

# 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

9<sup>th</sup> July 2020

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 15<sup>th</sup> July 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 15<sup>th</sup> July 2020**

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

Swanley Town Council is inviting you to a scheduled Zoom meeting.

Topic: STC Council Meetings  
Time: Jul 15, 2020 07:30 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/81267814451?pwd=VndkQmxoZWtXN25MY2dSNnUyK3RwZz09>

Meeting ID: 812 6781 4451

Password: 016050

One tap mobile

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Dial by your location

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Meeting ID: 812 6781 4451  
Password: 016050  
Find your local number: <https://us02web.zoom.us/j/k9iuOvj6p>

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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 17<sup>th</sup> June 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

### **EXCLUSION OF PRESS AND PUBLIC**

It is recommended that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### **7. STAFFING**

To receive a verbal report from the CEO

**Date of next meeting – 16<sup>th</sup> September 2020**

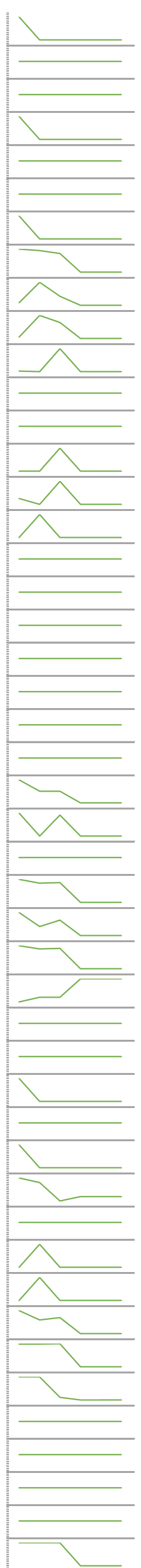
If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 665855 or [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

Swanley Town Council: Civic Centre

YTD Summary

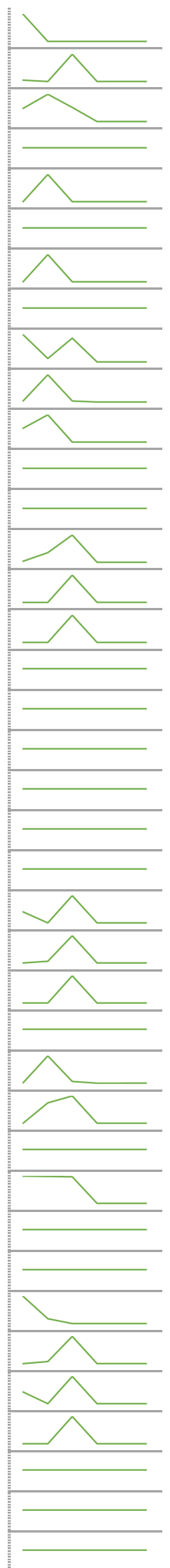
Expenditure		2019 / 2020							
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20
5000	Street Lighting	-	-	-	-	-	-	-	112.07
5001	Bar Purchases	-	-	-	-	-	-	-	-
5002	Catering Purchases	100.00	-	-	-	-	-	100.00	305.59
5007	Brown Bags	1,400.00	2,100.00	2,800.00	2,100.00	2,100.00	2,100.00	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
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
5047	Oktoberfest	-	-	-	-	100.00	576.92	-	7,667.81
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 )
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
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
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

2020 / 2021							
Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 19/20
-	22.55	-	-	-	-	-	22.55
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
16,480.00	1,400.00	-	-	-	-	-	1,400.00
-	-	-	-	-	-	-	-
2,000.00	-	-	-	-	-	-	-
-	100.00	-	-	-	-	-	100.00
-	4,089.29	3,825.58	3,309.03	-	-	-	11,223.90
25,000.00	215.90	1,900.37	751.85	-	-	-	2,868.12
8,150.00	8.50	114.54	80.02	-	-	-	203.06
1,854.00	2.50	-	81.95	-	-	-	84.45
-	-	-	-	-	-	-	-
4,400.00	-	-	-	-	-	-	-
250.00	-	-	3,085.50	-	-	-	3,085.50
17,257.14	4,839.41	135.00	18,461.45	-	-	-	23,435.86
15,000.00	-	113.35	-	-	-	-	113.35
8,300.00	-	-	-	-	-	-	-
150.00	-	-	-	-	-	-	-
6,500.00	-	-	-	-	-	-	-
2,250.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
2,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
1,000.00	160.00	80.00	80.00	-	-	-	320.00
3,800.00	159.77	-	145.00	-	-	-	304.77
222.50	-	-	-	-	-	-	-
539,197.79	37,082.25	30,623.56	31,887.71	-	-	-	99,593.52
54,564.25	6,487.94	2,572.88	4,350.58	-	-	-	13,411.40
40,170.00	3,126.76	2,663.02	2,744.48	-	-	-	8,534.26
( 3,090.00 )	( 652.24 )	( 521.79 )	( 521.79 )	-	-	-	( 1,695.82 )
114.33	-	-	-	-	-	-	-
162.64	-	-	-	-	-	-	-
1,339.00	12.55	-	-	-	-	-	12.55
-	-	-	-	-	-	-	-
2,575.00	1,343.96	-	-	-	-	-	1,343.96
59,843.00	6,033.00	4,498.00	( 1,458.33 )	-	-	-	9,072.67
1,112.40	-	-	-	-	-	-	-
7,158.50	-	2,055.92	-	-	-	-	2,055.92
5,047.00	-	2,341.95	-	-	-	-	2,341.95
4,223.00	359.02	211.39	246.98	-	-	-	817.39
1,648.00	45.50	45.50	46.54	-	-	-	137.54
500.00	342.75	342.75	40.37	-	-	-	725.87
2,653.99	-	-	-	-	-	-	-
2,000.00	-	-	-	-	-	-	-
17.51	-	-	-	-	-	-	-
9.73	-	-	-	-	-	-	-
4,236.39	342.75	342.75	342.75	-	-	-	1,028.25



Code	Description	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20
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
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
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	-	-	-	-	-	-	-	-
		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
1,339.00	370.61	-	-	-	-	-	370.61
1,545.00	11.51	-	195.00	-	-	-	206.51
4,429.00	134.02	280.45	144.73	-	-	-	559.20
128.75	-	-	-	-	-	-	-
6,252.10	-	490.00	-	-	-	-	490.00
1,665.51	-	-	-	-	-	-	-
257.50	-	30.00	-	-	-	-	30.00
56.65	-	-	-	-	-	-	-
2,296.90	196.61	25.48	171.02	-	-	-	393.11
6,901.00	532.83	11,535.01	568.37	-	-	-	12,636.21
5,000.00	737.55	1,463.00	-	-	-	-	2,200.55
3,250.00	-	-	-	-	-	-	-
4,000.00	-	-	-	-	-	-	-
5,000.00	199.80	1,455.97	4,099.80	-	-	-	5,755.57
5,000.00	-	15.00	3,365.00	-	-	-	3,380.00
5,000.00	-	-	53.95	-	-	-	53.95
50.00	-	-	-	-	-	-	-
13,000.00	-	-	-	-	-	-	-
2,500.00	-	-	-	-	-	-	-
1,000.00	-	-	-	-	-	-	-
750.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
12,864.70	1,335.60	-	3,283.29	-	-	-	4,618.89
15,000.00	7.91	46.38	660.71	-	-	-	715.00
2,027.04	-	-	129.64	-	-	-	129.64
10.00	-	-	-	-	-	-	-
35,000.00	64.92	3,076.38	218.02	-	-	-	3,359.32
1,000.00	-	234.20	316.55	-	-	-	550.75
13.91	-	-	-	-	-	-	-
3,708.00	213.29	208.77	205.95	-	-	-	628.01
9,390.66	-	-	-	-	-	-	-
1,516.32	-	-	-	-	-	-	-
3,038.50	2,064.98	375.00	-	-	-	-	2,439.98
927.00	-	26.60	320.94	-	-	-	347.54
7,210.00	434.33	-	1,019.17	-	-	-	1,453.50
23,862.98	-	-	22,447.93	-	-	-	22,447.93
1,184.50	-	-	-	-	-	-	-
64.89	-	-	-	-	-	-	-
1,000.00	-	-	-	-	-	-	-
<b>1,025,336.07</b>	71,826.12	70,607.01	100,874.16	-	-	-	<b>243,307.29</b>





Swanley Town Council: Civic Centre

YTD Summary

Income

Code	Description	2019 / 2020							
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20
4000	Precept	295,300.00	-	-	-	-	295,300.00	295,300.00	590,600.00
4033	Community Infrastructure Levy	16,669.92	-	-	-	-	-	16,669.92	17,732.41
4004	Rent - Station Road: Micro Brewery	2,291.67	416.67	416.67	2,291.67	-	-	2,708.34	9,166.68
4005	Rent - Oaks Clinic	49,890.00	-	-	9,890.00	-	-	49,890.00	79,560.00
4009	Rent - 10 Station Road: Taxi	687.50	-	-	687.50	-	-	687.50	2,750.00
4011	Rent - Pedham Farm	-	-	-	925.00	-	-	-	1,850.00
4016	Rent - Civic Centre	1,532.00	1,532.00	1,532.00	1,532.00	1,532.00	1,532.00	3,064.00	18,384.00
4019	Mayor's Charity Income	-	-	-	250.00	1,650.70	1,439.50	-	6,641.93
4020	Allotments	50.00	-	-	-	12.50	-	50.00	622.49
4021	Dog Bin Emptying	-	390.00	-	-	-	-	390.00	390.00
4022	Solar Panel Income	-	1,628.70	-	-	3,493.93	-	1,628.70	8,567.60
4023	Urban Maintenance	-	-	-	337.50	6,790.64	-	-	7,128.14
4024	Seeds	15.68	31.36	13.21	9.92	13.20	4.13	47.04	120.53
4025	Black Refuse Bags	265.00	486.25	435.00	323.75	170.00	358.33	751.25	4,170.00
4026	White Refuse Bags	53.75	141.25	116.66	114.18	53.75	85.00	195.00	1,266.25
4027	Brown Refuse Bags	1,239.42	2,206.50	1,620.50	1,995.50	2,490.00	1,548.50	3,445.92	14,244.59
4029	Radar Keys	2.50	-	5.00	2.50	2.50	-	2.50	22.50
4030	SDC Link Service Contract	14,032.00	-	-	-	-	-	14,032.00	28,064.00
4031	KCC Link Salaries Recharge	15,751.60	-	-	15,751.60	-	-	15,751.60	63,006.40
4034	Firework Night	-	-	-	-	-	500.00	-	2,211.00
4035	St George's Day	-	25.00	1,200.00	-	16.67	-	25.00	1,283.34
4036	Markets	-	41.67	-	-	-	-	41.67	41.67
4037	Armed Forces Day	25.00	200.01	45.83	1,808.33	158.33	-	225.01	2,270.83
4039	Light up the Town	-	-	-	-	16.67	-	-	6,558.16
4041	Mugs	-	-	-	5.83	-	-	-	11.66
4042	Oktoberfest	-	-	-	-	-	-	-	3,454.71
4102	Covid-19	-	-	-	-	-	-	-	-
4110	Equipment Hire	-	-	-	-	-	-	-	125.01
4200	Recharge - Oaks Clinic	-	-	-	-	-	-	-	68.10
4206	Recharge - Civic Centre	-	-	-	-	-	-	-	5,806.08
4209	Service Recharge - Other	-	-	-	-	-	-	-	3,965.05
4210	Leasing Settlement	-	-	-	-	-	-	-	11,004.49
4230	Sale of Assets	-	-	-	-	-	-	-	1,156,458.98
4500	Senior Passport to Leisure Revenue	-	2,368.33	-	-	2,246.67	-	2,368.33	4,615.00
4605	Court Lettings	110.70	393.74	418.95	66.40	( 40.40 )	148.00	504.44	3,663.09
4606	Changing Rooms	-	123.00	246.00	-	-	-	123.00	984.00
4607	Floodlight Revenue	-	210.00	52.50	-	-	-	210.00	696.50
4608	Football Pitches	-	-	-	-	370.00	-	-	2,351.64
4710	Car Parking	400.04	66.68	466.72	206.20	281.20	277.04	466.72	3,430.96
4800	Town Crier Advertising Revenue	-	-	-	-	-	-	-	540.00
4805	Swanley in Bloom - Sponsorship	62.50	7,365.00	54.17	-	-	-	7,427.50	7,731.67
4810	Sponsorship - General	10,000.00	-	-	-	-	-	10,000.00	10,000.00
4900	Investment Income	-	-	-	-	-	-	-	607.81
4902	Commissions Received	56.98	84.70	72.40	74.15	76.51	82.55	141.68	904.89
4903	Insurance Claims	-	-	-	-	-	-	-	6,925.00
4998	Sale of Goods	-	-	-	-	-	100.00	-	100.00
4999	Other Income	-	-	-	0.01	-	-	-	33.34
		96,466.34	17,710.86	6,695.61	36,272.04	19,334.87	6,075.05	426,147.12	2,090,130.50

2020 / 2021							
Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 20/21
614,502.00	307,251.00	-	-	-	-	-	307,251.00
30,000.00	708.32	-	-	-	-	-	708.32
7,500.00	1,875.00	-	-	-	-	-	1,875.00
79,560.00	49,890.00	-	-	-	-	-	49,890.00
2,832.50	687.50	-	-	-	-	-	687.50
1,905.50	-	-	-	-	-	-	-
22,091.44	1,532.00	2,187.36	-	-	-	-	3,719.36
6,700.00	10.00	-	-	-	-	-	10.00
643.75	-	-	-	-	-	-	-
390.00	390.00	-	-	-	-	-	390.00
8,122.00	-	-	-	-	-	-	-
7,341.98	-	-	-	-	-	-	-
100.00	-	-	-	-	-	-	-
4,047.90	-	-	-	-	-	-	-
1,236.00	-	-	-	-	-	-	-
13,802.00	-	-	-	-	-	-	-
15.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
64,896.59	15,751.60	-	-	-	-	-	15,751.60
2,277.33	-	-	-	-	-	-	-
1,250.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
2,300.00	-	-	-	-	-	-	-
6,754.90	-	-	-	-	-	-	-
6.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	4,216.63	3,844.11	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
6,180.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	943.03	-	-	-	-	943.03
10,815.00	-	-	-	-	-	-	-
4,223.00	-	-	-	-	-	-	-
854.90	-	-	-	-	-	-	-
1,118.58	-	-	-	-	-	-	-
2,935.50	-	-	-	-	-	-	-
3,347.50	206.20	-	-	-	-	-	206.20
-	-	-	-	-	-	-	-
7,706.12	9,524.67	377.00	-	-	-	-	9,901.67
10,300.00	-	-	-	-	-	-	-
-	323.73	109.81	-	-	-	-	433.54
1,100.00	89.40	78.42	-	-	-	-	167.82
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	25.83	-	-	-	-	-	25.83
926,855.50	85,230.88	7,539.73	-	-	-	-	391,960.87



Swanley Town Council: Alexandra

YTD Summary

Income

Code	Description	2019 / 2020							Actual 19/20
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	
4028	Photocopying	6.00	-	-	-	-	-	6.00	6.00
4043	Pantomime	-	-	-	-	-	-	-	3,575.37
4100	Bar Income	6,157.20	12,251.55	13,162.03	9,481.85	12,884.95	4,903.37	18,408.75	112,054.28
4105	Catering Income	1,370.83	7,525.18	11,907.99	12,802.52	11,459.18	8,252.34	8,896.01	100,459.75
4110	Equipment Hire	-	-	-	-	63.35	60.00	-	640.86
4115	Function Package Revenue	2,522.50	4,262.36	7,642.49	9,208.33	9,785.01	9,291.68	6,784.86	65,933.00
4120	Conference Lettings Regular	5,417.52	6,011.71	5,036.71	4,031.69	4,195.01	3,886.67	11,429.23	49,916.33
4125	Party Night Revenue	-	1,000.00	-	808.33	-	-	1,000.00	8,668.31
4130	Party Function Revenue	1,070.83	283.33	983.33	950.00	787.50	1,137.50	1,354.16	9,374.99
4230	Sale of Assets	-	-	-	-	-	-	-	29,010.41
4998	Sale of Goods	-	-	-	-	-	-	-	91.67
4999	Other Income	-	-	-	-	-	-	-	0.02
		16,544.88	31,334.13	38,732.55	37,282.72	39,175.00	27,531.56	47,879.01	379,730.99

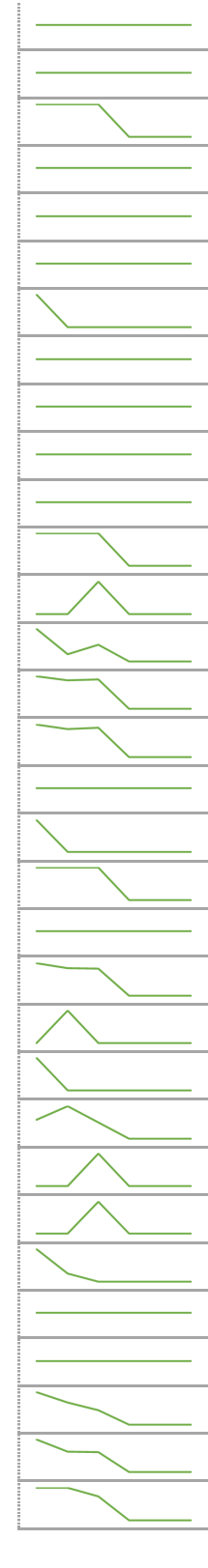
2020 / 2021							
Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 20/21
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-



Expenditure

Code	Description	2019 / 2020							Actual 19/20
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	
5001	Bar Purchases	2,856.52	3,508.96	3,941.61	3,777.05	2,609.53	2,036.62	6,365.48	35,038.41
5002	Catering Purchases	147.47	1,810.36	1,926.90	2,462.14	1,761.63	1,026.99	1,957.83	20,146.89
5003	Bar Purchases - Equipment	66.08	99.70	66.08	72.88	66.08	70.13	165.78	1,024.08
5004	Catering Purchases - Equipment	-	-	1,600.00	-	( 133.34 )	-	-	1,466.66
5011	Licenses	-	-	-	2,100.00	350.00	1,108.87	-	3,558.87
5012	Sales Commision	-	-	-	-	106.18	-	-	300.92
5020	Equipment / Machinery	-	-	-	-	-	-	-	99.97
5021	Equipment / Machinery Repairs	-	-	-	199.93	-	-	-	199.93
5033	Pantomime	-	-	-	-	-	1,125.00	-	2,424.80
5045	Function Expenditure	883.33	1,698.34	1,566.67	3,482.84	2,885.67	3,500.01	2,581.67	23,000.45
6100	Agency Commission	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing	122.33	122.33	122.33	122.33	122.33	122.32	244.66	1,467.95
6201	Advertising	22.80	40.00	-	-	80.00	-	62.80	764.30
7000	Salaries	6,128.75	6,410.52	8,460.75	8,433.03	7,415.24	7,922.38	12,539.27	90,857.68
7001	Pension	746.44	783.41	900.55	758.54	758.54	758.54	1,529.85	9,281.92
7006	Empoyers NI	274.96	313.15	425.55	300.66	301.61	330.64	588.11	4,316.45
7012	Security Staffing	-	-	420.00	420.00	-	140.00	-	1,918.00
7102	Water Rates	187.07	187.38	193.64	187.39	193.64	( 51.36 )	374.45	1,742.67
7103	General Rates	2,829.06	2,830.62	2,830.62	2,830.62	2,830.62	2,830.62	5,659.68	28,304.64
7105	Recycling - Waste Collection	304.18	319.16	257.09	346.30	277.04	268.72	623.34	3,531.53
7200	Electricity	468.18	705.19	542.98	741.86	874.50	812.69	1,173.37	8,271.81
7201	Gas	-	1,997.99	-	-	496.25	-	1,997.99	6,036.87
7500	Printing	106.67	-	-	138.76	-	-	106.67	358.70
7550	Telephone & Broadband	114.38	114.83	115.46	114.96	144.73	145.70	229.21	1,576.80
7552	Computers & Software	45.00	-	-	45.00	-	-	45.00	180.00
7602	Health & Safety Fees	-	-	85.20	-	65.00	-	-	150.20
7800	Repairs and Renewals	-	-	-	-	-	-	-	77.04
7801	Cleaning	343.77	70.48	247.59	472.90	50.00	155.61	414.25	2,561.17
7802	Laundry	309.00	162.72	195.11	163.51	190.86	207.59	471.72	2,315.72
7803	Premises Expenses	662.60	-	-	1,776.68	197.52	56.75	662.60	32,059.75
7901	Bank Charges	87.77	39.89	95.67	67.02	83.00	89.43	127.66	1,056.22
8201	Subcriptions	-	-	-	-	-	-	-	200.00
		16,706.36	21,215.03	23,993.80	29,014.40	21,726.63	22,657.25	37,921.39	284,290.40

2020 / 2021							
Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 20/21
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	47.64	47.64	47.64	-	-	-	142.92
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	75.08	-	-	-	-	-	75.08
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	122.33	122.33	122.33	-	-	-	366.99
-	-	-	275.00	-	-	-	275.00
-	5,192.78	1,179.52	2,662.00	-	-	-	9,034.30
-	808.20	709.07	728.59	-	-	-	2,245.86
-	295.86	256.23	266.34	-	-	-	818.43
-	-	-	-	-	-	-	-
-	1,027.83	-	-	-	-	-	1,027.83
-	2,874.00	2,875.00	2,875.00	-	-	-	8,624.00
-	-	-	-	-	-	-	-
-	610.80	516.90	505.26	-	-	-	1,632.96
-	-	2,341.95	-	-	-	-	2,341.95
-	50.00	-	-	-	-	-	50.00
-	168.76	288.85	143.18	-	-	-	600.79
-	-	-	45.00	-	-	-	45.00
-	-	-	45.00	-	-	-	45.00
-	30.26	7.49	-	-	-	-	37.75
-	-	-	-	-	-	-	-
-	568.03	386.92	251.21	-	-	-	1,206.16
-	90.61	56.62	55.00	-	-	-	202.23
-	15.00	15.00	11.00	-	-	-	41.00
-	11,977.18	8,803.52	8,032.55	-	-	-	28,813.25



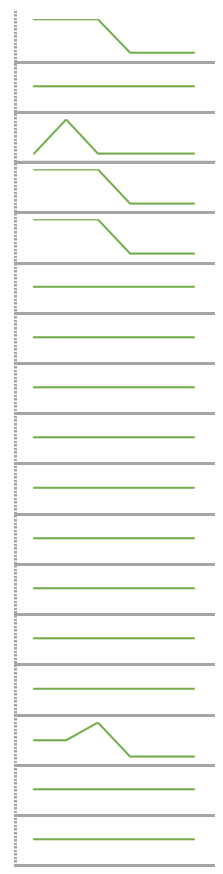
# Swanley Town Council: Olympic

## YTD Summary

### Income

Code	Description	2019 / 2020							
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20
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

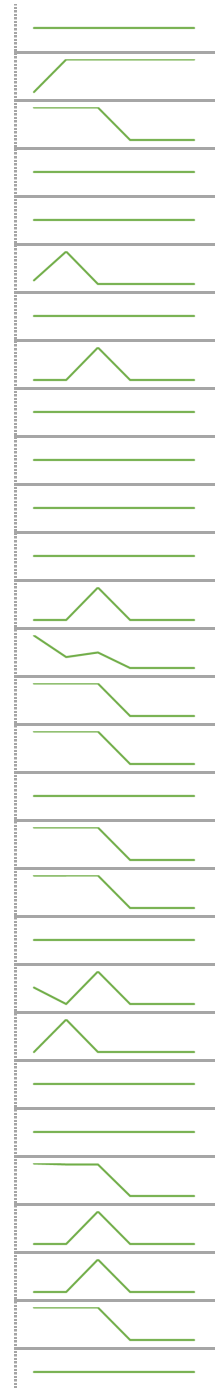
Budget 20/21	2020 / 2021						YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
4,119.96	333.33	333.33	333.33	-	-	-	999.99
16,068.00	-	-	-	-	-	-	-
5,000.00	-	4,776.34	-	-	-	-	4,776.34
8,400.00	700.00	700.00	700.00	-	-	-	2,100.00
3,780.00	315.00	315.00	315.00	-	-	-	945.00
120.10	-	-	-	-	-	-	-
44,290.00	-	-	-	-	-	-	-
29,870.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
12,823.50	-	-	-	-	-	-	-
31,930.00	-	-	-	-	-	-	-
2,353.55	-	-	-	-	-	-	-
2,750.00	166.68	166.68	350.01	-	-	-	683.37
9,012.50	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
<b>170,517.61</b>	<b>1,515.01</b>	<b>6,291.35</b>	<b>1,698.34</b>				<b>9,504.70</b>



### Expenditure

Code	Description	2019 / 2020							
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20
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 )
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
7702	Equipment Leasing	315.00	315.00	315.00	315.00	315.00	315.00	630.00	3,540.00

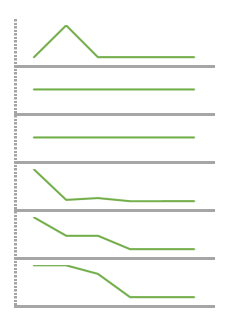
Budget 20/21	2020 / 2021						YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
15,141.00	-	-	-	-	-	-	-
6,180.00	( 5.83 )	-	-	-	-	-	( 5.83 )
1,339.00	39.25	39.25	39.25	-	-	-	117.75
1,000.00	-	-	-	-	-	-	-
311.20	-	-	-	-	-	-	-
1,648.00	13.26	117.01	-	-	-	-	130.27
103.00	-	-	-	-	-	-	-
3,296.00	-	-	8.33	-	-	-	8.33
-	-	-	-	-	-	-	-
4,944.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
180.25	-	-	275.00	-	-	-	275.00
52,530.00	3,644.43	1,215.98	1,743.08	-	-	-	6,603.49
3,641.45	312.01	312.01	312.01	-	-	-	936.03
1,913.31	139.53	139.53	139.53	-	-	-	418.59
-	-	-	-	-	-	-	-
2,575.00	2,281.96	2,281.96	2,281.96	-	-	-	6,845.88
30,642.50	3,019.00	3,021.00	3,021.00	-	-	-	9,061.00
2,232.01	-	-	-	-	-	-	-
8,549.00	641.96	-	1,273.02	-	-	-	1,914.98
7,004.00	-	2,203.62	-	-	-	-	2,203.62
206.00	-	-	-	-	-	-	-
41.20	-	-	-	-	-	-	-
2,214.50	184.39	179.14	179.14	-	-	-	542.67
175.10	-	-	45.00	-	-	-	45.00
103.00	-	-	115.00	-	-	-	115.00
1,400.80	111.23	111.23	111.23	-	-	-	333.69
4,542.30	-	-	-	-	-	-	-



Monthly Finances (C)

Code	Description	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20
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
1,112.40	-	14.98	-	-	-	-	14.98
1,153.60	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
13,390.00	3,300.00	165.00	333.54	-	-	-	3,798.54
1,725.25	47.02	20.00	20.00	-	-	-	87.02
61.80	15.00	15.00	11.00	-	-	-	41.00
169,355.68	13,743.21	9,835.71	9,908.09	-	-	-	33,487.01



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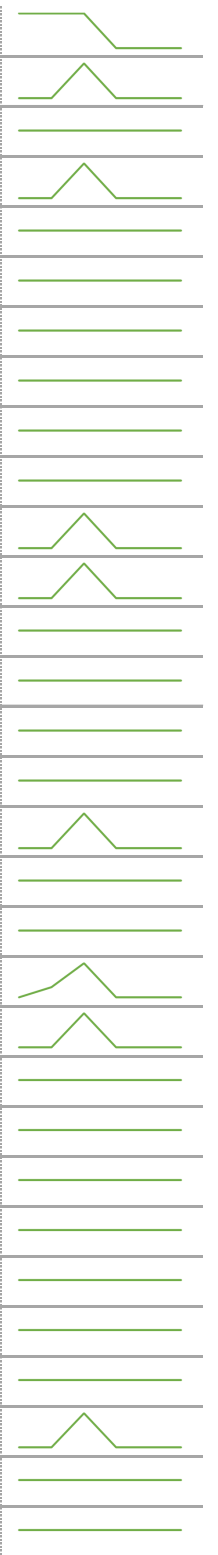
Swanley Town Council: Swanley Park

YTD Summary

Income

Code	Description	2019 / 2020							Actual 19/20
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	
4002	Rent - Swanley Athletics Club	100.00	100.00	100.00	100.00	100.00	100.00	200.00	1,200.00
4006	Rent - Cafe in the Park	8,500.00	-	13,000.00	-	13,000.00	-	8,500.00	34,500.00
4008	Rent - Swanley New Barn Railway	-	-	-	-	-	-	-	10,736.12
4010	Rent - Ice Cream Van	5,000.00	-	5,000.00	-	5,625.00	-	5,000.00	15,625.00
4014	Rent - Great Outdoors	416.65	333.32	416.66	625.00	250.00	-	749.97	2,041.63
4017	Rent - Swanley Park RFC	312.64	312.64	312.64	-	-	-	625.28	937.92
4032	1812 Event	66.66	-	-	158.33	3,822.51	1,240.50	66.66	5,338.00
4201	Service Recharge: Café in the Park	-	-	1,218.79	-	857.86	-	-	2,076.65
4207	Service Recharge: SNBR	-	-	-	-	-	-	-	897.71
4600	Outdoor Event Revenue	1,335.75	515.41	-	96.25	1,653.71	613.33	1,851.16	4,214.45
4700	Rowing	969.17	722.93	965.83	913.33	1,563.36	467.50	1,692.10	5,639.62
4701	Pedalos	6,126.69	4,480.43	5,070.84	4,128.14	10,308.83	2,640.42	10,607.12	33,169.92
4702	Canoeing	293.33	162.50	252.50	437.50	791.66	145.00	455.83	2,092.49
4703	Golf	927.08	712.48	665.85	735.83	1,661.67	437.50	1,639.56	5,140.41
4704	Tree Trek	1,174.17	812.50	525.00	287.50	1,396.66	210.00	1,986.67	4,405.83
4705	Hand Boats	388.33	346.65	358.33	344.17	798.33	153.33	734.98	2,390.81
4706	Dino Karts	450.02	195.00	56.67	320.01	541.67	-	645.02	1,563.37
4707	Deck Chairs	130.01	16.66	68.34	53.33	139.15	5.00	146.67	412.49
4708	Bouncy Castle	1,250.01	1,356.27	1,237.49	1,378.73	2,775.01	667.93	2,606.28	9,011.69
4710	Car Parking	8,773.50	8,703.75	9,372.91	10,924.18	17,798.78	4,736.24	17,477.25	62,313.11
4713	Duck Feed	86.80	69.18	54.59	60.84	113.75	18.77	155.98	412.09
4714	Battery Bikes	586.69	738.34	581.68	880.82	1,608.33	451.66	1,325.03	4,989.19
4717	Candy Floss	50.01	33.34	83.34	82.93	100.02	50.01	83.35	399.65
4718	JCB Digger	206.26	355.81	236.66	359.16	525.84	180.84	562.07	1,913.74
4719	Reptiles	47.50	-	-	12.50	12.50	10.00	47.50	82.50
4720	Nerf / Survival Parties	635.41	889.57	108.33	787.49	137.50	524.99	1,524.98	4,433.70
4723	The Plunge Water Slide	1,891.66	1,083.33	1,408.33	1,697.49	3,331.22	399.16	2,974.99	9,811.19
4724	The Great Outdoors	-	-	-	-	-	-	-	792.38
4725	Roibbons	-	-	-	-	-	-	-	-
4997	Sale of Goods	-	583.33	-	-	-	-	583.33	583.33
4999	Other Income	-	-	-	-	25.00	12.50	-	37.50
		39,718.34	22,523.44	41,094.78	24,383.53	68,938.36	13,064.68	62,241.78	227,162.49

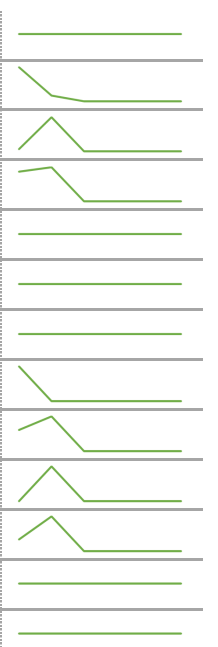
Budget 20/21	2020 / 2021						YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
1,260.00	100.00	100.00	100.00	-	-	-	300.00
40,521.00	-	-	3,982.93	-	-	-	3,982.93
12,000.00	-	-	-	-	-	-	-
15,833.00	-	-	5,000.00	-	-	-	5,000.00
6,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
4,600.00	-	-	-	-	-	-	-
2,650.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
4,300.00	-	-	-	-	-	-	-
5,630.00	-	-	472.50	-	-	-	472.50
33,845.00	-	-	2,553.32	-	-	-	2,553.32
2,110.00	-	-	-	-	-	-	-
5,232.00	-	-	-	-	-	-	-
4,405.83	-	-	-	-	-	-	-
2,389.14	-	-	-	-	-	-	-
1,690.00	-	-	76.67	-	-	-	76.67
412.49	-	-	-	-	-	-	-
9,000.00	-	-	-	-	-	-	-
62,988.11	-	110.00	364.17	-	-	-	474.17
420.00	-	-	23.34	-	-	-	23.34
4,808.35	-	-	-	-	-	-	-
399.65	-	-	-	-	-	-	-
1,865.41	-	-	-	-	-	-	-
82.50	-	-	-	-	-	-	-
3,900.00	-	-	-	-	-	-	-
10,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	12.92	-	-	-	12.92
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
236,342.48	100.00	210.00	12,585.85	-	-	-	12,895.85



Expenditure

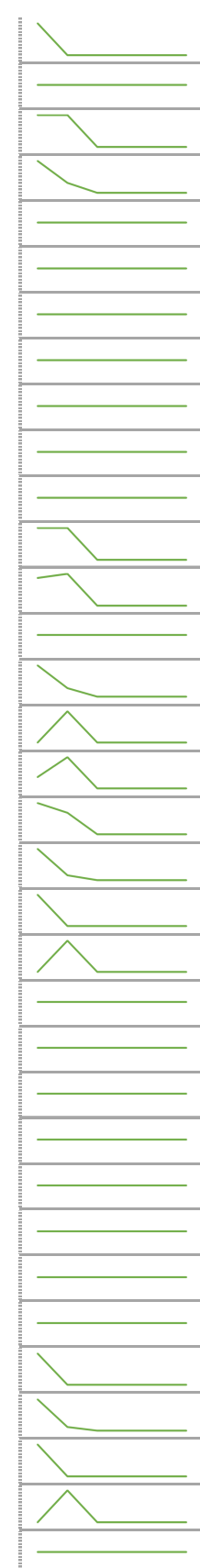
Code	Description	2019 / 2020							Actual 19/20
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	
5010	Sporting Equipment Purchases	-	169.12	-	-	-	-	169.12	682.95
5020	Equipment / Machinery	2,455.42	-	33.32	-	19.17	38.82	2,455.42	2,906.98
5021	Equipment / Machinery Repairs	-	-	-	238.60	-	66.45	-	305.05
5030	Horticulture	120.83	-	167.07	-	-	( 15.00 )	120.83	1,470.40
5032	1812 Event	-	-	81.67	96.00	12,040.37	3,714.94	-	15,932.98
5045	Function Expenditure	-	-	-	-	-	-	-	-
5046	Outdoor Event	-	-	-	-	310.00	500.00	-	810.00
6201	Advertising	45.90	94.65	-	574.90	585.00	114.82	140.55	1,835.03
7000	Salaries	8,575.14	18,175.21	15,339.45	14,366.20	17,044.06	23,368.85	26,750.35	151,978.65
7001	Pension	422.93	730.80	422.93	422.93	422.94	422.93	1,153.73	7,671.29
7006	Employers NI	763.27	781.04	538.40	495.42	479.73	672.23	1,544.31	7,226.58
7012	Security Staffing	-	-	184.00	402.50	517.50	230.00	-	1,449.00
7099	Staff Expenses	-	-	-	-	-	-	-	189.27

Budget 20/21	2020 / 2021						YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
174.19	-	-	-	-	-	-	-
2,623.13	563.85	99.52	-	-	-	-	663.37
314.20	64.88	975.93	-	-	-	-	1,040.81
1,128.26	557.74	643.41	-	-	-	-	1,201.15
17,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
810.00	-	-	-	-	-	-	-
-	50.00	-	-	-	-	-	50.00
121,540.00	3,431.97	5,616.79	-	-	-	-	9,048.76
4,532.00	-	579.67	-	-	-	-	579.67
6,077.00	195.85	573.08	-	-	-	-	768.93
1,077.90	-	-	-	-	-	-	-
50.00	-	-	-	-	-	-	-



Monthly Finances (D)

Code	Description	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 20/21
7102	Water Rates	( 703.89 )	412.81	426.57	412.81	426.57	426.57	( 291.08 )	3,466.47	4,150.00	2,634.71	-	-	-	-	-	2,634.71
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	18,500.00	-	-	-	-	-	-	-
7106	Council Tax	-	-	-	-	-	-	-	587.17	-	238.18	240.00	-	-	-	-	478.18
7200	Electricity	51.57	70.00	( 5,071.18 )	70.00	140.00	602.93	121.57	( 2,791.32 )	5,000.00	2,145.86	670.11	-	-	-	-	2,815.97
7202	GasOil	-	409.08	-	416.94	401.10	406.35	409.08	1,848.72	2,150.00	-	-	-	-	-	-	-
7304	Miscellaneous Motor Expenses	-	7.58	-	-	12.50	-	7.58	20.08	22.00	-	-	-	-	-	-	-
7306	Mileage Claims	-	-	64.80	-	-	-	-	157.50	160.00	-	-	-	-	-	-	-
7500	Printing	-	-	-	468.94	-	-	-	468.94	483.01	-	-	-	-	-	-	-
7501	Postage & Carriage	75.00	195.00	-	220.00	8.95	-	270.00	498.95	513.92	-	-	-	-	-	-	-
7502	Stationery	33.29	-	-	-	9.58	-	33.29	101.19	44.16	-	-	-	-	-	-	-
7509	Name Badges	97.50	-	-	-	-	-	97.50	144.21	100.43	-	-	-	-	-	-	-
7550	Telephone & Broadband	66.46	53.28	53.98	52.18	53.93	54.76	119.74	534.05	648.90	48.56	48.12	-	-	-	-	96.68
7552	Computers & Software	-	-	-	-	12.50	-	-	12.50	12.88	4.44	5.15	-	-	-	-	9.59
7602	Health & Safety Fees	-	-	187.60	500.00	-	-	-	912.60	708.23	-	-	-	-	-	-	-
7603	Consultancy Fees	-	-	-	750.00	-	-	-	750.00	-	1,216.46	330.00	-	-	-	-	1,546.46
7700	Equipment Hire	-	739.75	-	399.28	-	1,322.83	739.75	3,400.74	2,745.26	-	1,663.54	-	-	-	-	1,663.54
7800	Repairs and Renewals	9,251.29	906.02	1,160.15	47.03	489.30	524.58	10,157.31	13,204.37	13,905.00	36.59	99.14	-	-	-	-	135.73
7801	Cleaning	624.09	43.80	45.98	259.00	438.17	-	667.89	2,037.31	1,648.00	1,151.05	794.55	-	-	-	-	1,945.60
7803	Premises Expenses	185.83	5,355.34	1,374.81	893.55	-	4,912.63	5,541.17	271,439.02	15,450.00	97,377.67	15,595.44	-	-	-	-	112,973.11
7804	Pool Chemicals	477.40	577.40	-	477.40	639.53	-	1,054.80	2,171.73	2,236.13	641.91	-	-	-	-	-	641.91
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	14,420.00	-	770.00	-	-	-	-	770.00
7806	Pedalo Parts	-	-	-	241.40	-	-	-	241.40	248.64	-	-	-	-	-	-	-
7807	Pool Costs	-	69.94	-	36.92	-	-	69.94	106.86	110.07	-	-	-	-	-	-	-
7808	Sand	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7811	Signs	-	-	-	50.00	-	-	-	85.90	88.48	-	-	-	-	-	-	-
7815	Chidren's Party	-	56.12	-	162.50	125.00	-	56.12	426.95	439.76	-	-	-	-	-	-	-
7816	Parking	-	-	1,390.00	818.00	-	-	-	9,408.00	2,274.24	-	-	-	-	-	-	-
7819	Duck Feed	-	-	-	-	6.75	-	-	13.40	8.24	-	-	-	-	-	-	-
7820	Activity Recharge	-	605.42	-	815.42	607.50	1,011.25	605.42	3,470.43	3,504.59	-	-	-	-	-	-	-
7901	Bank Charges	372.80	375.84	350.50	361.72	392.32	546.29	748.64	3,664.66	3,708.00	237.36	-	-	-	-	-	237.36
8201	Subscriptions	679.17	105.00	105.00	210.00	90.00	90.14	784.17	1,694.45	1,751.00	120.00	15.00	-	-	-	-	135.00
8202	Uniform	1,010.84	608.61	575.32	103.67	137.50	-	1,619.45	3,482.99	3,708.00	29.40	-	-	-	-	-	29.40
8203	Training Costs	895.00	30.00	675.00	100.00	-	-	925.00	2,695.00	2,266.00	-	350.00	-	-	-	-	350.00
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	256,331.59	110,746.48	29,069.45	-	-	-	-	139,815.93



# Swanley Town Council: Housing Stock

## YTD Summary

### Income

Code	Description	2019 / 2020							Actual 19/20
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	
4001	Rent - Housing Stock	-	-	-	-	-	-	-	5,012.90
4998	Sale of Goods	-	-	-	-	-	-	-	-
								-	5,012.90

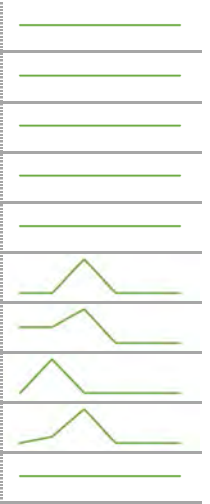
2020 / 2021							
Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 19/20
89,700.00	4,000.00	4,000.00	6,917.33	-	-	-	14,917.33
-	-	-	500.00	-	-	-	500.00
89,700.00	4,000.00	4,000.00	7,417.33	-	-	-	14,917.33



### Expenditure

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

2020 / 2021							
Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 19/20
40,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
1,800.00	-	-	300.00	-	-	-	300.00
870.00	62.49	62.49	131.83	-	-	-	256.81
3,600.00	-	16.32	-	-	-	-	16.32
20,000.00	-	641.45	3,286.49	-	-	-	3,927.94
2,400.00	-	-	-	-	-	-	-
68,670.00	62.49	720.26	3,718.32	-	-	-	4,501.07



# Swanley Town Council



## Bank Reconciliation: 30 June 2020

Bank Statement Balance:	Current Account	135,418.60		
			<b>135,418.60</b>	
Other Bank & Cash Accounts:	Active Saver	140.27		
	Mayor's Account	3,734.00		
	Recreation Account	5,371.95		
	CCLA	342,199.51		
	Alexandra Cash Account	-		
	Olympic Cash Account	477.51		
	Link Cash Account	-		
	Civic Cash Account	-		
	Swanley Park Cash Account	2,826.33		
			<b>354,749.57</b>	
				<b>490,168.17</b>
Unpresented Payments:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>	
			-	
			-	
			-	
				<b>490,168.17</b>
Unpresented Receipts:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>	
	26/06/2020	Park to Bank	165.00	
	28/06/2020	Park to Bank	457.00	
	29/06/2020	Park to Bank	53.00	
	30/06/2020	Olympic to Bank	15.19	
				<b>690.19</b>
				<b>490,858.36</b>
Closing Book Balance:	Current Account	136,108.79		
	Other Bank & Cash Accounts	354,749.57		
			<b>490,858.36</b>	
				<b>-</b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date



## Swanley Town Council

**Payments Out: June 2020**

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Payment Method</b>	<b>Ref</b>	<b>Amount</b>
01/06/2020	SDC	Bungalow	Direct Debit	DD/SDC	240.00
01/06/2020	Asda	Covid-19	Same Day Payment	FP/Asda	400.00
01/06/2020	BR-IT	BR - IT	Same Day Payment	FP/BR-IT	126.77
01/06/2020	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex	411.30
02/06/2020	ABSOLUTE	Absolute Hygiene Solutions	Same Day Payment	FP/Absolute Hygiene	1,152.00
02/06/2020	CPC	Complete Pool Contracts	Same Day Payment	FP/CPC	770.29
02/06/2020	EDMUNDSO	Edmundson Electrical Ltd	Same Day Payment	FP/Edmundson	31.81
02/06/2020	EMERGENC	Emergency Plumbing Services Ltd	Same Day Payment	FP/Emergency Plumbing	2,340.00
02/06/2020	ERNEDOE	Ernest Doe & Sons Ltd	Same Day Payment	FP/Ernest Doe	168.99
02/06/2020	Carl Hough	Carl Hough	Same Day Payment	FP/Carl Hough	270.00
02/06/2020	KALC100	Kent Association of Local Councils	Same Day Payment	FP/Kalc	288.00
02/06/2020	KCC100	Kent County Council	Same Day Payment	FP/KCC	28.00
02/06/2020	LOCKTOOL	Locks 'N' Tools Ltd	Same Day Payment	FP/Locks n Tools	320.33
02/06/2020	PLANDAY	Planday Limited	Same Day Payment	FP/Planday	54.00
02/06/2020	PROVNURS	Provender Nurseries	Same Day Payment	FP/Provender	445.51
02/06/2020	SEVDIST	Sevenoaks District Council	Same Day Payment	FP/SDC	1,400.00
02/06/2020	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade Uk	430.60
02/06/2020	WICKPLAY	Wick Steed Playgrounds	Same Day Payment	FP/Wicksteed	1,171.12
02/06/2020	BGAS8560	BGas Elec - Swanley Park	Direct Debit	DD/BGas	804.13
03/06/2020	DVLA	LC13SNK	Direct Debit	DD/DVLA	23.27
03/06/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/Allstar	179.01
03/06/2020	BTGROUP	BT	Direct Debit	DD/BT	59.44
04/06/2020	Yell	Website	Direct Debit	DD/Yell	146.79
04/06/2020	DVLA	CK60UKF	Direct Debit	DD/DVLA	23.27
04/06/2020	Asda	Covid-19	Same Day Payment	FP/Asda	200.00
04/06/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	108.47
04/06/2020	ELDIRECT	EL Direct LTD	Same Day Payment	FP/EL Direct	18.00
05/06/2020	Barclays	Commission	Bank Entry	Commission	124.75
05/06/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	55.20
05/06/2020	Keith Wood	Covid-19	Same Day Payment	FP/Keith Wood	13.07
05/06/2020	CASTL760	Castle Water Limited	Direct Debit	DD/Castle Water	2,552.24
05/06/2020	PROPMED	Property Media	Internal Entry	Internal	25.00
07/06/2020	ELAS	HR Support	Direct Debit	DD/ELAS	239.76
08/06/2020	TV Licence	TV Licence	Direct Debit	DD/TV Licence	13.20
08/06/2020	TELGUARD	TelGuard	Direct Debit	DD/Telguard	5.83
09/06/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	2.00
09/06/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	7.64
09/06/2020	Asda	Covid-19	Same Day Payment	FP/Asda	400.00
09/06/2020	ALLIEDT	Alleid Technical Services	Same Day Payment	FP/ATS	499.10
09/06/2020	ANGLO	Anglo Pest Control	Same Day Payment	FP/Anglo Pest	45.00
09/06/2020	COMMUNI	Community Land Use	Same Day Payment	FP/Community Land	1,600.00
09/06/2020	GELLIS	Gordon Ellis	Same Day Payment	FP/G Ellis & Co	191.94
09/06/2020	HOUGH	Carl Hough	Same Day Payment	FP/Carl hough	270.00
09/06/2020	MPLC	MPLC	Same Day Payment	FP/MPLC	124.57
09/06/2020	ORCHARDF	Orchard Fencing Ltd	Same Day Payment	FP/Orchard Fencing	1,063.14
09/06/2020	SLCC	Society of Local Council Clerks	Same Day Payment	FP/SLCC	350.00
09/06/2020	TLCDIREC	TLC Online	Same Day Payment	FP/TLC Online	989.20
09/06/2020	USTIGATE	Ustigate Waterplay	Same Day Payment	FP/Ustigate	16,071.38
09/06/2020	AQUAM	Aquam Water Services	Same Day Payment	FP/Aquam Water	1,953.47
09/06/2020	MANN	Mann (Swanley)	Internal Entry	Internal	111.23
09/06/2020	BGAS8522	BGas Elec - Ablutions St Mary's	Direct Debit	DD/BGas	473.73

## Monthly Finances (G)

09/06/2020	BGAS8475	BGas Elec - Tennis Courts	Direct Debit	DD/BGas	1,401.97
09/06/2020	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/BGas	620.28
09/06/2020	BGAS6000	BGas Elec - Civic	Direct Debit	DD/BGas	468.81
10/06/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	30.49
10/06/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	122.96
10/06/2020	WEATHFEN	Weatherley Fencing Contractors Limi	Same Day Payment	FP/Weatherley Fencing	132.33
10/06/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	18.00
10/06/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	65.40
10/06/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	23.76
10/06/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	72.00
10/06/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	54.06
12/06/2020	Steve Wallis	Covid-19	Same Day Payment	FP/Steve Wallis	9.89
12/06/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	138.53
12/06/2020	Asda	Covid-19	Same Day Payment	FP/Asda	400.00
12/06/2020	JENNER	N A Jenner	Same Day Payment	FP/N Jenner	550.00
12/06/2020	SIEMENS	Siemens	Direct Debit	DD/Siemens	2,347.00
12/06/2020	OVERLINE	Overline	Direct Debit	DD/Overline	343.66
12/06/2020	OVERLINE	Overline	Direct Debit	DD/Overline	157.44
13/06/2020	MacQuarie	Telecoms Leasing	Direct Debit	DD/Macquarie	1,098.91
15/06/2020	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	4,498.00
15/06/2020	SDC	Rates for Olympic	Direct Debit	DD/DSC	3,021.00
15/06/2020	SDC	Rates for Alexandra	Direct Debit	DD/SDC	2,875.00
15/06/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	60.77
15/06/2020	PayrollMth3	PayrollMth3	BACS	Payroll	41,629.79
15/06/2020	PAYEMth3	PAYEMth3	BACS	Payroll	21,052.53
16/06/2020	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	128.95
17/06/2020	Gillian Portwin	Covid-19	Same Day Payment	FP/Gillian Portwin	7.80
17/06/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	21.20
17/06/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	84.96
17/06/2020	AIMHIRE	Aimhire UK Ltd	Same Day Payment	FP/Aimhire	42.78
17/06/2020	ATLAS	Atlas UK Limited	Same Day Payment	FP/Atlas UK Limited	1,050.00
17/06/2020	B&MSUPP	B&M Supplies LTD	Same Day Payment	FP/B&M Supplies	3,925.72
17/06/2020	CARROLL	Carroll Carperts	Same Day Payment	FP/Carroll Carpets	2,220.00
17/06/2020	CEF	CEF	Same Day Payment	FP/CEF	308.82
17/06/2020	D.BODY	D.Body Ltd	Same Day Payment	FP/D Body	770.00
17/06/2020	DARPRINT	Darenth Print and Design Ltd	Same Day Payment	FP/Darenth Print	210.00
17/06/2020	EMERGENC	Emergency Plumbing Services Ltd	Same Day Payment	FP/Emergency Plumbing	1,244.30
17/06/2020	HOWDENS	Howdens Joinery Co.	Same Day Payment	FP/Howdens	113.90
17/06/2020	KIWA	Kiwa Ltd	Same Day Payment	FP/KIWA	2,022.00
17/06/2020	NIVEKCAT	Nivek Catering Supplies Ltd	Same Day Payment	FP/Nivek	720.00
17/06/2020	ORCHARDF	Orchard Fencing Ltd	Same Day Payment	FP/Orchard Fencing	34.14
17/06/2020	SAFE	Safe on Line	Same Day Payment	FP/Safe	1,010.01
17/06/2020	THAMOLY	Thames Water Utilities Ltd	Same Day Payment	FP/Thames Water	228.00
17/06/2020	TLCDIREC	TLC Online	Same Day Payment	FP/TLC Online	281.19
17/06/2020	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade UK	818.27
17/06/2020	TUDORENV	Tudor Environmental	Same Day Payment	FP/Tudor Environmental	1,473.65
17/06/2020	WICKPLAY	Wick Steed Playgrounds	Same Day Payment	FP/Wicksteed	88.90
17/06/2020	PROPMED	Property Media	Internal Entry	Internal	22.10
17/06/2020	PROPMED	Property Media	Internal Entry	Internal	61.10
17/06/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	63.30
18/06/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	7.97
18/06/2020	Asda	Covid-19	Same Day Payment	FP/Asda	400.00
19/06/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	23.26
19/06/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	37.79
19/06/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	44.41
19/06/2020	Mik Handel	Tree Trek	Same Day Payment	FP/Mik Handel	113.30
19/06/2020	EETMOB	EE & T Mobile	Direct Debit	DD/EE	33.40
22/06/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	43.83
22/06/2020	XINTEL	XLN Telecom	Direct Debit	DD/XLN	57.53
22/06/2020	HENRYH	Propel Finance Plc	Direct Debit	DD/Propel Finance	494.04
23/06/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	9.69
23/06/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	119.01
23/06/2020	Asda	Covid-19	Same Day Payment	FP/Asda	400.00

## Monthly Finances (G)

24/06/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	28.56
24/06/2020	SUSSEX	Sussex Transport	Same Day Payment	FP/Sussex Transport	540.00
24/06/2020	SQUIRES	Squires Planning Ltd	Same Day Payment	FP/Squires Planning	547.40
24/06/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	136.57
25/06/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	83.43
25/06/2020	BOC100	BOC Ltd	Direct Debit	DD/BOC	104.27
26/06/2020	Keith Wood	Covid-19	Same Day Payment	FP/Keith Wood	48.10
29/06/2020	PROPMED	Property Media	Internal Entry	Internal	25.00
29/06/2020	PROPMED	Property Media	Internal Entry	Internal	25.00
30/06/2020	ALLIEDT	Allied Technical Services	Same Day Payment	FP/ATS	499.10
30/06/2020	1STACESE	1st Ace Security Ltd	Same Day Payment	FP/1st Ace Security	60.00
30/06/2020	EDF-XMAS	EDF Energy Customers Ltd	Same Day Payment	FP/EDF	136.02
30/06/2020	KCC100	Kent County Council	Same Day Payment	FP/KCC	180.64
30/06/2020	PLANDAY	Planday Limited	Same Day Payment	FP/Planday	72.00
30/06/2020	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade UK	349.07
30/06/2020	WEATHFEN	Weatherley Fencing Contractors Limi	Same Day Payment	FP/Weatherley Fencing	62.84
30/06/2020	WORKWEAR	Workwear Express Ltd	Same Day Payment	FP/Workwear Express	231.00
30/06/2020	NIVEKCAT	Nivek Catering Supplies Ltd	Same Day Payment	FP/Nivek	300.00
30/06/2020	ERNEDOE	Ernest Doe & Sons Ltd	Same Day Payment	FP/Ernest Die	169.77
30/06/2020	ALSFTIMB	Alsford Timber Ltd	Same Day Payment	FP/Alsford Timber	94.68
30/06/2020	ALLBRIGH	All Bright Electrical	Same Day Payment	FP/All Bright Electrical	450.00
30/06/2020	WICKPLAY	Wick Steed Playgrounds	Same Day Payment	FP/Wicksteed Playgrounds	200.77

**143,064.67**

### Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Jun-20	Cheque	0.00
	BACS	62,682.32
	Direct Debit	23,255.32
	Same Day Payment (Electronic)	56,732.85
	Internal Entry (Offset)	269.43
	Bank Entry	124.75
		<b><u>143,064.67</u></b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

# Swanley Town Council






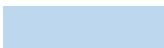

## Aged Debtors: 30 June 2020

A/C	Name	Balance
50CLUB	50+ Club	( 160.00 )
BEXLEYBC	London Borough of Bexley	177.00
HUNT	David Hunt	200.00
IBLCAT	IBL Catering Ltd	9,982.93
KENTCOM	Kent Community Health NHS Trust	344.00
LAURIEM1	Lauriem Complete Care Ltd	98.00
MAYORCN	Mayor's Curry Night	( 20.00 )
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	756.00
SWANHIST	Swanley History Group	70.00
SWANSTAF	Swanstaff Recruitment	500.00
SWBOWLS	Swanley Bowls Club	4,776.34
SWNFC	Swanley FC	303.88
VIBEDN10	Vibe Dance Nights	1,365.00
		<b>67,398.15</b>
Aged Debtors: 31 June 2020		<b>69,571.91</b>

Current	Period 1	Period 2	Period 3	Older
-	-	-	( 160.00 )	-
-	-	-	177.00	-
200.00	-	-	-	-
9,982.93	-	-	-	-
-	-	-	-	344.00
-	-	-	98.00	-
-	-	-	( 20.00 )	-
-	-	825.00	-	-
-	-	48,000.00	-	-
-	-	-	-	60.00
-	-	-	-	120.00
378.00	378.00	-	-	-
-	-	-	70.00	-
( 2,258.10 )	-	-	-	2,758.10
4,776.34	-	-	-	-
-	-	-	-	303.88
-	-	-	420.00	945.00
<b>13,079.17</b>	<b>378.00</b>	<b>48,825.00</b>	<b>585.00</b>	<b>4,530.98</b>
<b>32,198.71</b>	<b>14,982.20</b>	<b>18,684.60</b>	<b>391.00</b>	<b>3,315.40</b>

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

JANUARY	January events	( 200.00 )
FEBRUARY	February events	( 500.00 )
MARCH	March events	( 800.00 )
APRIL	April events	( 200.00 )
MAY	May events	( 1,950.00 )
JUNE	June events	( 2,951.00 )
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>( 25,313.50 )</b>

	Monies since received
	Monies Chased; payment expected by end of June
	Monies Chsed
	Arrangement in place to pay instalments: £325.00 already received
	Invoices being investigate and chased where appro

<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



# Swanley Town Council



## Aged Creditors: 31 May 2020

A/C	Name	Balance	Current	Period 1	Period 2	Period 3	Older
1STACESE	1st Ace Security Ltd	420.00	420.00	-	-	-	-
ALLIEDT	Allied Technical Services (UK) Ltd	13,087.20	-	13,087.20	-	-	-
ALSFTIMB	Alsford Timber Ltd	53.87	53.87	-	-	-	-
ANGLO	Anglo Pest Control	160.00	160.00	-	-	-	-
BGAS8419	BGas Elec - Alexandra	606.31	606.31	-	-	-	-
BGAS8456	BGas Elec - The Olympic	1,336.67	1,336.67	-	-	-	-
BGAS8560	BGas Elec - Swanley Park	2,259.74	2,259.74	-	-	-	-
BOC100	BOC Ltd	104.27	104.27	-	-	-	-
CAME100	Came and Company	2,050.79	2,050.79	-	-	-	-
CARROLL	Carroll Carpets & Flooring	1,950.00	1,950.00	-	-	-	-
CASTL166	Castle Water Limited	( 86.00 )	-	-	-	-	( 86.00 )
CASTL760	Castle Water Limited	2,552.24	2,552.24	-	-	-	-
COMMUNI	Community Land Use	800.00	800.00	-	-	-	-
CPC	Complete Pool Contracts	814.01	814.01	-	-	-	-
D.BODY	D.Body Ltd	1,050.00	1,050.00	-	-	-	-
DECORATO	Decorators Den Ltd	929.98	929.98	-	-	-	-
DOOR&WIN	The Door & Window Centre Ltd	2,274.00	2,274.00	-	-	-	-
ECOSA	Ecological Survey & Assessment	2,760.00	2,760.00	-	-	-	-
ERNEDOE	Ernest Doe & Sons Ltd	19.99	19.99	-	-	-	-
EURO	Euro Environmental Ltd	836.40	836.40	-	-	-	-
GMHCASHR	GMH Cash Registers	162.00	162.00	-	-	-	-
HAGS	Hags-Smp Ltd	294.00	294.00	-	-	-	-
HOWDENS	Howdens Joinery Co.	2,182.02	2,182.02	-	-	-	-
JPSCLAR	JPS Clarity Limited	114.00	-	-	-	-	114.00
KALC100	Kent Association of Local Councils	180.00	180.00	-	-	-	-
KCC100	Kent County Council	403.30	133.31	269.99	-	-	-
KFF100	Kent Frozen Foods Ltd	( 5.83 )	-	-	-	( 5.83 )	-
LEXAUTO	Lex Autolease	411.30	411.30	-	-	-	-
LOCKTOOL	Locks 'N' Tools Ltd	29.43	29.43	-	-	-	-
MATTCLAR	Matthew Clark Wholesale Ltd	( 111.59 )	-	-	-	-	( 111.59 )
MERCATOR	Mercator Markings Ltd	642.00	642.00	-	-	-	-
OGILVIE	David Ogilvie Engineering	3,612.60	3,612.60	-	-	-	-
P&RSERVI	P & R Services Ltd	175.68	175.68	-	-	-	-
PROVNURS	Provender Nurseries	30.00	30.00	-	-	-	-
SAV	Savills (UK) Ltd	4,020.00	4,020.00	-	-	-	-
SHAW&SON	Shaw & Sons Ltd	64.74	64.74	-	-	-	-
TRADEUK	Trade UK Account	1,014.20	1,014.20	-	-	-	-
TREEHOUS	Tree House Training	1,043.00	1,043.00	-	-	-	-
TUDORENV	Tudor Environmental	834.84	834.84	-	-	-	-
USTIGATE	Ustigate Waterplay	34,881.78	34,881.78	-	-	-	-
VENESTA	Venesta Washroom Systems	3,801.60	3,801.60	-	-	-	-
WINDOWF	Windowflowers Ltd	21,961.80	21,961.80	-	-	-	-
ZURICH	Zurich Municipal	20,671.79	20,671.79	-	-	-	-
		<b>130,392.13</b>	<b>117,124.36</b>	<b>13,357.19</b>	-	<b>( 5.83 )</b>	<b>( 83.59 )</b>
Aged Creditors: 30 June 2019		<b>21,070.64</b>	<b>21,282.07</b>	<b>16.46</b>	<b>16.71</b>	<b>12.40</b>	<b>( 257.00 )</b>



## **COMPLAINTS PROCEDURE**

### **INTRODUCTION**

This complaints procedure covers all complaints received at the Council. Swanley Town Council takes all complaints seriously, about Officers or services provided.

Swanley Town Council believes that complaints form part of the valuable feedback and useful information from its residents about the quality of our procedures, services and practices. We firmly believe that the effective handling of any complaint received will assist us in improving the quality of life for the residents of the parish.

### **OBJECTIVES**

Upon receipt of each complaint, Swanley Town Council will aim to fully investigate as quickly as possible. However, our main objective is to undertake a thorough investigation and this may mean that some complaints will take a little longer to resolve to the satisfaction of both the complainant and the Council

### **DEFINITION OF COMPLAINTS**

A complaint can usually be defined as follows:

- Financial Irregularity
- Criminal Activity
- Member Conduct
- Officer Conduct
- All Other Complaints

### **WHAT YOU SHOULD DO IF YOU HAVE A COMPLAINT**

In the first instance, if your complaint is about Council Services, you can contact any member of our Customer Services team or alternatively the Customer Services Supervisor, details below:

Mrs Claire Cormack  
Link Manager  
Swanley Town Council  
The Civic Centre  
ST Mary's Road  
Swanley, Kent  
BR8 7BU

**Telephone:**

03000 421254

**Email:**

[towncouncil@swanley.gov.uk](mailto:towncouncil@swanley.gov.uk)

State at the outset that this is a complaint and provide as much evidence as you can, including any documentation but remember to keep copies for your own records. Be clear and provide concise details such as dates, times, names and addresses. Remember to provide full contact details to enable Officers to telephone to arrange a meeting or a site visit if necessary.

In many instances an issue can be dealt with immediately and the source of the complaint resolved but for more complex issues you are advised to put the complaint in writing.

For all written complaints, whether by letter or e-mail, the Council will send a written acknowledgement within 2 working days. Under normal circumstances, for more straightforward complaints, the council will respond in full within 15 working days. More complex issues will take longer to resolve and each case will be assessed on its own merit, with a timescale to be agreed by both the complainant and the Council.

### **WHAT IF YOUR COMPLAINT RELATES TO A COUNCIL OFFICER**

If the complaint relates directly to a Council officer, you should address your complaint to the Chief Executive's Office:

Steve Nash  
Chief Executive Officer  
Swanley Town Council  
The Civic Centre  
St Mary's road  
Swanley  
Kent  
BR8 7BU

Telephone:

01322 665855

Email:

[snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

If your complaint involves the Chief Executive/Town Clerk you should address your complaint in writing to the Mayor of the Council at The Civic Centre. Your correspondence should be marked Private and Confidential.

### **WHAT SWANLEY TOWN COUNCIL NEEDS TO DO TO PUT THINGS RIGHT**

Once an investigation has been completed and the council has been found to be at fault, every effort will be made to resolve the complaint to the complete satisfaction of the complainant.

Where subsequent actions or simply the passage of time prevents restitution then other actions may be appropriate, which may include a local settlement, the remedy will need to be appropriate to the injustice and may be reduced where a complainant has contributed, directly or indirectly, to the injustice suffered.

## **WHAT DO YOU DO NEXT IF YOU ARE NOT SATISFIED**

Unlike larger District or County Councils, there is currently no external agency or government body, which can investigate a complaint if you are not satisfied with the initial consideration of your complaint.

If you are not happy with the decision or action taken by the town Clerk then you should write to the Chairman of the council at The Civic Centre, St Mary's Road, Swanley, Kent, BR8 7BU. The Chairman will then independently review the complaint, together with all relating documentation and if he/she believes it appropriate will submit the complaint to the relevant Committee of the Council for consideration.

## **BEFORE THE MEETING**

The complainant should be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way on the Council agenda. The complainant will be invited to attend the meeting and to bring with them a representative should they wish.

Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documents or other evidenced relied upon. The Council shall provide the complainant with copies of any documentation upon which they wish to reply upon at the meeting and will do so promptly, allowing the complainant the opportunity to read the material in time for the meeting.

## **AT THE MEETING**

The Council shall consider whether pursuant to Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 and together with the Council's own Standing Orders, the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the meeting in public. The meeting will proceed as follows:

- The Chairman should introduce everyone and explain the procedure.
- The complainant (or representative) should outline the grounds for the complaint and, thereafter, answer questions which may be asked by the CEO/Clerk and Members
- The complainant should be offered the opportunity to summarize their position
- The Clerk and the complainant should be asked to leave the room whilst members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
- The Clerk and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day, they should be advised when the decision is likely to be made and when it is likely to be communicated to them.



## **AFTER THE MEETING**

The decision should be confirmed in writing within seven working days, together with details of any action to be taken.

## **WHAT SHOULD I DO IF I HAVE A COMPLAINT ABOUT A COUNCILLOR or COUNCILLORS**

Councillors are required to observe high ethical standards to a Code of Conduct and are required to have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

They must declare to:

- Not discriminate unlawfully
- Treat others with respect at all times
- Not to do anything which will compromise the integrity of Council Officers
- Not to disclose any confidential information
- Not to stop anyone gaining proper access to information to which they are entitled to see
- Not to conduct themselves in such a way as to bring their office or the Council into disrepute
- Not to use their position to improperly secure an advantage, or disadvantage, for anyone
- Not to use the Council's resources for unauthorised political or personal benefit
- Must declare any personal or prejudicial interest, pecuniary or non-pecuniary, in any matter which comes before the Council and, if appropriate, not to take part in any decision relating to such a matter. Where the interest declared is deemed by the Council to be prejudicial, Councillors are not permitted to take part in the decision relating to that matter.
- To register certain financial and other interest

A copy of Swanley Town Council's Councillor Code of Conduct can be viewed on the website at [www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk) or can be made available for viewing at The Civic Centre, St Mary's Road, Swanley, Kent, BR8 7BU.

If you feel a Councillor has broken any of the rules mentioned above, you can complain directly to Sevenoaks District Council as follows:

Monitoring Officer  
Sevenoaks District Council  
Council Offices  
Argyle Road  
Sevenoaks  
Kent  
TN13 1HG



Health & Safety at Work Act 1974  
Health & Safety Policy Statement

**Swanley Town Council’s statement of general policy is to:**

- Provide adequate resources to ensure that Swanley Town Council (“the Council”) is able to perform all its duties as required by Health and Safety legislation
- Provide uniform and adequate control of the health and safety risks arising from our work activities across the organisation
- Consult with all our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling, use and disposal of substances
- Provide timely information, instruction and supervision for employees
- Ensure that all employees are competent to do their tasks and to give them adequate training
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals

The Council also accepts its responsibility for assessing the risks to the health and safety of volunteers who work for the Council and other people who may be affected by our activities. All employees and volunteers have a responsibility to co-operate with supervisors and managers to achieve a healthy, safe workplace and to take care of themselves and others.

Overall and final responsibility for Health and Safety in the Council is that of:

**Stephen Nash - CEO & Proper Officer**

Signed .....

Dated .....

*This policy will be kept up to date as the size and nature of the council changes and as new legislation is introduced. Otherwise date of next review Jan 2023*