

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

SUMMONS

Date 29th November 2018

Dear Member

You are hereby summoned to attend a meeting of the **Town Council** at the **Council Chamber, St Marys Road on Wednesday 5th December 2018 at 7:30pm** or at the conclusion of the public participation session.



Mr S Nash
CEO / Town Clerk

PUBLIC PARTICIPATION

If required, the meeting will be preceded by a public participation period of up to 15 minutes in total at 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items only and with express permission from the Chairman / Mayor. Those wishing to speak on an Agenda item must indicate this during Public Participation.

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 and 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. To receive Apologies for Absence
2. To receive Declarations of Interest
3. To approve as correct the Minutes of the Meetings held on Wednesday 7th November 2018

4. To receive Minutes of Committees and approve recommendations contained therein
Development Control – 7th November 2018
Policy & Finance - 21st November 2018
Development Control – 21st November 2018
5. **CHANGE OF MEETING DATES 2019 – REPORT A**
To approve amended meeting dates for 2019
6. **BUDGET SETTING 2019 – 2020**
To approve the 2019-2020
 - b. Swanley Town Council Overall Budget
 - c. Civic Budget
 - d. Alexandra Suite Budget
 - e. Olympic Budget
 - f. Swanley Park Budget
7. **Mayors Communication**
To receive such communications as the Town Mayor may desire to lay before the Council (Councillors are reminded that no decision making may take place as a result of this item)
8. **Report from County and District Councillors**
(Councillors are reminded that no decision making may take place as a result of this item)

Date of next meeting – 9th January 2019

9. **Forthcoming Meetings – To note the following dates**

23rd January 2019 – Development Control
23rd January 2019 – Policy & Finance

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

Council Members:

Mayor Cllr Dyball
Leader Cllr Morris
Cllr L Ball
Cllr C Barnes
Cllr L Gaire
Cllr S Gaire
Cllr T Searles
Cllr M Hogg

Cllr Horwood
Cllr Halford
Cllr Scott
Cllr Willingale
Cllr J Barnes
Cllr E Komolafe

Cllr V Southern
Cllr P Darrington

Leadership Group

Cllr R Morris
Cllr V Southern
Cllr M Horwood
Cllr L Dyball

COUNCIL MEETING DATES 2018 - 19

16 May 2018		Dev Control	Policy & Finance		
06 June 2018	Full Council	Dev Control			
20 June 2018		Dev Control	Policy & Finance	Personnel	
04 July 2018	Full Council	Dev Control			
18 July 2018		Dev Control	Policy & Finance		Estates & Facilities
05 September 2018	Full Council	Dev Control			
19 September 2018		Dev Control	Policy & Finance	Personnel	
03 October 2018	Full Council	Dev Control			
17 October 2018		Dev Control	Policy & Finance		Estates & Facilities
07 November 2018	Full Council	Dev Control			
21 November 2018		Dev Control	Policy & Finance		
05 December 2018	Full Council	Dev Control			
9 January 2019	Full Council	Dev Control			
23 January 2019		Dev Control	Policy & Finance		Estates & Facilities
06 February 2019	Full Council	Dev Control			
20 February 2019		Dev Control	Policy & Finance	Personnel	
06 March 2019	Full Council	Dev Control			
20 March 2019		Dev Control	Policy & Finance		
27 March 2019	Annual	Town	Meeting		
17 th April 2019		Dev Control	Policy & Finance		Estates & Facilities
01 May 2019	Full Council	Dev Control			
15 May 2019	Mayor	Making			

Swanley Town Council: Swanley Park

Budget Summary 2017/2018

Report F

Income

Code	Description	Current Financial Year (2018/2019)				Financial Year (2019/2020)	
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19	Proposed Budget	Change: (Outturn vs. 2019/20)
4000	Precept	-	-	-	-	-	-
4033	Community Infrastructure Levy	-	-	-	-	-	-
4006	Rent - Cafe in the Park	33,500.00	33,500.00	34,000.00	34,000.00	34,500.00	1.47%
4007	Rent - Swanley Park	-	-	-	-	-	N/a
4008	Rent - Swanley New Barn Railway	-	-	-	11,631.53	11,631.53	-
4010	Rent - Ice Cream Van	15,416.00	15,416.00	15,416.67	15,416.67	15,900.00	3.14%
4017	Rent - Swanley Park RFC	3,750.00	3,750.00	2,188.48	3,751.68	3,751.68	0.00%
4201	Service Recharge: Café in the Park	2,000.00	2,000.00	4,175.59	4,495.59	4,630.46	3.00%
4204	Service Recharge: Bungalow	600.00	600.00	-	-	-	N/a
4600	Outdoor Event Revenue	-	-	6,902.95	6,902.95	7,110.04	3.00%
4700	Rowing	5,750.00	5,750.00	7,789.94	7,789.94	8,023.64	3.00%
4701	Pedalos	33,600.00	33,600.00	34,982.80	34,982.80	36,032.28	3.00%
4702	Canoeing	2,800.00	2,800.00	3,702.92	3,702.92	3,814.01	3.00%
4703	Golf	4,550.00	4,550.00	7,273.40	7,273.40	7,491.60	3.00%
4704	Tree Trek	6,300.00	6,300.00	4,354.59	4,354.59	4,485.23	3.00%
4705	Hand Boats	150.00	150.00	5,004.04	5,004.04	5,154.16	3.00%
4706	Dino Karts	2,510.00	2,510.00	3,798.32	3,798.32	3,912.27	3.00%
4707	Deck Chairs	650.00	650.00	1,161.21	1,161.21	1,196.05	3.00%
4708	Bouncy Castle	10,600.00	10,600.00	11,292.62	11,292.62	11,631.40	3.00%
4710	Car Parking	46,000.00	46,000.00	52,229.46	52,229.46	53,796.34	3.00%
4712	Wrist Bands	100.00	100.00	724.17	724.17	745.90	3.00%
4713	Duck Income	-	-	535.65	535.65	551.72	3.00%
4714	Battery Bikes	-	-	4,480.06	4,480.06	4,614.46	3.00%
4715	Balloons	-	-	65.00	65.00	66.95	3.00%
4716	Water Creatures	-	-	9.17	9.17	9.45	3.00%
4717	Candy Floss	-	-	304.21	304.21	313.34	3.00%
4718	JCB Digger	-	-	991.80	991.80	1,021.55	3.00%
4719	Reptiles	-	-	69.17	69.17	71.25	3.00%
4720	Children's Party - Recreation	3,000.00	3,000.00	279.16	279.16	287.53	3.00%
4721	Children's Party - Survival	3,000.00	3,000.00	3,005.80	3,505.80	3,610.97	3.00%
4810	Sponsorship - General	-	-	283.33	283.33	-	N/a
		174,276.00	174,276.00	205,020.51	219,035.24	224,353.80	2.43%

Expenditure

Current Financial Year (2018/2019)	Financial Year (2019/2020)
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<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
5002	Catering Purchases	-	-	9.56	9.56	9.85	3.00%
5010	Sporting Equipment Purchases	-	-	128.50	128.50	132.36	3.00%
5020	Estates Equipment / Machinery	15,000.00	15,000.00	4,659.94	6,159.94	6,344.74	3.00%
5021	Estates Equipment / Machinery Repairs	1,500.00	1,500.00	1,836.44	1,836.44	1,891.53	3.00%
5030	Horticulture	-	-	1,205.83	1,505.83	1,551.00	3.00%
5045	Function Expenditure	500.00	500.00	-	-	-	N/a
5046	Outdoor Event	2,000.00	2,000.00	1,315.08	1,315.08	1,354.53	3.00%
6201	Advertising	2,500.00	2,500.00	283.00	363.00	373.89	3.00%
7000	Salaries	94,760.00	94,760.00	96,294.25	116,194.25	119,680.08	3.00%
7001	Pension	1,545.00	1,545.00	3,083.62	4,906.12	5,053.30	3.00%
7006	Employers NI	1,030.00	1,030.00	3,277.56	5,034.01	5,185.03	3.00%
7012	Security Staffing	-	-	770.50	770.50	793.62	3.00%
7099	Staff Expenses	1,000.00	1,000.00	-	-	-	N/a
7102	Water Rates	9,000.00	9,000.00	4,679.98	7,179.98	7,395.38	3.00%
7103	General Rates	2,500.00	2,500.00	-	-	-	N/a
7105	Recycling - Waste Collection	15,250.00	15,250.00	11,138.16	15,438.16	15,901.30	3.00%
7200	Electricity	8,000.00	8,000.00	80.43	430.43	443.34	3.00%
7202	GasOil	-	-	849.97	849.97	875.47	3.00%
7303	Vehicle Insurance	-	-	91.94	91.94	94.70	3.00%
7304	Miscellaneous Motor Expenses	-	-	15.00	15.00	15.45	3.00%
7306	Mileage Claims	-	-	104.41	104.41	107.54	3.00%
7500	Printing	-	-	512.85	512.85	528.24	3.00%
7501	Postage & Carriage	100.00	100.00	9.95	9.95	10.25	3.00%
7502	Stationery	100.00	100.00	65.97	65.97	67.95	3.00%
7550	Telephone & Broadband	480.00	480.00	469.61	744.61	766.95	3.00%
7700	Equipment Hire	-	-	1,699.45	1,699.45	1,750.43	3.00%
7800	Repairs and Renewals	2,200.00	2,200.00	1,752.28	2,852.28	2,937.85	3.00%
7801	Cleaning	2,000.00	2,000.00	1,172.18	1,372.18	1,413.35	3.00%
7803	Premises Expenses	15,000.00	15,000.00	2,418.05	3,918.05	4,035.59	3.00%
7804	Pool Chemicals	2,500.00	2,500.00	1,408.91	1,908.91	1,966.18	3.00%
7805	Cess Pit	12,000.00	12,000.00	11,490.00	11,910.00	52,267.00	338.85%
7806	Pedalo Parts	250.00	250.00	364.43	364.43	375.36	3.00%
7807	Pool Costs	1,250.00	1,250.00	1,939.62	1,939.62	1,997.81	3.00%
7808	Sand	-	-	275.00	275.00	283.25	3.00%
7811	Signs	500.00	500.00	513.00	513.00	528.39	3.00%
7814	Maintenance	250.00	250.00	1,378.20	1,378.20	1,419.55	3.00%
7815	Chidren's Party	500.00	500.00	298.92	298.92	307.89	3.00%
7816	Parking	250.00	250.00	-	-	-	N/a
7817	Rowing Parts	1,000.00	1,000.00	-	-	-	N/a
7818	Life Jackets	250.00	250.00	-	-	-	N/a

Stephen Innes:
Includes £40,000 for Cess
Pit Project

<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
7819	Duck Feed	-	-	-	-	20.00	#DIV/0!
7820	Activity Recharge	-	-	3,058.33	3,058.33	3,150.08	3.00%
7821	Miscellaneous Purchases	-	-	268.51	268.51	276.57	3.00%
7901	Bank Charges	2,050.00	2,050.00	2,252.01	3,432.01	3,534.97	3.00%
8201	Subscriptions	500.00	500.00	-	-	-	N/a
8202	Uniform	1,000.00	1,000.00	746.74	746.74	769.14	3.00%
8203	Training Costs	2,500.00	2,500.00	1,803.00	2,303.00	2,372.09	3.00%
8204	Insurance	-	-	1,192.00	1,192.00	1,227.76	3.00%
8206	Coaching	-	-	-	-	-	N/a
		199,265.00	199,265.00	164,913.18	203,097.13	249,209.74	22.70%

Swanley Town Council: Overall

Budget Setting 2019 / 2020

Report B

Income

Dept	Venue	Current Financial Year (2018/2019)				Financial Year (2019/2020)	
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19	Proposed Budget (Overall)	Change: (Outturn vs. 2019/20)
4000	Precept	560,922.00	560,922.00	560,922.00	560,922.00	583,542.96	
4033	Community Infrastructure Levy	-	-	416.66	416.66	-	
1	Alexandra	350,950.00	350,950.00	220,861.11	330,590.25	340,493.36	2.91%
2	Olympic	227,050.00	227,050.00	104,109.33	182,174.33	184,585.92	1.31%
3	Civic	895,301.81	895,301.81	824,448.15	880,683.59	864,667.35	(1.85%)
8	Swanley Park	174,276.00	174,276.00	205,020.51	219,035.24	224,353.80	2.37%
		1,647,577.81	1,647,577.81	1,354,439.10	1,612,483.41	1,614,100.42	0.10%

566,546.56

Expenditure

Dept	Venue	Current Financial Year (2018/2019)				Financial Year (2019/2020)	
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19	Proposed Budget (Overall)	Change: (Outturn vs. 2019/20)
1	Alexandra	247,100.00	247,100.00	153,187.15	238,763.29	269,064.33	11.26%
2	Olympic	226,030.00	226,030.00	126,056.15	189,702.15	182,134.78	(4.15%)
3	Civic	973,495.66	973,495.66	609,849.46	930,850.83	891,362.66	(4.43%)
8	Swanley Park	199,265.00	199,265.00	164,913.18	203,097.13	249,209.74	18.50%
		1,645,890.66	1,645,890.66	1,054,005.94	1,562,413.40	1,591,771.52	1.84%

Difference (Income vs. Expenditure)

1,687.15	1,687.15	300,433.16	50,070.01	22,328.91
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Summary

The figures are produced based on the following:
 3% increase in the precept;
 1% increase to the tax base (2018/2019)
 uplift in income & expenditure as shown;
 current salary structure, with increase from April '19

	Year	Tax Base (Nr)	Precept (£)	Value (£)	Increase (%)	Weekly Increase (£)	Annual Increase (Band D) (£)
	2016 / 2017	5,308	519,510.00	97.87			
	2017 / 2018	5,408	539,876.00	99.83			
	2018 / 2019	5,485	560,922.00	102.26			
	2019 / 2020	5,540	583,542.96	105.33	3.00%	0.059	3.068
	2019 / 2020	5,540	572,212.03	103.29	1.00%	0.020	1.023
	2019 / 2020	5,540	577,877.49	104.31	2.00%	0.039	2.045
Increase in Precept	2019 / 2020	5,540	583,542.96	105.33	3.00%	0.059	3.068
	2019 / 2020	5,540	589,208.42	106.36	4.00%	0.079	4.091
	2019 / 2020	5,540	594,873.89	107.38	5.00%	0.098	5.113

Swanley Town Council: Alexandra

Budget Summary 2017/2018

Report C

Income

Code	Description	Current Financial Year (2018/2019)			
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19
4000	Precept	-	-	-	-
4033	Community Infrastructure Levy	-	-	-	-
4028	Photocopying	-	-	14.17	14.17
4100	Bar Income	125,000.00	125,000.00	76,614.70	115,440.94
4105	Catering Income	70,000.00	70,000.00	63,236.03	91,896.96
4110	Equipment Hire	-	-	76.67	76.67
4115	Function Package Revenue	85,000.00	85,000.00	38,150.17	53,057.09
4120	Conference Lettings Regular	38,250.00	38,250.00	31,562.87	46,616.43
4125	Party Night Revenue	19,200.00	19,200.00	4,516.68	12,860.67
4130	Party Function Revenue	13,500.00	13,500.00	6,689.82	10,627.32
		350,950.00	350,950.00	220,861.11	330,590.25

Financial Year (2019/2020)	
Proposed Budget	Change: (Outturn vs. 2019/20)
-	-
-	-
-	N/a
118,904.17	3.00%
94,653.87	3.00%
78.97	3.00%
54,648.80	3.00%
48,014.92	3.00%
13,246.49	3.00%
10,946.14	3.00%
340,493.36	3.00%

Expenditure

Code	Description	Current Financial Year (2018/2019)			
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19
5001	Bar Purchases	33,500.00	33,500.00	24,690.89	36,727.02
5002	Catering Purchases	18,100.00	18,100.00	12,389.10	18,121.29
5003	Bar Purchases - Equipment	-	-	789.19	1,390.49
5004	Catering Purchases - Equipment	-	-	460.39	545.89
5011	Licenses	500.00	500.00	1,738.15	1,738.15
5012	Sales Commision	-	-	71.52	71.52
5020	Estates Equipment / Machinery	1,000.00	1,000.00	107.00	107.00
5021	Estates Equipment / Machinery Repairs	2,000.00	2,000.00	995.68	995.68
5033	Pantomime	-	-	445.00	890.00
5045	Function Expenditure	24,500.00	24,500.00	15,251.15	19,723.23
6200	Website, Social Media and Marketing	1,500.00	1,500.00	122.33	733.98
6201	Advertising	1,500.00	1,500.00	280.00	480.00
7000	Salaries	73,500.00	73,500.00	51,373.42	86,899.72
7001	Pension	8,200.00	8,200.00	5,928.79	10,090.54
7004	Wages - Casual	2,000.00	2,000.00	280.00	280.00
7006	Empoyers NI	3,200.00	3,200.00	2,029.46	3,365.51
7099	Expenses	950.00	950.00	-	-
7102	Water Rates	3,000.00	3,000.00	1,414.59	2,129.59
7103	General Rates	30,700.00	30,700.00	18,394.30	25,662.49
7105	Recycling - Waste Collection	3,500.00	3,500.00	1,997.34	3,327.34

Financial Year (2019/2020)	
Proposed Budget	Change: (Outturn vs. 2019/20)
37,828.84	3.00%
18,664.92	3.00%
1,432.20	3.00%
562.27	3.00%
1,790.29	3.00%
73.67	3.00%
110.21	3.00%
1,025.55	3.00%
916.70	3.00%
20,314.92	3.00%
756.00	3.00%
494.40	3.00%
89,506.71	3.00%
10,393.26	3.00%
288.40	3.00%
3,466.48	3.00%
-	N/a
2,193.48	3.00%
26,432.36	3.00%
3,427.16	3.00%

<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
7200	Electricity	7,000.00	7,000.00	4,950.30	8,250.30	8,497.81	3.00%
7201	Gas	7,400.00	7,400.00	2,035.56	5,735.56	5,907.63	3.00%
7500	Printing	300.00	300.00	248.95	248.95	256.42	3.00%
7552	Computers & Software	-	-	135.00	135.00	139.05	3.00%
7602	Health & Safety Fees	-	-	420.00	420.00	432.60	3.00%
7800	Repairs and Renewals	1,000.00	1,000.00	997.50	997.50	1,027.43	3.00%
7801	Cleaning	3,350.00	3,350.00	1,484.02	2,484.02	2,558.54	3.00%
7802	Laundry	3,300.00	3,300.00	1,627.29	2,782.29	2,865.76	3.00%
7803	Premises Expenses	15,000.00	15,000.00	1,568.50	2,778.50	26,000.00	835.76%
7901	Bank Charges	1,850.00	1,850.00	961.73	1,651.73	1,701.28	3.00%
8201	Subscriptions	250.00	250.00	-	-	-	N/a
		247,100.00	247,100.00	153,187.15	238,763.29	269,064.33	12.69%

Stephen Innes:
Includes £23,000 for
refurb of Carpet and Dance
Floor

Swanley Town Council: Olympic

Budget Summary 2017/2018

Report D

Income

Code	Description	Current Financial Year (2018/2019)				Financial Year (2019/2020)	
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19	Proposed Budget	Change: (Outturn vs. 2019/20)
4000	Precept	-	-	-	-	-	-
4033	Community Infrastructure Levy	-	-	-	-	-	-
4003	Rent - New Generation Data	-	-	2,333.31	3,999.96	3,999.96	-
4012	Rent - Golf Range	-	-	-	-	-	N/a
4013	Rent - Bowls Club	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	-
4015	Rent - Flat at Olympic Centre	8,400.00	8,400.00	4,200.00	7,700.00	8,400.00	9.09%
4018	Rent - Boxing	3,750.00	3,750.00	1,971.69	3,380.04	3,380.04	-
4028	Photocopying	-	-	4.00	4.00	4.12	3.00%
4100	Bar Income	44,500.00	44,500.00	28,342.29	48,342.29	49,792.56	3.00%
4105	Catering Income	82,500.00	82,500.00	29,517.55	49,517.55	51,003.08	3.00%
4108	Quiz Income	-	-	69.17	69.17	71.25	3.00%
4109	Pool Income	-	-	41.00	81.00	83.43	3.00%
4115	Function Package Revenue	15,500.00	15,500.00	5,687.10	11,937.10	12,295.21	3.00%
4120	Conference Lettings Regular	65,000.00	65,000.00	16,706.73	36,706.73	37,807.93	3.00%
4125	Party Night Revenue	2,400.00	2,400.00	416.67	1,816.67	1,871.17	3.00%
4600	Outdoor Event Revenue	-	-	116.66	116.66	-	N/a
4609	Snooker Income	-	-	6,760.36	10,560.36	10,877.17	3.00%
4903	Insurance Claims	-	-	2,942.80	2,942.80	-	N/a
4998	Sale of Goods	-	-	-	-	-	N/a
		227,050.00	227,050.00	104,109.33	182,174.33	184,585.92	1.32%

Expenditure

Code	Description	Current Financial Year (2018/2019)				Financial Year (2019/2020)	
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19	Proposed Budget	Change: (Outturn vs. 2019/20)
5001	Bar Purchases	19,000.00	19,000.00	10,060.51	17,460.51	17,984.33	3.00%
5002	Catering Purchases	28,500.00	28,500.00	8,452.70	13,052.70	13,444.28	3.00%
5003	Bar Purchases - Equipment	-	-	1,159.37	1,545.62	1,591.99	3.00%
5004	Catering Purchases - Equipment	-	-	593.26	893.26	920.06	3.00%
5011	Licences	1,200.00	1,200.00	500.20	562.05	578.91	3.00%
5020	Estates Equipment / Machinery	1,000.00	1,000.00	113.63	113.63	117.04	3.00%
5021	Estates Equipment / Machinery Repairs	2,000.00	2,000.00	584.28	584.28	601.81	3.00%

<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
5030	Horticulture	-	-	617.50	617.50	636.03	3.00%
5045	Function Expenditure	7,500.00	7,500.00	4,431.47	5,931.47	6,109.41	3.00%
5046	Outdoor Event	-	-	150.00	150.00	154.50	3.00%
6200	Website, Social Media and Marketing	1,500.00	1,500.00	733.98	733.98	756.00	3.00%
6201	Advertising	1,500.00	1,500.00	240.00	640.00	659.20	3.00%
7000	Salaries	66,100.00	66,100.00	41,452.80	60,952.80	46,800.00	(23.22%)
7001	Pension	6,750.00	6,750.00	3,479.87	4,229.87	1,800.00	(57.45%)
7004	Wages - Casual	5,500.00	5,500.00	2,143.20	2,643.20	2,722.50	3.00%
7006	Employers NI	3,250.00	3,250.00	1,688.73	2,909.88	2,997.18	3.00%
7011	SMP Reclaimed	-	-	(2,125.94)	(5,125.94)	-	N/a
7099	Staff Expenses	250.00	250.00	101.40	101.40	104.44	3.00%
7102	Water Rates	4,150.00	4,150.00	4,251.33	7,751.33	7,983.87	3.00%
7103	General Rates	29,400.00	29,400.00	20,360.00	29,087.00	29,959.61	3.00%
7105	Recycling - Waste Collection	2,100.00	2,100.00	1,264.98	2,164.98	2,229.93	3.00%
7200	Electricity	13,000.00	13,000.00	5,724.11	12,924.11	13,311.83	3.00%
7201	Gas	4,250.00	4,250.00	2,467.38	5,361.38	5,522.22	3.00%
7500	Printing	-	-	154.13	204.13	210.25	3.00%
7502	Stationery	-	-	35.36	35.36	36.42	3.00%
7550	Telephone and Broadband	1,650.00	1,650.00	300.58	515.28	530.74	3.00%
7552	Computers & Software	-	-	135.00	135.00	139.05	3.00%
7602	Health & Safety Fees	-	-	519.60	519.60	535.19	3.00%
7604	Professional Fees	1,500.00	1,500.00	1,174.92	1,720.97	1,772.60	3.00%
7702	Equipment Leasing	3,780.00	3,780.00	2,205.00	3,780.00	3,893.40	3.00%
7800	Repairs and Renewals	1,200.00	1,200.00	1,252.99	1,252.99	1,290.58	3.00%
7801	Cleaning	3,300.00	3,300.00	657.33	1,152.33	1,186.90	3.00%
7802	Laundry	1,650.00	1,650.00	1,326.28	2,001.28	2,061.32	3.00%
7803	Premises Expenses	15,000.00	15,000.00	8,752.57	11,252.57	11,590.15	3.00%
7901	Bank Charges	-	-	1,097.63	1,847.63	1,903.06	3.00%
8201	Subscriptions	1,000.00	1,000.00	-	-	-	N/a
		226,030.00	226,030.00	126,056.15	189,702.15	182,134.78	(3.99%)

Income

Code	Description	Current Financial Year (2018/2019)				Financial Year (2019/2020)	
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19	Proposed Budget	Change: (Outturn vs. 2019/20)
4000	Precept	560,921.81	560,921.81	560,922.00	560,922.00	577,749.66	-
4033	Community Infrastructure Levy	-	-	416.66	416.66	-	-
4004	Rent - Station Road: Micro Brewery	-	-	1,500.00	1,500.00	4,800.00	220.00%
4005	Rent - Oaks Clinic	79,560.00	79,560.00	69,648.92	79,538.92	79,538.92	-
4009	Rent - 10 Station Road: Taxi	2,750.00	2,750.00	2,062.50	2,750.00	2,750.00	-
4011	Rent - Pedham Farm	1,760.00	1,760.00	925.00	1,850.00	1,850.00	-
4016	Rent - Civic Centre	17,000.00	17,000.00	10,591.66	18,091.66	18,000.00	(0.51%)
4019	Mayor's Charity Income	-	-	3,114.12	3,114.12	-	N/a
4020	Allotments	500.00	500.00	128.33	548.33	550.00	0.30%
4021	Dog Bin Emptying	-	-	390.00	390.00	390.00	-
4022	Solar Panel Income	15,000.00	15,000.00	7,608.60	8,908.60	8,500.00	(4.59%)
4023	Urban Maintenance	-	-	3,642.55	7,284.55	7,284.55	-
4024	Seeds	-	-	151.84	201.84	200.00	(0.91%)
4025	Black Refuse Bags	4,010.00	4,010.00	2,878.33	4,708.33	4,700.00	(0.18%)
4026	White Refuse Bags	1,150.00	1,150.00	864.17	1,423.99	1,420.00	(0.28%)
4027	Brown Refuse Bags	18,750.00	18,750.00	12,016.83	13,793.68	13,800.00	0.05%
4028	Photocopying	110.00	110.00	-	-	-	N/a
4029	Radar Keys	40.00	40.00	15.00	15.00	15.00	-
4030	SDC Link Service Contract	49,900.00	49,900.00	28,064.00	28,064.00	28,064.00	-
4031	KCC Link Salaries Recharge	55,300.00	55,300.00	44,676.13	59,568.17	61,355.22	3.00%
4032	1812 Event	2,000.00	2,000.00	1,596.25	1,596.25	1,600.00	0.23%
4034	Firework Night	1,600.00	1,600.00	16.67	1,516.67	1,500.00	(1.10%)
4035	St George's Day	-	-	-	-	-	N/a
4036	Markets	1,300.00	1,300.00	66.66	66.66	100.00	50.02%
4037	Armed Forces Day	500.00	500.00	3,144.16	3,144.16	500.00	(84.10%)
4038	Silent Soldier	-	-	10,533.34	10,533.34	-	N/a
4039	Christmas Lights	2,500.00	2,500.00	5,266.67	6,766.67	7,000.00	3.45%
4130	Party Function Revenue	500.00	500.00	-	-	-	N/a
4204	Service Recharge - Bungalow	-	-	-	-	-	N/a
4205	Recharge - The Woodlands	-	-	-	-	-	N/a
4206	Recharge - Civic Centre	-	-	6,321.82	6,321.82	9,000.00	42.36%
4500	Senior Passport to Leisure Revenue	25,000.00	25,000.00	3,595.47	10,331.00	10,500.00	1.64%
4600	Outdoor Event Revenue	13,500.00	13,500.00	760.76	760.76	800.00	5.16%
4605	Court Lettings	4,200.00	4,200.00	3,592.84	5,281.84	5,500.00	4.13%
4606	Changing Rooms	600.00	600.00	501.10	618.22	650.00	5.14%
4607	Floodlight Revenue	900.00	900.00	1,061.75	1,681.75	1,700.00	1.09%

<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
4608	Football Pitches	2,600.00	2,600.00	2,726.53	2,902.11	3,000.00	3.37%
4711	General Income	-	-	-	-	-	N/a
4800	Town Crier Advertising Revenue	1,000.00	1,000.00	50.00	50.00	250.00	400.00%
4805	Swanley in Bloom - Sponsorship	11,250.00	11,250.00	10,461.35	10,461.35	10,500.00	0.37%
4810	Sponsorship - General	20,000.00	20,000.00	9,497.00	9,497.00	-	N/a
4900	Investment Income	-	-	-	-	-	N/a
4902	Commissions Received	-	-	637.37	1,062.37	1,100.00	3.54%
4903	Insurance Claims	-	-	14,860.92	14,860.92	-	N/a
4904	Bank Refund	-	-	-	-	-	N/a
4998	Sale of Goods	-	-	140.83	140.83	-	N/a
4999	Other Income	1,100.00	1,100.00	0.02	0.02	-	N/a
		895,301.81	895,301.81	824,448.15	880,683.59	864,667.35	(1.82%)

Expenditure

Current Financial Year (2018/2019)					Financial Year (2019/2020)		
<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
5000	Street Lighting	150.00	150.00	-	-	-	N/a
5001	Bar Purchases	-	-	42.03	42.03	-	N/a
5002	Catering Purchases	-	-	907.46	907.46	1,000.00	10.20%
5007	Brown Bags	23,900.00	23,900.00	14,750.00	16,375.00	16,500.00	0.76%
5008	Seeds	-	-	351.60	351.60	350.00	(0.46%)
5010	Sporting Equipment Purchases	760.00	760.00	213.78	213.78	250.00	16.94%
5011	Licenses	75.00	75.00	757.70	757.70	800.00	5.58%
5020	Estates Equipment / Machinery	33,000.00	33,000.00	11,262.56	23,762.56	47,000.00	97.79%
5021	Estates Equipment / Machinery Rep	40,000.00	40,000.00	4,578.28	9,578.28	9,500.00	(0.82%)
5030	Horticulture	4,000.00	4,000.00	294.02	294.02	300.00	2.03%
5032	1812 Event	10,500.00	10,500.00	18,215.66	18,215.66	17,000.00	(6.67%)
5034	Firework Night	7,000.00	7,000.00	2,711.20	5,211.20	5,300.00	1.70%
5035	Remembrance Day	160.00	160.00	-	100.00	100.00	-
5036	Swanley in Bloom	17,000.00	17,000.00	16,485.60	16,485.60	16,800.00	1.91%
5037	Xmas Day Party	500.00	500.00	-	500.00	500.00	-
5038	Christmas Lights	15,000.00	15,000.00	1,558.75	21,558.75	15,000.00	(30.42%)
5039	Senior Passport to Leisure	20,000.00	20,000.00	5,520.75	8,020.75	8,300.00	3.48%
5040	Mayor at Home	-	-	35.00	293.43	300.00	2.24%
5041	Armed Forces Day	3,500.00	3,500.00	1,987.33	2,516.33	2,600.00	3.33%
5042	St George's Day	-	-	400.00	778.48	800.00	2.76%
5043	Silent Soldier	-	-	8,166.40	8,166.40	-	N/a
5045	Function Expenditure	1,000.00	1,000.00	500.00	500.00	500.00	-
5046	Outdoor Event	-	-	350.00	350.00	350.00	-
5100	Machinery Fuel	2,200.00	2,200.00	-	-	-	N/a
5102	Event Equipment Repairs & Maintenance	1,000.00	1,000.00	-	-	-	N/a

Stephen Innes:
Includes £23,000 for
Disabled Play Equipment

<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
6200	Website, Social Media and Marketing	2,200.00	2,200.00	1,681.00	2,481.00	2,500.00	0.77%
6201	Advertising	3,000.00	3,000.00	3,740.28	5,490.28	5,500.00	0.18%
7000	Salaries	298,000.00	298,000.00	273,349.96	435,849.96	390,000.00	(10.52%)
7001	Pension	57,000.00	57,000.00	34,397.72	55,647.72	51,000.00	(8.35%)
7004	Wages - Casual	1,500.00	1,500.00	-	-	-	N/a
7005	Link Salaries	124,900.00	124,900.00	-	-	-	N/a
7006	Employers N.I.	37,400.00	37,400.00	23,388.39	37,888.39	34,800.00	(8.15%)
7008	Recruitment Expenses	-	-	-	-	-	N/a
7097	Staff Suggestion Scheme	5,000.00	5,000.00	-	-	-	N/a
7099	Staff Expenses	2,800.00	2,800.00	540.61	540.61	550.00	1.74%
7100	Rent for Link	-	-	809.97	2,154.97	1,076.00	(50.07%)
7102	Water Rates	4,800.00	4,800.00	1,664.61	2,914.61	3,000.00	2.93%
7103	General Rates	62,000.00	62,000.00	39,444.38	55,860.38	56,500.00	1.15%
7105	Recycling - Waste Collection	-	-	-	-	-	N/a
7200	Electricity	24,000.00	24,000.00	4,626.16	9,626.16	10,000.00	3.88%
7201	Gas	-	-	2,035.56	3,185.56	3,300.00	3.59%
7202	Oil	-	-	-	-	-	N/a
7300	Vehicle Fuel	1,500.00	1,500.00	2,521.47	3,271.47	3,400.00	3.93%
7301	Vehicle Repairs and Servicing	1,000.00	1,000.00	1,820.83	1,970.83	2,000.00	1.48%
7302	Vehicle Licences	500.00	500.00	193.41	302.76	303.00	0.08%
7303	Vehicle Insurance	2,100.00	2,100.00	2,483.40	2,483.40	2,550.00	2.68%
7304	Miscellaneous Motor Expenses	500.00	500.00	587.65	587.65	600.00	2.10%
7307	Vehicle Leasing	-	-	2,742.00	4,455.75	4,113.00	(7.69%)
7500	Printing	500.00	500.00	1,473.94	2,473.94	2,500.00	1.05%
7501	Postage and Carriage	3,500.00	3,500.00	1,180.00	1,230.00	1,300.00	5.69%
7502	Office Stationery	3,650.00	3,650.00	3,145.79	3,345.79	3,500.00	4.61%
7503	Publications	-	-	112.50	112.50	115.00	2.22%
7505	Town Crier Printing Costs	2,750.00	2,750.00	2,950.00	5,900.00	6,100.00	3.39%
7506	Distribution Costs	2,510.00	2,510.00	1,647.92	2,847.92	3,000.00	5.34%
7507	Business & ID Cards	-	-	235.40	235.40	240.00	1.95%
7508	Questionnaire / Survey	-	-	1,060.00	1,060.00	-	N/a
7550	Telephone and Broadband	5,500.00	5,500.00	3,471.00	5,636.00	5,700.00	1.14%
7552	Computers & Software	5,800.00	5,800.00	4,509.15	6,509.15	6,700.00	2.93%
7600	Legal Fees	19,700.00	19,700.00	5,687.50	5,687.50	2,000.00	(64.84%)
7601	Audit Fees	3,300.00	3,300.00	2,534.20	3,068.20	3,200.00	4.30%
7602	Health & Safety Fees	-	-	2,536.74	2,536.74	2,650.00	4.46%
7603	Consultancy Fees	-	-	2,622.10	3,621.10	3,700.00	2.18%
7604	Professional Fees	5,000.00	5,000.00	707.00	4,207.00	4,350.00	3.40%
7605	Mayoral Allowance	2,500.00	2,500.00	992.23	2,492.23	2,500.00	0.31%
7606	Councillors' Reimbursement	-	-	140.40	140.40	150.00	6.84%
7607	Electoral Costs	13,000.00	13,000.00	-	-	13,000.00	-
7701	Office Machine Maintenance	-	-	128.71	128.71	-	N/a

<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
7702	Equipment Leasing	25,250.00	25,250.00	9,356.44	15,097.72	12,500.00	(17.21%)
7800	Repairs and Renewals	2,000.00	2,000.00	5,833.67	8,333.67	8,500.00	2.00%
7801	Cleaning	1,400.00	1,400.00	1,322.92	2,822.92	3,000.00	6.27%
7803	Premises Expenses	15,000.00	15,000.00	31,375.18	43,875.18	45,000.00	2.56%
7811	Signs	-	-	696.51	696.51	725.00	4.09%
7821	Miscellaneous Purchases	-	-	602.94	602.94	-	N/a
7901	Bank Charges	4,150.00	4,150.00	1,863.33	3,163.33	3,200.00	1.16%
7903	Loan Interest Paid	9,390.66	9,390.66	4,695.33	9,390.66	9,390.66	-
8100	Bad Debt Write Off	-	-	2,438.62	2,438.62	-	N/a
8200	Donations	3,000.00	3,000.00	2,722.50	2,972.50	3,000.00	0.93%
8201	Subscriptions	5,050.00	5,050.00	1,891.60	2,733.35	2,800.00	2.44%
8202	Uniforms	600.00	600.00	942.96	1,442.96	1,500.00	3.95%
8203	Training Costs	5,000.00	5,000.00	2,534.83	3,034.83	3,100.00	2.15%
8204	Insurance	27,000.00	27,000.00	23,278.74	23,278.74	23,500.00	0.95%
8205	Refreshments	-	-	43.79	43.79	-	N/a
		973,495.66	973,495.66	609,849.46	930,850.83	891,362.66	(4.24%)