

# Swanley Town Council

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

Tel: 01322 611663

[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

## POLICY AND FINANCE

10<sup>th</sup> May 2018

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 16<sup>th</sup> May 2018 from 7:30pm** or at the conclusion of the public participation session.



Mr S Nash  
CEO / Town Clerk

**Committee Members:** (Chair) Cllr M Horwood, (Vice Chair) Cllr V Southern, Cllr L Ball, Cllr L Dyball, Cllr M Hogg, Cllr R Morris, Cllr T Searles

### **PUBLIC PARTICIPATION**

**If required, the meeting will be preceded by a public participation period of up to 15 minutes from 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items with the permission of the Chairman / Mayor**

---

### **RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA**

During this meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt Part of an agenda cannot be recorded an no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile phone devices to silent for the duration of the meeting.

### **MOBILE PHONES**

Member of the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

## **AGENDA**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES OF THE PREVIOUS MEETING**

To approve as correct the Minutes of the Meeting held on Wednesday 18<sup>th</sup> April 2018

**4. TO RECEIVE MONTHLY FINANCES**

- a. Civic Centre Income and Expenditure
- b. Alexandra Suite Income and Expenditure
- c. Olympic Income and Expenditure
- d. Swanley Park Income and Expenditure
- e. Bank Reconciliation
- f. Payments Out
- g. Debtors and Creditors

Please note the change to numbering of the finance reports above

**5. NATIONAL SALARY AWARD 2018 – 2019**

To note the new pay scales as agreed by NALC and the NJC for 2018 - 2019

**Date of next meeting – 20<sup>th</sup> June 2018**

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

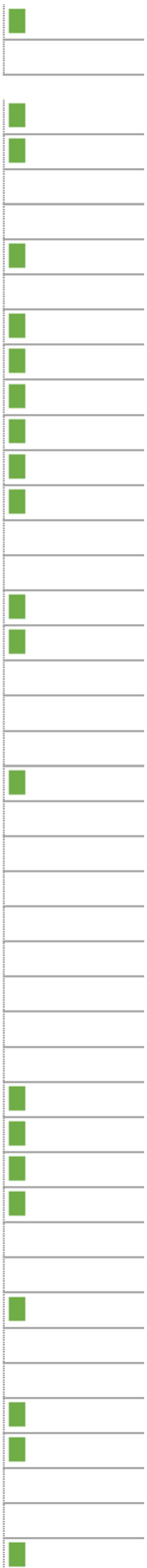
Swanley Town Council: Civic Centre

YTD Summary

Income

Code	Description	2017 / 2018						
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
4000	Precept	269,934.00	-	-	-	-	269,933.00	539,867.00
4033	Community Infrastructure Levy	106,180.00	-	-	-	-	-	109,101.88
4004	Rent - Station Road: Taxi	-	-	-	-	-	-	1,904.17
4005	Rent - Oaks Clinic	49,890.00	-	-	9,890.00	-	-	79,560.00
4009	Rent - 10 Station Road	687.50	-	-	687.50	-	-	2,750.00
4011	Rent - Pedham Farm	-	-	-	880.00	-	-	1,805.00
4016	Rent - Civic Centre	-	-	-	-	-	-	14,366.67
4019	Mayor's Charity Income	-	530.00	-	-	-	166.75	1,384.60
4020	Allotments	22.50	33.75	11.25	-	10.00	-	509.18
4021	Dog Bin Emptying	390.00	-	-	-	-	-	390.00
4022	Solar Panel Income	-	-	-	-	-	-	14,032.65
4025	Black Refuse Bags	111.25	251.25	520.00	482.50	346.25	277.50	4,168.75
4026	White Refuse Bags	40.84	71.66	137.09	144.58	125.42	65.83	1,225.66
4027	Brown Refuse Bags	1,425.87	1,305.00	2,090.00	1,750.00	1,686.51	1,709.00	12,689.06
4028	Photocopying	3.54	-	-	-	-	49.17	109.38
4029	Radar Keys	2.50	-	-	2.50	7.50	7.50	20.00
4030	SDC Link Service Contract	-	-	-	-	-	-	25,902.97
4031	KCC Link Salaries Recharge	13,824.77	-	-	13,824.77	-	-	55,299.08
4032	1812 Event	-	-	-	291.67	1,577.86	8.33	3,219.53
4034	Firework Night	-	-	-	-	-	-	2,944.58
4035	St George's Day	-	-	-	-	-	-	16.67
4036	Markets	33.32	216.66	333.33	24.99	25.00	-	1,612.46
4037	Armed Forces Day	29.17	16.67	1,549.99	1,525.00	8.33	-	3,204.15
4039	Christmas Lights	-	-	-	-	-	266.67	8,657.17
4130	Party Function Revenue	-	-	-	-	-	500.00	895.83
4204	Service Recharge - Bungalow	-	-	-	-	-	83.33	83.33
4205	Recharge - The Woodlands	-	-	-	-	-	-	1,462.00
4206	Recharge - Civic Centre	-	-	-	-	-	-	354.53
4500	Senior Passport to Leisure Revenue	2,540.84	3,985.42	585.83	107.50	10.00	3,165.67	20,831.16
4600	Outdoor Event Revenue	119.00	3,281.00	1,190.83	625.00	-	7,147.69	12,363.52
4605	Court Lettings	148.00	1,121.77	41.90	130.80	111.00	1,590.65	5,063.05
4606	Changing Rooms	-	234.30	-	-	234.30	117.12	702.84
4607	Floodlight Revenue	-	224.00	-	-	( 53.33 )	576.00	1,406.68
4608	Football Pitches	-	178.94	-	-	2,081.10	308.00	3,413.02
4711	General Income	-	-	-	-	-	-	3,532.03
4800	Town Crier Advertising Revenue	-	-	-	120.00	-	-	120.00
4805	Swanley in Bloom - Sponsorship	9,045.01	463.34	62.50	-	416.67	500.00	10,925.02
4810	Sponsorship - General	-	-	7,800.00	( 1,500.00 )	10,000.00	2,333.33	18,336.33
4900	Investment Income	-	-	-	-	-	-	-
4902	Commissions Received	63.19	96.64	102.48	109.74	92.03	71.16	1,156.85
4903	Insurance Claims	-	1,325.00	11,659.27	-	-	-	13,067.60
4904	Bank Refund	64.98	-	-	-	-	-	64.98
4998	Sale of Goods	-	500.00	-	-	-	-	500.00
4999	Other Income	66.67	263.33	-	-	200.00	0.50	1,971.47
		78,508.95	14,098.73	26,084.47	29,096.55	16,878.64	18,944.20	980,990.85

2018 / 2019							
Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19
560,921.81	280,461.00	-	-	-	-	-	280,461.00
-	-	-	-	-	-	-	-
-	687.50	-	-	-	-	-	687.50
79,560.00	49,890.00	-	-	-	-	-	49,890.00
2,750.00	-	-	-	-	-	-	-
1,760.00	-	-	-	-	-	-	-
17,000.00	1,500.00	-	-	-	-	-	1,500.00
-	-	-	-	-	-	-	-
500.00	116.66	-	-	-	-	-	116.66
-	390.00	-	-	-	-	-	390.00
15,000.00	1,748.27	-	-	-	-	-	1,748.27
4,010.00	530.00	-	-	-	-	-	530.00
1,150.00	161.66	-	-	-	-	-	161.66
18,750.00	1,569.83	-	-	-	-	-	1,569.83
110.00	-	-	-	-	-	-	-
40.00	-	-	-	-	-	-	-
49,900.00	24,956.52	-	-	-	-	-	24,956.52
55,300.00	13,824.77	-	-	-	-	-	13,824.77
2,000.00	-	-	-	-	-	-	-
1,600.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
1,300.00	( 483.34 )	-	-	-	-	-	( 483.34 )
500.00	-	-	-	-	-	-	-
2,500.00	-	-	-	-	-	-	-
500.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
25,000.00	-	-	-	-	-	-	-
13,500.00	-	-	-	-	-	-	-
4,200.00	99.83	-	-	-	-	-	99.83
600.00	9.40	-	-	-	-	-	9.40
900.00	44.00	-	-	-	-	-	44.00
2,600.00	58.25	-	-	-	-	-	58.25
-	-	-	-	-	-	-	-
1,000.00	-	-	-	-	-	-	-
11,250.00	2,302.18	-	-	-	-	-	2,302.18
20,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	83.96	-	-	-	-	-	83.96
-	12,189.00	-	-	-	-	-	12,189.00
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
1,100.00	0.02	-	-	-	-	-	0.02
895,301.81	109,678.51	-	-	-	-	-	109,678.51



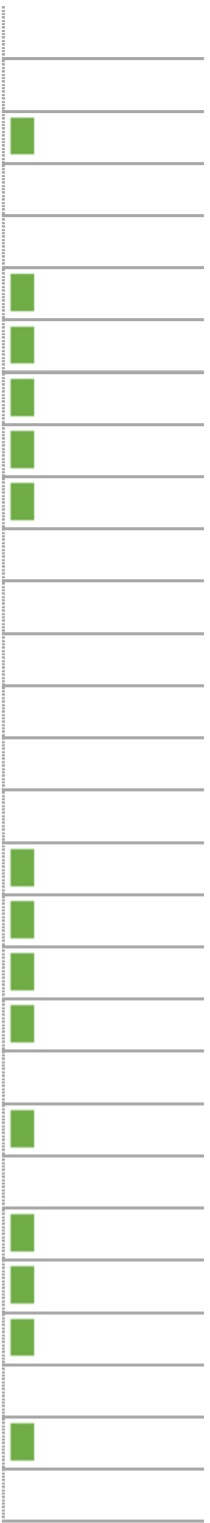
Swanley Town Council: Civic Centre

YTD Summary

Expenditure		2017 / 2018							2018 / 2019								
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18		YTD 18/19
5000	Street Lighting	14.53	-	-	16.07	-	-	128.71	150.00	-	-	-	-	-	-	-	
5002	Catering Purchases	-	24.50	49.00	-	-	-	682.04	-	24.85	-	-	-	-	-	24.85	
5007	Brown Bags	1,300.00	1,300.00	2,600.00	1,300.00	1,950.00	-	13,000.00	23,900.00	2,600.00	-	-	-	-	-	2,600.00	
5010	Sporting Equipment Purchases	-	740.00	-	-	-	-	740.00	760.00	-	-	-	-	-	-	-	
5011	Licenses	-	75.00	-	-	-	-	75.00	75.00	92.60	-	-	-	-	-	92.60	
5020	Estates Equipment / Machinery	974.32	15,481.89	1,082.27	586.49	-	133.25	19,945.10	33,000.00	1,212.32	-	-	-	-	-	1,212.32	
5021	Estates Equipment / Machinery Rep	-	6,574.32	3,545.93	443.13	1,438.92	10,288.13	30,596.74	40,000.00	221.80	-	-	-	-	-	221.80	
5030	Horticulture	201.64	74.93	1,568.00	288.05	-	110.33	3,596.52	4,000.00	-	-	-	-	-	-	-	
5032	1812 Event	791.67	-	-	1,179.49	7,839.79	-	9,810.95	10,000.00	1,675.00	-	-	-	-	-	1,675.00	
5034	Firework Night	-	-	-	-	-	1,183.97	5,684.12	7,000.00	211.20	-	-	-	-	-	211.20	
5035	Remembrance Day	-	-	-	-	41.67	-	151.67	160.00	-	-	-	-	-	-	-	
5036	Swanley in Bloom	380.00	410.50	16,820.00	-	-	-	18,188.50	18,000.00	-	-	-	-	-	-	-	
5037	Xmas Day Party	-	-	-	-	-	-	-	500.00	-	-	-	-	-	-	-	
5038	Christmas Lights	-	-	-	-	-	-	23,350.75	15,000.00	1,558.75	-	-	-	-	-	1,558.75	
5039	Senior Passport to Leisure	1,533.67	4,769.70	1,296.67	-	20.00	425.00	16,423.23	20,000.00	620.00	-	-	-	-	-	620.00	
5040	Mayor at Home	-	-	-	31.45	-	-	289.88	-	-	-	-	-	-	-	-	
5041	Armed Forces Day	-	1,240.00	550.00	-	-	-	2,469.00	3,500.00	-	-	-	-	-	-	-	
5042	St George's Day	-	-	-	-	-	-	378.48	-	300.00	-	-	-	-	-	300.00	
5045	Function Expenditure	-	117.50	-	200.00	100.00	-	527.50	1,000.00	-	-	-	-	-	-	-	
5046	Outdoor Event	-	-	-	1,856.00	250.00	-	2,436.00	-	-	-	-	-	-	-	-	
5100	Machinery Fuel	-	-	1,201.27	-	-	-	1,201.27	2,200.00	-	-	-	-	-	-	-	
5102	Event Equipment Repairs & Maintenance	41.75	396.31	39.67	293.19	-	-	978.01	1,000.00	-	-	-	-	-	-	-	
6200	Website, Social Media and Marketing	-	-	-	747.00	-	149.00	1,790.00	2,200.00	174.00	-	-	-	-	-	174.00	
6201	Advertising	259.00	322.88	420.65	494.39	480.00	100.00	4,144.82	3,000.00	-	-	-	-	-	-	-	
7000	Salaries	33,703.24	34,916.72	34,683.55	59,492.13	37,001.35	36,882.22	449,075.49	298,000.00	39,251.89	-	-	-	-	-	39,251.89	
7001	Pension	4,428.97	4,642.70	4,591.83	4,673.08	4,872.54	4,770.10	55,721.74	57,000.00	4,940.50	-	-	-	-	-	4,940.50	
7004	Wages - Casual	-	-	792.00	140.00	-	528.75	1,637.00	1,500.00	-	-	-	-	-	-	-	
7005	Link Salaries	-	-	-	-	-	-	-	124,900.00	3,578.07	-	-	-	-	-	3,578.07	
7006	Employers N.I.	2,863.80	2,584.14	3,005.08	3,111.76	3,136.10	3,246.94	36,837.69	37,400.00	-	-	-	-	-	-	-	
7008	Recruitment Expenses	-	-	-	-	2,496.40	-	2,246.77	-	-	-	-	-	-	-	-	
7097	Staff Suggestion Scheme	3,424.00	50.00	-	-	-	-	3,474.00	5,000.00	-	-	-	-	-	-	-	
7099	Staff Expenses	180.00	48.30	477.75	279.12	250.04	-	2,448.73	2,800.00	280.74	-	-	-	-	-	280.74	
7100	Rent for Link	-	-	-	-	-	-	2,253.95	-	-	-	-	-	-	-	-	
7102	Water Rates	-	367.71	705.56	-	1,100.98	44.05	3,033.06	4,800.00	212.71	-	-	-	-	-	212.71	
7103	General Rates	5,879.58	5,876.87	5,876.87	5,876.87	5,876.87	5,876.87	58,771.41	62,000.00	5,854.30	-	-	-	-	-	5,854.30	
7105	Recycling - Waste Collection	407.68	-	-	-	-	-	607.18	-	-	-	-	-	-	-	-	
7200	Electricity	490.47	2,455.64	5,573.60	1,234.04	2,248.34	1,168.58	8,136.13	24,000.00	340.90	-	-	-	-	-	340.90	
7201	Gas	-	-	-	-	-	-	788.05	-	-	-	-	-	-	-	-	
7202	Oil	-	-	-	-	-	245.85	716.91	-	-	-	-	-	-	-	-	
7300	Vehicle Fuel	78.21	264.61	73.73	126.13	167.01	149.66	1,835.70	1,500.00	238.00	-	-	-	-	-	238.00	
7301	Vehicle Repairs and Servicing	-	-	-	-	-	-	883.33	1,000.00	-	-	-	-	-	-	-	
7302	Vehicle Licences	40.24	40.24	42.00	42.00	42.00	42.00	500.48	500.00	42.00	-	-	-	-	-	42.00	
7303	Vehicle Insurance	-	184.71	-	-	-	-	2,002.30	2,100.00	-	-	-	-	-	-	-	
7304	Miscellaneous Motor Expenses	-	-	-	-	-	-	-	500.00	-	-	-	-	-	-	-	
7307	Vehicle Leasing	-	-	-	-	-	-	-	-	685.50	-	-	-	-	-	685.50	

Monthly Finances (A)

Code	Description	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19
7500	Printing	120.00	-	197.50	-	-	-	680.64	500.00	-	-	-	-	-	-	-
7501	Postage and Carriage	-	1,500.00	-	-	-	-	3,729.68	3,500.00	-	-	-	-	-	-	-
7502	Office Stationery	422.26	64.20	358.65	592.53	1,362.78	235.40	5,345.76	3,650.00	286.90	-	-	-	-	-	286.90
7503	Publications	-	-	-	-	-	-	149.18	-	-	-	-	-	-	-	-
7505	Town Crier Printing Costs	-	518.00	-	740.00	-	-	3,177.50	2,750.00	-	-	-	-	-	-	-
7506	Distribution Costs	-	416.67	-	416.67	416.67	-	2,083.35	2,510.00	320.83	-	-	-	-	-	320.83
7507	Business & ID Cards	-	-	-	-	-	-	-	-	109.40	-	-	-	-	-	109.40
7550	Telephone and Broadband	175.34	963.72	402.78	409.69	632.00	179.58	5,188.74	5,500.00	417.05	-	-	-	-	-	417.05
7552	Computers & Software	858.74	284.96	284.96	414.88	596.95	379.89	5,605.83	5,800.00	1,614.38	-	-	-	-	-	1,614.38
7600	Legal Fees	2,591.00	3,567.45	12,203.95	735.51	-	-	19,106.91	19,700.00	5,687.50	-	-	-	-	-	5,687.50
7601	Audit Fees	-	-	-	-	608.40	2,000.00	3,142.60	3,300.00	-	-	-	-	-	-	-
7603	Consultancy Fees	-	-	-	-	-	-	2,400.00	-	-	-	-	-	-	-	-
7604	Professional Fees	1,897.91	473.13	262.85	5,534.04	367.99	630.84	15,189.61	5,000.00	-	-	-	-	-	-	-
7605	Mayoral Allowance	280.00	-	-	-	-	-	3,979.22	2,500.00	-	-	-	-	-	-	-
7606	Councillors' Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7607	Electoral Costs	7,970.31	-	-	-	-	-	7,970.31	13,000.00	-	-	-	-	-	-	-
7702	Equipment Leasing	1,561.99	6,443.48	1,775.83	1,521.99	1,091.98	451.98	21,330.18	25,250.00	1,827.58	-	-	-	-	-	1,827.58
7800	Repairs and Renewals	563.01	56.18	-	24.88	86.42	91.15	1,976.91	2,000.00	2,884.09	-	-	-	-	-	2,884.09
7801	Cleaning	104.25	-	-	465.15	163.14	( 1,399.51 )	( 203.82 )	1,400.00	249.74	-	-	-	-	-	249.74
7803	Premises Expenses	110.89	74.63	172.01	129.83	3,305.44	40.19	16,501.45	15,000.00	4,262.73	-	-	-	-	-	4,262.73
7811	Signs	-	80.22	-	-	-	-	80.22	-	-	-	-	-	-	-	-
7901	Bank Charges	195.95	161.06	211.68	1,024.47	302.93	218.76	3,516.15	4,150.00	416.51	-	-	-	-	-	416.51
7903	Loan Interest Paid	-	-	-	-	4,695.33	-	9,390.66	9,390.66	-	-	-	-	-	-	-
8100	Bad Debt Write Off	-	-	-	-	-	29,234.70	29,234.70	-	547.00	-	-	-	-	-	547.00
8200	Donations	-	-	750.00	250.00	-	1,000.00	5,686.98	3,000.00	500.00	-	-	-	-	-	500.00
8201	Subscriptions	509.79	254.67	1,500.00	-	( 250.00 )	428.75	3,284.96	5,050.00	56.25	-	-	-	-	-	56.25
8202	Uniforms	-	-	66.64	51.98	102.42	-	400.38	600.00	-	-	-	-	-	-	-
8203	Training Costs	-	1,064.00	1,690.22	384.78	-	84.00	5,156.00	5,000.00	200.00	-	-	-	-	-	200.00
8204	Insurance	-	25,709.18	-	-	-	-	25,900.70	27,000.00	-	-	-	-	-	-	-
		74,354.21	124,590.72	104,872.50	95,106.79	82,794.46	98,920.43	987,563.01	973,995.66	83,495.09	-	-	-	-	-	83,495.09



Swanley Town Council: Alexandra

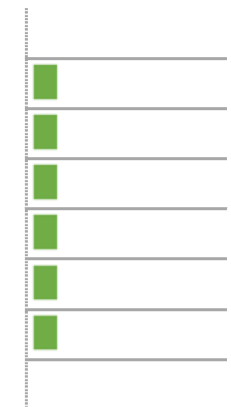
YTD Summary

**Income**

Code	Description	2017 / 2018						
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
4028	Photocopying	-	-	-	-	-	-	10.00
4100	Bar Income	5,686.90	8,519.49	14,237.55	13,597.20	7,468.26	10,398.82	109,637.96
4105	Catering Income	2,329.63	3,365.04	6,887.18	9,535.75	3,525.58	9,135.55	68,376.34
4115	Function Package Revenue	2,969.18	5,199.18	10,479.25	12,435.00	3,689.17	9,105.41	63,434.11
4120	Conference Lettings Regular	5,991.03	2,148.34	2,417.08	2,359.20	3,113.33	2,006.93	36,817.67
4125	Party Night Revenue	300.00	1,084.62	264.99	933.32	2,538.35	2,133.35	21,832.95
4130	Party Function Revenue	787.50	787.50	962.50	1,137.50	845.83	1,639.82	13,500.48
4999	Other Income	-	-	-	8.56	-	-	8.56
		18,064.24	21,104.17	35,248.55	40,006.53	21,180.52	34,419.88	313,618.07

**2018 / 2019**

Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19
-	-	-	-	-	-	-	-
125,000.00	6,142.20	-	-	-	-	-	6,142.20
70,000.00	4,249.00	-	-	-	-	-	4,249.00
85,000.00	2,010.62	-	-	-	-	-	2,010.62
38,250.00	3,523.36	-	-	-	-	-	3,523.36
19,200.00	1,591.67	-	-	-	-	-	1,591.67
13,500.00	1,377.33	-	-	-	-	-	1,377.33
-	-	-	-	-	-	-	-
350,950.00	18,894.18	-	-	-	-	-	18,894.18

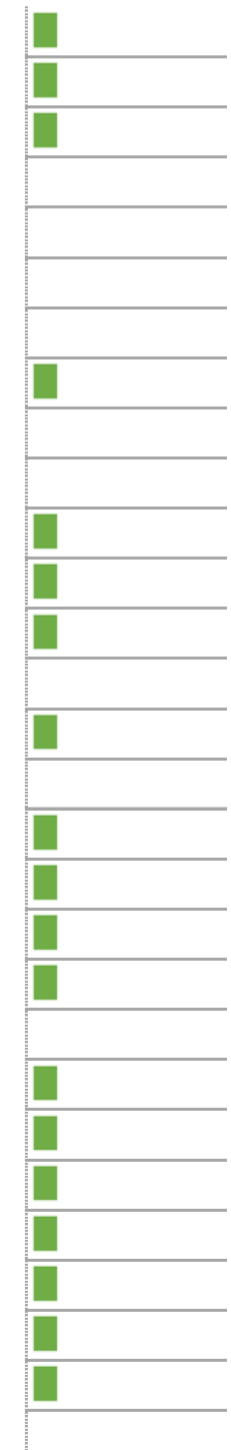


**Expenditure**

Code	Description	2017 / 2018						
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	YTD
5001	Bar Purchases	1,548.22	3,556.54	3,279.79	4,531.56	2,111.22	2,615.01	31,376.93
5002	Catering Purchases	1,445.96	977.16	2,286.10	1,519.19	834.15	1,988.22	17,588.93
5003	Bar Purchases - Equipment	-	-	-	-	-	-	-
5004	Catering Purchases - Equipment	-	-	-	-	-	-	-
5011	Licenses	-	-	-	-	-	21.00	773.52
5020	Estates Equipment / Machinery	-	-	-	-	-	568.00	568.00
5021	Estates Equipment / Machinery Repairs	-	-	-	359.35	-	218.00	877.35
5045	Function Expenditure	1,927.32	1,780.16	2,312.25	2,175.83	1,991.65	2,802.24	23,462.80
6100	Agency Commission	-	-	-	-	-	-	25.82
6200	Website, Social Media and Marketing	-	-	117.50	-	-	-	117.50
6201	Advertising	-	-	745.99	60.00	-	-	1,030.49
7000	Salaries	9,497.46	8,792.95	7,157.77	7,677.72	7,729.42	6,399.19	91,558.27
7001	Pension	1,234.05	1,234.05	1,066.26	898.46	912.10	898.46	10,768.08
7004	Wages - Casual	-	280.00	224.00	462.00	-	-	1,554.00
7006	Employers NI	530.87	599.41	429.14	347.75	413.07	333.58	4,597.48
7099	Expenses	-	-	230.74	-	294.56	-	934.77
7102	Water Rates	-	-	627.81	-	1,018.22	-	2,213.70
7103	General Rates	2,948.31	2,949.13	2,949.13	2,949.13	2,949.13	2,949.13	29,490.48
7105	Recycling - Waste Collection	305.40	313.95	251.16	251.16	313.95	251.16	3,368.73
7200	Electricity	1,206.42	( 41.55 )	517.01	539.01	523.50	691.28	6,557.78
7201	Gas	-	2,786.78	-	-	414.78	-	6,530.83
7500	Printing	80.00	73.22	-	-	-	-	153.22
7552	Computers & Software	-	-	-	-	-	-	-
7800	Repairs and Renewals	-	-	-	106.82	-	-	310.05
7801	Cleaning	162.92	171.23	63.26	170.99	118.96	42.08	2,518.32
7802	Laundry	230.89	-	601.30	261.20	240.40	308.41	2,776.20
7803	Premises Expenses	-	-	706.00	-	-	-	1,593.52
7901	Bank Charges	128.08	94.20	126.72	102.41	252.91	223.91	1,921.09
8201	Subscriptions	-	-	222.75	-	-	-	685.89
		21,245.90	23,567.23	23,914.68	22,412.58	20,118.02	20,309.67	243,353.75

**2018 / 2019**

Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19
33,500.00	2,068.36	-	-	-	-	-	2,068.36
18,100.00	899.03	-	-	-	-	-	899.03
-	237.78	-	-	-	-	-	-
500.00	-	-	-	-	-	-	-
1,000.00	-	-	-	-	-	-	-
2,000.00	-	-	-	-	-	-	-
24,500.00	1,859.99	-	-	-	-	-	1,859.99
-	-	-	-	-	-	-	-
1,500.00	-	-	-	-	-	-	-
1,500.00	80.00	-	-	-	-	-	80.00
73,500.00	5,099.48	-	-	-	-	-	5,099.48
8,200.00	757.69	-	-	-	-	-	757.69
2,000.00	-	-	-	-	-	-	-
3,200.00	229.35	-	-	-	-	-	229.35
950.00	-	-	-	-	-	-	-
3,000.00	212.70	-	-	-	-	-	212.70
30,700.00	2,899.19	-	-	-	-	-	2,899.19
3,500.00	266.36	-	-	-	-	-	266.36
7,000.00	562.20	-	-	-	-	-	562.20
7,400.00	-	-	-	-	-	-	-
300.00	155.00	-	-	-	-	-	155.00
-	45.00	-	-	-	-	-	45.00
1,000.00	350.00	-	-	-	-	-	350.00
3,350.00	139.22	-	-	-	-	-	139.22
3,300.00	165.00	-	-	-	-	-	165.00
15,000.00	40.00	-	-	-	-	-	40.00
1,850.00	156.49	-	-	-	-	-	156.49
250.00	-	-	-	-	-	-	-
247,100.00	16,222.84	-	-	-	-	-	15,985.06



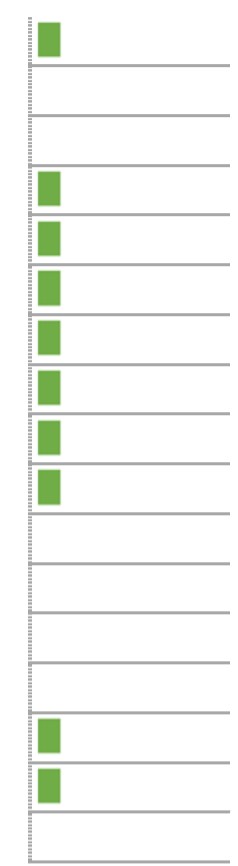
Swanley Town Council: Olympic

YTD Summary

Income

Code	Description	2017 / 2018						
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
4003	Rent - New Generation Data	-	-	-	-	-	-	333.33
4012	Rent - Golf Range	-	-	-	-	-	3,701.00	3,701.00
4013	Rent - Bowls Club	-	-	5,000.00	-	-	-	5,000.00
4015	Rent - Flat at Olympic Centre	700.00	700.00	700.00	700.00	700.00	700.00	8,400.00
4018	Rent - Boxing	-	-	-	-	-	-	1,126.68
4100	Bar Income	3,359.98	2,903.07	6,144.05	2,989.18	4,367.37	2,198.15	43,051.50
4105	Catering Income	5,289.10	6,035.11	7,317.08	6,980.57	8,174.85	5,450.52	74,459.30
4115	Function Package Revenue	440.84	166.67	930.77	2,287.92	791.67	1,941.67	12,606.36
4120	Quiz Income	-	-	-	-	-	-	-
4120	Conference Lettings Regular	2,881.15	4,101.26	3,955.84	6,755.73	8,108.83	4,673.33	54,636.45
4125	Party Night Revenue	-	-	-	-	291.26	1,049.76	2,895.20
4130	Party Function Revenue	-	-	-	-	-	-	2,208.34
4202	Services Recharge - Golf	-	-	-	-	-	-	1,494.89
4600	Outdoor Event Revenue	-	-	-	-	-	126.67	126.67
4609	Snooker and Bowls Income	561.01	545.09	339.27	430.47	516.79	303.72	7,458.35
4903	Insurance Claims	-	-	-	-	-	-	-
4998	Sale of Goods	-	-	-	-	-	-	416.67
		13,232.08	14,451.20	24,387.01	20,143.87	22,950.77	20,144.82	217,914.74

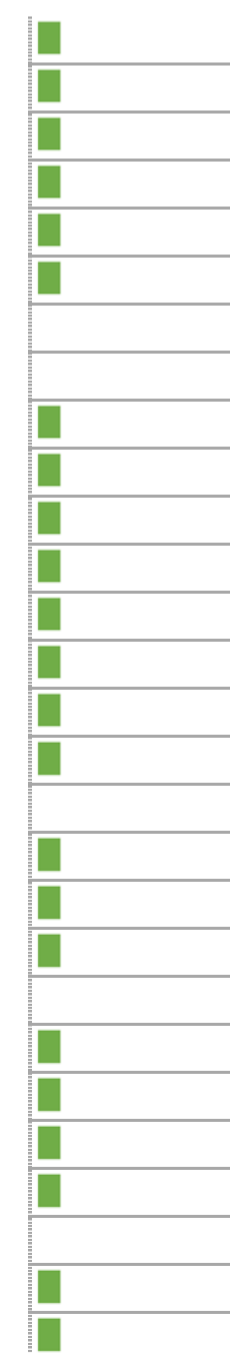
Budget 18/19	2018 / 2019							YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18		
-	333.33	-	-	-	-	-	-	333.33
-	-	-	-	-	-	-	-	-
5,000.00	-	-	-	-	-	-	-	-
8,400.00	700.00	-	-	-	-	-	-	700.00
3,750.00	281.67	-	-	-	-	-	-	281.67
44,500.00	2,652.07	-	-	-	-	-	-	2,652.07
82,500.00	4,231.55	-	-	-	-	-	-	4,231.55
15,500.00	508.33	-	-	-	-	-	-	508.33
-	20.00	-	-	-	-	-	-	20.00
65,000.00	2,565.85	-	-	-	-	-	-	2,565.85
2,400.00	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	1,718.67	-	-	-	-	-	-	1,718.67
-	2,333.80	-	-	-	-	-	-	2,333.80
-	-	-	-	-	-	-	-	-
227,050.00	15,345.27	-	-	-	-	-	-	15,345.27



Expenditure

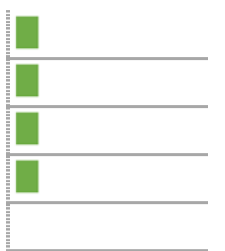
Code	Description	2017 / 2018						
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
5001	Bar Purchases	1,567.11	1,374.18	3,598.54	1,461.31	1,063.47	631.78	18,284.92
5002	Catering Purchases	2,529.06	2,472.06	2,621.86	1,602.71	2,686.20	2,773.62	27,403.24
5003	Bar Purchases - Equipment	-	-	-	-	-	-	-
5004	Catering Purchases - Equipment	-	-	-	-	-	-	-
5011	Licences	12.18	12.12	12.12	12.12	12.12	454.12	735.66
5020	Estates Equipment / Machinery	-	70.00	-	341.94	-	1,029.99	1,441.93
5021	Estates Equipment / Machinery Repairs	-	121.50	1,449.50	1,471.73	118.80	113.32	3,452.13
5030	Horticulture	-	-	-	-	-	-	239.50
5045	Function Expenditure	383.33	80.00	580.00	525.00	588.33	430.00	7,076.89
6200	Website, Social Media and Marketing	39.98	39.98	239.83	122.33	122.33	122.33	1,420.76
6201	Advertising	-	230.00	199.99	20.00	40.00	73.22	895.71
7000	Salaries	3,805.53	4,526.99	6,012.16	5,274.35	6,966.57	5,948.79	62,234.01
7001	Pension	469.92	462.00	692.75	546.21	677.03	494.79	6,352.94
7004	Wages - Casual	-	119.00	371.25	-	936.25	558.70	6,472.47
7006	Employers NI	198.32	191.82	384.47	270.69	396.86	223.60	3,035.87
7099	Staff Expenses	-	-	-	-	-	140.68	789.64
7102	Water Rates	-	( 668.21 )	-	-	-	2,260.20	3,322.83
7103	General Rates	2,827.00	2,826.00	2,826.00	2,826.00	2,826.00	2,826.00	28,261.00
7105	Recycling - Waste Collection	187.10	195.65	156.52	156.62	195.65	156.52	2,099.25
7200	Electricity	1,103.69	972.37	1,058.89	1,032.53	984.55	975.87	12,831.83
7201	Gas	-	858.11	-	-	340.46	-	4,210.73
7500	Printing	-	-	-	-	-	-	-
7550	Telephone and Broadband	260.85	428.20	36.44	38.44	38.44	38.44	1,071.45
7552	Computers & Software	-	-	-	-	-	-	-
7604	Professional Fees	109.21	216.71	109.21	127.21	109.21	109.21	1,436.02
7700	Equipment Hire	-	-	299.00	-	-	-	299.00
7702	Equipment Leasing	315.00	315.00	315.00	315.00	315.00	315.00	3,780.00
7800	Repairs and Renewals	469.23	-	130.45	-	-	-	864.68

Budget 18/19	2018 / 2019							YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18		
19,000.00	815.71	-	-	-	-	-	-	815.71
28,500.00	1,237.42	-	-	-	-	-	-	1,237.42
-	61.25	-	-	-	-	-	-	61.25
-	99.90	-	-	-	-	-	-	99.90
1,200.00	12.43	-	-	-	-	-	-	12.43
1,000.00	113.63	-	-	-	-	-	-	113.63
2,000.00	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
7,500.00	255.00	-	-	-	-	-	-	255.00
1,500.00	122.33	-	-	-	-	-	-	122.33
1,500.00	40.00	-	-	-	-	-	-	40.00
66,100.00	5,992.29	-	-	-	-	-	-	5,992.29
6,750.00	548.99	-	-	-	-	-	-	548.99
5,500.00	564.32	-	-	-	-	-	-	564.32
3,250.00	270.02	-	-	-	-	-	-	270.02
250.00	101.40	-	-	-	-	-	-	101.40
4,150.00	-	-	-	-	-	-	-	-
29,400.00	2,906.00	-	-	-	-	-	-	2,906.00
2,100.00	166.92	-	-	-	-	-	-	166.92
13,000.00	1,513.43	-	-	-	-	-	-	1,513.43
2,175.00	-	-	-	-	-	-	-	-
-	104.13	-	-	-	-	-	-	104.13
1,650.00	42.94	-	-	-	-	-	-	42.94
-	45.00	-	-	-	-	-	-	45.00
1,500.00	109.21	-	-	-	-	-	-	109.21
-	-	-	-	-	-	-	-	-
3,780.00	315.00	-	-	-	-	-	-	315.00
1,200.00	370.74	-	-	-	-	-	-	370.74



## Monthly Finances (C)

<u>Code</u>	<u>Description</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Actual 17/18</u>	<u>Budget 18/19</u>	<u>Apr-18</u>	<u>May-18</u>	<u>Jun-18</u>	<u>Jul-18</u>	<u>Aug-18</u>	<u>Sep-18</u>	<u>YTD 18/19</u>
7801	Cleaning	-	40.15	-	388.03	-	94.01	2,388.53	3,300.00	59.73	-	-	-	-	-	59.73
7802	Laundry	132.00	25.78	242.36	374.36	-	54.64	1,553.73	1,650.00	165.74	-	-	-	-	-	165.74
7803	Premises Expenses	-	-	-	-	<b>12,187.00</b>	2,300.54	18,134.96	15,000.00	735.26	-	-	-	-	-	735.26
7901	Bank Charges	119.80	94.74	128.18	177.81	158.87	149.94	1,833.69	-	114.48	-	-	-	-	-	114.48
8201	Subscriptions	-	-	222.75	-	-	-	756.76	1,000.00	-	-	-	-	-	-	-
		14,529.31	15,004.15	21,687.27	17,084.39	30,763.14	22,275.31	222,680.13	223,955.00	16,883.27	-	-	-	-	-	16,883.27



7801  
7803



Swanley Town Council: Swanley Park

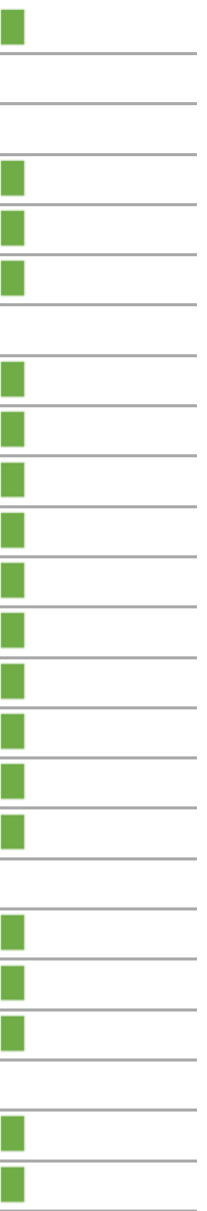
YTD Summary

**Income**

Code	Description
4006	Rent - Cafe in the Park
4007	Rent - Swanley Park
4008	Rent - Swanley New Barn Railway
4010	Rent - Ice Cream Van
4017	Rent - Swanley Park RFC
4201	Service Recharge: Café in the Park
4204	Service Recharge: Bungalow
4600	Outdorr Event Revenue
4700	Rowing
4701	Pedalos
4702	Canoeing
4703	Golf
4704	Tree Trek
4705	Hand Boats
4706	Dino Karts
4707	Deck Chairs
4708	Bouncy Castle
4709	Mini Boats
4710	Car Parking
4712	Wrist Bands
4713	Duck Income
4720	Children's Party - Recreation
4721	Children's Party - Survival
4810	Sponsorship - General

2017 / 2018						
Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
6,000.00	-	13,000.00	-	13,000.00	1,000.00	33,000.00
-	-	-	-	-	-	-
-	-	-	-	-	-	-
5,000.00	-	5,000.00	-	5,000.00	291.67	15,291.67
-	-	-	-	-	-	1,875.84
-	-	-	-	1,872.84	-	1,872.84
-	-	-	-	-	-	-
-	-	-	-	-	-	-
1,488.32	854.16	829.59	757.70	1,322.91	392.91	5,731.01
5,325.42	4,926.24	5,676.66	4,338.34	9,908.76	2,659.76	34,408.35
482.09	237.91	299.57	353.33	1,080.42	258.73	2,783.72
1,063.05	575.00	757.90	732.51	1,205.01	187.92	4,531.39
1,739.78	524.41	1,101.58	675.67	1,958.25	235.83	6,240.52
45.00	5.00	-	-	-	-	50.00
36.66	291.67	336.67	627.66	1,097.48	113.32	2,503.46
10.00	115.42	267.08	75.00	165.00	-	632.50
2,096.67	1,796.97	1,708.48	1,596.42	2,378.67	680.44	10,840.91
3.33	-	12.50	-	-	-	15.83
10,861.05	5,673.70	6,295.70	5,490.61	15,950.10	1,447.51	46,231.17
-	-	-	91.67	-	-	91.67
-	-	-	-	-	-	26.00
187.50	329.99	241.66	660.00	441.67	490.00	2,671.65
-	-	-	125.00	-	709.15	2,684.13
-	-	-	-	-	-	-
34,338.87	15,330.47	35,527.39	15,523.91	55,381.11	8,467.24	171,482.66

2018 / 2019							
Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19
33,500.00	8,000.00	-	-	-	-	-	8,000.00
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
15,416.00	5,000.00	-	-	-	-	-	5,000.00
3,750.00	312.64	-	-	-	-	-	312.64
2,000.00	1,666.67	-	-	-	-	-	1,666.67
600.00	-	-	-	-	-	-	-
-	1,362.00	-	-	-	-	-	1,362.00
5,750.00	798.34	-	-	-	-	-	798.34
33,600.00	3,997.51	-	-	-	-	-	3,997.51
2,800.00	473.76	-	-	-	-	-	473.76
4,550.00	919.19	-	-	-	-	-	919.19
6,300.00	415.83	-	-	-	-	-	415.83
50.00	425.42	-	-	-	-	-	425.42
2,510.00	449.16	-	-	-	-	-	449.16
650.00	82.08	-	-	-	-	-	82.08
10,600.00	2,253.71	-	-	-	-	-	2,253.71
100.00	-	-	-	-	-	-	-
46,000.00	6,300.08	-	-	-	-	-	6,300.08
100.00	93.33	-	-	-	-	-	93.33
-	44.14	-	-	-	-	-	44.14
3,000.00	-	-	-	-	-	-	-
3,000.00	774.16	-	-	-	-	-	774.16
-	283.33	-	-	-	-	-	283.33
174,276.00	33,651.35	-	-	-	-	-	33,651.35

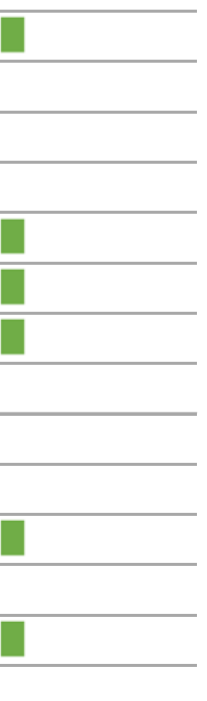


**Expenditure**

Code	Description
5002	Catering Purchases
5020	Estates Equipment / Machinery
5021	Estates Equipment / Machinery Repairs
5030	Horticulture
5045	Function Expenditure
5046	Outdoor Event
6201	Advertising
7000	Salaries
7001	Pension
7006	Employers NI
7099	Staff Expenses
7102	Water Rates
7103	General Rates
7105	Recycling - Waste Collection
7200	Electricity
7500	Printing
7501	Postage & Carriage

2017 / 2018						
Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
-	-	-	-	-	-	20.15
6,472.17	-	2,766.00	5,743.26	536.12	-	16,714.19
-	1,085.30	298.34	-	-	-	1,798.15
-	-	-	-	-	-	-
-	-	-	220.00	-	-	220.00
-	-	-	-	1,610.00	-	1,610.00
-	-	49.99	80.00	-	-	441.61
3,572.69	10,070.32	9,392.53	12,368.30	19,224.39	22,464.65	105,578.93
-	-	-	-	-	565.87	2,507.51
-	-	-	-	-	451.30	1,564.40
-	-	-	109.15	272.23	19.00	930.23
2,249.88	-	-	462.65	-	4,246.58	10,904.93
-	-	236.34	232.00	232.00	232.00	1,564.96
1,222.23	955.22	1,419.06	1,501.37	1,842.78	1,070.25	13,704.90
-	-	2,323.32	-	-	2,351.64	9,705.19
-	-	-	-	-	-	-
-	-	-	29.90	-	-	29.90

2018 / 2019							
Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19
-	-	-	-	-	-	-	-
15,000.00	-	-	-	-	-	-	-
1,500.00	-	-	-	-	-	-	-
-	183.33	-	-	-	-	-	-
500.00	-	-	-	-	-	-	-
2,000.00	-	-	-	-	-	-	-
2,500.00	-	-	-	-	-	-	-
94,760.00	7,002.44	-	-	-	-	-	7,002.44
1,545.00	456.69	-	-	-	-	-	456.69
1,030.00	371.41	-	-	-	-	-	371.41
1,000.00	-	-	-	-	-	-	-
9,000.00	-	-	-	-	-	-	-
2,500.00	-	-	-	-	-	-	-
15,250.00	1,204.80	-	-	-	-	-	1,204.80
8,000.00	-	-	-	-	-	-	-
-	170.95	-	-	-	-	-	170.95
100.00	-	-	-	-	-	-	-



## Monthly Finances (D)

Code	Description	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	
7502	Stationery	-	-	-	36.65	37.98	-	74.63	100.00	-	-	-	-	-	-	-	
7550	Telephone & Broadband	-	-	-	40.81	32.48	32.48	332.91	480.00	43.50	-	-	-	-	-	43.50	<div style="width: 9%;"></div>
7800	Repairs and Renewals	100.00	384.54	-	-	1,035.58	-	6,785.76	2,200.00	1,621.70	-	-	-	-	-	1,621.70	<div style="width: 74%;"></div>
7801	Cleaning	-	-	-	67.88	-	-	1,594.69	2,000.00	197.72	-	-	-	-	-	197.72	<div style="width: 10%;"></div>
7803	Premises Expenses	626.62	691.38	86.68	1,214.51	733.31	701.50	16,106.01	15,000.00	-	-	-	-	-	-	-	
7804	Pool Chemicals	530.35	426.18	426.18	-	457.88	234.34	2,541.26	2,500.00	-	-	-	-	-	-	-	
7805	Cess Pit	2,500.00	-	4,060.00	1,890.00	-	3,040.00	15,480.00	12,000.00	1,050.00	-	-	-	-	-	1,050.00	<div style="width: 9%;"></div>
7806	Pedalo Parts	-	-	-	25.83	-	-	53.29	250.00	-	-	-	-	-	-	-	
7807	Pool Costs	-	520.00	-	237.20	-	-	1,803.20	1,250.00	186.67	-	-	-	-	-	186.67	<div style="width: 15%;"></div>
7811	Signs	-	420.00	-	-	-	-	851.84	500.00	-	-	-	-	-	-	-	
7814	Maintenance	130.00	-	41.90	-	-	-	174.90	250.00	-	-	-	-	-	-	-	
7815	Chidren's Party	6.25	122.50	-	-	-	-	395.05	500.00	152.25	-	-	-	-	-	152.25	<div style="width: 30%;"></div>
7816	Parking	-	170.95	-	-	-	-	170.95	250.00	-	-	-	-	-	-	-	
7817	Rowing Parts	-	-	-	698.81	-	-	698.81	1,000.00	-	-	-	-	-	-	-	
7818	Life Jackets	-	-	-	170.04	-	-	170.04	250.00	-	-	-	-	-	-	-	
7819	Duck Feed	-	-	-	-	-	-	16.89	-	-	-	-	-	-	-	-	
7901	Bank Charges	-	-	-	-	671.64	306.03	2,335.86	2,050.00	237.88	-	-	-	-	-	237.88	<div style="width: 12%;"></div>
8201	Subscriptions	-	-	-	365.00	-	-	734.00	500.00	-	-	-	-	-	-	-	
8202	Uniform	259.90	-	-	500.00	20.00	-	983.33	1,000.00	-	-	-	-	-	-	-	
8203	Training Costs	-	-	-	2,700.00	1,800.00	450.00	5,475.00	2,500.00	500.00	-	-	-	-	-	500.00	<div style="width: 20%;"></div>
8204	Insurance	-	-	-	-	-	-	207.57	-	1,192.00	-	-	-	-	-	1,192.00	<div style="width: 10%;"></div>
8206	Coaching	-	-	-	-	-	-	270.00	-	-	-	-	-	-	-	-	
		17,670.09	14,846.39	21,100.34	28,693.36	28,506.39	36,165.64	224,551.04	199,265.00	14,571.34	-	-	-	-	-	14,388.01	

# Swanley Town Council



## Bank Reconciliation: 30 April 2018

Bank Statement Balance:	Current Account	296,544.59	
			<u>296,544.59</u>
Other Bank & Cash Accounts:	Active Saver	139.69	
	Mayor's Account	3,559.00	
	Recreation Account	7,344.80	
	Alexandra Cash Account	4,558.05	
	Olympic Cash Account	518.23	
	Link Cash Account	-	
	Swanley Park Cash Account	4,750.06	
			<u>20,869.83</u>
			<u><u>317,414.42</u></u>
Unpresented Payments	<b><u>Date</u></b>	<b><u>Ref</u></b>	<b><u>Amount</u></b>
	22/03/2018	027779	72.00
	22/03/2018	100659	91.73
	16/04/2018	027790	112.80
	16/04/2018	027805	440.00
	18/04/2018	027843	205.14
	18/04/2018	027844	385.00
	18/04/2018	027847	1,675.00
	18/04/2018	027850	81.60
	20/04/2018	100729	150.00
			<u>3,213.27</u>
			<u><u>314,201.15</u></u>
Unpresented Receipts:	<b><u>Date</u></b>	<b><u>Ref</u></b>	<b><u>Amount</u></b>
	26/04/2018	Park to Current	2.50
	26/04/2018	Park to Current	10.00
	28/04/2018	Alex to Current	303.40
	27/04/2018	Alex to Current	50.40
	27/04/2018	Alex to Current	150.00
	29/04/2018	Oly to Current	419.78
	27/04/2018	Oly to Current	1,416.28
	30/04/2018	Oly to Current	84.29
	30/04/2018	Alex to Current	693.50
	28/04/2018	Park to Current	27.50
	29/04/2018	Park to Current	2.50
	29/04/2018	Park to Current	32.50
			<u>3,192.65</u>
			<u><u>317,393.80</u></u>
Closing Book Balance:	Current Account	296,523.97	
	Other Bank & Cash Accounts	20,869.83	
			<u>317,393.80</u>

# Monthly Finances (E)

\_\_\_\_\_  
-  
\_\_\_\_\_

---

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council



**Payments Out: April 2018**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
03/04/2018	DVLA	DVLA LC03 KJY	Direct Debit	DVLA LC03 KJY	21.00
03/04/2018	DVLA	DVLA LV13SNK	Direct Debit	DVLA LV13SNK	21.00
04/04/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	45.47
04/04/2018	Alexandra Receipts	Alexandra Suite	Cheque	100725	145.11
04/04/2018	Olympic Receipts	Olympic	Cheque	100726	101.40
04/04/2018	Dan Sutton Receipts	Dan Sutton	Cheque	100722	124.00
04/04/2018	Toni Roast Receipts	Toni Roast	Cheque	100724	156.74
05/04/2018	DUNBAR	Dunber Dean Electric Transport Ltd	Cheque	027789	200.00
05/04/2018	BTGROUP	BT	Direct Debit	DD/BT	52.19
05/04/2018	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	237.88
05/04/2018	GRENKE	Grenke Leasing	Direct Debit	DD/Grenke Leasing	1,284.01
05/04/2018	Yell	Internet	Direct Debit	DD/Yell	146.79
06/04/2018	MANN	Mann (Swanley)	Internal Entry	DD/Mann	109.21
06/04/2018	Barclays	Bank Charges	Bank Entry	Barclays	209.88
09/04/2018	TV Licence	TV Licence	Direct Debit	TV Licence	12.43
10/04/2018	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/B Gas	833.82
10/04/2018	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/ B Gas	1,610.31
10/04/2018	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	100.80
10/04/2018	DUNBAR	Dunber Dean Electric Transport Ltd	Cheque	100727	1,000.00
10/04/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	40.88
10/04/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	126.96
10/04/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	159.97
11/04/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	115.88
13/04/2018	Payroll	Salaries	BACS	Payroll Mth1	43,459.53
13/04/2018	Payroll	Salaries	BACS	Payroll Mth1	954.38
13/04/2018	Payroll	PAYE	BACS	PAYE Mth1	6,396.40
13/04/2018	Payroll	NI	BACS	NI Mth1	7,808.56
13/04/2018	Payroll	Pension	BACS	Pension Mth1	9,348.62
16/04/2018	123CONN	123 Connect	Cheque	027790	112.80
16/04/2018	AFLPLUMB	A & L Weston	Cheque	027791	351.24
16/04/2018	ALSFTIMB	Alsford Timber Ltd	Cheque	027792	718.34
16/04/2018	ANGELHR	Angel Human Resources Ltd	Cheque	027793	343.23
16/04/2018	ANGELTRN	Cheryl Parkes	Cheque	027794	15.00
16/04/2018	ANTEL	Antel LTD	Cheque	027795	1,255.20
16/04/2018	BR-IT	BR - IT	Cheque	027796	276.42
16/04/2018	CAME100	Came and Company	Cheque	027797	1,192.00
16/04/2018	CHSTOKES	C.H.Stokes Plant Hire	Cheque	027798	384.00
16/04/2018	CLEAWIPE	Clean Wipes	Cheque	027799	171.78

## Monthly Finances (F)

16/04/2018	CPC	Complete Pool Contracts	Cheque	027800	559.60
16/04/2018	D.BODY	D.Body Ltd	Cheque	027801	630.00
16/04/2018	DARPRINT	Darenth Print and Design Ltd	Cheque	027802	199.20
16/04/2018	DECORATO	Decorators Den Ltd	Cheque	027803	181.34
16/04/2018	DOOR&WIN	The Door & Window Centre Ltd	Cheque	027804	1,224.00
16/04/2018	DYNAMIX	Mr S Gadd	Cheque	027805	440.00
16/04/2018	EDENPARK	Eden Park (STMS) Ltd	Cheque	027806	53.40
16/04/2018	EDF-SWAN	EDF Energy Customers PLC	Cheque	027807	347.75
16/04/2018	EQUIRECY	Equinox Recycling	Cheque	027808	2,356.10
16/04/2018	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	027809	63.96
16/04/2018	GBSPORT	G.B Sport & Leisure UK LTD	Cheque	027810	96.00
16/04/2018	GUIDE1	Guideline Coaches Ltd	Cheque	027811	595.00
16/04/2018	IMAGINE	Imaginative Event Solutions	Cheque	027812	300.00
16/04/2018	INITIAL1	Initial Washroom Hygiene	Cheque	027813	283.92
16/04/2018	JOHNSTRE	John Street Beverage	Cheque	027814	95.00
16/04/2018	KCC100	Kent County Council	Cheque	027815	318.90
16/04/2018	KEEPBRI	Keep Britain Tidy	Cheque	027816	442.80
16/04/2018	KEIRALAN	Alan Keir	Cheque	027817	225.00
16/04/2018	KERRYJO	Kerry Johns	Cheque	027818	500.00
16/04/2018	KFF100	Kent Frozen Foods Ltd	Cheque	027819	362.06
16/04/2018	KFF100	Kent Frozen Foods Ltd	Cheque	027820	782.19
16/04/2018	KINGSCOM	Kings Commercial Services	Cheque	027821	660.00
16/04/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027822	44.10
16/04/2018	NISBET10	Nisbets	Cheque	027823	106.78
16/04/2018	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	027824	18.46
16/04/2018	NORMBUT	Norman's Butchers	Cheque	027825	350.48
16/04/2018	ORCHARDF	Orchard Fencing Ltd	Cheque	027826	857.94
16/04/2018	PROVNURS	Provender Nurseries	Cheque	027827	157.01
16/04/2018	STANNAH	Stannah	Cheque	027828	482.02
16/04/2018	SWANNET	Swanley Netball Club	Cheque	027829	500.00
16/04/2018	THAMOLY	Thames Water Utilities Ltd	Cheque	027830	723.15
16/04/2018	THBROWN	T.H.Brown & Sons Ltd	Cheque	027831	347.35
16/04/2018	TLCDIREC	TLC Online	Cheque	027832	578.00
16/04/2018	TLCELEC	T.L.C Direct	Cheque	027833	26.40
16/04/2018	TRADEUK	Trade UK Account	Cheque	027834	148.08
16/04/2018	UNIVERSA	Bibby Factors Manchester Ltd	Cheque	027835	3,750.00
16/04/2018	REDWING1	Redwing Coaches	Cheque	027836	620.00
16/04/2018	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	125.95
16/04/2018	BOOKER	Booker Lintied	Direct Debit	DD/Booker	105.52
16/04/2018	SDC	Rates for Public Conv, Station Road	Direct Debit	DD/SDC	203.30
16/04/2018	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	4,172.00
16/04/2018	SDC	Rates for Woodlands	Direct Debit	DD/SDC	1,479.00
16/04/2018	SDC	Rates for Olympic	Direct Debit	DD/SDC	2,906.00
16/04/2018	SDC	Rates for Alexandra	Direct Debit	DD/SDC	2,899.19
17/04/2018	CCPAS	DBS	Direct Debit	DD/CCPAS	56.25
18/04/2018	INVICTAL	Invicta Law Ltd	Cheque	027837	6,825.00
18/04/2018	STANNAH	Stannah	Cheque	027838	1,361.89

## Monthly Finances (F)

18/04/2018	ANGELHR	Angel Human Resources Ltd	Cheque	027839	305.35
18/04/2018	DOOR&WIN	The Door & Window Centre Ltd	Cheque	027840	2,520.00
18/04/2018	ATFLOORI	AT Flooring Ltd	Cheque	027841	420.00
18/04/2018	STALBRID	Stalbridge Linen Services	Cheque	027842	397.48
18/04/2018	WHITEPUB	Whitehill Publishing Ltd	Cheque	027843	205.14
18/04/2018	DOR2DOR	Helm Enterprise Solutions Ltd T/A Dor	Cheque	027844	385.00
18/04/2018	HILLSPR	Hills Prospect PLC	Cheque	027845	2,276.79
18/04/2018	LAMPS	Lamps & Tubes Illuminations Ltd	Cheque	027846	1,870.50
18/04/2018	AUDICREW	Audiocrew	Cheque	027847	1,675.00
18/04/2018	SEVDIST	Sevenoaks District Council	Cheque	027848	650.00
18/04/2018	PROVNURS	Provender Nurseries	Cheque	027849	360.02
18/04/2018	EASYNET	Easynet Enterprise Services Ltd	Cheque	027850	81.60
18/04/2018	TUNE10	John Bogg	Cheque	027851	80.00
18/04/2018	TLCDIREC	TLC Online	Cheque	027852	80.00
18/04/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	75.60
18/04/2018	Payroll	Salaries	BACS	Payroll Mth1	314.42
19/04/2018	EETMOB	EE & T Mobile	Direct Debit	DD/EE	30.83
20/04/2018	SG Equipment	Touch Screens	Direct Debit	DD/SG Equipment	378.00
20/04/2018	EKMM	Morris Dancers	Direct Debit	100729	150.00
23/04/2018	EON100	E.ON	Direct Debit	DD/E.On	16.70
23/04/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP Paribas	542.38
24/04/2018	XINTEL	XLN Telecom	Direct Debit	DD/XIn	51.53
24/04/2018	GARYKING	Gary Osben	Cheque	100730	500.00
25/04/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	48.65
26/04/2018	BOC100	BOC Ltd	Direct Debit	DD/BOC	198.12
26/04/2018	VOICECOM	Voicecom Ltd	Direct Debit	DD/Voicecom	287.23
30/04/2018	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex Autolease	411.30
					<b>133,514.96</b>

**133,514.96**

### Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Apr-18	Cheque	45,967.02
	BACS	68,281.91
	Direct Debit	18,946.94
	Internal Entry (Offset)	109.21
	Bank Entry	209.88
		<b>133,514.96</b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date



## Swanley Town Council

### Aged Creditors: 30 April 2018

<u>A/C</u>	<u>Name</u>	<u>Balance</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
ALSFTIMB	Alsford Timber Ltd	1,579.22	1,579.22	0.00	0.00	0.00	0.00
ANGELHR	Angel Human Resources Ltd	371.83	371.83	0.00	0.00	0.00	0.00
B&MSUPP	B&M Supplies LTD	62.22	62.22	0.00	0.00	0.00	0.00
BARCLAYS	Barclays	169.23	169.23	0.00	0.00	0.00	0.00
BGAS8419	BGas Elec - Alexandra	674.64	674.64	0.00	0.00	0.00	0.00
BGAS8456	BGas Elec - The Olympic	1,589.10	1,589.10	0.00	0.00	0.00	0.00
BNPPARIB	BNP Paribas Leasing Sols	909.09	909.09	0.00	0.00	0.00	0.00
BOC100	BOC Ltd	478.38	478.38	0.00	0.00	0.00	0.00
BR-IT	BR - IT	1,480.90	1,480.90	0.00	0.00	0.00	0.00
CASTL588	Castle Water Limited	425.41	425.41	0.00	0.00	0.00	0.00
CLEAWIPE	Clean Wipes	182.56	182.56	0.00	0.00	0.00	0.00
D.BODY	D.Body Ltd	1,050.00	1,050.00	0.00	0.00	0.00	0.00
DARPRINT	Darenth Print and Design Ltd	275.28	275.28	0.00	0.00	0.00	0.00
DAVIDSON	Davidson Training UK Limited	500.00	500.00	0.00	0.00	0.00	0.00
DECORATO	Decorators Den Ltd	22.16	22.16	0.00	0.00	0.00	0.00
DYNAMIX	Mr S Gadd	175.00	175.00	0.00	0.00	0.00	0.00
EDF-SWAN	EDF Energy Customers PLC	341.25	341.25	0.00	0.00	0.00	0.00
EQUIRECY	Equinox Recycling	1,965.72	1,965.72	0.00	0.00	0.00	0.00
ERNEDOE	Ernest Doe & Sons Ltd	96.16	96.16	0.00	0.00	0.00	0.00
FLOWMARI	Flowers by Marion	60.00	60.00	0.00	0.00	0.00	0.00
GMHCASHR	GMH Cash Registers	384.00	384.00	0.00	0.00	0.00	0.00
HILLSPR	Hills Prospect PLC	845.66	845.66	0.00	0.00	0.00	0.00
INITIAL1	Initial Washroom Hygiene	56.78	56.78	0.00	0.00	0.00	0.00
JPSCLAR	JPS Clarity Limited	114.00	0.00	0.00	114.00	0.00	0.00
KCC100	Kent County Council	704.12	704.12	0.00	0.00	0.00	0.00
KEIRALAN	Alan Keir	675.00	675.00	0.00	0.00	0.00	0.00
KFF100	Kent Frozen Foods Ltd	1,589.37	1,589.37	0.00	0.00	0.00	0.00
LEXAUTO	Lex Autolease	411.30	411.30	0.00	0.00	0.00	0.00
LOCKDECO	Lockdecoders Ltd	64.80	64.80	0.00	0.00	0.00	0.00
LOCKTOOL	Locks 'N' Tools Ltd	654.79	654.79	0.00	0.00	0.00	0.00
MASCOT	Mascot Moments	150.00	150.00	0.00	0.00	0.00	0.00
MATTCLAR	Matthew Clark Wholesale Ltd	2,183.03	0.00	2,115.40	67.63	0.00	0.00
MECKADRI	Adrian Mecklenburgh Ltd	378.92	378.92	0.00	0.00	0.00	0.00
NISBET10	Nisbets	187.83	187.83	0.00	0.00	0.00	0.00
NIVEKCAT	Nivek Catering Supplies Ltd	394.68	394.68	0.00	0.00	0.00	0.00
NORMBUT	Norman's Butchers	223.53	223.53	0.00	0.00	0.00	0.00
OAKLEAF1	Oakleaf Electrical Contractors Ltd	487.97	487.97	0.00	0.00	0.00	0.00
OFFICEKI	Office King	68.40	68.40	0.00	0.00	0.00	0.00
ORCHARDF	Orchard Fencing Ltd	59.04	59.04	0.00	0.00	0.00	0.00
PROVNURS	Provender Nurseries	452.02	452.02	0.00	0.00	0.00	0.00



Monthly Finances (G)

SEVDIST	Sevenoaks District Council	1,950.00
SSEELEC	SSE Southern Electric	-1.18
STANNAH	Stannah	3,300.00
STJOHNA	St John Ambulance	253.44
THBROWN	T.H.Brown & Sons Ltd	169.40
TLCDIREC	TLC Online	259.13
TLCELEC	T.L.C Direct	48.00
TRADEUK	Trade UK Account	416.69
WILLOW	Willow Pumps Limited	1,068.00
WPSINS	WPS Ltd	-12.11
		<b>29,944.76</b>
Aged Creditors: 30 April 2017		<b>51,969.11</b>

1,950.00	0.00	0.00	0.00	0.00
0.00	0.00	-1.18	0.00	0.00
3,300.00	0.00	0.00	0.00	0.00
253.44	0.00	0.00	0.00	0.00
169.40	0.00	0.00	0.00	0.00
259.13	0.00	0.00	0.00	0.00
48.00	0.00	0.00	0.00	0.00
245.00	171.69	0.00	0.00	0.00
1,068.00	0.00	0.00	0.00	0.00
0.00	-12.11	0.00	0.00	0.00
<b>27,489.33</b>	<b>2,274.98</b>	<b>180.45</b>	<b>0.00</b>	<b>0.00</b>
<b>26,613.45</b>	<b>1,834.54</b>	<b>22,517.45</b>	<b>1,147.68</b>	<b>-144.01</b>

# Swanley Town Council



## Aged Debtors: 30 April 2018

<u>A/C</u>	<u>Name</u>	<u>Balance</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
BEXLEYBC	London Borough of Bexley	2,314.40	1,077.20	581.20	656.00	0.00	0.00
CLG	CLG Market Research Ltd	1,050.00	700.00	0.00	350.00	0.00	0.00
DANCEBL	Dance Blast	90.00	90.00	0.00	0.00	0.00	0.00
DOORWIND	The Door and Window Centre	78.00	78.00	0.00	0.00	0.00	0.00
DOVEFUN	Doves Funerals	180.00	180.00	0.00	0.00	0.00	0.00
EMERSON	Emerson Park	340.00	340.00	0.00	0.00	0.00	0.00
FUNPART	Funeral Partners Ltd	-180.00	-180.00	0.00	0.00	0.00	0.00
GRACEPL	Grace Place Community Church	1,225.00	1,295.00	0.00	0.00	0.00	-70.00
IBLCAT	IBL Catering Ltd	16,000.00	16,000.00	0.00	0.00	0.00	0.00
JIB	Joint Industry Board	500.00	500.00	0.00	0.00	0.00	0.00
KCC100	Kent County Council	3,142.40	1,571.20	0.00	1,571.20	0.00	0.00
KCCHIGH	Kent County Council (Highways)	1,891.62	0.00	0.00	0.00	0.00	1,891.62
KCCLIBRA	KCC Strategic & Corp Services	13,824.77	13,824.77	0.00	0.00	0.00	0.00
KGS	KGS Market Research	800.00	800.00	0.00	0.00	0.00	0.00
LAURIEM1	Lauriem Complete Care Ltd	-125.00	-125.00	0.00	0.00	0.00	0.00
MEDWAYC	Medway Council	290.60	290.60	0.00	0.00	0.00	0.00
MULTCARS	Multicars	825.00	825.00	0.00	0.00	0.00	0.00
NHSPROP	NHS Property Services	48,000.00	48,000.00	0.00	0.00	0.00	0.00
NORTHKEN	North Kent Mind	135.00	0.00	135.00	0.00	0.00	0.00
PROPERTY	Property Manager UK	140.00	140.00	0.00	0.00	0.00	0.00
SARGPART	Sargeant Partnership	300.00	300.00	0.00	0.00	0.00	0.00
SEVDISTC	Sevenoaks District Council	24,956.52	24,956.52	0.00	0.00	0.00	0.00
SGNGAS	SGNgas	543.00	0.00	543.00	0.00	0.00	0.00
STONEHIL	Stonehill Woods Residents Ass	140.00	140.00	0.00	0.00	0.00	0.00
SWANBOX	Swanley Boxing Club	338.00	338.00	0.00	0.00	0.00	0.00
SWNBRAIL	Swanley New Barn Railway	300.00	300.00	0.00	0.00	0.00	0.00
SWNFC	Swanley FC	-23.30	0.00	-0.20	0.00	0.00	-23.10
U3A100	U3A	-420.00	-420.00	0.00	0.00	0.00	0.00
VIBEDN10	Vibe Dance Nights	210.00	210.00	0.00	0.00	0.00	0.00
WHTOAKDE	White Oak Dental Practice	180.00	180.00	0.00	0.00	0.00	0.00
ZIBRANT	Zibrant	1,848.80	882.00	966.80	0.00	0.00	0.00
		<b>118,894.81</b>	<b>112,293.29</b>	<b>2,225.80</b>	<b>2,577.20</b>	<b>0.00</b>	<b>1,798.52</b>

Monthly Finances (G)

Aged Debtors: 30 April 2017 131,636.60

78,479.55 4,078.50 9,903.00 1,722.43 37,453.12

**Events** <sup>[1]</sup>

JANUARY	January events	
FEBRUARY	February events	-840.00
MARCH	March events	
APRIL	April events	
MAY	May events	-11,820.00
JUNE	June events	-6,024.00
JULY	July events	-16,053.00
AUGUST	August events	-9,150.00
SEPTEMBER	September events	-9,420.00
OCTOBER	October Events	-7,220.00
NOVEMBER	November Events	
DECEMBER	December events	-5,600.00
		<b><u>-66,127.00</u></b>

[1] Balances will include prepayments for future functions at Alexandra and Olympic

**Party Functions** <sup>[2]</sup>

A70S80S	A - 70s & 80s Night	-20.00
AMEDIUMS	A - Mediumship	-15.00
APARTYA	A - Party Anthems	-150.00
ASUMMER	A - Summer Party	-130.00
ODRAG&DI	O - Drag & Disco	-50.00
OROYALT	O - Royal Tea	-645.00
		<b><u>-1,010.00</u></b>

[2] Balances will include prepayments for future Party Nights at Alexandra and Olympic

18 APRIL 2018

## **EMPLOYMENT BRIEFING E01-18 | 2018-2019 NATIONAL SALARY AWARD**

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2018-2019 to be implemented from 1 April 2018.
- New pay scales for 2019-2020 to be implemented from 1 April 2019 (Further information on these will be issued by NALC later this year).

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by SLCC and ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2018

© NALC 2018

## ANNEX

NJC has reached agreement on the pay scales for 2018-19. Consequently, NALC recommends that the below salary scales for full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) are applied from 1 April 2018.

### Pay scales from 1 April 2018

Scale Points below Substantive range		Substantive Benchmark range		Points above Substantive range	
<b>LC1</b>					
	<b>(15-17)</b>		<b>(18-22)</b>		<b>(23-25)</b>
15	£17,972	18	£18,870	23	£21,693
16	£18,319	19	£19,446	24	£22,401
17	£18,672	20	£19,819	25	£23,111
		21	£20,541		
		22	£21,074		
<b>LC2</b>					
	<b>(26-29)</b>		<b>(30-34)</b>		<b>(35-38)</b>
26	£23,866	30	£27,358	35	£31,401
27	£24,657	31	£28,221	36	£32,233
28	£25,463	32	£29,055	37	£33,136
29	£26,470	33	£29,909	38	£34,106
		34	£30,756		
<b>LC3</b>					
	<b>(39-42)</b>		<b>(43-47)</b>		<b>(48-51)</b>
39	£35,229	43	£39,002	48	£43,757
40	£36,153	44	£39,961	49	£44,697
41	£37,107	45	£40,858	50	£45,816
42	£38,052	46	£41,846	51	£46,957
		47	£42,806		
<b>LC4</b>					
	<b>(52-55)</b>		<b>(56-60)</b>		<b>(61-68)</b>
52	£48,138	56	£53,131	61	£61,732
53	£49,331	57	£54,455	62	£63,541
54	£50,421	58	£56,272	63	£65,372

55	£51,832	59	£58,082	64	£67,167
		60	£59,901	65	£68,869
				66	£70,607
				67	£72,387
				68	£74,217

### **PART-TIME CLERKS - HOURLY RATES April 2018**

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

**For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2018 are:**

#### **Scale LC1 and part LC2 (SCP - Spinal Column Point)**

SCP	15	£9.341
SCP	16	£9.521
SCP	17	£9.705
SCP	18	£9.808
SCP	19	£10.107
SCP	20	£10.301
SCP	21	£10.676
SCP	22	£10.953
SCP	23	£11.275
SCP	24	£11.643
SCP	25	£12.012
SCP	26	£12.404
SCP	27	£12.815

**SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)**

SCP	Annual £	Hourly £p	SCP	Annual £	Hourly £p
6	£16,394	£8.521	11		£8.839
7	£16,495	£8.573	12	£17,173	£8.926
8	£16,626	£8.641	13	£17,391	£9.039
9	£16,755	£8.708	14	£17,681	£9.190
10	£16,863	£8.765			