

# 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

### MINUTES

Wednesday 22<sup>nd</sup> November 2017

**Present:** Chair Cllr M Horwood, Cllr L Ball, Cllr M Hogg, Cllr R Morris,  
Cllr T Searles, Cllr V Southern

**Also Present:** Cllr C Barnes, Cllr J Barnes, Cllr P Darrington, Cllr E Komolafe,  
Cllr N Scott, Cllr H Willingale

**Officers:** CEO Steve Nash,  
RFO Steve Innes  
Democratic Services Officer Barb Playfoot

#### APOLOGIES FOR ABSENCE

Cllr L Dyball – Cllr P Darrington substitute for Cllr L Dyball

#### DECLARATIONS OF INTEREST

None Received

#### 10307 MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 18<sup>th</sup> October 2017

**APPROVED**

#### 10308 TO RECEIVE THE MONTHLY FINANCES

- The RFO took several questions from Councillors regarding the reports.
- Cllr Southern queried the allocation of Income and Expenditure suggested that changes be made to the accounts to reflect a reallocation of nominal code transactions across the venues. The RFO confirmed that he was happy to make Income and Expenditure sheets retrospective to 1<sup>st</sup> April 2017. The RFO is due to meet with Cllr Southern on 4<sup>th</sup> December 2017 to agree the appropriate allocations
- Cllr Hogg and Cllr Morris agreed that this would show a more accurate account of each venue
- Cllr Southern also requested that the RFO investigate the bill for Swanley Park from Thames Water to ascertain if there could be any rebate as they were not responsible for the sewage

**RESOLVED: To accept reports A/B/C/D/E/F/G**

#### 10309 REVISED BUDGET 2017/2018

To approve recommendations from the CEO and RFO (Report H)

**RESOLVED: Revised budget 2017/2018 approved**

**10310 PROPOSED BUDGET 2018/19**

To approve the budget proposals put forward by the CEO and the RFO (Report H)  
A recorded vote was taken and all agreed that the proposed budget reflect a 3.9% increase in line with inflation.

**RESOLVED: Proposed budget 2018/2019 to be recommended for Full Council approval**

**Recorded Vote**

**Cllr Morris – Yes**

**Cllr Southern – Yes**

**Cllr J Barnes – Yes**

**Cllr Darrington – Yes**

**Cllr Searles – Yes**

**Cllr Hogg – Yes**

**Cllr Horwood – Yes**

**10311 TO APPROVE A SMOKING POLICY**

This is to provide a first detailed policy (Report I)  
The CEO was asked to clarify a few points raised

Cllr Ball said he was unhappy with e cigarettes being included in the policy and that he saw no harm in them at all. The CEO responded by giving examples of where they are banned in other places and on aircraft. Cllr Horwood felt they were anti-social and should be included in the policy.

Cllr Willingale was concerned that staff were being victimised because they smoked and felt that passive smoking was not a valid concern. Cllr C Barnes pointed out how her health had been seriously affected by smoking over the years.

**RESOLVED: Smoking policy approved**

**10312 TO APPROVE A NEW EQUAL OPPORTUNITIES POLICY**

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

**RESOLVED – New Equal Opportunities policy approved**

**Date of the Policy & Finance Meeting - 13<sup>th</sup> December 2017**

**MEETING CLOSED AT 20.28**

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)

Committee Members:

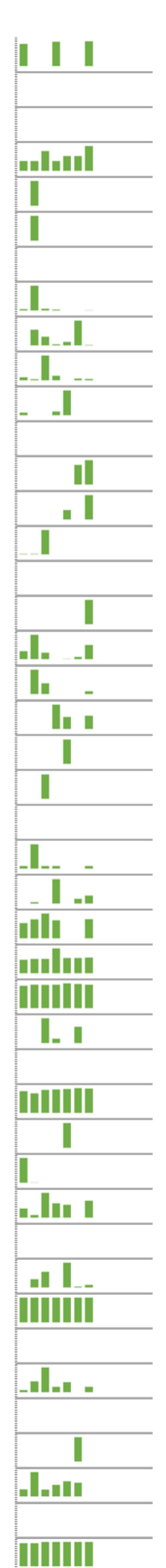
(Chair) Cllr M Horwood, (Vice Chair) Cllr V Southern, Cllr L Ball, Cllr L Dyball, Cllr M Hogg, Cllr R Morris, Cllr T Searles

Swanley Town Council: Civic Centre

YTD Summary

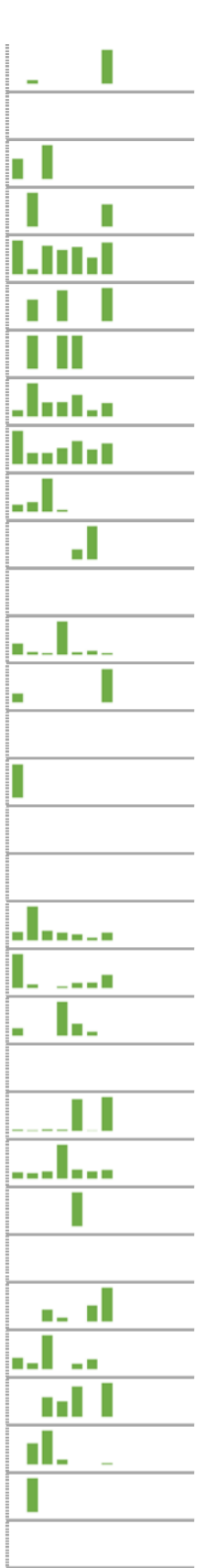
**Expenditure**

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
5000	Street Lighting	150.00	14.53	-	-	16.07	-	-	16.25	-	-	-	-	-	46.85	-
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	1,950.00	3,250.00	-	-	-	-	-	13,650.00	-
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	-	-	101.68	-	-	-	-	-	18,227.15	-
5021	Estates Equipment / Machinery Repairs	15,000.00	-	6,574.32	3,545.93	443.13	1,438.92	10,288.13	226.17	-	-	-	-	-	22,516.60	-
5030	Horticulture	5,000.00	201.64	74.93	1,568.00	288.05	-	110.33	87.32	-	-	-	-	-	2,330.27	-
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	1,460.45	-	-	-	-	-	2,644.42	-
5035	Remembrance Day	700.00	-	-	-	-	41.67	-	110.00	-	-	-	-	-	151.67	-
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	-	-	-	-	-	-	1,226.50	-	-	-	-	-	1,226.50	-
5039	Senior Passport to Leisure	38,000.00	1,533.67	4,769.70	1,296.67	-	20.00	425.00	2,785.82	-	-	-	-	-	10,830.86	-
5041	Armed Forces Day	0.00	-	1,240.00	550.00	-	-	-	150.00	-	-	-	-	-	1,940.00	-
5045	Function Expenditure	2,500.00	-	-	-	200.00	100.00	-	110.00	-	-	-	-	-	410.00	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 & Maintenance	370.00	41.75	396.31	39.67	43.35	-	-	39.42	-	-	-	-	-	560.50	-
6200	Website, Social Media and Marketing	760.00	-	39.98	-	747.00	-	149.00	240.00	-	-	-	-	-	1,175.98	-
6201	Advertising	4,000.00	259.00	322.88	420.65	309.65	-	-	326.80	-	-	-	-	-	1,638.98	-
7000	Salaries	270,000.00	32,828.60	34,916.72	34,683.55	59,492.13	37,001.35	36,882.22	37,772.21	-	-	-	-	-	273,576.78	-
7001	Pension	37,000.00	4,428.97	4,642.70	4,591.83	4,673.08	4,872.54	4,770.10	4,674.46	-	-	-	-	-	32,653.68	-
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	3,190.67	-	-	-	-	-	21,138.49	-
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	-	327.59	-	-	-	-	-	1,562.80	-
7100	Rent for Link	850.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7102	Water Rates	7,000.00	-	367.71	705.56	-	1,100.98	44.05	120.01	-	-	-	-	-	2,338.31	-
7103	General Rates	47,500.00	5,879.58	5,876.87	5,876.87	5,876.87	5,876.87	5,876.87	5,876.87	-	-	-	-	-	41,140.80	-
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	-	1,200.47	-	-	-	-	-	13,202.56	-
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	42.00	-	-	-	-	-	290.48	-



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
7303	Vehicle Insurance	5,000.00	-	184.71	-	-	-	-	1,829.70	-	-	-	-	-	-	2,014.41	-
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	-	-	-	-	1,000.00	-	-	-	-	-	-	2,500.00	-
7502	Office Stationery	2,000.00	422.26	64.20	358.65	305.30	342.57	210.55	396.47	-	-	-	-	-	-	2,100.00	-
7505	Town Crier Printing Costs	2,000.00	-	518.00	-	740.00	-	-	800.00	-	-	-	-	-	-	2,058.00	-
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	397.67	-	-	-	-	-	-	3,160.78	-
7552	Computers & Software	3,000.00	858.74	284.96	284.96	414.88	596.95	379.89	539.56	-	-	-	-	-	-	3,359.94	-
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	262.85	-	-	-	-	-	-	9,429.61	-
7605	Mayoral Allowance	5,000.00	280.00	-	-	-	-	-	1,033.12	-	-	-	-	-	-	1,313.12	-
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	542.38	1,521.99	-	-	-	-	-	-	14,459.64	-
7800	Repairs and Renewals	7,500.00	563.01	56.18	-	24.88	86.42	91.15	218.63	-	-	-	-	-	-	1,040.27	-
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	3,517.13	-	-	-	-	-	-	7,350.12	-
7901	Bank Charges	3,000.00	195.95	161.06	211.68	1,024.47	270.93	218.76	258.69	-	-	-	-	-	-	2,341.54	-
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	2,114.98	-	-	-	-	-	-	4,114.98	-
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	-	114.23	-	-	-	-	-	-	335.27	-
8203	Training Costs	5,000.00	-	1,064.00	1,690.22	235.99	-	-	60.00	-	-	-	-	-	-	3,050.21	-
8204	Insurance	32,000.00	-	25,709.18	-	-	-	-	-	-	-	-	-	-	-	25,709.18	-
8205	Refreshments	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		877,755.00	73,071.89	124,408.48	104,824.00	92,348.74	81,762.25	71,669.31	77,399.71	-	-	-	-	-	-	625,484.38	1.00

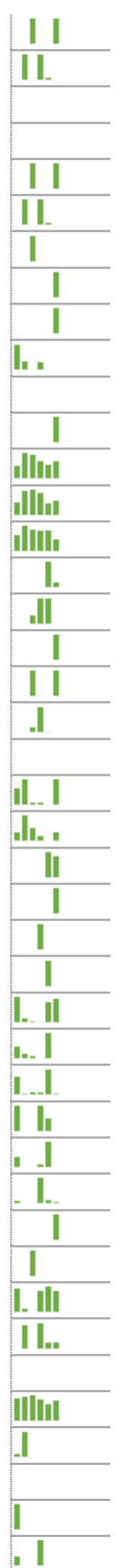


Swanley Town Council: Civic Centre

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
4000	Precept	537,700.00	269,934.00	-	-	-	-	269,933.00	-	-	-	-	-	-	539,867.00	539,867.00
4033	Community Infrastructure Levy		106,180.00						2,921.88							
4005	Rent - Oaks Clinic	89,890.00	49,890.00	-	-	9,890.00	-	-	9,890.00	-	-	-	-	-	69,670.00	-
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	-	-	687.50	-	-	-	-	-	2,062.50	-
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	-
4016	Rent - Civic Centre	0.00	-	-	-	-	-	-	6,866.67	-	-	-	-	-	6,866.67	-
4017	Rent - Swanley Park RFC	0.00	-	-	-	-	-	-	312.64	-	-	-	-	-	312.64	-
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	-	-	-	-	-	-	12,599.90	-	-	-	-	-	12,599.90	-
4025	Black Refuse Bags	4,000.00	111.25	251.25	520.00	482.50	346.25	277.50	350.00	-	-	-	-	-	2,338.75	-
4026	White Refuse Bags	1,160.00	40.84	71.66	137.09	144.58	125.42	65.83	80.42	-	-	-	-	-	665.84	-
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	945.83	-	-	-	-	-	10,912.21	-
4028	Photocopying	160.00	3.54	-	-	-	-	49.17	8.33	-	-	-	-	-	61.04	-
4029	Radar Keys	10.00	2.50	-	-	2.50	7.50	7.50	-	-	-	-	-	-	20.00	-
4030	SDC Link Service Contract	46,000.00	-	-	-	-	-	-	24,956.52	-	-	-	-	-	24,956.52	-
4031	KCC Link Salaries Recharge	28,000.00	13,824.77	-	-	13,824.77	-	-	13,824.77	-	-	-	-	-	41,474.31	-
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	-	333.33	-	-	-	-	-	966.63	-
4037	Armed Forces Day	0.00	29.17	16.67	49.99	25.00	8.33	-	16.66	-	-	-	-	-	145.82	-
4039	Christmas Lights	0.00	-	-	-	-	-	266.67	225.00	-	-	-	-	-	491.67	-
4130	Party Function Revenue	0.00	-	-	-	-	-	-	308.33	-	-	-	-	-	308.33	-
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	3,700.37	-	-	-	-	-	14,094.87	-
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	48.40	-	-	-	-	-	3,192.52	-
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	88.00	-	-	-	-	-	2,568.04	-
4711	General Income	0.00	-	-	-	-	-	-	117.65	-	-	-	-	-	117.65	-
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	416.67	-	-	-	-	-	10,904.19	-
4810	Sponsorship - General	0.00	-	-	9,300.00	-	10,000.00	2,333.33	2,500.00	-	-	-	-	-	24,133.33	-
4900	Investment Income	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4902	Commissions Received	0.00	63.19	96.64	102.48	109.74	92.03	71.16	87.01	-	-	-	-	-	622.25	-
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	-



**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>##</u>	<u>YTD</u>	<u>Forecast</u>
		877,755.00	89,508.19	13,376.23	44,084.47	29,096.55	36,935.30	19,507.62	78,364.00	-	-	-	-	-		850,739.37	-

Swanley Town Council



**Payments Out: October 2017**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
02/10/2017	DVLA	DVLA LC03 KJY	Direct Debit	DVLA LC03 KJY	21.00
02/10/2017	DVLA	DVLA LV13SNK	Direct Debit	DVLA LV13 SNK	21.00
04/10/2017	REDWING1	Redwing Coaches	Cheque	027375	425.00
04/10/2017	BRAKES10	Brakes Bros Ltd	Cheque	027376	809.48
04/10/2017	CASTL529	Castle Water Limited	Cheque	027377	4,246.58
04/10/2017	CHERRIPE	Cherry Ripe	Cheque	027378	214.55
04/10/2017	CLEAWIPE	Clean Wipes	Cheque	027379	205.08
04/10/2017	FLP	Fenland Leisure Products Ltd	Cheque	027380	5,008.56
04/10/2017	JROBERTS	J Roberts Electrical Ltd	Cheque	027381	261.60
04/10/2017	KALC100	Kent Association of Local Councils	Cheque	027382	72.00
04/10/2017	KEIRALAN	Alan Keir	Cheque	027383	275.00
04/10/2017	KFF100	Kent Frozen Foods Ltd	Cheque	027384	943.59
04/10/2017	MANPOWER	Manpower UK (Limited)	Cheque	027385	203.04
04/10/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027386	3,136.15
04/10/2017	MIPAY100	MI Payroll & Bookkeeping Services Ltd	Cheque	027387	157.71
04/10/2017	NISBET10	Nisbets	Cheque	027388	1,413.65
04/10/2017	NORMBUT	Norman's Butchers	Cheque	027389	82.65
04/10/2017	OUTDOORS	Outdoorsy Living Ltd	Cheque	027390	842.40
04/10/2017	SEVDIST	Sevenoaks District Council	Cheque	027391	1,950.00
04/10/2017	STALBRID	Stalbridge Linen Services	Cheque	027392	568.09
04/10/2017	STANNAH	Stannah	Cheque	027393	2,877.00
04/10/2017	TIMBERIM	Timber Image LTD	Cheque	027395	2,064.00
04/10/2017	THAMOLY	Thames Water (Olympic-05303)	Cheque	100597	2,260.20
04/10/2017	BGAS8419	BGas Elec - Alexandra	Cheque	100598	829.53
04/10/2017	BGAS8456	BGas Elec - The Olympic	Cheque	100598	1,024.66
04/10/2017	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	238.80
04/10/2017	BTGROUP	BT	Direct Debit	DD/BT	41.10
04/10/2017	GRENKE	Grenke Leasing	Direct Debit	DD/Grenke	1,284.01
04/10/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	90.36
04/10/2017	MANN	Mann (Swanley)	Internal Entry	DD/Mann	109.21
05/10/2017	Barclays	Commission Charges	Bank Entry	Barclays	217.81
06/10/2017	Yell	Advertisng	Direct Debit	Yell	146.79
09/10/2017	Dontation: Maypole Primary School	Dontation: Maypole Primary School	Cheque	100601	10.00
09/10/2017	KCC	KCC Christmas Lights Permit	Cheque	100600	26.50
09/10/2017	Mayor: RBL Poppy Appeal	Mayor: RBL Poppy Appeal	Cheque	100602	100.00
09/10/2017	TV Licence	TV Licence	Direct Debit	TV Licence	12.37
10/10/2017	Chef Olympic	Chef Olympic	Cheque	100603	70.00
10/10/2017	Refund: Bartlett	SPTL Refund	Cheque	100604	23.50
10/10/2017	Refund: Von-Zweigbergk	SPTL Refund	Cheque	100605	23.50
10/10/2017	Refund : Laybourn	SPTL Refund	Cheque	100606	23.50
10/10/2017	Refund: Brown	SPTL Refund	Cheque	100607	23.50
10/10/2017	SPTL	SPTL: Orchard Theatre	Cheque	100608	678.50

## Monthly Finances (b)

10/10/2017	Barclays	PDQ Machines	Direct Debit	Barclays	336.11
10/10/2017	GARYKING	Gary King (Elvis Tribute Singer)	Cheque	100599	500.00
10/10/2017	ZEN100	Zen Internet Ltd	Direct Debit	DD/ZEn	100.80
11/10/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	26.03
13/10/2017	Payroll	Payroll Mth7	BACS	Payroll	48,487.74
13/10/2017	Paye	PAYEMth7	BACS	Paye	5,245.12
13/10/2017	NI	NIMth7	BACS	NI	6,665.44
13/10/2017	Pension	PensionMth7	BACS	Pension	8,896.19
13/10/2017	AtoE	AtoEMth7	BACS	AtoE	188.98
15/10/2017	Sevenoaks District Council	Rates for Public Conv, Station Road	Direct Debit	Rates for Public Conv, Station	196.00
15/10/2017	Sevenoaks District Council	Rates for Alexandra	Direct Debit	Rates for Alexandra	2,949.13
15/10/2017	Sevenoaks District Council	Rates for Civic Centre	Direct Debit	Rates for Civic Centre	4,243.87
15/10/2017	Sevenoaks District Council	Rates for Olympic	Direct Debit	Rates for Olympic	2,826.00
15/10/2017	Sevenoaks District Council	Rates for Woodlands	Direct Debit	Rates for Woodlands	1,437.00
16/10/2017	Sage	Sage	Direct Debit	DD/Sage	125.95
18/10/2017	Dan Sutton	Expenses	Cheque	100610	47.45
18/10/2017	Alexandra Suite (Float)	Float Expenses	Cheque	100611	280.14
18/10/2017	B&MSUPP	B&M Supplies LTD	Cheque	027396	101.66
18/10/2017	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027397	353.70
18/10/2017	BR-IT	BR - IT	Cheque	027398	317.52
18/10/2017	BRAKES10	Brakes Bros Ltd	Cheque	027399	389.81
18/10/2017	CENTCIRC	Centre Circle Event Management	Cheque	027400	369.60
18/10/2017	CHERRIPE	Cherry Ripe	Cheque	027401	133.78
18/10/2017	CLEAWIPE	Clean Wipes	Cheque	027402	82.59
18/10/2017	CONNECT	Helm Enterprise Solutions Ltd	Cheque	027403	178.80
18/10/2017	D.BODY	D.Body Ltd	Cheque	027404	1,890.00
18/10/2017	DARPRINT	Darenth Print and Design Ltd	Cheque	027405	144.00
18/10/2017	EASYNET	Easynet Enterprise Services Ltd	Cheque	027406	81.60
18/10/2017	EQUIRECY	Equinox Recycling	Cheque	027407	1,773.54
18/10/2017	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	027408	399.80
18/10/2017	FLP	Fenland Leisure Products Ltd	Cheque	027409	3,227.44
18/10/2017	GMHCASHR	GMH Cash Registers	Cheque	027410	162.00
18/10/2017	GUIDE1	Guideline Coaches Ltd	Cheque	027411	275.00
18/10/2017	JOHNSTRE	John Street Beverage	Cheque	027412	160.80
18/10/2017	KEIRALAN	Alan Keir	Cheque	027413	725.00
18/10/2017	KFF100	Kent Frozen Foods Ltd	Cheque	027414	959.20
18/10/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027415	4,267.07
18/10/2017	MFRICKER	Michael Fricker	Cheque	027416	200.00
18/10/2017	MIPAY100	MI Payroll & Bookkeeping Services Ltd	Cheque	027417	157.71
18/10/2017	NEWSQUE	Newsquest Media Group	Cheque	027418	180.00
18/10/2017	NORMBUT	Norman's Butchers	Cheque	027419	286.39
18/10/2017	POWERSND	Power Sounds Discos	Cheque	027420	275.00
18/10/2017	PPL100	PPL	Cheque	027421	633.82
18/10/2017	REDWING1	Redwing Coaches	Cheque	027422	375.00
18/10/2017	SWANBOX	Swanley Boxing	Cheque	027423	1,000.00
18/10/2017	SWANRANG	Swanley Rangers FC	Cheque	027424	989.00
18/10/2017	TLCDIREC	TLC Online	Cheque	027425	580.65
18/10/2017	TLCELEC	T.L.C Direct	Cheque	027426	48.00
18/10/2017	TRADEUK	Trade UK Account	Cheque	027427	263.22
18/10/2017	TUNE10	John Bogg	Cheque	027428	80.00
18/10/2017	UKDC	UK Deep Cleaning LTD	Cheque	027429	2,664.00
18/10/2017	WARBURT	Warburtons Chefs Limited	Cheque	027430	90.00



## Monthly Finances (b)

18/10/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	23.25
19/10/2017	MacMillan	Charity Collection	Cheque	100612	117.65
19/10/2017	123CONN	123 Connect	Cheque	027431	42.00
19/10/2017	DYNAMIX	Mr S Gadd	Cheque	027432	440.00
19/10/2017	TLCDIREC	TLC Online	Cheque	027433	800.00
19/10/2017	DARPRINT	Darenth Print and Design Ltd	Cheque	027434	48.00
19/10/2017	EETMOB	EE & T Mobile	Direct Debit	DD/EE	28.01
20/10/2017	SGEQUIPM	SG Equipment Finance	Direct Debit	DD/SG Equipment	378.00
23/10/2017	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	542.38
23/10/2017	EON100	E.ON	Direct Debit	DD/E.On	17.06
24/10/2017	XINTEL	XLN Telecom	Direct Debit	DD/Xln	46.13
25/10/2017	Mayor Dinner	Mayor Dinner	Cheque	100613	174.20
25/10/2017	Refund: Trusten	Archery Park Event	Cheque	100614	5.00
25/10/2017	BOC100	BOC Ltd	Direct Debit	DD/BOC	162.54
25/10/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	72.15
30/10/2017	Trade Union Legal	S Batchelor	BACS	Trade Union Legal	1,500.00
30/10/2017	Refund: Prountzos	Booking Refund	Cheque	100615	96.00
30/10/2017	VOICECOM	Voicecom Ltd	Direct Debit	DD/Voicecom	266.80
					<b>144,158.79</b>

### Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Jun-17	Cheque	57,215.66
	BACS	70,983.47
	Direct Debit	15,632.64
	Internal Entry (Offset)	109.21
	Bank Entry	217.81
		<b>144,158.79</b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

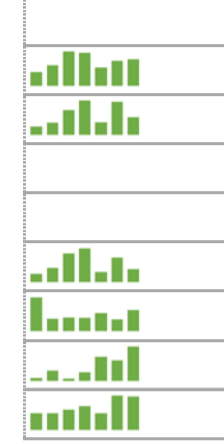
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Swanley Town Council: Alexandra

YTD Summary

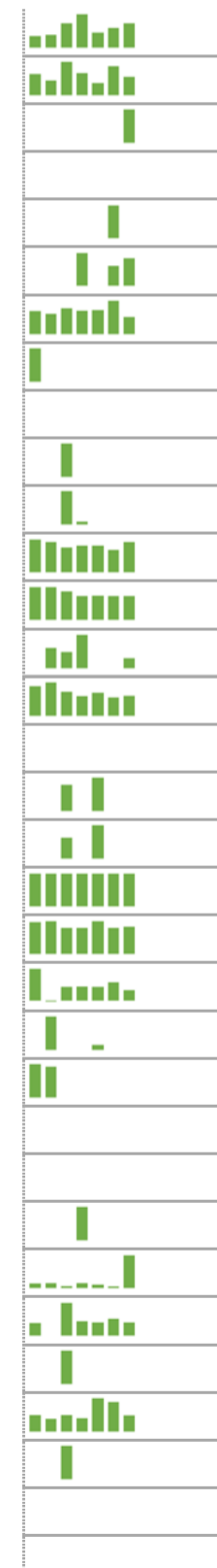
Income

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	10,903.50	-	-	-	-	-	70,811.72	-
4105	Catering Income	25,000.00	2,329.63	3,365.04	6,887.18	9,535.75	3,525.58	9,135.55	4,936.68	-	-	-	-	-	39,715.41	-
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	4,650.00	-	-	-	-	-	48,593.86	-
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	3,728.20	-	-	-	-	-	21,805.78	-
4125	Party Night Revenue	12,000.00	300.00	1,084.62	264.99	933.32	2,538.35	2,133.35	3,613.35	-	-	-	-	-	10,867.98	-
4130	Party Function Revenue	33,000.00	787.50	787.50	962.50	1,137.50	787.50	1,639.82	1,591.67	-	-	-	-	-	7,693.99	-
		398,600.00	18,064.24	21,104.17	35,315.22	39,997.97	21,163.86	34,419.88	29,423.40	-	-	-	-	-	199,488.74	-



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	2,035.11	2,615.01	3,319.88	-	-	-	-	-	19,015.80	-
5002	Catering Purchases	30,000.00	1,445.96	977.16	2,286.10	1,519.19	834.15	1,988.22	1,280.43	-	-	-	-	-	10,331.21	-
5011	Licenses	0.00	-	-	-	-	-	-	381.52	-	-	-	-	-	381.52	-
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	300.00	-	-	-	-	-	877.35	-
5045	Function Expenditure	20,000.00	1,927.32	1,689.16	2,172.25	1,967.50	1,991.65	2,802.54	1,450.00	-	-	-	-	-	14,000.42	-
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	8,777.46	-	-	-	-	-	56,031.97	-
7001	Pension	22,000.00	1,234.05	1,234.05	1,066.26	898.46	912.10	898.46	898.46	-	-	-	-	-	7,141.84	-
7004	Wages - Casual	10,000.00	-	280.00	224.00	462.00	-	-	140.00	-	-	-	-	-	1,106.00	-
7006	Employers NI	8,000.00	530.87	599.41	429.14	347.75	413.07	333.58	356.60	-	-	-	-	-	3,010.42	-
7008	Recruitment Expenses	250.00	-	-	230.74	-	294.56	-	-	-	-	-	-	-	525.30	-
7099	Expenses	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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	2,949.13	-	-	-	-	-	20,643.09	-
7105	Recycling - Waste Collection	5,000.00	305.40	313.95	251.16	251.16	313.95	251.16	259.71	-	-	-	-	-	1,946.49	-
7200	Electricity	3,750.00	1,206.42	( 41.55 )	517.01	539.01	523.50	691.28	385.93	-	-	-	-	-	3,821.60	-
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	<b>1,178.82</b>	-	-	-	-	-	1,908.26	-
7802	Laundry	1,500.00	230.89	-	601.30	261.20	240.40	308.41	246.39	-	-	-	-	-	1,888.59	-
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	122.01	-	-	-	-	-	1,050.24	-
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	20,041.91	20,288.97	22,046.34	-	-	-	-	-	151,246.97	-



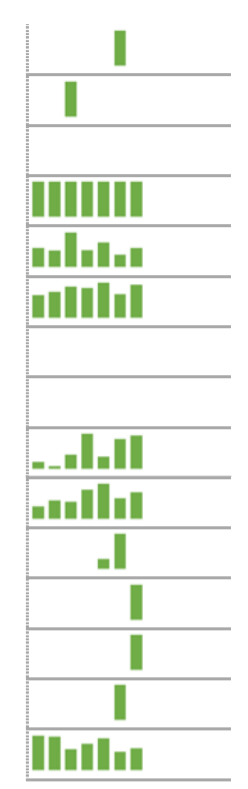
7801 Cleaning Includes £1,000 for kitchen "deep clean"

Swanley Town Council: Olympic

YTD Summary

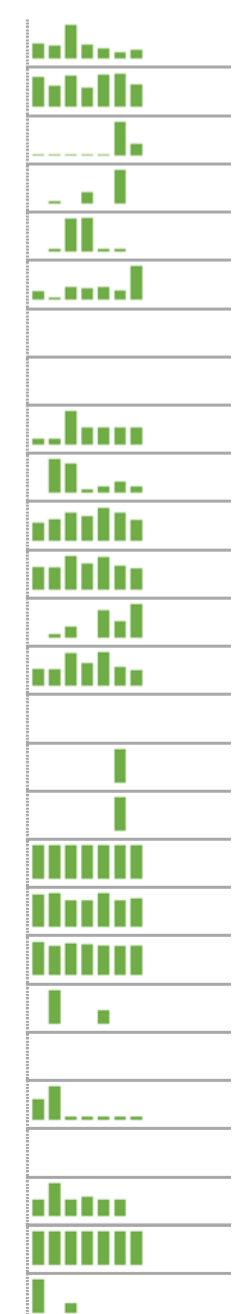
**Income**

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	700.00	-	-	-	-	-	4,900.00	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	3,377.83	-	-	-	-	-	25,339.63	-
4105	Catering Income	12,000.00	5,289.10	6,100.11	7,317.08	6,980.57	8,174.85	5,506.02	7,714.44	-	-	-	-	-	47,082.17	-
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	2,164.17	-	-	-	-	-	8,723.71	-
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	6,147.53	-	-	-	-	-	36,886.17	-
4125	Party Night Revenue	0.00	-	-	-	-	291.26	1,049.76	-	-	-	-	-	-	1,341.02	-
4130	Party Function Revenue	0.00	-	-	-	-	-	-	50.00	-	-	-	-	-	50.00	-
4202	Services Recharge - Golf	0.00	-	-	-	-	-	-	1,494.89	-	-	-	-	-	1,494.89	-
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	352.66	-	-	-	-	-	3,049.01	-
		189,200.00	13,232.08	14,670.37	24,387.01	20,143.87	22,950.77	20,308.65	22,001.52	-	-	-	-	-	137,694.27	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	923.85	-	-	-	-	-	10,620.24	-
5002	Catering Purchases	8,000.00	2,529.06	1,769.63	2,621.86	1,602.71	2,686.20	2,773.62	1,900.15	-	-	-	-	-	15,883.23	-
5011	Licences	0.00	12.18	12.12	12.12	12.12	12.12	454.12	159.03	-	-	-	-	-	673.81	-
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	1,582.06	-	-	-	-	-	4,168.72	-
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	122.33	-	-	-	-	-	809.11	-
6201	Advertising	100.00	-	230.00	199.99	20.00	40.00	73.22	40.00	-	-	-	-	-	603.21	-
7000	Salaries	70,000.00	3,805.53	4,526.99	6,012.16	5,274.35	6,966.57	5,948.79	4,429.37	-	-	-	-	-	36,963.76	-
7001	Pension	4,200.00	469.92	462.00	692.75	546.21	677.03	494.79	443.80	-	-	-	-	-	3,786.50	-
7004	Wages - Casual	2,500.00	-	119.00	371.25	-	936.25	558.70	1,147.75	-	-	-	-	-	3,132.95	-
7006	Employers NI	4,200.00	198.32	191.82	384.47	270.69	396.86	223.60	180.66	-	-	-	-	-	1,846.42	-
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	2,826.00	-	-	-	-	-	19,783.00	-
7105	Recycling - Waste Collection	3,000.00	187.10	195.65	156.52	156.52	195.65	156.52	165.07	-	-	-	-	-	1,213.03	-
7200	Electricity	9,000.00	1,103.69	972.37	1,058.89	1,032.53	984.55	975.87	984.87	-	-	-	-	-	7,112.77	-
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	38.44	-	-	-	-	-	879.25	-
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	315.00	-	-	-	-	-	2,205.00	-
7800	Repairs and Renewals	2,500.00	469.23	-	130.45	-	-	-	-	-	-	-	-	-	599.68	-





Swanley Town Council: Swanley Park

YTD Summary

**Income**

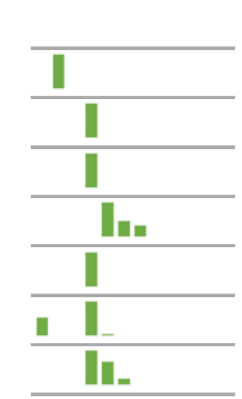
Code	Description	Budget 17/18	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	YTD	Forecast
4700	Rowing		1,488.03	854.16	829.59	757.70	1,322.91	392.91	85.42	-	-	-	-	-	5,730.72	-
4701	Pedalos		5,325.42	4,926.24	5,676.66	4,338.34	9,908.76	2,659.76	740.00	-	-	-	-	-	33,575.18	-
4702	Canoeing		482.09	237.91	299.57	353.33	1,080.42	258.73	71.67	-	-	-	-	-	2,783.72	-
4703	Golf		1,063.05	575.00	757.90	732.51	1,205.01	187.92	10.00	-	-	-	-	-	4,531.39	-
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	255.75	-	-	-	-	-	10,513.40	-
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	220.83	-	-	-	-	-	45,939.50	-
4712	Wrist Bands		-	-	-	91.67	-	-	-	-	-	-	-	-	91.67	-
4720	Children's Party - Recreation		187.50	329.99	241.66	660.00	441.67	490.00	320.83	-	-	-	-	-	2,671.65	-
4721	Children's Party - Survival		-	-	-	125.00	-	709.15	520.83	-	-	-	-	-	1,354.98	-
			23,338.58	15,330.47	17,531.39	15,523.91	35,508.27	7,175.57	2,225.33	-	-	-	-	-	116,633.52	-

**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	-	-	46.19	-	-	-	-	-	14,923.70	-
5021	Estates Equipment / Machinery Repairs		-	1,085.30	298.34	-	-	-	-	-	-	-	-	-	1,383.64	-
5045	Function Expenditure		-	-	-	220.00	-	-	-	-	-	-	-	-	220.00	-
5046	Outdoor 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	9,721.15	-	-	-	-	-	87,688.67	-
7001	Pension		-	-	-	-	-	565.87	359.04	-	-	-	-	-	924.91	-
7006	Employers NI		-	-	-	-	-	451.30	201.09	-	-	-	-	-	652.39	-
7099	Staff Expenses		-	-	-	109.15	272.23	19.00	104.51	-	-	-	-	-	504.89	-
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	841.35	-	-	-	-	-	8,852.26	-
7200	Electricity		-	-	2,323.32	-	-	2,351.64	450.37	-	-	-	-	-	5,125.33	-
7501	Postage & Carriage		-	-	-	29.90	-	-	-	-	-	-	-	-	29.90	-
7502	Stationery		-	-	-	36.65	37.98	-	-	-	-	-	-	-	74.63	-
7550	Telephone & Broadband		-	-	-	40.81	32.48	32.48	70.50	-	-	-	-	-	176.27	-
7800	Repairs and Renewals		100.00	384.54	-	-	1,035.58	-	-	-	-	-	-	-	1,520.12	-
7801	Cleaning		-	-	-	67.88	-	-	1,236.10	-	-	-	-	-	1,303.98	-
7803	Premises Expenses		626.62	691.38	86.68	1,214.51	733.31	701.50	53.00	-	-	-	-	-	4,107.00	-
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	1,890.00	-	-	-	-	-	11,070.00	-
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	Children's Party		6.25	122.50	-	-	-	-	-	-	-	-	-	-	128.75	-

## 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>
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	216.80	-	-	-	-	-	1,194.47	-
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	-
		-	18,440.81	14,846.39	18,790.34	28,693.36	27,970.27	36,165.64	15,190.10	-	-	-	-	-	160,096.91	-



# Swanley Town Council



## Bank Reconciliation: 31 October 2017

Bank Statement Balance:	Current Account	374,783.30	
			<b>374,783.30</b>
Other Bank & Cash Accounts:	Active Saver	139.25	
	Mayor's Account	2,871.25	
	Recreation Account	549.71	
	Alexandra Cash Account	2,555.10	
	Olympic Cash Account	1,539.86	
	Link Cash Account	-	
	Swanley Park Cash Account	1,187.54	
			<b>8,842.71</b>
			<b>383,626.01</b>

Unpresented Payments	<b>Date</b>	<b>Ref</b>	<b>Amount</b>	
	19/07/2017	027178	6,891.91	
	04/10/2017	027381	261.60	
	04/10/2017	027382	72.00	
	04/10/2017	027383	275.00	
	04/10/2017	027395	2,064.00	
	09/10/2017	100600	26.50	
	10/10/2017	100607	23.50	
	18/10/2017	027403	178.80	
	18/10/2017	027406	81.60	
	18/10/2017	027414	959.20	
	18/10/2017	027416	200.00	
	18/10/2017	027424	989.00	
	18/10/2017	027430	90.00	
	18/10/2017	100610	47.45	
	19/10/2017	027431	42.00	
	19/10/2017	100612	117.65	
	25/10/2017	100614	5.00	
	30/10/2017	Trade Union Legal	1,500.00	
	30/10/2017	100615	96.00	
				<b>13,921.21</b>
				<b>369,704.80</b>

Unpresented Receipts:	<b>Date</b>	<b>Ref</b>	<b>Amount</b>	
	27/10/2017	Park to Current	11.00	
	28/10/2017	Alex Bar to Current	161.20	
	28/10/2017	Park to Current	13.50	
	29/10/2017	Oly to Current	319.55	
	30/10/2017	Park to Current	40.00	
	30/10/2017	Sales to Current	957.50	
				<b>1,502.75</b>

**Monthly Finances (f)**

			<u>371,207.55</u>
Closing Book Balance:	Current Account	362,364.84	
	Other Bank & Cash Accounts	8,842.71	
			<u>371,207.55</u>
			<u>-</u>

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Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date



Swanley Town Council: Overall

Budget Summary 2017/2018

**Income**

**Dept**   **Venue**

4000	Precept
4033	Community Infrastructure Levy
1	Alexandra
2	Olympic
3	Civic
8	Swanley Park

**Current Financial Year (2017/2018)**

<b>Agreed Budget</b>	<b>Revised Budget</b>	<b>Year to Date (31/10/17)</b>	<b>Projected Outturn 31/03/18</b>
537,700.00	537,700.00	539,867.00	539,867.00
-	-	109,101.00	109,101.00
398,600.00	282,620.59	199,488.74	341,980.70
189,200.00	232,848.67	137,694.27	228,674.06
877,755.00	881,445.42	959,840.37	1,013,908.16
-	116,633.52	116,633.52	116,906.89
<b>1,465,555.00</b>	<b>1,513,548.20</b>	<b>1,413,656.90</b>	<b>1,701,469.81</b>

**Financial Year (2018/2019)**

<b>Proposed Budget (Overall)</b>	<b>Change: (Outturn vs. 2018/19)</b>
550,664.34	
-	
350,950.00	2.56%
225,300.00	(1.50%)
944,056.34	(7.40%)
119,010.00	1.77%
<b>1,639,316.34</b>	<b>(3.79%)</b>

**Expenditure**

**Dept**   **Venue**

1	Alexandra
2	Olympic
3	Civic
8	Swanley Park

**Current Financial Year (2017/2018)**

<b>Agreed Budget</b>	<b>Revised Budget</b>	<b>Year to Date (31/10/17)</b>	<b>Projected Outturn 31/03/18</b>
302,520.00	259,978.36	151,246.97	242,075.51
177,870.00	185,520.49	139,026.75	225,024.16
877,755.00	824,498.75	625,484.38	1,053,250.63
-	177,269.64	160,096.91	177,269.64
<b>1,358,145.00</b>	<b>1,447,267.24</b>	<b>1,075,855.01</b>	<b>1,697,619.94</b>

**Financial Year (2018/2019)**

<b>Proposed Budget (Civic)</b>	<b>Change: (Outturn vs. 2018/19)</b>
247,100.00	2.03%
223,955.00	(0.48%)
968,995.66	(8.70%)
199,265.00	11.04%
<b>1,639,315.66</b>	<b>(3.56%)</b>

Difference (Income vs. Expenditure)

<b>107,410.00</b>	<b>66,280.96</b>	<b>337,801.89</b>	<b>3,849.87</b>	<b>0.68</b>
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**Summary**

The figures are produced based on the following:  
 2% increase in the precept;  
 no change to the tax base (2017/2018)  
 uplift in income & expenditure as shown;  
 current salary structure, with increase from April '18

<b>Year</b>	<b>Tax Base (Nr)</b>	<b>Precept (£)</b>	<b>Value (£)</b>
2016 / 2017	5,308	519,510.00	97.87
2017 / 2018	5,408	539,876.00	99.83
2018 / 2019	5,408	550,664.34	101.83

1.959      % Increase (Decrease)



0.038	Weekly Increase
1.995	Annual Increase (Band D)

Allowing for an increase in precept of 3.9%, this will result in at extra £10,257 received through the precept

Allowing for an annual increase (Band D) of £2.00, the precept would increase to £550,691; this being an overall increase of £27 against the forecasted precept of £550,664.34

**NB. If the sale of The Woodlands takes place either before year end 31 March 2018, or during 2018 / 2019, then this will be accounted for separately**

## Swanley Town Council: Alexandra

## Budget Summary 2017/2018

Income

<u>Code</u>	<u>Description</u>	<b>Current Financial Year (2017/2018)</b>				<b>Financial Year (2018/2019)</b>	
		<u>Agreed Budget (Alexandra)</u>	<u>Revised Budget (Alexandra)</u>	<u>Year to Date (31/10/17)</u>	<u>Projected Outturn 31/03/18</u>	<u>Proposed Budget (Alexandra)</u>	<u>Change: (Outturn vs. 2018/19)</u>
4000	Precept	-	-	-	-	-	-
4033	Community Infrastructure Levy	-	-	-	-	-	-
4014	Rent - British Gas Office Space	2,000.00	2,000.00	-	-	-	N/a
4100	Bar Income	60,000.00	70,811.72	70,811.72	121,391.52	125,000.00	2.89%
4105	Catering Income	25,000.00	39,715.41	39,715.41	68,083.56	70,000.00	2.74%
4106	British Gas Catering Revenue	1,300.00	1,300.00	-	-	-	N/a
4110	Equipment Hire	300.00	300.00	-	-	-	N/a
4115	Function Package Revenue	205,000.00	83,303.76	48,593.86	83,303.76	85,000.00	2.00%
4120	Conference Lettings Regular	60,000.00	60,000.00	21,805.78	37,381.34	38,250.00	2.27%
4125	Party Night Revenue	12,000.00	12,000.00	10,867.98	18,630.82	19,200.00	2.96%
4130	Party Function Revenue	33,000.00	13,189.70	7,693.99	13,189.70	13,500.00	2.30%
		<b>398,600.00</b>	<b>282,620.59</b>	<b>199,488.74</b>	<b>341,980.70</b>	<b>350,950.00</b>	<b>2.56%</b>

Expenditure

<u>Code</u>	<u>Description</u>	<b>Current Financial Year (2017/2018)</b>				<b>Financial Year (2018/2019)</b>	
		<u>Agreed Budget (Alexandra)</u>	<u>Revised Budget (Alexandra)</u>	<u>Year to Date (31/10/17)</u>	<u>Projected Outturn 31/03/18</u>	<u>Proposed Budget (Alexandra)</u>	<u>Change: (Outturn vs. 2018/19)</u>
5001	Bar Purchases	40,000.00	40,000.00	19,015.80	32,598.51	33,500.00	2.69%
5002	Catering Purchases	30,000.00	30,000.00	10,331.21	17,710.65	18,100.00	2.15%
5011	Licences	-	-	381.52	381.00	400.00	4.75%
5012	Sales Commissions	160.00	160.00	-	-	-	N/a
5020	Estates Equipment / Machinery	-	-	568.00	973.71	1,000.00	2.63%
5021	Estates Equipment / Machinery Repairs	-	-	877.35	1,504.03	2,000.00	24.80%
5045	Function Expenditure	20,000.00	20,000.00	14,000.42	24,000.72	24,500.00	2.04%
5102	Event Equipment Repairs & Maintenance	100.00	100.00	39.00	66.86	100.00	33.14%
6100	Agency Commission	200.00	200.00	-	-	-	N/a
6200	Website, Social Media and Marketing	500.00	500.00	117.50	201.43	1,500.00	86.57%
6201	Advertising	2,500.00	2,500.00	805.99	1,381.70	1,500.00	7.89%
7000	Salaries	100,000.00	86,352.97	56,031.97	86,352.97	73,500.00	(17.49%)
7001	Pension	22,000.00	10,472.84	7,141.84	10,472.84	8,200.00	(27.72%)
7004	Wages - Casual	10,000.00	1,896.00	1,106.00	1,896.00	2,000.00	5.20%
7006	Employers NI	8,000.00	4,246.42	3,010.42	4,246.42	3,200.00	(32.70%)

Report H

<u>Code</u>	<u>Description</u>	<u>Agreed Budget (Alexandra)</u>	<u>Revised Budget (Alexandra)</u>	<u>Year to Date (31/10/17)</u>	<u>Projected Outturn 31/03/18</u>	<u>Proposed Budget (Alexandra)</u>	<u>Change: (Outturn vs. 2018/19)</u>
7008	Recruitment Expenses	250.00	250.00	-	-	-	N/a
7099	Expenses	-	-	525.30	900.51	950.00	5.21%
7102	Water Rates	2,500.00	2,500.00	1,646.03	2,821.77	3,000.00	5.94%
7103	General Rates	35,000.00	29,490.13	20,643.09	29,490.13	30,700.00	3.94%
7105	Recycling - Waste Collection	5,000.00	5,000.00	1,946.49	3,336.84	3,500.00	4.66%
7200	Electricity	3,750.00	3,750.00	3,821.60	6,551.31	7,000.00	6.41%
7201	Gas	9,000.00	9,000.00	3,201.56	7,000.00	7,400.00	5.41%
7500	Printing	-	-	153.22	262.66	300.00	12.45%
7552	Computers & Software	650.00	650.00	-	-	-	N/a
7702	Equipment Leasing	160.00	160.00	-	-	-	N/a
7800	Repairs and Renewals	2,500.00	2,500.00	106.82	183.12	1,000.00	81.69%
7801	Cleaning	2,600.00	2,600.00	1,908.26	3,271.30	3,350.00	2.35%
7802	Laundry	1,500.00	1,500.00	1,888.59	3,237.58	3,300.00	1.89%
7803	Premises Expenses	500.00	500.00	706.00	1,210.29	15,000.00	91.93%
7901	Bank Charges	1,400.00	1,400.00	1,050.24	1,800.41	1,850.00	2.68%
8201	Subscriptions	-	-	222.75	222.75	250.00	10.90%
8202	Uniforms	250.00	250.00	-	-	-	N/a
8204	Insurance	4,000.00	4,000.00	-	-	-	N/a
		<b>302,520.00</b>	<b>259,978.36</b>	<b>151,246.97</b>	<b>242,075.51</b>	<b>247,100.00</b>	<b>2.03%</b>

## Swanley Town Council: Olympic

## Budget Summary 2017/2018

Income

<u>Code</u>	<u>Description</u>	<b>Current Financial Year (2017/2018)</b>				<b>Financial Year (2018/2019)</b>	
		<u>Agreed Budget (Olympic)</u>	<u>Revised Budget (Olympic)</u>	<u>Year to Date (31/10/17)</u>	<u>Projected Outturn 31/03/18</u>	<u>Proposed Budget (Olympic)</u>	<u>Change: (Outturn vs. 2018/19)</u>
4000	Precept	-	-	-	-	-	-
4033	Community Infrastructure Levy	-	-	-	-	-	-
4012	Rent - Golf Range	8,100.00	8,100.00	3,701.00	3,701.00	2,000.00	(85.05%)
4013	Rent - Bowls Club	4,500.00	4,500.00	5,000.00	5,000.00	5,000.00	-
4014	Rent - British Gas Office Space	40,000.00	40,000.00	-	-	-	N/a
4015	Rent - Flat at Olympic Centre	8,400.00	8,400.00	4,900.00	8,400.00	8,400.00	-
4100	Bar Income	12,000.00	25,339.63	25,339.63	43,439.37	44,500.00	2.38%
4105	Catering Income	12,000.00	47,082.17	47,082.17	80,712.29	82,500.00	2.17%
4106	British Gas Catering Revenue	10,000.00	10,000.00	-	-	-	N/a
4110	Equipment Hire	200.00	200.00	-	-	-	N/a
4115	Function Package Revenue	24,000.00	24,000.00	8,723.71	14,954.93	15,500.00	3.52%
4120	Conference Lettings Regular	60,000.00	60,000.00	36,886.17	63,233.43	65,000.00	2.72%
4125	Party Night Revenue	-	-	1,341.02	2,298.89	2,400.00	4.21%
4130	Party Function Revenue	-	-	50.00	85.71	-	N/a
4202	Services Recharge - Golf	-	-	1,494.89	1,494.89	-	N/a
4600	Outdoor Event Revenue	-	-	126.67	126.67	-	N/a
4609	Snooker and Bowls Income	10,000.00	5,226.87	3,049.01	5,226.87	-	N/a
		<b>189,200.00</b>	<b>232,848.67</b>	<b>137,694.27</b>	<b>228,674.06</b>	<b>225,300.00</b>	<b>(1.50%)</b>

Expenditure

<u>Code</u>	<u>Description</u>	<b>Current Financial Year (2017/2018)</b>				<b>Financial Year (2018/2019)</b>	
		<u>Agreed Budget (Olympic)</u>	<u>Revised Budget (Olympic)</u>	<u>Year to Date (31/10/17)</u>	<u>Projected Outturn 31/03/18</u>	<u>Proposed Budget (Olympic)</u>	<u>Change: (Outturn vs. 2018/19)</u>
5001	Bar Purchases	8,000.00	8,000.00	10,620.24	18,206.13	19,000.00	4.18%
5002	Catering Purchases	8,000.00	8,000.00	15,883.23	27,228.39	28,500.00	4.46%
5011	Licences	-	-	673.81	1,155.10	1,200.00	3.74%
5020	Estates Equipment / Machinery	-	-	1,441.93	2,471.88	1,000.00	(147.19%)
5021	Estates Equipment / Machinery Repairs	1,800.00	1,800.00	3,274.85	5,614.03	2,000.00	(180.70%)
5045	Function Expenditure	2,000.00	2,000.00	4,168.72	7,146.38	7,500.00	4.71%
5102	Event Equipment Repairs & Maintenance	250.00	250.00	-	-	-	N/a
5106	British Gas Vending	750.00	750.00	-	-	-	N/a
6200	Website, Social Media and Marketing	1,000.00	1,000.00	809.11	1,387.05	1,500.00	7.53%

Report H

<u>Code</u>	<u>Description</u>	<u>Agreed Budget (Olympic)</u>	<u>Revised Budget (Olympic)</u>	<u>Year to Date (31/10/17)</u>	<u>Projected Outturn 31/03/18</u>	<u>Proposed Budget (Olympic)</u>	<u>Change: (Outturn vs. 2018/19)</u>
6201	Advertising	100.00	100.00	603.21	1,034.07	1,500.00	31.06%
7000	Salaries	70,000.00	70,000.00	36,963.76	64,231.76	66,100.00	2.83%
7001	Pension	4,200.00	4,200.00	3,786.50	6,561.50	6,750.00	2.79%
7004	Wages - Casual	2,500.00	2,500.00	3,132.95	5,370.77	5,500.00	2.35%
7006	Employers NI	4,200.00	4,200.00	1,846.42	3,165.29	3,250.00	2.61%
7008	Recruitment Expenses	150.00	150.00	-	-	-	N/a
7099	Expenses	-	-	140.68	241.17	250.00	3.53%
7102	Water Rates	170.00	170.00	2,260.20	3,874.63	4,150.00	6.64%
7103	General Rates	37,000.00	28,261.63	19,783.00	28,261.43	29,400.00	3.87%
7105	Recycling - Waste Collection	3,000.00	3,000.00	1,213.03	2,079.48	2,100.00	0.98%
7200	Electricity	9,000.00	12,193.32	7,112.77	12,193.32	13,000.00	6.21%
7201	Gas	7,000.00	7,000.00	1,198.57	2,054.69	2,175.00	5.53%
7500	Printing	-	-	-	-	-	N/a
7550	Telephone and Broadband	2,500.00	2,500.00	879.25	1,507.29	1,650.00	8.65%
7552	Computers & Software	250.00	250.00	-	-	-	N/a
7604	Professional Fees	1,500.00	1,500.00	780.76	1,338.45	1,500.00	10.77%
7702	Equipment Leasing	1,300.00	1,300.00	2,205.00	3,780.00	3,780.00	-
7800	Repairs and Renewals	2,500.00	2,500.00	599.68	1,028.02	1,200.00	14.33%
7801	Cleaning	500.00	500.00	1,758.86	3,015.19	3,300.00	8.63%
7802	Laundry	2,200.00	2,200.00	935.36	1,603.47	1,650.00	2.82%
7803	Premises Expenses	2,000.00	15,195.54	15,195.54	18,000.00	15,000.00	(20.00%)
7901	Bank Charges	1,000.00	1,000.00	1,002.56	1,718.67	-	N/a
8201	Subscriptions			756.76	756.00	1,000.00	24.40%
8204	Insurance	5,000.00	5,000.00	-	-	-	N/a
		<b>177,870.00</b>	<b>185,520.49</b>	<b>139,026.75</b>	<b>225,024.16</b>	<b>223,955.00</b>	<b>(0.48%)</b>

## Swanley Town Council: Civic

## Budget Summary 2017/2018

Income

Code	Description	Current Financial Year (2017/2018)				Financial Year (2018/2019)	
		Agreed Budget (Civic)	Revised Budget (Civic)	Year to Date (31/10/17)	Projected Outturn 31/03/18	Proposed Budget (Civic)	Change: (Outturn vs. 2018/19)
4000	Precept	537,700.00	537,700.00	539,867.00	539,867.00	550,664.34	-
4033	Community Infrastructure Levy	-	-	109,101.00	109,101.00	-	-
4005	Rent - Oaks Clinic	89,890.00	89,890.00	69,670.00	79,560.00	79,560.00	-
4006	Rent - Cafe in the Park	32,000.00	32,000.00	33,000.00	33,000.00	33,500.00	1.49%
4007	Rent - Swanley Park	18,740.00	18,740.00	-	-	-	N/a
4008	Rent - Swanley New Barn Railway	10,305.00	10,305.00	-	-	-	N/a
4009	Rent - 10 Station Road	11,500.00	11,500.00	2,062.50	2,750.00	2,750.00	-
4010	Rent - Ice Cream Van	15,000.00	15,000.00	15,291.67	15,291.67	15,416.00	0.81%
4011	Rent - Pedham Farm	1,800.00	1,800.00	880.00	1,760.00	1,760.00	-
4016	Rent - Civic Centre	-	-	6,866.67	6,866.67	17,000.00	59.61%
4017	Rent - Swanley RFC	-	-	312.64	1,563.20	3,752.00	58.34%
4018	Rent - Boxing	-	-	-	-	3,744.00	100.00%
4020	Allotments	500.00	500.00	77.50	500.00	500.00	-
4021	Dog Bin Emptying	390.00	390.00	390.00	390.00	-	N/a
4022	Solar Panel Income	6,300.00	12,599.90	12,599.90	14,000.00	15,000.00	6.67%
4025	Black Refuse Bags	4,000.00	4,000.00	2,338.75	4,009.29	4,010.00	0.02%
4026	White Refuse Bags	1,160.00	1,160.00	665.84	1,141.44	1,150.00	0.74%
4027	Brown Refuse Bags	8,500.00	8,500.00	10,912.21	18,706.65	18,750.00	0.23%
4028	Photocopying	160.00	160.00	61.04	104.64	110.00	4.87%
4029	Radar Keys	10.00	10.00	20.00	34.29	40.00	14.29%
4030	SDC Link Service Contract	46,000.00	46,000.00	24,956.52	24,956.52	49,900.00	49.99%
4031	KCC Link Salaries Recharge	28,000.00	28,000.00	41,474.31	55,299.08	55,300.00	0.00%
4032	1812 Event	-	-	1,877.86	1,878.00	2,000.00	6.10%
4034	Firework Night	-	-	-	1,500.00	1,600.00	6.25%
4036	Markets	-	-	966.63	1,200.00	1,300.00	7.69%
4037	Armed Forces Day	-	-	145.82	150.00	500.00	70.00%
4039	Christmas Lights	-	-	491.67	2,000.00	2,500.00	20.00%
4130	Party Function Revenue	-	-	308.33	308.00	500.00	38.40%
4201	Service Recharge: Café in the Park	-	-	1,950.00	1,950.00	2,000.00	2.50%
4204	Service Recharge: Bungalow	-	-	83.33	500.00	600.00	16.67%
4500	Senior Passport to Leisure Revenue	40,000.00	30,000.00	14,094.87	24,162.64	25,000.00	3.35%
4600	Outdoor Event Revenue	5,000.00	12,390.52	12,390.52	13,000.00	13,500.00	3.70%

<u>Code</u>	<u>Description</u>	<u>Agreed Budget (Civic)</u>	<u>Revised Budget (Civic)</u>	<u>Year to Date (31/10/17)</u>	<u>Projected Outturn 31/03/18</u>	<u>Proposed Budget (Civic)</u>	<u>Change: (Outturn vs. 2018/19)</u>
4605	Court Lettings	6,000.00	6,000.00	3,192.52	4,000.00	4,200.00	4.76%
4606	Changing Rooms	2,000.00	2,000.00	585.72	585.72	600.00	2.38%
4607	Floodlight Revenue	2,000.00	2,000.00	853.33	853.33	900.00	5.19%
4608	Football Pitches	5,500.00	5,500.00	2,568.04	2,568.04	2,600.00	1.23%
4711	General Income	-	-	117.65	-	-	N/a
4800	Town Crier Advertising Revenue	2,000.00	2,000.00	120.00	360.00	1,000.00	64.00%
4805	Swanley in Bloom - Sponsorship	3,000.00	3,000.00	10,904.19	10,904.19	11,250.00	3.07%
4810	Sponsorship - General	-	-	24,133.33	24,133.33	20,000.00	(20.67%)
4900	Investment Income	300.00	300.00	-	-	-	N/a
4902	Commissions Received	-	-	622.25	1,066.72	1,100.00	3.03%
4903	Insurance Claims	-	-	12,984.27	12,984.27	-	N/a
4904	Bank Refund	-	-	64.98	64.98	-	N/a
4998	Sale of Goods	-	-	500.00	500.00	-	N/a
4999	Other Income	-	-	337.50	337.50	-	N/a
		<b>877,755.00</b>	<b>881,445.42</b>	<b>959,840.37</b>	<b>1,013,908.16</b>	<b>944,056.34</b>	<b>(7.40%)</b>

**Expenditure**

		<b>Current Financial Year (2017/2018)</b>				<b>Financial Year (2018/2019)</b>	
<u>Code</u>	<u>Description</u>	<u>Agreed Budget (Civic)</u>	<u>Revised Budget (Civic)</u>	<u>Year to Date (31/10/17)</u>	<u>Projected Outturn 31/03/18</u>	<u>Proposed Budget (Civic)</u>	<u>Change: (Outturn vs. 2018/19)</u>
5000	Street Lighting	150.00	150.00	46.85	150.00	150.00	-
5005	Black Bags	6,000.00	6,000.00	-	-	-	N/a
5006	White Bags	2,000.00	2,000.00	-	-	-	N/a
5007	Brown Bags	4,000.00	4,000.00	13,650.00	23,400.00	23,900.00	2.09%
5010	Sporting Equipment Purchases	150.00	150.00	740.00	740.00	760.00	2.63%
5011	Licenses	5,000.00	5,000.00	75.00	75.00	75.00	-
5012	Sales Commisions	-	-	-	-	-	N/a
5020	Estates Equipment / Machinery	2,000.00	18,227.15	18,227.15	31,246.54	33,000.00	5.31%
5021	Estates Equipment / Machinery Repairs	15,000.00	22,516.60	22,516.60	38,599.89	40,000.00	3.50%
5030	Horticulture	5,000.00	5,000.00	2,330.27	3,900.00	4,000.00	2.50%
5032	1812 Event	5,000.00	5,000.00	9,810.95	9,810.95	10,000.00	1.89%
5033	Pantomime	-	-	-	-	-	N/a
5034	Firework Night	7,000.00	7,000.00	2,644.42	7,000.00	7,000.00	-
5035	Remembrance Day	700.00	700.00	151.67	151.67	160.00	5.21%
5036	Swanley in Bloom	6,000.00	6,000.00	17,610.50	17,610.50	18,000.00	2.16%
5037	Xmas Day Party	500.00	500.00	-	500.00	500.00	-
5038	Christmas Lights	5,000.00	13,500.00	1,226.50	13,500.00	15,000.00	10.00%



Report H

<u>Code</u>	<u>Description</u>	<u>Agreed Budget (Civic)</u>	<u>Revised Budget (Civic)</u>	<u>Year to Date (31/10/17)</u>	<u>Projected Outturn 31/03/18</u>	<u>Proposed Budget (Civic)</u>	<u>Change: (Outturn vs. 2018/19)</u>
5039	Senior Passport to Leisure	38,000.00	25,000.00	10,830.86	18,567.19	20,000.00	7.16%
5041	Armed Forces Day	-	-	1,940.00	1,940.00	3,500.00	44.57%
5045	Function Expenditure	2,500.00	2,500.00	410.00	850.00	1,000.00	15.00%
5046	Outdoor Event	-	-	250.00	250.00	-	N/a
5100	Machinery Fuel	3,000.00	3,000.00	1,201.27	2,059.32	2,200.00	6.39%
5101	Machinery Repairs & Renewals	3,000.00	3,000.00	-	-	-	N/a
5102	Event Equipment Repairs & Maintenance	370.00	370.00	560.50	960.86	1,000.00	3.91%
6200	Website, Social Media and Marketing	760.00	760.00	1,175.98	2,015.97	2,200.00	8.37%
6201	Advertising	4,000.00	4,000.00	1,638.98	2,809.68	3,000.00	6.34%
7000	Salaries	270,000.00	270,000.00	273,576.78	394,974.78	298,000.00	(32.54%)
7001	Pension	37,000.00	37,000.00	32,653.68	55,296.68	57,000.00	2.99%
7004	Wages - Casual	6,000.00	6,000.00	1,460.75	1,500.00	1,500.00	-
7005	Link Salaries	67,000.00	67,000.00	-	121,450.00	124,900.00	2.76%
7006	Employers N.I.	20,000.00	20,000.00	21,138.49	36,341.49	37,400.00	2.83%
7008	Recruitment Expenses	10,000.00	10,000.00	2,496.40	2,496.40	-	N/a
7097	Staff Suggestion Scheme	-	-	3,474.00	5,000.00	5,000.00	-
7099	Staff Expenses	2,000.00	2,000.00	1,562.80	2,679.09	2,800.00	4.32%
7100	Rent for Link	850.00	850.00	-	-	-	N/a
7102	Water Rates	7,000.00	7,000.00	2,338.31	4,500.00	4,800.00	6.25%
7103	General Rates	47,500.00	47,500.00	41,140.80	58,772.57	62,000.00	5.21%
7105	Recycling - Waste Collection	10,000.00	10,000.00	-	-	-	N/a
7200	Electricity	10,000.00	10,000.00	13,202.56	22,632.96	24,000.00	5.70%
7201	Gas	20,000.00	20,000.00	-	-	-	N/a
7202	Oil	-	-	245.85	421.46	-	N/a
7300	Vehicle Fuel	1,500.00	1,500.00	859.35	1,473.17	1,500.00	1.79%
7301	Vehicle Repairs and Servicing	1,000.00	1,000.00	-	1,000.00	1,000.00	-
7302	Vehicle Licences	500.00	500.00	290.48	497.97	500.00	0.41%
7303	Vehicle Insurance	5,000.00	5,000.00	2,014.41	2,014.41	2,100.00	4.08%
7304	Miscellaneous Motor Expenses	1,000.00	1,000.00	-	500.00	500.00	-
7500	Printing	7,000.00	7,000.00	317.50	500.00	500.00	-
7501	Postage and Carriage	5,000.00	5,000.00	2,500.00	3,500.00	3,500.00	-
7502	Office Stationery	2,000.00	2,000.00	2,100.00	3,600.00	3,650.00	1.37%
7505	Town Crier Printing Costs	2,000.00	2,000.00	2,058.00	2,744.00	2,750.00	0.22%
7506	Distribution Costs	-	-	1,250.01	2,500.02	2,510.00	0.40%
7550	Telephone and Broadband	6,000.00	6,000.00	3,160.78	5,418.48	5,500.00	1.48%
7552	Computers & Software	3,000.00	3,000.00	3,359.94	5,759.90	5,800.00	0.69%
7600	Legal Fees	50,000.00	22,500.00	19,097.91	22,500.00	19,700.00	(14.21%)
7601	Audit Fees	2,500.00	2,500.00	2,608.40	3,200.00	3,300.00	3.03%

## Report H

<u>Code</u>	<u>Description</u>	<u>Agreed Budget (Civic)</u>	<u>Revised Budget (Civic)</u>	<u>Year to Date (31/10/17)</u>	<u>Projected Outturn 31/03/18</u>	<u>Proposed Budget (Civic)</u>	<u>Change: (Outturn vs. 2018/19)</u>
7603	Consultancy Fees	-	-	-	-	-	N/a
7604	Professional Fees	55,000.00	10,000.00	9,429.61	10,000.00	5,000.00	(100.00%)
7605	Mayoral Allowance	5,000.00	5,000.00	1,313.12	2,500.00	2,500.00	-
7606	Councillors' Reimbursement	500.00	500.00	-	-	-	N/a
7607	Electoral Costs	6,000.00	6,000.00	7,970.31	7,970.31	8,000.00	0.37%
7700	Equipment Hire	500.00	500.00	-	-	-	N/a
7701	Office Machine Maintenance	575.00	575.00	-	-	-	N/a
7702	Equipment Leasing	16,000.00	16,000.00	14,459.64	24,787.95	25,250.00	1.83%
7800	Repairs and Renewals	7,500.00	7,500.00	1,040.27	1,783.32	2,000.00	10.83%
7801	Cleaning	800.00	800.00	786.89	1,348.95	1,400.00	3.65%
7802	Laundry	-	-	-	-	-	N/a
7803	Premises Expenses	10,000.00	10,000.00	7,350.12	12,600.21	15,000.00	16.00%
7901	Bank Charges	3,000.00	3,000.00	2,341.54	4,014.07	4,150.00	3.28%
7903	Loan Interest Paid	10,900.00	10,900.00	4,695.33	9,390.66	9,390.66	-
7905	Credit Charges	6,500.00	6,500.00	-	-	-	N/a
8200	Donations	2,500.00	2,500.00	4,114.98	5,114.98	3,000.00	(70.50%)
8201	Subscriptions	5,500.00	5,500.00	2,943.21	5,045.50	5,050.00	0.09%
8202	Uniforms	1,000.00	1,000.00	335.27	574.75	600.00	4.21%
8203	Training Costs	5,000.00	5,000.00	3,050.21	5,000.00	5,000.00	-
8204	Insurance	32,000.00	32,000.00	25,709.18	25,709.00	27,000.00	4.78%
8205	Refreshments	500.00	500.00	-	-	-	N/a
		<b>877,755.00</b>	<b>824,498.75</b>	625,484.38	<b>1,053,250.63</b>	<b>968,995.66</b>	<b>(8.70%)</b>

## Swanley Town Council: Swanley Park

## Budget Summary 2017/2018

Income

<u>Code</u>	<u>Description</u>	<b>Current Financial Year (2017/2018)</b>				<b>Financial Year (2018/2019)</b>	
		<u>Agreed Budget (Swanley Park)</u>	<u>Revised Budget (Swanley Park)</u>	<u>Year to Date (31/10/17)</u>	<u>Projected Outturn 31/03/18</u>	<u>Proposed Budget (Swanley Park)</u>	<u>Change: (Outturn vs. 2018/19)</u>
4000	Precept	-	-	-	-	-	-
4033	Community Infrastructure Levy	-	-	-	-	-	-
4700	Rowing	-	5,730.72	5,730.72	5,730.72	5,750.00	0.34%
4701	Pedalos	-	33,575.18	33,575.18	33,575.18	33,600.00	0.07%
4702	Canoeing	-	2,783.72	2,783.72	2,783.72	2,800.00	0.58%
4703	Golf	-	4,531.39	4,531.39	4,531.39	4,550.00	0.41%
4704	Tree Trek	-	6,239.52	6,239.52	6,239.52	6,300.00	0.96%
4705	Battery Bikes	-	50.00	50.00	50.00	50.00	-
4706	Dino Karts	-	2,503.46	2,503.46	2,503.46	2,510.00	0.26%
4707	Deck Chairs	-	632.50	632.50	632.50	650.00	2.69%
4708	Bouncy Castle	-	10,513.40	10,513.40	10,513.40	10,600.00	0.82%
4709	Mini Boats	-	15.83	15.83	15.83	100.00	84.17%
4710	Car Parking	-	45,939.50	45,939.50	45,939.50	46,000.00	0.13%
4712	Wrist Bands	-	91.67	91.67	91.67	100.00	8.33%
4720	Children's Party - Recreation	-	2,671.65	2,671.65	2,800.00	3,000.00	6.67%
4721	Children's Party - Survival	-	1,354.98	1,354.98	1,500.00	3,000.00	50.00%
		-	<b>116,633.52</b>	<b>116,633.52</b>	<b>116,906.89</b>	<b>119,010.00</b>	<b>1.55</b>

Expenditure

<u>Code</u>	<u>Description</u>	<b>Current Financial Year (2017/2018)</b>				<b>Financial Year (2018/2019)</b>	
		<u>Agreed Budget (Swanley Park)</u>	<u>Revised Budget (Swanley Park)</u>	<u>Year to Date (31/10/17)</u>	<u>Projected Outturn 31/03/18</u>	<u>Proposed Budget (Swanley Park)</u>	<u>Change: (Outturn vs. 2018/19)</u>
5020	Estates Equipment / Machinery	-	14,923.70	14,923.70	14,923.70	15,000.00	0.51%
5021	Estates Equipment / Machinery Repairs	-	1,383.64	1,383.64	1,383.64	1,500.00	7.76%
5045	Function Expenditure	-	400.00	220.00	400.00	500.00	20.00%
5046	Outdoor Event	-	1,610.00	1,610.00	1,610.00	2,000.00	19.50%
6201	Advertising	-	129.99	129.99	129.99	2,500.00	94.80%
7000	Salaries	-	92,000.00	87,688.67	92,000.00	94,760.00	2.91%
7001	Pension	-	1,500.00	924.91	1,500.00	1,545.00	2.91%
7006	Employers NI	-	1,000.00	652.39	1,000.00	1,030.00	2.91%
7099	Staff Expenses	-	504.89	504.89	504.89	1,000.00	49.51%
7102	Water Rates	-	7,500.00	6,959.11	7,500.00	9,000.00	16.67%

Report H

<u>Code</u>	<u>Description</u>	<u>Agreed Budget (Swanley Park)</u>	<u>Revised Budget (Swanley Park)</u>	<u>Year to Date (31/10/17)</u>	<u>Projected Outturn 31/03/18</u>	<u>Proposed Budget (Swanley Park)</u>	<u>Change: (Outturn vs. 2018/19)</u>
7103	General Rates	-	1,331.91	932.34	1,331.91	2,500.00	46.72%
7105	Recycling - Waste Collection	-	15,000.00	8,852.26	15,000.00	15,250.00	1.64%
7200	Electricity	-	6,000.00	5,125.33	6,000.00	8,000.00	25.00%
7501	Postage & Carriage	-	29.90	29.90	29.90	100.00	70.10%
7502	Stationery	-	74.63	74.63	74.63	100.00	25.37%
7550	Telephone & Broadband	-	350.00	176.27	350.00	480.00	27.08%
7800	Repairs and Renewals	-	2,000.00	1,520.12	2,000.00	2,200.00	9.09%
7801	Cleaning	-	1,700.00	1,303.98	1,700.00	2,000.00	15.00%
7803	Premises Expenses	-	6,000.00	4,107.00	6,000.00	15,000.00	60.00%
7804	Pool Chemicals	-	2,074.93	2,074.93	2,074.93	2,500.00	17.00%
7805	Cess Pit	-	11,070.00	11,070.00	11,070.00	12,000.00	7.75%
7806	Pedalo Parts	-	25.83	25.83	25.83	250.00	89.67%
7807	Pool Costs	-	757.20	757.20	757.20	1,250.00	39.42%
7811	Signs	-	420.00	420.00	420.00	500.00	16.00%
7814	Maintenance	-	171.90	171.90	171.90	250.00	31.24%
7815	Children's Party	-	128.75	128.75	128.75	500.00	74.25%
7816	Parking	-	170.95	170.95	170.95	250.00	31.62%
7817	Rowing Parts	-	698.81	698.81	698.81	1,000.00	30.12%
7818	Life Jackets	-	170.04	170.04	170.04	250.00	31.98%
7901	Bank Charges	-	2,047.66	1,194.47	2,047.66	2,050.00	0.11%
8201	Subscriptions	-	365.00	365.00	365.00	500.00	27.00%
8202	Uniform	-	779.90	779.90	779.90	1,000.00	22.01%
8203	Training Costs	-	4,950.00	4,950.00	4,950.00	2,500.00	(98.00%)
		-	<b>177,269.64</b>	<b>160,096.91</b>	<b>177,269.64</b>	<b>199,265.00</b>	<b>11.04%</b>

## REPORT I

# Swanley Town Council

## *Caring for our community*

### Smoking Policy

#### 1. Introduction

Changes to government legislation in July 2007 made it compulsory for all public buildings and spaces to become no smoking areas. The regulations cover;

- Enclosed or substantially enclosed spaces – 50% or more
- Company cars and vehicles
- Signage

Swanley Town Council (“the Council”) recognises that not everyone has a desire to stop smoking and that preventing smoking may cause stress; something we wish to avoid. This policy was therefore created in consultation with current employees of the Council who smoke.

The policy must be adhered to by all Council employees, who will be required to sign the acceptance slip at the end of the policy at the time of commencement of employment. The slip shall then be kept in the employee’s personal file, held by Human Resources.

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

*‘any individual who is paid by, or works as a volunteer for, the Town Council including full time, part time, temporary or casual work’*

*The definition of ‘smoking’ includes: cigarettes, cigars, pipes, e cigarettes, vapes, or anything pertaining to the activity of an individual smoking as would reasonably be understood by the majority of people.*

It should be recognised that the time allowed for breaks for employees who smoke and for those who do not smoke does not favour either group.

#### 2. Breaks

All employees are entitled to breaks equating to 15 minutes in the morning and 15 minutes in the afternoon, in addition to lunch breaks. The make up of each 15 minutes can be of 3 x 5 minute breaks or any other combination not exceeding the total break time. Such breaks may be managed locally by duty managers and are not an absolute right and are simply a recommendation.

##### 2.1 Group Smoking

No employee who smokes should call on other employees to accompany them on a break. The Council does not encourage group smoking as it may result in telephones being left unattended and can lead to longer breaks than permitted.

While on occasions it is likely that employees may take breaks together, this should not be normal practice and persistent breaches will be dealt with by line managers.

#### 3. Location

Smoking is not permitted on ANY Council property or building; anyone wishing to smoke must leave the premises.

Leaving a building unattended may not be possible where supervision is required for the protection of employees and the public. Such occasions and locations will be decided and explained by line managers. Under these circumstances smoking will NOT be allowed.

### 3.1 Vehicles

- Council owned vehicles: smoking is not permitted in any Council owned vehicles
- Privately owned vehicles: anyone using their own vehicle for Council business and intending to claim mileage should not smoke if they are carrying passengers. *NB: these regulations are specifically designed to remove the risk of passive smoking.* Those employees using their own vehicle with no intent to claim mileage will not be subject to this rule but must advise any other employee travelling in the vehicle before the journey.

### 4. Signage

Signage has been provided at all Council sites to indicate that it is a No Smoking area. Instances of signs missing or in poor condition must be reported to the Civic Manager.

### 5. Enforcement

The Council must be seen to uphold the law and employees must consider the Council's reputation.

Under current legislation anyone breaching the smoking laws is liable for a £50-£1000 fine and the employer is liable for a £200-£2500 fine.

With the potential for substantial fines the Council will deal with any breach of smoking regulations through the disciplinary procedure.

### 6. Support

As a "Healthy Employer" the Council will support employees who wish to reduce or stop smoking.

- Employees will be given reasonable time off, agreed by their manager, to seek advice or counselling in relation to stopping smoking
- Leaflets and information outlining support services will be available at Council premises
- Information on courses relating to stress and stress management will be made available to employees who will be permitted to attend such courses as part of their personal development plans
- Financial support may be available for anyone wishing to attend any type of counselling or therapy to assist in stopping smoking

**Stephen Nash – CEO & Proper Officer**

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

*Approved at the meeting of the Policy & Resources Committee on  
Unless legislation changes the date of the next review is November 2020.*

**SWANLEY TOWN COUNCIL**  
*Caring for our community*

**SMOKING POLICY**  
**ACCEPTANCE SLIP**

I have received, read and understood the Council’s Smoking Policy

Signed .....

Name .....

Job Title .....

Date .....

*Completed forms should be returned to Toni Roast, Civic Manager*

## REPORT J

**SWANLEY TOWN COUNCIL****Equal Opportunities Policy****1. Policy Statement**

Swanley Town Council (“the 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 origin, disability, religion, age, gender, marital status or sexual orientation.

Every possible step is taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, career development and terms and conditions of employment are based solely on objective criteria.

**2. Responsibilities**

- 2.1 The **CEO** has overall responsibility for the policy and its implementation; the Council will ensure that there are sufficient resources available to carry out this policy as is required by statute
- 2.2 The **Civic Manager** (responsible for Human Resources) is responsible for ensuring the implementation of the policy in the Council establishment and through the selection and appointment of staff
- 2.3 **Managers** are responsible for ensuring the implementation of the policy in their respective departments
- 2.4 **Employees** and **volunteers** have a duty, both morally and legally, not to discriminate against individuals or groups in the provision of Council services and equally to challenge any discrimination

**3. Consultation**

Consultation on the development and reviews of the policy will take place with the Council’s appointed advisors, the employees, where required, and the recognised trades unions.

**4. Communication**

Copies of the policy will be given to all:

- Employees
- Volunteers
- Members
- Job applicants

**5. Training**

- 5.1 Training and guidance will be arranged for all those involved in interviewing and staff selection.
- 5.2 Training will include:
  - Increasing awareness of the existence of discrimination and prejudice
  - Examining the nature of discrimination and ways in which it occurs
  - Providing information and advice on the implications of the relevant legislation
  - Explaining to employees what is expected of them in terms of behaviour
  - Identifying action needed to deal with discriminatory behaviour and processes



**6. Recruitment and Selection**

- 6.1 Vacancies for all posts will be advertised
- 6.2 All advertisements will carry the statement “Swanley Town Council is an equal opportunities employer and welcomes applications from all sectors of the community”
- 6.3 All advertisements will be placed in publications that are readily available to all sectors of the community and in specialist publications where appropriate
- 6.4 Methods of recruitment which may unfairly exclude any potential applicant from being recruited will not be used
- 6.5 Any tests that are applied will not have adverse implications for any category of applicant and will be based on objective, job related criteria

**7. Monitoring and Review**

- 7.1 Documentation to obtain appropriate information and provide statistics on the workforce and job applicants will be designed to avoid discrimination and bias
- 7.2 Any information obtained will be treated in confidence and is in no way intended to infringe employees’ or job applicants’ civil liberties

**8. Grievance and Disciplinary Procedures**

- 8.1 An employee who believes they have a grievance relating to unfair discrimination can pursue it through the Council’s grievance procedure
- 8.2 An employee accused of unlawful discrimination will be dealt with in accordance with the Council’s disciplinary procedure

**Stephen Nash – CEO & Proper Officer**

Signed ..... Dated .....

This Policy was approved at a meeting of the Policy and Finance Committee on  
It will be kept up to date as new legislation is introduced.  
Otherwise the date of next review is Jan 2020