

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 January 2026

Present:

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

Public: NONE PRESENT

MEETING COMMENCED: 19:02

12436 APOLOGIES FOR ABSENCE

Cllr M Horwood, Cllr L Taylor, Cllr E Uttley

12437 DECLARATIONS OF INTEREST

NONE

12438 MINUTES OF PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 19th November 2025.

APPROVED AND SIGNED

12439 TO RECEIVE THE MONTHLY FINANCES

Civic Centre

4120 Room Hire – No income for December as Supajam are now in their new premises. However, they have enquired about potentially using the Chamber for future bookings.

7106 Council Tax – £474.77 For the flat at the Olympic as the previous tenant has now vacated the premises and we will now have to pay it.

5021 Equipment/ Machinery Repairs - £195 Call out charge for the barrier at Civic Centre which wasn't working.

5023 Playground Equipment Repairs - Is for the purchase of bolts and tools to undertake necessary repairs to the playground equipment. It was noted that an elephant play structure £1,500 has been purchased for the park as it was being discounted and this will show in next month from Playground budget.

5036 Swanley in Bloom - £7,023 including winter plants and bedding. Our new supplier, Amethyst, invoices us later in the year than our previous supplier so hence why only showing now.

8205 Entertainment - £103.81 Towards the staff Christmas outing to Winter Wonderland.

Alexandra Suite

6201 Advertising, Social Media & Marketing - £484.17 for the revamping and printing of the Christmas brochures for the venues.

Olympic

4082 Alzheimer's Society - £577.85 Is the amount raised at the Charity Quiz evening which is to be paid to the Alzheimer's Society Charity.

7580 MGD - £237.51 Is the Machine Game Duty and it was requested this name to be written out in full on reports going forward rather than shown as initials.

7800 Repairs and Maintenance - Call out charge for the drains as the pumps were not working and they will need to be replaced with two new pumps.

7102 Water Rates - Thames Water have changed the venue from an analogue to a digital smart meter and the new reading is much lower. Therefore, we will be due a rebate.

Swanley Park

7351 Travel - £109.35 For the fuel costs incurred on the market research visit to Santa event in Dorset.

Housing Stock

7602 Health & Safety for Property #1 - £775 For the Electrical Installation Condition Report.

Estates

4209 Trollies – It was noted that to date we have received £30,880 income from our trolley collections. Swanley Town Council are collecting them quicker than the contracted company, Trolleywise.

7805 Small Tools - £239.21 For the purchase of a selection of a selection of small tools required by the business.

Aged Debtors - Vibe Dance Nights £1,120 outstanding invoice has now been paid.

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

Date of next meeting – Wednesday 18th February 2026

MEETING CLOSED AT: 19:35

SIGNED:

18/02/2026

Cllr P Brown
Deputy Chair of Policy and Finance