

# Swanley Town Council

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

Tel: 01322 665855

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

## POLICY AND FINANCE

11<sup>th</sup> June 2020

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 17<sup>th</sup> June 2020 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 Letchford  
Cllr J Barnes, Cllr G Darrington Cllr P Darrington,  
Cllr J Domigan, Cllr C Lee, Cllr J Tuckfield

### 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.

**This will be a virtual meeting using ZOOM app, members of the public that wish to speak at or observe the meeting please register with [bplayfoot@swanleytowncouncil.gov.uk](mailto:bplayfoot@swanleytowncouncil.gov.uk) or call 01322 665855 by 13.00 on Wednesday 17<sup>th</sup> June 2020**

**To connect to the Zoom meeting use the following details:-**

<https://us02web.zoom.us/j/81789268398?pwd=WnlvK3FUcU9rMjU5aGVVbHRhbFB6UT09>

Meeting ID: 817 8926 8398

Password: 326965

One tap mobile

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+442034815240,,81789268398#,,1#,326965# United Kingdom

Dial by your location

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Find your local number: <https://us02web.zoom.us/j/81789268398?pwd=WnlvK3FUcU9rMjU5aGVVbHRhbFB6UT09>

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## **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. 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 19<sup>th</sup> February 2020

### **4. TO RECEIVE MONTHLY FINANCES**

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

### **5. TO APPROVE COMPLAINTS PROCEDURE**

To approve the complaints procedure – no changes recommended

### **6. TO APPROVE HEALTH AND SAFETY POLICY STATEMENT**

To approve the Health and Safety Policy Statement – no changes recommended

**Date of next meeting – 15<sup>th</sup> July 2020**

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)

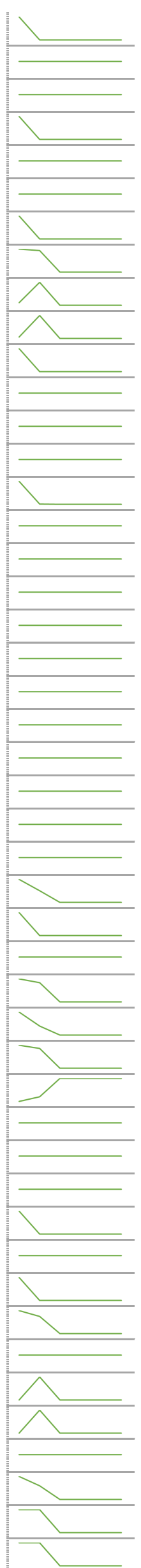


Swanley Town Council: Civic Centre

YTD Summary

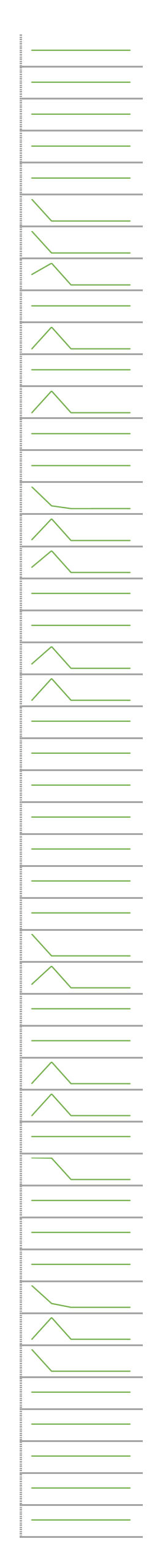
Expenditure		2019 / 2020							
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20
5000	Street Lighting	-	-	-	-	-	-	-	112.07
5001	Bar Purchases	-	-	-	-	-	-	-	-
5002	Catering Purchases	100.00	-	-	-	-	-	100.00	305.59
5007	Brown Bags	1,400.00	2,100.00	2,800.00	2,100.00	2,100.00	2,100.00	3,500.00	14,700.00
5008	Seeds	-	-	-	-	-	-	-	-
5010	Sporting Equipment Purchases	-	-	-	204.16	-	1,059.66	-	1,273.87
5011	Licenses	-	-	75.00	-	-	-	-	153.21
5013	Covid-19	-	-	-	-	-	-	-	-
5020	Equipment / Machinery	30,221.64	8,750.00	1,920.73	764.33	286.81	993.00	38,971.64	46,091.71
5021	Equipment / Machinery Rep	207.33	-	380.00	2,259.50	35.73	23.80	207.33	8,681.71
5030	Horticulture	11.25	66.67	166.51	-	595.92	933.20	77.92	1,968.78
5032	1812 Event	-	-	-	-	-	-	-	-
5034	Firework Night	-	-	-	-	-	484.90	-	4,419.60
5035	Remembrance Day	-	-	-	50.00	66.00	-	-	704.83
5036	Swanley in Bloom	265.00	-	15,382.00	50.00	-	-	265.00	20,152.55
5037	Xmas Day Party	-	-	-	-	-	-	-	-
5038	Light up the Town	-	-	-	-	341.09	-	-	17,733.83
5039	Senior Passport to Leisure	395.00	495.00	955.00	495.00	845.00	-	890.00	4,841.66
5040	Mayor at Home	-	100.00	44.95	-	-	-	100.00	144.95
5041	Armed Forces Day	350.00	771.00	3,576.00	1,440.00	-	200.00	1,121.00	6,358.00
5042	St George's Day	2,006.25	-	-	-	-	-	2,006.25	2,264.07
5043	Silent Soldier	-	-	-	-	-	-	-	-
5045	Function Expenditure	487.50	291.67	700.00	250.00	-	-	779.17	1,849.17
5046	Outdoor Event	-	-	-	-	-	-	-	-
5047	Oktoberfest	-	-	-	-	100.00	576.92	-	7,667.81
5202	House Purchase	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing	80.00	-	215.00	80.00	80.00	80.00	80.00	970.00
6201	Advertising	106.87	449.30	93.37	514.27	276.34	635.28	556.17	3,359.86
6202	Gifts & Samples	-	-	-	222.50	-	-	-	222.50
7000	Salaries	35,809.92	42,265.28	36,081.47	35,082.23	35,354.86	38,048.05	78,075.20	464,273.43
7001	Pension	4,443.87	4,454.10	4,487.97	4,284.50	4,149.90	4,512.77	8,897.97	54,230.81
7006	Employers N.I.	3,168.59	4,124.03	3,208.69	3,076.93	3,028.39	3,314.15	7,292.62	40,720.46
7011	SMP Reclaimed	-	-	-	-	-	-	-	( 3,261.19 )
7008	Recruitment Expenses	-	-	-	-	-	-	-	-
7012	Security Staffing	-	-	-	-	-	-	-	362.00
7097	Staff Reward	-	-	107.90	50.00	-	-	-	157.90
7099	Staff Expenses	-	51.54	431.97	137.06	467.70	28.30	51.54	1,631.90
7100	Rent for Link	-	269.99	-	-	539.98	-	269.99	1,713.97
7102	Water Rates	247.96	251.93	256.82	248.53	256.82	11.84	499.89	2,407.08
7103	General Rates	6,140.34	6,146.38	6,146.38	6,146.38	5,939.38	5,939.37	12,286.72	60,215.75
7105	Recycling - Waste Collection	-	-	-	350.00	280.00	-	-	1,235.00
7200	Electricity	21.36	1,777.74	-	22.55	1,668.63	-	1,799.10	7,597.59
7201	Gas	-	1,997.99	-	-	496.26	-	1,997.99	6,198.96
7202	Oil	-	-	-	-	-	-	-	-
7300	Vehicle Fuel	246.73	385.99	315.56	486.09	247.84	312.25	632.72	3,863.16
7301	Vehicle Repairs and Servicing	87.50	-	51.28	732.47	-	-	87.50	1,963.40
7302	Vehicle Licences	21.87	21.87	45.50	45.50	45.50	45.50	43.74	758.74

2020 / 2021							
Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 19/20
-	22.55	-	-	-	-	-	22.55
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	1,400.00	-	-	-	-	-	1,400.00
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	100.00	-	-	-	-	-	100.00
-	4,089.29	3,825.58	-	-	-	-	7,914.87
-	215.90	1,900.37	-	-	-	-	2,116.27
-	8.50	114.54	-	-	-	-	123.04
-	2.50	-	-	-	-	-	2.50
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	4,839.41	113.35	-	-	-	-	4,952.76
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	160.00	80.00	-	-	-	-	240.00
-	159.77	-	-	-	-	-	159.77
-	-	-	-	-	-	-	-
-	37,082.25	30,623.56	-	-	-	-	67,705.81
-	6,487.94	2,572.88	-	-	-	-	9,060.82
-	3,126.76	2,663.02	-	-	-	-	5,789.78
-	( 652.24 )	( 521.79 )	-	-	-	-	( 1,174.03 )
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	12.55	-	-	-	-	-	12.55
-	-	-	-	-	-	-	-
-	1,343.96	-	-	-	-	-	1,343.96
-	6,033.00	4,498.00	-	-	-	-	10,531.00
-	-	-	-	-	-	-	-
-	-	2,055.92	-	-	-	-	2,055.92
-	-	2,341.95	-	-	-	-	2,341.95
-	-	-	-	-	-	-	-
-	359.02	211.39	-	-	-	-	570.41
-	45.50	45.50	-	-	-	-	91.00
-	342.75	342.75	-	-	-	-	685.50



Code	Description	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20
7303	Vehicle Insurance	-	-	-	-	-	2,947.84	-	2,649.31
7304	Miscellaneous Motor Expenses	543.29	-	-	1,616.28	1,107.78	-	543.29	3,938.26
7305	Congestion Charges	-	11.00	-	-	-	-	11.00	22.00
7306	Mileage Claims	-	-	-	-	-	-	-	9.45
7307	Vehicle Leasing	342.75	342.75	342.75	342.75	342.75	342.75	685.50	4,113.00
7500	Printing	334.06	-	-	350.45	-	-	334.06	1,340.35
7501	Postage and Carriage	-	-	-	6.50	1,000.00	-	-	2,101.94
7502	Office Stationery	498.01	214.77	766.24	289.19	268.97	154.55	712.78	4,473.20
7503	Publications	-	125.00	-	-	-	-	125.00	125.00
7505	Town Crier Printing Costs	1,500.00	-	-	1,452.53	-	-	1,500.00	6,029.41
7506	Distribution Costs	416.67	367.50	-	416.67	-	-	784.17	1,617.51
7507	Business & ID Cards	122.00	-	-	-	30.00	30.00	122.00	454.00
7508	Questionnaire / Survey	-	-	-	-	-	-	-	-
7509	Name Badges	-	9.50	-	-	28.50	9.50	9.50	174.00
7550	Telephone and Broadband	196.50	198.72	205.26	201.57	182.06	170.64	395.22	3,805.72
7552	Computers & Software	447.27	506.69	401.12	606.09	796.57	564.61	953.96	6,544.47
7600	Legal Fees	-	-	2,086.40	2,236.40	( 2,086.40 )	1,500.00	-	8,896.60
7601	Audit Fees	-	-	534.20	-	-	2,000.00	-	3,068.40
7602	Health & Safety Fees	-	-	88.80	417.50	3,179.00	-	-	3,819.12
7603	Consultancy Fees	999.80	1,199.80	2,154.88	2,311.31	9,803.23	5,618.91	2,199.60	34,250.04
7604	Professional Fees	-	-	-	875.00	487.00	-	-	37,980.52
7605	Mayoral Allowance	-	125.00	136.00	433.65	820.95	840.79	125.00	4,596.02
7606	Councillors' Reimbursement	-	-	-	18.90	-	-	-	18.90
7607	Electoral Costs	-	-	-	-	-	16,715.15	-	16,715.15
7608	Mayoral Payments	1,756.00	-	-	-	-	2,619.92	-	4,375.92
7609	Community Railway Partnership	-	-	-	-	809.98	6.99	-	3,852.13
7700	Equipment Hire	-	-	45.00	75.00	-	-	-	778.20
7701	Office Machine Maintenance	-	-	-	-	-	-	-	-
7702	Equipment Leasing	1,335.60	960.00	1,327.46	1,335.60	-	1,327.46	2,295.60	14,238.13
7800	Repairs and Renewals	1,339.31	1,075.81	629.42	659.51	674.89	17,100.39	2,415.12	28,238.96
7801	Cleaning	21.70	276.70	37.60	129.13	230.14	114.65	298.40	1,808.33
7802	Laundry	-	-	-	-	9.99	-	-	106.05
7803	Premises Expenses	2,907.56	23,495.13	20,779.08	8,002.17	8,724.17	6,165.48	26,402.69	74,309.73
7811	Signs	95.00	195.00	261.66	777.00	25.00	-	290.00	4,290.52
7821	Miscellaneous Purchases	-	13.50	-	-	-	-	13.50	13.50
7901	Bank Charges	222.21	291.51	304.89	267.73	304.76	318.93	513.72	3,720.84
7903	Loan Interest Paid	-	-	-	-	4,695.33	-	-	9,390.66
8100	Bad Debt Write Off	-	-	-	-	-	-	-	-
8200	Donations	-	-	-	500.00	972.16	-	-	1,472.16
8201	Subscriptions	27.99	392.99	1,315.98	349.99	172.50	42.99	420.98	3,859.88
8202	Uniforms	245.42	( 190.42 )	49.55	47.08	9.99	268.18	55.00	988.95
8203	Training Costs	366.00	1,826.68	1,025.03	749.00	759.00	-	2,192.68	9,262.11
8204	Insurance	-	2,174.72	20,993.22	-	-	-	2,174.72	23,359.46
8205	Entertainment	70.00	-	-	76.45	-	-	70.00	1,472.98
8207	Conferences/Events	-	-	63.00	-	-	-	-	63.00
8208	Grant Aid	-	-	-	-	-	-	-	-
8205	Sundry Expenses	-	-	-	-	-	-	-	-
		99,606.12	108,382.83	130,989.64	83,635.45	90,550.47	118,158.72	206,232.95	#####

Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 19/20
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	370.61	-	-	-	-	-	370.61
-	11.51	-	-	-	-	-	11.51
-	134.02	280.45	-	-	-	-	414.47
-	-	-	-	-	-	-	-
-	-	490.00	-	-	-	-	490.00
-	-	-	-	-	-	-	-
-	-	30.00	-	-	-	-	30.00
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	196.61	25.48	-	-	-	-	222.09
-	532.83	11,535.01	-	-	-	-	12,067.84
-	737.55	2,963.00	-	-	-	-	3,700.55
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	199.80	999.80	-	-	-	-	1,199.60
-	-	15.00	-	-	-	-	15.00
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	1,335.60	-	-	-	-	-	1,335.60
-	7.91	46.38	-	-	-	-	54.29
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	64.92	3,076.38	-	-	-	-	3,141.30
-	-	234.20	-	-	-	-	234.20
-	-	-	-	-	-	-	-
-	213.29	208.77	-	-	-	-	422.06
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	2,064.98	375.00	-	-	-	-	2,439.98
-	-	26.60	-	-	-	-	26.60
-	434.33	-	-	-	-	-	434.33
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	71,483.37	71,173.09	-	-	-	-	142,656.46







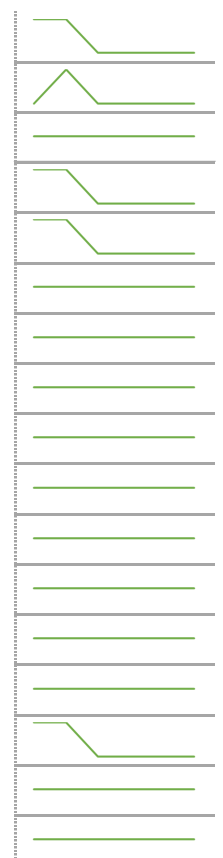
Swanley Town Council: Olympic

YTD Summary

Income

Code	Description	2019 / 2020							YTD 19/20	Actual 19/20
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19			
4003	Rent - New Generation Data	333.33	333.33	333.33	333.33	333.33	333.33	666.66	3,999.96	
4012	Rent - We Buy Any Car	1,200.00	1,500.00	1,200.00	1,500.00	1,200.00	1,500.00	2,700.00	15,720.00	
4013	Rent - Bowls Club	-	5,000.00	-	-	-	-	5,000.00	5,000.00	
4015	Rent - Flat at Olympic Centre	700.00	700.00	700.00	700.00	700.00	700.00	1,400.00	8,400.00	
4018	Rent - Boxing	281.67	281.67	281.67	281.67	315.00	315.00	563.34	3,646.68	
4028	Photocopying	-	116.60	-	-	-	-	116.60	116.60	
4100	Bar Income	1,936.14	4,797.79	4,238.22	4,267.29	2,309.29	4,374.93	6,733.93	40,458.42	
4105	Catering Income	2,494.29	4,246.79	1,920.25	2,610.13	2,151.72	2,468.55	6,741.08	31,649.82	
4108	Quiz Income	-	-	-	-	-	-	-	-	
4109	Pool Income	-	-	-	-	-	-	-	-	
4110	Equipment Hire	-	-	-	-	-	-	-	475.00	
4115	Function Package Revenue	118.13	636.66	875.00	848.13	333.33	1,166.66	754.79	11,459.99	
4120	Conference Lettings Regular	1,908.34	1,829.17	2,947.51	1,515.01	3,741.67	2,245.83	3,737.51	33,035.11	
4125	Party Night Revenue	-	-	1,283.33	-	-	-	-	2,050.83	
4600	Outdoor Event Revenue	-	41.67	83.33	124.99	83.32	166.68	41.67	1,750.06	
4609	Snooker Income	794.61	1,001.74	681.97	618.33	686.13	522.21	1,796.35	9,033.34	
4903	Insurance Claims	-	-	-	-	-	-	-	-	
		9,766.51	20,485.42	14,544.61	12,798.88	11,853.79	13,793.19	30,251.93	166,795.81	

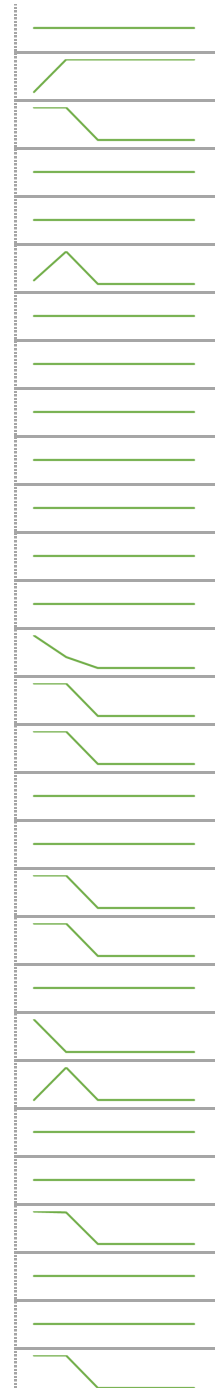
Budget 20/21	2020 / 2021						YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
-	333.33	333.33	-	-	-	-	666.66
-	-	5,076.34	-	-	-	-	5,076.34
-	-	-	-	-	-	-	-
-	700.00	700.00	-	-	-	-	1,400.00
-	315.00	315.00	-	-	-	-	630.00
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	166.68	166.68	-	-	-	-	333.36
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	1,515.01	6,591.35	-	-	-	-	8,106.36



Expenditure

Code	Description	2019 / 2020							YTD 19/20	Actual 19/20
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19			
5001	Bar Purchases	599.65	1,179.98	1,295.79	2,618.46	428.50	1,407.94	1,779.63	15,594.18	
5002	Catering Purchases	384.29	490.57	602.61	694.30	484.85	370.59	874.86	6,257.38	
5003	Bar Purchases - Equipment	66.55	193.63	66.55	122.97	66.55	181.25	260.18	1,221.55	
5004	Catering Purchases - Equipment	-	-	-	-	-	-	-	-	
5010	Sporting Equipment Purchaes	12.99	202.54	86.61	-	-	-	215.53	302.14	
5011	Licences	12.85	12.83	12.83	113.62	307.83	1,036.44	25.68	1,573.90	
5020	Equipment / Machinery	-	-	-	-	-	-	-	565.03	
5021	Equipment / Machinery Repairs	338.19	-	-	1,508.20	648.00	-	338.19	3,129.66	
5030	Horticulture	-	-	-	-	-	-	-	-	
5045	Function Expenditure	175.00	-	675.00	610.00	175.00	400.00	175.00	4,068.33	
5046	Outdoor Event	-	-	-	-	-	-	-	-	
6200	Website, Social Media and Marketing	-	-	-	-	-	-	-	-	
6201	Advertising	55.20	-	-	-	40.00	-	55.20	284.20	
7000	Salaries	4,833.29	4,290.94	4,872.88	4,069.51	4,294.71	4,097.32	9,124.23	50,525.79	
7001	Pension	292.84	292.84	292.84	292.84	292.84	292.84	585.68	3,530.06	
7006	Employers NI	148.16	141.32	141.32	186.53	141.32	141.32	289.48	1,865.51	
7011	SMP	( 674.27 )	( 547.15 )	( 547.15 )	( 136.79 )	-	-	( 1,221.42 )	( 1,905.36 )	
7099	Staff Expenses	-	-	-	-	-	-	-	-	
7102	Water Rates	-	148.54	-	-	-	-	148.54	2,430.50	
7103	General Rates	2,970.00	2,974.00	2,974.00	2,974.00	2,974.00	2,974.00	5,944.00	29,736.00	
7105	Recycling - Waste Collection	188.92	201.68	173.60	217.00	173.60	173.60	390.60	2,271.06	
7200	Electricity	1,351.63	652.80	661.82	586.13	701.27	616.45	2,004.43	9,032.08	
7201	Gas	-	3,023.74	-	-	639.41	-	3,023.74	7,655.28	
7500	Printing	50.00	-	-	50.00	-	-	50.00	200.00	
7502	Stationery	-	-	-	-	19.60	-	-	19.60	
7550	Telephone and Broadband	179.41	178.56	179.25	179.92	179.14	179.14	357.97	2,151.05	
7552	Computers & Software	45.00	-	-	45.00	-	-	45.00	180.00	
7602	Health & Safety Fees	-	-	84.00	-	-	-	-	84.00	
7604	Professional Fees	115.01	115.01	115.01	111.23	99.23	129.23	230.02	1,442.10	

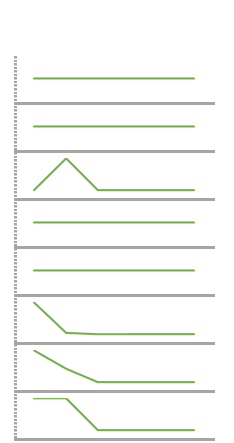
Budget 20/21	2020 / 2021						YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
-	-	-	-	-	-	-	-
-	( 5.83 )	-	-	-	-	-	( 5.83 )
-	39.25	39.25	-	-	-	-	78.50
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	13.26	117.01	-	-	-	-	130.27
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	3,644.43	1,215.98	-	-	-	-	4,860.41
-	312.01	312.01	-	-	-	-	624.02
-	139.53	139.53	-	-	-	-	279.06
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	2,281.96	2,281.96	-	-	-	-	4,563.92
-	3,019.00	3,021.00	-	-	-	-	6,040.00
-	-	-	-	-	-	-	-
-	641.96	-	-	-	-	-	641.96
-	-	2,203.62	-	-	-	-	2,203.62
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	184.39	179.14	-	-	-	-	363.53
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	111.23	111.23	-	-	-	-	222.46



Monthly Finances (C)

Code	Description	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20
7700	Equipment Hire	-	-	-	-	-	-	-	-
7702	Equipment Leasing	315.00	315.00	315.00	315.00	315.00	315.00	630.00	3,540.00
7800	Repairs and Renewals	180.00	-	217.00	-	-	168.56	180.00	1,273.17
7801	Cleaning	145.41	58.10	63.74	141.80	106.34	-	203.51	1,155.00
7802	Laundry	-	-	-	-	-	-	-	-
7803	Premises Expenses	1,745.00	2,902.80	2,702.50	3,827.88	820.00	87.48	4,647.80	12,845.82
7901	Bank Charges	150.68	121.28	141.23	153.47	143.08	150.17	271.96	1,502.20
8201	Subscriptions	-	-	-	-	-	-	-	90.00
		13,680.80	16,949.01	15,126.43	18,681.07	13,050.27	12,721.33	30,629.81	162,620.23

Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 20/21
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	14.98	-	-	-	-	14.98
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	3,300.00	165.00	-	-	-	-	3,465.00
-	47.02	20.00	-	-	-	-	67.02
-	15.00	15.00	-	-	-	-	30.00
-	13,743.21	9,835.71	-	-	-	-	23,578.92



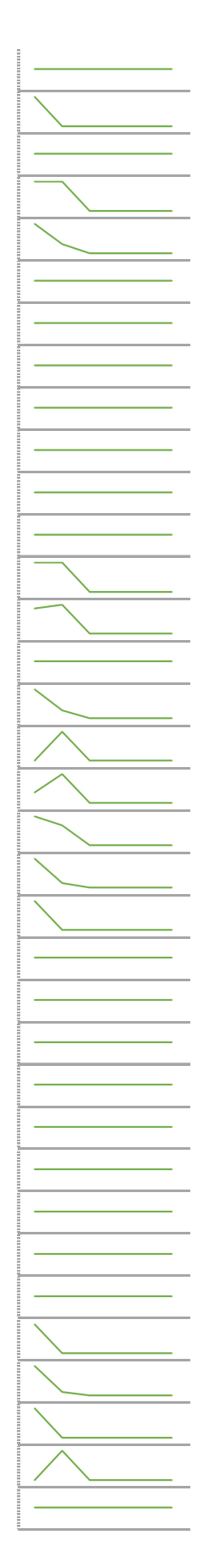




Monthly Finances (D)

Code	Description	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20
7099	Staff Expenses	-	-	-	-	-	-	-	189.27
7102	Water Rates	( 703.89 )	412.81	426.57	412.81	426.57	426.57	( 291.08 )	3,466.47
7105	Recycling - Waste Collection	1,582.80	1,002.00	1,750.80	2,628.40	3,954.00	2,698.40	2,584.80	22,920.40
7106	Council Tax	-	-	-	-	-	-	-	587.17
7200	Electricity	51.57	70.00	( 5,071.18 )	70.00	140.00	602.93	121.57	( 2,791.32 )
7202	GasOil	-	409.08	-	416.94	401.10	406.35	409.08	1,848.72
7304	Miscellaneous Motor Expenses	-	7.58	-	-	12.50	-	7.58	20.08
7306	Mileage Claims	-	-	64.80	-	-	-	-	157.50
7500	Printing	-	-	-	468.94	-	-	-	468.94
7501	Postage & Carriage	75.00	195.00	-	220.00	8.95	-	270.00	498.95
7502	Stationery	33.29	-	-	-	9.58	-	33.29	101.19
7509	Name Badges	97.50	-	-	-	-	-	97.50	144.21
7550	Telephone & Broadband	66.46	53.28	53.98	52.18	53.93	54.76	119.74	534.05
7552	Computers & Software	-	-	-	-	12.50	-	-	12.50
7602	Health & Safety Fees	-	-	187.60	500.00	-	-	-	912.60
7603	Consultancy Fees	-	-	-	750.00	-	-	-	750.00
7700	Equipment Hire	-	739.75	-	399.28	-	1,322.83	739.75	3,400.74
7800	Repairs and Renewals	9,251.29	906.02	1,160.15	47.03	489.30	524.58	10,157.31	13,204.37
7801	Cleaning	624.09	43.80	45.98	259.00	438.17	-	667.89	2,037.31
7803	Premises Expenses	185.83	5,355.34	1,374.81	893.55	-	4,912.63	5,541.17	271,439.02
7804	Pool Chemicals	477.40	577.40	-	477.40	639.53	-	1,054.80	2,171.73
7805	Cess Pit	1,570.00	1,050.00	1,500.00	1,970.00	3,290.00	1,890.00	2,620.00	15,020.00
7806	Pedalo Parts	-	-	-	241.40	-	-	-	241.40
7807	Pool Costs	-	69.94	-	36.92	-	-	69.94	106.86
7808	Sand	-	-	-	-	-	-	-	-
7811	Signs	-	-	-	50.00	-	-	-	85.90
7815	Chidren's Party	-	56.12	-	162.50	125.00	-	56.12	426.95
7816	Parking	-	-	1,390.00	818.00	-	-	-	9,408.00
7819	Duck Feed	-	-	-	-	6.75	-	-	13.40
7820	Activity Recharge	-	605.42	-	815.42	607.50	1,011.25	605.42	3,470.43
7901	Bank Charges	372.80	375.84	350.50	361.72	392.32	546.29	748.64	3,664.66
8201	Subscriptions	679.17	105.00	105.00	210.00	90.00	90.14	784.17	1,694.45
8202	Uniform	1,010.84	608.61	575.32	103.67	137.50	-	1,619.45	3,482.99
8203	Training Costs	895.00	30.00	675.00	100.00	-	-	925.00	2,695.00
8204	Insurance	-	-	-	-	-	-	-	458.35
		28,652.64	32,623.81	21,356.17	29,061.71	42,653.97	43,600.77	61,276.45	555,111.20

Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 20/21
-	-	-	-	-	-	-	-
-	2,634.71	-	-	-	-	-	2,634.71
-	-	-	-	-	-	-	-
-	238.18	240.00	-	-	-	-	478.18
-	2,145.86	670.11	-	-	-	-	2,815.97
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	48.56	48.12	-	-	-	-	96.68
-	4.44	5.15	-	-	-	-	9.59
-	-	-	-	-	-	-	-
-	1,216.46	330.00	-	-	-	-	1,546.46
-	-	1,663.54	-	-	-	-	1,663.54
-	36.59	99.14	-	-	-	-	135.73
-	1,151.05	794.55	-	-	-	-	1,945.60
-	97,377.67	15,595.44	-	-	-	-	112,973.11
-	641.91	-	-	-	-	-	641.91
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	237.36	-	-	-	-	-	237.36
-	120.00	15.00	-	-	-	-	135.00
-	29.40	-	-	-	-	-	29.40
-	-	350.00	-	-	-	-	350.00
-	-	-	-	-	-	-	-
-	110,746.48	28,299.45	-	-	-	-	139,045.93



▲ ▼ ▼ ▼ ▼ ▼ ▼

# Swanley Town Council: Housing Stock

## YTD Summary

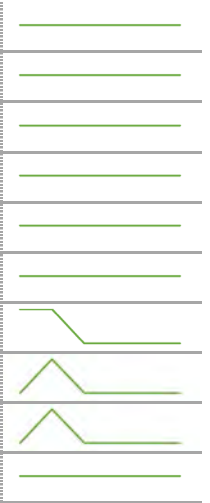
### Income

Code	Description	2019 / 2020							2020 / 2021								
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20	Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 19/20
4001	Rent - Housing Stock	-	-	-	-	-	-	-	5,012.90	-	4,000.00	4,000.00	-	-	-	-	8,000.00
								-	5,012.90	-	4,000.00	4,000.00	-	-	-	-	8,000.00



### Expenditure

Code	Description	2019 / 2020							2020 / 2021								
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20	Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 19/20
xxxx	Contingency / Sink Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5020	Equipment / Machinery	-	-	-	-	-	-	-	23.41	-	-	-	-	-	-	-	23.41
7106	Council Tax	-	-	-	-	-	-	-	976.32	-	-	-	-	-	-	-	976.32
7200	Electricity	-	-	-	-	-	-	-	96.15	-	-	-	-	-	-	-	96.15
7201	Gas	-	-	-	-	-	-	-	89.87	-	-	-	-	-	-	-	89.87
7602	Health & Safety	-	-	-	-	-	-	-	80.00	-	-	-	-	-	-	-	80.00
7604	Professional Fees	-	-	-	-	-	-	-	2,306.92	-	62.49	62.49	-	-	-	-	2,431.90
7800	Repairs & Maintenance	-	-	-	-	-	-	-	1,602.98	-	-	16.32	-	-	-	-	1,619.30
7803	Property Expenses	-	-	-	-	-	-	-	2,129.26	-	-	641.45	-	-	-	-	2,770.71
8204	Insurance	-	-	-	-	-	-	-	1,159.39	-	-	-	-	-	-	-	1,159.39
								-	8,464.30	-	62.49	720.26	-	-	-	-	9,247.05



# Swanley Town Council



## Bank Reconciliation: 30 April 2020

Bank Statement Balance:	Current Account	343,315.99		
			<b>343,315.99</b>	
Other Bank & Cash Accounts:	Active Saver	140.27		
	Mayor's Account	3,734.00		
	Recreation Account	5,371.95		
	CCLA	341,991.26		
	Alexandra Cash Account	-		
	Olympic Cash Account	314.14		
	Link Cash Account	-		
	Civic Cash Account	-		
	Swanley Park Cash Account	346.49		
			<b>351,898.11</b>	
				<b>695,214.10</b>
Unpresented Payments:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>	
	23/03/2020	100705	336.00	
			-	
			-	
				<b>336.00</b>
				<b>694,878.10</b>
Unpresented Receipts:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>	
	30/04/2020	Civic to Bank	83.82	
			-	
			-	
				<b>83.82</b>
				<b>694,961.92</b>
Closing Book Balance:	Current Account	343,063.81		
	Other Bank & Cash Accounts	351,898.11		
			<b>694,961.92</b>	
				<b>-</b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

# Swanley Town Council



## Bank Reconciliation: 31 May 2020

Bank Statement Balance:	Current Account	211,451.23		
			<b>211,451.23</b>	
Other Bank & Cash Accounts:	Active Saver	140.27		
	Mayor's Account	3,734.00		
	Recreation Account	5,371.95		
	CCLA	342,101.07		
	Alexandra Cash Account	-		
	Olympic Cash Account	314.14		
	Link Cash Account	-		
	Civic Cash Account	-		
	Swanley Park Cash Account	304.51		
			<b>351,965.94</b>	
				<b>563,417.17</b>
Unpresented Payments:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>	
	27/05/2020	Bank to Civic	176.87	
			-	
			-	
				<b>176.87</b>
				<b>563,240.30</b>
Unpresented Receipts:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>	
	29/05/2020	Civic to Bank	214.33	
			-	
			-	
				<b>214.33</b>
				<b>563,454.63</b>
Closing Book Balance:	Current Account	211,488.69		
	Other Bank & Cash Accounts	351,965.94		
			<b>563,454.63</b>	
				<b>-</b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date



# Swanley Town Council



**Payments Out: April and May 2020**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
01/04/2020	SDC	Council Tax	Same Day Payment	FP/DSC	238.18
01/04/2020	DVLA	LC13SNK	Direct Debit	DD/DVLA	22.75
01/04/2020	DVLA	CK60UKF	Direct Debit	DD/DVLA	22.75
01/04/2020	Brad Smith	Covid-19	Same Day Payment	FP/Brad Smith	65.34
01/04/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	209.66
01/04/2020	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex	411.30
02/04/2020	Brad Smith	Covid-19	Same Day Payment	FP/Brad Smith	57.25
03/04/2020	Kerina Keir	Covid-19	Same Day Payment	FP/Kerina Keir	38.41
03/04/2020	GRENKE	Grenke Leasing	Direct Debit	DD/Grenke	1,284.01
03/04/2020	PROPMED	Property Media	Internal Entry	Property Media	25.00
03/04/2020	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	237.36
03/04/2020	BTGROUP	BT	Direct Debit	DD/BT	58.27
06/04/2020	Yell	Website	Direct Debit	DD/Yell	146.79
06/04/2020	Barclays	Commission	Bank Entry	Commission	155.00
06/04/2020	CASTL760	Castle Water Limited	Direct Debit	DD/Castle Water	2,552.24
07/04/2020	TELGUARD	Teleguard	Direct Debit	DD/Telguard	5.33
08/04/2020	TV Licence	TV Licence	Direct Debit	TV Licence	13.26
08/04/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	69.85
08/04/2020	LDHEATIN	LD Heating	Same Day Payment	FP/LDHeating	180.00
08/04/2020	UTILITYP	Utility Point	Same Day Payment	FP/Utility Point	773.71
08/04/2020	TLCDIREC	TLC Online	Same Day Payment	FP/TLC Online	299.10
08/04/2020	MANN	Mann (Swanley)	Internal Entry	Mann	111.23
08/04/2020	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/Bgas	666.96
08/04/2020	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/Bgas	648.49
09/04/2020	ELAS	HR Support	Direct Debit	DD/ELAS	239.76
09/04/2020	Kerina Keir	Covid-19	Same Day Payment	FP/Kerina Keir	204.28
09/04/2020	123CONN	123 Connect	Same Day Payment	FP/123Connect	112.80
09/04/2020	HOWDENS	Howdens Joinery Co.	Same Day Payment	FP/Howdens	44.40
09/04/2020	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade UK	401.15
09/04/2020	B&MSUPP	B&M Supplies LTD	Same Day Payment	FP/B&M Supplies	422.96
09/04/2020	D.BODY	D.Body Ltd	Same Day Payment	FP/DBody	990.00
09/04/2020	ALSFTIMB	Alsford Timber Ltd	Same Day Payment	FP/Alsford Timber	248.24
09/04/2020	NISBET10	Nisbets	Same Day Payment	FP/Nisbets	19.14
09/04/2020	PLAYSAF	Playsafety Limited	Same Day Payment	FP/PlaySafety	534.00
09/04/2020	SQUIRES	Squires Planning Ltd	Same Day Payment	FP/Squires Planning	385.90
09/04/2020	TUDORENV	Tudor Environmental	Same Day Payment	FP/Tudor Environmental	743.90
09/04/2020	KCC100	Kent County Council	Same Day Payment	FP/KCC	561.42
09/04/2020	ERNEDOE	Ernest Doe & Sons Ltd	Same Day Payment	FP/Ernest Doe	21.60
09/04/2020	BURDEN	Burden Bros Agri LTD	Same Day Payment	FP/Burden Bros	188.40
09/04/2020	CARROLL	Carrol Carpets	Same Day Payment	FP/Carrol Carpets	822.00
09/04/2020	LOCKTOOL	Locks 'N' Tools Ltd	Same Day Payment	FP/LocksNTools	176.48
14/04/2020	Asda	Covid-19	Same Day Payment	FP/Asda	300.00
14/04/2020	Keith Wood	Covid-19	Same Day Payment	FP/ Keith Wood	20.98
14/04/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	21.49
14/04/2020	Catherine Cubert	Covid-19	Same Day Payment	FP/Catherine Cubert	35.32
14/04/2020	Gillian Portwin	Covid-19	Same Day Payment	FP/Gillian Portwin	38.36
14/04/2020	Mark Emblow	Covid-19	Direct Debit	FP/Mark Emblow	86.83
14/04/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	106.05
14/04/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	23.76
14/04/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	42.49
14/04/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	46.58
15/04/2020	Payroll	PayrollMth1	BACS	PayrollMth1	39,141.90

## Monthly Finances (G)

15/04/2020	Payroll	PAYEIMth1	BACS	PAYEIMth1	18,790.35
15/04/2020	Payroll	PensionMth1	BACS	PensionMth1	1,750.07
15/04/2020	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	4,497.00
15/04/2020	SDC	Rates for Woodlands	Direct Debit	DD/SDC	1,536.00
15/04/2020	SDC	Rates for Olympic	Direct Debit	DD/SDC	3,019.00
15/04/2020	SDC	Rates for Alexandra	Direct Debit	DD/SDC	2,874.00
15/04/2020	Kerina Keir	Covid-19	Same Day Payment	FP/Kerina Keir	21.60
15/04/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	54.43
15/04/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	67.94
15/04/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	101.12
15/04/2020	JWM	JWM Contracting	Same Day Payment	FP/JWM Contracting	900.00
15/04/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	128.62
15/04/2020	OVERLINE	Overline	Direct Debit	DD/Overline	405.02
15/04/2020	OVERLINE	Overline	Direct Debit	DD/Overline	163.74
16/04/2020	Asda	Covid-19	Same Day Payment	FP/Asda	300.00
16/04/2020	Keith Wood	Covid-19	Same Day Payment	FP/ Keith Wood	9.66
16/04/2020	Toni Roast	Covid-19	Same Day Payment	FP/Toni Roast	7.80
16/04/2020	Toni Roast	Stationery	Same Day Payment	FP/Toni Roast	6.90
16/04/2020	Gillian Portwin	Covid-19	Same Day Payment	FP/Gillian Portwin	48.80
16/04/2020	UKPN	UK Power Network	Same Day Payment	FP/UKPN	12,265.33
16/04/2020	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	128.95
17/04/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	18.65
20/04/2020	Kerina Keir	Covid-19	Same Day Payment	FP/Kerina Keir	36.09
20/04/2020	Bill Haswell	Covid-19	Same Day Payment	FP/Bill Haswell	42.04
20/04/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	67.45
20/04/2020	Shanmugam Kandasamy	Covid-19	Same Day Payment	FP/Shanmugam	86.96
20/04/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	69.68
20/04/2020	Asda	Covid-19	Same Day Payment	FP/Asda	300.00
20/04/2020	EETMOB	EE & T Mobile	Direct Debit	DD/EE	33.42
21/04/2020	Kerina Keir	Covid-19	Same Day Payment	FP/Kerina Keir	32.42
21/04/2020	Gemma Beckwith	Covid-19	Same Day Payment	FP/Gemma Beckwith	40.52
21/04/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	128.42
22/04/2020	Payroll	Amended Pension	BACS	Amended Pension	360.02
22/04/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	1.64
22/04/2020	XINTEL	XLN Telecom	Direct Debit	DD/XLN	57.53
22/04/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	63.80
23/04/2020	Kerina Keir	Covid-19	Same Day Payment	FP/Kerina Keir	14.76
23/04/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	19.92
23/04/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	49.42
23/04/2020	Asda	Covid-19	Same Day Payment	FP/Asda	300.00
23/04/2020	EON100	E.ON	Direct Debit	DD/E.On	23.68
24/04/2020	K Kilden Travel	Covid-19	Same Day Payment	K Kilden Travel	60.00
24/04/2020	BOC100	BOC Ltd	Direct Debit	DD/BOC	104.27
27/04/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	53.76
27/04/2020	PROPMED	Property Media	Internal Entry	Property Media	25.00
28/04/2020	Keith Wood	Covid-19	Same Day Payment	FP/ Keith Wood	32.30
28/04/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	42.61
28/04/2020	Shanmugam Kandasamy	Covid-19	Same Day Payment	FP/Shanmugam	53.66
28/04/2020	Kerina Keir	Covid-19	Same Day Payment	FP/Kerina Keir	122.55
28/04/2020	Asda	Covid-19	Same Day Payment	FP/Asda	300.00
29/04/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	28.74
29/04/2020	PROPMED	Property Media	Internal Entry	Property Media	25.00
30/04/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	51.57
30/04/2020	JAMES&E	James & Eloise Flowers	Same Day Payment	FP/Angela Hurd	45.00
30/04/2020	ANGLO	Anglo Pest Control	Same Day Payment	FP/Anglo Pest Con	45.00
30/04/2020	ARCHANT	Archant Community Media Ltd	Same Day Payment	FP/Archant	285.52
30/04/2020	BR-IT	BR - IT	Same Day Payment	FP/BR-IT	366.58
30/04/2020	COMMUNI	Community Land Use	Same Day Payment	FP/Community Land	1,000.00
30/04/2020	KALC100	Kent Association of Local Councils	Same Day Payment	FP/KALC	1,818.00
30/04/2020	LAMPS	Lamps & Tubes Illuminations Ltd	Same Day Payment	FP/Lamps & Tubes	4,660.80
30/04/2020	STALBRID	Stalbridge Linen Services	Same Day Payment	FP/Stalbridge	216.00
30/04/2020	VEOLIA	Veolia	Same Day Payment	FP/Veolia	2,906.35
30/04/2020	BGAS8560	BGas Elec - Swanley Park	Direct Debit	DD/BGas	2,575.03
01/05/2020	DVLA	LC13SNK	Direct Debit	DD/DVLA	22.75
01/05/2020	DVLA	CK60UKF	Direct Debit	DD/DVLA	22.75

## Monthly Finances (G)

01/05/2020	Bill Haswell	Covid-19	Same Day Payment	FP/Bill Haswell	6.43
01/05/2020	Keith Wood	Covid-19	Same Day Payment	FP/ Keith Wood	7.69
01/05/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	27.14
01/05/2020	Keith Wood	Covid-19	Same Day Payment	FP/ Keith Wood	29.63
01/05/2020	Lesley Dyball	Covid-19	Same Day Payment	FP/Lesley Dyball	39.18
01/05/2020	Asda	Covid-19	Same Day Payment	FP/Asda	400.00
01/05/2020	SDC	Council Tax	Direct Debit	DD/DDC	240.00
01/05/2020	IOG100	Institute of Groundsmanship	Direct Debit	DD/IOG	135.00
01/05/2020	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex	411.30
04/05/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	6.00
04/05/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	17.64
04/05/2020	Shanmugam Kandasamy	Covid-19	Same Day Payment	FP/Shanmugam	32.64
04/05/2020	Lisa Leary	Covid-19	Same Day Payment	FP/Lisa Leary	51.26
04/05/2020	USTIGATE	Ustigate Waterplay	Same Day Payment	FP/Ustigate	98,983.39
04/05/2020	PROPMED	Property Media	Internal Entry	Property Media	25.00
04/05/2020	BTGROUP	BT	Direct Debit	DD/BT	57.74
05/05/2020	Barclays	Commission	Bank Entry	Commission	136.70
05/05/2020	Asda	Covid-19	Same Day Payment	FP/Asda	350.00
05/05/2020	CASTL760	Castle Water Limited	Direct Debit	DD/Castle Water	2,552.24
06/05/2020	Yell	Website	Direct Debit	DD/Yell	146.79
06/05/2020	Shanmugam Kandasamy	Covid-19	Same Day Payment	FP/Shanmugam	137.67
06/05/2020	ELDIRECT	EL Direct LTD	Same Day Payment	FP/EL Direct	18.00
07/05/2020	ELAS	HR Support	Direct Debit	DD/ELAS	239.76
07/05/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	11.58
07/05/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	54.27
07/05/2020	Shanmugam Kandasamy	Covid-19	Same Day Payment	FP/Shanmugam	59.54
07/05/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	84.08
07/05/2020	TELGUARD	Teleguard	Direct Debit	DD/Telguard	6.18
07/05/2020	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/Bgas	732.96
07/05/2020	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/BGas	674.05
11/05/2020	Shanmugam Kandasamy	Covid-19	Same Day Payment	FP/Shanmugam	25.19
11/05/2020	ALLBRIGH	All Bright Electrical	Same Day Payment	FP/All Bright	1,200.00
11/05/2020	B&MSUPP	B&M Supplies LTD	Same Day Payment	FP/B&M Supplies	2,227.05
11/05/2020	CASTL325	Castle Water Limited	Same Day Payment	FP/Castle Water	345.63
11/05/2020	CASTL529	Castle Water Limited	Same Day Payment	FP/Castle Water	2,634.71
11/05/2020	CASTL588	Castle Water Limited	Same Day Payment	FP/Castle Water	2,055.66
11/05/2020	CEF	CEF	Same Day Payment	FP/CEF	1,223.43
11/05/2020	CMSCAMER	CMS Cameras	Same Day Payment	FP/CMS	1,800.00
11/05/2020	DARPRINT	Darenth Print and Design Ltd	Same Day Payment	FP/Darenth Print	96.00
11/05/2020	EMERGENC	Emergency Plumbing Services Ltd	Same Day Payment	FP/Emergency Plumbing	960.00
11/05/2020	INSIGHT	Insight Systems Ltd	Same Day Payment	FP/Insight	504.71
11/05/2020	INVICTAL	Invicta Law Ltd	Same Day Payment	FP/Invicta Law	2,462.16
11/05/2020	KFF100	Kent Frozen Foods Ltd	Same Day Payment	FP/KFF	8.25
11/05/2020	KM	KM Media Group Ltd	Same Day Payment	FP/KM Media Group	192.00
11/05/2020	MMMMEDIA	MM Media	Same Day Payment	FP/MMM Media	60.00
11/05/2020	OWLSHALL	Owls Hall	Same Day Payment	FP/Owls Hall Environmental	1,399.99
11/05/2020	PLANDAY	Planday Limited	Same Day Payment	FP/Planday	180.00
11/05/2020	SKILLS	The Skills Network	Same Day Payment	FP/The Skills Network	259.20
11/05/2020	SLCC	Society of Local Council Clerks	Same Day Payment	FP/SLCC	440.00
11/05/2020	SOUTH&	South & South East in Bloom	Same Day Payment	FP/Sth & SthE in Bloom	135.00
11/05/2020	SQUIRES	Squires Planning Ltd	Same Day Payment	FP/Squires Planning	178.50
11/05/2020	THAMOLY	Thames Water Utilities Ltd	Same Day Payment	FP/Thames Water	330.00
11/05/2020	THAMOLY	Thames Water Utilities Ltd	Same Day Payment	FP/Thames Water	59.76
11/05/2020	TUDORENV	Tudor Environmental	Same Day Payment	FP/Tudor Enviromental	588.96
11/05/2020	WALKERS	Walkers Builders	Same Day Payment	FP/Walkers	748.95
11/05/2020	MANN	Mann (Swanley)	Internal Entry	Mann	111.23
12/05/2020	Shanmugam Kandasamy	Covid-19	Same Day Payment	FP/Shanmugam	43.26
12/05/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	76.56
12/05/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	93.89
12/05/2020	Asda	Covid-19	Same Day Payment	FP/Asda	400.00
12/05/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	19.62
12/05/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	56.27
12/05/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	72.00
12/05/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	23.76
13/05/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	148.52

## Monthly Finances (G)

14/05/2020	Shanmugam Kandasamy	Covid-19	Same Day Payment	FP/Shanmugam	16.12
14/05/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	23.51
14/05/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	67.59
14/05/2020	OVERLINE	Overline	Direct Debit	DD/Overline	157.44
14/05/2020	OVERLINE	Overline	Direct Debit	DD/Overline	346.61
15/05/2020	Payroll	Payroll Mth2	BACS	Payroll Mth2	38,997.48
15/05/2020	Payroll	PAYEMth2	BACS	PAYEMth2	18,486.67
15/05/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	49.32
15/05/2020	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	4,498.00
15/05/2020	SDC	Rates for Olympic	Direct Debit	DD/SDC	3,021.00
15/05/2020	SDC	Rates for Alexandra	Direct Debit	DD/SDC	2,875.00
15/05/2020	TV Licence	TV Licence	Direct Debit	TV Licence	13.20
18/05/2020	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	128.95
19/05/2020	Asda	Covid-19	Same Day Payment	FP/Asda	400.00
19/05/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	16.14
19/05/2020	EETMOB	EE & T Mobile	Direct Debit	DD/EE	30.58
20/05/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	101.11
20/05/2020	Shanmugam Kandasamy	Covid-19	Same Day Payment	FP/Shanmugam	203.42
20/05/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	78.29
20/05/2020	TOTGAS1	Total Gas & Power (Civic)	Direct Debit	DD/Total Gas & Power	2,810.34
20/05/2020	TOTGAS2	Total Gas & Power Ltd (Oly)	Direct Debit	DD/Total Gas & Power	2,313.80
20/05/2020	TOTGASP	Total Gas & Power Ltd (Alex)	Direct Debit	DD/Total Gas & Power	2,810.33
22/05/2020	XINTEL	XLN Telecom	Direct Debit	DD/XLN	57.53
22/05/2020	BOC100	BOC Ltd	Direct Debit	DD/BOC	104.27
22/05/2020	BGAS8496	BGas Elec - Oaks Communal	Direct Debit	DD/BGas	107.25
26/05/2020	Asda	Covid-19	Same Day Payment	FP/Asda	400.00
26/05/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	9.43
26/05/2020	Keith Wood	Covid-19	Same Day Payment	FP/ Keith Wood	10.19
26/05/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	29.02
26/05/2020	Shanmugam Kandasamy	Covid-19	Same Day Payment	FP/Shanmugam	42.02
26/05/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	49.67
26/05/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	58.99
26/05/2020	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	318.71
27/05/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	14.21
27/05/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	79.38
27/05/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	26.86
27/05/2020	PROPMED	Property Media	Internal Entry	Property Media	25.00
28/05/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	54.57
28/05/2020	Asda	Covid-19	Same Day Payment	FP/Asda	200.00
28/05/2020	TARDIS10	Tardis Environmental Ltd	Same Day Payment	FP/Tardis Environmental	198.00
29/05/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	4.98
29/05/2020	Gillian Portwin	Covid-19	Same Day Payment	FP/Gillian Portwin	8.83
29/05/2020	Keith Wood	Covid-19	Same Day Payment	FP/ Keith Wood	13.43
29/05/2020	PROPMED	Property Media	Internal Entry	Property Media	25.00

**324,074.78**

### Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
May-20	Cheque	0.00
	BACS	117,526.49
	Direct Debit	47,723.29
	Same Day Payment (Electronic)	158,160.84
	Internal Entry (Offset)	372.46
	Bank Entry	291.70
		<b><u>324,074.78</u></b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

# Swanley Town Council



## Aged Debtors: 31 May 2020

A/C	Name	Balance
50CLUB	50+ Club	( 160.00 )
BEXLEYBC	London Borough of Bexley	675.00
GREEBOX	Greenbox Storage Ltd	-
GYR	GYR Financial Consulting Ltd	200.00
KENTCOM	Kent Community Health NHS Trust	344.00
LAURIEM1	Lauriem Complete Care Ltd	98.00
MAYORCN	Mayor's Curry Night	( 20.00 )
MEDWAYC	Medway Council	126.40
MULTCARS	Swantax	825.00
NHSPROP	NHS Property Services	48,000.00
PICALILL	Picalilly's Cafe	60.00
SENCIO	Sencio	120.00
SWANBOX	Swanley Boxing Club	378.00
SWANHIST	Swanley History Group	70.00
SWANSTAF	Swanstaff Recruitment	2,758.10
SWBOWLS	Swanley Bowls Club	5,076.34
SWNFC	Swanley FC	303.88
VIBEDN10	Vibe Dance Nights	1,365.00
		<b>60,219.72</b>
Aged Debtors: 31 May 2019		<b>58,399.32</b>

Current	Period 1	Period 2	Period 3	Older
-	-	( 160.00 )	-	-
-	-	675.00	-	-
-	-	-	-	-
-	200.00	-	-	-
-	-	-	-	344.00
-	-	98.00	-	-
-	-	( 20.00 )	-	-
-	-	126.40	-	-
-	825.00	-	-	-
-	48,000.00	-	-	-
-	-	-	60.00	-
-	-	-	120.00	-
378.00	-	-	-	-
-	-	70.00	-	-
-	-	-	-	2,758.10
5,076.34	-	-	-	-
-	-	-	303.88	-
-	-	1,365.00	-	-
<b>5,454.34</b>	<b>49,025.00</b>	<b>2,154.40</b>	<b>483.88</b>	<b>3,102.10</b>
<b>22,545.52</b>	<b>31,042.40</b>	<b>609.00</b>	<b>4,251.40</b>	<b>( 49.00 )</b>

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

JANUARY	January events	( 200.00 )
FEBRUARY	February events	( 500.00 )
MARCH	March events	( 660.00 )
APRIL	April events	( 200.00 )
MAY	May events	( 1,950.00 )
JUNE	June events	( 3,151.00 )
JULY	July events	( 3,420.00 )
AUGUST	August events	( 6,351.00 )
SEPTEMBER	September events	( 7,141.50 )
OCTOBER	October Events	( 1,100.00 )
NOVEMBER	November Events	( 250.00 )
DECEMBER	December events	( 450.00 )
		<b>( 25,373.50 )</b>

<sup>[1]</sup> Balances will include prepayments for future functions at Alexandra and Olympic

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

AMJ	A - Michael Jackson	( 110.00 )
APARTYA	A - Party Anthems	( 70.00 )
ORATPACK	O - Rat Pack	( 168.00 )
		<b>( 168.00 )</b>

<sup>[2]</sup> Balances will include prepayments for future Party Nights at Alexandra and Olympic

Monies since received

Monies Chased

Payment Arrangement in place: Paid £758.10 + £500.  
Remaining £1,500.00 to be paid in three instalments to clear by early July



# Swanley Town Council



## Aged Creditors: 31 May 2020

<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>
1STACESE	1st Ace Security Ltd	60.00	60.00	-	-	-	-
AIMHIRE	Aimhire UK Ltd	42.78	42.78	-	-	-	-
ALLIEDT	Allied Technical Servicies (UK) Ltd	13,087.20	13,087.20	-	-	-	-
B&MSUPP	B&M Supplies LTD	3,925.72	3,925.72	-	-	-	-
BGAS8419	BGas Elec - Alexandra	620.28	620.28	-	-	-	-
BGAS8436	BGas Elec - Woodlands	468.81	468.81	-	-	-	-
BGAS8475	BGas Elec - Tennis Courts	1,401.97	1,401.97	-	-	-	-
BGAS8522	BGas Elec - Ablutions St Mary's	473.73	473.73	-	-	-	-
BOC100	BOC Ltd	104.27	104.27	-	-	-	-
CARROLL	Carroll Carpets & Flooring	2,220.00	2,220.00	-	-	-	-
CASTL166	Castle Water Limited	( 86.00 )	-	-	-	-	( 86.00 )
CEF	CEF	111.06	111.06	-	-	-	-
DARPRINT	Darenth Print and Design Ltd	36.00	36.00	-	-	-	-
EDF-XMAS	EDF Energy Customers Ltd	136.02	136.02	-	-	-	-
HOWDENS	Howdens Joinery Co.	113.90	113.90	-	-	-	-
JPSCLAR	JPS Clarity Limited	114.00	-	-	-	-	114.00
KCC100	Kent County Council	269.99	269.99	-	-	-	-
KFF100	Kent Frozen Foods Ltd	( 5.83 )	-	( 5.83 )	-	-	-
KIWA	Kiwa Ltd	2,022.00	2,022.00	-	-	-	-
MATTCLAR	Matthew Clark Wholesale Ltd	( 111.59 )	-	-	-	-	( 111.59 )
NIVEKCAT	Nivek Catering Supplies Ltd	720.00	720.00	-	-	-	-
ORCHARDF	Orchard Fencing Ltd	34.14	34.14	-	-	-	-
TRADEUK	Trade UK Account	1,167.34	1,167.34	-	-	-	-
TUDORENV	Tudor Environmental	1,473.65	1,473.65	-	-	-	-
WICKPLAY	WickSteed Playgrounds	88.90	88.90	-	-	-	-
		<b>28,488.34</b>	<b>28,577.76</b>	-	( 5.83 )	-	( 83.59 )
Aged Creditors: 31 May 2019		<b>29,203.84</b>	<b>30,135.62</b>	( 687.18 )	<b>12.40</b>	<b>19.40</b>	( 276.40 )