

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 March 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	✓		
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: Parks & Open Spaces Manager – George Brooker

Public: NONE PRESENT

MEETING COMMENCED: 19:02

12440 APOLOGIES FOR ABSENCE
Cllr Michael Horwood

12441 DECLARATIONS OF INTEREST
NONE

12442 MINUTES OF PREVIOUS MEETING
To approve as correct the Minutes of the Meeting held on Wednesday 18th February 2026.
APPROVED AND SIGNED

12443 TO RECEIVE THE MONTHLY FINANCES

The Chair thanked our RFO, Steve Innes for his reports and congratulated the CEO and all the team on the £260,000 surplus.

Civic Centre

4016 Rent – AFA – The rent looks lower as there are no business rates to be paid for February and March.

4021 Rent - Parisse Care - The rent looks lower as there are no business rates to be paid for February and March.

4612 Court Hire: Tennis – The court hire income has gone down as we lost income due to refurbishment of the courts impacting bookings. CEO advised that he is looking into alternative options to tennis in form of Padel.

7102 Water Rates – The water rates currently look low, but we are aware that we have a broken meter which has been reported but not yet fixed. Provisions have been made in the budget should the rates change.

7600 Legal Fees - The legal costs incurred have been to draw up documentation required for NHS Property Services as they have been served notice for the first floor of The Oaks, as their tenancy is due to expire on 31st March 2026. There have also been negotiations with the sub tenants using an emergency short term contract on same terms.

The ground floor lease is due to expire in October 2026, and we want to create one lease for the whole building to lease The Oaks going forward.

Olympic

It was commented that the overall income for the Olympic is down and we would not meet our target. This is due to several factors such as the road closures making access to the Olympic difficult, the rugby not moved up there and the Olympic flat now empty.

It was noted that we are currently awaiting quotations for additional drainage work for the Olympic and that the rent for Dog Training has gone up £100, this is the agreement to pay us back for the recently installed fence.

Swanley Park

4014 – Forestry School rent has been increased by £50.

Overall Swanley Park is doing well.

Estates

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

Date of next meeting – Wednesday 22nd April 2026

MEETING CLOSED AT: 19:22

SIGNED:

22/04/2026

Cllr P Brown

Deputy Chair of Policy and Finance