

Swanley Town Council

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

Tel: 01322 611663

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

Date 12th October 2017

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 18th October 2017 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 Southern, Cllr L Ball, Cllr L Dyball, Cllr M Hogg, Cllr R Morris, Cllr T Searles

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

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 as 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 20th September 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. CHRISTMAS LIGHTS UPDATE

Verbal Report from CEO

6. TO APPROVE A NEW REDUNDANCY POLICY

This is to provide a first detailed policy (Report A)

7. TO APPROVE A NEW SICKNESS POLICY

Currently this is provided in existing contracts. The new policy will supersede contractual arrangements once signed off by all staff (Report B)

8. TO REVIEW THE FIRST DRAFT BUDGET

To allow Councillors to make recommendations and enquires of the CEO and RFO on planned income and expenditure (Report C)

9. Date of next meeting – 22ND November 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

Redundancy Policy

1. INTRODUCTION

Swanley Town Council (“the Council”) aims to maintain and enhance the efficiency and financial sustainability of the Council in a way which will, as far as possible, safeguard the employment of its employees.

However, the Council recognises that there may be changes in service or organisational requirements which may affect staffing needs. In such circumstances the Council will seek to minimise the effect of redundancies through the provisions made in this policy.

2. SCOPE

In line with its Equal Opportunities Policy, the Council is committed to ensuring that this policy does not discriminate directly or indirectly on grounds of race, colour, ethnic or national origin, religion or belief, sex, sexual orientation, marital status, disability, age or trade union membership and activity.

In addition, part-time staff and those working under fixed-term contracts will, under no circumstances, be singled out for selection on different criteria to those applied to full-time staff.

3. APPLICATION

This section details the process which will be undertaken where changes in service or organisational requirements may affect staffing needs/levels.

3.1 Preventative Measures

Where the need for redundancies has been identified, and in an attempt to avoid these occurring, one or more of the following measures may be considered:

- job-sharing, part-time employment and/or other flexible arrangements
- a review of existing workloads and overtime levels
- a salary freeze for a specified period
- suspending advertising and recruitment
- discontinuing casual employment contracts
- the likely effects of natural wastage

Any measure being considered will ensure that it does not adversely affect service delivery and development or prevent the Council from recruiting personnel to help avert or prevent the conditions which give rise to the problem

3.2 Compulsory Redundancies

3.2.1 Selection criteria

3.2.1.1

When selecting employees for redundancy, the following criteria will be taken into account. **Note:** the list is not exhaustive and is not necessarily in order of priority.

- loss of contract based work or funding for a post
- relevant experience, qualifications, capability and adaptability
- appraisal/review records
- attendance and disciplinary records
- further social criteria relevant to affected employees e.g. employment prospects due to disability, age

3.2.1.2

No employee will be selected for redundancy for any of the following:

- maternity-related reasons
- on grounds of sex, race, religion or belief, sexual orientation, marital status, age or (without sufficient justification on operational grounds) disability
- health and safety-related reasons
- for asserting a statutory right
- union-related reasons
- for carrying out the function of, or standing as, an employee representative

3.2.1.3

In instances where the Council plans to make 20 or more employees redundant it will act in line with relevant legislation in force at that time, follow a formal consultation process in conjunction with the recognised trade union and notify the Department for Business, Enterprise and Regulatory Reform (BERR).

In such cases if a recognised union is not in place employees may elect appropriate representatives for consultation purposes

3.2.2 Consultation

When the Council has reached a decision on which posts are being made redundant they will arrange consultation meetings with those employees affected. These meetings will involve all staff concerned including those who may be absent from work due to maternity/paternity

The first meeting, with the CEO and the affected employee(s) direct line manager, will be to advise that they are under risk of redundancy. At this meeting a copy of this policy will be distributed to all present.

Directly following the meeting employee(s) will be issued with written details on;

- the grounds on which the dismissal/redundancy is being considered
- the process that will be followed
- an invitation to attend a meeting to discuss the matter in persons

Subsequent meetings, to be held within two weeks of the initial consultation, will take place with employees on a one-to-one basis.

Notice of dismissal will not be issued until the consultation period has been completed. In such cases notice periods are as follows;

Length of Continuous Service	Notice Entitlement
One month – 2 years	1 week
2 years – 3 years	2 weeks
Each additional year (up to 12 years)	One additional week
12 years plus	12 weeks (maximum entitlement)

3.2.3 Suitable Alternative Employment

3.2.3.1 Employees under notice of redundancy will be advised of all vacancies within the Council, including those which are expected to arise, during the period of their notice.

3.2.3.2

For each available vacancy the Council will establish whether an employee under notice of redundancy should be assimilated (see below) into the vacant post, or offered a redeployment (ring-fenced) interview for it.

Records of this process will be kept on file for six months.

3.2.3.3 Assimilation

Assimilation will occur when a vacancy is similar to a job being made redundant. The Council will determine this by comparing the two job descriptions and person specifications and assessing similarity on the basis of 90% * or more match. This comparison will be made at the start of the redundancy process.

Where only one employee meets the criteria for assimilation for a vacancy they will be slotted into the available post.

Where more than one employee is eligible for assimilation to a vacancy each will be invited to an interview. In such cases this is no longer assimilation but redeployment and interviews will take place as stated in below.

Employees may have a union representative or a work colleague of their choice present at the interview, in an advisory capacity.

3.2.3.4 Redeployment

Where a vacancy is not similar enough to justify assimilation, but there is a 70%-89% * match, the employee will be invited to a redeployment interview.

The employee may have a union representative or a work colleague of their choice, present at the interview in an advisory capacity.

** Suggested percentage matches are given as guidance only*

The purpose of the re-deployment interview is to:

- a) establish whether, with a reasonable amount of training if necessary, the employee is able to satisfactorily undertake the tasks detailed in the job description for the alternative post.

This will be done by:

- considering the employee's complete work experience to date (whether paid or voluntary)
- the skills they have acquired over this time
- whether these constitute at least 90% of the essential requirements for the vacant position.

- b) establish whether the employee considers the post to be a suitable alternative and is willing to accept it.

Where two employees are equally successful in applying for the same post, the post may if an additional alternative post cannot be found, be offered to both by way of a job-share,

Where an employee under notice of redundancy is to be redeployed, the Council will undertake to provide relevant retraining as far as is reasonably practicable. In doing this consideration will be given to both the cost of retraining and the requirement for the employee to carry out the duties of the redundant post during the notice period.

3.2.3.5 General Recruitment

Where a vacancy is not similar enough to justify assimilation or redeployment the Council may, at their discretion, invite employees to apply for other suitable alternative posts. In such cases the employee will be shortlisted and interviewed before any other applicants for the post.

If, through any of the processes highlighted above, an employee finds suitable alternative employment within the Council a written offer should be made. Offers of a new contract will result in an employee's redundancy notice and the Council's liability for redundancy payments being removed, providing that the new offer;

- Is made before the redundancy takes effect
- Starts within four weeks of the date of redundancy
- Gives a trial period, under the terms detailed in 3.2.4
- States that if the employee accepts the job they will not be dismissed under redundancy

If the employee unreasonably refuses a new job offer dismissal will take effect. In such cases dismissal will still be for redundancy but the Council can refuse to pay any redundancy payment.

An employment tribunal would determine whether the job which was offered was suitable for the employee and whether the Council was correct in refusing to pay.

3.2.4 Trial periods

Alternative employment is subject to a statutory four week trial period from the date at which the new job is taken up. If, after this period, the employee or the Council decide that the new role or employee's performance in the post is not suitable, then either party may give notice.

In such cases redundancy rights are not lost. Where a trial period is unsuccessful both parties return to the "pre-trial period" situation i.e. as if the trial had not taken place and a redundancy payment will be made. Any such payment will be calculated based on the day that the old job ended.

For the purpose of retraining, trial periods may be extended for up to 3 months, providing that written confirmation of the following is made prior to the start of the new position;

- the retraining agreement
- the date on which the period of retraining ends
- the terms and conditions of appointment applying after retraining

3.3 Appeals

- Employees who are to be made redundant are entitled to appeal against the decision if they feel that the selection criteria have been unfairly applied to their case.
- Employees may also appeal if they are not offered suitable alternative employment following the interview processes outlined in Section 3.2.3 above
- In either of the above cases appeals must be submitted, in writing, within ten working days of the employee being advised of the decision.
- Employees wishing to appeal are entitled to be accompanied at an appeal hearing by a trade union representative or a work colleague of their choice.
- In the event of appeals being made the Council will set up an appeals panel consisting of senior members/officers of the Council who have not been previously involved with the specific case to be heard. Wherever possible membership of the panel will be the Leader of the council, Chairman of the Personnel Committee and the CEO.
- The panel will meet within ten working days of an appeal being submitted and their decision, based either on unanimous agreement or majority vote, will be final.
- The employee will be advised of the panel's decision, in writing within five working days of the appeal hearing.

3.4 Employee Entitlements

3.4.1 Voluntary Redundancy

The Council is not obliged to offer voluntary redundancy but may consider it an option in certain circumstances. Employees may opt for redundancy if they are in a post whose termination would enable the Council to avoid a compulsory redundancy and if their voluntary redundancy is accepted by the Council.

Volunteers for redundancy will be entitled to a statutory payment as outlined in 3.4.2.2 below.

3.4.2 Redundancy

Employees to be made redundant will be informed of their potential redundancy as soon as possible (see Section 3.2.2 - Consultation).

Employees affected by redundancy are encouraged to contribute to the consultation process with their own ideas for preventative measures or possible alternative employment within the Council.

Employees who are to be made redundant are entitled to appeal as detailed in Section 3.3.

Employees affected by redundancy are entitled to a minimum consultation period of 30 days. Additional notice period entitlements are detailed in Section 3.2.2 (Consultation).

During their notice period employees are entitled to a maximum of 5 working days without loss of pay to attend interviews/training.

Employees under notice of redundancy may ask to leave the Council early i.e. before the end of their notice period. Consideration to such requests will be considered on individual basis and the Council's agreement will be dependant on whether the request is made on reasonable grounds.

Note: An offer to commence employment with an alternative employer during the notice period, where failure to commence will result in the offer being withdrawn, may not constitute reasonable grounds.

Requests to leave the Council early do not invalidate an employee's right to a redundancy payment unless the Council refuses the request. The employee is still considered dismissed through redundancy but on the date of expiry of the employee's notice rather than the original notice from the Council.

3.4.2.1 Redundancy during maternity leave

In cases of an employee being absent from work due to maternity leave the Council will ensure that, if affected by redundancy, they are fully consulted at all times.

Redundancy during maternity leave ends any contractual obligations to both maternity pay and the right to return.

An employee on maternity leave and under notice of redundancy will be offered any suitable alternative vacancy in preference to other employees.

The Council will, as detailed by current legislation, automatically send a written statement of the reason for redundancy to an employee who is pregnant or on maternity leave.

3.4.2.2 Continuous Service

To qualify for a redundancy payment an employee must have two years continuous service.

In cases where an employee has taken strike action the period of action will not count towards continuous service, although continuity of service will not be broken.

Under the terms of “The Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order 1999 (as amended)” the Council will include continuous service in local government (and other specified bodies) when calculating entitlement to, and the amount, of redundancy payments.

3.4.2.3 Redundancy payments

3.4.2.3.1 Calculation date

The calculation date for determining a week’s pay for redundancy is the date on which statutory notice starts or, in instances where no notice or less than the statutory notice is given, the date employment ends.

3.4.2.3.2 Payment calculations

Without prejudice an employee who meets the criteria of 3.4.2.2 will receive, at the very least, statutory redundancy payments, calculated as follows:

- (i) 0.5 week’s pay for each full year of service, where age during the year is less than 22
- (ii) 1.0 week’s pay for each full year of service, where age during the year is 22 or above but less than 41
- (iii) 1.5 week’s pay for each full year of service, where age during the year is 41+;

The Council may, at its discretion, make enhanced redundancy payments; these will be dependant on circumstances at the time.

In calculating statutory redundancy payments a week’s pay is based on the maximum statutory weekly rate of pay in force at the time or the employee’s normal rate of pay, whichever is lower. Overtime is not included.

If an employee works variable hours from week to week, a week’s pay is the average remuneration for the 12 weeks prior to the calculation date.

3.4.2.3.3 Holiday

Payments in respect of outstanding accrued holiday entitlement will be made if it is not reasonably practicable for the entitlement to be taken during the notice period.

Holiday taken up to the annual entitlement but not earned will not be deducted.

3.4.2.3.4 Pay in lieu of notice (PILON)

Employees will, wherever possible, be expected to work out their notice. PILON will only be paid where there is good reason for an employee not working the full notice period.

In exceptional cases when a PILON is made the Council will ensure that the employee is clearly advised, in writing, that payment is being made and that the employment ends when they payment is given.

Appendices

Appendix I Redundancy Checklist – Guidance for Senior Managers

Steve Nash – CEO & Proper Officer

Signed :..... Date:.....

*This policy was approved at a meeting of the Policy & Finance Committee on XXXX
It will be kept up to date as the size and nature of the Council changes or as new legislation is introduced.
Otherwise date of next review May 2019*

APPENDIX I

Redundancy Checklist – Guidance for Senior Managers

- ✓ Is there really a redundancy situation?
- ✓ Has there been adequate consultation?
- ✓ Do we need to notify the Department for Business, Enterprise and Regulatory Reform (BERR)? (20 or more redundancies). *Notification to BERR can be made in writing or via an HRI form obtainable from any Redundancy Payments Office.*
- ✓ Have we considered all potentially affected employees (including those on maternity/paternity leave or absent through illness)
- ✓ Do we need to send a written statement detailing the reason for redundancy to an employee who is pregnant or on maternity leave (*an automatic right*)
- ✓ Are the selection criteria objective, non discriminatory and justifiable?
- ✓ Have we consulted adequately on the selection criteria?
- ✓ Have we considered suitable alternative offers of employment, including the possibility of trial periods?
- ✓ Have we given adequate written notice of redundancy?
- ✓ Is the employee eligible for a redundancy payment?
- ✓ Is the employee eligible for a severance payment/early retirement benefits?
- ✓ Have we ensured that the employee is not taking up an offer of alternative employment with another body covered by the Modification Orders within four weeks of the date of redundancy?

Swanley Town Council

Sickness Absence Policy & Procedure

1. INTRODUCTION

The aim of Swanley Town Council's ("the Council") Sickness Absence Policy & Procedure is to minimise absence levels across the organisation whilst offering support to ill employees and ensuring the smooth running of the Council's services.

Whilst the Council must be in a position to provide a high level of service on a day to day basis, it recognises that from time to time it is not in the interest of the organisation or other employees for an individual to come to work whilst ill.

2. OBJECTIVES

The objectives of this document are to:

- Provide employees and their managers with clear guidance on absence reporting and the processes to be followed
- Minimise absence and help employees to return to work at the earliest opportunity
- Highlight the consequences of failing to follow absence reporting procedures or taking unauthorised leave
- Ensure that the Council acts fairly and consistently when dealing with any absence issues, whether they are long or short term

3. POLICY SCOPE

This document applies to all employees. The definition of "employee" in this instance is:-
'any individual who is paid by the Town Council including full time, part time, temporary or casual work'

4. SICKNESS ABSENCE

Absence levels for employees are recorded and monitored to assist in highlighting potential health problems. **Note:** *periods of absence due to injuries sustained whilst carrying out work duties, and through no fault of the employee, are not included in reported figures.*

4.1 Sickness Reporting

An employee prevented from working due to illness or injury should notify their line manager or the Civic Manager as soon as possible or, at the very latest, within one hour of their normal start time.

Notification via text message or email is not acceptable.

The employee should advise the likely duration of the illness and, if the absence continues, provide daily progress reports.

Line managers or Civic Manager should be notified of a return to work day as soon as it is known (see Section 5).

4.1.1 Contact with Infectious Diseases

An employee who is prevented from working because of an infectious or contagious disease should notify the Council following the procedure above.

In cases of contact with infectious or contagious diseases employees should not stay away from work, unless advised to do so by their doctor, but should report the matter to their line manager or the Civic Manager.

4.2 Absence Certification

4.2.1 Self Certification

Employees who are absent for a period of 4 to 7 days (including weekends) must self certificate on their return to work, (see Section 5).

Self certification is made by the completion/submission of a Self Certification of Sickness Absence Form (*Appendix 1*). Failure to submit this form may result in a delayed sickness payment.

4.2.2 Doctors / Medical Certification

Employees who are absent for more than 7 days (including weekends), must provide the Council with a doctor's certificate not later than the eighth day of absence.

If the absence continues beyond the dates covered by the first medical certificate a new one must be obtained and forwarded to the Council.

Employees must advise their line manager or the Civic Manager of their continued absence as soon as they become aware that they will be issued with a new medical certificate.

Employees should not return to work before their medical certificate expires unless a fit for work certificate is provided by their GP.

An employee entering a hospital or similar institution should, in substitution for periodical certificates, submit a doctor's certificate at the entry and discharge stage.

Whilst no variation can be made in the requirement that sickness absence must be certified by a qualified medical practitioner, the Council may, at its discretion, accept certificates from Christian Science practitioners.

4.3 Sickness Payments

Employees must notify sickness absence as detailed in Sections 4.1 & 4.2. Failure to do so may result in sickness payments being delayed or in extreme circumstances refused.

Full details on conditions of sickness payments and calculation of allowances can be found in Appendices 3 and 4.

4.3.1 Sickness payments to victims of crimes or violence

Where an employee is absent from work because of an injury in respect of which a claim will be made to the Criminal Injuries Compensation Board, and the employee is otherwise entitled to sick pay, they will receive the sick pay without being required to refund any proportion of it from the sum which the Compensation Board may award.

Where an award has been made by the Compensation Board the Council should, as it sees fit and on consideration of all material circumstances, be free to discount wholly or partly the period of sick leave caused by the injury in calculating the employee's future entitlement to sick pay.

4.4 Sickness during Annual Leave

Annual leave may only be reclaimed if prior notification of sickness is reported in line with Section 4.1 and a doctor's certificate is produced on the employee's return to work.

4.5 Cosmetic Surgery

The Council realises that some employees may, for personal reasons, wish to undergo cosmetic surgery. Any absence arising from this type of surgery will not be covered by any form of sickness payment.

5. RETURNING TO WORK

In cases where the a doctor's certificate covers a period exceeding fourteen days or where more than one certificate is necessary, the employee must, before returning to work, obtain a final certificate indicating their fitness to resume working.

For absences of less than three working days, employees should:

- record the period of absence on their annual leave/absence card

In instances of continued short term absences further action may be required (see Section 7)

For absences of 4 to 7 days (including weekends) employees should:

- record the period of absence on their annual leave/absence card
- complete a Self Certification of Sickness Absence Form (see Appendix 1)
- take part in a Return to Work interview with their line manager or Civic Manager (Appendix 2)

For absences of over 7 days (including weekends) employees should:

- record the period of absence on their annual leave/absence card
- take part in a Return to Work interview with their line manager or Civic Manager (Appendix 2)

The content of the return to work interview and the self certification will remain confidential between the employee and the line manager/Civic Manager unless there is sufficient concern to take further action e.g. referral to Occupational Health.

6. FAILURE TO COMPLY

Employees will be subject to disciplinary procedures if the Council considers they have:

- no good grounds for absence
- failed to notify absences
- failed to complete self-certification documentation
- failed to provide medical certificates

7. FREQUENT AND PERSISTENT SHORT-TERM ABSENCES

- Any employee having 7 or more days of absence (which has not been the subject of prior approval) in any period of 26 weeks will, along with an appropriate representative if required, be asked to attend a meeting with their line manager and Civic Manager
- During the meeting the employee will be invited to explain their absences and give any mitigating circumstances. The employee should be fully prepared to deal with matters likely to be raised; it will not be sufficient merely to indicate that absences are genuinely due to sickness or injury
- The explanation given and the likelihood of an improvement in the employee's attendance will be considered. Advice or guidance will be given as seems appropriate and the employee may be warned that unless attendance improves their employment may be terminated with notice
- The Council will continue to monitor the employee's attendance over the next 26 weeks. If during this period the attendance record continues to be unsatisfactory the Civic Manager will arrange a further meeting with the employee (and their appropriate representative)
- On completion of the second meeting the Civic Manager may warn the employee that if there are further unauthorised absences during the following 26 weeks they are likely to be dismissed with notice

- If unauthorised absences continue the Civic Manager will give the employee the opportunity to attend a hearing (with an appropriate representative) before making a final decision on their employment
- Employees have the right to appeal to the Council’s Personnel Committee against any decision to dismiss

8. LONG-TERM ABSENCE DUE TO ILLNESS OR INJURY

- During periods of long term absence the employee’s line manager or Civic Manager will consult regularly with them to establish the length of time they expect to be absent from work
- The employee will be expected to co-operate with the Council and either agree to the provision of medical reports by either their own GP or consultant, or one nominated by the Council. In either event the Council will meet any expenses incurred
- Wherever possible the employee will be given reasonable time to recover. The length of time being dependant on the prognosis and the ability of the Council to minimise the effect of the absence through re-organisation or engagement of temporary staff. Any reorganisation would be subject to the financial constraints under which the Council operates
- When an employee is declared fit to return to work their line manager or Civic Manager will contact them to discuss arrangements for their return. This may include planning hours and workload for the return (*consider whether a phased return is appropriate*), making arrangements for any reasonable adjustments, training on new processes and updating the employee on news / changes within the department and the Council as a whole
- Where an employee is able to return to work but subject to constraints, or is able to do alternative work, the Council will seek to continue the employee’s job in a varied form if it is reasonably possible to do so
- If an employee’s employment is at risk they will be fully informed. Before the employment is terminated (which will always be with notice) the employee will be notified of a time, date and place at which they may (with an appropriate representative) make submissions against that action being taken

Appendices

Appendix 1	Self Certification of Sickness Absence
Appendix 2	Return to Work Interview Form
Appendix 3	Sickness Payments: Conditions
Appendix 4	Sickness Payments: Calculation of Allowance

Steve Nash – CEO & Proper Officer

Signed:..... Date:.....

*Approved at the meeting of the Policy and Finance Committee on
Date of next review: March 2020 unless legislation or the size and nature of the Council changes.*

SELF CERTIFICATION OF SICKNESS ABSENCE**Name:****Job Title:****PERIOD OF ABSENCE**

Date illness began:

(including non-working days)

First date of sickness absence from work:

Last date of sickness absence:

*(if absence is for one day only the start
and end date should be the same)*

Total number of working days absent:

*(include Bank Holidays)***DETAILS OF ABSENCE**

Nature of Illness / Injury:

Did you visit a GP or hospital?

Yes / No

If YES, please give name & address:

Please state treatment / medication given:

If NO, please state self-prescribed treatment / medication:

DECLARATION

I understand that if I provide inaccurate or false information about my absence it may, depending on the circumstances, be treated as a disciplinary matter, resulting in my dismissal.

Signature:**Date:**

RETURN TO WORK INTERVIEW: *to be completed by Line Manager/Civic Manager***Name & Job Title:****Absence record in last 12 months:***(information available from the Civic Manager)***Suggested areas to cover:**

- How is the employee feeling now? Are they fit enough to return to work?
- Were the correct notification procedures followed?
- Has the employee seen a doctor?
- Does the employee feel the illness could be linked to their working conditions?
- Discuss their cumulative absence record & impact this has on the team
- If nearing 5 occasions or 16 days in the last 12 months highlight that this level of absence is deemed unacceptable, and may result in informal action being taken, referral to Occupational Health and/or potential of attendance plan being put in place.

Notes from Interview: *Attach separate sheet if necessary***Further Action Necessary: YES / NO***please give details if appropriate***Employee Signature:****Date:****Manager / Civic Manager Signature:****Date:****Completed forms to be returned to Civic Manager / CEO**

CONDITIONS OF SICKNESS PAYMENTS

- Employees must notify sickness absence as detailed in Section 4.1. Failure to do so may result in sickness payments being delayed or in extreme circumstances refused.
- The Council will give special consideration to cases of a serious nature where a period of sick leave on full pay in excess of the period of benefit to which an employee would normally be entitled would, by relieving anxiety, materially assist the employee's recovery.
- Unless the Council's Personnel Committee elects otherwise, allowances will not be paid in cases of an accident due to active participation in sport as a profession, nor in a case in which the absence arises from, or is attributable to the employee's own misconduct.
- Employees absent as the result of an accident will not be entitled to an allowance if damages may be receivable from a third party. In this event the Council may, having considered the circumstances, advance to the employee a sum not exceeding the sickness allowance provided under this scheme. An advance made would be subject to the employee funding the Council the total amount, or the proportion thereof represented in the amount of damages received.
- Any period of absence in instances where a refund of the advanced monies is made in full, shall not be recorded for the purposes of this scheme. However, where the refund is made in part only the Council may, at its discretion, decide to what extent, if any, the period of absence may be recorded.
- The Council may, at any time, ask an employee who is unable to perform their duties as a consequence of illness or injury to agree to an examination by a Council nominated medical practitioner. This will be subject to the provisions of the Access to Medical Reports Act 1988, where applicable. Any expenses incurred in connection with such an examination will be met by the Council.
- The provisions of sickness payments will cease to apply to an employee on the termination of their employment by reason of permanent ill-health, or infirmity of mind or body or by reason of age, but without prejudice to the right of an employee whose employment is terminated by reason of permanent ill-health or infirmity to receive the period of notice provided by their contract of service.
- The Council may suspend the payment of a sickness allowance if they receive reports of an employee failing to observe the conditions of this scheme or taking part in activities which may harm their recovery. In such cases the suspension will be until the Council has considered the claim in detail and given the employee the opportunity to comment on the content of report either in person and in the presence of a representative if they wish, or via their representative.
- If the Council decides that an employee has failed without reasonable excuse to observe the conditions of the scheme, or has been guilty of conduct prejudicial to their recovery, then they shall forfeit their right to any further payment of allowance in respect of that period of absence.
- Any employee prevented from carrying out their duties because of contact with an infectious or contagious disease shall, providing they have correctly followed the reporting procedures in Section 4.1 be entitled to receive full pay less any state sickness benefits to which they are entitled. Periods of absence on this account will not be considered when calculating the employee's entitlement to sickness allowance.

CALCULATION OF SICKNESS ALLOWANCES

a) The rate of sickness allowance and the period for which it will be paid will be calculated by deducting from the period of benefit appropriate to an employee's service on the first day of absence the aggregate of the periods of absence due to illness during the 12 months preceding the first day of absence. In aggregating the periods any unpaid absence on sick leave will not be taken into account.

b) The allowance payable to an employee under the scheme will not exceed the sum by which the total amount of benefits, allowances and payments referred to below fall short of full pay.

Note: Under the Social Security Contributions and Benefits Act 1992 (as amended) ("the Act") the Council is required, subject to the provisions set out in the Act, to pay statutory sick pay to employees. State sickness benefits will be payable from the DSS in accordance with the Social Security Acts and Regulations in force from time to time. Accordingly the following will, as appropriate, be offset against an allowance equal to full pay:

- i. the gross amount of statutory sick pay receivable under the Act
- ii. the amount of any state sickness benefits receivable
- iii. the amount (if any) received as a treatment allowance from the DSS. The dependency element only of the treatment allowance shall be deducted from sickness allowance. The employee will, therefore, be allowed to retain the personal element of their treatment allowance.

c) In the case of half pay periods the allowance is a sum equal to half pay plus an amount equivalent to the statutory sick pay entitlement and other benefits receivable under i) to iii) so long as the total sum does not exceed full pay.

d) Where an employee is receiving sickness pay, they will continue to receive the pay if a public holiday occurs during the period of sick leave. If an employee has exhausted their period of entitlement to sickness pay, no payment will be made (other than SSP if applicable) if a public holiday occurs during the sick leave period.

e) For the purpose of assessing sickness pay, account shall be taken only of the state sickness benefits actually received as distinct from the normal benefits receivable subject to the employee complying with the regulations as to the payment of contributions and the claiming of such benefits to the extent to which they are so required by the Council.

f) Employees are under obligation to declare to the Council their entitlement to benefit under section b) and any subsequent alteration in the circumstances on which such entitlement is based, in default of which the Council shall be entitled to determine the benefit by reference to the maximum benefit obtainable.

g) Widows and married women exercising their right to be excepted from the payment of full rate National Insurance contributions shall be deemed to be insured in their own right for all National Insurance benefits and shall still be entitled to receive SSP.

Where a widow or married woman has opted out of paying full National Insurance contributions the amount taken into account when calculating an allowance under the sick pay scheme will be the amount equal to the total state benefit and SSP receivable had full contributions been paid.

h) So far as widows and widowed mothers are concerned, regard shall be paid in calculating the amount of sickness payment only to such part of the statutory sick pay or state sickness benefits received as is in excess of the amount received by the member of staff from the DSS in weeks of full normal employment.

Swanley Town Council: Civic Centre

YTD Sur

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
4000	Precept	537,700.00	269,934.00	-	-	-	-	269,933.00	-	-	-	-	-	-	539,867.00	539,867.00
4033	Community Infrastructure Levy		106,180.00													
4005	Rent - Oaks Clinic	89,890.00	49,890.00	-	-	9,890.00	-	-	-	-	-	-	-	-	59,780.00	-
4006	Rent - Cafe in the Park	32,000.00	6,000.00	-	13,000.00	-	13,000.00	1,000.00	-	-	-	-	-	-	33,000.00	-
4007	Rent - Swanley Park	18,740.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4008	Rent - Swanley New Barn Railway	10,305.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4009	Rent - 10 Station Road	11,500.00	687.50	-	-	687.50	-	-	-	-	-	-	-	-	1,375.00	-
4010	Rent - Ice Cream Van	15,000.00	5,000.00	-	5,000.00	-	5,000.00	291.67	-	-	-	-	-	-	15,291.67	-
4011	Rent - Pedham Farm	1,800.00	-	-	-	880.00	-	-	-	-	-	-	-	-	880.00	-
4020	Allotments	500.00	22.50	33.75	11.25	-	10.00	-	-	-	-	-	-	-	77.50	-
4021	Dog Bin Emptying	390.00	390.00	-	-	-	-	-	-	-	-	-	-	-	390.00	-
4022	Solar Panel Income	6,300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4025	Black Refuse Bags	4,000.00	111.25	251.25	520.00	482.50	346.25	277.50	-	-	-	-	-	-	1,988.75	-
4026	White Refuse Bags	1,160.00	40.84	71.66	137.09	144.58	125.42	65.83	-	-	-	-	-	-	585.42	-
4027	Brown Refuse Bags	8,500.00	1,425.87	1,305.00	2,090.00	1,750.00	1,686.51	1,709.00	-	-	-	-	-	-	9,966.38	-
4028	Photocopying	160.00	3.54	-	-	-	-	49.17	-	-	-	-	-	-	52.71	-
4029	Radar Keys	10.00	2.50	-	-	2.50	7.50	7.50	-	-	-	-	-	-	20.00	-
4030	SDC Link Service Contract	46,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4031	KCC Link Salaries Recharge	28,000.00	13,824.77	-	-	13,824.77	-	-	-	-	-	-	-	-	27,649.54	-
4032	1812 Event	0.00	-	-	-	291.67	1,577.86	8.33	-	-	-	-	-	-	1,877.86	-
4034	Firework Night	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4036	Markets	0.00	33.32	216.66	333.33	24.99	25.00	-	-	-	-	-	-	-	633.30	-
4037	Armed Forces Day	0.00	29.17	16.67	49.99	25.00	8.33	-	-	-	-	-	-	-	129.16	-
4039	Christmas Lights	0.00	-	-	-	-	-	266.67	-	-	-	-	-	-	266.67	-
4201	Service Recharge: Café in the Park	0.00	-	-	-	-	1,950.00	-	-	-	-	-	-	-	1,950.00	-
4204	Service Recharge: Bungalow	0.00	-	-	-	-	-	83.33	-	-	-	-	-	-	83.33	-
4500	Senior Passport to Leisure Revenue	40,000.00	2,540.08	3,985.42	585.83	107.50	10.00	3,165.67	-	-	-	-	-	-	10,394.50	-
4600	Outdoor Event Revenue	5,000.00	119.00	3,281.00	1,190.83	625.00	-	7,174.69	-	-	-	-	-	-	12,390.52	-
4605	Court Lettings	6,000.00	148.00	1,121.77	41.90	130.80	111.00	1,590.65	-	-	-	-	-	-	3,144.12	-
4606	Changing Rooms	2,000.00	-	234.30	-	-	234.30	117.12	-	-	-	-	-	-	585.72	-
4607	Floodlight Revenue	2,000.00	-	224.00	-	-	53.33	576.00	-	-	-	-	-	-	853.33	-
4608	Football Pitches	5,500.00	-	178.94	-	-	2,081.10	220.00	-	-	-	-	-	-	2,480.04	-
4800	Town Crier Advertising Revenue	2,000.00	-	-	-	120.00	-	-	-	-	-	-	-	-	120.00	-
4805	Swanley in Bloom - Sponsorship	3,000.00	9,045.01	463.34	62.50	-	416.67	500.00	-	-	-	-	-	-	10,487.52	-
4810	Sponsorship - General	0.00	-	-	9,300.00	-	10,000.00	2,333.33	-	-	-	-	-	-	21,633.33	-
4900	Investment Income	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4902	Commissions Received	0.00	63.19	96.64	102.48	109.74	92.03	71.16	-	-	-	-	-	-	535.24	-
4903	Insurance Claims	0.00	-	1,325.00	11,659.27	-	-	-	-	-	-	-	-	-	12,984.27	-
4904	Bank Refund	0.00	64.98	-	-	-	-	-	-	-	-	-	-	-	64.98	-
4998	Sale of Goods	0.00	-	500.00	-	-	-	-	-	-	-	-	-	-	500.00	-
4999	Other Income	0.00	66.67	70.83	-	-	200.00	-	-	-	-	-	-	-	337.50	-
		877,755.00	89,508.19	13,376.23	44,084.47	29,096.55	36,935.30	19,507.62	-	-	-	-	-	-	772,375.36	-

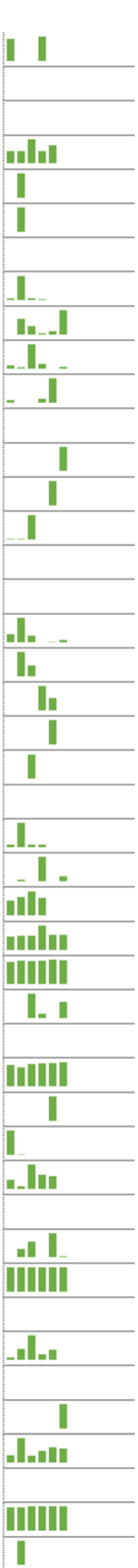
Summary

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Swanley Town Council: Civic Centre

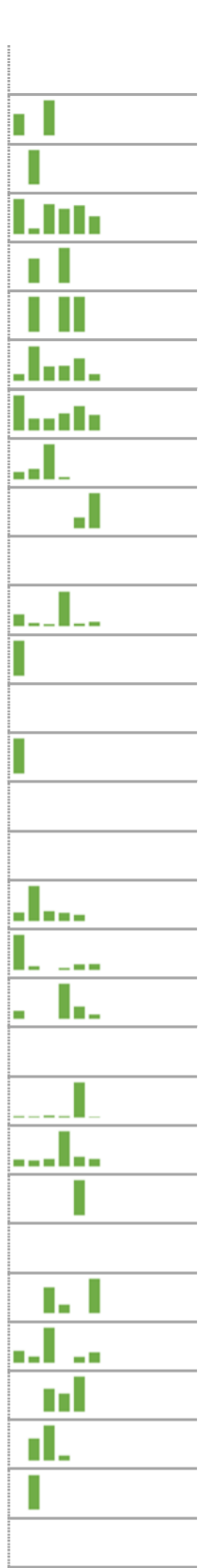
YTD Summary

Expenditure			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
5000	Street Lighting	150.00	14.53	-	-	16.07	-	-	-	-	-	-	-	-	30.60	-
5005	Black Bags	6,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5006	White Bags	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5007	Brown Bags	4,000.00	1,300.00	1,300.00	2,600.00	1,300.00	1,950.00	-	-	-	-	-	-	-	8,450.00	-
5010	Sporting Equipment Purchases	150.00	-	740.00	-	-	-	-	-	-	-	-	-	-	740.00	-
5011	Licenses	5,000.00	-	75.00	-	-	-	-	-	-	-	-	-	-	75.00	-
5012	Sales Commisions	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5020	Estates Equipment / Machinery	2,000.00	974.32	15,481.89	1,082.77	586.49	-	-	-	-	-	-	-	-	18,125.47	-
5021	Estates Equipment / Machinery Repairs	15,000.00	-	6,574.32	3,545.93	443.13	1,438.92	10,288.13	-	-	-	-	-	-	22,290.43	-
5030	Horticulture	5,000.00	201.64	74.93	1,568.00	288.05	-	110.33	-	-	-	-	-	-	2,242.95	-
5032	1812 Event	5,000.00	791.67	-	-	1,179.49	7,839.79	-	-	-	-	-	-	-	9,810.95	-
5033	Pantomime	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5034	Firework Night	7,000.00	-	-	-	-	-	1,183.97	-	-	-	-	-	-	1,183.97	-
5035	Remembrance Day	700.00	-	-	-	-	41.67	-	-	-	-	-	-	-	41.67	-
5036	Swanley in Bloom	6,000.00	380.00	410.50	16,820.00	-	-	-	-	-	-	-	-	-	17,610.50	-
5037	Xmas Day Party	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5038	Christmas Lights	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5039	Senior Passport to Leisure	38,000.00	1,533.67	4,769.70	1,296.67	-	20.00	425.00	-	-	-	-	-	-	8,045.04	-
5041	Armed Forces Day	0.00	-	1,240.00	550.00	-	-	-	-	-	-	-	-	-	1,790.00	-
5045	Function Expenditure	2,500.00	-	-	-	200.00	100.00	-	-	-	-	-	-	-	300.00	1.00
5046	Outdoor Event	0.00	-	-	-	-	250.00	-	-	-	-	-	-	-	250.00	-
5100	Machinery Fuel	3,000.00	-	-	1,201.27	-	-	-	-	-	-	-	-	-	1,201.27	-
5101	Machinery Repairs & Renewals	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5102	Event Equipment Repairs & Maintenanc	370.00	41.75	396.31	39.67	43.35	-	-	-	-	-	-	-	-	521.08	-
6200	Website, Social Media and Marketing	760.00	-	39.98	-	747.00	-	149.00	-	-	-	-	-	-	935.98	-
6201	Advertising	4,000.00	259.00	322.88	420.65	309.65	-	-	-	-	-	-	-	-	1,312.18	-
7000	Salaries	270,000.00	32,828.60	34,916.72	34,683.55	59,492.13	37,001.35	36,882.22	-	-	-	-	-	-	235,804.57	-
7001	Pension	37,000.00	4,428.97	4,642.70	4,591.83	4,673.08	4,872.54	4,770.10	-	-	-	-	-	-	27,979.22	-
7004	Wages - Casual	6,000.00	-	-	792.00	140.00	-	528.75	-	-	-	-	-	-	1,460.75	-
7005	Link Salaries	67,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7006	Employers N.I.	20,000.00	2,863.80	2,584.14	3,005.08	3,111.76	3,136.10	3,246.94	-	-	-	-	-	-	17,947.82	-
7008	Recruitment Expenses	10,000.00	-	-	-	-	2,496.40	-	-	-	-	-	-	-	2,496.40	-
7097	Staff Suggestion Scheme	0.00	3,424.00	50.00	-	-	-	-	-	-	-	-	-	-	3,474.00	-
7099	Staff Expenses	2,000.00	180.00	48.30	477.75	279.12	250.04	-	-	-	-	-	-	-	1,235.21	-
7100	Rent for Link	850.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7102	Water Rates	7,000.00	-	367.71	705.56	-	1,100.98	44.05	-	-	-	-	-	-	2,218.30	-
7103	General Rates	47,500.00	5,879.58	5,876.87	5,876.87	5,876.87	5,876.87	5,876.87	-	-	-	-	-	-	35,263.93	-
7105	Recycling - Waste Collection	10,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7200	Electricity	10,000.00	490.47	2,455.64	5,573.60	1,234.04	2,248.34	-	-	-	-	-	-	-	12,002.09	-
7201	Gas	20,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7202	Oil	0.00	-	-	-	-	-	245.85	-	-	-	-	-	-	245.85	-
7300	Vehicle Fuel	1,500.00	78.21	264.61	73.73	126.13	167.01	149.66	-	-	-	-	-	-	859.35	-
7301	Vehicle Repairs and Servicing	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7302	Vehicle Licences	500.00	40.24	40.24	42.00	42.00	42.00	42.00	-	-	-	-	-	-	248.48	-
7303	Vehicle Insurance	5,000.00	-	184.71	-	-	-	-	-	-	-	-	-	-	184.71	-



Monthly Finances (a)

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
7304	Miscellaneous Motor Expenses	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7500	Printing	7,000.00	120.00	-	197.50	-	-	-	-	-	-	-	-	-	-	317.50	-
7501	Postage and Carriage	5,000.00	-	1,500.00	-	-	-	-	-	-	-	-	-	-	-	1,500.00	-
7502	Office Stationery	2,000.00	422.26	64.20	358.65	305.30	342.57	210.55	-	-	-	-	-	-	-	1,703.53	-
7505	Town Crier Printing Costs	2,000.00	-	518.00	-	740.00	-	-	-	-	-	-	-	-	-	1,258.00	-
7506	Distribution Costs	0.00	-	416.67	-	416.67	416.67	-	-	-	-	-	-	-	-	1,250.01	-
7550	Telephone and Broadband	6,000.00	175.34	963.72	402.78	409.69	632.00	179.58	-	-	-	-	-	-	-	2,763.11	-
7552	Computers & Software	3,000.00	858.74	284.96	284.96	414.88	596.95	379.89	-	-	-	-	-	-	-	2,820.38	-
7600	Legal Fees	50,000.00	2,591.00	3,567.45	12,203.95	735.51	-	-	-	-	-	-	-	-	-	19,097.91	-
7601	Audit Fees	2,500.00	-	-	-	-	608.40	2,000.00	-	-	-	-	-	-	-	2,608.40	-
7603	Consultancy Fees	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7604	Professional Fees	55,000.00	1,897.91	473.13	262.85	5,534.04	367.99	630.84	-	-	-	-	-	-	-	9,166.76	-
7605	Mayoral Allowance	5,000.00	280.00	-	-	-	-	-	-	-	-	-	-	-	-	280.00	-
7606	Councillors' Reimbursement	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7607	Electoral Costs	6,000.00	7,970.31	-	-	-	-	-	-	-	-	-	-	-	-	7,970.31	-
7700	Equipment Hire	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7701	Office Machine Maintenance	575.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7702	Equipment Leasing	16,000.00	1,561.99	6,443.48	1,775.83	1,521.99	1,091.98	-	-	-	-	-	-	-	-	12,395.27	-
7800	Repairs and Renewals	7,500.00	563.01	56.18	-	24.88	86.42	91.15	-	-	-	-	-	-	-	821.64	-
7801	Cleaning	800.00	104.25	-	-	465.15	163.14	54.35	-	-	-	-	-	-	-	786.89	-
7802	Laundry	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7803	Premises Expenses	10,000.00	110.89	74.63	172.01	129.83	3,305.44	40.19	-	-	-	-	-	-	-	3,832.99	-
7901	Bank Charges	3,000.00	195.95	161.06	211.68	1,024.47	270.93	218.76	-	-	-	-	-	-	-	2,082.85	-
7903	Loan Interest Paid	10,900.00	-	-	-	-	4,695.33	-	-	-	-	-	-	-	-	4,695.33	-
7905	Credit Charges	6,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8200	Donations	2,500.00	-	-	750.00	250.00	-	1,000.00	-	-	-	-	-	-	-	2,000.00	-
8201	Subscriptions	5,500.00	509.79	254.67	1,500.00	-	250.00	428.75	-	-	-	-	-	-	-	2,943.21	-
8202	Uniforms	1,000.00	-	-	66.64	51.98	102.42	-	-	-	-	-	-	-	-	221.04	-
8203	Training Costs	5,000.00	-	1,064.00	1,690.22	235.99	-	-	-	-	-	-	-	-	-	2,990.21	-
8204	Insurance	32,000.00	-	25,709.18	-	-	-	-	-	-	-	-	-	-	-	25,709.18	-
8205	Refreshments	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		<u>877,755.00</u>	<u>73,071.89</u>	<u>124,408.48</u>	<u>104,824.00</u>	<u>92,348.74</u>	<u>81,762.25</u>	<u>69,176.93</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>545,592.29</u>	<u>1.00</u>



Swanley Town Council



Payments Out: September 2017

Date	Payee	Description	Payment Method	Ref	Amount
04/09/2017	SSEEELEC	SSE Southern Electric	Cheque	027303	13.35
07/09/2017	STALBRID	Stalbridge Linen Services	Cheque	027304	313.44
07/09/2017	NISBET10	Nisbets	Cheque	027305	410.32
07/09/2017	AUSTINMM	Macey-May Austin	Cheque	027306	112.00
07/09/2017	MIPAY100	MI Payroll & Bookkeeping Services Ltd	Cheque	027307	262.85
07/09/2017	CPC	Complete Pool Contracts	Cheque	027308	549.46
07/09/2017	BUCKDAVI	David J Buckett	Cheque	027309	608.40
04/09/2017	MANN	Mann (Swanley)	Internal Entry	Mann & Co	109.21
05/09/2017	BTGROUP	BT	Direct Debit	DD/DT	38.98
11/09/2017	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	100.80
20/09/2017	SENVIRO	S Enviromental Ltd	Cheque	027310	390.00
20/09/2017	ALSFTIMB	Alsford Timber Ltd	Cheque	027311	55.90
20/09/2017	B&MSUPP	B&M Supplies LTD	Cheque	027312	97.43
20/09/2017	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027313	589.50
20/09/2017	BGAS8419	BGas Elec - Alexandra	Cheque	100593	628.20
20/09/2017	BGAS8456	BGas Elec - The Olympic	Cheque	100593	1,033.77
20/09/2017	BR-IT	BR - IT	Cheque	027314	329.92
20/09/2017	BRAKES10	Brakes Bros Ltd	Cheque	027315	490.62
20/09/2017	CASTL325	Castle Water Limited	Cheque	027316	141.76
20/09/2017	CASTL588	Castle Water Limited	Cheque	027317	2,036.43
20/09/2017	CHERRIPE	Cherry Ripe	Cheque	027318	142.74
20/09/2017	CLEAWIPE	Clean Wipes	Cheque	027319	297.13
20/09/2017	CTA	Civil Engineering Ltd	Cheque	027320	1,194.00
20/09/2017	CWLBC	Covered with love by Clair	Cheque	027321	124.50
20/09/2017	D.BODY	D.Body Ltd	Cheque	027322	3,040.00
20/09/2017	DARPRINT	Darenth Print and Design Ltd	Cheque	027323	48.00
20/09/2017	EASYNET	Easynet Enterprise Services Ltd	Cheque	027324	81.60
20/09/2017	EDENPARK	Eden Park (STMS) Ltd	Cheque	027325	77.40
20/09/2017	EQUIRECY	Equinox Recycling	Cheque	027326	2,822.88
20/09/2017	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	027327	901.86
20/09/2017	HALLFUEL	Hall Fuels	Cheque	027328	258.14
20/09/2017	GLOWCOM	The Glow Company	Cheque	027329	1,420.76
20/09/2017	JOHNSTRE	John Street Beverage	Cheque	027330	266.85
20/09/2017	KADIRLEV	Kadir Levent	Cheque	027331	550.00
20/09/2017	KCC100	Kent County Council	Cheque	027332	285.66
20/09/2017	KEIRALAN	Alan Keir	Cheque	027333	950.00
20/09/2017	KFF100	Kent Frozen Foods Ltd	Cheque	027334	853.39
20/09/2017	KINGSCOM	Kings Commercial Services	Cheque	027335	660.00
20/09/2017	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027336	174.54
20/09/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027337	2,682.56
20/09/2017	NELLA100	Nella Cutlery South	Cheque	027338	142.56
20/09/2017	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	027339	341.34
20/09/2017	NORMBUT	Norman's Butchers	Cheque	027340	361.64
20/09/2017	OAKLEAF1	Oakleaf Electrical Contractors Ltd	Cheque	027341	1,242.70
20/09/2017	POWERSND	Power Sounds Discos	Cheque	027342	225.00
20/09/2017	SPORTLEI	Sport & Leisure Quality Assurance	Cheque	027343	900.00
20/09/2017	STALBRID	Stalbridge Linen Services	Cheque	027344	288.48
20/09/2017	STANNAH	Stannah	Cheque	027345	135.98
20/09/2017	TLCDIREC	TLC Online	Cheque	027346	73.22

Monthly Finances (b)

20/09/2017	TLCELEC	T.L.C Direct	Cheque	027347	25.54
20/09/2017	TRADEUK	Trade UK Account	Cheque	027348	164.64
20/09/2017	TUNE10	John Bogg	Cheque	027349	80.00
20/09/2017	WASTECA	WasteCare Ltd	Cheque	027350	272.77
20/09/2017	MIPAY100	MI Payroll & Bookkeeping Services Ltd	Cheque	027351	210.28
20/09/2017	PKF	PKF LittleJohn LLP	Cheque	027352	2,400.00
13/09/2017	ICO100	Information Commissioner's Office	Direct Debit	DD/ICO	35.00
13/09/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	132.90
20/09/2017	SGEQUIPM	SG Equipment Finance	Direct Debit	DD/SG Equipment	378.00
19/09/2017	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	768.00
25/09/2017	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	542.38
25/09/2017	XINTEL	XLN Telecom	Direct Debit	DD/XLN	46.13
25/09/2017	BGAS8560	BGas Elec - Swanley Park	Direct Debit	DD/B Gas	2,821.96
19/09/2017	EETMOB	EE & T Mobile	Direct Debit	DD/EE	33.10
15/09/2017	BOOKER	Booker Limtied	Direct Debit	DD/Booker	1,820.10
18/09/2017	CCPAS	CCPAS	Direct Debit	DD/Ccpas	393.75
28/09/2017	SENVIRO	5 Enviromental Ltd	Cheque	027353	165.00
28/09/2017	CHERRIPE	Cherry Ripe	Cheque	027354	175.67
28/09/2017	CLEAWIPE	Clean Wipes	Cheque	027355	844.91
28/09/2017	CONNECT	Helm Enterprise Solutions Ltd	Cheque	027356	178.80
28/09/2017	CPC	Complete Pool Contracts	Cheque	027357	281.21
28/09/2017	ERNEODOE	Ernest Doe & Sons Ltd	Cheque	027358	29.93
28/09/2017	ISECURE1	iSecure Ltd	Cheque	027359	181.80
28/09/2017	KCC100	Kent County Council	Cheque	027360	54.36
28/09/2017	KCS100	Kent Catering Services Ltd	Cheque	027361	189.60
28/09/2017	KEIRALAN	Alan Keir	Cheque	027362	225.00
28/09/2017	KFF100	Kent Frozen Foods Ltd	Cheque	027363	830.05
28/09/2017	LICENSPA	Licensing Partnership	Cheque	027364	295.00
28/09/2017	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027365	134.73
28/09/2017	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	027366	331.32
28/09/2017	NORMBUT	Norman's Butchers	Cheque	027367	203.31
28/09/2017	PROVNURS	Provender Nurseries	Cheque	027368	55.00
28/09/2017	RBC	Roderick Bourke	Cheque	027369	350.00
28/09/2017	SPORTLEI	Sport & Leisure Quality Assurance	Cheque	027370	900.00
28/09/2017	STALBRID	Stalbridge Linen Services	Cheque	027371	158.40
28/09/2017	SWANRFC	Swanley Rugby Football Club	Cheque	027372	1,000.00
28/09/2017	THYSSEN	ThyssenKrupp Elevator UK Ltd	Cheque	027373	531.65
28/09/2017	TMSPROD	TMS Production Limited	Cheque	027374	634.50
27/09/2017	VOICECOM	Voicecom Ltd	Direct Debit	DD/Voicecom	276.61
26/09/2017	BOC100	BOC Ltd	Direct Debit	DD/BOC	216.00
27/09/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	46.69
03/09/2017	DD/DVLA	DVLA	Direct Debit	DD/DVLA	21.00
03/09/2017	DD/DVLA	DVLA	Direct Debit	DD/DVLA	21.00
04/09/2017	Paypal	Paypal	Direct Debit	Paypal	26.86
05/09/2017	EMS	Elavon Merchant Services	Direct Debit	EMS	306.03
05/09/2017	Yell	Yell Advertising	Direct Debit	Yell	146.79
05/09/2017	Barclays	Barclays	Bank Entry	Barclays	177.88
05/09/2017	Unison	Unison	Cheque	100591	63.60
08/09/2017	TV Licence	TV Licence	Direct Debit	TV Licence	12.12
11/09/2017	Barclays	PDQ Barclays	Direct Debit	Barclays	414.73
20/09/2017	Wallace	Wallace	Cheque	100595	250.00
20/09/2017	Chandler	Chandler	Cheque	100596	750.00
20/09/2017	Olympic	Olympic Expenses	Cheque	100594	140.68
15/09/2017	Sevenoaks District Council	Sevenoaks District Council	Direct Debit	Rates for Public Conv, Stator	196.00
15/09/2017	Sevenoaks District Council	Sevenoaks District Council	Direct Debit	Rates for Alexandra	2,949.13
15/09/2017	Sevenoaks District Council	Sevenoaks District Council	Direct Debit	Rates for Swanley Park	232.00
15/09/2017	Sevenoaks District Council	Sevenoaks District Council	Direct Debit	Rates for Civic Centre	4,243.87
15/09/2017	Sevenoaks District Council	Sevenoaks District Council	Direct Debit	Rates for Olympic	2,826.00

Monthly Finances (b)

15/09/2017	Sevenoaks District Council	Sevenoaks District Council	Direct Debit	Rates for Woodlands	1,437.00
15/09/2017	TV Licence	TV Licence	Direct Debit	TV Licence	147.00
15/09/2017	Payroll	Payroll	BACS	Payroll Mth6	60,354.23
15/09/2017	Payroll	ER Pension & HMRC	BACS	Payroll Mth6	22,304.06
18/09/2017	Sage	Sage	Direct Debit	Sage	125.95
					144,415.29

Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Jun-17	Cheque	40,714.03
	BACS	82,658.29
	Direct Debit	20,755.88
	Internal Entry (Offset)	109.21
	Bank Entry	177.88
		144,415.29

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

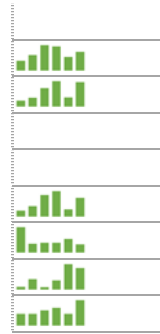
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Swanley Town Council: Alexandra

YTD Summary

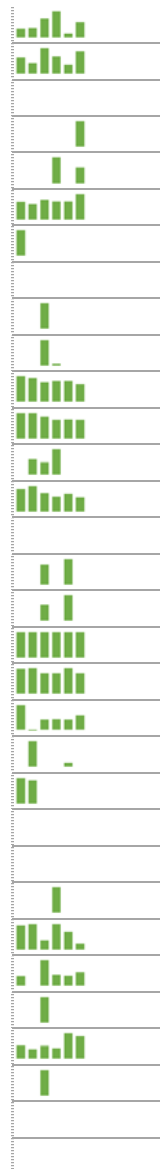
Income

Code	Description	Budget 17/18	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
4014	Rent - British Gas Office Space	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4100	Bar Income	60,000.00	5,686.90	8,519.49	14,237.55	13,597.20	7,468.26	10,398.82	-	-	-	-	-	-	59,908.22	-
4105	Catering Income	25,000.00	2,329.63	3,365.04	6,887.18	9,535.75	3,525.58	9,135.55	-	-	-	-	-	-	34,778.73	-
4106	British Gas Catering Revenue	1,300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4110	Equipment Hire	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4115	Function Package Revenue	205,000.00	2,969.18	5,199.18	10,545.92	12,435.00	3,689.17	9,105.41	-	-	-	-	-	-	43,943.86	-
4120	Conference Lettings Regular	60,000.00	5,991.03	2,148.34	2,417.08	2,359.20	3,155.00	2,006.93	-	-	-	-	-	-	18,077.58	-
4125	Party Night Revenue	12,000.00	300.00	1,084.62	264.99	933.32	2,538.35	2,133.35	-	-	-	-	-	-	7,254.63	-
4130	Party Function Revenue	33,000.00	787.50	787.50	962.50	1,137.50	787.50	1,639.82	-	-	-	-	-	-	6,102.32	-
		398,600.00	18,064.24	21,104.17	35,315.22	39,997.97	21,163.86	34,419.88	-	-	-	-	-	-	170,065.34	-



Expenditure

Code	Description	Budget 17/18	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
5001	Bar Purchases	40,000.00	1,548.22	1,686.23	3,279.79	4,531.56	707.07	2,615.01	-	-	-	-	-	-	14,367.88	-
5002	Catering Purchases	30,000.00	1,445.96	977.16	2,286.10	1,519.19	834.15	1,988.22	-	-	-	-	-	-	9,050.78	-
5012	Sales Commissions	160.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5020	Estates Equipment / Machinery	0.00	-	-	-	-	-	568.00	-	-	-	-	-	-	568.00	-
5021	Estates Equipment / Machinery Repairs	0.00	-	-	-	359.35	-	218.00	-	-	-	-	-	-	577.35	-
5045	Function Expenditure	20,000.00	1,927.32	1,689.16	2,172.25	1,967.50	1,991.65	2,802.54	-	-	-	-	-	-	12,550.42	-
5102	Event Equipment Repairs & Maintenance	100.00	39.00	-	-	-	-	-	-	-	-	-	-	-	39.00	-
6100	Agency Commission	200.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing	500.00	-	-	117.50	-	-	-	-	-	-	-	-	-	117.50	-
6201	Advertising	2,500.00	-	-	745.99	60.00	-	-	-	-	-	-	-	-	805.99	-
7000	Salaries	100,000.00	9,497.46	8,792.95	7,157.77	7,677.72	7,729.42	6,399.19	-	-	-	-	-	-	47,254.51	-
7001	Pension	22,000.00	1,234.05	1,234.05	1,066.26	898.46	912.10	898.46	-	-	-	-	-	-	6,243.38	-
7004	Wages - Casual	10,000.00	-	280.00	224.00	462.00	-	-	-	-	-	-	-	-	966.00	-
7006	Employers NI	8,000.00	530.87	599.41	429.14	347.75	413.07	333.58	-	-	-	-	-	-	2,653.82	-
7008	Recruitment Expenses	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7099	Expenses	0.00	-	-	230.74	-	294.56	-	-	-	-	-	-	-	525.30	-
7102	Water Rates	2,500.00	-	-	627.81	-	1,018.22	-	-	-	-	-	-	-	1,646.03	-
7103	General Rates	35,000.00	2,948.31	2,949.13	2,949.13	2,949.13	2,949.13	2,949.13	-	-	-	-	-	-	17,693.96	-
7105	Recycling - Waste Collection	5,000.00	305.40	313.95	251.16	251.16	313.95	251.16	-	-	-	-	-	-	1,686.78	-
7200	Electricity	3,750.00	1,206.42	(41.55)	517.01	539.01	523.50	691.28	-	-	-	-	-	-	3,435.67	-
7201	Gas	9,000.00	-	2,786.78	-	-	414.78	-	-	-	-	-	-	-	3,201.56	-
7500	Printing	0.00	80.00	73.22	-	-	-	-	-	-	-	-	-	-	153.22	-
7552	Computers & Software	650.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7702	Equipment Leasing	160.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7800	Repairs and Renewals	2,500.00	-	-	-	106.82	-	-	-	-	-	-	-	-	106.82	-
7801	Cleaning	2,600.00	162.92	171.23	63.26	170.99	118.96	42.08	-	-	-	-	-	-	729.44	-
7802	Laundry	1,500.00	230.89	-	601.30	261.20	240.40	308.41	-	-	-	-	-	-	1,642.20	-
7803	Premises Expenses	500.00	-	-	706.00	-	-	-	-	-	-	-	-	-	706.00	-
7901	Bank Charges	1,400.00	128.08	94.20	126.72	102.41	252.91	223.91	-	-	-	-	-	-	928.23	-
8201	Subscriptions	0.00	-	-	222.75	-	-	-	-	-	-	-	-	-	222.75	-
8202	Uniforms	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8204	Insurance	4,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		302,520.00	21,284.90	21,605.92	23,774.68	22,204.25	18,713.87	20,288.97	-	-	-	-	-	-	127,872.59	-

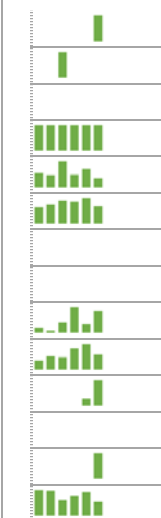


Swanley Town Council: Olympic

YTD Summary

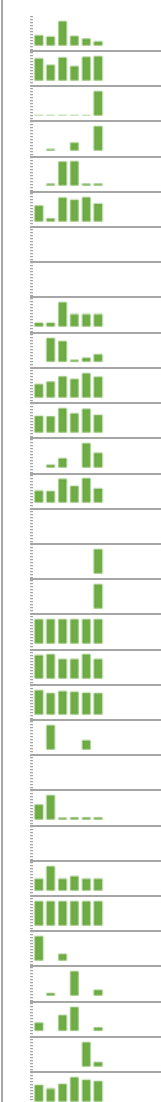
Income

Code	Description	Budget 17/18	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
4012	Rent - Golf Range	8,100.00	-	-	-	-	-	3,701.00	-	-	-	-	-	-	3,701.00	3,701.00
4013	Rent - Bowls Club	4,500.00	-	-	5,000.00	-	-	-	-	-	-	-	-	-	5,000.00	5,000.00
4014	Rent - British Gas Office Space	40,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4015	Rent - Flat at Olympic Centre	8,400.00	700.00	700.00	700.00	700.00	700.00	700.00	-	-	-	-	-	-	4,200.00	8,400.00
4100	Bar Income	12,000.00	3,359.98	2,903.07	6,144.05	2,989.18	4,367.37	2,198.15	-	-	-	-	-	-	21,961.80	-
4105	Catering Income	12,000.00	5,289.10	6,100.11	7,317.08	6,980.57	8,174.85	5,506.02	-	-	-	-	-	-	39,367.73	-
4106	British Gas Catering Revenue	10,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4110	Equipment Hire	200.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4115	Function Package Revenue	24,000.00	440.84	166.67	930.77	2,287.92	791.67	1,941.67	-	-	-	-	-	-	6,559.54	-
4120	Conference Lettings Regular	60,000.00	2,881.15	4,255.43	3,955.84	6,755.73	8,108.83	4,781.66	-	-	-	-	-	-	30,738.64	-
4125	Party Night Revenue	0.00	-	-	-	-	291.26	1,049.76	-	-	-	-	-	-	1,341.02	-
4130	Party Function Revenue	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4600	Outdoor Event Revenue	0.00	-	-	-	-	-	126.67	-	-	-	-	-	-	126.67	-
4609	Snooker and Bowls Income	10,000.00	561.01	545.09	339.27	430.47	516.79	303.72	-	-	-	-	-	-	2,696.35	-
		189,200.00	13,232.08	14,670.37	24,387.01	20,143.87	22,950.77	20,308.65	-	-	-	-	-	-	115,692.75	17,101.00



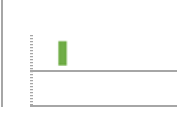
Expenditure

Code	Description	Budget 17/18	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
5001	Bar Purchases	8,000.00	1,567.11	1,374.18	3,598.54	1,461.31	1,063.47	631.78	-	-	-	-	-	-	9,696.39	-
5002	Catering Purchases	8,000.00	2,529.06	1,769.63	2,621.86	1,602.71	2,686.20	2,773.62	-	-	-	-	-	-	13,983.08	-
5011	Licences	0.00	12.18	12.12	12.12	12.12	12.12	454.12	-	-	-	-	-	-	514.78	-
5020	Estates Equipment / Machinery	0.00	-	70.00	-	341.94	-	1,029.99	-	-	-	-	-	-	1,441.93	-
5021	Estates Equipment / Machinery Repairs	1,800.00	-	121.50	1,449.50	1,471.73	118.80	113.32	-	-	-	-	-	-	3,274.85	-
5045	Function Expenditure	2,000.00	383.33	80.00	580.00	525.00	588.33	430.00	-	-	-	-	-	-	2,586.66	-
5102	Event Equipment Repairs & Maintenance	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5106	British Gas Vending	750.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing	1,000.00	39.98	39.98	239.83	122.33	122.33	122.33	-	-	-	-	-	-	686.78	-
6201	Advertising	100.00	-	230.00	199.99	20.00	40.00	73.22	-	-	-	-	-	-	563.21	-
7000	Salaries	70,000.00	3,805.53	4,526.99	6,012.16	5,274.35	6,966.57	5,948.79	-	-	-	-	-	-	32,534.39	-
7001	Pension	4,200.00	469.92	462.00	692.75	546.21	677.03	494.79	-	-	-	-	-	-	3,342.70	-
7004	Wages - Casual	2,500.00	-	119.00	371.25	-	936.25	558.70	-	-	-	-	-	-	1,985.20	-
7006	Employers NI	4,200.00	198.32	191.82	384.47	270.69	396.86	223.60	-	-	-	-	-	-	1,665.76	-
7008	Recruitment Expenses	150.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7099	Staff Expenses	0.00	-	-	-	-	-	140.68	-	-	-	-	-	-	140.68	-
7102	Water Rates	170.00	-	-	-	-	-	2,260.20	-	-	-	-	-	-	2,260.20	-
7103	General Rates	37,000.00	2,827.00	2,826.00	2,826.00	2,826.00	2,826.00	2,826.00	-	-	-	-	-	-	16,957.00	-
7105	Recycling - Waste Collection	3,000.00	187.10	195.65	156.52	156.52	195.65	156.52	-	-	-	-	-	-	1,047.96	-
7200	Electricity	9,000.00	1,103.69	972.37	1,058.89	1,032.53	984.55	975.87	-	-	-	-	-	-	6,127.90	-
7201	Gas	7,000.00	-	858.11	-	-	340.46	-	-	-	-	-	-	-	1,198.57	-
7500	Printing	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7550	Telephone and Broadband	2,500.00	260.85	428.20	36.44	38.44	38.44	38.44	-	-	-	-	-	-	840.81	-
7552	Computers & Software	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7604	Professional Fees	1,500.00	109.21	216.71	109.21	127.21	109.21	109.21	-	-	-	-	-	-	780.76	-
7702	Equipment Leasing	1,300.00	315.00	315.00	315.00	315.00	315.00	315.00	-	-	-	-	-	-	1,890.00	-
7800	Repairs and Renewals	2,500.00	469.23	-	130.45	-	-	-	-	-	-	-	-	-	599.68	-
7801	Cleaning	500.00	-	40.15	-	388.03	-	94.01	-	-	-	-	-	-	522.19	-
7802	Laundry	2,200.00	132.00	-	242.36	374.36	-	54.64	-	-	-	-	-	-	803.36	-
7803	Premises Expenses	2,000.00	-	-	-	-	12,187.00	2,300.54	-	-	-	-	-	-	14,487.54	-
7901	Bank Charges	1,000.00	119.80	94.74	128.18	177.81	158.87	149.94	-	-	-	-	-	-	829.34	-



Monthly Finances (d)

<u>Code</u>	<u>Description</u>	<u>Budget 17/18</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>
8201	Subscriptions		-	-	222.75	-	-	-	-	-	-	-	-	-	222.75	-
8204	Insurance	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		<u>177,870.00</u>	14,529.31	14,944.15	21,388.27	17,084.29	30,763.14	22,275.31	-	-	-	-	-	-	<u>120,984.47</u>	<u>-</u>



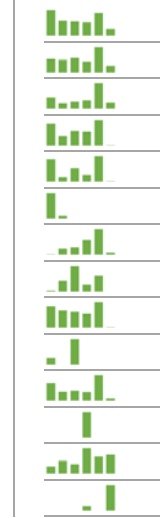
7803 Premises Expenses Includes £11,862 for a new boiler

Swanley Town Council: Swanley Park

YTD Summary

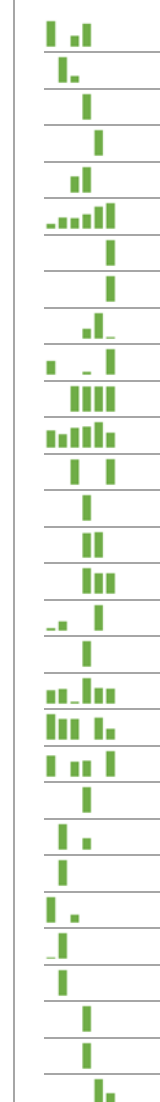
Income

Code	Description	Budget 17/18	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
4700	Rowing		1,488.03	854.16	829.59	757.70	1,322.91	392.91	-	-	-	-	-	-	5,645.30	-
4701	Pedalos		5,325.42	4,926.24	5,676.66	4,338.34	9,908.76	2,659.76	-	-	-	-	-	-	32,835.18	-
4702	Canoeing		482.09	237.91	299.57	353.33	1,080.42	258.73	-	-	-	-	-	-	2,712.05	-
4703	Golf		1,063.05	575.00	757.90	732.51	1,205.01	187.92	-	-	-	-	-	-	4,521.39	-
4704	Tree Trek		1,739.78	524.41	1,105.58	675.67	1,958.25	235.83	-	-	-	-	-	-	6,239.52	-
4705	Battery Bikes		45.00	5.00	-	-	-	-	-	-	-	-	-	-	50.00	-
4706	Dino Karts		36.66	291.67	336.67	627.66	1,097.48	113.32	-	-	-	-	-	-	2,503.46	-
4707	Deck Chairs		10.00	115.42	267.08	75.00	165.00	-	-	-	-	-	-	-	632.50	-
4708	Bouncy Castle		2,096.67	1,796.97	1,708.48	1,596.42	2,378.67	680.44	-	-	-	-	-	-	10,257.65	-
4709	Mini Boats		3.33	-	12.50	-	-	-	-	-	-	-	-	-	15.83	-
4710	Car Parking		10,861.05	5,673.70	6,295.70	5,490.61	15,950.10	1,447.51	-	-	-	-	-	-	45,718.67	-
4712	Wrist Bands		-	-	-	91.67	-	-	-	-	-	-	-	-	91.67	-
4720	Children's Party - Recreation		187.50	329.99	241.66	660.00	441.67	490.00	-	-	-	-	-	-	2,350.82	-
4721	Children's Party - Survival		-	-	-	125.00	-	709.15	-	-	-	-	-	-	834.15	-
			23,338.58	15,330.47	17,531.39	15,523.91	35,508.27	7,175.57	-	-	-	-	-	-	114,408.19	-



Expenditure

Code	Description	Budget 17/18	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
5020	Estates Equipment / Machinery		6,368.25	-	2,766.00	5,743.26	-	-	-	-	-	-	-	-	14,877.51	-
5021	Estates Equipment / Machinery Repairs		-	1,085.30	298.34	-	-	-	-	-	-	-	-	-	1,383.64	-
5045	Function Expenditure		-	-	-	220.00	-	-	-	-	-	-	-	-	220.00	-
5046	Outdorr Event		-	-	-	-	1,610.00	-	-	-	-	-	-	-	1,610.00	-
6201	Advertising		-	-	49.99	80.00	-	-	-	-	-	-	-	-	129.99	-
7000	Salaries		4,447.33	10,070.32	9,392.53	12,368.30	19,224.39	22,464.65	-	-	-	-	-	-	77,967.52	-
7001	Pension		-	-	-	-	-	565.87	-	-	-	-	-	-	565.87	-
7006	Employers NI		-	-	-	-	-	451.30	-	-	-	-	-	-	451.30	-
7099	Staff Expenses		-	-	-	109.15	272.23	19.00	-	-	-	-	-	-	400.38	-
7102	Water Rates		2,249.88	-	-	462.65	-	4,246.58	-	-	-	-	-	-	6,959.11	-
7103	General Rates		-	-	236.34	232.00	232.00	232.00	-	-	-	-	-	-	932.34	-
7105	Recycling - Waste Collection		1,222.23	955.22	1,419.06	1,501.37	1,842.78	1,070.25	-	-	-	-	-	-	8,010.91	-
7200	Electricity		-	-	2,323.32	-	-	2,351.64	-	-	-	-	-	-	4,674.96	-
7501	Postage & Carriage		-	-	-	29.90	-	-	-	-	-	-	-	-	29.90	-
7502	Stationery		-	-	-	36.65	37.98	-	-	-	-	-	-	-	74.63	-
7550	Telephone & Broadband		-	-	-	40.81	32.48	32.48	-	-	-	-	-	-	105.77	-
7800	Repairs and Renewals		100.00	384.54	-	-	1,035.58	-	-	-	-	-	-	-	1,520.12	-
7801	Cleaning		-	-	-	67.88	-	-	-	-	-	-	-	-	67.88	-
7803	Premises Expenses		626.62	691.38	86.68	1,214.51	733.31	701.50	-	-	-	-	-	-	4,054.00	-
7804	Pool Chemicals		530.35	426.18	426.18	-	457.88	234.34	-	-	-	-	-	-	2,074.93	-
7805	Cess Pit		2,500.00	-	1,750.00	1,890.00	-	3,040.00	-	-	-	-	-	-	9,180.00	-
7806	Pedalo Parts		-	-	-	25.83	-	-	-	-	-	-	-	-	25.83	-
7807	Pool Costs		-	520.00	-	237.20	-	-	-	-	-	-	-	-	757.20	-
7811	Signs		-	420.00	-	-	-	-	-	-	-	-	-	-	420.00	-
7814	Maintenance		130.00	-	41.90	-	-	-	-	-	-	-	-	-	171.90	-
7815	Chidren's Party		6.25	122.50	-	-	-	-	-	-	-	-	-	-	128.75	-
7816	Parking		-	170.95	-	-	-	-	-	-	-	-	-	-	170.95	-
7817	Rowing Parts		-	-	-	698.81	-	-	-	-	-	-	-	-	698.81	-
7818	Life Jackets		-	-	-	170.04	-	-	-	-	-	-	-	-	170.04	-
7901	Bank Charges		-	-	-	-	671.64	306.03	-	-	-	-	-	-	977.67	-



Monthly Finances (e)

<u>Code</u>	<u>Description</u>	<u>Budget 17/18</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>
8201	Subscriptions		-	-	-	365.00	-	-	-	-	-	-	-	-	365.00	-
8202	Uniform		259.90	-	-	500.00	20.00	-	-	-	-	-	-	-	779.90	-
8203	Training Costs		-	-	-	2,700.00	1,800.00	450.00	-	-	-	-	-	-	4,950.00	-
		<u>-</u>	18,440.81	14,846.39	18,790.34	28,693.36	27,970.27	36,165.64	-	-	-	-	-	-	<u>144,906.81</u>	<u>-</u>



Swanley Town Council



Bank Reconciliation: 30 September 2017

Bank Statement Balance:	Current Account	357,005.10	
			<u>357,005.10</u>
Other Bank & Cash Accounts:	Active Saver	139.25	
	Mayor's Account	2,871.25	
	Recreation Account	15,324.81	
	Alexandra Cash Account	6,134.85	
	Olympic Cash Account	239.67	
	Link Cash Account	-	
	Swanley Park Cash Account	2,160.21	
			<u>26,870.04</u>
			<u><u>383,875.14</u></u>

Unpresented Payments	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	19/07/2017	027178	6,891.91
	31/08/2017	027293	50.00
	31/08/2017	027300	48.00
	20/09/2017	027311	55.90
	20/09/2017	027320	1,194.00
	20/09/2017	027322	3,040.00
	20/09/2017	027323	48.00
	20/09/2017	027324	81.60
	20/09/2017	027330	266.85
	20/09/2017	027331	550.00
	20/09/2017	027334	853.39
	20/09/2017	027336	174.54
	20/09/2017	027343	900.00
	28/09/2017	027353	165.00
	28/09/2017	027354	175.67
	28/09/2017	027355	844.91
	28/09/2017	027356	178.80
	28/09/2017	027357	281.21

Monthly Finances (f)

28/09/2017	027358	29.93
28/09/2017	027359	181.80
28/09/2017	027360	54.36
28/09/2017	027361	189.60
28/09/2017	027362	225.00
28/09/2017	027363	830.05
28/09/2017	027364	295.00
28/09/2017	027365	134.73
28/09/2017	027366	331.32
28/09/2017	027367	203.31
28/09/2017	027368	55.00
28/09/2017	027369	350.00
28/09/2017	027370	900.00
28/09/2017	027371	158.40
28/09/2017	027372	1,000.00
28/09/2017	027373	531.65
28/09/2017	027374	634.50

21,904.43

361,970.71

Unpresented Receipts:

<u>Date</u>	<u>Ref</u>	<u>Amount</u>
28/09/2017	Oly to Current	1,952.65
28/09/2017	Alex Sales to Current	20.00
29/09/2017	Alex Sales to Current	20.00
29/09/2017	Oly to Current	522.40

2,515.05

364,485.76

Closing Book Balance:

Current Account	337,615.72
Other Bank & Cash Accounts	26,870.04

364,485.76

-

Chairman of Finance Committee

Signature

Date

Monthly Finances (f)

Responsible Financial Officer

Signature

Date



Swanley Town Council

Aged Debtors: 30 September 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	271.00	146.00	125.00	0.00	0.00	0.00
BRITGAS	British Gas Services	11,496.26	3,091.50	2,990.40	377.25	132.30	4,904.81
CALDER	Calder Conferences	197.20	197.20	0.00	0.00	0.00	0.00
COCACOLA	Coca Cola	156.00	0.00	0.00	0.00	0.00	156.00
EDFENER	EDF Energy	141.00	0.00	0.00	0.00	0.00	141.00
FUNPART	Funeral Partners Ltd	274.00	274.00	0.00	0.00	0.00	0.00
GOLFPERF	Golf Performance Ranges Ltd	3,701.00	3,701.00	0.00	0.00	0.00	0.00
HEXTABLE	Hextable Land Ltd	1,320.00	1,320.00	0.00	0.00	0.00	0.00
HOMEOFFI	Home Office GSI	197.20	197.20	0.00	0.00	0.00	0.00
IBLCAT	IBL Catering Ltd	3,690.00	1,350.00	2,340.00	0.00	0.00	0.00
JONHOM	Jones Homes (Southern) Ltd	600.00	600.00	0.00	0.00	0.00	0.00
KCC100	Kent County Council	2,773.57	3,535.20	0.00	0.00	0.00	-761.63
KCCHIGH	Kent County Council (Highways)	1,891.62	0.00	0.00	0.00	0.00	1,891.62
LUNACINE	Luna Cinema	2,097.23	2,097.23	0.00	0.00	0.00	0.00
MEDWAYC	Medway Council	1,080.00	540.00	540.00	0.00	0.00	0.00
NHSDGS	NHS DGS CCG	866.16	480.00	0.00	0.00	0.00	386.16
SEVDISTC	Sevenoaks District Council	150.00	150.00	0.00	0.00	0.00	0.00
SPECASVE	Specsavers	500.00	0.00	500.00	0.00	0.00	0.00
SWNFC	Swanley FC	573.70	0.00	596.80	0.00	0.00	-23.10
SWNRANG	Swanley Rangers FC	296.80	0.00	296.80	0.00	0.00	0.00
SWOAKSFC	Swanley Oaks Football Club	460.90	0.00	460.90	0.00	0.00	0.00
WHITENET	Whiteoak Netball Club	2,376.57	2,376.57	0.00	0.00	0.00	0.00
ZIBRANT	Zibrant	5,756.35	3,446.85	1,215.40	1,094.10	0.00	0.00
		40,866.56	23,502.75	9,065.30	1,471.35	132.30	6,694.86

Events ^[2]

JANUARY	January events	-892.00
FEBRUARY	February events	-883.60
MARCH	March events	0.00
APRIL	April events	0.00
MAY	May events	-600.00
JUNE	June events	-641.20
JULY	July events	-1,930.00
AUGUST	August events	-3,150.00
SEPTEMBER	September events	-3,000.00
OCTOBER	October Events	-8,646.50
NOVEMBER	November events	-4,343.50

Monthly Finances (g)

DECEMBER	December events	-7,810.00
		<u>-31,896.80</u>

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

Swanley Town Council



Aged Creditors: 30 September 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>
BGAS-100	British Gas	21,289.09 ^[1]	0.00	0.00	0.00	0.00	21,289.09
BGAS8419	BGas Elec - Alexandra	829.53	829.53	0.00	0.00	0.00	0.00
BGAS8436	BGas Elec - Woodlands	4,297.76	1,402.29	1,414.63	1,480.84	0.00	0.00
BGAS8456	BGas Elec - The Olympic	1,024.66	1,024.66	0.00	0.00	0.00	0.00
BOC100	BOC Ltd	162.54	162.54	0.00	0.00	0.00	0.00
BRAKES10	Brakes Bros Ltd	809.48	809.48	0.00	0.00	0.00	0.00
CASTL529	Castle Water Limited	4,246.58	4,246.58	0.00	0.00	0.00	0.00
CHERRIPE	Cherry Ripe	256.20	256.20	0.00	0.00	0.00	0.00
CLEAWIPE	Clean Wipes	205.08	205.08	0.00	0.00	0.00	0.00
EQUIRECY	Equinox Recycling	1,773.54	1,773.54	0.00	0.00	0.00	0.00
FLP	Fenland Leisure Products Ltd	8,236.00	8,236.00	0.00	0.00	0.00	0.00
HTS	Heating Technical Supplies Limited	7,117.40	0.00	7,117.40	0.00	0.00	0.00
JROBERTS	J Roberts Electrical Ltd	261.60	261.60	0.00	0.00	0.00	0.00
KEIRALAN	Alan Keir	500.00	500.00	0.00	0.00	0.00	0.00
KFF100	Kent Frozen Foods Ltd	1,007.19	1,007.19	0.00	0.00	0.00	0.00
MANPOWER	Manpower UK (Limited)	203.04	203.04	0.00	0.00	0.00	0.00
MATTCLAR	Matthew Clark Wholesale Ltd	3,136.15	3,136.15	0.00	0.00	0.00	0.00
MIPAY100	MI Payroll & Bookkeeping Services Ltd	157.71	157.71	0.00	0.00	0.00	0.00
NISBET10	Nisbets	1,413.65	1,413.65	0.00	0.00	0.00	0.00
NORMBUT	Norman's Butchers	159.77	159.77	0.00	0.00	0.00	0.00
OUTDOORS	Outdoorsy Living Ltd	842.40	842.40	0.00	0.00	0.00	0.00
REDWING1	Redwing Coaches	425.00	425.00	0.00	0.00	0.00	0.00
STALBRID	Stalbridge Linen Services	277.26	277.26	0.00	0.00	0.00	0.00
STANNAH	Stannah	2,877.00	2,877.00	0.00	0.00	0.00	0.00
THAMOLY	Thames Water (Olympic-05303)	2,260.20	2,260.20	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
TIMBERIM	Timber Image LTD	2,064.00	2,064.00	0.00	0.00	0.00	0.00
TLCELEC	T.L.C Direct	48.00	48.00	0.00	0.00	0.00	0.00
TRADEUK	Trade UK Account	6.48	6.48	0.00	0.00	0.00	0.00
		65,743.30	34,585.35	8,532.03	1,480.84	0.00	21,145.08

^[1] Currently in dispute regarding billing for the Woodlands; in negotiation regarding a rebate for previous billing