

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 30th July 2025

Present:

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

Officers: Chief Executive Officer (CEO) – Ryan Hayman
Senior Executive Assistant – Adele Farrier
Responsible Finance Officer (RFO) – Stephen Innes
Parks & Open Spaces Manager – George Brooker

Also Present: Cllr J Ettridge, Cllr S Durden

Public: NONE PRESENT

MEETING COMMENCED: 19:00

12424 APOLOGIES FOR ABSENCE

Cllr J Ferrari, Cllr L Taylor and Cllr E Uttley

12425 DECLARATIONS OF INTEREST NONE

12426 MINUTES OF PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 18th June 2025.

APPROVED AND SIGNED

12427 TO RECEIVE THE MONTHLY FINANCES

Civic Centre

4084 Minibus – Has only made £150 in the last three months, but there are payments for additional bookings still to come in. It has been promoted to local schools, clubs and continues to be promoted on social media and in the Town Crier magazine.

4605 Court Hire – Netball – Bookings have now started since reopening in June.

4612 Court Hire - Tennis – Bookings have started since reopening in June, but it has been a slow start.

4800 Town Crier Advertising Revenue – The revenue generated from advertising will be updated after August.

4120 Room Hire – The income from room hire has dropped as SupaJam are no longer using our rooms. It may increase from September to December as they have provisionally booked out the Chamber in case their new facility not ready.

4900 Investment Income – Has decreased due to drop in the interest rate and this will need to be considered for budgeting next year.

Alexandra Suite

5021 Equipment/ Machinery Repairs - £331.60 for the initial call out charge and repairs to the glass washer.

Olympic

5011 Licences £511.04 – Includes the renewal of the premises and movie licences for the Olympic.

Swanley Park

4703 Leisure Pedalos income for June £11,833.51, increase on same time last year and continuing to perform well.

4727 Soft Play figures are down for June at £2,492.90 and it has been underperforming. A recent 20,000 leaflet drop in Orpington and Bexley areas with a 20% party discount to potentially generate new bookings.

Housing Stock

Noted all rental income been received to date for all five properties.

7602 Health & Safety £250 for the EICR (Electrical Installation Condition Report) for Property #2.

Estates

8203 Uniforms – The expenditure to date has been for the Ground Teams clothing and PPE, specifically for their recent Traffic Management training course which required long sleeve Hi-Viz tops to be worn.

Payments Out

12/06/2025 payment made to Centre Stage solutions £767.15 is for temporary fencing/ barrier around the playpark whilst repairs undertaken.

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

Date of next meeting – Wednesday 22nd October 2025

MEETING CLOSED AT: 19:30

SIGNED:

22/10/2025

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