-415.61		-415.61
189	Hire Income	29/10/2026		Active Saver 3 (Depc		Receipt - Hall Hire	Thrive Tutoring	Z	507.20		507.20
203	Water Rates	29/10/2026		Current Account (Ge		Receipt - Account Fee	Castle Water	Z			
195	Football Income	29/10/2026		Current Account (Ge		Receipt - Football Pitch Hire	Swanscombe Tigers	Z	102.50		102.50
466	Gas	31/10/2026		Current Account (Ge		Payment - Gas	KCC Laser	L	-199.34	-9.97	-209.31
464	Gas & Electricity	31/10/2026		Current Account (Ge		Payment - Gas	KCC Laser	L	-51.96	-2.60	-54.56
465	Gas & Electricity	31/10/2026		Current Account (Ge		Payment - Gas	KCC Laser	L	-8.70	-0.44	-9.14
								Total	-23,981.22	-2,067.86	-26,049.08

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Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 13/11/2026)

Administration		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
230	Wages			142,750.00	218,999.63					181,574.00	143,688.86		143,688.86		
231	Furniture, Fixtures & F			750.00	25.00					100.00					
232	Photocopier			1,000.00	3,680.19		1,122.60		1,122.60	3,864.00	5,764.84		5,764.84		
233	Stationary, Advertising			1,600.00	1,775.63					1,898.00	1,147.28		1,147.28		
234	Telephone / Internet			3,700.00	8,793.39					9,569.00	6,037.72		6,037.72		
235	Mileage Allowance			200.00						100.00					
236	Insurance			14,000.00	15,028.47					15,779.00	15,633.04		15,633.04		
237	Subscriptions / Publica		231.82	5,000.00	5,837.13					5,438.00	7,428.86		7,428.86		
238	Civic Budget		1,880.74	1,500.00	2,788.17		921.45		921.45	459.00	490.00		490.00		
239	Civic Reception			1,500.00	1,525.44					1,602.00					
240	Chains of Office			250.00	39.58					263.00					
241	Legal Fees			3,000.00			20.00		20.00	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		3.00	6,000.00	-20,470.71					6,145.00	1,381.13		1,381.13		
246	Election Expenses			2,000.00											
247	Staff Training			1,500.00	422.00		350.00		350.00	500.00	998.33		998.33		
248	Member Training			1,500.00	2,625.00		144.00		144.00	500.00	1,155.00		1,155.00		
249	IT Services			4,000.00	10,385.70					8,873.00	4,035.24		4,035.24		
250	Handyman (incl. seas			500.00						500.00					
251	Council Offices Buildir		10.80	12,000.00	40,953.09					16,000.00	12,056.80		12,056.80		
252	Water Rates			2,000.00	1,905.18					2,447.00	1,384.91		1,384.91		
253	Gas			2,750.00	5,450.25					6,195.00	1,867.52		1,867.52		
254	Electricity			6,500.00	18,685.16					20,816.00	12,392.11		12,392.11		
255	Rates		1.15	17,500.00	21,449.58					18,900.00	12,742.44		12,742.44		
256	Long Term Financial R														

AGENDA ITEM 15
STC 26/11/26

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 13/11/2026)

270	Photocopier Income					52.11	52.11					
271	Miscellaneous Income	1,000.00	280.89		1,050.00	17,426.79	17,426.79		100.00		100.00	
272	Precept	440,713.00	590,622.00		680,610.00	560,610.00	560,610.00					
273	Section 136				1.00							
274	Bank Interest	3,000.00	2,266.12	518.18	2,464.00	917.05	917.05		140.37		140.37	
276	Government CTax Gra	14,435.00	14,435.00		14,435.00							
422	CIL		27,078.30			15,342.71	15,342.71					
431	CCLA Return		25,000.00									
	SUB TOTAL	**459,148.00**	**661,809.82**	**235,250.00**	**344,306.06**	**698,560.00**	**596,906.71**	**596,906.71**	**307,804.00**	**228,839.45**	**228,839.45**	

Allotments

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
210	Rents / Licences			245.00	3,300.35					257.00	217.00		217.00		
211	Repairs / Maintenance			250.00						250.00					
212	Water Supply				431.56					454.00	1,080.38		1,080.38		
213	Long Term Financial R														
218	Rent Income	5,230.00	5,512.51			5,650.00	5,629.37		5,629.37						
	SUB TOTAL	**5,230.00**	**5,512.51**	**495.00**	**3,731.91**	**5,650.00**	**5,629.37**		**5,629.37**	**961.00**	**1,297.38**		**1,297.38**		

Broomfield Sports Ground

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
90	Long Term Financial R														
95	Football Income	8,600.00	6,848.00			8,302.00	8,527.10		8,527.10		102.50		102.50		
96	Cricket Income		1,585.00			1,625.00	2,683.55		2,683.55		150.00		150.00		
97	Miscellaneous Income						150.00		150.00						

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 13/11/2026)

	SUB TOTAL	8,600.00	8,433.00		9,927.00	11,360.65		11,360.65		252.50		252.50	

Bus Shelters

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

Church Road Hall

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
280	Wages			5,800.00	5,299.14					6,037.00	4,435.83		4,435.83		
281	Repairs & Maintenanc			500.00	1,399.32					1,134.00	530.00		530.00		
282	Gas & Electricity			850.00	1,400.13					1,550.00	1,188.04		1,188.04		
283	Cleaning Materials			100.00	18.75					100.00	58.58		58.58		
284	Furniture, Fixtures & F			100.00						100.00					
285	Rates			1,172.00	590.55		1,084.98		1,084.98	945.00	648.00		648.00		
287	Miscellaneous Expenc			125.00	1,004.10					131.00	1,223.46		1,223.46		
288	Long Term Financial R														
295	Hire Income	6,500.00	12,007.06		536.50	11,000.00	8,473.35		8,473.35						
406	Telephone Broadband			100.00											
423	Water Rates				1,668.59										
	SUB TOTAL	6,500.00	12,007.06	8,747.00	11,917.08	11,000.00	9,558.33		9,558.33	9,997.00	8,083.91		8,083.91		

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 13/11/2026)

Craylands Lane Car Park

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

Grove Car Park

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
20	Rates			2,100.00	2,223.65					2,107.00	1,314.00		1,314.00		
21	Repairs & Maintenanc			500.00	190.00					200.00					
22	Long Term Financial R														
421	Income	1,000.00				1,000.00	2,965.87		2,965.87						
	SUB TOTAL	1,000.00		2,600.00	2,413.65	1,000.00	2,965.87		2,965.87	2,307.00	1,314.00		1,314.00		

Grove Hall

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
301	Repairs & Maintenanc			500.00	380.00					500.00	181.08		181.08		
302	Gas & Electricity			100.00	362.75					298.00	281.46		281.46		
305	Rates				589.18					504.00					
306	Water Rates				220.28					193.00					
308	Long Term Financial R														

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 13/11/2026)

	SUB TOTAL			600.00	1,552.21				1,495.00	462.54		462.54		

Heritage Community Hall

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
320	Wages														
321	Repairs & Maintenanc														
322	Gas & Electricity														
323	Cleaning Materials														
324	Furniture, Fixtures & F														
325	Rates														
326	Water Rates				138.25										
327	Miscellaneous Expenc														
328	Long Term Financial R														
335	Hire Income	13,796.00	14,069.20			14,365.00	7,550.70		7,550.70						
	SUB TOTAL	13,796.00	14,069.20		138.25	14,365.00	7,550.70		7,550.70						

Heritage Park

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
100	Maintenance/Rent		2,200.00	500.00			1,000.00		1,000.00	525.00					
104	Long Term Financial R														
	SUB TOTAL		2,200.00	500.00			1,000.00		1,000.00	525.00					

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 13/11/2026)

Ingress Park Community

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
407	Wages			6,000.00						3,000.00					
408	Repairs & Maintenanc			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
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
80	Rates			153.00	431.13					184.00	248.73		248.73		
81	Long Term Financial R														
85	Football	6,240.00	5,050.00			5,966.00	5,480.00		5,480.00						
	SUB TOTAL	**6,240.00**	**5,050.00**	**153.00**	**431.13**	**5,966.00**	**5,480.00**		**5,480.00**	**184.00**	**248.73**		**248.73**		

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 13/11/2026)

Leisure Centre

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
146	Rates & Insurance Re		3,709.96	32,500.00	16,829.84		7,033.03		7,033.03	38,851.00	14,363.38		14,363.38		
155	Management Fee			58,000.00	58,750.00					58,000.00	29,500.00		29,500.00		
	SUB TOTAL		3,709.96	90,500.00	75,579.84		7,033.03		7,033.03	96,851.00	43,863.38		43,863.38		

Old Fire Station Cafe

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
380	Wages			20,800.00	28,252.57					33,315.00	23,272.08		23,272.08		
381	Food/Supplies		49.90	4,000.00	10,930.05					12,317.00	1,964.56		1,964.56		
382	Furniture, Fixtures & E			500.00	2,034.02					500.00	4,419.51		4,419.51		
383	Advertising			100.00											
384	Rates			2,250.00	4,458.97		3,637.67		3,637.67	3,329.00	1,998.00		1,998.00		
385	Electricity			1,500.00	2,362.70					1,911.00	775.91		775.91		
386	Cleaning Materials			120.00						100.00	27.70		27.70		
387	DBC Maintenance Ser			1,500.00						2,087.00	3,869.42		3,869.42		
388	Telephone / Internet			500.00						525.00					
389	Maintenance		192.20	500.00	877.06					921.00					
390	Miscellaneous Expenc		184.46	500.00	501.21					526.00	1,080.00		1,080.00		
391	Long Term Financial R														
392	Rent DBC			5,600.00											
395	Cafe Income	20,500.00	23,608.03		36.66	23,079.00	2,696.68		2,696.68						
424	Water Rates		3,358.52		7,161.97		2,630.69		2,630.69	3,993.00	3,404.98		3,404.98		

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 13/11/2026)

		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	Actual	Forecast	Total	Budget	Budget
	SUB TOTAL	20,500.00	27,393.11	37,870.00	56,615.21	23,079.00	8,965.04		8,965.04	59,524.00	40,812.16		40,812.16		

Other Projects

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
121	General Projects (inc.		1,325.00	10,000.00	13,443.51		750.00		750.00		1,540.96		1,540.96		
	SUB TOTAL		1,325.00	10,000.00	13,443.51		750.00		750.00		1,540.96		1,540.96		

Parks Establishment

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
40	Wages			108,250.00	139,932.97					178,353.00	52,108.37		52,108.37		
41	Equipment/Materials		20,891.02	31,000.00	42,433.50		1,106.18		1,106.18	32,552.00	22,354.20		22,354.20		
42	New Grounds Mainter				14,387.56										
43	Fuel			2,000.00	2,738.78					2,770.00	1,480.00		1,480.00		
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	11,753.94		11,753.94		
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	56.26					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 13/11/2026)

56	Unexpected/Emergen			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			525.00	130.74	130.74					
429	Night & Day				3,305.33					23,831.08		23,831.08	
	SUB TOTAL	**500.00**	**23,091.02**	**169,575.00**	**226,874.72**	**525.00**	**1,236.92**	**1,236.92**	**251,641.00**	**116,729.68**		**116,729.68**	

Public Lighting

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Supply & Maintenance			3,150.00	1,764.39					2,223.00	1,610.10		1,610.10		
3	Christmas Lighting		609.00	4,170.00	3,891.00										
4	Repairs			500.00	1,510.00					525.00	125.00		125.00		
5	Long Term Financial R														
6	Income	1.00				1.00	630.00		630.00						
	SUB TOTAL	**1.00**	**609.00**	**7,820.00**	**7,165.39**	**1.00**	**630.00**		**630.00**	**2,748.00**	**1,735.10**		**1,735.10**		

Sports Pavilion

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
340	Utilities				969.56					993.00	179.97		179.97		
341	Water Rates				369.94					387.00	2,410.86		2,410.86		
342	Maintenance & Cleani														
343	Rates				6,169.83					5,767.00	4,563.50		4,563.50		
344	Building Insurance														
345	Miscellaneous Expenc				1,210.00					1,271.00	1,238.50		1,238.50		
346	Professional Fees				3,000.00										

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 13/11/2026)

350	Income												
425	Construction Costs		575.00										
426	Grant Income												
	SUB TOTAL		12,294.33					8,418.00	8,392.83		8,392.83		

Squash Courts

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

St Peter & St Paul's

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
110	Maintenance		650.00	2,000.00	2,215.00					3,500.00					
	SUB TOTAL		650.00	2,000.00	2,215.00					3,500.00					

Swanscombe Park

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
70	Bowls Pavilion Mainte				1,564.00					500.00	30.00		30.00		
71	Long Term Financial R														
75	Bowls Income	4,246.00	4,425.00			4,579.00	4,318.00		4,318.00						
78	Hire Charges														

Swanscombe and Greenhithe Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 13/11/2026)

427	Bowls Club Electricity				688.59					431.00	610.00		610.00		
428	Park Maintenance				1,700.00		107.35		107.35		1,133.35		1,133.35		
	SUB TOTAL	**4,246.00**	**4,425.00**		**3,952.59**	**4,579.00**	**4,425.35**		**4,425.35**	**931.00**	**1,773.35**		**1,773.35**		

Town Council Offices

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
360	Wages			8,750.00	14,978.00					8,954.00	4,386.87		4,386.87		
361	Repairs & Maintenanc			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	Miscellanous 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	21,430.66		21,430.66		150.00		150.00		
	SUB TOTAL	**47,500.00**	**46,906.85**	**9,605.00**	**17,616.28**	**51,371.00**	**21,430.66**		**21,430.66**	**9,852.00**	**10,241.38**		**10,241.38**		

Summary

TOTAL	**573,261.00**	**817,311.53**	**617,865.00**	**780,247.16**	**833,023.00**	**686,773.26**		**686,773.26**	**763,388.00**	**465,587.35**		**465,587.35**		

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Swanscombe and Greenhithe Town Council - Quarter 3
(01/10/2026 to 31/12/2026 - All Cost Centres and Codes)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Administration												
230 Wages			(N/A)	45,393.51	17,840.39	27,553.12(60%)			(N/A)	136,180.49	143,688.86	-7,508.37(-5%)
231 Furniture, Fixtures & Fittings			(N/A)	24.99		24.99(N/A)			(N/A)	75.01		75.01(N/A)
232 Photocopier			(N/A)	966.00	1,709.84	-743.84(-77%)		1,122.60	1,122.60(N/A)	2,898.00	5,764.84	-2,866.84(-98%)
233 Stationary, Advertising & Postage			(N/A)	474.51	127.42	347.09(73%)			(N/A)	1,423.49	1,147.28	276.21(19%)
234 Telephone / Internet			(N/A)	2,392.26	1,237.71	1,154.55(48%)			(N/A)	7,176.74	6,037.72	1,139.02(15%)
235 Mileage Allowance			(N/A)	24.99		24.99(N/A)			(N/A)	75.01		75.01(N/A)
236 Insurance			(N/A)	3,944.76		3,944.76(N/A)			(N/A)	11,834.24	15,633.04	-3,798.80(-32%)
237 Subscriptions / Publications			(N/A)	1,359.51	204.44	1,155.07(84%)			(N/A)	4,078.49	7,428.86	-3,350.37(-82%)
238 Civic Budget		656.45	656.45(N/A)	114.75		114.75(N/A)		921.45	921.45(N/A)	344.25	490.00	-145.75(-42%)
239 Civic Reception			(N/A)	400.50		400.50(N/A)			(N/A)	1,201.50		1,201.50(N/A)
240 Chains of Office			(N/A)	65.76		65.76(N/A)			(N/A)	197.24		197.24(N/A)
241 Legal Fees			(N/A)	787.50		787.50(N/A)		20.00	20.00(N/A)	2,362.50	20.00	2,342.50(99%)
242 External Audit Fees			(N/A)	441.00		441.00(N/A)			(N/A)	1,323.00		1,323.00(N/A)
243 Internal Audit Fees			(N/A)	92.01		92.01(N/A)			(N/A)	275.99	375.00	-99.01(-35%)
244 Local Funding			(N/A)	249.99		249.99(N/A)			(N/A)	750.01		750.01(N/A)
245 Miscellaneous Expenditure			(N/A)	1,536.24	141.89	1,394.35(90%)			(N/A)	4,608.76	1,381.13	3,227.63(70%)
246 Election Expenses			(N/A)			(N/A)			(N/A)			(N/A)
247 Staff Training		350.00	350.00(N/A)	125.01	350.00	-224.99(-179%)		350.00	350.00(N/A)	374.99	998.33	-623.34(-166%)
248 Member Training		60.00	60.00(N/A)	125.01		125.01(N/A)		144.00	144.00(N/A)	374.99	1,155.00	-780.01(-208%)
249 IT Services			(N/A)	2,218.26	1,536.00	682.26(30%)			(N/A)	6,654.74	4,291.24	2,363.50(35%)
250 Handyman (incl. seasonal park st			(N/A)	125.01		125.01(N/A)			(N/A)	374.99		374.99(N/A)
251 Council Offices Building Maintena			(N/A)	3,999.99	518.00	3,481.99(87%)			(N/A)	12,000.01	12,056.80	-56.79(-0%)
252 Water Rates			(N/A)	611.76	687.95	-76.19(-12%)			(N/A)	1,835.24	1,384.91	450.33(24%)
253 Gas			(N/A)	1,548.75	199.34	1,349.41(87%)			(N/A)	4,646.25	1,867.52	2,778.73(59%)
254 Electricity			(N/A)	5,204.01	2,843.91	2,360.10(45%)			(N/A)	15,611.99	12,392.11	3,219.88(20%)
255 Rates			(N/A)	4,725.00	1,713.00	3,012.00(63%)			(N/A)	14,175.00	12,742.44	1,432.56(10%)
256 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
270 Photocopier Income		52.11	52.11(N/A)			(N/A)		52.11	52.11(N/A)			(N/A)
271 Miscellaneous Income	262.50	39.70	-222.80(-84%)			(N/A)	787.50	17,426.79	16,639.29(2112%		100.00	-100.00(N/A)
272 Precept	170,152.50		-170,152.50(N/A)			(N/A)	510,457.50	560,610.00	50,152.50(9%)			(N/A)
273 Section 136	0.24		-0.24(N/A)			(N/A)	0.76		-0.76(N/A)			(N/A)
274 Bank Interest	615.99		-615.99(N/A)		10.39	-10.39(N/A)	1,848.01	917.05	-930.96(-50%)		140.37	-140.37(N/A)
276 Government CTax Grant	3,608.76		-3,608.76(N/A)			(N/A)	10,826.24		-10,826.24(N/A)			(N/A)
422 CIL			(N/A)			(N/A)		15,342.71	15,342.71(N/A)			(N/A)
Sub Total for Administration	**174,639.99**	**1,158.26**	**-173,481.73(-99%)**	**76,951.08**	**29,120.28**	**47,830.80(62%)**	**523,920.01**	**596,906.71**	**72,986.70(13%)**	**230,852.92**	**229,095.45**	**1,757.47(0%)**
Allotments												
210 Rents / Licences			(N/A)	64.26		64.26(N/A)			(N/A)	192.74	217.00	-24.26(-12%)
211 Repairs / Maintenance			(N/A)	62.49		62.49(N/A)			(N/A)	187.51		187.51(N/A)
212 Water Supply			(N/A)	113.49		113.49(N/A)			(N/A)	340.51	1,080.38	-739.87(-217%)

Created by Scribe

AGENDA ITEM 16
S+C 26/11/26

Swanscombe and Greenhithe Town Council - Quarter 3
(01/10/2026 to 31/12/2026 - All Cost Centres and Codes)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
213 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
218 Rent Income	1,412.49		-1,412.49(N/A)			(N/A)	4,237.51	5,629.37	1,391.86(32%)			(N/A)
Sub Total for Allotments	**1,412.49**		**-1,412.49(N/A)**	**240.24**		**240.24(N/A)**	**4,237.51**	**5,629.37**	**1,391.86(32%)**	**720.76**	**1,297.38**	**-576.62(-80%)**
Broomfield Sports Ground												
90 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
95 Football Income	2,075.49	102.50	-1,972.99(-95%)		102.50	-102.50(N/A)	6,226.51	8,527.10	2,300.59(36%)		102.50	-102.50(N/A)
96 Cricket Income	406.26		-406.26(N/A)			(N/A)	1,218.74	2,683.55	1,464.81(120%)		150.00	-150.00(N/A)
97 Miscellaneous Income			(N/A)			(N/A)		150.00	150.00(N/A)			(N/A)
Sub Total for Broomfield Sports Ground	**2,481.75**	**102.50**	**-2,379.25(-95%)**		**102.50**	**-102.50(N/A)**	**7,445.25**	**11,360.65**	**3,915.40(52%)**		**252.50**	**-252.50(N/A)**
Bus Shelters												
400 Maintenance			(N/A)	62.49		62.49(N/A)			(N/A)	187.51		187.51(N/A)
Sub Total for Bus Shelters			**(N/A)**	**62.49**		**62.49(N/A)**			**(N/A)**	**187.51**		**187.51(N/A)**
Church Road Hall												
280 Wages			(N/A)	1,509.24	495.73	1,013.51(67%)			(N/A)	4,527.76	4,435.83	91.93(2%)
281 Repairs & Maintenance			(N/A)	283.50		283.50(N/A)			(N/A)	850.50	530.00	320.50(37%)
282 Gas & Electricity			(N/A)	387.51	156.68	230.83(59%)			(N/A)	1,162.49	1,292.76	-130.27(-11%)
283 Cleaning Materials			(N/A)	24.99	4.61	20.38(81%)			(N/A)	75.01	58.58	16.43(21%)
284 Furniture, Fixtures & Fittings			(N/A)	24.99		24.99(N/A)			(N/A)	75.01		75.01(N/A)
285 Rates		1,084.98	1,084.98(N/A)	236.25	108.00	128.25(54%)		1,084.98	1,084.98(N/A)	708.75	648.00	60.75(8%)
287 Miscellaneous Expenditure			(N/A)	32.76	1,200.00	-1,167.24(-3563%			(N/A)	98.24	1,223.46	-1,125.22(-1145%
288 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
295 Hire Income	2,750.01	5,003.70	2,253.69(81%)			(N/A)	8,249.99	8,473.35	223.36(2%)			(N/A)
406 Telephone Broadband			(N/A)			(N/A)			(N/A)			(N/A)
423 Water Rates			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Church Road Hall	**2,750.01**	**6,088.68**	**3,338.67(121%)**	**2,499.24**	**1,965.02**	**534.22(21%)**	**8,249.99**	**9,558.33**	**1,308.34(15%)**	**7,497.76**	**8,188.63**	**-690.87(-9%)**
Craylands Lane Car Park												
30 Rates			(N/A)			(N/A)			(N/A)			(N/A)
31 Repairs & Maintenance			(N/A)			(N/A)			(N/A)			(N/A)
32 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
430 Income			(N/A)			(N/A)		1,850.63	1,850.63(N/A)			(N/A)
Sub Total for Craylands Lane Car Park			**(N/A)**			**(N/A)**		**1,850.63**	**1,850.63(N/A)**			**(N/A)**
Grove Car Park												
20 Rates			(N/A)	526.74	219.00	307.74(58%)			(N/A)	1,580.26	1,314.00	266.26(16%)
21 Repairs & Maintenance			(N/A)	50.01		50.01(N/A)			(N/A)	149.99		149.99(N/A)
22 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
421 Income	249.99		-249.99(N/A)			(N/A)	750.01	2,965.87	2,215.86(295%)			(N/A)
Sub Total for Grove Car Park	**249.99**		**-249.99(N/A)**	**576.75**	**219.00**	**357.75(62%)**	**750.01**	**2,965.87**	**2,215.86(295%)**	**1,730.25**	**1,314.00**	**416.25(24%)**

Swanscombe and Greenhithe Town Council - Quarter 3
(01/10/2026 to 31/12/2026 - All Cost Centres and Codes)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Grove Hall												
301 Repairs & Maintenance			(N/A)	125.01	181.08	-56.07(-44%)			(N/A)	374.99	181.08	193.91(51%)
302 Gas & Electricity			(N/A)	74.49	77.59	-3.10(-4%)			(N/A)	223.51	350.35	-126.84(-56%)
305 Rates			(N/A)	126.00		126.00(N/A)			(N/A)	378.00		378.00(N/A)
306 Water Rates			(N/A)	48.24		48.24(N/A)			(N/A)	144.76		144.76(N/A)
308 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Grove Hall			**(N/A)**	**373.74**	**258.67**	**115.07(30%)**			**(N/A)**	**1,121.26**	**531.43**	**589.83(52%)**
Heritage Community Hall												
320 Wages			(N/A)			(N/A)			(N/A)			(N/A)
321 Repairs & Maintenance			(N/A)			(N/A)			(N/A)			(N/A)
322 Gas & Electricity			(N/A)			(N/A)			(N/A)			(N/A)
323 Cleaning Materials			(N/A)			(N/A)			(N/A)			(N/A)
324 Furniture, Fixtures & Fittings			(N/A)			(N/A)			(N/A)			(N/A)
325 Rates			(N/A)			(N/A)			(N/A)			(N/A)
326 Water Rates			(N/A)			(N/A)			(N/A)			(N/A)
327 Miscellaneous Expenditure			(N/A)			(N/A)			(N/A)			(N/A)
328 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
335 Hire Income	3,591.24	1,195.95	-2,395.29(-66%)			(N/A)	10,773.76	7,550.70	-3,223.06(-29%)			(N/A)
Sub Total for Heritage Community Hall	**3,591.24**	**1,195.95**	**-2,395.29(-66%)**			**(N/A)**	**10,773.76**	**7,550.70**	**-3,223.06(-29%)**			**(N/A)**
Heritage Park												
100 Maintenance/Rent			(N/A)	131.25		131.25(N/A)		1,000.00	1,000.00(N/A)	393.75		393.75(N/A)
104 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Heritage Park			**(N/A)**	**131.25**		**131.25(N/A)**		**1,000.00**	**1,000.00(N/A)**	**393.75**		**393.75(N/A)**
Ingress Park Community Centre												
407 Wages			(N/A)	750.00		750.00(N/A)			(N/A)	2,250.00		2,250.00(N/A)
408 Repairs & Maintenance			(N/A)	62.49		62.49(N/A)			(N/A)	187.51		187.51(N/A)
409 Gas & Electricity			(N/A)	249.99		249.99(N/A)			(N/A)	750.01		750.01(N/A)
410 Cleaning Materials			(N/A)	62.49		62.49(N/A)			(N/A)	187.51		187.51(N/A)
411 Furniture & Fittings			(N/A)	62.49		62.49(N/A)			(N/A)	187.51		187.51(N/A)
412 Rates (NNDR)			(N/A)	249.99		249.99(N/A)			(N/A)	750.01		750.01(N/A)
413 Water Rates			(N/A)	75.00		75.00(N/A)			(N/A)	225.00		225.00(N/A)
414 Key Holder Security			(N/A)	75.00		75.00(N/A)			(N/A)	225.00		225.00(N/A)
415 Misc Expenditure			(N/A)	12.51		12.51(N/A)			(N/A)	37.49		37.49(N/A)
416 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
418 Hire Income	1,749.99		-1,749.99(N/A)			(N/A)	5,250.01		-5,250.01(N/A)			(N/A)
419 Commuted Sum			(N/A)			(N/A)			(N/A)			(N/A)
420 Contingency Fund			(N/A)			(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)**	**5,250.01**		**-5,250.01(N/A)**	**4,800.04**		**4,800.04(N/A)**

Swanscombe and Greenhithe Town Council - Quarter 3
(01/10/2026 to 31/12/2026 - All Cost Centres and Codes)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Knockhall Playing Field												
80 Rates			(N/A)	45.99		45.99(N/A)			(N/A)	138.01	248.73	-110.72(-80%)
81 Long Term Financial Risks			(N/A)		89.47	-89.47(N/A)			(N/A)		89.47	-89.47(N/A)
85 Football	1,491.51		-1,491.51(N/A)			(N/A)	4,474.49	5,480.00	1,005.51(22%)			(N/A)
Sub Total for Knockhall Playing Field	**1,491.51**		**-1,491.51(N/A)**	**45.99**	**89.47**	**-43.48(-94%)**	**4,474.49**	**5,480.00**	**1,005.51(22%)**	**138.01**	**338.20**	**-200.19(-145%)**
Leisure Centre												
146 Rates & Insurance Rent - DBC		2,927.72	2,927.72(N/A)	9,712.74	2,394.00	7,318.74(75%)		7,033.03	7,033.03(N/A)	29,138.26	14,363.38	14,774.88(50%)
155 Management Fee			(N/A)	14,499.99		14,499.99(N/A)			(N/A)	43,500.01	29,500.00	14,000.01(32%)
Sub Total for Leisure Centre		**2,927.72**	**2,927.72(N/A)**	**24,212.73**	**2,394.00**	**21,818.73(90%)**		**7,033.03**	**7,033.03(N/A)**	**72,638.27**	**43,863.38**	**28,774.89(39%)**
Old Fire Station Cafe												
380 Wages			(N/A)	8,328.75		8,328.75(N/A)			(N/A)	24,986.25	23,272.08	1,714.17(6%)
381 Food/Supplies			(N/A)	3,079.26		3,079.26(N/A)			(N/A)	9,237.74	1,964.56	7,273.18(78%)
382 Furniture, Fixtures & Equipment (i			(N/A)	125.01		125.01(N/A)			(N/A)	374.99	4,419.51	-4,044.52(-1078%
383 Advertising			(N/A)			(N/A)			(N/A)			(N/A)
384 Rates		3,637.67	3,637.67(N/A)	832.26	333.00	499.26(59%)		3,637.67	3,637.67(N/A)	2,496.74	1,998.00	498.74(19%)
385 Electricity			(N/A)	477.75		477.75(N/A)			(N/A)	1,433.25	775.91	657.34(45%)
386 Cleaning Materials			(N/A)	24.99		24.99(N/A)			(N/A)	75.01	27.70	47.31(63%)
387 DBC Maintenance Service Charge			(N/A)	521.76		521.76(N/A)			(N/A)	1,565.24	3,869.42	-2,304.18(-147%)
388 Telephone / Internet			(N/A)	131.25		131.25(N/A)			(N/A)	393.75		393.75(N/A)
389 Maintenance			(N/A)	230.25		230.25(N/A)			(N/A)	690.75		690.75(N/A)
390 Miscellaneous Expenditure (incl. D			(N/A)	131.49		131.49(N/A)			(N/A)	394.51	1,080.00	-685.49(-173%)
391 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
392 Rent DBC			(N/A)			(N/A)			(N/A)			(N/A)
395 Cafe Income	5,769.75		-5,769.75(N/A)			(N/A)	17,309.25	2,696.68	-14,612.57(-84%)			(N/A)
424 Water Rates			(N/A)	998.25		998.25(N/A)		2,630.69	2,630.69(N/A)	2,994.75	3,404.98	-410.23(-13%)
Sub Total for Old Fire Station Cafe	**5,769.75**	**3,637.67**	**-2,132.08(-36%)**	**14,881.02**	**333.00**	**14,548.02(97%)**	**17,309.25**	**8,965.04**	**-8,344.21(-48%)**	**44,642.98**	**40,812.16**	**3,830.82(8%)**
Other Projects												
121 General Projects (inc. Summer Er			(N/A)			(N/A)		750.00	750.00(N/A)		1,540.96	-1,540.96(N/A)
Sub Total for Other Projects			**(N/A)**			**(N/A)**		**750.00**	**750.00(N/A)**		**1,540.96**	**-1,540.96(N/A)**
Parks Establishment												
40 Wages			(N/A)	44,588.25	7,459.55	37,128.70(83%)			(N/A)	133,764.75	52,108.37	81,656.38(61%)
41 Equipment/Materials			(N/A)	8,138.01	6,589.98	1,548.03(19%)		1,106.18	1,106.18(N/A)	24,413.99	22,354.20	2,059.79(8%)
42 New Grounds Maintenance Equip			(N/A)			(N/A)			(N/A)			(N/A)
43 Fuel			(N/A)	692.49	254.93	437.56(63%)			(N/A)	2,077.51	1,480.00	597.51(28%)
44 Fencing			(N/A)	625.26		625.26(N/A)			(N/A)	1,875.74		1,875.74(N/A)
45 Telephone			(N/A)			(N/A)			(N/A)			(N/A)
46 Vehicles			(N/A)	675.24		675.24(N/A)			(N/A)	2,025.76	95.95	1,929.81(95%)
47 Water Rates			(N/A)	4,425.99	1,564.00	2,861.99(64%)			(N/A)	13,278.01	11,753.94	1,524.07(11%)

Swanscombe and Greenhithe Town Council - Quarter 3
(01/10/2026 to 31/12/2026 - All Cost Centres and Codes)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
48 Gas/Electricity			(N/A)	1,050.00	219.31	830.69(79%)			(N/A)	3,150.00	2,161.12	988.88(31%)
49 Playground Equipment & Mainten			(N/A)	1,312.50		1,312.50(N/A)			(N/A)	3,937.50	2,370.70	1,566.80(39%)
50 Staff Training			(N/A)	249.99		249.99(N/A)			(N/A)	750.01		750.01(N/A)
51 Knockhall Changing Rooms			(N/A)	52.50		52.50(N/A)			(N/A)	157.50	122.08	35.42(22%)
52 Parks Works Area			(N/A)	27.51		27.51(N/A)			(N/A)	82.49	671.55	-589.06(-714%)
53 Vandalism			(N/A)	125.01		125.01(N/A)			(N/A)	374.99		374.99(N/A)
54 Trees			(N/A)	750.00		750.00(N/A)			(N/A)	2,250.00		2,250.00(N/A)
55 New Recreational Facilities			(N/A)	0.24		0.24(N/A)			(N/A)	0.76		0.76(N/A)
56 Unexpected/Emergency Works			(N/A)	197.25		197.25(N/A)			(N/A)	591.75		591.75(N/A)
57 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
58 New Community Facility			(N/A)			(N/A)			(N/A)			(N/A)
65 Miscellaneous Income	131.25		-131.25(N/A)			(N/A)	393.75	130.74	-263.01(-66%)			(N/A)
429 Night & Day			(N/A)		6,808.88	-6,808.88(N/A)			(N/A)		23,831.08	-23,831.08(N/A)
Sub Total for Parks Establishment	**131.25**		**-131.25(N/A)**	**62,910.24**	**22,896.65**	**40,013.59(63%)**	**393.75**	**1,236.92**	**843.17(214%)**	**188,730.76**	**116,948.99**	**71,781.77(38%)**
Public Lighting												
1 Supply & Maintenance			(N/A)	555.75	805.05	-249.30(-44%)			(N/A)	1,667.25	1,610.10	57.15(3%)
3 Christmas Lighting			(N/A)			(N/A)			(N/A)			(N/A)
4 Repairs			(N/A)	131.25	125.00	6.25(4%)			(N/A)	393.75	125.00	268.75(68%)
5 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
6 Income	0.24		-0.24(N/A)			(N/A)	0.76	630.00	629.24(82794%			(N/A)
Sub Total for Public Lighting	**0.24**		**-0.24(N/A)**	**687.00**	**930.05**	**-243.05(-35%)**	**0.76**	**630.00**	**629.24(82794%**	**2,061.00**	**1,735.10**	**325.90(15%)**
Sports Pavilion												
340 Utilities			(N/A)	248.25	25.23	223.02(89%)			(N/A)	744.75	179.97	564.78(75%)
341 Water Rates			(N/A)	96.75		96.75(N/A)			(N/A)	290.25	2,410.86	-2,120.61(-730%)
342 Maintenance & Cleaning Contribu			(N/A)			(N/A)			(N/A)			(N/A)
343 Rates			(N/A)	1,441.74	652.00	789.74(54%)			(N/A)	4,325.26	4,563.50	-238.24(-5%)
344 Building Insurance			(N/A)			(N/A)			(N/A)			(N/A)
345 Miscellaneous Expenditure			(N/A)	317.76		317.76(N/A)			(N/A)	953.24	1,238.50	-285.26(-29%)
346 Professional Fees			(N/A)			(N/A)			(N/A)			(N/A)
350 Income			(N/A)			(N/A)			(N/A)			(N/A)
425 Construction Costs			(N/A)			(N/A)			(N/A)			(N/A)
426 Grant Income			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Sports Pavilion			**(N/A)**	**2,104.50**	**677.23**	**1,427.27(67%)**			**(N/A)**	**6,313.50**	**8,392.83**	**-2,079.33(-32%)**
Squash Courts												
200 Maintenance			(N/A)			(N/A)			(N/A)			(N/A)
201 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Squash Courts			**(N/A)**			**(N/A)**			**(N/A)**			**(N/A)**
St Peter & St Paul's Churchyard												
110 Maintenance			(N/A)	875.01		875.01(N/A)			(N/A)	2,624.99		2,624.99(N/A)

Swanscombe and Greenhithe Town Council - Quarter 3
(01/10/2026 to 31/12/2026 - All Cost Centres and Codes)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Sub Total for St Peter & St Paul's Churchy			(N/A)	**875.01**		**875.01**(N/A)			(N/A)	**2,624.99**		**2,624.99**(N/A)
Swanscombe Park												
70 Bowls Pavilion Maintenance			(N/A)	125.01		125.01(N/A)			(N/A)	374.99	30.00	344.99(92%)
71 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
75 Bowls Income	1,144.74		-1,144.74(N/A)			(N/A)	3,434.26	4,318.00	883.74(25%)			(N/A)
78 Hire Charges			(N/A)			(N/A)			(N/A)			(N/A)
427 Bowls Club Electricity			(N/A)	107.76	172.08	-64.32(-59%)			(N/A)	323.24	747.41	-424.17(-131%)
428 Park Maintenance			(N/A)			(N/A)		107.35	107.35(N/A)		1,133.35	-1,133.35(N/A)
Sub Total for Swanscombe Park	**1,144.74**		**-1,144.74**(N/A)	**232.77**	**172.08**	**60.69**(26%)	**3,434.26**	**4,425.35**	**991.09**(28%)	**698.23**	**1,910.76**	**-1,212.53**(-173%)
Town Council Offices Community												
360 Wages			(N/A)	2,238.51	626.73	1,611.78(72%)			(N/A)	6,715.49	4,386.87	2,328.62(34%)
361 Repairs & Maintenance			(N/A)	110.25		110.25(N/A)			(N/A)	330.75	5,602.32	-5,271.57(-1593%
362 Furniture, Fixtures & Fittings			(N/A)	26.25		26.25(N/A)			(N/A)	78.75		78.75(N/A)
363 Cleaning Materials			(N/A)	68.25		68.25(N/A)			(N/A)	204.75	102.19	102.56(50%)
364 Miscellanous Expenditure			(N/A)	19.74		19.74(N/A)			(N/A)	59.26		59.26(N/A)
365 Long Term Financial Risks			(N/A)			(N/A)			(N/A)			(N/A)
370 Hire Income	12,842.76	1,136.46	-11,706.30(-91%)			(N/A)	38,528.24	21,430.66	-17,097.58(-44%)		150.00	-150.00(N/A)
Sub Total for Town Council Offices Comm	**12,842.76**	**1,136.46**	**-11,706.30**(-91%)	**2,463.00**	**626.73**	**1,836.27**(74%)	**38,528.24**	**21,430.66**	**-17,097.58**(-44%)	**7,389.00**	**10,241.38**	**-2,852.38**(-38%)
TOTALS.....	**208,255.71**	**16,247.24**	**-192,008.47**(-92%)	**190,847.01**	**59,784.68**	**131,062.33**(68%)	**624,767.29**	**686,773.26**	**62,005.97**(229%)	**572,540.99**	**466,463.15**	**106,077.84**(-144%)
			NET Variance Quarter 3			**-60,946.14**			**NET accumulative variance to END of Quarter 3.....**			**168,083.81**

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Financial Position Statement

As at 13 November 2026

Description	£
Total Income Received	686,773.26
Total Expenditure Incurred	465,587.35
Year- to – date Surplus	221,185.91

The Council has received income of £686,773.26 and incurred expenditure of £465,587.35 as of 13 November 2026, resulting in a year-to-date surplus of £221,185.91.

The Council continues to actively manage cash flow through transfers between its Current Account (General Funds), Active Saver 1 (General Reserves), Active Saver 2 (Earmark Reserves), Active Saver 3 (Deposits), Petty Cash, and Mayoral Charity accounts, with total transfers during the financial year amounting to £1,031,624.19.

The Council's financial performance has generated a current year surplus of £221,185.91, which is down by £36,230.51 from the previous 30 September financial position statement (£257,416.42).

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 maintain 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 remains the largest hall hire pressure point. The Council anticipated £38,528.24 in accumulative hire income (Code 370) but has brought in £21,430.66, representing a 44% revenue shortfall (£17,097.58 deficit)

- **Ingress Park Community Centre:** Budgeted hire income (Code 418) stands at £5,250.01 with £0.00 received to date (100% shortfall)

- **Heritage Community Hall**: Accumulative budgeted hire income (Code 335) was £10,773.76 against an actual take of £7,550.70—a 30% shortfall (£3,223.06 deficit)

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 (Code 230) ran to £143,688.86 against an accumulative budget of £136,180.49. This has created a direct £7,508.37 overrun (5.5% over accumulative Q3 budget), driven in part by ongoing locum TC/RFO fees.

3. Uncontrolled Overhead & Building Escalations

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

- **Town Council Offices Building Maintenance:** Community Hall repairs and maintenance (Code 361) have suffered a severe budget blowout, costing £5,602.32 against an accumulative allocation of £330.75 (a £5,271.57 overrun or 1,594% overspend). General Council Offices maintenance (Code 251) has also already reached £12,056.80 against its £12,000.01 accumulative budget.

- **Unbudgeted Park Security:** The Council has incurred £23,831.08 in unbudgeted security expenditure (Code 429) with no budget allocation set aside.

- **Insurance Premium Spikes:** Accumulative insurance costs (Code 236) stand at £15,633.04 against an accumulative budget of £11,834.24, representing a 32% cost overrun (£3,798.80 excess).

- **Corporate Subscriptions & Photocopier Costs:** Central publication and regulatory subscriptions (Code 237) cost £7,428.86 against an accumulative budget of £4,078.49 (82% overspend, or £3,350.37 excess). Photocopier costs (Code 232) also rose to £5,764.84 against a £2,898.00 budget (99% overspend, or £2,866.84 excess) following settlement payments to Konica Minolta.

- **Sports Pavilion Water Rates & Fees:** Water utility charges (Code 341) surged to £2,410.86 against a budgeted allocation of £290.25 (731% overspend, or £2,120.61 excess), alongside £1,238.50 in miscellaneous/surveyor expenditure (Code 345) against a £953.24 budget.

Overall Position

As at **13 November 2026**, the Council remains in a positive cash-flow position with a year-to-date surplus of **£221,185.91**, though this surplus has narrowed by **£36,230.51** since the end of September. Whilst significant pressures remain around

central wages, unbudgeted security, utilities, and commercial facility income shortfalls, there are no immediate concerns regarding the Council's short-term liquidity; however, the underlying 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 commercial income or identify cost savings, as the Council will face tight cash-flow margins heading into the end of April 2027 based on the current run rate of income and expenditure.

Considering these 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
1st Instalment 26/27	£280,305
2nd Instalment 26/27	£280,305
Total Precept:	£680,610

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AGENDA ITEM 9
Stc 26/11/26

Swanscombe & Greenhithe Town Council

Lone Working Policy

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Swanscombe & Greenhithe Town Council

Lone Working Policy

Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

This policy and the accompanying Lone Working Risk Assessment apply to all full-time, part-time and temporary staff, but not councillors, during normal and out-of-hours work, including early mornings, evenings, nights, weekends and public holidays.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.
- Before out-of-hours lone working begins, agree the activity, location, expected start and finish times, check-in arrangements. Ensure that emergency contact details are accessible.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

- For out-of-hours work, confirm the agreed contact arrangements before starting, carry a charged mobile phone, make the agreed check-ins and confirm safe completion. Notify the manager or agreed alternative contact of any change to location, task or expected finish time.

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

For out-of-hours activities, complete the accompanying Lone Working Risk Assessment with the employee, manager, location and expected start and finish times. Record the required controls, risk ratings and any additional actions, responsible persons and target dates. The employee and manager must review and sign the assessment before the activity begins; required controls must be in place.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated loan working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

Out-of-hours work must follow the controls identified in the assessment, including sign-in/sign-out or an up-to-date diary, suitable lighting, pre-use equipment checks, appropriate protective equipment and access to a first aid kit and emergency contacts. Potentially hazardous equipment must not be used, and work in hazardous locations must not take place. Do not start or continue lone working if the agreed controls or contact arrangements cannot be maintained; withdraw to a safe place and notify the manager or agreed alternative contact.

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;

- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

For out-of-hours work, record expected contact times and the escalation procedure on the accompanying risk assessment. Agree who will act if a check-in or completion confirmation is missed, and when each escalation step will be taken. Contact emergency services if welfare concerns remain; do not delay seeking immediate emergency assistance where necessary.

Health and wellbeing

To ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

Swanscombe & Greenhithe Town Council

Lone Working Policy

Date of policy: October 2026
Approving committee: Town Council
Date of committee meeting: 22 October 2026
Policy effective from: 22 October 2026
Date for next review: May 2027

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SWANSCOMBE & GREENHITHE TOWN COUNCIL

LONE WORKING RISK ASSESSMENT

Activity/Location: _____

Employee: _____

Manager: _____

Date of Assessment: _____

Review Date: _____

Buddy: _____

Lone Working Details

Nature of Lone Working

☐ Office Worker

☐ Home Worker

☐ Grounds Maintenance

☐ Hall Opening/Closing

☐ Site Inspection

☐ Meeting Attendance

☐ Other: _____

Location(s):

Expected Start Time: _____

Expected Finish Time: _____

SWANSCOMBE & GREENHITHE TOWN COUNCIL

LONE WORKING RISK ASSESSMENT

Risk Assessment

Hazard	Potential Harm	Persons at Risk	Existing Control Measures	Risk Rating
Sudden illness or medical emergency whilst working alone	Delay in assistance, serious injury	Employee	Mobile phone carried at all times; emergency contacts available; agreed contact arrangements with manager/buddy, First Aid Kit provided, members of staff with known allergies to carry an epinephrin pen on their person, safe systems of work followed relating to weather conditions	
Slip, trip or fall	Injury with nobody immediately available to assist	Employee	Safe systems of work followed; defects reported; suitable footwear and equipment used, First Aid Kit provided, visual assessment of site prior operations, suitable lighting and weather conditions for work	
Faulty equipment	Injury or electrocution	Employee	Equipment inspected before use; faults reported immediately; defective equipment taken out of service, prestart checks and visual risk assessment prior to use of equipment	
Travelling alone	Breakdown, accident, delayed assistance	Employee	Journey details shared with manager/buddy; charged mobile phone carried; expected return times agreed	
Working in remote or isolated locations	Delayed emergency response	Employee	Buddy informed of location and expected completion time; regular check-ins maintained, no use of potentially hazardous equipment or work in hazardous	

			locations without a buddy, wearing high visibility clothing and PPE	
Verbal abuse, threats, theft, or aggression from members of the public	Stress, anxiety, physical harm	Employee	Worker withdraws from unsafe situations; incidents reported; police contacted where necessary	
Animal attack	Injury	Employee	Dynamic risk assessment undertaken; avoid approaching uncontrolled animals; leave area if unsafe	
Home working emergency	Delayed assistance	Employee	Manager aware of homeworking arrangements; emergency contact details maintained	
Failure to return or make contact as expected	Welfare concerns	Employee	Buddy system implemented; agreed escalation procedure in place	

Lone Working Controls

The following control measures are in place:

☐ Sign-in / sign-out arrangements utilised

☐ Diary or schedule kept up to date

☐ Buddy scheme in operation

☐ Mobile phone available and charged

☐ Emergency contact details available

☐ Manager aware of work location

☐ Check-in times agreed

☐ Relevant training completed

SWANSCOMBE & GREENHITHE TOWN COUNCIL

LONE WORKING RISK ASSESSMENT

☐ Risk assessment reviewed before activity

Buddy Contact Arrangements

Buddy Name: _____

Buddy Contact Number: _____

Expected Contact Times: _____

Escalation Procedure if Contact Not Made:

1. Attempt contact by telephone.
2. Attempt alternative contact methods.
3. Contact manager.
4. Contact next of kin if appropriate.
5. Contact emergency services if welfare concerns remain.

Additional Controls Required

Action Required	Responsible Person	Target Date

Employee Declaration

I have read this risk assessment and understand the control measures required when undertaking lone working activities.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Lone Worker Solutions Comparison

Summary of quotations and services provided.

Solution	Indicative Cost	Key Services / Features
4G Device	£12/device/month (12m) or £8.50/device/month (36m)	24/7 ARC monitoring, SOS alarm, roaming SIM, GPS/Wi-Fi location, audio evidence, check in/out, fall detection option, tracking, timed activity, device cover, Nexus portal
PS Pro App	£6/user/month (12m) or £4/user/month (36m)	Discreet alarm, two-way audio, BS8484 certification, check in/out, activity timer, What3Words, welfare checks, TravelSafe, RoamSafe eSIM, team broadcast
Device/App Solutions	Price to be confirmed on specific needs tailoring.	24/7 ARC monitoring, Red Alert, Man Down alert, Check-In, Ready2Talk, monitoring timer, police escalation via BS8484 accreditation, reporting portal, onboarding and training
Emergency Only App	£5/user/month	Emergency SOS sends SMS with user location to contacts, no monitoring centre
Full Featured App	£13/user/month on 3-year agreement	Emergency livestream to operations centre, Team Alert, Visit check-in/check-out tracking, Pathfinder access, monitored service

Recommendation: Council-held lone worker device

4G Device is the recommended option for further consideration, subject to confirmation that it can operate without a personal mobile phone or compatible smartphone software. A dedicated device would be kept on Town Council property when not in use and signed out to staff undertaking lone working, providing an alternative for users who do not have a mobile phone or whose phone cannot support an app-based solution. The quoted service includes 24/7 alarm receiving centre monitoring, an SOS alarm, a roaming SIM and location services.

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BT Analogue Line Review

Telephone Number	Service Type	Location	Council Understanding / Action
01322 382549	Broadband	Church Road Hall, Church Road, Swanscombe, DA10 0HF	Believed to provide the hall's internet/Wi-Fi connection. Likely needs to remain active and would require migration to Full Fibre. Current monthly cost is **£71.60**.
01322 423476	Broadband	Old Fire Station Café, DA10 0HF	No longer in use and can be terminated.
01322 385849	Single Analogue Line	New Town Hall, The Grove, DA10 0GA	Identified as a former fax line. No longer in use and can be terminated.
01322 386813	Single Analogue Line	Swanscombe Leisure Centre, Craylands Lane, DA10 0LP	Not recognised by the Council.
01322 381851	Single Analogue Line	New Council Offices, The Grove, DA10 0GA	Not recognised by the Council.
01322 381824	Single Analogue Line	Swanscombe Library, Church Road, DA10 0HF	Not recognised by the Council.

Full Fibre Options for Church Road Hall

FTTP Package	Monthly Cost
FTTP 80/20	£39.99
FTTP 115/20	£41.99
FTTP 160/30	£43.00

BT Analogue Line Review

FTTP Package	Monthly Cost
FTTP 220/30	£46.00
FTTP 330/50	£50.00
FTTP 550/75	£55.00
FTTP 1G/115	£70.00

Additional Information

Item	Details
Full Fibre availability	Church Road Hall can receive Full Fibre services.
Current broadband cost	Existing broadband at Church Road Hall costs **£71.60 per month**.
FTTP installation cost	Approximately **£185** one-off cost.
Replacement router	Router upgrade (if required) approximately **£300**.
Alarm systems	Shelley Jackson advised they cannot determine whether any alarm systems are connected to the analogue lines.
Cancellation charges	No cancellation charges if services are ceased when Openreach withdraws copper-based services.
Number porting charge	£25 charge to port a telephone number into a Callswitch account.

Asset Review – Craylands Lane Car Park

Craylands Lane Car Park - The primary parking facility on Craylands Lane is this car park which is situated next to the Swanscombe Leisure Centre. This is a free car park that provides 44 car parking spaces, 2 disabled bays and 2 EV charging points. Straightforward, wheelchair-accessible spaces and step-free entrance access for visitors heading to the gym, community facilities, or the nearby Swanscombe Heritage Park. The facility has a vehicle height restriction of 6 feet 10 inches (2.08 metres) and offers on-site electric vehicle charging infrastructure operated by Connected Kerb.

The current income generated from the EV charging points is on a profit share arrangement of 30% with KCC and the term of this agreement is till 2032. Based on the Jan 2026 – June 2026 of £659.06, if there is a similar usage for the remainder of the year the income generated could be circa. £1,318.12.



Local Car Park Comparables

Car Park & Location	Site Type	Standard Tariff	Sunday / Evening	Key Takeaway for Craylands Lane
The Grove Car Park *(Swanscombe, DA10)*	Village Centre (73 bays)	**Current:** Free up to 4 hrs; £2 over 4 hrs	**Current:** Free	Direct local benchmark; current rate runs at a net loss.
Fairfield Leisure *(Dartford, DA1)*	Town Centre Leisure Centre	**Paid / ANPR** (customers must register vehicle at reception to avoid PCNs)	Paid for non-users	Closest operational model if Craylands Lane uses ANPR to charge commuters while whitelisting gym members.
Dartford Council Car Parks *(Acacia, Overy St, Highfield Rd)*	Town Centre Off-Street	**£1** (up to 2 hrs) **£2** (up to 4 hrs) **£5.50** (over 4 hrs)	**Free** on Sundays	Standard borough-wide benchmark; even all-day town centre parking (£5.50).
Town Car Park (Eagles Rd, Greenhithe)	Village / Station Overflow (58 bays)	**£1** (up to 2 hrs) **£2** (up to 4 hrs) **£5.50** (over 4 hrs) (£69/mo season ticket)	**Free** (after 6 pm & all weekend)	Closest same-parish paid benchmark; confirms £2 (4 hrs) and £5.50 (all day) is the established local rate.
Cranford Road & Woodlands *(Dartford / Greenhithe)*	Suburban / Neighbourhood	**Free** for 1–2 hrs (Cranford Rd) or **4 hrs** (Woodlands)	**Free**	Mirrors The Grove's current model—designed purely to deter all-day commuters rather than raise revenue.
Bluewater Shopping Centre *(Greenhithe, DA9)*	Major Retail (13,000 bays)	**Free** all day	**Free**	Sits minutes away; provides massive free parking capacity for shoppers and leisure visitors.
Ebbsfleet International *(Ebbsfleet, DA10)*	High-Speed Rail Hub	**£11** (up to 4 hrs, Car Park A) **£11–£18** daily flat rate (Car Parks D & A)	£11–£18 daily	Commuter rail pricing; demonstrates why high daily tariffs (£9–£17) in Swanscombe risk attracting or penalising rail commuters.

Enforcement

The following operators have confirmed the proposed car parking management models that could be introduced:

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

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

Operator C: - We have yet to hear from DBC on the revised terms they would offer in the form of a service level agreement for enforcement of the Grove Car Park. If the terms are reasonable and favourable the Council may wish to offer the opportunity of enforcement of this car park also, however, the terms of this arrangement are currently unclear. The Council may wish for this Operator to be explored first before then going to another operator.

Recommended Tariff Structure

Stay Duration	Proposed Rate	Local Rationale
Swanscombe Leisure Centre	**Free** *(via reception tablet)*	Matches Fairfield Leisure and protects GCLL memberships and hall bookings.
Up to 2 Hours *(General Public)*	**Free** *(no return within 2 hrs)*	Covers quick park visits, school drop-offs, and short errands without penalising residents.
3 to 4 Hours	**£1.50 – £2.00**	Aligns directly with Dartford Borough Council's standard town-centre 4-hour rate (£2.00) and The Grove's current overstay fee.
Over 4 Hours (All Day)	**£5.00 – £6.00**	Matches Dartford's all-day town centre cap (£5.50)—high enough to deter Ebbsfleet commuters (£11–£18/day), yet low enough to avoid massive street-parking backlash.
Sundays & Evenings (6 pm – 8 am)	**Free**	Follows Dartford's borough-wide standard and avoids disrupting weekend community events or football/sports fixtures.

Across 44 parking spaces operating Monday to Saturday (313 charging days per year, with Sundays and evenings free), this recommended tariff would generate approximately £5,600 to £13,000 per year in gross revenue.

Recommendation:

(a) To consider and approve the introduction of the recommended parking tarriff
(b) To authorise the Town Clerk/RFO, to request Dartford Borough Council to take on enforcement of the Craylands Lane Car Park via a Parking Management Service Level Agreement, with the final negotiated terms to be brought back to Full Council for consideration.

Person specification

Essential Skills & Experience

- Communication Skills
- Practical Skills
- Problem-Solving
- Reliability & Flexibility
- Driving Licence

Desirable Skills & Qualifications

- Basic first aid qualification.
- Experience working with volunteers or community groups.
- Knowledge of local horticulture, basic plant care, or countryside conservation

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SWANSCOMBE AND GREENHITHE TOWN COUNCIL

"TAKING PRIDE IN OUR TOWN"

Report to: Full Council

Date: 26th November 2026

Officer: Adil Iftakhar – Interim Town Clerk & RFO

Agenda Item: 26

Decision Required? Yes

Subject: Benchmarking Report: Park & Parish Warden Remuneration in the UK Parish Council Sector (Dartford & Northwest Kent Focus)

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:

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1. Purpose

1.1 The purpose of this report is to establish an evidence-based pay and grading benchmark for Park and Parish Warden roles within the UK parish and town council sector, with a specific focus on the Dartford and Northwest Kent labour market for the 2026/27 financial year.

2. Recommendation

2.1 Full Council to note the report and approve an hourly rate for the park Warden role at NJC SCP 3 rate of £25,614 FTE / £13.28 per hour.

3. Summary of Key Points

3.1 Park, village, and parish wardens employed within the UK parish and town council sector typically earn between £13.28 and £16.61 per hour, equating to a Full-

Time Equivalent (FTE) base salary of £25,614 to £32,045 per annum based on a standard 37-hour working week.

3.2 In the Dartford area (including parishes such as Stone, Swanscombe & Greenhithe, Darenth, Sutton-at-Hone & Hawley, Wilmington, and Bean), total remuneration is higher due to NJC Outer Fringe London Weighting (approx. £700 – £750 per annum FTE) and local labour market competition from Dartford Borough Council and Kent County Council. For a multi-skilled parish warden in Dartford, a competitive local benchmark sits at £27,950 to £29,300 FTE (£14.50 – £15.20 per hour).

3.3 Remuneration is governed by the National Joint Council (NJC) pay agreement, as published by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC). Following the 3.3% pay award effective from 1 April 2026, entry-level warden roles have shifted upward to maintain compliance with statutory National Living Wage (NLW) thresholds, compressing the lower Spinal Column Points (SCP).

4. National Pay Scale & Grading Matrix (2026/27)

4.1 Parish and town councils align warden job descriptions with the NALC/SLCC model benchmarks (typically within the LC1 range for operational and administrative support). Below is the standard national grading structure prior to regional weighting:

Role Tier	Typical Job Titles	NJC Grade (SCP)	FTE Annual Base Salary (37 hrs)	Base Hourly Rate	Core Responsibilities
Tier 1: Entry / Operational	Park Warden, Litter Picker, Gatekeeper	SCP 3 – 5	**£25,614 – £26,427**	**£13.28 – £13.70**	Litter clearance, bin emptying, locking/unlocking park gates, visual hazard checks.
Tier 2: Skilled / Multi-Task	Parish Warden, Village Ranger, Lengthsman	SCP 6 – 12 (LC1)	**£26,847 – £29,542**	**£13.91 – £15.31**	Grounds maintenance, strimming/mowing, minor repairs, routine playground checks, public liaison.
Tier 3: Senior / Supervisory	Senior Park Warden, Grounds Supervisor	SCP 13 – 17	**£30,023 – £32,045**	**£15.56 – £16.61**	Supervising seasonal/part-time staff, operating heavy machinery, cemetery/allotment management, contractor oversight.

5. Local Public Sector Comparables (Dartford & Kent)

5.1 Parish councils in Northwest Kent compete directly with Dartford Borough Council and Kent County Council (KCC) for outdoor operational staff. Current local benchmarks include:

Employer / Comparable Role	Location	Annual Salary (FTE)	Key Scope & Differences
Dartford Parish / Town Councils *(Village Warden / Groundsperson)*	Stone, Swanscombe, Wilmington, Darenth	**£26,300 – £30,250** *(Base SCP 3–12 + Fringe)*	Park locking, litter clearance, routine playground checks, strimming, and basic facility maintenance.
Kent County Council (KCC) *(Assistant Country Park Ranger)*	Nearby Kent Country Parks (e.g., Shorne Woods / Trosley)	**£26,822**	Site maintenance, visitor guidance, habitat care, and practical grounds tasks.
Kent County Council (KCC) *(Country Park Ranger)*	Kent Country Parks	**£27,904 – £29,020** *(Pro-rata for PT)*	Power tool operation (chainsaw/brushcutter), 4x4 driving, and conservation management.
Kent County Council (KCC) *(Kent Community Warden)*	Kent Districts	**£29,167 – £30,934**	Public safety, resident welfare, anti-social behaviour (ASB) liaison, and multi-agency work.
Dartford Borough Council *(Park Ranger / Enforcement)*	Dartford Town & Borough Parks	**£28,800 – £43,200** *(Plus evening allowances)*	Higher-banded role involving 4x4 patrols, PSPO/byelaw enforcement, Fixed Penalty Notices, and managing unauthorised encampments.

5.2 Using strictly the national NJC SCP 3 rate of £25,614 FTE / £13.28 per hour, employing two revolving wardens on a one-week-on, one-week-off rota costs £13,453 per year (for 16-hour active weeks) or £17,191 per year (for 20-hour active weeks) in total employment costs.

6 Governance considerations

6.1 Risk management

6.1.1 Setting remuneration below the Dartford local benchmark carries a significant recruitment and retention risk, potentially resulting in failed recruitment rounds, reliance on costly temporary agency cover, and delays to statutory grounds maintenance and safety inspections. Conversely, placing the post on an ungraded or ad-hoc rate outside the NJC Spinal Column Points exposes the Council to equal pay challenges and future statutory National Living Wage (NLW) breaches as lower pay points continue to compress. To mitigate these risks, the role should be formally evaluated against the NALC/SLCC profile, appointed on a defined 3-point NJC scale.

6.2 Delegated authority and legal matters

6.2.1 Full Council is the final decision maker, on setting salary and hourly pay.

6.3 Financial Implications and Budget Provisions

6.3.1 The employment of park wardens demonstrates strict compliance with the Council's statutory duty to secure best value for public funds. Looking ahead to the 2027/28 financial year, replacing the contractor baseline of £40,853.28 with the fully

loaded casual warden headcount provides and efficiency and saving. The staffing costs will be drawn from the Parks Establishment wages budget.

6.4 **Equality and diversity, law and order, biodiversity**

6.4.1 Evaluating the post against objective NALC/SLCC criteria and aligning pay to the NJC spine ensures transparent, non-discriminatory remuneration in compliance with the Equality Act 2010 and the Council's Public Sector Equality Duty, while competitive benchmarking broadens applicant diversity. In fulfilling its duty under Section 17 of the Crime and Disorder Act 1998, securing a skilled, visible parish warden directly helps deter anti-social behaviour through proactive street-scene presence and joint working with Dartford Borough Council and Kent Police

7. Council policies and priorities

7.1 These employees assist in specifically maintaining safe, clean, and well-managed public open spaces and to deliver high-quality, responsive local services. By establishing a competitively benchmarked, multi-skilled warden post, the Council strengthens its operational resilience and reduces reliance on ad-hoc external contractors, ensuring best value for local taxpayers.

8 Recommendation

8.1 Full Council to note the report and approve an hourly rate for the park Warden role at NJC SCP 3 rate of £25,614 FTE / £13.28 per hour.

JOB DESCRIPTION

Title: **PARK WARDEN (PART-TIME)**

Hours of Work: 16-20 hours (one week on, one week off)

Salary: £TBC Per Hour

Reports to: Senior Groundsman

JOB OUTLINE: To provide a visible, reassuring presence on-site; ensuring park security through punctual gate management, thorough safety inspections, and robust out-of-hours reporting.

Key tasks

The job will involve the following:

1. Open all park gates, barriers, and facilities punctually in the morning, and securely lock them at dusk or designated closing times.
2. Clear the park of all vehicles, equipment, and members of the public prior to locking the gates to prevent anyone from being trapped on-site overnight.
3. Log and escalate urgent security breaches, vandalism, or immediate health and safety hazards to emergency services and council management during out-of-hours periods.
4. Act as a face of the park, answering public inquiries politely while calmly and firmly enforcing park bylaws and rules.
5. Complete shift logs, incident reports, and inspection checklists accurately to ensure all out-of-hours activity is recorded for management.

Sports Facilities and Weekend Operations

6. Support the Parks Establishment in the management and operation of the Council's sports facilities located within the Council's parks and recreation grounds.
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Key Tasks - Grounds Monitoring and Public Safety

11. Undertake visually identified litter picking and cleansing duties around Council sports facilities, open spaces and recreational facilities.

12. Remove dog fouling as identified and report persistent problem areas.

13. Remove broken glass and other hazardous materials from public areas.

14. During out of hours secure unsafe areas and equipment using appropriate signage, barriers or tape pending repair and report any issues to the Council.

15. Report maintenance issues, vandalism, anti-social behaviour and health and safety concerns promptly and accurately.

Community Safety and Out-of-Hours Presence

16. Provide a visible presence within parks and recreation grounds during evenings, weekends and public holidays to deter anti-social behaviour and promote community safety.

17. Attend community events and activities as directed to provide operational support and ensure facilities remain secure and well managed.

18. Maintain effective communication with Council officers regarding incidents, security concerns and operational matters arising during out-of-hours periods.

19. Assist with emergency responses relating to Council-owned parks and facilities when requested by senior officers.

20. Any other activities that may reasonably be required by the Town Clerk/Senior Groundman.

AGENDA ITEM 26
Special Town Council 26/11/2026

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

"TAKING PRIDE IN OUR TOWN"

Report to: Full Council

Date: 26th November 2026

Officer: Adil Iftakhar – Interim Town Clerk & RFO

Agenda Item: 26

Decision Required? Yes

Subject: Benchmarking Report: Park & Parish Warden Remuneration in the UK Parish Council Sector (Dartford & Northwest Kent Focus)

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:

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1. Purpose

1.1 The purpose of this report is to establish an evidence-based pay and grading benchmark for Park and Parish Warden roles within the UK parish and town council sector, with a specific focus on the Dartford and Northwest Kent labour market for the 2026/27 financial year.

2. Recommendation

2.1 Full Council to note the report and approve an hourly rate for the park Warden role at NJC SCP 3 rate of £25,614 FTE / £13.28 per hour.

3. Summary of Key Points

3.1 Park, village, and parish wardens employed within the UK parish and town council sector typically earn between £13.28 and £16.61 per hour, equating to a Full-

Time Equivalent (FTE) base salary of £25,614 to £32,045 per annum based on a standard 37-hour working week.

3.2 In the Dartford area (including parishes such as Stone, Swanscombe & Greenhithe, Darenth, Sutton-at-Hone & Hawley, Wilmington, and Bean), total remuneration is higher due to NJC Outer Fringe London Weighting (approx. £700 – £750 per annum FTE) and local labour market competition from Dartford Borough Council and Kent County Council. For a multi-skilled parish warden in Dartford, a competitive local benchmark sits at £27,950 to £29,300 FTE (£14.50 – £15.20 per hour).

3.3 Remuneration is governed by the National Joint Council (NJC) pay agreement, as published by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC). Following the 3.3% pay award effective from 1 April 2026, entry-level warden roles have shifted upward to maintain compliance with statutory National Living Wage (NLW) thresholds, compressing the lower Spinal Column Points (SCP).

4. National Pay Scale & Grading Matrix (2026/27)

4.1 Parish and town councils align warden job descriptions with the NALC/SLCC model benchmarks (typically within the LC1 range for operational and administrative support). Below is the standard national grading structure prior to regional weighting:

Role Tier	Typical Job Titles	NJC Grade (SCP)	FTE Annual Base Salary (37 hrs)	Base Hourly Rate	Core Responsibilities
Tier 1: Entry / Operational	Park Warden, Litter Picker, Gatekeeper	SCP 3 – 5	**£25,614 – £26,427**	**£13.28 – £13.70**	Litter clearance, bin emptying, locking/unlocking park gates, visual hazard checks.
Tier 2: Skilled / Multi-Task	Parish Warden, Village Ranger, Lengthsman	SCP 6 – 12 (LC1)	**£26,847 – £29,542**	**£13.91 – £15.31**	Grounds maintenance, strimming/mowing, minor repairs, routine playground checks, public liaison.
Tier 3: Senior / Supervisory	Senior Park Warden, Grounds Supervisor	SCP 13 – 17	**£30,023 – £32,045**	**£15.56 – £16.61**	Supervising seasonal/part-time staff, operating heavy machinery, cemetery/allotment management, contractor oversight.

5. Local Public Sector Comparables (Dartford & Kent)

5.1 Parish councils in Northwest Kent compete directly with Dartford Borough Council and Kent County Council (KCC) for outdoor operational staff. Current local benchmarks include:

Employer / Comparable Role	Location	Annual Salary (FTE)	Key Scope & Differences
Dartford Parish / Town Councils *(Village Warden / Groundsperson)*	Stone, Swanscombe, Wilmington, Darenth	**£26,300 – £30,250** *(Base SCP 3–12 + Fringe)*	Park locking, litter clearance, routine playground checks, strimming, and basic facility maintenance.
Kent County Council (KCC) *(Assistant Country Park Ranger)*	Nearby Kent Country Parks (e.g., Shorne Woods / Trosley)	**£26,822**	Site maintenance, visitor guidance, habitat care, and practical grounds tasks.
Kent County Council (KCC) *(Country Park Ranger)*	Kent Country Parks	**£27,904 – £29,020** *(Pro-rata for PT)*	Power tool operation (chainsaw/brushcutter), 4x4 driving, and conservation management.
Kent County Council (KCC) *(Kent Community Warden)*	Kent Districts	**£29,167 – £30,934**	Public safety, resident welfare, anti-social behaviour (ASB) liaison, and multi-agency work.
Dartford Borough Council *(Park Ranger / Enforcement)*	Dartford Town & Borough Parks	**£28,800 – £43,200** *(Plus evening allowances)*	Higher-banded role involving 4x4 patrols, PSPO/byelaw enforcement, Fixed Penalty Notices, and managing unauthorised encampments.

5.2 Using strictly the national NJC SCP 3 rate of £25,614 FTE / £13.28 per hour, employing two revolving wardens on a one-week-on, one-week-off rota costs £13,453 per year (for 16-hour active weeks) or £17,191 per year (for 20-hour active weeks) in total employment costs.

6 Governance considerations

6.1 Risk management

6.1.1 Setting remuneration below the Dartford local benchmark carries a significant recruitment and retention risk, potentially resulting in failed recruitment rounds, reliance on costly temporary agency cover, and delays to statutory grounds maintenance and safety inspections. Conversely, placing the post on an ungraded or ad-hoc rate outside the NJC Spinal Column Points exposes the Council to equal pay challenges and future statutory National Living Wage (NLW) breaches as lower pay points continue to compress. To mitigate these risks, the role should be formally evaluated against the NALC/SLCC profile, appointed on a defined 3-point NJC scale.

6.2 Delegated authority and legal matters

6.2.1 Full Council is the final decision maker, on setting salary and hourly pay.

6.3 Financial Implications and Budget Provisions

6.3.1 The employment of park wardens demonstrates strict compliance with the Council's statutory duty to secure best value for public funds. Looking ahead to the 2027/28 financial year, replacing the contractor baseline of £40,853.28 with the fully

loaded casual warden headcount provides and efficiency and saving. The staffing costs will be drawn from the Parks Establishment wages budget.

6.4 **Equality and diversity, law and order, biodiversity**

6.4.1 Evaluating the post against objective NALC/SLCC criteria and aligning pay to the NJC spine ensures transparent, non-discriminatory remuneration in compliance with the Equality Act 2010 and the Council's Public Sector Equality Duty, while competitive benchmarking broadens applicant diversity. In fulfilling its duty under Section 17 of the Crime and Disorder Act 1998, securing a skilled, visible parish warden directly helps deter anti-social behaviour through proactive street-scene presence and joint working with Dartford Borough Council and Kent Police

7. Council policies and priorities

7.1 These employees assist in specifically maintaining safe, clean, and well-managed public open spaces and to deliver high-quality, responsive local services. By establishing a competitively benchmarked, multi-skilled warden post, the Council strengthens its operational resilience and reduces reliance on ad-hoc external contractors, ensuring best value for local taxpayers.

8 Recommendation

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