

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

10th September 2020

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 16th September 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 ZOOM MEETING

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

Topic: Swanley Town Council's Zoom Meeting - Policy & Finance/Development Control
Time: Sep 16, 2020 07:30 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/89955006386?pwd=MINwREhYUlp3TVRxZUpQd2ZteFdNZz09>

Meeting ID: 899 5500 6386

Passcode: 398170

One tap mobile

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Meeting ID: 899 5500 6386

Passcode: 398170

Find your local number: <https://us02web.zoom.us/j/89955006386?pwd=MINwREhYUlp3TVRxZUpQd2ZteFdNZz09>

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 15th July 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 CCTV POLICY

To approve the CCTV Policy

6. TO APPROVE LICENCE TO OCCUPY POLICY

To approve the Licence to Occupy Policy

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. PARK CONCESSIONS – APPENDIX A

To discuss Park concessions

Date of next meeting – 21st October 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

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	-	-	5,416.68	9,166.68
4005	Rent - Oaks Clinic	49,890.00	-	-	9,890.00	-	-	59,780.00	79,560.00
4009	Rent - 10 Station Road: Taxi	687.50	-	-	687.50	-	-	1,375.00	2,750.00
4011	Rent - Pedham Farm	-	-	-	925.00	-	-	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	7,660.00	18,384.00
4019	Mayor's Charity Income	-	-	-	250.00	1,650.70	1,439.50	1,900.70	6,641.93
4020	Allotments	50.00	-	-	-	12.50	-	62.50	622.49
4021	Dog Bin Emptying	-	390.00	-	-	-	-	390.00	390.00
4022	Solar Panel Income	-	1,628.70	-	-	3,493.93	-	5,122.63	8,567.60
4023	Urban Maintenance	-	-	-	337.50	6,790.64	-	7,128.14	7,128.14
4024	Seeds	15.68	31.36	13.21	9.92	13.20	4.13	83.37	120.53
4025	Black Refuse Bags	265.00	486.25	435.00	323.75	170.00	358.33	1,680.00	4,170.00
4026	White Refuse Bags	53.75	141.25	116.66	114.18	53.75	85.00	479.59	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	9,551.92	14,244.59
4029	Radar Keys	2.50	-	5.00	2.50	2.50	-	12.50	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	-	-	31,503.20	63,006.40
4034	Firework Night	-	-	-	-	-	500.00	-	2,211.00
4035	St George's Day	-	25.00	1,200.00	-	16.67	-	1,241.67	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	-	2,237.50	2,270.83
4039	Light up the Town	-	-	-	-	16.67	-	16.67	6,558.16
4041	Mugs	-	-	-	5.83	-	-	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	-	4,615.00	4,615.00
4605	Court Lettings	110.70	393.74	418.95	66.40 (40.40)	-	148.00	949.39	3,663.09
4606	Changing Rooms	-	123.00	246.00	-	-	-	369.00	984.00
4607	Floodlight Revenue	-	210.00	52.50	-	-	-	262.50	696.50
4608	Football Pitches	-	-	-	-	370.00	-	370.00	2,351.64
4710	Car Parking	400.04	66.68	466.72	206.20	281.20	277.04	1,420.84	3,430.96
4800	Town Crier Advertising Revenue	-	-	-	-	-	-	-	540.00
4805	Swanley in Bloom - Sponsorship	62.50	7,365.00	54.17	-	-	-	7,481.67	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	364.74	904.89
4903	Insurance Claims	-	-	-	-	-	-	-	6,925.00
4998	Sale of Goods	-	-	-	-	-	100.00	-	100.00
4999	Other Income	-	-	-	0.01	-	-	0.01	33.34
		96,466.34	17,710.86	6,695.61	36,272.04	19,334.87	6,075.05	488,449.64	2,090,130.50

Budget 20/21	2020 / 2021						YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
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	-	-	3,750.00
79,560.00	49,890.00	-	-	9,890.00	-	-	59,780.00
2,832.50	687.50	-	-	687.50	-	-	1,375.00
1,905.50	-	-	-	925.00	-	-	925.00
22,091.44	1,532.00	2,187.36	2,187.36	2,187.36	2,187.36	-	10,281.44
6,700.00	10.00	-	-	132.50	-	-	142.50
643.75	-	-	-	-	-	-	-
390.00	390.00	-	-	-	-	-	390.00
8,122.00	-	-	3,404.16	-	-	-	3,404.16
7,341.98	-	-	-	-	6,629.60	-	6,629.60
100.00	-	-	-	1.65	-	-	1.65
4,047.90	-	-	-	72.50	-	-	72.50
1,236.00	-	-	-	22.50	-	-	22.50
13,802.00	-	-	-	233.00	-	-	233.00
15.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
64,896.59	15,751.60	-	-	12,860.34	-	-	28,611.94
2,277.33	-	-	-	-	-	-	-
1,250.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
2,300.00	-	-	-	-	-	-	-
6,754.90	-	-	-	-	-	-	-
6.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	4,216.63	3,844.11	3,525.27	2,757.68	1,415.70	-	15,759.39
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
6,180.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	943.03	133.73	225.78	117.30	-	1,419.84
10,815.00	-	-	-	-	-	-	-
4,223.00	-	-	137.10	167.80	362.60	-	667.50
854.90	-	-	-	-	-	-	-
1,118.58	-	-	-	-	-	-	-
2,935.50	-	-	-	-	-	-	-
3,347.50	206.20	66.68	-	-	-	-	272.88
-	-	-	-	-	-	-	-
7,706.12	9,524.67	377.00	416.67	875.00	-	-	11,193.34
10,300.00	-	-	-	-	-	-	-
-	323.73	109.81	98.44	84.85	52.54	-	669.37
1,100.00	89.40	78.42	71.26	67.20	70.30	-	376.58
-	-	-	-	-	4,213.41	-	4,213.41
-	-	-	-	83.33	-	-	83.33
-	25.83	-	-	-	0.87	-	26.70
926,855.50	85,230.88	7,606.41	9,973.99	33,148.99	15,049.68	-	458,260.95



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	10,500.00	14,700.00
5008	Seeds	-	-	-	-	-	-	-	-
5010	Sporting Equipment Purchases	-	-	-	204.16	-	1,059.66	204.16	1,273.87
5011	Licenses	-	-	75.00	-	-	-	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	41,943.51	46,091.71
5021	Equipment / Machinery Rep	207.33	-	380.00	2,259.50	35.73	23.80	2,882.56	8,681.71
5030	Horticulture	11.25	66.67	166.51	-	595.92	933.20	840.35	1,968.78
5032	1812 Event	-	-	-	-	-	-	-	-
5034	Firework Night	-	-	-	-	-	484.90	-	4,419.60
5035	Remembrance Day	-	-	-	50.00	66.00	-	116.00	704.83
5036	Swanley in Bloom	265.00	-	15,382.00	50.00	-	-	15,697.00	20,152.55
5038	Light up the Town	-	-	-	-	341.09	-	341.09	17,733.83
5039	Senior Passport to Leisure	395.00	495.00	955.00	495.00	845.00	-	3,185.00	4,841.66
5040	Mayor at Home	-	100.00	44.95	-	-	-	144.95	144.95
5041	Armed Forces Day	350.00	771.00	3,576.00	1,440.00	-	200.00	6,137.00	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	-	-	1,729.17	1,849.17
5047	Oktoberfest	-	-	-	-	100.00	576.92	100.00	7,667.81
6200	Website, Social Media and Marketing	80.00	-	215.00	80.00	80.00	80.00	455.00	970.00
6201	Advertising	106.87	449.30	93.37	514.27	276.34	635.28	1,440.15	3,359.86
6202	Gifts & Samples	-	-	-	222.50	-	-	222.50	222.50
7000	Salaries	35,809.92	42,265.28	36,081.47	35,082.23	35,354.86	38,048.05	184,593.76	464,273.43
7001	Pension	4,443.87	4,454.10	4,487.97	4,284.50	4,149.90	4,512.77	21,820.34	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	16,606.63	40,720.46
7011	SMP Reclaimed	-	-	-	-	-	-	-	(3,261.19)
7012	Security Staffing	-	-	-	-	-	-	-	362.00
7097	Staff Reward	-	-	107.90	50.00	-	-	157.90	157.90
7099	Staff Expenses	-	51.54	431.97	137.06	467.70	28.30	1,088.27	1,631.90
7100	Rent for Link	-	269.99	-	-	539.98	-	809.97	1,713.97
7102	Water Rates	247.96	251.93	256.82	248.53	256.82	11.84	1,262.06	2,407.08
7103	General Rates	6,140.34	6,146.38	6,146.38	6,146.38	5,939.38	5,939.37	30,518.86	60,215.75
7105	Recycling - Waste Collection	-	-	-	350.00	280.00	-	630.00	1,235.00
7200	Electricity	21.36	1,777.74	-	22.55	1,668.63	-	3,490.28	7,597.59
7201	Gas	-	1,997.99	-	-	496.26	-	2,494.25	6,198.96
7300	Vehicle Fuel	246.73	385.99	315.56	486.09	247.84	312.25	1,682.21	3,863.16
7301	Vehicle Repairs and Servicing	87.50	-	51.28	732.47	-	-	871.25	1,963.40
7302	Vehicle Licences	21.87	21.87	45.50	45.50	45.50	45.50	180.24	758.74
7303	Vehicle Insurance	-	-	-	-	-	2,947.84	-	2,649.31
7304	Miscellaneous Motor Expenses	543.29	-	-	1,616.28	1,107.78	-	3,267.35	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	1,713.75	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	-	-	13.33	-	-	-	13.33
-	100.00	-	-	75.00	-	-	175.00
-	4,089.29	3,825.58	3,309.03	2,785.10	1,150.56	-	15,159.56
25,000.00	215.90	1,900.37	1,366.31	979.43	(195.34)	-	4,266.67
8,150.00	8.50	114.54	80.02	212.21	185.00	-	600.27
1,854.00	2.50	-	81.95	90.24	35.00	-	209.69
-	-	-	-	-	-	-	-
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	80.00	-	-	400.00
3,800.00	159.77	-	145.00	20.00	300.00	-	624.77
222.50	-	-	-	-	-	-	-
539,197.79	37,082.25	30,623.56	31,887.71	33,718.70	34,792.45	-	168,104.67
54,564.25	6,487.94	2,572.88	4,350.58	4,272.18	4,302.99	-	21,986.57
40,170.00	3,126.76	2,663.02	2,744.48	3,029.91	3,161.43	-	14,725.60
(3,090.00)	(652.24)	(521.79)	(521.79)	-	-	-	(1,695.82)
114.33	-	-	-	-	-	-	-
162.64	-	-	-	-	-	-	-
1,339.00	12.55	-	-	-	-	-	12.55
-	-	-	-	-	269.99	-	269.99
2,575.00	1,343.96	-	-	-	-	-	1,343.96
59,843.00	6,033.00	4,498.00	(1,458.33)	4,498.00	4,498.00	-	18,068.67
1,112.40	-	-	-	-	-	-	-
7,158.50	-	2,055.92	-	514.77	1,310.31	-	3,881.00
5,047.00	-	2,341.95	-	-	246.92	-	2,588.87
4,223.00	359.02	211.39	246.98	492.01	418.42	-	1,727.82
1,648.00	45.50	45.50	216.67	287.66	1,256.16	-	1,851.49
500.00	40.37	40.37	46.54	46.36	46.36	-	220.00
2,653.99	-	-	40.37	-	-	-	40.37
2,000.00	-	-	-	-	-	-	-
17.51	-	-	-	-	-	-	-
9.73	-	-	-	-	-	-	-
4,236.39	342.75	342.75	342.75	342.75	342.75	-	1,713.75



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	-	-	684.51	1,340.35
7501	Postage and Carriage	-	-	-	6.50	1,000.00	-	1,006.50	2,101.94
7502	Office Stationery	498.01	214.77	766.24	289.19	268.97	154.55	2,037.18	4,473.20
7503	Publications	-	125.00	-	-	-	-	125.00	125.00
7505	Town Crier Printing Costs	1,500.00	-	-	1,452.53	-	-	2,952.53	6,029.41
7506	Distribution Costs	416.67	367.50	-	416.67	-	-	1,200.84	1,617.51
7507	Business & ID Cards	122.00	-	-	-	30.00	30.00	152.00	454.00
7509	Name Badges	-	9.50	-	-	28.50	9.50	38.00	174.00
7550	Telephone and Broadband	196.50	198.72	205.26	201.57	182.06	170.64	984.11	3,805.72
7552	Computers & Software	447.27	506.69	401.12	606.09	796.57	564.61	2,757.74	6,544.47
7600	Legal Fees	-	-	2,086.40	2,236.40	(2,086.40)	1,500.00	2,236.40	8,896.60
7601	Audit Fees	-	-	534.20	-	-	2,000.00	534.20	3,068.40
7602	Health & Safety Fees	-	-	88.80	417.50	3,179.00	-	3,685.30	3,819.12
7603	Consultancy Fees	999.80	1,199.80	2,154.88	2,311.31	9,803.23	5,618.91	16,469.02	34,250.04
7604	Professional Fees	-	-	-	875.00	487.00	-	1,362.00	37,980.52
7605	Mayoral Allowance	-	125.00	136.00	433.65	820.95	840.79	1,515.60	4,596.02
7606	Councillors' Reimbursement	-	-	-	18.90	-	-	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	-	-	120.00	778.20
7701	Office Machine Maintenance	-	-	-	-	-	-	-	-
7702	Equipment Leasing	1,335.60	960.00	1,327.46	1,335.60	-	1,327.46	4,958.66	14,238.13
7800	Repairs and Renewals	1,339.31	1,075.81	629.42	659.51	674.89	17,100.39	4,378.94	28,238.96
7801	Cleaning	21.70	276.70	37.60	129.13	230.14	114.65	695.27	1,808.33
7802	Laundry	-	-	-	-	9.99	-	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	63,908.11	74,309.73
7811	Signs	95.00	195.00	261.66	777.00	25.00	-	1,353.66	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	1,391.10	3,720.84
7903	Loan Interest Paid	-	-	-	-	4,695.33	-	4,695.33	9,390.66
8200	Donations	-	-	-	500.00	972.16	-	1,472.16	1,472.16
8201	Subscriptions	27.99	392.99	1,315.98	349.99	172.50	42.99	2,259.45	3,859.88
8202	Uniforms	245.42	(190.42)	49.55	47.08	9.99	268.18	161.62	988.95
8203	Training Costs	366.00	1,826.68	1,025.03	749.00	759.00	-	4,725.71	9,262.11
8204	Insurance	-	2,174.72	20,993.22	-	-	-	23,167.94	23,359.46
8205	Entertainment	70.00	-	-	76.45	-	-	146.45	1,472.98
8207	Conferences/Events	-	-	63.00	-	-	-	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	510,598.53	1,120,388.61

Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 19/20
1,339.00	370.61	-	-	353.85	353.85	-	1,078.31
1,545.00	11.51	-	195.00	5.95	-	-	212.46
4,429.00	134.02	280.45	275.64	38.34	104.94	-	833.39
128.75	-	-	-	-	-	-	-
6,252.10	-	490.00	-	1,047.00	-	-	1,537.00
1,665.51	-	-	-	-	416.67	-	416.67
257.50	-	30.00	-	-	-	-	30.00
56.65	-	-	-	-	-	-	-
2,296.90	196.61	25.48	171.02	736.58	607.38	-	1,737.07
6,901.00	532.83	11,535.01	568.37	509.22	126.44	-	13,271.87
5,000.00	737.55	1,463.00	-	222.42	-	-	2,422.97
3,250.00	-	-	-	-	-	-	-
4,000.00	-	-	-	369.90	1,209.00	-	1,578.90
5,000.00	199.80	1,455.97	4,099.80	199.80	199.80	-	6,155.17
5,000.00	-	15.00	3,365.00	15.00	15.00	-	3,410.00
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	2,272.26	-	-	6,891.15
15,000.00	7.91	46.38	766.01	1,015.49	224.16	-	2,059.95
2,027.04	-	-	129.64	73.17	8.33	-	211.14
10.00	-	-	-	-	-	-	-
35,000.00	64.92	3,076.38	621.25	354.26	40.77	-	4,157.58
1,000.00	-	234.20	325.54	343.44	-	-	903.18
13.91	-	-	-	-	-	-	-
3,708.00	213.29	208.77	205.95	239.32	254.89	-	1,122.22
9,390.66	-	-	-	-	4,695.33	-	4,695.33
1,516.32	-	-	-	-	-	-	-
3,038.50	2,064.98	375.00	15.98	57.99	-	-	2,513.95
927.00	-	26.60	320.94	214.45	-	-	561.99
7,210.00	434.33	-	1,418.51	188.40	-	-	2,041.24
23,862.98	-	-	22,447.93	-	-	-	22,447.93
1,184.50	-	-	-	-	-	-	-
64.89	-	-	-	-	-	-	-
1,000.00	-	-	-	-	-	-	-
1,025,336.07	71,523.74	70,304.63	102,782.37	59,701.16	60,377.56	-	364,689.46



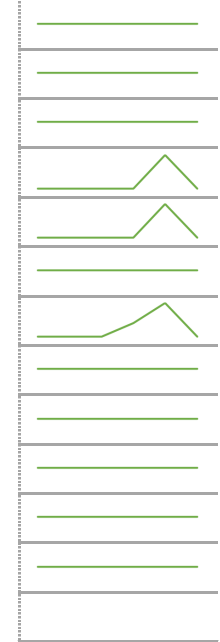
Swanley Town Council: Alexandra

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	53,937.58	112,054.28
4105	Catering Income	1,370.83	7,525.18	11,907.99	12,802.52	11,459.18	8,252.34	45,065.70	100,459.75
4110	Equipment Hire	-	-	-	-	63.35	60.00	63.35	640.86
4115	Function Package Revenue	2,522.50	4,262.36	7,642.49	9,208.33	9,785.01	9,291.68	33,420.69	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	24,692.64	49,916.33
4125	Party Night Revenue	-	1,000.00	-	808.33	-	-	1,808.33	8,668.31
4130	Party Function Revenue	1,070.83	283.33	983.33	950.00	787.50	1,137.50	4,074.99	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	163,069.28	379,730.99

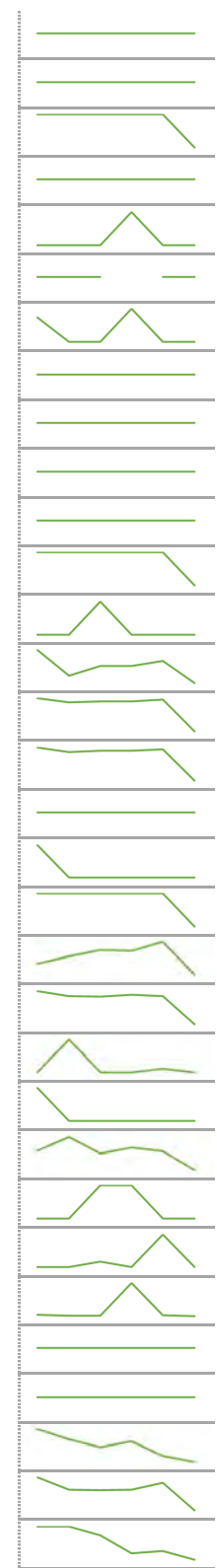
Budget 20/21	2020 / 2021						YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
-	-	-	-	-	-	-	-
3,682.63	-	-	-	-	-	-	-
115,360.00	-	-	-	-	-	-	-
96,820.00	-	-	-	-	114.00	-	114.00
164.80	-	-	-	-	30.00	-	30.00
73,130.00	-	-	-	-	-	-	-
50,470.00	-	-	-	840.00	2,057.52	-	2,897.52
8,549.00	-	-	-	-	-	-	-
9,991.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
358,167.43	-	-	-	840.00	2,201.52	-	3,041.52



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	16,693.67	35,038.41
5002	Catering Purchases	147.47	1,810.36	1,926.90	2,462.14	1,761.63	1,026.99	8,108.50	20,146.89
5003	Bar Purchases - Equipment	66.08	99.70	66.08	72.88	66.08	70.13	370.82	1,024.08
5004	Catering Purchases - Equipment	-	-	1,600.00	-	(133.34)	-	1,466.66	1,466.66
5011	Licenses	-	-	-	2,100.00	350.00	1,108.87	2,450.00	3,558.87
5012	Sales Commision	-	-	-	-	106.18	-	106.18	300.92
5020	Equipment / Machinery	-	-	-	-	-	-	-	99.97
5021	Equipment / Machinery Repairs	-	-	-	199.93	-	-	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	10,516.85	23,000.45
6100	Agency Commission	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing	122.33	122.33	122.33	122.33	122.33	122.32	611.65	1,467.95
6201	Advertising	22.80	40.00	-	-	80.00	-	142.80	764.30
7000	Salaries	6,128.75	6,410.52	8,460.75	8,433.03	7,415.24	7,922.38	36,848.29	90,857.68
7001	Pension	746.44	783.41	900.55	758.54	758.54	758.54	3,947.48	9,281.92
7006	Empoyers NI	274.96	313.15	425.55	300.66	301.61	330.64	1,615.93	4,316.45
7012	Security Staffing	-	-	420.00	420.00	-	140.00	840.00	1,918.00
7102	Water Rates	187.07	187.38	193.64	187.39	193.64	(51.36)	949.12	1,742.67
7103	General Rates	2,829.06	2,830.62	2,830.62	2,830.62	2,830.62	2,830.62	14,151.54	28,304.64
7105	Recycling - Waste Collection	304.18	319.16	257.09	346.30	277.04	268.72	1,503.77	3,531.53
7200	Electricity	468.18	705.19	542.98	741.86	874.50	812.69	3,332.71	8,271.81
7201	Gas	-	1,997.99	-	-	496.25	-	2,494.24	6,036.87
7500	Printing	106.67	-	-	138.76	-	-	245.43	358.70
7550	Telephone & Broadband	114.38	114.83	115.46	114.96	144.73	145.70	604.36	1,576.80
7552	Computers & Software	45.00	-	-	45.00	-	-	90.00	180.00
7602	Health & Safety Fees	-	-	85.20	-	65.00	-	150.20	150.20
7800	Repairs and Renewals	-	-	-	-	-	-	-	77.04
7801	Cleaning	343.77	70.48	247.59	472.90	50.00	155.61	1,184.74	2,561.17
7802	Laundry	309.00	162.72	195.11	163.51	190.86	207.59	1,021.20	2,315.72
7803	Premises Expenses	662.60	-	-	1,776.68	197.52	56.75	2,636.80	32,059.75
7901	Bank Charges	87.77	39.89	95.67	67.02	83.00	89.43	373.35	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	112,656.22	284,290.40

Budget 20/21	2020 / 2021						YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
37,801.00	-	-	-	-	-	-	-
20,085.00	-	-	-	-	-	-	-
1,133.00	47.64	47.64	47.64	47.64	47.64	-	238.20
1,510.66	-	-	-	-	-	-	-
1,565.64	-	-	-	350.00	-	-	350.00
219.81	-	-	-	-	-	-	-
-	75.08	-	-	101.09	-	-	176.17
205.93	-	-	-	-	-	-	-
1,699.50	-	-	-	-	-	-	-
23,690.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
1,512.00	122.33	122.33	122.32	122.32	122.32	-	611.62
669.50	-	-	275.00	-	-	-	275.00
92,700.00	5,192.78	1,179.52	2,662.00	2,662.00	3,485.60	-	15,181.90
9,476.00	808.20	709.07	728.59	728.58	771.34	-	3,745.78
3,860.44	295.86	256.23	266.34	266.34	278.98	-	1,363.75
2,039.40	-	-	-	-	-	-	-
1,977.60	1,027.83	-	-	-	-	-	1,027.83
29,046.00	2,874.00	2,875.00	2,875.00	2,875.00	2,875.00	-	14,374.00
3,399.00	97.17	161.37	215.16	208.32	288.24	-	970.26
8,909.50	610.80	516.90	505.26	539.28	517.31	-	2,689.55
5,253.00	-	2,341.95	-	-	246.93	-	2,588.88
360.50	50.00	-	-	-	-	-	50.00
1,596.50	168.76	288.85	143.18	195.18	163.65	-	959.62
164.80	-	-	45.00	45.00	-	-	90.00
154.71	-	-	45.00	-	277.00	-	322.00
1,000.00	30.26	7.49	13.25	700.00	16.24	-	767.24
2,237.16	-	-	-	-	-	-	-
2,420.50	-	-	-	-	-	-	-
3,850.14	568.03	386.92	251.21	354.12	99.92	-	1,660.20
937.30	90.61	56.62	55.00	57.09	75.00	-	334.32
128.75	15.00	15.00	11.00	3.00	4.00	-	48.00
259,603.33	12,074.35	8,964.89	8,260.95	9,254.96	9,269.17	-	47,824.32



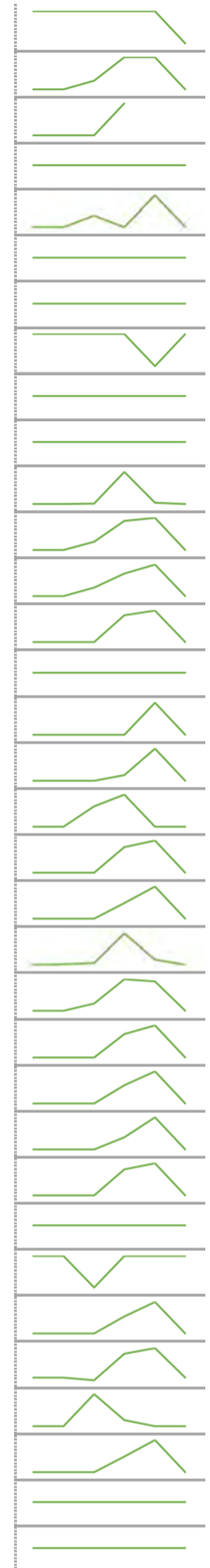
Swanley Town Council: Swanley Park

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	500.00	1,200.00
4006	Rent - Cafe in the Park	8,500.00	-	13,000.00	-	13,000.00	-	34,500.00	34,500.00
4007	Rent - SDC	-	-	-	-	-	-	-	-
4008	Rent - Swanley New Barn Railway	-	-	-	-	-	-	-	10,736.12
4010	Rent - Ice Cream Van	5,000.00	-	5,000.00	-	5,625.00	-	15,625.00	15,625.00
4014	Rent - Great Outdoors	416.65	333.32	416.66	625.00	250.00	-	2,041.63	2,041.63
4017	Rent - Swanley Park RFC	312.64	312.64	312.64	-	-	-	937.92	937.92
4032	1812 Event	66.66	-	-	158.33	3,822.51	1,240.50	4,047.50	5,338.00
4201	Service Recharge: Café in the Park	-	-	1,218.79	-	857.86	-	2,076.65	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	3,601.12	4,214.45
4700	Rowing	969.17	722.93	965.83	913.33	1,563.36	467.50	5,134.62	5,639.62
4701	Pedalos	6,126.69	4,480.43	5,070.84	4,128.14	10,308.83	2,640.42	30,114.93	33,169.92
4702	Canoeing	293.33	162.50	252.50	437.50	791.66	145.00	1,937.49	2,092.49
4703	Golf	927.08	712.48	665.85	735.83	1,661.67	437.50	4,702.91	5,140.41
4704	Tree Trek	1,174.17	812.50	525.00	287.50	1,396.66	210.00	4,195.83	4,405.83
4705	Hand Boats	388.33	346.65	358.33	344.17	798.33	153.33	2,235.81	2,390.81
4706	Dino Karts	450.02	195.00	56.67	320.01	541.67	-	1,563.37	1,563.37
4707	Deck Chairs	130.01	16.66	68.34	53.33	139.15	5.00	407.49	412.49
4708	Bouncy Castle	1,250.01	1,356.27	1,237.49	1,378.73	2,775.01	667.93	7,997.51	9,011.69
4710	Car Parking	8,773.50	8,703.75	9,372.91	10,924.18	17,798.78	4,736.24	55,573.12	62,313.11
4713	Duck Feed	86.80	69.18	54.59	60.84	113.75	18.77	385.16	412.09
4714	Battery Bikes	586.69	738.34	581.68	880.82	1,608.33	451.66	4,395.86	4,989.19
4716	Splash Pool	-	-	-	-	-	-	-	-
4717	Candy Floss	50.01	33.34	83.34	82.93	100.02	50.01	349.64	399.65
4718	JCB Digger	206.26	355.81	236.66	359.16	525.84	180.84	1,683.73	1,913.74
4719	Reptiles	47.50	-	-	12.50	12.50	10.00	72.50	82.50
4720	Nerf / Survival Parties	635.41	889.57	108.33	787.49	137.50	524.99	2,558.30	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	9,412.03	9,811.19
4724	The Great Outdoors	-	-	-	-	-	-	-	792.38
4725	Ribbons	-	-	-	-	-	-	-	-
4726	Kayak	-	-	-	-	-	-	-	-
4997	Sale of Goods	-	583.33	-	-	-	-	583.33	583.33
4999	Other Income	-	-	-	-	25.00	12.50	25.00	37.50
		39,718.34	22,523.44	41,094.78	24,383.53	68,938.36	13,064.68	196,658.45	227,162.49

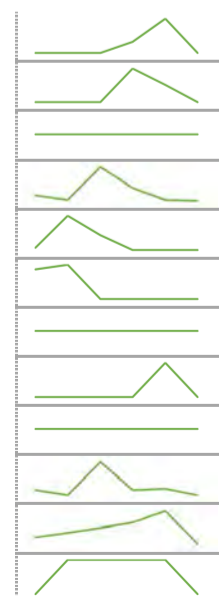
Budget 20/21	2020 / 2021						YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
1,260.00	100.00	100.00	100.00	100.00	100.00	-	500.00
40,521.00	-	-	3,982.93	14,892.00	14,892.00	-	33,766.93
-	-	-	-	900.18	-	-	-
12,000.00	-	-	-	-	-	-	-
15,833.00	-	-	1,833.33	-	5,000.00	-	6,833.33
6,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
4,600.00	-	-	-	-	(50.00)	-	(50.00)
2,650.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
4,300.00	-	-	41.64	2,150.00	87.50	-	2,279.14
5,630.00	-	-	472.50	1,654.59	1,825.02	-	3,952.11
33,845.00	-	-	2,553.32	6,748.75	9,375.13	-	18,677.20
2,110.00	-	-	-	1,049.59	1,236.66	-	2,286.25
5,232.00	-	-	-	-	-	-	-
4,405.83	-	-	-	-	685.84	-	685.84
2,389.14	-	-	-	85.84	473.33	-	559.17
1,690.00	-	-	76.67	121.66	-	-	198.33
412.49	-	-	-	166.68	208.37	-	375.05
9,000.00	-	-	-	927.10	1,889.59	-	2,816.69
62,988.11	-	110.00	364.17	6,235.21	1,051.66	-	7,761.04
420.00	-	-	23.34	99.17	92.02	-	214.53
4,808.35	-	-	-	555.00	759.18	-	1,314.18
-	-	-	-	4,446.66	7,909.32	-	12,355.98
399.65	-	-	-	50.01	131.67	-	181.68
1,865.41	-	-	-	234.98	288.33	-	523.31
82.50	-	-	-	-	-	-	-
3,900.00	-	-	(41.67)	-	-	-	(41.67)
10,000.00	-	-	-	964.17	1,798.76	-	2,762.93
-	-	-	(133.34)	1,264.19	1,561.68	-	2,692.53
-	-	-	12.92	2.50	-	-	15.42
-	-	-	-	96.67	196.66	-	293.33
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
236,342.48	100.00	210.00	9,285.81	42,744.95	49,512.72	-	100,953.30



Expenditure

Code	Description	2019 / 2020							Actual 19/20
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	
5002	Catering Purchases	-	-	-	-	-	-	-	-
504	Catering Purchases - Equipment	-	-	-	-	-	-	-	-
5010	Sporting Equipment Purchases	-	169.12	-	-	-	-	169.12	682.95
5020	Equipment / Machinery	2,455.42	-	33.32	-	19.17	38.82	2,507.91	2,906.98
5021	Equipment / Machinery Repairs	-	-	-	238.60	-	66.45	238.60	305.05
5030	Horticulture	120.83	-	167.07	-	-	(15.00)	287.90	1,470.40
5032	1812 Event	-	-	81.67	96.00	12,040.37	3,714.94	12,218.04	15,932.98
5045	Function Expenditure	-	-	-	-	-	-	-	-
5046	Outdoor Event	-	-	-	-	310.00	500.00	310.00	810.00
6201	Advertising	45.90	94.65	-	574.90	585.00	114.82	1,300.45	1,835.03
7000	Salaries	8,575.14	18,175.21	15,339.45	14,366.20	17,044.06	23,368.85	73,500.06	151,978.65
7001	Pension	422.93	730.80	422.93	422.93	422.94	422.93	2,422.53	7,671.29

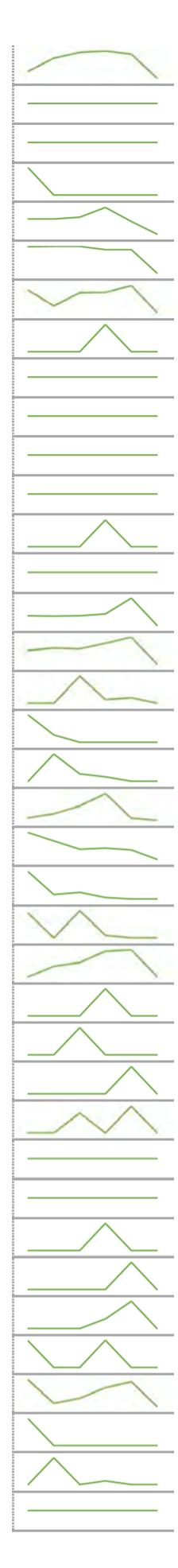
Budget 20/21	2020 / 2021						YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
-	-	-	-	28.95	87.70	-	116.65
-	-	-	-	229.98	118.76	-	348.74
174.19	-	-	-	-	-	-	-
2,623.13	563.85	99.52	3,551.35	1,356.15	87.88	-	5,658.75
314.20	64.88	975.93	428.73	-	-	-	1,469.54
1,128.26	557.74	643.41	-	-	-	-	1,201.15
17,000.00	-	-	-	-	-	-	-
-	-	-	-	-	180.00	-	180.00
810.00	-	-	-	-	-	-	-
-	50.00	-	325.00	50.00	60.00	-	485.00
121,540.00	3,431.97	5,616.79	8,054.06	10,727.93	16,471.07	-	44,301.82
4,532.00	-	579.67	579.67	579.67	579.67	-	2,318.68



Monthly Finances (D)

Code	Description	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20
7006	Employers NI	763.27	781.04	538.40	495.42	479.73	672.23	3,057.86	7,226.58
7012	Security Staffing	-	-	184.00	402.50	517.50	230.00	1,104.00	1,449.00
7099	Staff Expenses	-	-	-	-	-	-	-	189.27
7102	Water Rates	(703.89)	412.81	426.57	412.81	426.57	426.57	974.87	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	10,918.00	22,920.40
7106	Council Tax	-	-	-	-	-	-	-	587.17
7200	Electricity	51.57	70.00	(5,071.18)	70.00	140.00	602.93	(4,739.61)	(2,791.32)
7202	GasOil	-	409.08	-	416.94	401.10	406.35	1,227.12	1,848.72
7304	Miscellaneous Motor Expenses	-	7.58	-	-	12.50	-	20.08	20.08
7306	Mileage Claims	-	-	64.80	-	-	-	64.80	157.50
7500	Printing	-	-	-	468.94	-	-	468.94	468.94
7501	Postage & Carriage	75.00	195.00	-	220.00	8.95	-	498.95	498.95
7502	Stationery	33.29	-	-	-	9.58	-	42.87	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	279.83	534.05
7552	Computers & Software	-	-	-	-	12.50	-	-	12.50
7602	Health & Safety Fees	-	-	187.60	500.00	-	-	687.60	912.60
7603	Consultancy Fees	-	-	-	750.00	-	-	-	750.00
7700	Equipment Hire	-	739.75	-	399.28	-	1,322.83	1,139.03	3,400.74
7800	Repairs and Renewals	9,251.29	906.02	1,160.15	47.03	489.30	524.58	11,853.79	13,204.37
7801	Cleaning	624.09	43.80	45.98	259.00	438.17	-	1,411.04	2,037.31
7803	Premises Expenses	185.83	5,355.34	1,374.81	893.55	-	4,912.63	7,809.53	271,439.02
7804	Pool Chemicals	477.40	577.40	-	477.40	639.53	-	2,171.73	2,171.73
7805	Cess Pit	1,570.00	1,050.00	1,500.00	1,970.00	3,290.00	1,890.00	9,380.00	15,020.00
7806	Pedalo Parts	-	-	-	241.40	-	-	241.40	241.40
7807	Pool Costs	-	69.94	-	36.92	-	-	106.86	106.86
7808	Sand	-	-	-	-	-	-	-	-
7811	Signs	-	-	-	50.00	-	-	50.00	85.90
7815	Chidren's Party	-	56.12	-	162.50	125.00	-	343.62	426.95
7816	Parking	-	-	1,390.00	818.00	-	-	2,208.00	9,408.00
7819	Duck Feed	-	-	-	-	6.75	-	6.75	13.40
7820	Activity Recharge	-	605.42	-	815.42	607.50	1,011.25	2,028.34	3,470.43
7822	Soft Play Project	-	-	-	-	-	-	-	-
7901	Bank Charges	372.80	375.84	350.50	361.72	392.32	546.29	1,853.18	3,664.66
8201	Subscriptions	679.17	105.00	105.00	210.00	90.00	90.14	1,189.17	1,694.45
8202	Uniform	1,010.84	608.61	575.32	103.67	137.50	-	2,435.94	3,482.99
8203	Training Costs	895.00	30.00	675.00	100.00	-	-	1,700.00	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	153,585.80	555,111.20

Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 20/21
6,077.00	195.85	573.08	743.57	780.72	685.80	-	2,979.02
1,077.90	-	-	-	-	-	-	-
50.00	-	-	-	-	-	-	-
4,150.00	2,634.71	-	-	-	-	-	2,634.71
18,500.00	1,714.40	1,741.20	1,932.80	3,046.80	1,441.60	-	9,876.80
-	238.18	240.00	240.00	210.00	210.00	-	1,138.18
5,000.00	2,145.86	670.11	1,883.12	1,926.90	2,600.81	-	9,226.80
2,150.00	-	-	-	222.40	-	-	222.40
22.00	-	-	-	-	-	-	-
160.00	-	-	-	-	-	-	-
483.01	-	-	-	-	-	-	-
513.92	-	-	-	-	-	-	-
44.16	-	-	-	25.39	-	-	25.39
100.43	-	-	-	-	-	-	-
648.90	48.56	48.12	49.53	59.20	140.80	-	346.21
12.88	4.44	5.15	4.86	6.66	8.58	-	29.69
708.23	-	-	843.40	108.58	174.00	-	1,125.98
-	1,216.46	330.00	-	-	-	-	1,546.46
2,745.26	-	1,663.54	450.00	275.20	-	-	2,388.74
13,905.00	36.59	99.14	222.70	412.43	36.01	-	806.87
1,648.00	1,151.05	794.95	433.75	481.03	402.56	-	3,263.34
15,450.00	97,377.67	15,595.44	23,458.60	5,618.23	-	-	142,049.94
2,236.13	641.91	-	708.12	62.85	-	-	1,412.88
14,420.00	-	770.00	1,050.00	1,890.00	1,990.00	-	5,700.00
248.64	-	-	-	547.64	-	-	547.64
110.07	-	-	44.11	-	-	-	44.11
-	-	-	-	-	8.75	-	8.75
88.48	-	-	74.56	-	100.26	-	174.82
439.76	-	-	-	-	-	-	-
2,274.24	-	-	-	-	-	-	-
8.24	-	-	-	14.96	-	-	14.96
3,504.59	-	-	-	-	483.75	-	483.75
89,000.00	-	-	-	1,152.40	3,331.40	-	4,483.80
3,708.00	237.36	-	-	243.14	-	-	480.50
1,751.00	120.00	15.00	38.00	84.00	112.00	-	369.00
3,708.00	29.40	-	-	-	-	-	29.40
2,266.00	-	350.00	-	45.00	-	-	395.00
-	-	-	-	-	-	-	-
345,331.59	112,460.88	30,811.05	45,115.93	30,186.21	29,311.40	-	247,885.47



7803	Premises Expenses									
	Spalsh Pool	<table border="1"> <tr><td>April</td><td>93,057.00</td></tr> <tr><td>May</td><td>13,392.00</td></tr> <tr><td>June</td><td>14,970.00</td></tr> <tr><td>121,419.00</td><td></td></tr> </table>	April	93,057.00	May	13,392.00	June	14,970.00	121,419.00	
April	93,057.00									
May	13,392.00									
June	14,970.00									
121,419.00										
	Toilet Refurbishment	<table border="1"> <tr><td>April</td><td>3,734.00</td></tr> <tr><td>May</td><td>2,239.00</td></tr> <tr><td>June</td><td>5,684.00</td></tr> <tr><td>11,657.00</td><td></td></tr> </table>	April	3,734.00	May	2,239.00	June	5,684.00	11,657.00	
April	3,734.00									
May	2,239.00									
June	5,684.00									
11,657.00										
	Rugby Pitch	<table border="1"> <tr><td>July</td><td>5,252.00</td></tr> <tr><td>5,252.00</td><td></td></tr> </table>	July	5,252.00	5,252.00					
July	5,252.00									
5,252.00										
		138,328.00								

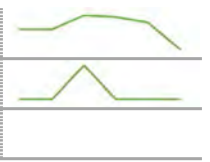
Swanley Town Council: Housing Stock

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

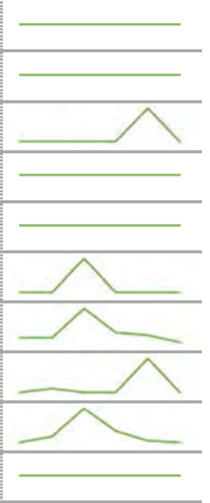
2020 / 2021							
Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 19/20
89,700.00	4,000.00	4,000.00	6,917.33	6,500.00	5,410.00	-	26,827.33
-	-	-	500.00	-	-	-	500.00
89,700.00	4,000.00	4,000.00	7,417.33	6,500.00	5,410.00	-	26,827.33



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	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	177.40	-	177.40
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
1,800.00	-	-	300.00	-	-	-	300.00
870.00	62.49	62.49	429.83	127.49	94.99	-	777.29
3,600.00	-	16.32	-	-	144.65	-	160.97
20,000.00	-	641.45	3,571.16	1,235.00	190.82	-	5,638.43
2,400.00	-	-	-	-	-	-	-
68,670.00	62.49	720.26	4,300.99	1,362.49	607.86	-	7,054.09



Swanley Town Council



Bank Reconciliation: 31 July 2020

Bank Statement Balance:	Current Account	167,716.89	
			<u>167,716.89</u>
Other Bank & Cash Accounts:	Active Saver	140.27	
	Mayor's Account	3,734.00	
	Recreation Account	5,371.95	
	CCLA	253,284.36	
	Alexandra Cash Account	-	
	Olympic Cash Account	464.77	
	Link Cash Account	-	
	Civic Cash Account	-	
	Swanley Park Cash Account	3,723.82	
			<u>266,719.17</u>
			<u>434,436.06</u>
Unpresented Payments:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
			-
			-
			-
			-
			<u>434,436.06</u>
Unpresented Receipts:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	29/07/2020	Park to Bank	35.00
	29/07/2020	Park to Bank	48.00
	29/07/2020	Park to Bank	415.00
	30/07/2020	Park to Bank	32.00
	30/07/2020	Park to Bank	24.00
	30/07/2020	Park to Bank	2.50
	30/07/2020	Park to Bank	538.00
	31/07/2020	Civic to Bank	548.50
	31/07/2020	Olympic to Bank	153.65
	31/07/2020	Park to Bank	10.00
	31/07/2020	Park to Bank	32.00
	31/07/2020	Park to Bank	22.50
	31/07/2020	Park to Bank	397.00
			<u>2,258.15</u>
			<u>436,694.21</u>
Closing Book Balance:	Current Account	169,975.04	
	Other Bank & Cash Accounts	266,719.17	
			<u>436,694.21</u>
			-

Monthly Finances (F)

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council



Bank Reconciliation: 31 August 2020

Bank Statement Balance:	Current Account	101,280.29		
			101,280.29	
Other Bank & Cash Accounts:	Active Saver	140.27		
	Mayor's Account	3,734.00		
	Recreation Account	5,371.95		
	CCLA	253,336.90		
	Alexandra Cash Account	-		
	Olympic Cash Account	1,587.28		
	Link Cash Account	-		
	Civic Cash Account	-		
	Swanley Park Cash Account	3,584.35		
			267,754.75	
				369,035.04
Unpresented Payments:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>	
	28/08/2020	Bank to Olympic	34.38	
			-	
			-	
				34.38
				369,000.66
Unpresented Receipts:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>	
	26/08/2020	Park to Bank	15.00	
	26/08/2020	Park to Bank	43.50	
	26/08/2020	Park to Bank	372.00	
	26/08/2020	Park to Bank	25.00	
	26/08/2020	Park to Bank	10.00	
	27/08/2020	Park to Bank	47.00	
	27/08/2020	Park to Bank	33.00	
	27/08/2020	Park to Bank	41.00	
	27/08/2020	Park to Bank	202.00	
	27/08/2020	Park to Bank	2.00	
	28/08/2020	Civic to Bank	150.41	
	28/08/2020	Park to Bank	100.00	
	29/08/2020	Olympic to Bank	219.96	
	29/08/2020	Park to Bank	33.50	
	29/08/2020	Park to Bank	30.00	
	29/08/2020	Park to Bank	191.00	
	30/08/2020	Olympic to Bank	168.89	
	30/08/2020	Park to Bank	48.00	
	30/08/2020	Park to Bank	6.00	
	30/08/2020	Park to Bank	341.00	
	30/08/2020	Park to Bank	33.00	

Monthly Finances (F)

31/08/2020	Park to Bank	716.50
31/08/2020	Park to Bank	57.00
31/08/2020	Park to Bank	150.00
31/08/2020	Park to Bank	31.00

3,066.76

372,067.42

Closing Book Balance:

Current Account	104,312.67
Other Bank & Cash Accounts	267,754.75

372,067.42

-

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council

**Payments Out: July 2020**

Date	Payee	Description	Payment Method	Ref	Amount
01/07/2020	Callum Domigan	Covid-19	Same Day Payment	FP/Callum Domigan	12.77
01/07/2020	SDC	DD/DSC	Direct Debit	DD/DSC	210.00
01/07/2020	DVLA	LC13SNK	Direct Debit	DD/DVLA	23.18
01/07/2020	DVLA	CK60UKF	Direct Debit	DD/DVLA	23.18
01/07/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	34.05
01/07/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	73.23
01/07/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	80.03
01/07/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	123.62
01/07/2020	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex Autolease	411.30
02/07/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal	39.00
02/07/2020	BGAS8560	BGas Elec - Swanley Park	Direct Debit	DD/BGas	2,259.74
03/07/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	53.87
03/07/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	56.84
03/07/2020	Steve Wallis	Covid-19	Same Day Payment	FP/Steve Wallis	70.72
03/07/2020	Asda	Covid-19	Same Day Payment	FP/Asda	400.00
03/07/2020	Elavon	PDQ Machines	Direct Debit	DD/Elavon	243.14
03/07/2020	GRENKE	Grenke Leasing	Direct Debit	DD/Grenke Leasing	1,284.01
03/07/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal	25.00
06/07/2020	Yell	Website	Direct Debit	DD/Yell	146.79
06/07/2020	Barclays	Commission	Bank Entry	Commission	117.85
06/07/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	32.05
06/07/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	48.35
06/07/2020	CASTL760	Castle Water Limited	Direct Debit	DD/Castle Water	2,552.24
06/07/2020	BTGROUP	BT	Direct Debit	DD/BT	71.04
07/07/2020	Donna Hutchings	Covid-19	Same Day Payment	FP/Donna Hutchings	22.03
07/07/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	45.96
07/07/2020	Kerina Keir	PC Receipts	Same Day Payment	FP/Kerina Keir	109.00
07/07/2020	TELGUARD	Telguard Telecom	Direct Debit	DD/Telguard	7.99
08/07/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	83.52
08/07/2020	Steve Wallis	Covid-19	Same Day Payment	FP/Steve Wallis	90.86
08/07/2020	Ryan Hayman	PC Receipts	Same Day Payment	FP/Ryan Hayman	199.99
08/07/2020	TV Licence	TV Licence	Direct Debit	DD/TV Licence	13.20
08/07/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	42.65
09/07/2020	ELAS	HR Support	Direct Debit	DD/ELAS	239.76
09/07/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	59.51
09/07/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	66.27
09/07/2020	ASDA	Covid-19	Same Day Payment	FP/Asda	100.00
09/07/2020	MANN	Mann (Swanley)	Internal Entry	Internal	111.23
09/07/2020	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/BGas	606.31
09/07/2020	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/BGas	1,336.67
10/07/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	23.76
10/07/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	74.00
10/07/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	65.67
10/07/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	20.09
13/07/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	14.15
13/07/2020	Keith Wood	Covid-19	Same Day Payment	FP/Keith Wood	52.52
13/07/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	63.76
13/07/2020	LEISBOAT	Leisure Boat UK	Same Day Payment	FP/Leisure Boat	373.82
13/07/2020	JENNER	N A Jenner	Same Day Payment	FP/N Jenner	730.00
13/07/2020	ANGLO	Anglo Pest Control	Same Day Payment	FP/Anglo Pest Control	240.00
13/07/2020	OVERLINE	Overline	Direct Debit	DD/Overline	708.43

Monthly Finances (G)

13/07/2020	OVERLINE	Overline	Direct Debit	DD/Overline	157.44
14/07/2020	ELDIRECT	EL Direct LTD	Same Day Payment	FP/EL Direct	18.00
15/07/2020	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	4,498.00
15/07/2020	SDC	Rates for Olympic	Direct Debit	DD/SDC	3,021.00
15/07/2020	SDC	Rates for Alexandra	Direct Debit	DD/SDC	2,875.00
15/07/2020	Payroll	PayrollMth4	BACS	PayrollMth4	45,325.21
15/07/2020	Payroll	PAYEMth4	BACS	PAYEMth4	5,285.60
15/07/2020	Payroll	NIMth4	BACS	NIMth4	7,926.65
15/07/2020	Payroll	AtoEMth4	BACS	AtoEMth4	18.03
15/07/2020	Payroll	PensionMth4	BACS	PensionMth4	8,131.29
15/07/2020	Keith Wood	Covid-19	Same Day Payment	FP/Keith Wood	99.86
15/07/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	117.11
15/07/2020	KCC100	Kent County Council	Same Day Payment	FP/KCC	133.31
15/07/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	144.96
16/07/2020	CAME100	Came and Company	Same Day Payment	FP/Came & Co	2,050.79
16/07/2020	CARROLL	Carroll Carpets & Flooring	Same Day Payment	FP/Carroll Carpets	1,950.00
16/07/2020	1STACESE	1st Ace Security Ltd	Same Day Payment	FP/1st Ace Security	420.00
16/07/2020	KCC100	Kent County Council	Same Day Payment	FP/KCC	269.99
16/07/2020	TUDORENV	Tudor Environmental	Same Day Payment	FP/Tudor Environmental	834.84
16/07/2020	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade Uk	995.83
16/07/2020	TLCDIREC	TLC Online	Same Day Payment	FP/TLC Online	207.52
16/07/2020	SHAW&SON	Shaw & Sons Ltd	Same Day Payment	FP/Shaw & Sons	64.74
16/07/2020	LOCKTOOL	Locks 'N' Tools Ltd	Same Day Payment	FP/Locks & Tools	29.43
16/07/2020	KENTPLAY	Kent County Playing Fields Ass	Same Day Payment	FP/Kent Playing Fields	20.00
16/07/2020	HAGS	Hags-Smp Ltd	Same Day Payment	FP/Hags-Smp	294.00
16/07/2020	GMHCASHR	GMH Cash Registers	Same Day Payment	FP/GMH Cash Registers	162.00
16/07/2020	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	548.19
16/07/2020	DECORATO	Decorators Den Ltd	Same Day Payment	FP/Decorators Den	929.98
16/07/2020	D.BODY	D.Body Ltd	Same Day Payment	FP/D.Body	840.00
16/07/2020	CPC	Complete Pool Contracts	Same Day Payment	FP/Complete Pool Contracts	814.01
16/07/2020	ALSFTIMB	Alsford Timber Ltd	Same Day Payment	FP/Alsofrd Timber	53.87
16/07/2020	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	128.95
17/07/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	38.35
17/07/2020	Keith Wood	Covid-19	Same Day Payment	FP/Keith Wood	43.94
17/07/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	57.17
17/07/2020	Asda	Covid-19	Same Day Payment	FP/Asda	300.00
20/07/2020	EETMOB	EE & T Mobile	Direct Debit	DD/EE	30.58
21/07/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	41.23
21/07/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	77.40
21/07/2020	CPRE	CPRE	Direct Debit	DD/CPRE	36.00
22/07/2020	Steve Wallis	Covid-19	Same Day Payment	FP/Steve Wallis	28.53
22/07/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	103.17
22/07/2020	XINTEL	XLN Telecom	Direct Debit	DD/XLN	57.53
22/07/2020	THAADANE	Tariq Maadane	Same Day Payment	FP/That's' Amore	738.74
23/07/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	74.79
23/07/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	97.20
23/07/2020	Kit for Catering	Pizza Oven	Same Day Payment	FP/Kit for Catering	450.00
23/07/2020	EON100	E.ON	Direct Debit	DD/E.oN	23.68
24/07/2020	VEOLIA	Veolia	Same Day Payment	FP/Veolia	2,221.08
24/07/2020	ALLIEDT	Allied Technical Services (UK) Ltd	Same Day Payment	FP/Allied Technical	13,586.30
24/07/2020	B&MSUPP	B&M Supplies LTD	Same Day Payment	FP/B&M Supplies	1,168.03
24/07/2020	TREEHOUS	Tree House Training	Same Day Payment	FP/Tree House Training	1,043.00
24/07/2020	VENESTA	Venesta Washroom Systems	Same Day Payment	FP/Venesta	3,801.60
24/07/2020	OGILVIE	David Ogilvie Engineering	Same Day Payment	FP/David Ogilvie Eng	3,612.60
24/07/2020	BOC100	BOC Ltd	Direct Debit	DD/BOC	104.27
27/07/2020	Steve Wallis	Covid-19	Same Day Payment	FP/Steve Wallis	53.19
27/07/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	57.63
27/07/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal	25.00
28/07/2020	John Domigan	Covid-19	Same Day Payment	FP/John Domigan	38.21
28/07/2020	UKPN	UK Power Networks	Same Day Payment	FP/UKPN	6,303.24
28/07/2020	ZURICH	Zurich Municipal	Same Day Payment	FP/Zurich	20,671.79
28/07/2020	SIEMENS	Siemens Financial Services	Direct Debit	DD/Siemens	777.99
28/07/2020	SIEMENS	Siemens Financial Services	Direct Debit	DD/Siemens	345.99

Monthly Finances (G)

29/07/2020	Asda	Covid-19	Same Day Payment	FP/Asda	200.00
29/07/2020	CEF	CEF	Same Day Payment	FP/CEF	947.34
29/07/2020	COMMUNI	Community Land Use	Same Day Payment	FP/Community Land	800.00
29/07/2020	D.BODY	D.Body Ltd	Same Day Payment	FP/D Body	840.00
29/07/2020	ERNEDOE	Ernest Doe & Sons Ltd	Same Day Payment	FP/Ernest Doe	252.03
29/07/2020	EURO	Euro Environmental Ltd	Same Day Payment	FP/Euro Environmental	836.40
29/07/2020	KALC100	Kent Association of Local Councils	Same Day Payment	FP/KALC	180.00
29/07/2020	LEISBOAT	Leisure Boat UK	Same Day Payment	FP/Leisure Boat	283.35
29/07/2020	MERCATOR	Mercator Markings Ltd	Same Day Payment	FP/Mercator Markings	642.00
29/07/2020	P&RSERVI	P & R Services Ltd	Same Day Payment	FP/P&R Services	175.68
29/07/2020	PLANDAY	Planday Limited	Same Day Payment	FP/Planday	108.00
29/07/2020	PROVNURS	Provender Nurseries	Same Day Payment	FP/Provender	115.00
29/07/2020	SAFEFENC	Safe Fence	Same Day Payment	FP/Safe Fence	821.64
29/07/2020	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade Uk	18.37
29/07/2020	WATSONS	Watson Fuels	Same Day Payment	FP/Watson Fuels	233.52
29/07/2020	KCC100	Kent County Council	Same Day Payment	FP/KCC	137.20
29/07/2020	THAADANE	That's Amore	Same Day Payment	FP/That's' Amore	657.27
29/07/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	176.00
29/07/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal	25.00
30/07/2020	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	40.00
30/07/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal	39.00

165,794.78**Summary**

Month	Payment Method	Amount
Jul-20	Cheque	0.00
	BACS	66,686.78
	Direct Debit	23,007.33
	Same Day Payment (Electronic)	75,718.59
	Internal Entry (Offset)	264.23
	Bank Entry	117.85
		<u>165,794.78</u>

Chairman of Finance Committee**Signature****Date****Responsible Financial Officer****Signature****Date**

Swanley Town Council

**Payments Out: August 2020**

Date	Payee	Description	Payment Method	Ref	Amount
03/08/2020	DVLA	LC13SNK	Direct Debit	DD/DVLA	23.18
03/08/2020	SDC	Council Tax - Bungalow	Direct Debit	DD/DSC	210.00
03/08/2020	DVLA	CK60UKF	Direct Debit	DD/DVLA	23.18
03/08/2020	Barclays	Commission	Bank Entry	Commission	123.15
03/08/2020	Steve Wallis	Covid-19	Same Day Payment	FP/Steve Wallis	109.83
03/08/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	133.09
03/08/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	213.25
03/08/2020	ARGOS	Argos Business Solutions Ltd	Same Day Payment	FP/Argos	199.99
03/08/2020	BGAS8560	BGas Elec - Swanley Park	Direct Debit	DD/BGas	2,312.28
03/08/2020	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex Autolease	411.30
03/08/2020	BTGROUP	BT	Direct Debit	DD/BT	56.36
03/08/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal Entry	39.00
03/08/2020	HAYMANJ	Jessica Hayman Photography	Same Day Payment	FP/Jessica Hayman	300.00
04/08/2020	OFCOM100	OFCOM	Same Day Payment	FP/OFCOM	75.00
05/08/2020	Yell	Website	Direct Debit	DD/Yell	146.79
05/08/2020	CASTL760	Castle Water Limited	Direct Debit	DD/Castle Water	2,552.24
05/08/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	106.99
05/08/2020	EMS	Elavon Merchant Services	Direct Debit	DD/Elavon	387.49
06/08/2020	ELAS	HR Support	Direct Debit	DD/ELAS	239.76
06/08/2020	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/BGas	647.13
06/08/2020	THAADANE	That's Amore	Same Day Payment	FP/T Maadane	462.88
06/08/2020	TLCDIREC	TLC Online	Same Day Payment	FP/TLC Online	1,262.92
06/08/2020	D.BODY	D.Body Ltd	Same Day Payment	FP/D.Body	630.00
06/08/2020	ALSFTIMB	Alsford Timber Ltd	Same Day Payment	FP/Alsford Timber	134.57
06/08/2020	DOOR&WIN	The Door & Window Centre Ltd	Same Day Payment	FP/Door & Window	2,274.00
06/08/2020	ECOSA	Ecological Survey & Assessment	Same Day Payment	FP/ECOSA	2,760.00
06/08/2020	HOWDENS	Howdens Joinery Co.	Same Day Payment	FP/Howdens	2,230.69
06/08/2020	WARDS	Wards Plastering	Same Day Payment	FP/Wards Plastering	1,500.00
06/08/2020	SBPLAST	S.B. Plastering	Same Day Payment	FP/SB plastering	1,500.00
06/08/2020	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	346.15
06/08/2020	LOCKTOOL	Locks 'N' Tools Ltd	Same Day Payment	FP/Locks n Tools	364.32
06/08/2020	NIVEKCAT	Nivek Catering Supplies Ltd	Same Day Payment	FP/Nivek	179.88
06/08/2020	LICENSPA	Licensing Partnership	Same Day Payment	FP/Licensing Partnership	645.00
07/08/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	50.03
07/08/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	118.50
07/08/2020	SAV	Savills (UK) Ltd	Same Day Payment	FP/Savills	4,020.00
07/08/2020	WALKERS	Walkers Builders Merchant	Same Day Payment	FP/Walkers	1,382.88
07/08/2020	ISECURE1	iSecure Ltd	Same Day Payment	FP/I-Secure	2,772.00
07/08/2020	WINDOWF	Windowflowers Ltd	Same Day Payment	FP/WindowFlowers	21,961.00
07/08/2020	VEOLIA	Veolia	Same Day Payment	FP/Veolia	2,439.25
07/08/2020	ELDIRECT	EL Direct LTD	Same Day Payment	FP/EL Direct	18.00
07/08/2020	TELGUARD	Telguard Telecom	Direct Debit	DD/Telguard	10.30
07/08/2020	MANN	Mann (Swanley)	Internal Entry	Internal Entry	119.42
10/08/2020	TV Licence	TV Licence	Direct Debit	DD/TV Licence	13.20
10/08/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	42.09
10/08/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	97.81
10/08/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	43.76
10/08/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	126.58
10/08/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	38.00
10/08/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	95.94
11/08/2020	AIMHIRE	Aimhire UK Ltd	Same Day Payment	FP/Aimhire	78.24

Monthly Finances (G)

11/08/2020	1STACESE	1st Ace Security Ltd	Same Day Payment	FP/1st Ace Security	180.00
11/08/2020	UTILITYP	Utility Point	Same Day Payment	FP/Utility Point	492.22
11/08/2020	B&MSUPP	B&M Supplies LTD	Same Day Payment	FP/B&M Supplies	472.17
11/08/2020	DECORATO	Decorators Den Ltd	Same Day Payment	FP/Decorators Den	297.16
11/08/2020	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade UK	887.76
11/08/2020	BLM	BLM	Same Day Payment	FP/BLM	200.60
11/08/2020	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	986.85
11/08/2020	SMARTOF	Smart Office Solution	Same Day Payment	FP/Smart Office	424.62
11/08/2020	TUDORENV	Tudor Environmental	Same Day Payment	FP/Tudor Environmental	68.45
11/08/2020	WATLING	Watling Tyres	Same Day Payment	FP/Watling Tyres	332.00
11/08/2020	WINDOWF	Windowflowers Ltd	Same Day Payment	FP/Windowflowers	0.80
12/08/2020	Toni Roast	Covid-19	Same Day Payment	FP/Toni Roast	53.70
12/08/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	125.38
12/08/2020	OVERLINE	Overline	Direct Debit	DD/Overline	392.76
12/08/2020	OVERLINE	Overline	Direct Debit	DD/Overline	157.44
12/08/2020	D.BODY	D.Body Ltd	Same Day Payment	FP/D.Body	730.00
12/08/2020	GMHCASHR	GMH Cash Registers	Same Day Payment	FP/GMH Cash Registers	162.00
12/08/2020	MMMMEDIA	MMM Media Ltd	Same Day Payment	FP/MMM Media	60.00
12/08/2020	PLAYSAF	Playsafety Limited	Same Day Payment	FP/Playsafety	443.88
12/08/2020	SQUIRES	Squires Planning Ltd	Same Day Payment	FP/Squires Planning	266.90
12/08/2020	ANGLO	Anglo Pest Control	Same Day Payment	FP/Anglo Pest Control	80.00
12/08/2020	ALSFTIMB	Alsford Timber Ltd	Same Day Payment	FP/Alsford Timber	26.70
13/08/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	36.10
13/08/2020	THAADANE	That's Amore	Same Day Payment	FP/That's Amore	605.27
14/08/2020	Payroll	PayrollMth5	BACS	PayrollMth5	50,342.63
14/08/2020	Payroll	PAYEMth5	BACS	PAYEMth5	5,818.20
14/08/2020	Payroll	NIMth5	BACS	NIMth5	7,749.31
14/08/2020	Payroll	AtoEMth5	BACS	AtoEMth5	18.03
14/08/2020	Payroll	PensionMth5	BACS	PensionMth5	8,182.46
14/08/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal Entry	25.00
17/08/2020	PWLB	PWLB Loan Interest	Direct Debit	DD/PWLB	4,695.33
17/08/2020	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	4,498.00
17/08/2020	SDC	Rates for Olympic	Direct Debit	DD/DSC	3,021.00
17/08/2020	SDC	Rates for Alexandra	Direct Debit	DD/SDC	2,875.00
17/08/2020	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	128.95
17/08/2020	BOOKER	Booker Lintied	Direct Debit	DD/Booker	135.34
18/08/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	46.04
18/08/2020	LOCKTOOL	Locks 'N' Tools Ltd	Same Day Payment	FP/Locks n Tools	18.98
18/08/2020	NIVEKCAT	Nivek Catering Supplies Ltd	Same Day Payment	FP/Nivek	352.56
18/08/2020	TLCDIREC	TLC Online	Same Day Payment	FP/TLC Online	156.90
18/08/2020	LEISUREM	Leisurematic Ltd	Same Day Payment	FP/Leisurematic	580.50
18/08/2020	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	850.04
18/08/2020	INTEGRAT	Integrated Water Services Ltd	Same Day Payment	FP/Integrated Water Services	112.80
18/08/2020	DYNAMIX	Mr S Gadd	Same Day Payment	FP/Dynamix	175.00
18/08/2020	CLEAWIPE	Clean Wipes	Same Day Payment	FP/Clean Wipes	93.96
18/08/2020	DOR2DOR	Helm Enterprise Solutions Ltd T/A Dc	Same Day Payment	FP/Dor2Dor	500.00
18/08/2020	CARROLL	Carroll Carpets & Flooring	Same Day Payment	FP/Carroll Carpets	138.00
18/08/2020	CHARLES	Charles Wilson Engineers Limited	Same Day Payment	FP/Charles Wilson	252.00
19/08/2020	Shanmugum	Covid-19	Same Day Payment	FP/Shanmugum	18.51
19/08/2020	J & E Ellis	1812 Stall	Same Day Payment	FP/Ellis Stall	60.00
19/08/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	78.54
19/08/2020	EETMOB	EE & T Mobile	Direct Debit	DD/EE	33.37
20/08/2020	D.BODY	D.Body Ltd	Same Day Payment	FP/D.Body	630.00
20/08/2020	OVERLINE	Overline	Same Day Payment	FP/Overline	155.54
20/08/2020	MRSBACK	Denise Pettitt	Same Day Payment	FP/Denise Pettitt	180.00
20/08/2020	PLANDAY	Planday Limited	Same Day Payment	FP/Planday	144.00
20/08/2020	SEVDIST	Sevenoaks District Council	Same Day Payment	FP/SDC	177.40
20/08/2020	WALKERS	Walkers Builders Merchant	Same Day Payment	FP/Walkers	98.40
20/08/2020	SBPLAST	S.B. Plastering	Same Day Payment	FP/SB PLastering	149.40
21/08/2020	BGAS8496	BGas Elec - Oaks Communal	Same Day Payment	FP/BGas	31.26
21/08/2020	TOTGAS1	Total Gas & Power (Civic)	Direct Debit	DD/Total Gas & Power	259.26
21/08/2020	TOTGAS2	Total Gas & Power Ltd (Oly)	Direct Debit	DD/Total Gas & Power	538.27
21/08/2020	TOTGASP	Total Gas & Power Ltd (Alex)	Direct Debit	DD/Total Gas & Power	259.28

Monthly Finances (G)

24/08/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	110.74
24/08/2020	THAADANE	That's Amore	Same Day Payment	FP/That's Amore	682.39
24/08/2020	XINTEL	XLN Telecom	Direct Debit	DD/XLN	57.53
24/08/2020	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP Paribas	318.71
25/08/2020	Unison	Union Subs	Same Day Payment	FP/Unison	230.00
25/08/2020	Toni Roast	PC Receipts	Same Day Payment	FP/Toni Roast	70.22
25/08/2020	BOC100	BOC Ltd	Direct Debit	DD/BOC	104.27
26/08/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	18.06
26/08/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	191.19
27/08/2020	Sonyer Ellard	Covid-19	Same Day Payment	FP/Sonyer Ellard	99.22
27/08/2020	USTIGATE	Ustigate Waterplay	Same Day Payment	FP/Ustigate	17,964.54
27/08/2020	ALLIEDT	Allied Technical Servicies (UK) Ltd	Same Day Payment	FP/ATS	499.10
27/08/2020	CPC	Complete Pool Contracts	Same Day Payment	FP/CPC	316.68
27/08/2020	NIVEKCAT	Nivek Catering Supplies Ltd	Same Day Payment	FP/Nivek	307.92
27/08/2020	ANGLO	Anglo Pest Control	Same Day Payment	FP/Anglo Pest Control	45.00
27/08/2020	UTILITYP	Utility Point	Same Day Payment	FP/Utility Point	145.33
27/08/2020	THAADANE	That's Amore	Same Day Payment	FP/That's Amore	344.28
27/08/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal Entry	25.00
28/08/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal Entry	25.00

178,644.62

Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Aug-20	Cheque	0.00
	BACS	72,110.63
	Direct Debit	25,314.10
	Same Day Payment (Electronic)	80,863.32
	Internal Entry (Offset)	233.42
	Bank Entry	123.15
		<u>178,644.62</u>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date



Swanley Town Council

Aged Creditors: 31 August 2020

A/C	Name	Balance	Current	Period 1	Period 2	Period 3	Older
ALSFTIMB	Alsford Timber Ltd	93.98	93.98	-	-	-	-
B&MSUPP	B&M Supplies LTD	338.78	338.78	-	-	-	-
BGAS6000	BGas Elec - Civic	320.34	320.34	-	-	-	-
BGAS8419	BGas Elec - Alexandra	620.77	620.77	-	-	-	-
BGAS8456	BGas Elec - The Olympic	886.84	886.84	-	-	-	-
BGAS8475	BGas Elec - Tennis Courts	1,046.29	1,046.29	-	-	-	-
BGAS8522	BGas Elec - Ablutions St Mary's	108.70	108.70	-	-	-	-
BGAS8560	BGas Elec - Swanley Park	2,954.88	2,954.88	-	-	-	-
BOC100	BOC Ltd	104.27	104.27	-	-	-	-
BOOKER	Booker Lintied	390.57	390.57	-	-	-	-
CASTL166	Castle Water Limited	(86.00)	-	-	-	-	(86.00)
CASTL760	Castle Water Limited	2,552.24	2,552.24	-	-	-	-
D.BODY	D.Body Ltd	1,260.00	1,260.00	-	-	-	-
DECORATO	Decorators Den Ltd	141.58	141.58	-	-	-	-
DOOR&WIN	The Door & Window Centre Ltd	96.00	96.00	-	-	-	-
ERNEDOE	Ernest Doe & Sons Ltd	1,526.06	1,526.06	-	-	-	-
FIREACT	Fire Action Ltd	2,091.60	2,091.60	-	-	-	-
FLP	Fenland Leisure Products Ltd	132.00	132.00	-	-	-	-
INTEGRAT	Integrated Water Services Ltd	112.80	112.80	-	-	-	-
JPSCLAR	JPS Clarity Limited	114.00	-	-	-	-	114.00
KCC100	Kent County Council	322.78	322.78	-	-	-	-
KFF100	Kent Frozen Foods Ltd	(5.83)	-	-	-	-	(5.83)
LEXAUTO	Lex Autolease	411.30	411.30	-	-	-	-
LOCKTOOL	Locks 'N' Tools Ltd	46.98	46.98	-	-	-	-
MAISONM	Maison Maurice Ltd	677.28	677.28	-	-	-	-
MATTCLAR	Matthew Clark Wholesale Ltd	(111.59)	-	-	-	-	(111.59)
OVERLINE	Overline	0.01	-	0.01	-	-	-
PROVNURS	Provender Nurseries	42.00	42.00	-	-	-	-
SMARTOF	Smart Office Solution	424.62	424.62	-	-	-	-
TILLROCO	The Till Roll Company	73.14	73.14	-	-	-	-
TRADEUK	Trade UK Account	462.46	462.46	-	-	-	-
TUDORENV	Tudor Environmental	93.60	93.60	-	-	-	-
VEOLIA	Veolia	9,171.46	2,345.88	4,091.86	2,733.72	-	-
WARDS	Wards Plastering	100.00	100.00	-	-	-	-
		26,513.91	19,777.74	4,091.87	2,733.72	-	(89.42)
Aged Creditors: 31 August 2019		38,601.54	38,779.50	16.46	17.01	16.46	(227.89)

- Since Paid
- To be collected by Direct Debit
- Part Paid; rest will be paid by 17th September
- In dispute with Veolia; looking to get credit notes and resolves by end of September



Swanley Town Council

Aged Debtors: 31 August 2020

A/C	Name	Balance
50CLUB	50+ Club	(160.00)
BEXLEYBC	London Borough of Bexley	346.40
CLG	CLG Market Research UK Ltd	1,750.00
GREEBOX	Greenbox Storage Ltd	300.00
HUNT	David Hunt	200.00
IBLCAT	IBL Catering Ltd	23,092.00
KCCGRASS	Kent County Council (Urban Maintena	6,629.60
KCCLIBRA	KCC Strategic & Corp Services	(2,000.00)
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	378.00
UNILIV	United Living Ltd	387.80
VIBEDN10	Vibe Dance Nights	1,365.00
WEBUYANY	We Buy Any Car	1,440.00
		82,811.80

Aged Debtors: 31 August 2019 **21,071.15**

Events ^[1]

JANUARY	January events	(950.00)
FEBRUARY	February events	(500.00)
MARCH	March events	(800.00)
APRIL	April events	(700.00)
MAY	May events	(1,950.00)
JUNE	June events	(2,601.00)
JULY	July events	(3,120.00)
AUGUST	August events	(4,351.00)
SEPTEMBER	September events	(5,585.50)
OCTOBER	October Events	(1,600.00)
NOVEMBER	November Events	(250.00)
DECEMBER	December events	(450.00)
		(22,857.50)

Current	Period 1	Period 2	Period 3	Older
-	-	-	-	(160.00)
-	346.40	-	-	-
1,750.00	-	-	-	-
-	300.00	-	-	-
200.00	-	-	-	-
17,092.00	-	6,000.00	-	-
6,629.60	-	-	-	-
(14,860.34)	12,860.34	-	-	-
-	-	-	-	98.00
-	-	-	-	(20.00)
825.00	-	-	-	-
-	-	-	-	48,000.00
-	-	-	-	60.00
-	-	-	-	120.00
378.00	-	-	-	-
387.80	-	-	-	-
-	-	-	-	1,365.00
1,440.00	-	-	-	-
13,842.06	#####	6,000.00	-	49,463.00
18,405.15	2,408.00	258.00	-	-

Monies since received

Monies Chased; payment confirmed by end of Sep

Monies Chased

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

Monthly Finances (H)

Party Functions ^[2]

AMEDIUMS	A - Mediumship	(60.00)
AMJ	A - Michael Jackson	(110.00)
APARTYA	A - Party Anthems	(70.00)
ORATPACK	O - Rat Pack	(168.00)
		<u>(408.00)</u>

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



CCTV POLICY

Title	CCTV Policy
Owner	CEO Data Protection Officer
Version	1.0 – New Policy 2.0 - Amendment to Appendix 1 – Mobile (re-deployable) CCTV cameras February 2017 3.0 – Update to Purpose and Objectives 4.0 Review of Policy February 2019
Issue date	October 2020
Next revision due	October 2023

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MANAGING THE POLICY

1.1 Compliance

This policy applies to all staff, whether permanent or temporary, Members and contractors.

1.2 Advice and Training

If you do not understand anything in this policy or feel you need specific training to comply with it you should bring this to the attention of your manager.

The Responsible Officer is able to provide further advice in respect of this policy.

1.3 Equality and Diversity

Every policy must consider equality and identify any potential barriers or discrimination faced by people protected by equality legislation.

INTRODUCTION

2.1 This policy sets out how the council will operate and maintain CCTV across the Town

PURPOSE AND OBJECTIVES

3.1 The purpose of this policy is to ensure the management, operation and use of CCTV is regulated to ensure consistency and compliance with relevant legislation.

3.2 The Policy takes into account the:

- Surveillance Camera Code of Practice and associated guidance from the Surveillance Camera Commissioner

CCTV Code of Practice issued by the Information Commissioner's Office (ICO)
- Following documents issued by the Home Office in October 2016:
 - o Technical Guidance for Body Worn Video Devices
 - o Safeguarding body Worn Video Data
- Requirements for processing personal data as set out in the General Data Protection Regulation (GDPR) and Data Protection Act 2018
- Right to privacy as set out in Article 8 of the Human Rights Act 1998
- Regulation of Investigatory Powers Act 2000 (RIPA)
- Crime and Disorder Act 1998

- 3.3 All associated information, documents and recordings obtained by CCTV must be held and used in accordance with data protection legislation, the ICO's CCTV Code of Practice and the Surveillance Camera Code of Practice
- 3.4 Images obtained from CCTV recordings will not be used for any commercial purpose. Recordings will only be released to the media for use in an investigation of a crime provided the written consent of the Police has been given. Recordings will not be released to the media for entertainment purposes
- 3.5 Archived CCTV images will not be kept for longer than is necessary for the purpose of Police or council evidence. Images no longer required will be securely disposed of and such disposal will be recorded on the council's Disposal Log

ROLES AND RESPONSIBILITIES

- 4.1 This section sets out the roles and responsibilities of staff in relation to the effective operation of CCTV.
- 4.2 The CEO is responsible for ensuring compliance with the policy in relation to all CCTV operated by or on behalf of the council
- 4.3 The CEO as Data Protection Officer is responsible for ensuring compliance with the GDPR, Data Protection Act and Regulation of Investigatory Powers Act in relation to the processing of images and the use of any covert CCTV.
- 4.4 All staff, including temporary and contractors, and Members are responsible for complying with this policy.
- 4.5 The council is a Data Controller for the purposes of data protection legislation

USE OF CCTV IN THE TOWN

- 5.1 Predominantly the council will use CCTV for the purpose of reducing and detecting crime and anti-social behaviour as well as ensuring the health and safety of the public and its staff.
- 5.2 The use of CCTV in the Town should always be for a specific purpose and clear signage indicating CCTV is in operation will be provided in a prominent place.
- 5.3 CCTV on the civic site, including the Alexandra Suite and Olympic and Swanley Park, may be used for the purpose of staff training and in relation to disciplinary matters where necessary.

OPERATION

- 6.1 CCTV in sites is subject to live monitoring.

- 6.2 Images at the civic centre and other council owned sites are recorded but may not monitored in real time.
- 6.3 Images are recorded and retained for up to 31 days unless they are required for an ongoing investigation. Where footage is required for an investigation a copy will be held for up to one year, or such other time period as may be necessary to progress the investigation.
- 6.4 Recorded information is held on digital recorders or in secure computer files with access restricted to nominated council staff or SIA certified contractors.
Recorded images will only be viewed in secure monitoring centres or in offices with restricted access.
- 6.5 All requests to access or view recorded images from the town centre or top of to town should be made direct to the CEO
Requests access or view images from Swanley Park CCTV should be made to the Parks and Open Spaces Director who is contactable via the web site at www.swanleytowncouncil.gov.uk or by calling the office 01322 665855
- 6.6 Requests to access or view recorded images from the council offices, yard or Other sites can be made through the CEO
- 6.7 All access to CCTV images will be logged on the appropriate form in the CCTV Compliance Management and Evidence Download Manual. A copy of this manual will be made available at each CCTV location.
- 6.8 All requests for access to recorded images must be logged. This applies to requests from members of staff or third parties, for example, the Police.
Requests from individuals for a copy of their personal data, including recorded images, will be considered as a subject access request under the GDPR.
Section 7, below, relates to such requests.
- 6.9 In order to ensure the preservation of images for evidential purposes, the following will apply:
- DVDs must be identified by a Name, Date, Time, Camera Location and Recording equipment used
 - The DVD must be signed by the person who downloaded the images, dated, witnessed and stored in a sealed envelope

- An original copy of the image downloaded must be retained, date stamped and stored in a secure area.
- The log must be completed detailing the release of the DVD to the Police, council department (or other agency if appropriate)
- If a DVD is required as evidence, a copy may be released to the Police, who will become the Data Controller and, therefore, responsible for the images
- The Police may require the council to retain stored DVDs for possible future evidence. Such DVDs will be indexed and securely stored for a period of 1 year, at which point they will be securely destroyed.
- Applications received from external agencies (for example solicitors or insurance companies) to view recordings must in the first instance be made via the Civic Centre, S Marys Road, Swanley, to be passed to the officer in charge of the relevant system (as identified in paragraph 6.5 and 6.6 above). If appropriate and after liaison with the Data Protection Officer, images may be downloaded to DVD and released where satisfactory documentary evidence is produced confirming legal proceedings, or in response to a Court Order. A charge may apply for insurance companies.

6.10 It should be noted that, where it is necessary to download images onto removable media (DVD) they will be unencrypted in order to allow viewing by third parties. A suitable method to ensure the secure transfer of the removable media must be used and documented.

6.11 Still photographs of CCTV images must not be taken as a matter of routine. The taking of each photograph must be capable of justification (for example for the prevention or detection of crime and anti-social behaviour) and only done so with the permission from the immediate person in charge of the CCTV system i.e the line manager or senior member of staff.

SUBJECT ACCESS REQUESTS

7.1 The GDPR provides individuals with the right to access a copy of their personal data held by the council. This includes the right to access a copy of CCTV images.

7.2 Subject access requests should be forwarded to the CEO as Data Protection Officer for processing.

FREEDOM OF INFORMATION

8.1 As a public authority, the council may receive requests for a copy of recorded information under the Freedom of Information Act 2000 (FOI). If a request for a copy of a CCTV recording is made the following will be considered:

- Is the information the personal data of the requester? If so disclosure is exempt under FOI, but the request will be considered as a subject access request under the GDPR.

- Is the information the personal data of individuals other than the requester? If so, it is likely to fall under the exemption for personal data unless disclosure would not breach the GDPR principles.

8.2 Requests may also be received regarding the CCTV itself – for example the siting and operation of cameras or the costs associated with using and maintaining them.

8.3 Information following such a request would be released unless a valid exemption Applied

8.4 All requests made under FOI should be referred to the Data Protection Officer.

REVIEW

9.1 All uses of CCTV should be reviewed on an annual basis to ensure:

- There is still a legitimate reason to maintain the CCTV
- The CCTV cameras continue to provide images of sufficient quality
- Signage remains up to date and relevant

9.2 If it is determined additional cameras are necessary, either to supplement existing CCTV or to cover another area, a Data Protection Impact Assessment (DPIA) must be completed by the CEO and approved by Councillors

9.3 The Surveillance Camera Commissioner has provided a data protection impact assessment for surveillance camera systems <https://www.gov.uk/government/publications/data-protection-impactassessments-for-surveillance-cameras> which must be completed whenever any changes to a system are being considered, including adding or removing cameras, changes to location and system upgrades.

SURVEILLANCE CAMERA CODE OF PRACTICE

10.1 The Surveillance Camera Code of Practice was issued in 2013 following the introduction of the Protection of Freedoms Act 2012 and further updated in 2014. The Code provides guidance on the appropriate and effective use of surveillance camera systems.

10.2 The council is a relevant authority as defined by Section 33 of the Protection of Freedoms Act and, therefore, must have regard to the code.

10.3 The code applies to the use of surveillance camera systems that operate in public places, regardless of whether or not there is any live viewing or recording of images or information or associated data.

10.4 The code provides 12 guiding principles which the council has adopted. These are:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used and these must be communicated to all who need to comply with them
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system and such images and information should be deleted once their purposes have been discharged
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice and regular reports should be published

11. When the use of a surveillance camera system is in pursuit of a legitimate aim and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value

12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date

APPENDIX 1 - TYPE OF CCTV

The following types of CCTV may be used by the council:

CCTV Cameras on the council's sites:

The use of CCTV cameras on the council's sites are currently restricted to the following areas:

- Reception areas
- Bar Areas
- Splash Area
- Front Doors
- Back Doors
- Main gates
- Rear Communal Areas
- Concession Areas (railway, café)

CCTV cameras at the Alexandra Suite

CCTV cameras at the Alexandra Suite are installed for the purpose of reducing and detecting crime and anti-social behaviour and for the health and safety of staff, visitors and contractors. Images may be viewed where necessary in relation to disciplinary matters.

CCTV cameras at other council owned sites:

CCTV cameras at The Olympic and Swanley Park are for the purpose of reducing and detecting crime and anti-social behaviour and for the health and safety of staff, visitors and contractors.

Body Worn Video Cameras (BWV):

BWV cameras are currently used by the Park Rangers. Such use is intended for the safety of staff and the public as well as the reduction and detection of crime and anti-social behaviour and images may be used in evidence. Footage from these cameras may also be used for staff training and investigating complaints where necessary.

Mobile (re-deployable) CCTV cameras:

The council may make use of re-deployable CCTV cameras for the reduction and detection of crime and anti-social behaviour (primarily fly-tipping investigations), which can be used in various locations throughout the borough as necessary. Siting of these cameras will normally be accompanied with clear signage indicating that CCTV is in operation. However, on occasion, it may be necessary to deploy the mobile camera covertly. Further information on covert CCTV can be found below.

Covert CCTV monitoring:

Any use of covert CCTV monitoring will be undertaken in accordance with the requirements set out in the Regulation of Investigatory Powers Act 2000 (RIPA). RIPA requires that due consideration is given to the proportionality and necessity of any covert activity and that regard is given to the rights of individuals under Article 8 of the Human Rights Act (the right to privacy).

Automatic Number Plate Recognition (ANPR):

The council does operate ANPR for the purpose of parking at Swanley Park and the Alexandra Suite.

Remotely Operated Vehicles (Drones):

The council may use drones to gather information for flood maps and flood risk situations, emergency response, Fire and Rescue, severe weather, roads and infrastructure development.



SWANLEY
TOWN COUNCIL

CONDITIONS FOR ALL LICENCE TO OCCUPY HOLDERS

1. Definitions

“Licence to occupy holder (s)” A personal agreement between Swanley Town Council and an occupier.

1.1 “Council” Refers to Swanley Town Council, unless otherwise stated.

1.2 “Occupier” The license holder who is renting a Council owned site.

2. General Conditions

2.1 These conditions apply to all categories of licence to occupy holder .

2.2 The CEO has authority to refuse to rent a site to any licence to occupy holder who does not comply with any of these conditions.

2.3 Licence to occupy holders shall display their names and registration particulars on their site at all times.

2.4 When operating all licence to occupy holders shall ensure that their sites are continuously manned by at least one competent person over the age of sixteen years. The licence to occupy holder shall be responsible for the actions of any person working on their behalf.

3. General Obligations

3.1 Licence to occupy holders shall indemnify the Council from and against all claims, damages, loss, expenses and costs in respect of any explosion, fire, accident or injury to property, persons or things which may arise or occur through or in connection with the occupation. Valid public liability insurance, risk assessments and, if appropriate, relevant and up to date certification such as food and hygiene, PAT Testing Certificates must be presented to the Venue Manager or CEO and a copy of the valid insurance must be held at all times on site (with schedule). The Town Council is not liable for any damage caused and if this is towards Council property we reserve the right to charge the license holder full reimbursement.

3.2 Public liability insurance cover shall be set at a minimum of £5 Million per claim.

3.3 Licence to occupy holders shall not cause or permit any public or private nuisance in or upon the venue or anything which shall cause annoyance, inconvenience or disturbance to the Council or its staff or to other licence to occupy holders or to the public resorting thereto. Licence to occupy holders shall not bring the council into disrepute.

3.4 No guarantee of extension to any lease shall be given.

3.5 Licence to occupy holders who intend to terminate the rental period are requested to advise the Town Council in writing for further consideration.

3.6 All licence to occupy holders must sign that they will abide by these conditions before being allowed to begin their occupation.

4. Food

4.1 Food Hygiene Regulations 1966. Notification must be given to the Sevenoaks Environmental Health Division, by those proposing to conduct a food business from any of Swanley Town Council premises. A summary of the principal requirements of the regulations is obtainable from the Senior Environmental Health Officer. All lease holders conducting a food business must comply with the above Regulations.

5. Litter

5.1 Licence to occupy holders are responsible for ensuring that all rubbish, litter, unwanted goods, etc., are properly stored throughout the day, and removed at the end of the day's trading. Additional precautions shall be taken by licence to occupy holders during inclement weather to prevent litter from their stalls being blown across our premises. Licence to occupy holders will be charged at business rates for the removal of any litter remaining at the end of trading.

6. Payment

6.1 Rent due shall be paid to the Town Council as outlined within the contractual agreement but will always be sessional in advance.

6.2 Rental Fee.....paid daily/weekly/monthly.....

7. Non-compliance with Conditions

7.1 If any licence to occupy holder fails to observe any of these conditions and/or the instructions of the Town Council, a verbal warning will be issued in the first instance.

7.2 Continuing failure to observe the conditions and/or the instructions of the Town Council will lead to a written final warning being issued.

7.3 If the written final warning is not observed, then a license holder may receive a temporary ban for a period of 4 weeks or a permanent ban.

7.4 A verbal warning may be issued by the Venue Manager. Written final warnings and a decision on a temporary or permanent ban shall be made by the Venue Manager or, in his/her absence, the CEO.

8. Appeal Rights

8.1 If a decision is taken by the Town Council to permanently ban a licence holder, then they may appeal against this decision and the appeal will be heard by a Chairman of the council.

8.2 Any complaints regarding decisions taken by the Town Council shall be submitted in writing to the CEO or Chairman as appropriate.

9. Meanings

Any references in these conditions to the Town Council shall also be taken to apply to other persons who may be undertaking those duties.

10. Contacts

Swanley Town Council

01322 665855

9.00am to 5.00pm (Mon – Thurs)

9:00am to 4.00pm (Friday)

11. Data Protection

Swanley Town Council’s General Data Protection Regulation (GDPR) Notice can be viewed upon request.

By signing below, you agree that the council may process your personal information for providing information and corresponding with you in connection with the license only. You also agree that the council can keep your contact information data for an undisclosed time or until you request its removal.

I agree to abide by these Terms and Conditions and that the council may process my information in accordance with its GDPR Policy.

Trading name.....

Proprietors name.....

Phone number

E-mail address

Business Activity.....

Signature.....

Date.....

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