

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 22nd October 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	✓		
Cllr L Taylor	✓		
Cllr E Uttley	✓		
Cllr R Wood	✓		

Officers: Chief Executive Officer (CEO) – Ryan Hayman
Senior Executive Assistant – Adele Farrier
Senior Executive Assistant – Megan Campbell
Executive Assistant – Marisa Levy
Responsible Finance Officer (RFO) – Stephen Innes
Parks & Open Spaces Manager – George Brooker
Venues Manager – Kerina Hunt
Swanley Link Manager – Claire Cormack

Also Present: Cllr S Durden

Public: NONE PRESENT

MEETING COMMENCED: 19:23

12428 APOLOGIES FOR ABSENCE
NONE

12429 DECLARATIONS OF INTEREST
NONE

12430 MINUTES OF PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 24th September 2025.
APPROVED AND SIGNED

12431 TO RECEIVE THE MONTHLY FINANCES

Civic Centre

4084 Minibus - £112.50 shown in red was a refund made on a booking that was cancelled due to broken tailgate on the vehicle.

5036 Swanley in Bloom - £92 in September was for the tickets to the South & Southeast in Bloom (SSEIB) awards ceremony at RHS Wisley.

7301 Vehicle Repairs & Servicing (Minibus) - £321 AND £36.01 for the service and repairs to the minibus tailgate, as note above.

8203 Training Costs – £649 For necessary EVAC training for staff at civic centre and Swanley Link.

8213 Rugby - £4,563 towards the electrical connection for the rugby changing rooms.

4612 Court Hire: Tennis – It was noted that income has been down due to courts been action of action whilst being resurfaced.

6201 Advertising, Social Media and Marketing – For the design and production of advertising banners for our Civic events

7607 Electoral Costs - £15,383.33 cost for recent elections which have increased due to inflation.

7220 Twinning - £40 for the Twinning clocks.

Alexandra Suite

8202 Uniform - £297.14 is an overspend of the £250 budgeted but this is for necessary staff uniforms, last purchased in April 2024.

Olympic

Bar Income down due to road closures causing reduced footfall at the venue. Catering Income has remained unchanged for mainly coffee sales, only varying when food provided at conferences.

5045 Function Expenditure – £860 for the Karaoke and payment for the man who provided the mediumship.

4609 Snooker Income – Snooker has been going well but was disrupted recently due to road closure which made it difficult for regulars to access the Olympic. It also impacted on beer deliveries which could not be made during this time.

Swanley Park

4030 Rent -Pub in the Park - £300 rent for two weeks as the pub was on a trial basis in the park. Next year may plan to open earlier in the year due to good feedback from customers.

Housing Stock

Springfield Avenue - It was noted that we had lost our legal bid to reclaim the money for the previous tenants and we would need to write of the losses

19:49 G Brooker entered the meeting

Estates

5201 Equipment/ Machinery Repairs – For repairs to the John Deere to ensure longevity as it is the main equipment used for grass cutting.

4225 Service Recharge - Dog Bins – Payment received for the collection of dog bins in Hextable. It was suggested this item be merged going forward with 4052 for the Dog Bin emptying in Swanley Village.

Payments Out

24/07/2025 – Payment to Michael's Civic Robes for two past mayor badges for Cllr Dyball and Cllr Wood. Both of whom have reimbursed the council for their badges.

Debtors & Creditors

Debtor – Grace Place Community Church outstanding debt has now been paid.

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

Date of next meeting – Wednesday 19th November 2025

MEETING CLOSED AT: 19:58

SIGNED:

19/11/2025

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