

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 21st May 2025

Present:

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

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

Also Present: Cllr S Durden, Cllr J Ferrari

Public: NONE PRESENT

MEETING COMMENCED: 19:02

12416 APOLOGIES FOR ABSENCE

Cllr P Brown

12417 DECLARATIONS OF INTEREST

NONE

12418 MINUTES OF PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 23rd April 2025.

APPROVED AND SIGNED

12419 TO RECEIVE THE MONTHLY FINANCES

Civic Centre

4021- Rent – Parisse Care – The difference in the amount of income this month of £676 instead of £683.98 is due to the calculation of business rates.

4084 – Minibus – Current income covers insurance, and we break even, RH advised we are aiming for profit of £2,000 per annum. The minibus is £40,000 assets to Town Council.

7102 – Water Rates have increased due to the estimation from our bills. We have previously had a broken meter which has now been fixed and bills are estimated, 7600 – Legal Fees - £2,816 for Freedom of Information (FOI) request relating to Pedham Place and Petham Farm which we needed to seek legal advice in regard to our response. 7702 – Equipment Leasing – For the leasing of phones, photocopiers and CCTV. It was advised by RFO that the current CCTV agreement will expire this year and we can either renew, purchase the equipment or take on a new agreement. 7803 – Premises Expenses - £5,110.89 for the beacon at Swanley Park, to keep Swanley the same as other town councils such as Sevenoaks and Edenbridge when we have requests from the King for ceremonial purposes, we now have a beacon to light. 8204 – Insurance £28,192.54 has increased and exceeded budget of £27,400 due to the increase in premium for General Insurance, this also covers Twinning and Swanley Wildlife Insurance.

Alexandra Suite

4125 – Venue Event Income – There is no income due to no events being held at the Alexandra Suite in April.
5001 – Bar Purchases - Drink procurement has increased, which is the cause in the rise in bar purchases

Swanley Park

It was noted that Swanley Park's income to date is £15,000.

4710 – Car Parking – Concerns were raised about the Car Park income as they are trialling the 2-hour free parking to increase the footfall at the park. However, this month £5,086.17 which is an increase on last year at same period and RFO advised income for May currently £18,000.

7001 – Pension - £1,669.27 was increased this month due to statutory maternity pay for employee currently on maternity leave.

7843 - Rowing Parts £721.60 for required maintenance to the boats before the start of the season.

8209 – Refreshments £167.70 is a recharge for Soft Play parties and the lighting of the beacon event for Twinning.

4708 – Bouncy Castle £4,408.33 income has increased due to the good weather.

5046 – Outdoor Event - £453.46 income from the Easter Egg Hunt, Inflatables and Meet the Mascot events over the Easter holidays. Due to the success of the event the inflatables have booked for next year and to do a Dinosaur event in October.

Payments Out

Wick Steed Playground payment £6,414.58 for new playground equipment and repairs at Swanley Park from invoice received in March.

CWR Plant Hire payment £12,000 for maintenance to the pathway around the splash pool at Swanley Park.

Aged Creditors/Debtors

RFO updated on debtors that Supajam had paid on 16/05/2025 and payments had been received today from Sevenoaks District Council.

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

Date of next meeting – Wednesday 18th June 2025

MEETING CLOSED AT: 19:33

SIGNED:

18/06/2025

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