

Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 19th February 2025

Present:

Members	Present	Apologies	Reason
Chair: Cllr M Horwood	✓		
Deputy Chair: Cllr P Brown	✓		
Cllr C Barnes		✓	Personal Circumstances
Cllr G Darrington	✓		
Cllr P Darrington		✓	Sickness
Cllr J Knight	✓		
Cllr C Prestedge	✓		
Cllr L Taylor		✓	Work Commitments
Cllr E Uttley		✓	Work Commitments

Officers: Chief Executive Officer (CEO) – Ryan Hayman
Senior Executive Assistant – Adele Farrier
Responsible Finance Officer (RFO) – Stephen Innes

Also Present: Cllr R Wood

Public: NONE PRESENT

MEETING COMMENCED: 19:01

12404 APOLOGIES FOR ABSENCE

Cllr C Barnes, Cllr P Darrington, Cllr L Taylor, Cllr E Uttley

12405 DECLARATIONS OF INTEREST NONE

12406 MINUTES OF PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 22nd January 2025.

APPROVED AND SIGNED

12407 TO RECEIVE THE MONTHLY FINANCES

Civic Centre

4120 – Room Hire - £2,662.50 paid by Supajam for hire of chamber

4600 – Outdoor Event Income - £416.67 from Film Crew for the use of Rugby changing room as location.

7804 – Materials - £233.88 for line marking, which should be allocated against and not Civic. RFO to make amendment to accounts.

7702 – Equipment Leasing – RFO to consider ways of simplifying spreadsheets and making large expenditure items clearer.

Alexandra Suite

6201 – Advertising, Social Media & Marketing – For the renewal of the mail merge mechanism contract. The annual subscription will be split between the Alexandra Suite and Swanley Park.

Swanley Park

6201 – Advertising, Social Media & Marketing, as above it is the joint cost with the Alexandra Suite for mail merge contract renewal.

Housing Stock

7800 – Repairs & Maintenance - £143.63 for a new heating thermostat

4042 – Rent – Property #3 – It was confirmed rental income is now up to date. RFO suggested a separate statement to see all expenditure for this property for both previous and new tenants.

Estates

5028 – Service Recharge – Trolleys Collection will show with invoices in February.

Aged Creditors/Debtors

Final attempt to contact Elim Church with regards to monies owed before end of year.

RESOLVED – accepted reports A/B/C/D/E/F/G/H/I/J

Date of next meeting – Wednesday 19th March 2025

MEETING CLOSED AT: 19:29

SIGNED:

19/03/2025

**Cllr M Horwood
Chair of Policy and Finance**