

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 18th June 2025

Present:

Members	Present	Apologies	Reason
Chair: Cllr M Horwood	✓		
Deputy Chair: Cllr P Brown	✓		
Cllr G Darrington	✓		
Cllr P Darrington	✓		
Cllr J Ferrari	✓		
Cllr C Prestedge		✓	Holiday
Cllr L Taylor		✓	Work Commitments
Cllr E Uttley	✓		
Cllr R Wood	✓		

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

Also Present:

Public: NONE PRESENT

MEETING COMMENCED: 19:22

12420 APOLOGIES FOR ABSENCE

Cllr C Prestedge, Cllr L Taylor

12421 DECLARATIONS OF INTEREST

NONE

12422 MINUTES OF PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 21st May 2025.

APPROVED AND SIGNED

12423 TO RECEIVE THE MONTHLY FINANCES

Civic Centre

4605 & 4612 – Court Hire: Netball & Court Hire: Tennis – Income this month as the resurfacing completed and the courts are now in use.

5040 – Sport Court Expenditure - £798 – is for the court resurfacing

7201 – Gas £4,904.37 – Has gone up due to rate increase on new contract

7301 – Vehicle Repairs & Servicing (Minibus) - £281.01 – For the minibus MOT and repairs required undertaken at Go Coach. RFO to provide a copy of MOT report for breakdown of costs.

Alexandra Suite

7201- Gas - £2,139.55 has gone up due to increased rate on new contract. We previously had a fixed low rate and our RFO monitors the contracts to ensure the most competitive rate.

4125 – Venue Income - £882.72 – Income low as it is a quiet time of the year for bookings.

Olympic

7200/7201 – Gas – As above has gone up de to rate increase.

7580 – MGD – Machine Games Duty for the fruit machine, usually paid quarterly but this is an update payment from several months

4116 – Entertainment Income – Is the income from the pool table and fruit machines

Swanley Park

4006 – Rent Café in the Park – on a 5-year fixed lease.

4010 – Rent – Ice Cream Van – They are invoiced three times a year.

4014 – Rent Awe & Wonder – They pay us weekly and some months it is for 4 weeks and some months 5 weeks. Therefore, the amounts can differ.

4008 – Rent Swanley New Barn Railway – has increased year on year due to RPI.

5020 – Equipment/ Machinery – The expenditure is for the purchase of gazebos, digital radios.

4716 – Splash Pool – The income is booming this month £9,441.68 due to the weather.

4710 – Car Parking – It was commented on the healthy income from car parks this month of £26,497.24. It was noted that the new free parking for two hours was clearly working well.

Estates

4209 – Trolleys – Continues to be a strong income stream, with £9,580 for May. With Aldi invoiced for 52 trolleys and Asda for 125.

4052 – Dog Bin Emptying - £390 for Swanley Village for emptying their bins on private land.

Bank Reconciliation

Note the income from CCLA shown as £367,335.45 and it should be as on statement from CCLA £367,336.45. RFO to amend discrepancy.

Payments Out

Cost for postage of reports was discussed, along with delays when sent and a suggestion that it be trialled that financial reports would be collected by councillors.

Aged Creditors/Debtors

Creditors - Roller Networks Limited – 34p – Small residual balance remaining which has not been collected and has since been written back.

Debtors – Miller & Cotton paid £3,600

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

Date of next meeting – Wednesday 30th July 2025

MEETING CLOSED AT: 19:59

SIGNED:

30/07/2025

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