

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

15th October 2020

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 21st October 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: STC Council Meetings

Time: Oct 21, 2020 19:30 London

Join Zoom Meeting

<https://us02web.zoom.us/j/83715293642?pwd=RTNpbjVjd3pFaG1kZExaTVI5NklzQT09>

Meeting ID: 837 1529 3642

Passcode: 752688

One tap mobile

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Meeting ID: 837 1529 3642

Passcode: 752688

Find your local number: <https://us02web.zoom.us/j/83715293642?pwd=RTNpbjVjd3pFaG1kZExaTVI5NklzQT09>

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 16th September 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 STAFF SUGGESTION SCHEME

To approve the Staff Suggestion Scheme – no changes recommended

6. TO APPROVE LICENCE TO OCCUPY POLICY

To approve the Licence to Occupy Policy

Date of next meeting – 18th November 2020

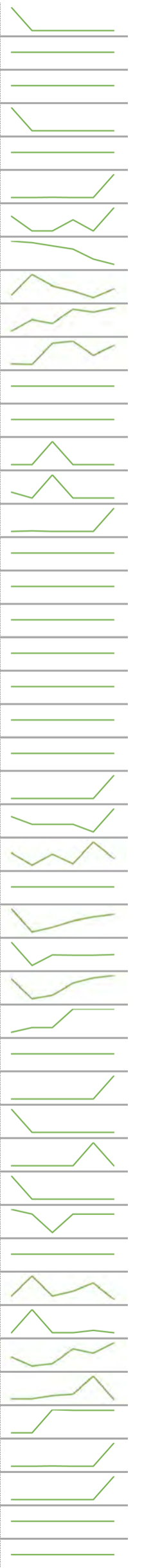
If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 665855 or snash@swanleytowncouncil.gov.uk

Swanley Town Council: Civic Centre

YTD Summary

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	12,600.00	14,700.00
5008	Seeds	-	-	-	-	-	-	-	-
5010	Sporting Equipment Purchases	-	-	-	204.16	-	1,059.66	1,263.82	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	42,936.51	46,091.71
5021	Equipment / Machinery Rep	207.33	-	380.00	2,259.50	35.73	23.80	2,906.36	8,681.71
5030	Horticulture	11.25	66.67	166.51	-	595.92	933.20	1,773.55	1,968.78
5032	1812 Event	-	-	-	-	-	-	-	-
5034	Firework Night	-	-	-	-	-	484.90	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	6,337.00	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	676.92	7,667.81
5049	Great British Spring Clean	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing	80.00	-	215.00	80.00	80.00	80.00	535.00	970.00
6201	Advertising	106.87	449.30	93.37	514.27	276.34	635.28	2,075.43	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	222,641.81	464,273.43
7001	Pension	4,443.87	4,454.10	4,487.97	4,284.50	4,149.90	4,512.77	26,333.11	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	19,920.78	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	1,116.57	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	1,273.90	2,407.08
7103	General Rates	6,140.34	6,146.38	6,146.38	6,146.38	5,939.38	5,939.37	36,458.23	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	1,994.46	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	225.74	758.74
7303	Vehicle Insurance	-	-	-	-	-	2,947.84	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

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	-	-	626.28	639.61
-	100.00	-	-	75.00	-	157.50	332.50
-	4,089.29	3,825.58	3,309.03	2,785.10	1,150.56	319.51	15,479.07
25,000.00	215.90	1,900.37	952.31	529.43	(15.29)	701.24	4,283.96
8,150.00	8.50	114.54	80.02	212.21	185.00	226.28	826.55
1,854.00	2.50	-	81.95	90.24	35.00	72.50	282.19
-	-	-	-	-	-	-	-
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	-	-	-	4,006.20	4,119.55
8,300.00	-	-	-	-	-	-	-
150.00	-	-	-	-	-	-	-
6,500.00	-	-	-	-	-	-	-
2,250.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
2,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	219.20	219.20
1,000.00	160.00	80.00	80.00	80.00	-	242.00	642.00
3,800.00	159.77	-	145.00	20.00	300.00	86.86	711.63
222.50	-	-	-	-	-	-	-
539,197.79	37,082.25	30,623.56	31,887.71	33,718.70	34,792.45	35,490.16	203,594.83
54,564.25	6,487.94	2,572.88	4,350.58	4,272.18	4,302.99	4,390.40	26,376.97
40,170.00	3,126.76	2,663.02	2,744.48	3,029.91	3,161.43	3,217.48	17,943.08
(3,090.00)	(652.24)	(521.79)	(521.79)	-	-	-	(1,695.82)
114.33	-	-	-	-	-	-	-
162.64	-	-	-	-	-	900.00	900.00
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	4,498.00	22,566.67
1,112.40	-	-	-	-	-	-	-
7,158.50	-	2,055.92	-	514.77	1,310.31	(336.37)	3,544.63
5,047.00	-	2,341.95	-	-	246.92	-	2,588.87
4,223.00	359.02	211.39	246.98	492.01	418.42	594.05	2,321.87
1,648.00	45.50	45.50	216.67	287.66	1,256.16	13.73	1,865.22
500.00	40.37	40.37	46.54	46.36	46.36	46.36	266.36
2,653.99	-	-	40.37	-	-	2,693.96	2,734.33
2,000.00	-	-	-	-	-	11.88	11.88
17.51	-	-	-	-	-	-	-
9.73	-	-	-	-	-	-	-



Code	Description	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20
7307	Vehicle Leasing	342.75	342.75	342.75	342.75	342.75	342.75	2,056.50	4,113.00
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	2,191.73	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	182.00	454.00
7509	Name Badges	-	9.50	-	-	28.50	9.50	47.50	174.00
7550	Telephone and Broadband	196.50	198.72	205.26	201.57	182.06	170.64	1,154.75	3,805.72
7552	Computers & Software	447.27	506.69	401.12	606.09	796.57	564.61	3,322.35	6,544.47
7600	Legal Fees	-	-	2,086.40	2,236.40	(2,086.40)	1,500.00	3,736.40	8,896.60
7601	Audit Fees	-	-	534.20	-	-	2,000.00	2,534.20	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	22,087.93	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	2,356.39	4,596.02
7606	Councillors' Reimbursement	-	-	-	18.90	-	-	18.90	18.90
7607	Electoral Costs	-	-	-	-	-	16,715.15	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	6,286.12	14,238.13
7800	Repairs and Renewals	1,339.31	1,075.81	629.42	659.51	674.89	17,100.39	21,479.33	28,238.96
7801	Cleaning	21.70	276.70	37.60	129.13	230.14	114.65	809.92	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	70,073.59	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	1,710.03	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	2,302.44	3,859.88
8202	Uniforms	245.42	(190.42)	49.55	47.08	9.99	268.18	429.80	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	-	-	-	-	-	-	-	-
8209	Refreshments	-	-	-	-	-	-	-	-
		99,606.12	108,382.83	130,989.64	83,635.45	90,550.47	118,158.72	626,130.34	1,120,388.61

Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 19/20
4,236.39	342.75	342.75	342.75	342.75	342.75	342.75	2,056.50
1,339.00	370.61	-	-	353.85	353.85	-	1,078.31
1,545.00	11.51	-	195.00	5.95	-	25.38	237.84
4,429.00	134.02	280.45	275.64	38.34	104.94	195.41	1,028.80
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	767.14	2,504.21
6,901.00	532.83	11,535.01	568.37	509.22	126.44	2,729.45	16,001.32
5,000.00	737.55	1,463.00	-	222.42	-	3,929.90	6,352.87
3,250.00	-	-	-	-	534.20	-	534.20
4,000.00	-	-	-	369.90	1,209.00	133.54	1,712.44
5,000.00	199.80	1,455.97	4,099.80	199.80	199.80	1,079.80	7,234.97
5,000.00	-	15.00	3,365.00	15.00	15.00	1,428.00	4,838.00
5,000.00	-	-	53.95	-	-	38.00	91.95
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	-	4,178.29	11,069.44
15,000.00	7.91	46.38	766.01	1,015.49	224.16	280.48	2,340.43
2,027.04	-	-	129.64	73.17	8.33	135.97	347.11
10.00	-	-	-	-	-	-	-
35,000.00	64.92	3,076.38	621.25	354.26	80.00	1,192.25	5,389.06
1,000.00	-	234.20	325.54	343.44	-	17.48	920.66
13.91	-	-	-	-	-	-	-
3,708.00	213.29	208.77	205.95	239.32	254.89	374.32	1,496.54
9,390.66	-	-	-	-	4,695.33	-	4,695.33
1,516.32	-	-	-	-	-	-	-
3,038.50	2,064.98	375.00	15.98	57.99	-	42.99	2,556.94
927.00	-	26.60	320.94	214.45	-	102.29	664.28
7,210.00	434.33	-	1,418.51	188.40	-	2,087.00	4,128.24
23,862.98	-	-	22,447.93	-	-	-	22,447.93
1,184.50	-	-	-	-	-	-	-
64.89	-	-	-	-	-	-	-
1,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	13.99	13.99
1,025,336.07	71,523.74	70,304.63	102,368.37	59,251.16	61,131.04	77,271.65	441,850.59



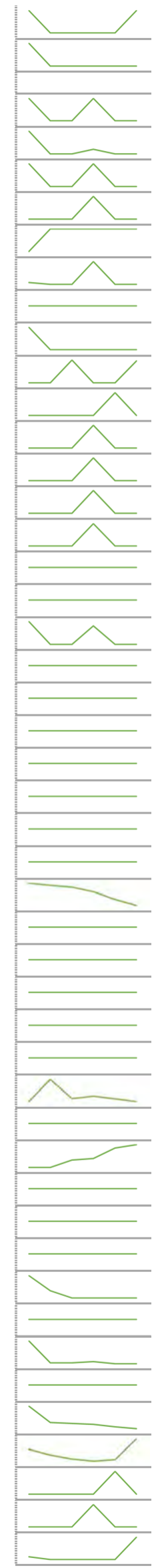
Swanley Town Council: Civic Centre

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	590,600.00	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	9,192.00	18,384.00
4019	Mayor's Charity Income	-	-	-	250.00	1,650.70	1,439.50	3,340.20	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	87.50	120.53
4025	Black Refuse Bags	265.00	486.25	435.00	323.75	170.00	358.33	2,038.33	4,170.00
4026	White Refuse Bags	53.75	141.25	116.66	114.18	53.75	85.00	564.59	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	11,100.42	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	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	1,097.39	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	1,697.88	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	447.29	904.89
4903	Insurance Claims	-	-	-	-	-	-	-	6,925.00
4998	Sale of Goods	-	-	-	-	-	100.00	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	789,824.69	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	614,502.00	
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	2,187.36	12,468.80	
6,700.00	10.00	-	-	132.50	-	-	142.50	
643.75	-	-	-	-	-	-	-	
390.00	390.00	-	-	-	-	-	390.00	
8,122.00	-	-	3,404.16	-	-	3,265.80	6,669.96	
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	342.05	16,101.44	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
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	424.28	1,091.78	
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	28.79	698.16	
1,100.00	89.40	78.42	71.26	67.20	70.30	108.12	484.70	
-	-	-	-	-	4,213.41	-	4,213.41	
-	-	-	-	83.33	-	-	83.33	
-	25.83	-	-	-	0.87	208.33	235.03	
926,855.50	85,230.88	7,606.41	9,973.99	33,148.99	15,049.68	6,564.73	772,076.68	



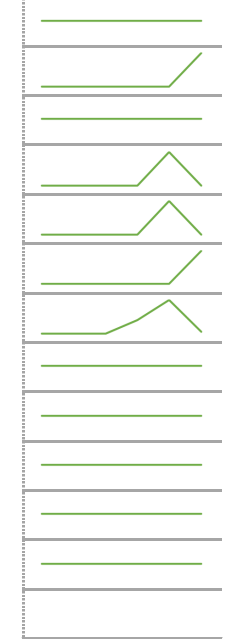
Swanley Town Council: Alexandra

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	58,840.95	112,054.28
4105	Catering Income	1,370.83	7,525.18	11,907.99	12,802.52	11,459.18	8,252.34	53,318.04	100,459.75
4110	Equipment Hire	-	-	-	-	63.35	60.00	123.35	640.86
4115	Function Package Revenue	2,522.50	4,262.36	7,642.49	9,208.33	9,785.01	9,291.68	42,712.37	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	28,579.31	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	5,212.49	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	190,600.84	379,730.99

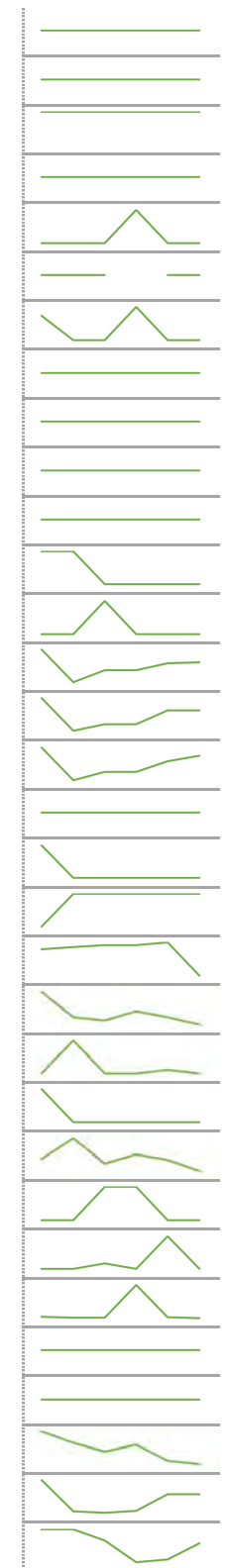
2020 / 2021							
Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 20/21
-	-	-	-	-	-	-	-
3,682.63	-	-	-	-	-	61.67	61.67
115,360.00	-	-	-	-	-	-	-
96,820.00	-	-	-	-	114.00	-	114.00
164.80	-	-	-	-	30.00	-	30.00
73,130.00	-	-	-	-	-	426.25	426.25
50,470.00	-	-	-	840.00	2,057.52	125.00	3,022.52
8,549.00	-	-	-	-	-	-	-
9,991.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
358,167.43	-	-	-	840.00	2,201.52	612.92	3,654.44



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	18,730.29	35,038.41
5002	Catering Purchases	147.47	1,810.36	1,926.90	2,462.14	1,761.63	1,026.99	9,135.49	20,146.89
5003	Bar Purchases - Equipment	66.08	99.70	66.08	72.88	66.08	70.13	440.95	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	3,558.87	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	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	14,016.86	23,000.45
6100	Agency Commission	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing	122.33	122.33	122.33	122.33	122.33	122.32	733.97	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	44,770.67	90,857.68
7001	Pension	746.44	783.41	900.55	758.54	758.54	758.54	4,706.02	9,281.92
7006	Empoyers NI	274.96	313.15	425.55	300.66	301.61	330.64	1,946.57	4,316.45
7012	Security Staffing	-	-	420.00	420.00	-	140.00	980.00	1,918.00
7102	Water Rates	187.07	187.38	193.64	187.39	193.64	(51.36)	897.76	1,742.67
7103	General Rates	2,829.06	2,830.62	2,830.62	2,830.62	2,830.62	2,830.62	16,982.16	28,304.64
7105	Recycling - Waste Collection	304.18	319.16	257.09	346.30	277.04	268.72	1,772.49	3,531.53
7200	Electricity	468.18	705.19	542.98	741.86	874.50	812.69	4,145.40	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	750.06	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	1,340.35	2,561.17
7802	Laundry	309.00	162.72	195.11	163.51	190.86	207.59	1,228.79	2,315.72
7803	Premises Expenses	662.60	-	-	1,776.68	197.52	56.75	2,693.55	32,059.75
7901	Bank Charges	87.77	39.89	95.67	67.02	83.00	89.43	462.78	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	135,313.47	284,290.40

2020 / 2021							
Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 20/21
37,801.00	-	-	-	-	-	-	-
20,085.00	-	-	-	-	-	-	-
1,133.00	47.64	47.64	47.64	47.64	47.64	47.64	285.84
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	122.32	733.94
669.50	-	-	275.00	-	-	-	275.00
92,700.00	5,192.78	1,179.52	2,662.00	2,662.00	3,485.60	3,637.37	18,819.27
9,476.00	808.20	709.07	728.59	728.58	771.34	771.34	4,517.12
3,860.44	295.86	256.23	266.34	266.34	278.98	285.72	1,649.47
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	2,875.00	17,249.00
3,399.00	97.17	161.37	215.16	208.32	288.24	(620.13)	350.13
8,909.50	610.80	516.90	505.26	539.28	517.31	488.64	3,178.19
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	100.00	1,059.62
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	49.04	1,709.24
937.30	90.61	56.62	55.00	57.09	75.00	75.00	409.32
128.75	15.00	15.00	11.00	3.00	4.00	10.00	58.00
259,603.33	12,074.35	8,964.89	8,260.95	9,254.96	9,269.17	7,841.94	55,666.26



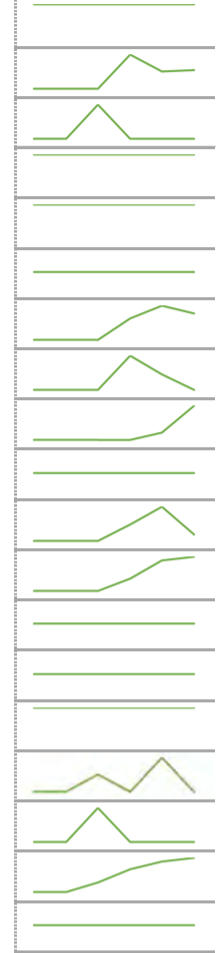
Swanley Town Council: Olympic

YTD Summary

Income

Code	Description	2019 / 2020							YTD 19/20	Actual 19/20
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19			
4003	Rent - New Generation Data	333.33	333.33	333.33	333.33	333.33	333.33	1,999.98	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	8,100.00	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	4,200.00	8,400.00	
4018	Rent - Boxing	281.67	281.67	281.67	281.67	315.00	315.00	1,756.68	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	21,923.66	40,458.42	
4103	Pizza Income	-	-	-	-	-	-	-	-	
4105	Catering Income	2,494.29	4,246.79	1,920.25	2,610.13	2,151.72	2,468.55	15,891.73	31,649.82	
4110	Equipment Hire	-	-	-	-	-	-	-	475.00	
4115	Function Package Revenue	118.13	636.66	875.00	848.13	333.33	1,166.66	3,977.91	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	14,187.53	33,035.11	
4125	Party Night Revenue	-	-	1,283.33	-	-	-	1,283.33	2,050.83	
4600	Outdoor Event Revenue	-	41.67	83.33	124.99	83.32	166.68	499.99	1,750.06	
4601	Field Hire: Cars	-	-	-	-	-	-	-	-	
4602	Field Hire: Horses	-	-	-	-	-	-	-	-	
4603	Field Hire: Bees	-	-	-	-	-	-	-	-	
4609	Snooker Income	794.61	1,001.74	681.97	618.33	686.13	522.21	4,304.99	9,033.34	
4903	Insurance Claims	-	-	-	-	-	-	-	-	
		9,766.51	20,485.42	14,544.61	12,798.88	11,853.79	13,793.19	83,242.40	166,795.81	

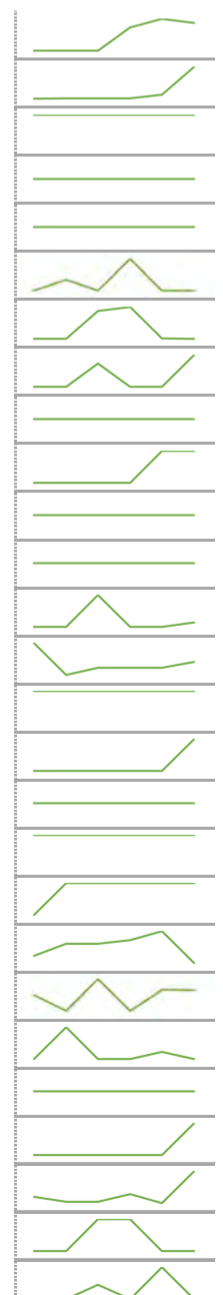
Budget 20/21	2020 / 2021							YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20		
4,119.96	333.33	333.33	333.33	333.33	333.33	333.33	333.33	1,999.98
16,068.00	-	-	-	2,400.00	1,200.00	1,320.00	-	4,920.00
5,000.00	-	-	4,776.34	-	-	-	-	4,776.34
8,400.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	4,200.00
3,780.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	1,890.00
120.10	-	-	-	-	-	-	-	-
44,290.00	-	-	-	5,286.95	8,382.39	6,462.51	-	20,131.85
-	-	-	-	91.07	41.71	-	-	132.78
29,870.00	-	-	-	12.00	323.75	1,523.97	-	1,859.72
-	-	-	-	-	-	-	-	-
12,823.50	-	-	-	208.33	429.16	83.33	-	720.82
31,930.00	-	-	-	490.81	1,191.67	1,339.99	-	3,022.47
2,353.55	-	-	-	-	-	-	-	-
2,750.00	-	-	-	-	-	-	-	-
-	166.68	166.68	166.68	166.68	166.68	166.68	166.68	1,000.08
-	-	-	100.00	-	200.00	-	-	300.00
-	-	-	100.00	-	-	-	-	100.00
9,012.50	-	-	282.37	676.57	899.90	1,010.51	-	2,869.35
-	-	-	-	-	-	-	-	-
170,517.61	1,515.01	1,515.01	6,773.72	10,680.74	14,183.59	13,255.32	-	47,923.39



Expenditure

Code	Description	2019 / 2020							YTD 19/20	Actual 19/20
		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19			
5001	Bar Purchases	599.65	1,179.98	1,295.79	2,618.46	428.50	1,407.94	7,530.32	15,594.18	
5002	Catering Purchases	384.29	490.57	602.61	694.30	484.85	370.59	3,027.21	6,257.38	
5003	Bar Purchases - Equipment	66.55	193.63	66.55	122.97	66.55	181.25	697.50	1,221.55	
5004	Catering Purchases - Equipment	-	-	-	-	-	-	-	-	
5010	Sporting Equipment Purchaes	12.99	202.54	86.61	-	-	-	302.14	302.14	
5011	Licences	12.85	12.83	12.83	113.62	307.83	1,036.44	1,496.40	1,573.90	
5020	Equipment / Machinery	-	-	-	-	-	-	-	565.03	
5021	Equipment / Machinery Repairs	338.19	-	-	1,508.20	648.00	-	2,494.39	3,129.66	
5030	Horticulture	-	-	-	-	-	-	-	-	
5045	Function Expenditure	175.00	-	675.00	610.00	175.00	400.00	2,035.00	4,068.33	
5046	Outdoor Event	-	-	-	-	-	-	-	-	
6200	Website, Social Media and Marketing	-	-	-	-	-	-	-	-	
6201	Advertising	55.20	-	-	-	40.00	-	95.20	284.20	
7000	Salaries	4,833.29	4,290.94	4,872.88	4,069.51	4,294.71	4,097.32	26,458.65	50,525.79	
7001	Pension	292.84	292.84	292.84	292.84	292.84	292.84	1,757.04	3,530.06	
7006	Employers NI	148.16	141.32	141.32	186.53	141.32	141.32	899.97	1,865.51	
7011	SMP	(674.27)	(547.15)	(547.15)	(136.79)	-	-	(1,905.36)	(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	17,840.00	29,736.00	
7105	Recycling - Waste Collection	188.92	201.68	173.60	217.00	173.60	173.60	1,128.40	2,271.06	
7200	Electricity	1,351.63	652.80	661.82	586.13	701.27	616.45	4,570.10	9,032.08	
7201	Gas	-	3,023.74	-	-	639.41	-	3,663.15	7,655.28	
7500	Printing	50.00	-	-	50.00	-	-	100.00	200.00	
7502	Stationery	-	-	-	-	19.60	-	19.60	19.60	
7550	Telephone and Broadband	179.41	178.56	179.25	179.92	179.14	179.14	1,075.42	2,151.05	
7552	Computers & Software	45.00	-	-	45.00	-	-	90.00	180.00	
7602	Health & Safety Fees	-	-	84.00	-	-	-	84.00	84.00	

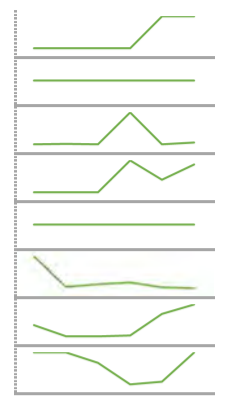
Budget 20/21	2020 / 2021							YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20		
15,141.00	-	-	-	1,681.89	2,321.94	2,022.74	-	6,026.57
6,180.00	(5.83)	-	-	-	38.64	315.39	-	348.20
1,339.00	39.25	39.25	39.25	39.25	39.25	39.25	-	235.50
1,000.00	-	-	-	-	-	-	-	-
311.20	-	-	-	-	-	-	-	-
1,648.00	13.26	117.01	13.20	308.20	13.20	13.20	-	478.07
103.00	-	-	414.00	475.93	10.00	5.66	-	905.59
3,296.00	-	-	8.33	-	-	11.43	-	19.76
-	-	-	-	-	-	-	-	-
4,944.00	-	-	-	-	175.00	175.00	-	350.00
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
180.25	-	-	275.00	-	-	40.00	-	315.00
52,530.00	3,644.43	1,215.98	1,743.08	1,743.08	1,743.08	2,191.91	-	12,281.56
3,641.45	312.01	312.01	312.01	312.01	312.01	312.01	-	1,872.06
1,913.31	139.53	139.53	139.53	139.53	139.53	173.59	-	871.24
-	-	-	-	-	-	-	-	-
2,575.00	2,281.96	2,281.96	2,281.96	2,281.96	2,281.96	2,281.96	-	13,691.76
30,642.50	3,019.00	3,021.00	3,021.00	3,021.00	3,021.00	3,021.00	-	18,124.00
2,232.01	39.33	130.14	130.14	154.77	225.06	(16.71)	-	662.73
8,549.00	641.96	-	1,273.02	-	844.61	825.75	-	3,585.34
7,004.00	-	2,203.62	-	-	512.64	-	-	2,716.26
206.00	-	-	-	-	-	-	-	-
41.20	-	-	-	-	-	18.69	-	18.69
2,214.50	184.39	179.14	179.14	187.43	177.56	213.01	-	1,120.67
175.10	-	-	45.00	45.00	-	-	-	90.00
103.00	-	-	115.00	-	257.00	-	-	372.00



Monthly Finances (C)

Code	Description	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20	Actual 19/20
7604	Professional Fees	115.01	115.01	115.01	111.23	99.23	129.23	684.72	1,442.10
7702	Equipment Leasing	315.00	315.00	315.00	315.00	315.00	315.00	1,890.00	3,540.00
7800	Repairs and Renewals	180.00	-	217.00	-	-	168.56	565.56	1,273.17
7801	Cleaning	145.41	58.10	63.74	141.80	106.34	-	515.39	1,155.00
7802	Laundry	-	-	-	-	-	-	-	-
7803	Premises Expenses	1,745.00	2,902.80	2,702.50	3,827.88	820.00	87.48	12,085.66	12,845.82
7901	Bank Charges	150.68	121.28	141.23	153.47	143.08	150.17	859.91	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	90,208.91	162,620.23

Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 20/21
1,400.80	111.23	111.23	111.23	111.23	119.42	119.42	683.76
4,542.30	-	-	-	-	-	-	-
1,112.40	-	14.98	-	700.00	-	41.80	756.78
1,153.60	-	-	-	102.15	40.27	89.02	231.44
-	-	-	-	-	-	-	-
13,390.00	3,300.00	165.00	423.51	628.24	103.13	13.02	4,632.90
1,725.25	47.02	20.00	20.00	22.00	74.58	97.69	281.29
61.80	15.00	15.00	11.00	3.00	4.00	15.00	63.00
169,355.68	13,782.54	9,965.85	10,555.40	11,956.67	12,453.88	12,019.83	70,734.17



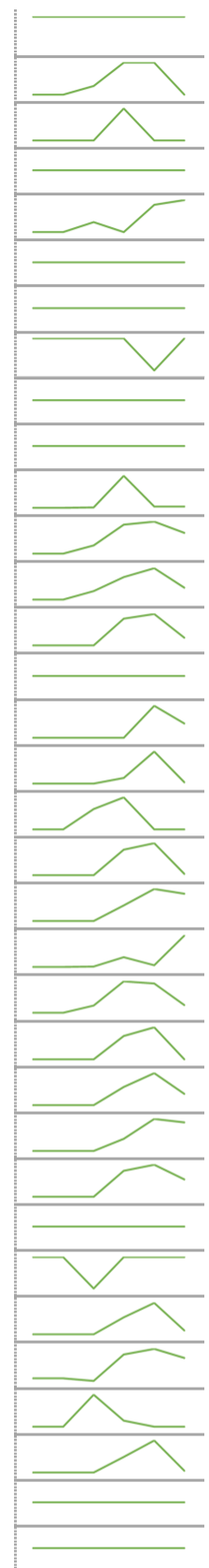
Swanley Town Council: Swanley Park

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	600.00	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	5,288.00	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	4,214.45	4,214.45
4700	Rowing	969.17	722.93	965.83	913.33	1,563.36	467.50	5,602.12	5,639.62
4701	Pedalos	6,126.69	4,480.43	5,070.84	4,128.14	10,308.83	2,640.42	32,755.35	33,169.92
4702	Canoeing	293.33	162.50	252.50	437.50	791.66	145.00	2,082.49	2,092.49
4703	Golf	927.08	712.48	665.85	735.83	1,661.67	437.50	5,140.41	5,140.41
4704	Tree Trek	1,174.17	812.50	525.00	287.50	1,396.66	210.00	4,405.83	4,405.83
4705	Hand Boats	388.33	346.65	358.33	344.17	798.33	153.33	2,389.14	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	412.49	412.49
4708	Bouncy Castle	1,250.01	1,356.27	1,237.49	1,378.73	2,775.01	667.93	8,665.44	9,011.69
4710	Car Parking	8,773.50	8,703.75	9,372.91	10,924.18	17,798.78	4,736.24	60,309.36	62,313.11
4713	Duck Feed	86.80	69.18	54.59	60.84	113.75	18.77	403.93	412.09
4714	Battery Bikes	586.69	738.34	581.68	880.82	1,608.33	451.66	4,847.52	4,989.19
4716	Splash Pool	-	-	-	-	-	-	-	-
4717	Candy Floss	50.01	33.34	83.34	82.93	100.02	50.01	399.65	399.65
4718	JCB Digger	206.26	355.81	236.66	359.16	525.84	180.84	1,864.57	1,913.74
4719	Reptiles	47.50	-	-	12.50	12.50	10.00	82.50	82.50
4720	Nerf / Survival Parties	635.41	889.57	108.33	787.49	137.50	524.99	3,083.29	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	9,811.19	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	37.50	37.50
		39,718.34	22,523.44	41,094.78	24,383.53	68,938.36	13,064.68	209,723.13	227,162.49

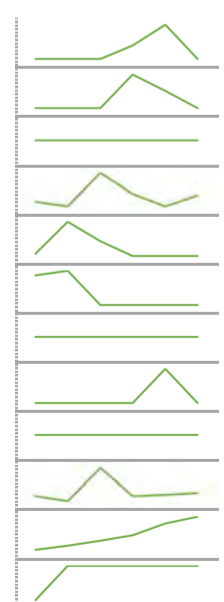
Budget 20/21	2020 / 2021						YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
1,260.00	100.00	100.00	100.00	100.00	100.00	100.00	600.00
40,521.00	-	-	3,982.93	14,892.00	14,892.00	-	33,766.93
-	-	-	-	900.18	-	-	900.18
12,000.00	-	-	-	-	-	-	-
15,833.00	-	-	1,833.33	-	5,000.00	5,833.33	12,666.66
6,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
4,600.00	-	-	-	-	(50.00)	-	(50.00)
2,650.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
4,300.00	-	-	41.64	2,150.00	87.50	83.33	2,362.47
5,630.00	-	-	472.50	1,654.59	1,825.02	1,176.68	5,128.79
33,845.00	-	-	2,553.32	6,748.75	9,375.13	3,576.41	22,253.61
2,110.00	-	-	-	1,049.59	1,236.66	303.33	2,589.58
5,232.00	-	-	-	-	-	-	-
4,405.83	-	-	-	-	685.84	301.66	987.50
2,389.14	-	-	-	85.84	473.33	20.00	579.17
1,690.00	-	-	76.67	121.66	-	-	198.33
412.49	-	-	-	166.68	208.37	8.33	383.38
9,000.00	-	-	-	927.10	1,889.59	1,598.79	4,415.48
62,988.11	-	110.00	364.17	6,235.21	1,051.66	19,673.52	27,434.56
420.00	-	-	23.34	99.17	92.02	24.59	239.12
4,808.35	-	-	-	555.00	759.18	3.33	1,317.51
-	-	-	-	4,446.66	7,909.32	2,749.99	15,105.97
399.65	-	-	-	50.01	131.67	116.69	298.37
1,865.41	-	-	-	234.98	288.33	154.15	677.46
82.50	-	-	-	-	-	-	-
3,900.00	-	-	(41.67)	-	-	-	(41.67)
10,000.00	-	-	-	964.17	1,798.76	210.00	2,972.93
-	-	-	(133.34)	1,264.19	1,561.68	1,080.49	3,773.02
-	-	-	12.92	2.50	-	-	15.42
-	-	-	-	96.67	196.66	10.00	303.33
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
236,342.48	100.00	210.00	9,285.81	42,744.95	49,512.72	37,024.62	138,878.10



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	-	-	-	-	-	-	-	-
5004	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	2,546.73	2,906.98
5021	Equipment / Machinery Repairs	-	-	-	238.60	-	66.45	305.05	305.05
5030	Horticulture	120.83	-	167.07	-	-	(15.00)	272.90	1,470.40
5032	1812 Event	-	-	81.67	96.00	12,040.37	3,714.94	15,932.98	15,932.98
5045	Function Expenditure	-	-	-	-	-	-	-	-
5046	Outdoor Event	-	-	-	-	310.00	500.00	810.00	810.00
6201	Advertising	45.90	94.65	-	574.90	585.00	114.82	1,415.27	1,835.03
7000	Salaries	8,575.14	18,175.21	15,339.45	14,366.20	17,044.06	23,368.85	96,868.91	151,978.65
7001	Pension	422.93	730.80	422.93	422.93	422.94	422.93	2,845.46	7,671.29

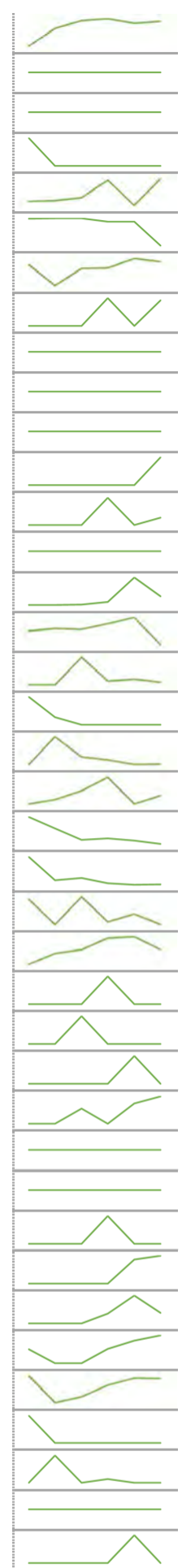
Budget 20/21	2020 / 2021						YTD 20/21
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
-	-	-	-	28.95	73.36	-	102.31
-	-	-	-	229.98	118.76	-	348.74
174.19	-	-	-	-	-	-	-
2,623.13	563.85	99.52	3,551.35	1,356.15	87.88	1,226.47	6,885.22
314.20	64.88	975.93	428.73	-	-	-	1,469.54
1,128.26	557.74	643.41	-	-	-	-	1,201.15
17,000.00	-	-	-	-	-	-	-
-	-	-	-	-	180.00	-	180.00
810.00	-	-	-	-	-	-	-
-	50.00	-	325.00	50.00	60.00	80.00	565.00
121,540.00	3,431.97	5,616.79	8,054.06	10,727.93	16,471.07	19,947.86	64,249.68
4,532.00	-	579.67	579.67	579.67	579.67	579.67	2,898.35



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	3,730.09	7,226.58
7012	Security Staffing	-	-	184.00	402.50	517.50	230.00	1,334.00	1,449.00
7099	Staff Expenses	-	-	-	-	-	-	-	189.27
7102	Water Rates	(703.89)	412.81	426.57	412.81	426.57	426.57	1,401.44	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	13,616.40	22,920.40
7106	Council Tax	-	-	-	-	-	-	-	587.17
7200	Electricity	51.57	70.00	(5,071.18)	70.00	140.00	602.93	(4,136.68)	(2,791.32)
7202	GasOil	-	409.08	-	416.94	401.10	406.35	1,633.47	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	334.59	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	2,461.86	3,400.74
7800	Repairs and Renewals	9,251.29	906.02	1,160.15	47.03	489.30	524.58	12,378.37	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	12,722.16	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	11,270.00	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	3,039.59	3,470.43
7822	Soft Play Project	-	-	-	-	-	-	-	-
7901	Bank Charges	372.80	375.84	350.50	361.72	392.32	546.29	2,399.47	3,664.66
8201	Subscriptions	679.17	105.00	105.00	210.00	90.00	90.14	1,279.31	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
8209	Refreshements	-	-	-	-	-	-	-	458.35
		28,652.64	32,623.81	21,356.17	29,061.71	42,653.97	43,600.77	197,186.57	555,569.55

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	726.03	3,705.05
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	3,149.20	13,026.00
-	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	2,376.73	11,603.53
2,150.00	-	-	-	222.40	-	204.35	426.75
22.00	-	-	-	-	-	-	-
160.00	-	-	-	-	-	-	-
483.01	-	-	-	-	-	-	-
513.92	-	-	-	-	-	84.00	84.00
44.16	-	-	-	25.39	-	6.85	32.24
100.43	-	-	-	-	-	-	-
648.90	48.56	48.12	49.53	59.20	140.80	77.37	423.58
12.88	4.44	5.15	4.86	6.66	8.58	-	29.69
708.23	-	-	843.40	108.58	174.00	80.00	1,205.98
-	1,216.46	330.00	-	-	-	-	1,546.46
2,745.26	-	1,663.54	450.00	275.20	-	32.60	2,421.34
13,905.00	36.59	99.14	222.70	412.43	36.01	154.41	961.28
1,648.00	1,151.05	794.95	433.75	481.03	402.56	300.46	3,563.80
15,450.00	97,377.67	15,595.44	23,458.60	5,618.23	-	1,569.07	143,619.01
2,236.13	641.91	-	708.12	62.85	263.90	-	1,676.78
14,420.00	-	770.00	1,050.00	1,890.00	1,990.00	1,050.00	6,750.00
248.64	-	-	-	547.64	-	-	547.64
110.07	-	-	44.11	-	-	-	44.11
-	-	-	-	-	8.75	-	8.75
88.48	-	-	74.56	-	100.26	134.84	309.66
439.76	-	-	-	-	-	-	-
2,274.24	-	-	-	-	-	-	-
8.24	-	-	-	14.96	-	-	14.96
3,504.59	-	-	-	-	483.75	556.24	1,039.99
89,000.00	-	-	-	1,152.40	3,331.40	1,253.32	5,737.12
3,708.00	237.36	-	-	243.14	387.49	476.04	1,344.03
1,751.00	120.00	15.00	38.00	84.00	112.00	110.00	479.00
3,708.00	29.40	-	-	-	-	-	29.40
2,266.00	-	350.00	-	45.00	-	-	395.00
-	-	-	-	-	-	-	-
-	-	-	-	-	14.34	-	14.34
345,331.59	112,460.88	30,811.05	45,115.93	30,186.21	29,962.79	34,175.51	282,712.37



7803	Premises Expenses									
	Splash 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

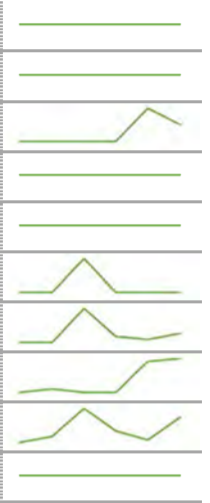
2020 / 2021							
Budget 20/21	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD 19/20
89,700.00	4,000.00	4,000.00	6,917.33	6,500.00	5,410.00	7,910.00	34,737.33
-	-	-	500.00	-	-	-	500.00
89,700.00	4,000.00	4,000.00	7,417.33	6,500.00	5,410.00	7,910.00	34,737.33



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	90.79	268.19
-	-	-	-	-	-	-	-
1,800.00	-	-	300.00	-	-	-	300.00
870.00	62.49	62.49	429.83	127.49	94.99	159.99	937.28
3,600.00	-	16.32	-	-	144.65	159.47	320.44
20,000.00	-	641.45	3,571.16	1,235.00	306.43	2,608.36	8,362.40
2,400.00	-	-	-	-	-	-	-
68,670.00	62.49	720.26	4,300.99	1,362.49	723.47	3,018.61	10,188.31



Swanley Town Council



Bank Reconciliation: 30 September 2020

Bank Statement Balance:	Current Account	322,262.07		
			322,262.07	
Other Bank & Cash Accounts:	Active Saver	140.27		
	Mayor's Account	3,734.00		
	Recreation Account	5,371.95		
	CCLA	253,365.09		
	Alexandra Cash Account	-		
	Olympic Cash Account	609.71		
	Link Cash Account	-		
	Civic Cash Account	-		
	Swanley Park Cash Account	1,590.33		
			264,811.35	
				587,073.42
Unpresented Payments:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>	
	29/09/2020	Bank to Civic	828.00	
			-	
			-	
				828.00
				586,245.42
Unpresented Receipts:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>	
	28/09/2020	Park to Bank	12.00	
	28/09/2020	Park to Bank	16.00	
	29/09/2020	Olympic to Bank	109.30	
	30/09/2020	Park to Bank	4.00	
	30/09/2020	Park to Bank	13.00	
				154.30
				586,399.72
Closing Book Balance:	Current Account	321,588.37		
	Other Bank & Cash Accounts	264,811.35		
			586,399.72	
				-

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council

**Payments Out: September 2020**

Date	Payee	Description	Payment Method	Ref	Amount
01/09/2020	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex Autolease	411.30
01/09/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal Entry	39.00
01/09/2020	DVLA	LC13SNK	Direct Debit	DD/DVLA	23.18
01/09/2020	DVLA	CK60UKF	Direct Debit	DD/DVLA	23.18
01/09/2020	Steve Wallis	Covid-19	Same Day Payment	FP/Steve Wallis	92.40
02/09/2020	BGAS8522	BGas Elec - Ablutions St Mary's	Direct Debit	DD/BGas	108.70
02/09/2020	BGAS6000	BGas Elec - Civic	Direct Debit	DD/BGas	320.34
02/09/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	189.34
02/09/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal Entry	39.00
03/09/2020	HARROD	Mark Harrod Ltd	Same Day Payment	FP/Mark Harrod Ltd	126.00
03/09/2020	ELDIRECT	EL Direct LTD	Same Day Payment	FP/EL Direct	18.00
03/09/2020	ANGLO	Anglo Pest Control	Same Day Payment	FP/Anglo Pest Control	80.00
03/09/2020	SBPLAST	S.B. Plastering	Same Day Payment	FP/SB Plastering	100.00
03/09/2020	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	476.04
03/09/2020	BGAS8560	BGas Elec - Swanley Park	Direct Debit	DD/BGas	2,954.88
04/09/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal Entry	25.00
04/09/2020	Sonyer Ellard	COVID-19	Same Day Payment	FP/Sonyer Ellard	88.48
07/09/2020	CASTL760	Castle Water Limited	Direct Debit	DD/Castle Water	2,552.24
07/09/2020	BGAS8475	BGas Elec - Tennis Courts	Direct Debit	DD/BGas	1,046.29
07/09/2020	TELGUARD	Telguard Telecom	Direct Debit	DD/Telgaurd	8.57
07/09/2020	Yell	Website	Direct Debit	DD/Yell	146.79
07/09/2020	Barclays	Commission	Bank Entry	Barclays	186.20
08/09/2020	SLCC	Society of Local Council Clerks	Same Day Payment	FP/SLCC	123.80
08/09/2020	TV Licence	TV Licence	Direct Debit	DD/TV Licence	13.20
08/09/2020	Sonyer Ellard	COVID-19	Same Day Payment	FP/Sonyer Ellard	14.63
09/09/2020	MANN	Mann (Swanley)	Internal Entry	Internal Entry	119.42
09/09/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	39.00
09/09/2020	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/BGas	620.77
09/09/2020	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/BGas	886.84
09/09/2020	ALSFTIMB	Alsford Timber Ltd	Same Day Payment	FP/Alsford Timber	93.98
09/09/2020	D.BODY	D.Body Ltd	Same Day Payment	FP/D.Body	840.00
09/09/2020	DOOR&WIN	The Door & Window Centre Ltd	Same Day Payment	FP/Door & Window	96.00
09/09/2020	ERNEDOE	Ernest Doe & Sons Ltd	Same Day Payment	FP/Ernest Doe	1,526.06
09/09/2020	FIREACT	Fire Action Ltd	Same Day Payment	FP/Fire Action	2,091.60
09/09/2020	FLP	Fenland Leisure Products Ltd	Same Day Payment	FP/Fenland Leisure	132.00
09/09/2020	KCC100	Kent County Council	Same Day Payment	FP/KCC	52.79
09/09/2020	LOCKTOOL	Locks 'N' Tools Ltd	Same Day Payment	FP/Locks n Tools	46.98
09/09/2020	PROVNURS	Provender Nurseries	Same Day Payment	FP/Provender	42.00
09/09/2020	SMARTOF	Smart Office Solution	Same Day Payment	FP/Smart Office Solutions	424.62
09/09/2020	TILLROCO	The Till Roll Company	Same Day Payment	FP/Till Roll Company	73.14
09/09/2020	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade UK	455.88
09/09/2020	TUDORENV	Tudor Environmental	Same Day Payment	FP/Tudor Environmental	93.60
09/09/2020	VEOLIA	Veolia	Same Day Payment	FP/Veolia	2,319.36
09/09/2020	WARDS	Wards Plastering	Same Day Payment	FP/Wards Plastering	100.00
09/09/2020	B&MSUPP	B&M Supplies LTD	Same Day Payment	FP/B&M Supplies	338.78
09/09/2020	DECORATO	Decorators Den Ltd	Same Day Payment	FP/Decorators Den	141.58
10/09/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	149.69
10/09/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	43.76
10/09/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	38.00
10/09/2020	BARCLAYS	Barclays	Direct Debit	DD/Barclays	120.32
10/09/2020	MECKADRI	Adrian Mecklenburgh Ltd	Same Day Payment	FP/Mecklenburgh	267.04

Monthly Finances (G)

10/09/2020	EMERGENC	Emergency Plumbing Services Ltd	Same Day Payment	FP/Emergency Plumbing	900.00
10/09/2020	ELAS	HR Support	Direct Debit	DD/ELAS	239.76
11/09/2020	ICO100	Information Commissioner's Office	Direct Debit	DD/ICO	35.00
14/09/2020	OVERLINE	Overline	Direct Debit	DD/Overline	506.57
14/09/2020	OVERLINE	Overline	Direct Debit	DD/Overline	198.08
14/09/2020	SIEMENS	Siemens Financial Services	Direct Debit	DD/Siemens	113.80
14/09/2020	SIEMENS	Siemens Financial Services	Direct Debit	DD/Siemens	2,233.20
15/09/2020	BOOKER	Booker Linted	Direct Debit	DD/Booker	390.57
15/09/2020	SIEMENS	Siemens Financial Services	Direct Debit	DD/Siemens	1,074.00
15/09/2020	Macquairie	Telecoms Leasing	Direct Debit	DD/Macquairie	1,098.91
15/09/2020	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	4,498.00
15/09/2020	SDC	Rates for Olympic	Direct Debit	DD/DSC	3,021.00
15/09/2020	SCC	Rates for Alexandra	Direct Debit	DD/SDC	2,875.00
15/09/2020	TV Licence	TV Licence	Direct Debit	DD/TV Licence	157.50
15/09/2020	Payroll	PayrollMth6	BACS	Payroll	55,073.87
15/09/2020	Payroll	PAYEMth6	BACS	Payroll	4,653.80
15/09/2020	Payroll	NIMth6	BACS	Payroll	7,943.93
15/09/2020	Payroll	AtoEMth6	BACS	Payroll	18.03
15/09/2020	Payroll	PensionMth6	BACS	Payroll	8,298.18
16/09/2020	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	128.95
16/09/2020	BUCKDAVI	David J Buckettt	Same Day Payment	FP/David Buckettt	534.20
16/09/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	141.53
16/09/2020	Shanmugum	COVID-19	Same Day Payment	FP/Shanmugum	19.18
16/09/2020	Sonyer Ellard	COVID-19	Same Day Payment	FP/Sonyer Ellard	47.00
17/09/2020	UKKIOSKS	UK Kiosks	Same Day Payment	FP/UK Kiosks	1,546.80
18/09/2020	HOWDENS	Howdens Joinery Co.	Same Day Payment	FP/Howdens	285.79
18/09/2020	Sonyer Ellard	COVID-19	Same Day Payment	FP/Sonyer Ellard	54.18
21/09/2020	EETMOB	EE & T Mobile	Direct Debit	DD/EE	34.88
21/09/2020	Payroll	PayrollMth6	BACS	Payroll	124.42
21/09/2020	Payroll	PAYEMth6	BACS	Payroll	31.00
22/09/2020	XINTEL	XLN Telecom	Direct Debit	DD/XLN	57.53
22/09/2020	HENRYH	Propel Finance Plc	Direct Debit	DD/Propel Fincance	494.04
23/09/2020	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	108.06
24/09/2020	DYNAMIX	Mr S Gadd	Same Day Payment	FP/Dynamix	175.00
24/09/2020	1STACESE	1st Ace Security Ltd	Same Day Payment	FP/1st Ace Security	402.00
24/09/2020	ALLIEDT	Allied Technical Servicies (UK) Ltd	Same Day Payment	FP/ATS	499.10
24/09/2020	ALSFTIMB	Alsford Timber Ltd	Same Day Payment	FP/Alsford Timber	439.54
24/09/2020	BLM	BLM	Same Day Payment	FP/BLM	105.60
24/09/2020	CRAWFORD	Crawford Motor Works	Same Day Payment	FP/Crawford Motor Works	390.00
24/09/2020	D.BODY	D.Body Ltd	Same Day Payment	FP/D.Body	630.00
24/09/2020	DOOR&WIN	The Door & Window Centre Ltd	Same Day Payment	FP/Door & Window	264.00
24/09/2020	DPG	Development Processes Group	Same Day Payment	FP/DPG	2,504.40
24/09/2020	EDMUNDSO	Edmundson Electrical Ltd	Same Day Payment	FP/Edmundson Electrical	50.42
24/09/2020	EMERGENC	Emergency Plumbing Services Ltd	Same Day Payment	FP/Emergency Plumbing	900.00
24/09/2020	INTEGRAT	Integrated Water Services Ltd	Same Day Payment	FP/Integrated Water Services	112.80
24/09/2020	KCC100	Kent County Council	Same Day Payment	FP/KCC	269.99
24/09/2020	LEISUREM	Leisurematic Ltd	Same Day Payment	FP/Leisurematic	667.50
24/09/2020	PLANDAY	Planday Limited	Same Day Payment	FP/Planday	162.00
24/09/2020	PROVNURS	Provender Nurseries	Same Day Payment	FP/Provender Nurseries	42.00
24/09/2020	SEVDIST	Sevenoaks District Council	Same Day Payment	FP/SDC	90.79
24/09/2020	TLCDIREC	TLC Online	Same Day Payment	FP/TLC Online	208.36
24/09/2020	TUDORENV	Tudor Environmental	Same Day Payment	FP/Tudor Environmental	187.20
24/09/2020	VEOLIA	Veolia	Same Day Payment	FP/Veolia	4,506.22
24/09/2020	WATSONS	Watson Fuels	Same Day Payment	FP/Watson Fuels	214.56
24/09/2020	WEATHFEN	Weatherley Fencing Contractors Limi	Same Day Payment	FP/Weatherley Fencing	773.61
25/09/2020	BOC100	BOC Ltd	Direct Debit	DD/BOC	104.27
25/09/2020	PENINSUL	Peninsula Business	Direct Debit	DD/Peninsula Business	486.77
28/09/2020	Sonyer Ellard	COVID-19	Same Day Payment	FP/Sonyer Ellard	50.64
29/09/2020	CWRPLANT	CWR Plant Hire	Same Day Payment	FP/CWR Plant	330.00
29/09/2020	OVERLINE	Overline	Same Day Payment	FP/Overline	92.84
29/09/2020	JENNER	N A Jenner	Same Day Payment	FP/Nicky Jenner	680.00
29/09/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal Entry	25.00
30/09/2020	MAISONM	Maison Maurice Ltd	Same Day Payment	FP/Maison Maurice	1,608.99

Monthly Finances (G)

30/09/2020	INVICTAL	Invicta Law Ltd	Same Day Payment	FP/Invicta Law	4,588.32
30/09/2020	VEOLIA	Veolia	Same Day Payment	FP/Veolia	1,094.80
30/09/2020	ECOSA	Ecological Survey & Assessment	Same Day Payment	FP/ECOSA	1,056.00
30/09/2020	WPSINS	WPS Ltd	Same Day Payment	FP/WPS	2,693.96
30/09/2020	ALLIEDT	Allied Technical Services (UK) Ltd	Same Day Payment	FP/ATC	3,146.40
30/09/2020	ALLSTARF	Allstar Business Solutions Ltd	Same Day Payment	FP/All Star	234.93
30/09/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal Entry	39.00
30/09/2020	PROPMED	Propmedia Ltd	Internal Entry	Internal Entry	25.00
30/09/2020	Toni Roast	PC Receipts	Same Day Payment	FP/Toni Roast	2.06
30/09/2020	Toni Roast	PC Receipts	Same Day Payment	FP/Toni Roast	19.20
					<u>147,169.80</u>

Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Sep-20	Cheque	0.00
	BACS	76,143.23
	Direct Debit	28,169.85
	Same Day Payment (Electronic)	42,359.10
	Internal Entry (Offset)	311.42
	Bank Entry	186.20
		<u>147,169.80</u>

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

Swanley Town Council



Aged Creditors: 30 September 2020

<u>A/C</u>	<u>Name</u>	<u>Balance</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
ALLIEDT	Allied Technical Services (UK) Ltd	510.96	510.96	-	-	-	-
ALSFTIMB	Alsford Timber Ltd	197.14	197.14	-	-	-	-
BGAS8475	BGas Elec - Tennis Courts	(403.65)	(403.65)	-	-	-	-
BOC100	BOC Ltd	104.27	104.27	-	-	-	-
BOOKER	Booker Lintied	418.55	418.55	-	-	-	-
CASTL166	Castle Water Limited	(86.00)	-	-	-	(86.00)	-
CASTL325	Castle Water Limited	235.03	235.03	-	-	-	-
CASTL588	Castle Water Limited	2,158.28	2,158.28	-	-	-	-
CENTCIRC	Centre Circle Event Management	432.00	432.00	-	-	-	-
COMMUNI	Community Land Use	400.00	400.00	-	-	-	-
D.BODY	D.Body Ltd	210.00	210.00	-	-	-	-
EON100	E.ON	23.94	23.94	-	-	-	-
ERNEDOE	Ernest Doe & Sons Ltd	157.33	157.33	-	-	-	-
ISECURE1	iSecure Ltd	2,085.56	2,085.56	-	-	-	-
JPSCLAR	JPS Clarity Limited	114.00	-	-	-	-	114.00
KCC100	Kent County Council	1,007.74	-	1,007.74	-	-	-
KFF100	Kent Frozen Foods Ltd	(5.83)	-	-	-	(5.83)	-
LAMPS	Lamps & Tubes Illuminations Ltd	4,807.44	4,807.44	-	-	-	-
MAISONM	Maison Maurice Ltd	2,654.68	1,164.81	1,489.87	-	-	-
MATTCLAR	Matthew Clark Wholesale Ltd	(111.59)	-	-	-	(111.59)	-
OVERLINE	Overline	52.20	52.20	-	-	-	-
SAGE100	Sage (UK) Ltd	128.95	128.95	-	-	-	-
SELCO	Selco Trade Centres Ltd	43.07	43.07	-	-	-	-
TLCDIREC	TLC Online	1,593.92	1,593.92	-	-	-	-
TRADEUK	Trade UK Account	365.44	365.44	-	-	-	-
TUDORENV	Tudor Environmental	307.55	307.55	-	-	-	-
VEOLIA	Veolia	4,265.90	4,265.90	-	-	-	-
		21,666.88	19,258.69	2,497.61	-	-	(89.42)
Aged Creditors: 30 September 2019		44,836.35	44,869.88	144.43	16.46	17.01	(211.43)

Since Paid

To be collected by Direct Debit

Swanley Town Council



Aged Debtors: 30 September 2020

A/C	Name	Balance
50CLUB	50+ Club	(160.00)
BEXLEYBC	London Borough of Bexley	346.40
CREATIVE	Creative Car Park	23,064.25
IBLCAT	IBL Catering Ltd	21,892.00
KCCGRASS	Kent County Council (Urban Maintenanar	6,629.60
KCCLIBRA	KCC Strategic & Corp Services	(2,000.00)
LAURIEM1	Lauriem Complete Care Ltd	196.00
MAYORCN	Mayor's Curry Night	(20.00)
MULTCARS	Swantax	825.00
NHSPROP	NHS Property Services	48,000.00
SENCIO	Sencio	120.00
SWANBOX	Swanley Boxing Club	378.00
UNILIV	United Living Ltd	150.00
VIBEDN10	Vibe Dance Nights	1,365.00
WEBUYANY	We Buy Any Car	3,024.00
		103,810.25

Aged Debtors: 30 September 2019 **18,043.35**

Events ^[1]

JANUARY	January events	(1,250.00)
FEBRUARY	February events	(500.00)
MARCH	March events	(3,769.00)
APRIL	April events	(1,500.00)
MAY	May events	(3,750.00)
JUNE	June events	(4,707.00)
JULY	July events	(1,930.00)
AUGUST	August events	(1,100.00)
SEPTEMBER	September events	(500.00)
OCTOBER	October Events	(1,040.00)
NOVEMBER	November Events	-
DECEMBER	December events	(1,050.00)
		(21,096.00)

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

Party Functions ^[2]

AMEDIUMS	A - Mediumship	(60.00)
AMJ	A - Michael Jackson	(110.00)
APANTO	A - Pantomime	(28.00)
ORATPACK	O - Rat Pack	(168.00)
		(366.00)

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

Current	Period 1	Period 2	Period 3	Older
-	-	-	-	(160.00)
-	-	346.40	-	-
23,064.25	-	-	-	-
7,000.00	14,892.00	-	-	-
-	6,629.60	-	-	-
(2,000.00)	-	-	-	-
98.00	-	-	-	98.00
-	-	-	-	(20.00)
-	825.00	-	-	-
-	-	-	-	48,000.00
-	-	-	-	120.00
378.00	-	-	-	-
150.00	-	-	-	-
-	-	-	-	1,365.00
1,584.00	1,440.00	-	-	-
30,274.25	23,786.60	346.40	-	49,403.00
7,818.44	10,126.91	98.00	-	-

 Monies since received

 Monies Chased; payment confirmed by end of Octob



Swanley Town Council

Employee Suggestion Scheme

1. INTRODUCTION

The aim of this scheme is to encourage employees to make suggestions that benefit Swanley Town Council (“the Council”) and to reward individuals for their initiative.

Overall the scheme is intended to promote creative and innovative thinking and have a positive impact on both motivation and morale as employees are rewarded for their ideas.

The definition of “employee” in this scheme is:-

‘any individual, other than a councillor or the CEO, who is paid by the Town Council including full time, part time, temporary or casual work’

2. CRITERIA

Suggestions will need to fulfil at least one of the following criteria:

- ✓ Improve the quality care and/or timeliness of the Council’s services
- ✓ Improve working conditions for colleagues (including health, safety, environment and welfare)
- ✓ Improve processes and systems so that time and/or money is saved
- ✓ Improve supply in energy or resources so that money is saved

3. RULES OF THE SCHEME

- 3.1 Councillors and CEO are exempt from the Scheme.
- 3.2 Suggestions must be outside the scope of the individual’s normal duties and responsibilities, including ideas and work that reasonably might arise out of their day to day employment.
- 3.3 Where a similar suggestion is received from more than one employee the reward will be allocated either to the one received first or, if received simultaneously, shared amongst the individuals as agreed on the suggestion form.
- 3.4 The reward will be payable to the individual once the suggestion has been approved by the Council and implemented, the individual must, at this time, still be an employee of the Council.

3.5 The decision of the Council is final.

4. REWARDS

Successful suggestions will attract one of the following levels of reward:

4.1 Where no financial benefit can be easily calculated:-

An award, of up to a maximum of £100, may be given at the discretion of the Finance and Audit Committee.

4.2 Where financial benefit can be calculated:-

The Council has the discretion to allocate an additional reward, subject to an upper limit of £1,000, for an outstanding idea calculated on a maximum of 10% of savings in Year 1 of implementation.

5. TAXATION

The Inland Revenue does not tax rewards made under formally constituted schemes, provided schemes only reward employees for ad-hoc suggestions outside their normal duties and the size of the reward is reasonable in relation to the financial saving made by the employer.

6. PATENTS

As a general rule the employee, as defined in their contract of employment, will surrender the idea to the Council. However, where the idea is considered worth patenting, the Patents Act may apply. The Suggestion Scheme Panel will take advice as to whether a joint patent is appropriate.

7. PROCEDURE

- 7.1 Publicity of the scheme around the Council will invite employees to submit their ideas to the CEO in confidence
- 7.2 Suggestions should be submitted on the attached suggestion scheme form
- 7.3 Every suggestion received will be acknowledged on receipt within 5 days giving the date of consideration.
- 7.4 An initial evaluation of the suggestion will be sought from the appropriate manager line
- 7.5 The Committee meeting will consider suggestions and make recommendations to the Finance and Audit Committee for deliberation.
- 7.6 Employees will be advised in writing of the Council's decision (maximum 8 weeks) and employees whose suggestions are accepted will receive payment as detailed in Sections 3 and 4

7.7 Successful suggestions will be implemented and publicised

8. IMPROVING INCOME

8.1 Where staff are able to show as a result of their efforts that income has increased by more than 25% for an event or activity then the council may consider a reward in the form of an 'Honorarium' for outstanding performance.

However, such payments are subject to TAX.

Steve Nash – CEO & Proper Officer



Signed:

Date: 8th February 2017

*This policy was approved at a meeting of the Full Council on 11th January 2017
It will be kept up to date as the size and nature of the Council changes.
Otherwise date of next review October 2020*



Swanley Town Council

Employee Suggestion Form

(version 1)

*This form is for individuals or groups and should be sent to the CEO on completion.
Forms are also available electronically: please contact to receive a copy.*

YOUR SUGGESTION:

Title of Suggestion:

Describe your Suggestion:

(Attach any drawings, sketches, photographs or other papers if this helps. If your idea relates to equipment, state clearly which type)

- What is the problem or opportunity?

- What is your solution (and how would it work)?

Add more pages if you need more space

YOUR DETAILS: (For group suggestions, enter details for each group member)

Surname: 1. 2. 3.

Forename: 1. 2. 3.

Job Title: 1. 2. 3.

Work location: 1. 2. 3.

OTHER INFORMATION:

- Have you applied for a patent?**
 (if 'YES' please attach details)
 box YES NO please tick

- If you receive an award, are you content for the level of award to be publicised?** YES NO please tick box

- Group Suggestions only:**
 Please state opposite the agreed percentage contribution made by each member of the group.
 This will be used as the basis for sharing any award

Name of Suggestions:	Contribution:
1.	%
2.	%
3.	%

YOUR SIGNATURE:

'Signatures' may be typed on e-mailed forms.

Group suggestions must be completed in hard copy and must

Signature(s): 1. 2.	Date:
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be signed by each member of the group).

3.	
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THANK YOU FOR YOUR SUGGESTION
Please submit completed forms to the CEO



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