

# Swanley Town Council

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

Tel: 01322 611663

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

## POLICY AND FINANCE

Date 1st June 2017

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 7<sup>th</sup> June 2017 from 7:30pm** or at the conclusion of the public participation session.



Mr S Nash  
CEO / Town Clerk

### PUBLIC PARTICIPATION

If required, the meeting will be preceded by a public participation period of up to 15 minutes from 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items with the permission of the Chairman / Mayor

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### RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile phone devices to silent for the duration of the meeting.

### MOBILE PHONES

Member of the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

### AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST
3. MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 19<sup>th</sup> April 2017

4. **TO RECEIVE MONTHLY FINANCES**
  - a. Monthly Income and Expenditure Overall
  - b. Cash spending
  - c. Alexandra Suite Income and Expenditure
  - d. Olympic Income and Expenditure
  - e. Swanley Park Income and Expenditure
  - f. Bank Reconciliation & Petty Cash
  - g. Debtors and Creditors
5. **CHILD PROTECTION POLICY AND PROCEDURE**

To approve the child protection policy and procedures for STC (Report A)
6. **TO APPROVE ADDITIONAL BOAT PURCHASE**

Agree a further £6000 for 9 new boats at Swanley Park to come from Park Income
7. **Date of next meeting – 21<sup>st</sup> June 2017**

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

**Council Members:**

(Chair) Cllr M Horwood, (Vice Chair) Cllr V Southern, Cllr R Morris, Cllr L Dyball, Cllr T Searles, Cllr M Hogg

Swanley Town Council: Overall

YTD Summary

Income

Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18 ##	YTD	Forecast	Indicator
4000	Precept	539,867.00	269,934.00												269,934.00	539,867.00	-
4005	Rent - Oaks Clinic		49,890.00												49,890.00		-
4006	Rent - Cafe in the Park		6,000.00												6,000.00		-
4007	Rent - Swanley Park		-												-		-
4008	Rent - Swanley New Barn Railway		-												-		-
4009	Rent - 10 Station Road		687.50												687.50		-
4010	Rent - Ice Cream Van		5,000.00												5,000.00		-
4011	Rent - Pedham Farm		-												-		-
4012	Rent - Golf Range		-												-		-
4013	Rent - Bowls Club		-												-		-
4015	Rent - Flat above Olympic Centre		700.00												700.00		-
4020	Allotments		22.50												22.50		-
4021	Dog Bin Emptying		390.00												390.00		-
4022	Solar Panel Income		-												-		-
4025	Black Refuse Bags		111.25												111.25		-
4026	White Refuse Bags		40.84												40.84		-
4027	Brown Refuse Bags		1,425.87												1,425.87		-
4028	Photocopying		3.54												3.54		-
4029	Radar Keys		2.50												2.50		-
4031	SDC Link Service Contract		13,824.77												13,824.77		-
4032	1812 Event		-												-		-
4033	Community Infrastructure Levy		106,180.00												106,180.00		-
4034	Firework Night		-												-		-
4035	Sevenoaks District Council		-												-		-
4036	Markets		33.32												33.32		-
4037	Armed Forces Day		29.17												29.17		-
4100	Bar Income		9,046.88												9,046.88		-
4105	Catering Income		7,618.73												7,618.73		-
4110	Equipment Hire		-												-		-
4115	Function Package Revenue		3,410.02												3,410.02		-
4120	Conference Lettings Revenue		8,872.18												8,872.18		-
4125	Party Night Revenue		300.00												300.00		-
4130	Party Function Revenue		787.50												787.50		-
4500	Senior Passport to Leisure Revenue		2,540.08												2,540.08		-
4600	Outdoor Event Revenue		119.00												119.00		-
4605	Court Lettings		135.00												135.00		-
4606	Changing Rooms		10.83												10.83		-
4607	Floodlight Revenue		-												-		-
4608	Football Pitches		-												-		-
4609	Snooker Income		561.01												561.01		-
4700	Rowing		1,488.32												1,488.32		-
4701	Pedalos		5,325.42												5,325.42		-
4702	Canoeing		482.09												482.09		-
4703	Golf		1,063.05												1,063.05		-
4704	Tree Trek		1,739.78												1,739.78		-

## Monthly Finances (a)

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u> ##	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
4705	Battery Bikes		45.00												45.00		-
4706	Dino Karts		36.66												36.66		-
4707	Deck Chairs		10.00												10.00		-
4708	Bouncy Castle		2,096.67												2,096.67		-
4709	Mini Boats		3.33												3.33		-
4710	Car Parking		10,861.05												10,861.05		-
4720	Childrens Party		187.50												187.50		-
4800	Town Crier Advertising Revenue		-												-		-
4805	Swanley in Bloom - Sponsorship		9,045.01												9,045.01		-
4810	Sponsorship - General		-												-		-
4900	Investment Income		-												-		-
4901	Royalties Received		-												-		-
4902	Commissions Received		63.19												63.19		-
4904	Bank Refund		64.98												64.98		-
4999	Other Income		66.67												66.67		-
		-	250,321.21	-	-	-	-	-	-	-	-	-	-	-	250,321.21	-	

Swanley Town Council: Overall

YTD Summary

**Expenditure**

Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18 ##	YTD	Forecast	Indicator
5000	Street lighting		14.53												14.53		-
5001	Bar Purchases		3,115.33												3,115.33		-
5002	Catering Purchases		3,975.02												3,975.02		-
5005	Black Refuse Bags		-												-		-
5006	White Refuse Bags		-												-		-
5007	Brown Refuse Bags		1,300.00												1,300.00		-
5009	Other		-												-		-
5010	Sporting equipment purchases		-												-		-
5011	Licenses		12.18												12.18		-
5012	Sales Commissions		-												-		-
5020	Estates machinery/equipment		974.32												974.32		-
5021	Estates equipment and machinery repairs and maintenance		-												-		-
5030	Horticulture		201.64												201.64		-
5032	1812 Event		791.67												791.67		-
5033	Pantomime		-												-		-
5034	Firework Night		-												-		-
5035	Remembrance Day		-												-		-
5036	Swanley in Bloom		380.00												380.00		-
5037	Xmas Day party		-												-		-
5038	Christmas Lights		-												-		-
5039	Senior Passport to Leisure		1,533.67												1,533.67		-
5040	Mayor at home		-												-		-
5044	Laundry		-												-		-
5045	Function Expenditure		2,310.65												2,310.65		-
5100	Machinery Fuel		-												-		-
5101	Machinery repairs and renewals		-												-		-
5102	Event equipment repairs and maintenance		41.75												41.75		-
5106	British Gas vending expenditure		-												-		-
6100	Agency Commission		-												-		-
6200	Website, social media and marketing		39.98												39.98		-
6201	Advertising		259.00												259.00		-
6202	Gifts and Samples		-												-		-
6900	Miscellaneous Expenses		-												-		-
7000	Salaries		50,578.92												50,578.92		-
7001	Pension		6,132.94												6,132.94		-
7003	Staff Salaries		-												-		-
7004	Wages - Casual		-												-		-
7005	Link Salaries		-												-		-
7006	Employers N.I.		3,592.99												3,592.99		-
7007	Employers Pensions		-												-		-
7008	Recruitment Expenses		99.00												99.00		-
7009	Adjustments		-												-		-
7010	SSP Reclaimed		-												-		-

**Monthly Finances (a)**

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18 ##</u>	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
7011	SMP Reclaimed		-												-		-
7097	Staff Suggestion Scheme		3,424.00												3,424.00		
7099	Staff Expenses		180.00												180.00		-
7100	Rent for Link		-												-		-
7102	Water Rates		2,249.88												2,249.88		-
7103	General Rates		11,654.89												11,654.89		-
7104	Premises Insurance		-												-		-
7105	Recycling - Waste Collection		2,122.41												2,122.41		-
7200	Electricity		2,800.58												2,800.58		-
7201	Gas		-												-		-
7202	Oil		-												-		-
7203	Other Heating Costs		-												-		-
7300	Vehicle Fuel		78.21												78.21		-
7301	Vehicle Repairs and Servicing		-												-		-
7302	Vehicle Licences		40.24												40.24		-
7303	Vehicle Insurance		-												-		-
7304	Miscellaneous Motor Expenses		-												-		-
7305	Congestion Charges		-												-		-
7306	Mileage Claims		-												-		-
7350	Scale Charges		-												-		-
7500	Printing		200.00												200.00		-
7501	Postage and Carriage		-												-		-
7502	Office Stationery		406.70												406.70		-
7503	Publications		-												-		-
7505	Town Crier Printing costs		-												-		-
7550	Telephone and Broadband		436.19												436.19		-
7552	Computers & Software		816.94												816.94		-
7600	Legal Fees		2,591.00												2,591.00		-
7601	Audit Fees		-												-		-
7603	Consultancy Fees		-												-		-
7604	Professional Fees		2,007.12												2,007.12		-
7605	Mayoral Allowance		280.00												280.00		-
7606	Councillors' Reimbursement		-												-		-
7607	Electoral Costs		7,970.31												7,970.31		-
7700	Equipment Hire		-												-		-
7701	Office Machine Maintenance		-												-		-
7702	Equipment Leasing		1,876.99												1,876.99		-
7800	Repairs and Renewals		1,132.24												1,132.24		-
7801	Cleaning		267.17												267.17		-
7802	Laundry		362.89												362.89		-
7803	Premises Expenses		737.51												737.51		-
7804	Pool Chemicals		530.35												530.35		-
7805	Cess Pit		2,500.00												2,500.00		-
7806	Pedalos		6,368.25												6,368.25		-
7807	Pool Costs		-												-		-
7808	Sand		-												-		-
7809	Canoe Jetty		-												-		-

**Monthly Finances (a)**

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u> ##	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
7810	Pool Paint		-												-		-
7811	Signs		-												-		-
7812	Fencing		-												-		-
7813	Shed Roof		-												-		-
7814	Maintenance		130.00												130.00		-
7815	Children's Party		6.25												6.25		-
7816	Parking		-												-		-
7900	Bank Interest Paid		-												-		-
7901	Bank Charges		443.83												443.83		-
7903	Loan Interest Paid		-												-		-
7905	Credit Charges		-												-		-
8200	Donations		-												-		-
8201	Subscriptions		509.79												509.79		-
8202	Uniforms		259.90												259.90		-
8203	Training Costs		-												-		-
8204	Insurance		-												-		-
8205	Refreshments		-												-		-
		-	127,737.23	-	-	-	-	-	-	-	-	-	-	-	127,737.23	-	-

<b>N Code</b>	<b>Description</b>	<b>Alexandra (£)</b>
4000	Precept	
4005	Rent - Oaks Clinic	
4006	Rent - Cafe in the Park	
4007	Rent - Swanley Park	
4008	Rent - Swanley New Barn Railway	
4009	Rent - 10 Station Road	
4010	Rent - Ice Cream Van	
4011	Rent - Pedham Farm	
4012	Rent - Golf Range	
4013	Rent - Bowls Club	
4014	Rent - British Gas office space	
4015	Rent - Flat above Olympic Centre	
4020	Allotments	
4021	Dog Bin Emptying	
4022	Solar Panel Income	
4023	Grass Cutting	
4025	Black bin bags	
4026	White refuse bags	
4027	Brown refuse bags	
4028	Photocopying	
4029	Radar Keys	
4030	KCC Link Service Contract	
4035	Sevenoaks District Council	
4040	Swanley Park split revenue	
4099	Flat Rate - Benefit/Cost	
4100	Bar Income	210,000.00
4101	Sales Type E	
4105	Catering Income	150,000.00
4106	British gas catering revenue	
4110	Equipment hire	
4115	Function package revenue	
4120	Conference Lettings Revenue	135,000.00
4125	Party Night revenue	
4130	Party Function Revenue	
4200	Services recharge - Oaks Clinic	
4201	Service recharge - Cafe in the park	
4202	Services Recharge - Golf	
4203	Services charge - Station Road	
4400	Credit Charges (Late Payments)	
4500	Senior Passport to Leisure revenue	
4600	Outdoor event revenue	
4605	Court Lettings	
4606	Changing Rooms	
4607	Floodlight revenue	
4608	Football pitches	
4609	Snooker and bowls income	
4800	Towncrier Advertising Revenue	
4805	Swanley in Bloom - sponsorship	
4810	Sponsorship - General	
4900	Investment Income	



4901	Royalties Received	
4902	Commissions Received	
4903	Insurance Claims	
4905	Distribution and Carriage	
4999	Other income	
		<b>495,000.00</b>
5000	Street lighting	
5001	Bar Purchases	50,000.00
5002	Catering Purchases	35,000.00
5005	Black refuse sacks	
5006	White refuse sacks	
5007	Brown refuse sacks	
5009	Other	
5010	Sporting equipment purchases	
5011	Licenses	
5012	Sales Commissions	
5020	Estates machinery/equipment	
5021	Estates equipment and machinery repairs and maintenance	
5030	Horticulture	
5032	1812 Event	
5033	Pantomime	
5034	Firework Night	
5035	Remembrance Day	
5036	Swanley in Bloom	
5037	Xmas Day party	
5038	Christmas Lights	
5039	SPTL	
5040	Mayor at home	
5044	Laundry	
5045	Function Expenditure	25,000.00
5100	Machinery Fuel	
5101	Machinery repairs and renewals	
5102	Event equipment repairs and maintenance	
5106	British Gas vending expenditure	
5200	Opening Stock	
5201	Closing Stock	
6100	Agency Commission	
6200	Website, social media and marketing	2,000.00
6201	Advertising	
6202	Gifts and Samples	
6900	Miscellaneous Expenses	
7000	Salaries	
7001	Pension	
7003	Staff Salaries	
7004	Wages -Casual	15,000.00
7006	Employers N.I.	
7007	Employers Pensions	
7008	Recruitment Expenses	
7009	Adjustments	
7010	SSP Reclaimed	

7011	SMP Reclaimed	
7099	Staff Expenses	
7100	Rent for Link	
7102	Water Rates	2,500.00
7103	General Rates	35,000.00
7104	Premises Insurance	
7105	Recycling - waste collection	9,000.00
7200	Electricity	5,000.00
7201	Gas	6,000.00
7202	Oil	
7203	Other Heating Costs	
7300	Vehicle Fuel	
7301	Vehicle Repairs and Servicing	
7302	Vehicle Licences	
7303	Vehicle Insurance	
7304	Miscellaneous Motor Expenses	
7305	Congestion Charges	
7306	Mileage Claims	
7350	Scale Charges	
7500	Printing	
7501	Postage and Carriage	
7502	Office Stationery	
7503	Publications	
7505	Town Crier Printing costs	
7550	Telephone and Broadband	2,500.00
7552	Computers & Software	2,500.00
7600	Legal Fees	
7601	Audit Fees	
7603	Consultancy Fees	
7604	Professional Fees	
7605	Mayoral Allowance	
7606	Councillors' Reimbursement	
7607	Electoral Costs	
7700	Equipment Hire	
7701	Office Machine Maintenance	
7702	Equipment Leasing	
7800	Repairs and Renewals	5,000.00
7801	Cleaning	600.00
7802	Laundry	4,500.00
7803	Premises Expenses	
7900	Bank Interest Paid	
7901	Bank Charges	
7902	Currency Charges	
7903	Loan Interest Paid	
7904	H.P. Interest	
7905	Credit Charges	
7906	Exchange Rate Variance	
7907	Other Interest Charges	
7908	Factoring Charges	
8000	Depreciation	
8001	Plant/Machinery Depreciation	

8002	Furniture/Fitting Depreciation	
8003	Vehicle Depreciation	
8004	Office Equipment Depreciation	
8100	Bad Debt Write Off	
8102	Bad Debt Provision	
8200	Donations	
8201	Subscriptions	
8202	Uniforms	
8203	Training Costs	
8204	Insurance	4,000.00
8205	Refreshments	
8206	Cash Register Discrepancies	
8250	Sundry Expenses	
9001	Taxation	
9997	Aged debtor opening balance	
9998	Suspense Account	
9999	Mispostings Account	
		<b>203,600.00</b>

<u>Olympic (£)</u>	<u>Civic (£)</u>	<u>Overall</u>
	522,356.00	522,356.00
	81,800.00	81,800.00
	33,800.00	33,800.00
	18,000.00	18,000.00
	10,500.00	10,500.00
	4,000.00	4,000.00
	15,000.00	15,000.00
	1,800.00	1,800.00
8,100.00		8,100.00
4,500.00		4,500.00
		0.00
8,400.00		8,400.00
	500.00	500.00
		0.00
	6,300.00	6,300.00
		0.00
	4,000.00	4,000.00
	4,000.00	4,000.00
	4,000.00	4,000.00
		0.00
		0.00
	46,000.00	46,000.00
	50,000.00	50,000.00
		0.00
		0.00
142,500.00		352,500.00
		0.00
152,500.00		302,500.00
		0.00
		0.00
		0.00
58,000.00		193,000.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
	40,000.00	40,000.00
	5,000.00	5,000.00
		0.00
		0.00
		0.00
		0.00
15,000.00		15,000.00
		0.00
	5,000.00	5,000.00
	3,000.00	3,000.00
	1,000.00	1,000.00

		0.00
		0.00
		0.00
		0.00
		0.00
<b>389,000.00</b>	<b>856,056.00</b>	

	150.00	150.00
53,000.00		103,000.00
51,000.00		86,000.00
	2,000.00	2,000.00
	2,000.00	2,000.00
	4,000.00	4,000.00
		0.00
		0.00
	3,500.00	3,500.00
		0.00
		0.00
		0.00
	10,000.00	10,000.00
	8,500.00	8,500.00
	1,500.00	1,500.00
	4,000.00	4,000.00
	700.00	700.00
	5,000.00	5,000.00
	500.00	500.00
	5,000.00	5,000.00
	38,000.00	38,000.00
		0.00
		0.00
20,000.00		45,000.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
2,500.00	500.00	5,000.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		15,000.00
		0.00
		0.00
		0.00
		0.00
		0.00

		0.00
	250.00	250.00
		0.00
2,500.00	10,600.00	15,600.00
37,000.00	35,000.00	107,000.00
		0.00
3,000.00	500.00	12,500.00
14,000.00	17,000.00	36,000.00
6,000.00	20,000.00	32,000.00
		0.00
		0.00
	2,000.00	2,000.00
	1,000.00	1,000.00
	500.00	500.00
	1,000.00	1,000.00
		0.00
		0.00
		0.00
		0.00
		0.00
	5,000.00	5,000.00
	11,000.00	11,000.00
		0.00
	2,000.00	2,000.00
2,500.00	5,000.00	10,000.00
2,500.00	5,000.00	10,000.00
		0.00
	1,350.00	1,350.00
		0.00
	20,000.00	20,000.00
	5,000.00	5,000.00
	500.00	500.00
	4,500.00	4,500.00
		0.00
		0.00
		0.00
5,000.00	2,500.00	12,500.00
5,000.00	600.00	6,200.00
5,500.00		10,000.00
		0.00
		0.00
	4,000.00	4,000.00
		0.00
	10,900.00	10,900.00
		0.00
	6,500.00	6,500.00
		0.00
		0.00
		0.00
		0.00
		0.00

		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
	2,500.00	2,500.00
	2,406.00	2,406.00
	2,500.00	2,500.00
	1,000.00	1,000.00
5,000.00	16,500.00	25,500.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
<b>214,500.00</b>	<b>281,806.00</b>	<b>700,056.00</b>

Swanley Town Council



**Payments Out: April 2017**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
03/04/2017	DVLA	Vehicle Tax	Direct Debit	DVLA LC03 KJY	20.12
03/04/2017	DVLA	Vehicle Tax	Direct Debit	DVLA LV13SNK	20.12
03/04/2017	Barclays	Barclays	Bank Entry	Charges	157.95
04/04/2017	Audio Crew	Sound Equipment (AGM)	Cheque	026728	950.00
05/04/2017	BGas Elec - Swanley Park	Electric	Direct Debit		82.74
05/04/2017	Grenke Leasing	Print / Copier	Direct Debit	Monthly Payment	1,284.01
05/04/2017	Mann (Swanley)	Rent	Internal Entry	Monthly Payment	109.21
05/04/2017	Mayor	Mayor Charity ball	Cheque		200.00
05/04/2017	Yell	Website	Direct Debit	Monthly Payment	47.98
06/04/2017	S Nash	Performance Reward	Cheque		3,424.00
10/04/2017	Zen Internet Ltd	Internet Provision	Direct Debit	Monthly Payment	100.80
10/04/2017	Barclaycard	PDQ Charges	Direct Debit	Monthly Payment	128.08
10/04/2017	Barclaycard	PDQ Charges	Direct Debit	Monthly Payment	119.80
10/04/2017	Barclaycard	PDQ Charges	Direct Debit	Monthly Payment	38.00
10/04/2017	TV	Licence	Direct Debit	TV Licence	12.18
12/04/2017	Bluesola Music	#N/A	Cheque	026919	112.00
12/04/2017	Brakes Bros Ltd	Food & Drink	Cheque	026920	230.47
12/04/2017	Came and Company	Insurance	Cheque	026921	1,100.00
12/04/2017	Cherry Ripe	Catering	Cheque	026922	28.82
12/04/2017	Dannells	#N/A	Cheque	026923	100.80
12/04/2017	Easynet Enterprise Services Ltd	Internet Provision	Cheque	026924	81.60
12/04/2017	EDF Energy Customers PLC	Electricity	Cheque	026925	294.49
12/04/2017	Ernest Doe & Sons Ltd	Repairs & Maintenance	Cheque	026926	40.00
12/04/2017	Flowers by Marion	Flowers (Function)	Cheque	026927	87.50
12/04/2017	Greenwich Motor & Motorcycle Club	#N/A	Cheque	026928	100.00
12/04/2017	Hall Fuels	Diesel	Cheque	026929	460.02
12/04/2017	Simon Jersey	#N/A	Cheque	026930	311.90
12/04/2017	Alan Keir	Venue DJ	Cheque	026931	450.00
12/04/2017	Adrian Mecklenburgh Ltd	Beverages	Cheque	026932	429.62
12/04/2017	Matthew Clark Wholesale Ltd	Catering	Cheque	026933	1,139.59
12/04/2017	MI Payroll Services	Bookkeeping	Cheque	026934	1,477.35
12/04/2017	Norman's Butchers	Catering	Cheque	026935	67.85
12/04/2017	St John Ambulance	#N/A	Cheque	026937	383.04
12/04/2017	Stalbridge Linen Services	Linen	Cheque	026938	567.23
12/04/2017	Tardis Environmental Ltd	Portable Toilets	Cheque	026939	150.00
12/04/2017	Watts Farms Ltd	Catering	Cheque	026940	30.08
12/04/2017	The Window Film Company	#N/A	Cheque	026941	483.60
12/04/2017	BR - IT (Barry Lyndsell)	It Support	Cheque	026942	476.38
12/04/2017	Kent Frozen Foods Ltd	Catering	Cheque	100525	749.16
12/04/2017	Thames Water (Olympic-05303)	Water Bill	Cheque	100527	1,998.35
13/04/2017	TLC Online	#N/A	Cheque	026943	771.00
13/04/2017	Payroll	Payroll	Direct Debit	April	39,906.39
13/04/2017	KCC	Pension March	Direct Debit	KCC March	6,347.30
13/04/2017	KCC	Pension April	Direct Debit	KCC April	8,566.75
13/04/2017	HMRC	HMRC Mth12	Direct Debit	Monthly Payment	7,688.03
13/04/2017	HMRC	PAYE Mth1	Direct Debit	Monthly Payment	4,668.92
13/04/2017	HMRC	NI Mth1	Direct Debit	Monthly Payment	6,755.56
13/04/2017	HMRC	Attachement to Earnings	Direct Debit	Monthly Payment	181.82
18/04/2017	Barnes	Damage Deposit Refund: Barnes	Cheque		250.00



## Monthly Finances (b)

18/04/2017	Sage	Sage Accountancy Package	Direct Debit	Monthly Payment	125.95
18/04/2017	DD/SDC	Rates for Public Conv, Station Road	Direct Debit	Monthly Payment	199.90
18/04/2017	DD/SDC	Rates for Civic Centre	Direct Debit	Monthly Payment	7,190.99
18/04/2017	DD/DSC	Rates for Olympic	Direct Debit	Monthly Payment	2,827.00
18/04/2017	DD/SDC	Rates for Woodlands	Direct Debit	Monthly Payment	1,437.00
19/04/2017	S G Robinson	#N/A	Cheque	026945	285.00
19/04/2017	Getmapping plc	Parish Mapping Subscription	Cheque	026946	285.60
19/04/2017	CCPAS	Subscription	Direct Debit	DD/CCPAS	90.00
19/04/2017	Allstar Business Solutions Ltd	Fuel	Direct Debit	Monthly Payment	50.00
19/04/2017	Payroll	Payroll	Direct Debit	Payroll April	165.21
19/04/2017	G Brooker	General Expenses	Cheque	General Expenses	277.71
19/04/2017	G Brooker	General Expenses	Cheque	General Expenses	215.58
20/04/2017	EE & T Mobile	Mobile Phone	Direct Debit	Monthly Payment	28.01
20/04/2017	SG Equipment Finance	Licence (Touch Screens; Olympic)	Direct Debit	Monthly Payment	378.00
24/04/2017	E.ON	Electric	Direct Debit	Monthly Payment	15.26
24/04/2017	XLN Telecom	#N/A	Direct Debit	Monthly Payment	43.73
24/04/2017	BNP Paribas Leasing Sols	Telecoms	Direct Debit	Monthly Payment	542.38
24/04/2017	BOC Ltd	Bar Gas	Direct Debit	Monthly Payment	117.42
24/04/2017	Lesley Dyball	Lesley Dyball Dep Mayor Chain	Cheque		80.00
25/04/2017	Royal Horticulture Society	SPTL Visit	Cheque	026947	29.40
26/04/2017	Alsford Timber Ltd	Timber	Cheque	026948	441.71
26/04/2017	Antel LTD	#N/A	Cheque	026949	871.20
26/04/2017	B&M Supplies LTD	#N/A	Cheque	026950	17.86
26/04/2017	Brakes Bros Ltd	Food & Drink	Cheque	026951	788.78
26/04/2017	BR - IT (Barry Lyndsell)	It Support	Cheque	026952	216.00
26/04/2017	BGas Elec - Alexandra	Electric	Cheque	100531	762.73
26/04/2017	BGas Elec - Woodlands	Electric	Cheque	100531	573.97
26/04/2017	BGas Elec - The Olympic	Electric	Cheque	100531	1,130.52
26/04/2017	Cherry Ripe	Catering	Cheque	026953	50.13
26/04/2017	Clean Wipes	Cleaning Products	Cheque	026954	195.52
26/04/2017	Country Swimming Pools	#N/A	Cheque	026955	1,860.00
26/04/2017	D.Body Ltd	#N/A	Cheque	026956	1,550.00
26/04/2017	Darenth Print and Design Ltd	Motown & Soul Night Banners	Cheque	026957	96.00
26/04/2017	Exhibition Traffic Management Services Ltd	#N/A	Cheque	026958	408.00
26/04/2017	Easynet Enterprise Services Ltd	Internet Provision	Cheque	026959	81.60
26/04/2017	Equinox Recycling	Recycling	Cheque	026960	1,353.54
26/04/2017	Go Education Ltd	#N/A	Cheque	026961	245.58
26/04/2017	GMH Cash Registers	Till Maintenance	Cheque	026962	162.00
26/04/2017	Geerings Ltd	Copier Charge	Cheque	026963	163.03
26/04/2017	Initial Washroom Hygiene	#N/A	Cheque	026964	336.01
26/04/2017	Kent Farmers Market Association	Subscription	Cheque	026965	55.00
26/04/2017	Kent County Council	Stationery	Cheque	026966	5,475.20
26/04/2017	Kent County Council	Stationery	Cheque	026967	76.08
26/04/2017	J B Trading Ltd	Catering	Cheque	026968	22.50
26/04/2017	John Street Beverage	Food & Drink	Cheque	026969	125.50
26/04/2017	Kent Catering Services Ltd	Catering	Cheque	026970	154.63
26/04/2017	Kings Commercial Services	Service Maintenance	Cheque	026971	480.00
26/04/2017	Norman's Butchers	Catering	Cheque	026972	62.40
26/04/2017	MI Payroll Services	Bookkeeping	Cheque	026973	210.28
26/04/2017	Kadir Levent	#N/A	Cheque	026974	100.00
26/04/2017	Leisure Boat UK & Canoe Kayak Trader Ltd	Swanley Park; Pedalos	Cheque	026975	7,641.90
26/04/2017	Platinum Transport Solutions Ltd	#N/A	Cheque	026976	420.00
26/04/2017	Provender Nurseries	Flower Maintenance	Cheque	026977	72.52
26/04/2017	The Preventative Healthcare Co Ltd	#N/A	Cheque	026978	432.00
26/04/2017	Sevenoaks District Council	By-Election Costs	Cheque	026979	7,970.31
26/04/2017	See Tickets	SPTL Visit	Cheque	026980	3,127.00
26/04/2017	Shooting Stars Entertainments (Maidstone) Ltd	Party Function	Cheque	026981	450.00
26/04/2017	Spiritual Events	Party Function	Cheque	026982	194.50

## Monthly Finances (b)

26/04/2017	Sevenoaks District Council	By-Election Costs	Cheque	026983	1,875.00
26/04/2017	Stannah	#N/A	Cheque	026984	271.96
26/04/2017	Alan Keir	Venue DJ	Cheque	026985	275.00
26/04/2017	T.L.C Direct	Electrical Equipment (Lightbulbs)	Cheque	026986	21.48
26/04/2017	The Till Roll Company	Till Rolls	Cheque	026987	69.54
26/04/2017	ThyssenKrupp Elevator UK Ltd	Lift Servicing (Olympic)	Cheque	026988	726.51
26/04/2017	Trojan Tree Care	#N/A	Cheque	026989	960.00
26/04/2017	Watts Farms Ltd	Catering	Cheque	026990	225.57
26/04/2017	British Gas	Electric	Cheque	100532	3,000.00
26/04/2017	Tuning Fluid	Venue Open Mic Entertainment	Cheque	100533	80.00
26/04/2017	Voicecom Ltd	Telecoms	Direct Debit	Monthly Payment	269.29
26/04/2017	Allstar Business Solutions Ltd	Fuel	Direct Debit	Monthly Payment	43.85
					<b><u>153,756.95</u></b>

### Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Apr-17	Cheque	63,997.20
	Direct Debit	89,492.59
	Internal Entry (Offset)	109.21
	Bank Entry	157.95
		<b><u>153,756.95</u></b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council: Alexandra

YTD Summary

<b>Income</b>			<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
4100	Bar Income		5,686.90	-	-	-	-	-	-	-	-	-	-	-	5,686.90	-	-
4105	Catering Income		2,329.63	-	-	-	-	-	-	-	-	-	-	-	2,329.63	-	-
4110	Equipment Hire		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4115	Function Package Revenue		2,969.18	-	-	-	-	-	-	-	-	-	-	-	2,969.18	-	-
4120	Conference Lettings Regular		5,991.03	-	-	-	-	-	-	-	-	-	-	-	5,991.03	-	-
4125	Party Night Revenue		300.00	-	-	-	-	-	-	-	-	-	-	-	300.00	-	-
4130	Party Function Revenue		787.50	-	-	-	-	-	-	-	-	-	-	-	787.50	-	-
			18,064.24	-	-	-	-	-	-	-	-	-	-	-	18,064.24	-	-

<b>Expenditure</b>			<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
5001	Bar Purchases		1,548.22	-	-	-	-	-	-	-	-	-	-	-	1,548.22	-	-
5002	Catering Purchases		1,445.96	-	-	-	-	-	-	-	-	-	-	-	1,445.96	-	-
5045	Function Expenditure		1,927.32	-	-	-	-	-	-	-	-	-	-	-	1,927.32	-	-
5102	Event Equipment Repairs & Maintenance		39.00	-	-	-	-	-	-	-	-	-	-	-	39.00	-	-
6200	Website, social media and marketing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6201	Advertising		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7000	Salaries		9,497.46	-	-	-	-	-	-	-	-	-	-	-	9,497.46	-	-
7001	Pension		1,234.05	-	-	-	-	-	-	-	-	-	-	-	1,234.05	-	-
7004	Wages - Casual		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7006	Employers NI		530.87	-	-	-	-	-	-	-	-	-	-	-	530.87	-	-
7102	Water Rates		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7103	General Rates		2,948.31	-	-	-	-	-	-	-	-	-	-	-	2,948.31	-	-
7105	Recycling - waste collection		305.40	-	-	-	-	-	-	-	-	-	-	-	305.40	-	-
7200	Electricity		1,206.42	-	-	-	-	-	-	-	-	-	-	-	1,206.42	-	-
7201	Gas		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7500	Printing		80.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7550	Telephone and Broadband		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7552	Computers & Software		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7604	Professional Fees		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7702	Equipment Leasing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7800	Repairs and Renewals		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7801	Cleaning		162.92	-	-	-	-	-	-	-	-	-	-	-	162.92	-	-
7802	Laundry		230.89	-	-	-	-	-	-	-	-	-	-	-	230.89	-	-
7803	Premises Expenses		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7901	Bank Charges		128.08	-	-	-	-	-	-	-	-	-	-	-	128.08	-	-
8204	Insurance		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			21,284.90	-	-	-	-	-	-	-	-	-	-	-	21,204.90	-	-

<b>N Code</b>	<b>Description</b>	<b>Alexandra (£)</b>	<b>Olympic (£)</b>	<b>Civic (£)</b>	<b>Overall</b>
4000	Precept			522,356.00	522,356.00
4005	Rent - Oaks Clinic			81,800.00	81,800.00
4006	Rent - Cafe in the Park			33,800.00	33,800.00
4007	Rent - Swanley Park			18,000.00	18,000.00
4008	Rent - Swanley New Barn Railway			10,500.00	10,500.00
4009	Rent - 10 Station Road			4,000.00	4,000.00
4010	Rent - Ice Cream Van			15,000.00	15,000.00
4011	Rent - Pedham Farm			1,800.00	1,800.00
4012	Rent - Golf Range		8,100.00		8,100.00
4013	Rent - Bowls Club		4,500.00		4,500.00
4014	Rent - British Gas office space				0.00
4015	Rent - Flat above Olympic Centre		8,400.00		8,400.00
4020	Allotments			500.00	500.00
4021	Dog Bin Emptying				0.00
4022	Solar Panel Income			6,300.00	6,300.00
4023	Grass Cutting				0.00
4025	Black bin bags			4,000.00	4,000.00
4026	White refuse bags			4,000.00	4,000.00
4027	Brown refuse bags			4,000.00	4,000.00
4028	Photocopying				0.00
4029	Radar Keys				0.00
4030	KCC Link Service Contract			46,000.00	46,000.00
4035	Sevenoaks District Council			50,000.00	50,000.00
4040	Swanley Park split revenue				0.00
4099	Flat Rate - Benefit/Cost				0.00
4100	Bar Income	210,000.00	142,500.00		352,500.00
4101	Sales Type E				0.00
4105	Catering Income	150,000.00	152,500.00		302,500.00
4106	British gas catering revenue				0.00
4110	Equipment hire				0.00
4115	Function package revenue				0.00
4120	Conference Lettings Revenue	135,000.00	58,000.00		193,000.00
4125	Party Night revenue				0.00
4130	Party Function Revenue				0.00
4200	Services recharge - Oaks Clinic				0.00
4201	Service recharge - Cafe in the park				0.00
4202	Services Recharge - Golf				0.00
4203	Services charge - Station Road				0.00
4400	Credit Charges (Late Payments)				0.00
4500	Senior Passport to Leisure revenue			40,000.00	40,000.00
4600	Outdoor event revenue			5,000.00	5,000.00
4605	Court Lettings				0.00
4606	Changing Rooms				0.00
4607	Floodlight revenue				0.00
4608	Football pitches				0.00
4609	Snooker and bowls income		15,000.00		15,000.00
4800	Towncrier Advertising Revenue				0.00
4805	Swanley in Bloom - sponsorship			5,000.00	5,000.00
4810	Sponsorship - General			3,000.00	3,000.00
4900	Investment Income			1,000.00	1,000.00

4901	Royalties Received				0.00
4902	Commissions Received				0.00
4903	Insurance Claims				0.00
4905	Distribution and Carriage				0.00
4999	Other income				0.00
		<b>495,000.00</b>	<b>389,000.00</b>	<b>856,056.00</b>	
5000	Street lighting			150.00	150.00
5001	Bar Purchases	50,000.00	53,000.00		103,000.00
5002	Catering Purchases	35,000.00	51,000.00		86,000.00
5005	Black refuse sacks			2,000.00	2,000.00
5006	White refuse sacks			2,000.00	2,000.00
5007	Brown refuse sacks			4,000.00	4,000.00
5009	Other				0.00
5010	Sporting equipment purchases				0.00
5011	Licenses			3,500.00	3,500.00
5012	Sales Commissions				0.00
5020	Estates machinery/equipment				0.00
5021	Estates equipment and machinery repairs and maintenance				0.00
5030	Horticulture			10,000.00	10,000.00
5032	1812 Event			8,500.00	8,500.00
5033	Pantomime			1,500.00	1,500.00
5034	Firework Night			4,000.00	4,000.00
5035	Remembrance Day			700.00	700.00
5036	Swanley in Bloom			5,000.00	5,000.00
5037	Xmas Day party			500.00	500.00
5038	Christmas Lights			5,000.00	5,000.00
5039	SPTL			38,000.00	38,000.00
5040	Mayor at home				0.00
5044	Laundry				0.00
5045	Function Expenditure	25,000.00	20,000.00		45,000.00
5100	Machinery Fuel				0.00
5101	Machinery repairs and renewals				0.00
5102	Event equipment repairs and maintenance				0.00
5106	British Gas vending expenditure				0.00
5200	Opening Stock				0.00
5201	Closing Stock				0.00
6100	Agency Commission				0.00
6200	Website, social media and marketing	2,000.00	2,500.00	500.00	5,000.00
6201	Advertising				0.00
6202	Gifts and Samples				0.00
6900	Miscellaneous Expenses				0.00
7000	Salaries				0.00
7001	Pension				0.00
7003	Staff Salaries				0.00
7004	Wages -Casual	15,000.00			15,000.00
7006	Employers N.I.				0.00
7007	Employers Pensions				0.00
7008	Recruitment Expenses				0.00
7009	Adjustments				0.00
7010	SSP Reclaimed				0.00

7011	SMP Reclaimed				0.00
7099	Staff Expenses			250.00	250.00
7100	Rent for Link				0.00
7102	Water Rates	2,500.00	2,500.00	10,600.00	15,600.00
7103	General Rates	35,000.00	37,000.00	35,000.00	107,000.00
7104	Premises Insurance				0.00
7105	Recycling - waste collection	9,000.00	3,000.00	500.00	12,500.00
7200	Electricity	5,000.00	14,000.00	17,000.00	36,000.00
7201	Gas	6,000.00	6,000.00	20,000.00	32,000.00
7202	Oil				0.00
7203	Other Heating Costs				0.00
7300	Vehicle Fuel			2,000.00	2,000.00
7301	Vehicle Repairs and Servicing			1,000.00	1,000.00
7302	Vehicle Licences			500.00	500.00
7303	Vehicle Insurance			1,000.00	1,000.00
7304	Miscellaneous Motor Expenses				0.00
7305	Congestion Charges				0.00
7306	Mileage Claims				0.00
7350	Scale Charges				0.00
7500	Printing				0.00
7501	Postage and Carriage			5,000.00	5,000.00
7502	Office Stationery			11,000.00	11,000.00
7503	Publications				0.00
7505	Town Crier Printing costs			2,000.00	2,000.00
7550	Telephone and Broadband	2,500.00	2,500.00	5,000.00	10,000.00
7552	Computers & Software	2,500.00	2,500.00	5,000.00	10,000.00
7600	Legal Fees				0.00
7601	Audit Fees			1,350.00	1,350.00
7603	Consultancy Fees				0.00
7604	Professional Fees			20,000.00	20,000.00
7605	Mayoral Allowance			5,000.00	5,000.00
7606	Councillors' Reimbursement			500.00	500.00
7607	Electoral Costs			4,500.00	4,500.00
7700	Equipment Hire				0.00
7701	Office Machine Maintenance				0.00
7702	Equipment Leasing				0.00
7800	Repairs and Renewals	5,000.00	5,000.00	2,500.00	12,500.00
7801	Cleaning	600.00	5,000.00	600.00	6,200.00
7802	Laundry	4,500.00	5,500.00		10,000.00
7803	Premises Expenses				0.00
7900	Bank Interest Paid				0.00
7901	Bank Charges			4,000.00	4,000.00
7902	Currency Charges				0.00
7903	Loan Interest Paid			10,900.00	10,900.00
7904	H.P. Interest				0.00
7905	Credit Charges			6,500.00	6,500.00
7906	Exchange Rate Variance				0.00
7907	Other Interest Charges				0.00
7908	Factoring Charges				0.00
8000	Depreciation				0.00
8001	Plant/Machinery Depreciation				0.00

8002	Furniture/Fitting Depreciation				0.00
8003	Vehicle Depreciation				0.00
8004	Office Equipment Depreciation				0.00
8100	Bad Debt Write Off				0.00
8102	Bad Debt Provision				0.00
8200	Donations			2,500.00	2,500.00
8201	Subscriptions			2,406.00	2,406.00
8202	Uniforms			2,500.00	2,500.00
8203	Training Costs			1,000.00	1,000.00
8204	Insurance	4,000.00	5,000.00	16,500.00	25,500.00
8205	Refreshments				0.00
8206	Cash Register Discrepancies				0.00
8250	Sundry Expenses				0.00
9001	Taxation				0.00
9997	Aged debtor opening balance				0.00
9998	Suspense Account				0.00
9999	Mispostings Account				0.00
		<b>203,600.00</b>	<b>214,500.00</b>	<b>281,806.00</b>	<b>700,056.00</b>

Swanley Town Council: Olympic

YTD Summary

**Income**

Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	YTD	Forecast	Indicator
4012	Rent - Golf Range		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4013	Rent - Bowls Club		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4015	Rent - Flat above Olympic Centre		700.00	-	-	-	-	-	-	-	-	-	-	-	700.00	-	-
4100	Bar Income		3,359.98	-	-	-	-	-	-	-	-	-	-	-	3,359.98	-	-
4105	Catering Income		5,289.10	-	-	-	-	-	-	-	-	-	-	-	5,289.10	-	-
4110	Equipment Hire		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4115	Function Package Revenue		440.84	-	-	-	-	-	-	-	-	-	-	-	440.84	-	-
4120	Conference Lettings Regular		2,881.15	-	-	-	-	-	-	-	-	-	-	-	2,881.15	-	-
4125	Party Night Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4130	Party Function Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4609	Snooker and Bowls Income		561.01	-	-	-	-	-	-	-	-	-	-	-	561.01	-	-
			13,232.08	-	-	-	-	-	-	-	-	-	-	-	13,232.08	-	-

**Expenditure**

Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	YTD	Forecast	Indicator
5001	Bar Purchases		1,567.11	-	-	-	-	-	-	-	-	-	-	-	1,567.11	-	-
5002	Catering Purchases		2,529.06	-	-	-	-	-	-	-	-	-	-	-	2,529.06	-	-
5011	Licences		12.18	-	-	-	-	-	-	-	-	-	-	-	12.18	-	-
5045	Function Expenditure		383.33	-	-	-	-	-	-	-	-	-	-	-	383.33	-	-
5102	Event Equipment Repairs & Maintenance		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6200	Website, social media and marketing		39.98	-	-	-	-	-	-	-	-	-	-	-	39.98	-	-
6201	Advertising		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7000	Salaries		3,805.53	-	-	-	-	-	-	-	-	-	-	-	3,805.53	-	-
7001	Pension		469.92	-	-	-	-	-	-	-	-	-	-	-	469.92	-	-
7004	Wages - Casual		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7006	Employers NI		198.32	-	-	-	-	-	-	-	-	-	-	-	198.32	-	-
7102	Water Rates		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7103	General Rates		2,827.00	-	-	-	-	-	-	-	-	-	-	-	2,827.00	-	-
7105	Recycling - waste collection		187.10	-	-	-	-	-	-	-	-	-	-	-	187.10	-	-
7200	Electricity		1,103.69	-	-	-	-	-	-	-	-	-	-	-	1,103.69	-	-
7201	Gas		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7500	Printing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7550	Telephone and Broadband		260.85	-	-	-	-	-	-	-	-	-	-	-	260.85	-	-
7552	Computers & Software		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7604	Professional Fees		109.21	-	-	-	-	-	-	-	-	-	-	-	109.21	-	-
7702	Equipment Leasing		315.00	-	-	-	-	-	-	-	-	-	-	-	315.00	-	-
7800	Repairs and Renewals		469.23	-	-	-	-	-	-	-	-	-	-	-	469.23	-	-
7801	Cleaning		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7802	Laundry		132.00	-	-	-	-	-	-	-	-	-	-	-	132.00	-	-
7803	Premises Expenses		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7901	Bank Charges		119.80	-	-	-	-	-	-	-	-	-	-	-	119.80	-	-
8204	Insurance		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			14,529.31	-	-	-	-	-	-	-	-	-	-	-	14,529.31	-	-



Swanley Town Council: Swanley Park

YTD Summary

**Income**

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
4700	Rowing		1,488.03	-	-	-	-	-	-	-	-	-	-	-	1,488.03	-	-
4701	Pedalos		5,325.42	-	-	-	-	-	-	-	-	-	-	-	5,325.42	-	-
4702	Canoeing		482.09	-	-	-	-	-	-	-	-	-	-	-	482.09	-	-
4703	Golf		1,063.05												1,063.05	-	-
4704	Tree Trek		1,739.78												1,739.78	-	-
4705	Battery Bikes		45.00												45.00	-	-
4706	Dino Karts		36.66												36.66	-	-
4707	Deck Chairs		10.00												10.00	-	-
4708	Bouncy Castle		2,096.67												2,096.67	-	-
4709	Mini Boats		3.33	-	-	-	-	-	-	-	-	-	-	-	3.33	-	-
4710	Car Parking		10,861.05	-	-	-	-	-	-	-	-	-	-	-	10,861.05	-	-
4720	Children's Party - Recreation		187.50	-	-	-	-	-	-	-	-	-	-	-	187.50	-	-
4721	Children's Party - Survival		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			23,338.58	-	-	-	-	-	-	-	-	-	-	-	23,338.58	-	-

**Expenditure**

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
7000	Salaries		4,447.33	-	-	-	-	-	-	-	-	-	-	-	4,447.33	-	-
7102	Water Rates		2,249.88	-	-	-	-	-	-	-	-	-	-	-	2,249.88	-	-
7800	Repairs and Renewals		100.00	-	-	-	-	-	-	-	-	-	-	-	100.00	-	-
7803	Premises Expenses		626.62	-	-	-	-	-	-	-	-	-	-	-	626.62	-	-
7804	Pool Chemicals		530.35	-	-	-	-	-	-	-	-	-	-	-	530.35	-	-
7805	Cess Pit		2,500.00	-	-	-	-	-	-	-	-	-	-	-	2,500.00	-	-
7806	Pedalo Parts		6,368.25	-	-	-	-	-	-	-	-	-	-	-	6,368.25	-	-
7807	Pool Costs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7808	Sand		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7809	Canoe Jetty		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7810	Pool Paint		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7811	Signs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7812	Fencing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7813	Shed Roof		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7814	Maintenance		130.00	-	-	-	-	-	-	-	-	-	-	-	130.00	-	-
7815	Children's Party		6.25	-	-	-	-	-	-	-	-	-	-	-	6.25	-	-
7816	Parking		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8202	Uniform		259.90	-	-	-	-	-	-	-	-	-	-	-	259.90	-	-
			17,218.58	-	-	-	-	-	-	-	-	-	-	-	17,218.58	-	-

# Swanley Town Council



## Aged Creditors: 30 April 2017

<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>
ALSFTIMB	Alsford Timber Ltd	50.11	50.11	0.00	0.00	0.00	0.00
BGAS-100	British Gas	21,289.09	0.00	0.00	21,289.09	0.00	0.00
BGAS8419	BGas Elec - Alexandra	684.97	684.97	0.00	0.00	0.00	0.00
BGAS8436	BGas Elec - Woodlands	1,273.53	588.56	684.97	0.00	0.00	0.00
BGAS8456	BGas Elec - The Olympic	1,158.87	1,158.87	0.00	0.00	0.00	0.00
BNPPARIB	BNP Paribas Leasing Sols	590.38	590.38	0.00	0.00	0.00	0.00
BOC100	BOC Ltd	174.30	174.30	0.00	0.00	0.00	0.00
BRAKES10	Brakes Bros Ltd	1,288.91	1,288.91	0.00	0.00	0.00	0.00
CASTL529	Castle Water Limited	2,249.88	2,249.88	0.00	0.00	0.00	0.00
CHERRIPE	Cherry Ripe	189.19	189.19	0.00	0.00	0.00	0.00
CPC	Complete Pool Contracts	511.42	511.42	0.00	0.00	0.00	0.00
D.BODY	D.Body Ltd	2,500.00	2,500.00	0.00	0.00	0.00	0.00
DARPRINT	Darenth Print and Design Ltd	144.00	144.00	0.00	0.00	0.00	0.00
DYNAMIX	Mr S Gadd	220.00	220.00	0.00	0.00	0.00	0.00
EQUIRECY	Equinox Recycling	2,546.94	2,546.94	0.00	0.00	0.00	0.00
ERNEDOE	Ernest Doe & Sons Ltd	171.22	171.22	0.00	0.00	0.00	0.00
INPRINT	Inprint Litho Limited	456.00	456.00	0.00	0.00	0.00	0.00
IOG100	Institute of Groundsmanship	135.00	135.00	0.00	0.00	0.00	0.00
JOHNSTRE	John Street Beverage	238.50	238.50	0.00	0.00	0.00	0.00
KCC100	Kent County Council	3,597.24	3,597.24	0.00	0.00	0.00	0.00
KEIRALAN	Alan Keir	450.00	450.00	0.00	0.00	0.00	0.00
KFF100	Kent Frozen Foods Ltd	712.92	712.92	0.00	0.00	0.00	0.00
LOCKTOOL	Locks 'N' Tools Ltd	133.08	133.08	0.00	0.00	0.00	0.00
MATTCLAR	Matthew Clark Wholesale Ltd	2,844.62	2,844.62	0.00	0.00	0.00	0.00
MECKADRI	Adrian Mecklenburgh Ltd	289.88	289.88	0.00	0.00	0.00	0.00
MIPAY100	MI Payroll Services	210.28	210.28	0.00	0.00	0.00	0.00
NELLA100	Nella Cutlery South	58.50	58.50	0.00	0.00	0.00	0.00
NISBET10	Nisbets	599.98	599.98	0.00	0.00	0.00	0.00
NIVEKCAT	Nivek Catering Supplies Ltd	198.84	198.84	0.00	0.00	0.00	0.00
NORMBUT	Norman's Butchers	276.97	276.97	0.00	0.00	0.00	0.00
PROVNURS	Provender Nurseries	19.97	19.97	0.00	0.00	0.00	0.00
RBLI	Royal British Legion Industries Limited	521.57	521.57	0.00	0.00	0.00	0.00
REDWING1	Redwing Coaches	1,800.00	0.00	0.00	600.00	1,200.00	0.00
ROADSIGN	DHF Trading Ltd	874.80	446.40	428.40	0.00	0.00	0.00
SALTERS	Salter's Steamers Ltd	878.35	0.00	271.17	607.18	0.00	0.00
SEVDIST	Sevenoaks District Council	1,300.00	1,300.00	0.00	0.00	0.00	0.00
SHOOTSTR	Shooting Stars Entertainments (Maidstc	450.00	0.00	450.00	0.00	0.00	0.00
SPIRITEV	Spiritual Events	194.50	194.50	0.00	0.00	0.00	0.00
SSELEC	SSE Southern Electric	-31.14	0.00	0.00	21.18	-52.32	0.00
STALBRID	Stalbridge Linen Services	435.47	435.47	0.00	0.00	0.00	0.00
THAMWOOD	Thames Water - (Woodlands 00166)	-144.01	0.00	0.00	0.00	0.00	-144.01
TLCDIREC	TLC Online	24.00	24.00	0.00	0.00	0.00	0.00
TLCELEC	T.L.C Direct	144.00	144.00	0.00	0.00	0.00	0.00
TRADEUK	Trade UK Account	34.98	34.98	0.00	0.00	0.00	0.00
TUDORENV	Tudor Environmental	222.00	222.00	0.00	0.00	0.00	0.00
		<b>51,969.11</b>	<b>26,613.45</b>	<b>1,834.54</b>	<b>22,517.45</b>	<b>1,147.68</b>	<b>-144.01</b>

<sup>[1]</sup> Refer to previous report for explanation; agreement to repay this in regular intervals of £3,000.00



## Swanley Town Council

### Aged Debtors: 30 April 2017

<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>
BEXLEYBC	London Borough of Bexley	1,230.00	561.00	0.00	270.00	0.00	399.00
BRITGAS	British Gas Services	8,056.51	394.70	3,586.50	1,000.75	-638.96	3,713.52
CANUEXP	Can You Experience Company Ltd	29,234.70	0.00	0.00	0.00	1,542.39	27,692.31
CBRE	CBRE Ltd	9,816.00	9,816.00	0.00	0.00	0.00	0.00
CHARTWAY	Chartway Group	200.00	200.00	0.00	0.00	0.00	0.00
CLG	CLG Market Research Ltd	2,620.00	1,360.00	0.00	0.00	0.00	1,260.00
COCACOLA	Coca Cola	156.00	0.00	0.00	0.00	0.00	156.00
COOPEST	Cooper Estates Stategic Land	300.00	0.00	300.00	0.00	0.00	0.00
DG&SCCG	Dartford, Gravesham and Swanley CCC	1,737.60	704.40	90.00	0.00	0.00	943.20
EDFENER	EDF Energy	141.00	0.00	0.00	0.00	0.00	141.00
GRACEPL	Grace Place Community Church	2,660.00	1,295.00	0.00	0.00	315.00	1,050.00
JPSCALAR	JPS Clarity Ltd	5,000.00	-2,943.10	0.00	7,943.10	0.00	0.00
KCC100	Kent County Council	1,119.37	1,674.00	0.00	0.00	0.00	-554.63
KCCHIGH	Kent County Council (Highways)	1,891.62	0.00	0.00	0.00	0.00	1,891.62
LUNTDR	Dr E A Lunt	11,868.00	11,868.00	0.00	0.00	0.00	0.00
MEDWAYC	Medway Council	246.00	0.00	0.00	246.00	0.00	0.00
MULTCARS	Multicars	825.00	825.00	0.00	0.00	0.00	0.00
NATBLOOD	National Blood Service	1,662.00	1,512.00	-354.00	0.00	504.00	0.00
NHSPROP	NHS Property Services Ltd	48,000.00	48,000.00	0.00	0.00	0.00	0.00
PGA100	Professional Golfers Ass	156.00	0.00	156.00	0.00	0.00	0.00
PROSPECT	Prospect Services	156.00	156.00	0.00	0.00	0.00	0.00
SARGPART	Sargeant Partnership	300.00	0.00	300.00	0.00	0.00	0.00
SEHBAC	SEH BAC Ltd	435.15	435.15	0.00	0.00	0.00	0.00
SEVDISTC	Sevenoaks District Council	230.00	0.00	0.00	0.00	0.00	230.00
STONEHIL	Stonehill Woods Residents Ass	140.00	140.00	0.00	0.00	0.00	0.00
SWANSTAF	Swanstaff Recruitment	454.80	0.00	0.00	0.00	0.00	454.80
SWDIATHL	Swanley & District Athletics Club	119.00	119.00	0.00	0.00	0.00	0.00
SWNETBAL	Swanley Netball Club	142.55	0.00	0.00	43.15	0.00	99.40
SWNFC	Swanley FC	-23.10	0.00	0.00	0.00	0.00	-23.10
SWVILLTR	Swanley Village Trust	4.25	4.25	0.00	0.00	0.00	0.00
WHTOAKDE	White Oak Dental Practice	120.00	120.00	0.00	0.00	0.00	0.00
ZIBRANT	Zibrant	2,638.15	2,238.15	0.00	400.00	0.00	0.00
		<b>131,636.60</b>	<b>78,479.55</b>	<b>4,078.50</b>	<b>9,903.00</b>	<b>1,722.43</b>	<b>37,453.12</b>

**Events** <sup>[2]</sup>

FEBRUARY	February events	353.00
MARCH	March events	2,588.00
APRIL	April events	312.00
MAY	May events	-4,668.00
JUNE	June events	-6,969.00
JULY	July events	-6,850.00
AUGUST	August events	-4,325.00
SEPTEMBER	September events	-8,377.51
OCTOBER	October Events	-4,675.00
NOVEMBER	November events	-1,600.00
DECEMBER	December events	-1,050.00
JANUARY	January events	-392.00
		<b><u>-35,653.51</u></b>

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

Swanley Town Council



**Bank Reconciliation: 30 April 2017**

Bank Statement Balance:	Current Account	409,753.35	
			<b>409,753.35</b>
Other Bank & Cash Accounts:	Active Saver	139.25	
	Mayor's Account	2,264.40	
	Recreation Account	12,127.14	
	Alexandra Cash Account	2,576.68	
	Olympic Cash Account	1,440.35	
	Link Cash Account	24.95	
	Swanley Park Cash Account	2,228.13	
			<b>20,800.90</b>
			<b><u>430,554.25</u></b>

Unpresented Payments	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	29/02/2016	26430/jclifton	132.80
	20/05/2016	100165/access	450.00
	18/05/2016	100150/normans	264.07
	01/05/2016	100118/toolstn	15.68
	22/09/2016	026507	299.15
	06/10/2016	026552	42.48
	17/11/2016	026656	282.42
	17/11/2016	Xmas Lights	250.00
	23/03/2017	026902	7,387.50
	23/03/2017	026903	72.00
	12/04/2017	026919	112.00
	12/04/2017	026922	28.82
	12/04/2017	026923	100.80
	12/04/2017	026924	81.60
	12/04/2017	026940	30.08
	12/04/2017	100527	1,998.35
	24/04/2017	100530	80.00
	25/04/2017	026947	29.40
	26/04/2017	026948	441.71
	26/04/2017	026949	871.20
	26/04/2017	026950	17.86
	26/04/2017	026951	788.78
	26/04/2017	026952	216.00
	26/04/2017	100531	762.73
	26/04/2017	100531	573.97
	26/04/2017	100531	1,130.52
	26/04/2017	026953	50.13
	26/04/2017	026954	195.52
	26/04/2017	026955	1,860.00
	26/04/2017	026956	1,550.00
	26/04/2017	026957	96.00
	26/04/2017	026958	408.00
	26/04/2017	026959	81.60
	26/04/2017	026960	1,353.54
	26/04/2017	026961	245.58
	26/04/2017	026962	162.00

## Monthly Finances (f)

26/04/2017	026963	163.03
26/04/2017	026964	336.01
26/04/2017	026965	55.00
26/04/2017	026966	5,475.20
26/04/2017	026967	76.08
26/04/2017	026968	22.50
26/04/2017	026969	125.50
26/04/2017	026970	154.63
26/04/2017	026971	480.00
26/04/2017	026972	62.40
26/04/2017	026973	210.28
26/04/2017	026974	100.00
26/04/2017	026975	7,641.90
26/04/2017	026976	420.00
26/04/2017	026977	72.52
26/04/2017	026978	432.00
26/04/2017	026979	7,970.31
26/04/2017	026980	3,127.00
26/04/2017	026981	450.00
26/04/2017	026982	194.50
26/04/2017	026983	1,875.00
26/04/2017	026984	271.96
26/04/2017	026985	275.00
26/04/2017	026986	21.48
26/04/2017	026987	69.54
26/04/2017	026988	726.51
26/04/2017	026989	960.00
26/04/2017	026990	225.57
26/04/2017	100532	3,000.00
26/04/2017	100533	80.00
28/04/2017	PDQ	230.00

**57,766.21**

**372,788.04**

Unpresented Receipts:

	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	28/04/2017	Oly to Current	15.50
	29/04/2017	Oly to Current	90.00
	30/04/2017	Oly to Current	217.85
	29/04/2017	Alex to Current	131.00
	27/04/2017	Oly to Current	11.00

**465.35**

**373,253.39**

Closing Book Balance:

Current Account	352,452.49
Other Bank & Cash Accounts	20,800.90

**373,253.39**

**-**

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

## Swanley Town Council

## Payments cleared through Bank: February 2017

<u>Date</u>	<u>Payee</u>		<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
01/02/2017	Equinox Recycling	Recycling	Cheque	26754	1,550.79
01/02/2017	Ernest Doe & Sons Ltd	Vehicle Costs	Cheque	26755	14.05
01/02/2017	Godfreys Lawn and TurfCare	Machinery	Cheque	26758	1,290.41
01/02/2017	Alan Keir	Venue DJ	Cheque	26761	675.00
01/02/2017	Adrian Mecklenburgh Ltd	Beverages	Cheque	26764	330.94
01/02/2017	Norman's Butchers	Catering	Cheque	26768	116.64
01/02/2017	T.L.C Direct	Electrical Equipment (Lightbulbs)	Cheque	26773	21.60
01/02/2017	Equinox Recycling	Recycling	Cheque	26783	1,283.88
01/02/2017	MC Personnel	Staff Recruitment (Casual)	Cheque	26786	247.18
01/02/2017	Tuning Fluid	Open Mic Entertainment	Cheque	100491	80.00
01/02/2017	Voicecom	Telecoms	Direct Debit	VC000227	263.50
01/02/2017	DVLA	Vehicle Tax	Direct Debit	LC03 KJY	20.12
01/02/2017	DVLA	Vehicle Tax	Direct Debit	LV13 SNK	20.12
01/02/2017	Investec Asset Finance	Print / Copier	Direct Debit	2.14294E+16	180.00
02/02/2017	Kings Commercial Services	Service Maintenance	Cheque	26760	660.00
02/02/2017	MC Personnel	Staff Recruitment (Casual)	Cheque	26765	275.43
02/02/2017	Olleco	Oil Removal	Cheque	26787	35.22
02/02/2017	KCC Stationery	Stationery	Cheque	100488	485.58
02/02/2017	KCC Legal	Legal Fees	Cheque	100489	3,641.40
02/02/2017	Thames Water	water	Cheque	100493	953.67
03/02/2017	Alsford Timber Ltd	Timber	Cheque	26752	1,132.39
03/02/2017	Kevin Kordiak	Casual Staff	Cheque	26763	270.00
03/02/2017	Stannah	Maintenance	Cheque	26776	271.96
03/02/2017	Centre Circle	Staff Recruitment (Casual)	Cheque	26781	184.80
03/02/2017	Kevin Kordiak	Casual Staff	Cheque	26784	780.00
03/02/2017	Lord Mayor's Ball	Lord Mayor	Cheque	100486	140.00
03/02/2017	Laurence Ball	Expenses	Cheque	100490	152.20
03/02/2017	Fdr POS Term Rent	PDQ Charges	Direct Debit	Fdgl0652356	1,400.91
06/02/2017	Kent Frozen Foods Ltd	Catering	Cheque	26762	259.74
06/02/2017	RBLI	Signs	Cheque	26772	60.00
06/02/2017	RBLI	Signs	Cheque	26788	30.00
06/02/2017	Hibu Uk Ltd	Advertising	Direct Debit	2666f66COE13Eab7A	47.98
06/02/2017	Barclays	Charges	Bank Entry	Charges	170.45
07/02/2017	1st Ace Security	Barrier	Cheque	26780	180.00
07/02/2017	Leggett	SPTL Refund	Cheque	100476	12.50
08/02/2017	K9 Patrol Security Services	Security	Cheque	26759	11,880.00
08/02/2017	The Till Roll Company	Till Rolls	Cheque	26797	71.94
08/02/2017	TV Licence MBP	Licence	Direct Debit	379854966	29.10
09/02/2017	MacQuarie Equipmen	Licence	Direct Debit	4009638-1-25152387	1,476.01
10/02/2017	Skanska Construction Ltd	Rent	Cheque	26777	676.60
10/02/2017	Castle Water Limited	water	Cheque	26793	207.15
10/02/2017	Castle Water Limited	water	Cheque	26794	66.21
10/02/2017	Castle Water Limited	Water	Cheque	26795	1,165.94
10/02/2017	Clifton	Pension	Cheque	100494	500.00
10/02/2017	Barclays Merch Chg	PDQ Charges	Direct Debit	039246291/3026099C	93.21
10/02/2017	Fideliti Limited	ChildCare	Direct Debit	Fideliti-Swa003	131.44
10/02/2017	Zen Internet Ltd	Internet Services	Direct Debit	1.09035E+15	100.80
10/02/2017	Barclays Merch Chg	PDQ Charges	Direct Debit	039286344/5016065C	0.06
10/02/2017	HMRC VAT	VAT	BACS	20372539651 1216	26,659.11
13/02/2017	Tri-Chem	Kitchen Services	Cheque	26790	70.56
13/02/2017	MI Payroll Services	Bookkeeping	Cheque	26806	1,398.24
14/02/2017	Easynet Enterprise Services Ltd	Internet Services	Cheque	26753	81.60
14/02/2017	Warburtons Chefs Limited	Casual Staff	Cheque	26774	216.00
14/02/2017	Warburtons Chefs Limited	Casual Staff	Cheque	26791	114.00
14/02/2017	John Street Beverage	Food & Drink	Cheque	26799	125.75
14/02/2017	Stalbridge Linen Services	Linen	Cheque	26800	144.00
14/02/2017	Thames Water	Water	Cheque	100500	2,387.61
14/02/2017	Fdms	PDQ Charges	Direct Debit	Svcchg 507017275	132.30
14/02/2017	Fdms	PDQ Charges	Direct Debit	Svcchg 507017283	52.98
14/02/2017	Fdms	PDQ Charges	Direct Debit	Svcchg 507017291	17.98
14/02/2017	Fdms	PDQ Charges	Direct Debit	Svcchg 507017309	31.39
15/02/2017	J B Trading Ltd	Catering	Cheque	26798	27.76

15/02/2017	Power Sounds Discos	Function Entertainment	Cheque	26801	500.00
15/02/2017	Norman's Butchers	Catering	Cheque	26803	162.58
15/02/2017	Equinox Recycling	Recycling	Cheque	26804	1,237.49
15/02/2017	MC Personnel	Staff Recruitment (Casual)	Cheque	26807	204.81
15/02/2017	Alan Keir	Venue DJ	Cheque	26809	450.00
15/02/2017	Clean Wipes	Cleaning Products	Cheque	26815	184.13
15/02/2017	Watts Farms Ltd	Catering	Cheque	26818	409.07
15/02/2017	EDF	Electric	Cheque	100495	114.77
15/02/2017	GMB	Union	Cheque	100496	182.00
15/02/2017	SDC	Electoral Costs	Cheque	100497	4,981.21
15/02/2017	Tuning Fluid	Open Mic Entertainment	Cheque	100498	80.00
15/02/2017	British Gas	Electric	Cheque	100499	4,404.27
15/02/2017	HMRC	Attachment to Earnings	BACS	BACS	270.66
15/02/2017	Payroll	Payroll	BACS	BACS	31,196.08
15/02/2017	Sevenoaks District	Rates	Direct Debit	30551059	1,406.00
15/02/2017	Sevenoaks District	Rates	Direct Debit	30557132	7,355.00
15/02/2017	Sevenoaks District	Rates	Direct Debit	30566242	2,932.00
15/02/2017	Sevenoaks District	Rates	Direct Debit	30691810	203.00
16/02/2017	National Casinos	Party Night Function	Cheque	26769	450.00
16/02/2017	Matthew Clark Wholesale Ltd	Drinks	Cheque	26808	1,294.57
16/02/2017	Kent County Council	Stationery	Cheque	26811	397.80
16/02/2017	Geldards	Legal Costs	Cheque	26813	3,600.00
16/02/2017	Sage Software	Subscription	Direct Debit	AA00648850	125.95
17/02/2017	Redwing Coaches	Senior Passport to Leisure - Trip	Cheque	26796	425.00
17/02/2017	JPS Clarity Limited	Print / Copier	Cheque	26812	211.31
17/02/2017	DMH Solutions LTD	Risk Assessments	Cheque	26814	132.00
17/02/2017	Public Works Loans	PWLB	Direct Debit	E08037	4,695.33
20/02/2017	PaperStone	Stationery	Cheque	26802	60.40
20/02/2017	Kent Frozen Foods Ltd	Catering	Cheque	26805	476.92
20/02/2017	GMH Cash Registers	EPOS System	Cheque	26810	162.00
20/02/2017	Alsford Timber Ltd	Timber	Cheque	26817	167.50
20/02/2017	KCC	Pension	BACS	Pension	11,057.28
20/02/2017	EE& T-Mobile	Mobile	Direct Debit	Q4972586369406201	28.46
20/02/2017	Barclaycard	PDQ Charges	Direct Debit	Reconciled 160217	30.00
20/02/2017	Total Gas & Power	Gas	Direct Debit	1034232	4,704.21
20/02/2017	Total Gas & Power	Gas	Direct Debit	1038757	1,743.54
22/02/2017	PAYE	Payroll	BACS	BACS	11,894.84
22/02/2017	PDQ1 8016229	PDQ Charges	Direct Debit	Reconciled 200217	230.00
22/02/2017	Barclaycard	Barclaycard	Direct Debit	5.31214E+15	1,021.45
23/02/2017	Michael's Catering	Catering		100407	72.20
23/02/2017	BNP Paribas Leasing	Leasing	Direct Debit	W0027385 T6642403	542.38
23/02/2017	BOC Manchester Acc	Gas: Bar	Direct Debit	1509973	252.52
24/02/2017	Frama Smart Mailing	Franking	Cheque	26825	426.00
24/02/2017	Matthew Clark Wholesale Ltd	Drinks	Cheque	26833	2,639.50
24/02/2017	Sargeant Partnership	Payroll Provider	Cheque	26840	3,180.00
24/02/2017	The Till Roll Company	Till Rolls	Cheque	26841	4.80
24/02/2017	Watts Farms Ltd	Catering	Cheque	26845	163.35
24/02/2017	British Gas	Electric	Cheque	100502	3,000.00
24/02/2017	Xln Telecom	Telecoms	Direct Debit	4719446 13089418	41.93
27/02/2017	BR - IT (Barry Lyndsell)	IT Support	Cheque	26821	180.00
27/02/2017	Brakes Bros Ltd	Catering	Cheque	26822	248.43
27/02/2017	Ernest Doe & Sons Ltd	Vehicle Costs	Cheque	26824	420.64
27/02/2017	Geerings Ltd	Copier Contract	Cheque	26827	162.32
27/02/2017	JPS Clarity Limited	Print / Copier	Cheque	26828	146.52
27/02/2017	Alan Keir	Venue DJ	Cheque	26831	500.00
27/02/2017	T.L.C Direct	Electrical Equipment (Lightbulbs)	Cheque	26843	34.40
27/02/2017	KCC	Legal Fees	Cheque	100503	2,727.00
27/02/2017	Brit Gas Business	Electric	Direct Debit	6.02488E+17	205.34
27/02/2017	Brit Gas Business	Electric	Direct Debit	6.02488E+17	32.13
27/02/2017	Brit Gas Business	Electric	Direct Debit	6.02488E+17	97.14
28/02/2017	BSS Stocktaking	Stocktaking	Cheque	26820	100.00
28/02/2017	John Street Beverage	Food & Drink	Cheque	26829	218.15
28/02/2017	Kent County Council	Stationery	Cheque	26830	192.30
28/02/2017	Locks 'N' Tools Ltd	Keys	Cheque	26832	382.10

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**180,246.98**



## Swanley Town Council

## Payments cleared through Bank: October 2016

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Reference</u>	<u>Amount</u>
03/10/2016	Stalbridge Linen Services	Linen	Cheque	26499	202.41
03/10/2016	Renato Recruitment	Staff Recruitment (Casual)	Cheque	26502	1,029.55
03/10/2016	Oakleaf Electrical Contractors Ltd	Repairs & Maintenance	Cheque	26504	243.89
03/10/2016	Nisbets	Catering	Cheque	26505	819.03
03/10/2016	Flowers by Marion	Flowers	Cheque	26515	40.17
03/10/2016	Better Staff Industrial & Commercial Recruitn	Staff Recruitment (Casual)	Cheque	26522	2,826.00
03/10/2016	Ernest Doe & Sons Ltd	Repairs & Maintenance	Cheque	26530	227.35
03/10/2016	Renato Recruitment	Staff Recruitment (Casual)	Cheque	26541	1,550.11
03/10/2016	Tavern Snacks Ltd	Catering	Cheque	100397	93.90
03/10/2016	Clean Wipes	Cleaning Products	Cheque	100400	373.80
03/10/2016	Nisbets	Catering	Cheque	100402	661.88
03/10/2016	Mayor	Mayor	Cheque	100403	467.00
03/10/2016	Matthew Clark	Drinks	Cheque	100406	6,559.77
03/10/2016	DVLA	Vehicle Tax	Direct Debit	LC03 KJY	20.12
03/10/2016	DVLA	Vehicle Tax	Direct Debit	LV13 SNK	20.12
04/10/2016	Tavern Snacks Ltd	Catering	Cheque	26498	85.89
04/10/2016	Safeplay Playground Services Ltd	Playground Equipment	Cheque	26501	3,182.32
04/10/2016	Reed Business Information	Estates Gazette (Advertising)	Cheque	26503	3,100.80
04/10/2016	Nella Cutlery South	Cutlery Clean	Cheque	26506	107.03
04/10/2016	Adrian Mecklenburgh Ltd	Beverages	Cheque	26508	352.74
04/10/2016	Locks 'N' Tools Ltd	Locks; Keys etc.	Cheque	26510	52.44
04/10/2016	DA1 Party DJ	Venue DJ	Cheque	26532	225.00
04/10/2016	J B Trading Ltd	Catering	Cheque	26536	39.95
04/10/2016	Nivek Catering Supplies Ltd	Catering	Cheque	26540	68.04
04/10/2016	Master Waves	Microwave	Cheque	26543	598.80
04/10/2016	Michael's Catering Butchers	Catering	Cheque	100387	650.80
04/10/2016	Kings Commercial Services	Service Maintenance	Cheque	100390	495.00
04/10/2016	Kings Commercial Services	Service Maintenance	Cheque	100391	825.00
04/10/2016	Angel Training	Fire Marshall Training	Cheque	100395	1,008.00
04/10/2016	TV Licence	Licence	Direct Debit	3790820695	145.50
05/10/2016	Alan Simmons	Venue DJ	Cheque	26494	120.00
05/10/2016	T.L.C Direct	Electrical Equipment (Lightbulbs)	Cheque	26496	75.88
05/10/2016	Maidstone Borough Council		Cheque	26509	15.96
05/10/2016	Darenth Print and Design Ltd	Motown & Soul Night Banners	Cheque	26517	2,136.00
05/10/2016	Cherry Ripe	Catering	Cheque	26518	120.00
05/10/2016	Michael's Catering Butchers	Catering	Cheque	26524	1,744.63
05/10/2016	Equinox Recycling	Recycling	Cheque	26525	1,420.80
05/10/2016	BR - IT (Barry Lyndsell)	IT Support	Cheque	26527	216.00
05/10/2016	Constant Co	Enforcement Fee	Cheque	26529	1,097.64
05/10/2016	Alan Keir	Venue DJ	Cheque	26538	675.00
05/10/2016	Accomplished Contract Services	Window Cleaning	Cheque	100343	162.00
05/10/2016	Phoenix Fireworks	Fireworks	Cheque	100392	3,360.00
05/10/2016	Orchard Theatre	Senior Passport to Leisure - Trip	Cheque	100399	235.00
05/10/2016	Normans Butchers	Catering	Cheque	100404	435.50
05/10/2016	Barclays	Charges	Bank Entry	Barclays	141.09
06/10/2016	Unison	Union Fees	Cheque	100388	63.60
06/10/2016	Hibu Uk Advertising	Advertising	Direct Debit	2666F66C0E0Bdf0A	47.98
07/10/2016	Kent County Council	Stationery	Cheque	26512	2,182.48
07/10/2016	Equinox Recycling	Recycling	Cheque	26516	570.50
07/10/2016	Bourne Refrigeration Ltd	Fridge Service / Repair	Cheque	26521	4.68
07/10/2016	Flowers by Marion	Flowers	Cheque	26534	92.75
07/10/2016	KFF	Catering	Cheque	100405	1,661.79
07/10/2016	Mrs Wright	SPTL Refund	Cheque	100410	29.50
10/10/2016	Improvement & Development Agency for Loc	Subscriptions	Cheque	26513	1,479.00
10/10/2016	Fidelti	Child Care Vouchers	Direct Debit	Child Care Vouchers	131.44
10/10/2016	Zen Internet	Internet	Direct Debit	Internet	100.80
11/10/2016	Watts Farms Ltd	Catering	Cheque	26495	86.03
11/10/2016	ThyssenKrupp Elevator UK Ltd	Lift Servicing (Olympic)	Cheque	26497	516.10
11/10/2016	Exhibition Traffic Management Services	Event Costs	Cheque	26531	522.00
11/10/2016	Watts Farms Ltd	Catering	Cheque	100398	154.04
12/10/2016	Samsian Ltd	Boiler Maintenance	Cheque	26500	449.20
12/10/2016	South East Fruits Ltd	Catering	Cheque	26533	149.20

## Cleared Bank Payments October (g)

12/10/2016	The Glow Company	GlowSticks (1812)	Cheque	26535	1,049.03
12/10/2016	Kent Catering Services Ltd	Catering	Cheque	26537	135.60
12/10/2016	Allstar Business	Fuel	Direct Debit	Fuel	30.01
14/10/2016	Cherry Ripe	Catering	Cheque	26463	89.94
14/10/2016	Centre Circle Event Management	Staff Recruitment (Casual)	Cheque	26519	289.42
14/10/2016	Cherry Ripe	Catering	Cheque	26528	41.83
14/10/2016	Salaries	Payroll	BACS	Payroll	44,899.78
14/10/2016	Fdms	PDQ Charges	Direct Debit	Svcchg 507017275	84.68
14/10/2016	Fdms	PDQ Charges	Direct Debit	Svcchg 507017283	17.98
14/10/2016	Fdms	PDQ Charges	Direct Debit	Svcchg 507017291	17.98
14/10/2016	Fdms	PDQ Charges	Direct Debit	Svcchg 507017309	67.42
17/10/2016	Mrs Haskins	SPTL Refund	Cheque	100411	29.50
17/10/2016	Canterbury Cathedral	Senior Passport to Leisure - Trip	Cheque	100412	808.50
17/10/2016	Sage Software Ltd	Subscriptions	Direct Debit	AA00648850	174.00
17/10/2016	Sevenoaks District Council	Rates	Direct Debit	30551059	1,406.00
17/10/2016	Sevenoaks District Council	Rates	Direct Debit	30557132	7,355.00
17/10/2016	Sevenoaks District Council	Rates	Direct Debit	30566242	2,932.00
17/10/2016	Sevenoaks District Council	Rates	Direct Debit	30691810	203.00
17/10/2016	Scottish Power	Electricity	Direct Debit	16019691173	93.00
17/10/2016	Scottish Power	Electricity	Direct Debit	16019801861	5.00
17/10/2016	Scottish Power	Electricity	Direct Debit	16019803317	25.00
17/10/2016	Scottish Power	Electricity	Direct Debit	16019816404	81.00
17/10/2016	Scottish Power	Electricity	Direct Debit	16019817431	100.00
18/10/2016	MI Payroll Services	Bookkeeping	Cheque	26553	1,845.61
18/10/2016	Fdr POS Term Rent	Card Machines	Direct Debit	Fdg0652356	120.36
19/10/2016	Audio Crew	Sound Equipment (AGM)	Cheque	26487	270.00
19/10/2016	Alan Keir	Venue DJ	Cheque	26550	450.00
19/10/2016	Renato Recruitment	Staff Recruitment (Casual)	Cheque	26555	856.03
19/10/2016	Stalbridge Linen Services	Linen	Cheque	26557	180.00
19/10/2016	WPS Insurance Brokers & Risk Brokers	Insurance	Cheque	26561	2,462.52
19/10/2016	Renato Recruitment	Staff Recruitment (Casual)	Cheque	26578	856.03
19/10/2016	The Vacuum Pouch Company Ltd	Vacuum Pouches	Cheque	26580	78.00
19/10/2016	Stalbridge Linen Services	Linen	Cheque	26581	44.16
19/10/2016	Better Staff Industrial & Commercial Recruitn	Staff Recruitment (Casual)	Cheque	100421	4,152.52
19/10/2016	David Locker (Deposit Refund)	Deposit Refund	Cheque	100422	250.00
19/10/2016	Thames Water	Water Supply	Cheque	100423	85.40
19/10/2016	Thames Water	Water Supply	Cheque	100424	278.10
19/10/2016	Thames Water	Water Supply	Cheque	100425	2,167.68
19/10/2016	Thames Water	Water Supply	Cheque	100426	1,358.54
19/10/2016	Renato Recruitment	Staff Recruitment (Casual)	Cheque	100428	2,579.66
19/10/2016	Better Staff Industrial & Commercial Recruitn	Staff Recruitment (Casual)	Cheque	100429	906.08
19/10/2016	P.Sarsfield	Party Night Entertainment	Cheque	100433	750.00
19/10/2016	KCC Pension	Pension	Direct Debit	BACS	15,099.47
19/10/2016	EE & T-Mobile	Mobile	Direct Debit	Q49725863659991	30.61
20/10/2016	Alsford Timber Ltd	Timber	Cheque	26544	104.75
20/10/2016	MC Personnel	Staff Recruitment (Casual)	Cheque	26551	225.98
20/10/2016	Real Christmas Trees Ltd	Christmas Tree	Cheque	26556	1,092.00
20/10/2016	Windsor food machinery Ltd	Maintenance	Cheque	26558	85.29
20/10/2016	Solace in Business	HR Costs	Cheque	26559	1,764.00
20/10/2016	Wick Steed Playgrounds	Playground Equipment	Cheque	26560	1,233.79
20/10/2016	M+M Disco	Venue DJ	Cheque	100409	230.00
20/10/2016	Audio Crew	Sound Equipment (AGM)	Cheque	100414	1,525.00
20/10/2016	Top Tributes	Party Night Entertainment	Cheque	100427	150.00
20/10/2016	Cash Cheque at Barclays	Expenses	Cheque	100435	29.19
21/10/2016	D.Blew Organist	Organist	Cheque	26546	88.00
21/10/2016	Geerings Ltd	Copier Contract	Cheque	26547	351.96
21/10/2016	Kent County Council	Stationery	Cheque	26549	116.64
21/10/2016	PPL	Licence	Cheque	26554	692.34
21/10/2016	T.L.C Direct	Electrical Equipment (Lightbulbs)	Cheque	26579	100.76
21/10/2016	PKF LittleJohn LLP	Accountancy Fees	Cheque	26595	2,880.00
21/10/2016	MI Payroll Services	Bookkeeping	Cheque	26600	912.93
21/10/2016	Licencing Partnership	Licence	Cheque	100408	645.00
21/10/2016	Cherry Ripe	Catering	Cheque	100417	59.79
21/10/2016	Matthew Clark	Drinks	Cheque	100431	423.16
21/10/2016	Bourne Refrigeration Ltd	Fridge Service / Repair	Cheque	100434	2,826.00
21/10/2016	KCC	AVC Sept	Direct Debit	BACS	148.00

## Cleared Bank Payments October (g)

21/10/2016	HMRC	PAYE Mth 6	Direct Debit	BACS	16,231.84
21/10/2016	Cash Cheque at Barclays	Expenses	Cheque	100436	116.40
24/10/2016	KCC	Legal Fees	Cheque	26576	14,304.60
24/10/2016	Newsquest	Leaflet Distribution	Cheque	26577	797.16
24/10/2016	Accomplished Contract Services	Window Cleaning	Cheque	100401	364.03
24/10/2016	Royal British Legion	Reef	Cheque	100432	52.25
24/10/2016	KCC	Legal Fees	Cheque	100442	4,100.40
24/10/2016	BNP Paribas	Lease	Direct Debit	W0027385 T6061994	542.38
24/10/2016	E.On	Electricity	Direct Debit	012626609970A	15.60
24/10/2016	XIn Telecom	Telecoms	Direct Debit	4719446 12677030	41.93
24/10/2016	Barclaycard	Credit Card	Direct Debit	Direct Debit	135.41
25/10/2016	Audio Crew	Sound Equipment (AGM)	Cheque	26545	1,890.00
25/10/2016	John Street Beverage	Food & Drink	Cheque	26548	137.70
25/10/2016	Sevenoaks District Council	By-Election Costs	Cheque	26575	2,500.00
25/10/2016	BR - IT (Barry Lyndsell)	IT Support	Cheque	25683	192.00
25/10/2016	John Street Beverage	Food & Drink	Cheque	26588	147.00
25/10/2016	Locks 'N' Tools Ltd	Locks; Keys etc.	Cheque	26590	5.40
25/10/2016	KFF	Catering	Cheque	100418	318.06
25/10/2016	BOC Manchester	Gas: Bar Drinks	Direct Debit	1509973	171.44
26/10/2016	iSecure Ltd	Alarms	Cheque	26472	84.00
26/10/2016	Renato Recruitment	Staff Recruitment (Casual)	Cheque	26502	124.36
26/10/2016	Frama Smart Mailing	Franking Machine	Cheque	26587	163.80
26/10/2016	MC Personnel	Staff Recruitment (Casual)	Cheque	26591	677.95
26/10/2016	Adrian Mecklenburgh Ltd	Beverages	Cheque	26592	137.26
26/10/2016	Nivek Catering Supplies Ltd	Catering	Cheque	26594	136.92
26/10/2016	Power Sounds Mobile Discos	Venue DJ	Cheque	26596	450.00
26/10/2016	Tavern Snacks Ltd	Catering	Cheque	26597	11.35
26/10/2016	Trade UK	Trade Supplies	Cheque	26598	24.14
26/10/2016	BR - IT (Barry Lyndsell)	IT Support	Cheque	26601	228.00
26/10/2016	Nivek Catering Supplies Ltd	Catering	Cheque	100419	145.56
27/10/2016	Capita Travel and Events Ltd	Senior Passport to Leisure - Trip	Cheque	26520	420.00
27/10/2016	Clean Wipes	Cleaning Products	Cheque	26585	21.65
27/10/2016	Equinox Recycling	Recycling	Cheque	26586	1,300.80
27/10/2016	Redwing Coaches	Senior Passport to Leisure - Trip	Cheque	26602	1,725.00
27/10/2016	Matthew Clark	Drinks	Cheque	100438	1,220.94
28/10/2016	Watts Farms Ltd	Catering	Cheque	100420	374.04
28/10/2016	KFF	Catering	Cheque	100437	1,820.09
28/10/2016	Watts Farms Ltd	Catering	Cheque	100440	362.62
28/10/2016	Voiccom	Telecoms	Direct Debit	VC000227	277.75
31/10/2016	Kings Commercial Services	Service Maintenance	Cheque	26589	135.00
31/10/2016	ICO	Subscriptions	Direct Debit	ZA125435	35.00
					<b>208,649.85</b>

# SWANLEY TOWN COUNCIL

## Child & Vulnerable Adult Protection Policy

It is a legal requirement for any organisation working with young children or vulnerable adults (V.A's) to ensure that there are procedures in place which, as much as possible, provide for their safety. As the Town Council operate a number of activities for children and vulnerable adults it is important that we adopt a robust set of procedures to protect both individuals and the Council.

The policy statement below is supported by a more detailed working procedures document which all staff, volunteers and councillors should be aware of and for which the Council will provide basic training during the induction process.

### The Town Council's policy, as approved by Full Council is:

**1. Responsibility**

Every staff member, volunteer or councillor who supports activities involving young people or vulnerable adults has a duty of care to themselves and to others and should familiarise themselves with the procedures relating to this policy.

**2. Responsible Officer**

The CEO will be the responsible officer for all Child and Vulnerable Adult Protection issues and any activities undertaken by the Town Council which are likely to involve these people should be reported to the CEO prior to their commencement.

**3. Reporting Procedures**

When there is a suspicion of child or adult abuse taking place it should be reported to the CEO who in turn should report all incidents to the Leader of the Council. If the CEO is unavailable then the incident should be reported to the HR Officer. Staff, volunteers and councillors should acquaint themselves with the types of abuse and how to recognise signs of abuse.

**4. Types of Abuse**

- |          |           |
|----------|-----------|
| Neglect  | Sexual    |
| Physical | Emotional |

**5. Confidentiality**

It is important to ensure confidentiality about any suspicions, or allegations being made by a child or V.A. Whilst it is recommended that notes are made as soon as possible these should be treated in confidence until required by investigating authorities.

**6. Emotional Distress**

It is possible that anyone having abuse reported to them or identifying the signs of abuse may be affected emotionally. In such cases staff, volunteers or councillors should contact the CEO or the Emergency Duty Team at Social Services for advice and support.

**7. Procedures**

Guidelines on precautions and checks to be carried out should be followed at all times. Advice on whether an activity requires special measures in place is available from the CEO or the procedures relating to this policy. It is recommended to always err on the side of safety.

**8. Staff DBS Checks**

Any staff member, volunteer or councillor who wishes to support activities involving children and/or vulnerable adults must be DBS checked first. Anyone not DBS checked must not support activities where there is a possibility of unsupervised contact with a child or V.A. occurring.

**9. Self Certification**

To avoid adverse effects on planned activities whilst staff, volunteers and councillors are awaiting their full DBS check a Self Certification form can be completed. Self Certification is a minimum requirement and does not negate the need for a full disclosure.

**10. External Staff / Bought in Staff**

If an activity requires the buying in of outside expertise e.g. children’s entertainers or trainers, then DBS must have been carried out. Individuals should have their own DBS certification which should be checked:

- The original document or the DBS number can be accepted as proof of a DBS - photocopies should not be accepted and On Line Checks should be explored prior to arrival.
- Certificates more than 3 years old must not be accepted
- Where certificates are more than 6 months old individuals must complete a Self Certification form
- Bought in staff should not have unsupervised access to children or V.A’s at any time during the course of activities.

**11. Additional Information / Support**

If anyone has concerns about Child Protection or V.A. issues additional support is available from:

- Kent County Council Social Services                      0845 603 5630
- Kent County Council Youth Development                      0845 603 5620

**12. Disclosure**

Any information about allegations or suspicion of abuse incidents must be conveyed to Town Council responsible officers as soon as possible. This will enable procedures to be examined and statements prepared if the allegations require further investigation.

**13. Procedures Document**

Procedural information relating to this policy is available from the CEO or HR Officer

**Steve 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

**Taking action when a child is, or  
may be suffering harm**



**Child Protection  
Procedures and Reporting**

## 1.1 What is significant harm?

The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in the family life in the best interest of the children. However even when this threshold has been reached it emphasised that parents or carers should be informed of and if possible give consent to this intervention unless it is clear that to do so would increase it is clear that to do so would increase the risk to the child.

Once it is clear that a child may be or is suffering from significant harm, the Local Authority is under a duty to make enquires as to the legitimacy of this concern. This will be addressed in Chapter 2.

Defining exactly what significant harm means is difficult, and “Working Together to Safeguard Children” shies away from arriving at a clear definition. However, the following guidance taken from Working Together is helpful.

**“ Consideration of the severity of ill treatment may include the degree and extent of physical harm, the duration and frequency of abuse and neglect and the extent of pre-meditation, degree of threat and coercion, sadism, and bizarre or unusual elements in child sexual abuse. Each of these elements has been associated with more severe effects on the child, and/or relatively greater difficulty in helping the child overcome the adverse impact of the ill treatment. Sometimes a single traumatic event may constitute significant e.g. a violent assault, suffocation or poisoning. More often, significant harm is a compilation of significant events both acute and longstanding, which interrupt, change or damage the child’s physical and psychological development. Some children live in family and social circumstances, where their health and development are neglected. For them it is the corrosiveness of long-term emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm. In each case it is necessary to consider any ill treatment alongside the family’s strengths and support. P .7. Working Together to Safeguard Children.**

1.2 In making your own judgement about whether or not the concerns which you have about a child and their family meet the criteria for likely or actual suffering of significant harm, the chances of you having the whole picture about this child and the family are remote.

This is why the government has introduced the **Assessment Framework** which provides the way in which all agencies who have involvement with the family can contribute their information and their understanding to the whole picture of whether a child is in need and/or whether a child is in need of protection.

1.2 In deciding what to do then about the concerns, which you have about a child, you need to be able to answer three questions:

What information and understanding can I contribute to a whole picture, which will help identify whether a child is in need and/or in need of protection.

Have I recorded this information in a way, which evidences my concerns?

How much do the parents or carers know about my concerns? If I have not informed them can I still justify this on the basis that to do so would place the child at increased risk of significant harm?

**Taking these points in turn:**

### **1.3 What information and understanding can I contribute to a whole picture, which will help me identify whether a child is in need and/or in need of protection?**

This question is important for two reasons:

Firstly, you may be so concerned about what you see or hear from a child or their parents that you believe the criteria for significant harm has been met and action should be taken. However, it may be that when all aspects of the picture are put together the family is considered to be in need of support rather than compulsory intervention.

Secondly, the piece of information, which you have, may give you cause for some concern but not enough to meet the criteria of significant harm. However, when all aspects of the picture are put together it may become apparent that this child is suffering or is at risk of suffering significant harm and action does need to be taken.

Your responsibility therefore is not to make a judgement about whether or not the threshold of significant harm has been reached; it is to provide the best information possible in order to ensure that this judgement is made on the basis of as a full picture as possible about the family.

There are a number of different ways in which your concerns may have arisen:

#### **1.4.1 A child tells you that they have been hurt in some way**

The possibility of this happening can cause anxiety both because the child's story of abuse is difficult to hear and there is a fear of getting in wrong some way for the child. There are three important points to remember:

- The child has chosen to tell you and is likely to have worked out in their head what they were going to say. Your task then is to let the child tell their story in their own words.
- Carefully record what the child says in its own words. If it has not been possible or appropriate to do that while the child is talking ensure that you do so at the earliest opportunity



- Reassure the child that they have done the right thing in telling you and explain that you or someone else within your agency will now need to take action to ensure that the child is safe. Never promise confidentiality and remember that the children almost always tell an adult about what is happening to them because they want it to stop. Reassurance that they can be kept safe is often enough to help a child feel ok about you telling someone else. Tell the child what action you have taken and what will happen next if you know.

#### **1.4.2 Injuries observed on a child**

All children receive bumps and bruises in the course of day-to-day activity. Injuries which may give concern, includes the following:

- Bruises on parts of the body which are not normally affected by falling over, bumping into things etc.
- Burns and scalds.
- Other unusual marks/injuries.

Your responsibility in any of these circumstances is to try to ascertain whether or not there is a satisfactory explanation either from the child directly or from the parent/carer if appropriate (see discussions under Question 3 below) remember that your task is to contribute information, not to make a judgement about significant harm. It is therefore important that if you have any doubt whatsoever about the injuries or the explanation given, a referral should be made to Social Services as soon as possible.

#### **1.4.3 A Childs Behaviour or Appearance Gives Causes for Concern**

This is potentially the most difficult area in which to decide whether a Childs is or may be suffering significant harm. However, there are some basic points to bear in mind:

- Remember that your concerns are only part of the picture. Passing these concerns on to Social Services may make an important contribution to an assessment about whether this is a child in need and/or in need of protection.
- Your concerns should increase if the way the child presents persists over a period of time, worsens over time or changes radically
- The information which you are able to contribute to an assessment will be much more useful if you have been able to share your concerns with the child's parents or carer as early as possible. (See discussions under 1.6 below)

### **1.4.3 Your involvement with a parent or carer may give rise to concern about their parenting capacity.**

This is likely to be of particular relevance to staff working in services for adults. EG: Adult Mental Services, Drug and Alcohol Advisory Services, etc. Working Together to Safeguard Children and the Assessment Framework emphasise the importance of Adult Services “keeping the child visible when working with parents who are vulnerable, under stress or temporarily incapacitated in some way”.

The information which you have about an adults attitude to parenting or capacity to parent adequately in light of their own difficulties may contribute significantly to an assessment of whether their children are in need and/or in need of protection. The family is much more likely to receive services which provide relevant support if all agencies involved with the family communicate with each other and build up a full picture of the needs of both children and the adults.

### **1.4.4 You are concerned that a professional might be involved in abuse.**

If you have concerns then it is important to take action. In such circumstances staff should be expected to report concerns as per their own agencies reporting/ whistle blowing policies. A protocol on Allegations of Abuse against professionals is being developed.

### **1.5 Have I recorded this information in a way, which evidences my concerns?**

Reference has already been made above to the importance of carefully recording the concerns that you have about the child and all their family. This is important for two reasons.

1.5.1 Firstly, it ensures that the information is accurate and comprehensive. This is particularly relevant in cases of neglect and emotional abuse where the concerns are likely to accumulate over time and where a chronology of significant events can be critical to an assessment of need and risk.

1.5.2 Secondly, good practice, which now underpinned by European Convention on Human Rights, requires that the reasons for decisions regarding intervention in a person’s life are able to be evidenced and justified. This is particularly the case when compulsory intervention is required and all of us are accountable for our decisions, and the actions which we take as a result. This process is given much more clarity by careful recording.

### **1.6 How much do the parents or carers know about my concerns? If I have not informed them can I justify this on the basis that to do so would place the child at increased risk.**

## **1.7 Contact numbers for help and assistance are;**

Steve Nash  
CEO  
Civic Centre  
St Marys Road  
Swanley

## **2. Actions to be taken**

If you suspect any child is being abused then you should immediately contact of the Officers listed above to report the incident. The Officer may decide then that it is a matter for the Police or Social Services or you as an individual may choose to do this. If the abuse in any way relates to incidents which have occurred at the club YOU MUST inform the manager or one of the officers listed above.

## **3. Equal Opportunities**

### **1. Policy Statement**

1.1 Swanley Town Council is committed to the principle of equal opportunities in employment and opposes all forms of discrimination on the grounds of race, colour, nationality, ethnic or national origins, disability, religion, age, sex, marital status or sexual orientation. Every reasonable step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment and terms and conditions of employment are based solely on objective criteria.

### **2. Responsible for Policy**

2.1 The overall responsibility for the policy and its implementation rests with CEO.

2.2 The CEO will advise the Council of changes to legislation which may affect this policy.

2.3 Each employee and volunteer will have a duty, both morally and legally, not to discriminate against individuals or groups in the provision of services and equally to challenge any discrimination.

### **3. Consultation**

3.1 Consultation on the development and review of the policy will take place with the experts and organisations when deemed necessary.

#### **4. Communication**

- 4.1 A copy of the Policy will be given to all employees, volunteers and members.
- 4.2 Copies of the policy will be available and provided to all new members and volunteers upon request.

#### **5. Training**

- 5.1 Training and guidance will be arranged for those involved in dealing with members and volunteers.

#### **6. Advertising & Selection**

- 6.1 All advertisements will carry the statement ‘Swanley Town Council’ is working towards and is committed to effective implementation of an Equal Opportunities Policy and welcomes volunteers and members from all sectors of the Community.
- 6.2 No methods of recruitment that might unfairly exclude any potential applicant from being recruited will be used.

#### **7. Monitoring & Review**

- 7.1 The Committee is anxious to emphasise that the information is treated in confidence and is in no way intended to infringe employees, volunteers or members Civil Liberties or human rights;

#### **8. Grievance & Discipline**

- 8.1 Any employee, volunteer or member who believes they have a grievance can pursue it through the Chair or senior member of the committee.

**Reporting Form  
Concerns over Child Safety**

Person Reporting \_\_\_\_\_

Organisation / Dept \_\_\_\_\_

Contact Number \_\_\_\_\_

Time / Date of incident \_\_\_\_\_

Location of incident \_\_\_\_\_

Name of witnesses (if applicable) \_\_\_\_\_

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Outline details (to include name of child if possible) \_\_\_\_\_

\_\_\_\_\_

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(Continue on separate sheet if needed)

Actions Taken \_\_\_\_\_

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Sheet No \_\_\_\_\_ of \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Attention: When Completed this form must be placed in a sealed envelope marked 'strictly confidential' and handed to senior worker**

## **Some Safety Considerations**

- Staffing: Are staff DBS checked ?  
Do staff have experience of working with children?  
Do staff have an illness or condition which may be of concern?  
Do staff have recognised qualifications?  
What training have staff had if not qualified.  
Are there sufficient staff to child ratios?  
Has a responsible officer / adult been nominated?
- Location: Has the location been visited before the children arrive?  
Has a risk assessment been carried out for the location?  
Is the site insured and run by an established organisation?  
Is the site accessible by other members of the public?  
Is there vehicle access to the site?  
Does traffic have access to the site / right of way?  
Is the site fit for purpose?  
Are there hazards which are known about?  
Is the site available for the duration needed?  
What facilities are available at the site?  
Has permission been sought and obtained to use the site?
- Transport: Hire or self drive?  
Reputable company from County Council approved list?  
Qualified County Council mini bus driver?  
Seat belts and staff on board?  
Facilities needed on board?  
Duration of travel & rest stops?  
Parking available at destination?
- Activity: Is activity aimed at right age group?  
Are appropriately qualified and experienced staff in charge?  
Run by group or run by providers?  
Insurance cover by activity provider?  
Health & Safety Policy of activity provider?  
Method of operation?  
Appropriate managers informed?  
Sufficient notice for activity to potential users?
- Children: Do any of the group have special needs?  
Have parental consent forms been obtained?  
Number of children involved?  
Staffing ratios adopted for age group?  
Contact details and medical requirements?  
Comfort breaks?  
Refreshments and feeding arrangements for children?  
What clothing are children required to wear or take?  
Activity as group, individual, rotation?  
Minimum / Maximum numbers needed?

## NOTICE OF ACTIVITY

To be completed by all Swanley Town Council staff organising their first activity or taking young people away from STC run premises.

Activity	Location	Date	Duration	Detail
Officer Responsible	Staffing Required	Risk Assessments	Parental Consents	Medical Questionnaires
		Attach to this form	Attach copies to this form	Attach copies in sealed envelop to this form
Method of Travel	Approved provider	Cost	Contingency	Contact Details
i.e. coach, car, taxi				Mobile. Location of activity. Other staff mobiles
Insurance	Manager	Manager Signature	Signature	BOX 1
All activities must be covered by insurance. A copy of the STC policy is available	Your line manager must be informed of all activities. Failing that the Senior Worker must be notified		Sign & date Box 1. This indicates that you have complied with all the above information.	