

# 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

15<sup>th</sup> March 2018

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 21<sup>st</sup> March 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**

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

During this meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt Part of an agenda cannot be recorded 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 21<sup>st</sup> February 2018

**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
- h. 1812 - Profit & Loss
- i. Firework Night - Profit & Loss
- j. Armed Forces Day - Profit & Loss

**5. COMMUNITY USE AVAILABILITY**

To note the CEO's report on Community use availability

**6. PRECEPT**

To note that the change in Council Tax provided the council with a 2.4% increase and not the 3.9% previously agreed while the actual amount remains unchanged

**Date of next meeting – 18<sup>th</sup> April 2018**

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)

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								
4004	Rent - Station Road	0.00	-	-	-	-	-	-	-	-	-	-	1,904.17	-	-	1,904.17	-
4005	Rent - Oaks Clinic	89,890.00	49,890.00	-	-	9,890.00	-	-	9,890.00	-	-	9,890.00	-	-	-	79,560.00	-
4009	Rent - 10 Station Road	11,500.00	687.50	-	-	687.50	-	-	687.50	-	-	687.50	-	-	-	2,750.00	-
4011	Rent - Pedham Farm	1,800.00	-	-	-	880.00	-	-	-	-	-	925.00	-	-	-	1,805.00	-
4016	Rent - Civic Centre	0.00	-	-	-	-	-	-	6,866.67	-	3,000.00	1,500.00	1,500.00	-	-	12,866.67	-
4020	Allotments	500.00	22.50	33.75	11.25	-	10.00	-	-	-	116.66	291.68	23.34	-	-	509.18	-
4021	Dog Bin Emptying	390.00	390.00	-	-	-	-	-	-	-	-	-	-	-	-	390.00	-
4022	Solar Panel Income	12,599.90	-	-	-	-	-	-	12,599.90	-	-	1,432.75	-	-	-	14,032.65	-
4025	Black Refuse Bags	4,000.00	111.25	251.25	520.00	482.50	346.25	277.50	350.00	597.50	150.00	232.50	360.00	-	-	3,678.75	-
4026	White Refuse Bags	1,160.00	40.84	71.66	137.09	144.58	125.42	65.83	80.42	147.50	57.91	77.33	116.25	-	-	1,064.83	-
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	676.17	106.17	217.50	360.84	-	-	12,272.89	-
4028	Photocopying	160.00	3.54	-	-	-	-	49.17	8.33	48.34	-	-	-	-	-	109.38	-
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	-	946.45	-	-	-	-	25,902.97	-
4031	KCC Link Salaries Recharge	28,000.00	13,824.77	-	-	13,824.77	-	-	13,824.77	-	-	13,824.77	-	-	-	55,299.08	-
4032	1812 Event	0.00	-	-	-	291.67	1,577.86	8.33	-	-	1,300.00	-	-	-	-	3,177.86	-
4034	Firework Night	0.00	-	-	-	-	-	-	-	744.58	2,000.00	-	-	-	-	2,744.58	-
4036	Markets	0.00	33.32	216.66	333.33	24.99	25.00	-	333.33	83.33	-	-	-	-	-	1,049.96	-
4037	Armed Forces Day	0.00	29.17	16.67	1,549.99	25.00	8.33	-	16.66	-	-	-	-	-	-	1,645.82	-
4039	Christmas Lights	0.00	-	-	-	-	-	266.67	225.00	1,998.83	6,166.67	-	-	-	-	8,657.17	-
4130	Party Function Revenue	0.00	-	-	-	-	-	-	308.33	-	87.50	-	-	-	-	395.83	-
4205	Recharge - The Woodlands	0.00	-	-	-	-	-	-	-	1,462.00	-	-	-	-	-	1,462.00	-
4500	Senior Passport to Leisure Revenue	30,000.00	2,540.08	3,985.42	585.83	107.50	10.00	3,165.67	3,700.37	2,148.96	1,467.01	-	1,809.34	-	-	19,520.18	-
4600	Outdoor Event Revenue	12,390.52	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	128.00	50.50	1,574.75	15.90	-	-	4,961.67	-
4606	Changing Rooms	2,000.00	-	234.30	-	-	-	234.30	117.12	-	-	117.12	-	-	-	702.84	-
4607	Floodlight Revenue	2,000.00	-	224.00	-	-	-	53.33	576.00	-	-	620.00	-	-	-	1,473.33	-
4608	Football Pitches	5,500.00	-	178.94	-	-	-	2,081.10	220.00	88.00	176.00	226.50	175.58	-	-	3,146.12	-
4711	General Income	0.00	-	-	-	-	-	-	117.65	-	-	3,418.55	-	-	-	3,536.20	-
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	-	-	7,800.00	-	10,000.00	2,333.33	2,500.00	-	( 9,300.00 )	6,503.00	-	-	-	19,836.33	-
4900	Investment Income	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4902	Commissions Received	0.00	63.19	96.64	102.48	109.74	92.03	71.16	87.01	133.01	118.37	123.23	94.52	-	-	1,091.38	-
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	-	-	-	1,425.01	-	-	-	-	1,762.51	-
		805,400.42	78,508.19	13,376.23	26,084.47	29,096.55	16,985.30	18,132.62	78,051.36	8,344.22	7,918.75	41,611.26	6,184.36	-	-	864,160.32	-

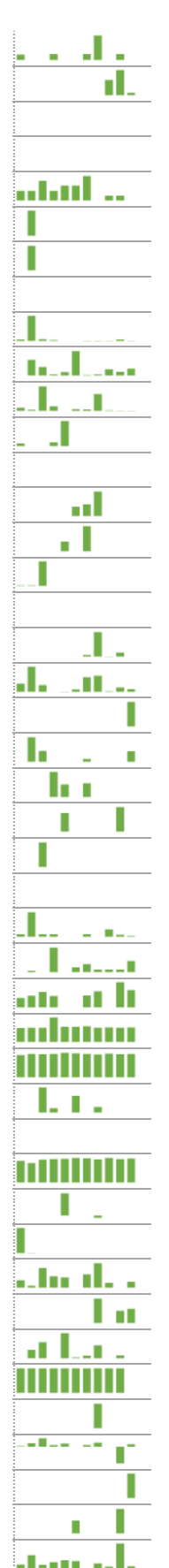


Swanley Town Council: Civic Centre

YTD Summary

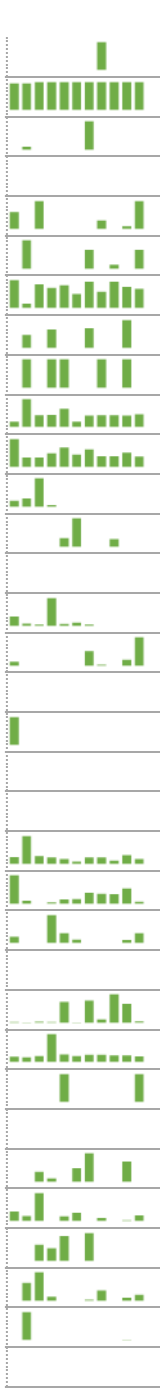
**Expenditure**

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	65.61	-	16.25	-	-	128.71	-
5002	Catering Purchases	0.00	-	-	-	-	-	-	-	-	166.50	276.52	25.41	-	-	-
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	-	650.00	650.00	-	-	14,950.00	-
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	18,227.15	974.32	15,481.89	1,082.77	586.49	-	-	101.68	151.61	120.00	890.17	79.94	-	19,468.87	-
5021	Estates Equipment / Machinery Repairs	22,516.60	-	6,574.32	3,545.93	443.13	1,438.92	10,288.13	226.17	509.68	2,648.61	1,532.65	2,892.42	-	30,099.96	-
5030	Horticulture	5,000.00	201.64	74.93	1,568.00	288.05	-	110.33	87.32	1,084.99	28.75	12.50	9.17	-	3,465.68	-
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	1,460.65	3,039.50	-	-	-	-	5,684.12	-
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	13,500.00	-	-	-	-	-	-	1,226.50	17,521.37	210.00	2,900.00	-	-	21,857.87	-
5039	Senior Passport to Leisure	25,000.00	1,533.67	4,769.70	1,296.67	-	20.00	425.00	2,785.82	3,062.50	131.25	820.00	495.50	-	15,340.11	-
5040	Mayor at Home	0.00	-	-	-	-	-	-	-	-	-	-	258.43	-	-	-
5041	Armed Forces Day	0.00	-	1,240.00	550.00	-	-	-	150.00	-	-	-	529.00	-	2,469.00	-
5045	Function Expenditure	2,500.00	-	-	-	200.00	100.00	-	110.00	-	-	-	-	-	410.00	-
5046	Outdoor Event	0.00	-	-	-	-	250.00	-	-	-	-	330.00	-	-	580.00	-
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	-	119.15	32.82	15.70	-	728.17	-
6200	Website, Social Media and Marketing	760.00	-	39.98	-	747.00	-	149.00	240.00	80.00	80.00	80.00	340.00	-	1,755.98	-
6201	Advertising	4,000.00	259.00	322.88	420.65	309.65	-	-	326.80	441.34	-	687.40	472.00	-	3,239.72	-
7000	Salaries	270,000.00	33,703.24	34,916.72	34,683.55	59,492.13	37,001.35	36,882.22	37,772.21	34,400.80	35,579.86	34,688.78	35,116.31	-	414,237.17	-
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	4,528.71	4,701.71	4,597.93	4,619.28	-	51,101.31	-
7004	Wages - Casual	6,000.00	-	-	792.00	140.00	-	528.75	-	176.25	-	-	-	-	1,637.00	-
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	3,040.70	3,238.43	3,103.37	3,174.46	-	33,695.45	-
7008	Recruitment Expenses	10,000.00	-	-	-	-	2,496.40	-	-	( 249.63 )	-	-	-	-	2,246.77	-
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	596.09	119.47	-	148.54	-	2,426.90	-
7100	Rent for Link	850.00	-	-	-	-	-	-	-	1,079.96	-	539.98	634.01	-	2,253.95	-
7102	Water Rates	7,000.00	-	367.71	705.56	-	1,100.98	44.05	120.01	567.67	-	127.08	-	-	3,033.06	-
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	5,876.87	5,876.87	5,876.87	-	-	58,771.41	-
7105	Recycling - Waste Collection	10,000.00	-	-	-	-	-	-	-	199.50	-	-	-	-	199.50	-
7200	Electricity	10,000.00	490.47	2,455.64	5,573.60	1,234.04	2,248.34	-	1,200.47	2,651.86	-	( 10,682.28 )	1,795.41	-	6,967.55	-
7201	Gas	20,000.00	-	-	-	-	-	-	-	-	-	-	788.05	-	788.05	-
7202	Oil	0.00	-	-	-	-	-	245.85	-	-	-	471.06	-	-	716.91	-
7300	Vehicle Fuel	1,500.00	78.21	264.61	73.73	126.13	167.01	149.66	-	105.12	40.25	497.50	44.12	-	1,546.34	-



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
7301	Vehicle Repairs and Servicing	1,000.00	-	-	-	-	-	-	-	850.00	-	-	-	-	-	850.00	-
7302	Vehicle Licences	500.00	40.24	40.24	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	-	-	458.48	-
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	-	-	-	-	60.00	-	19.14	198.00	-	-	594.64	-
7501	Postage and Carriage	5,000.00	-	1,500.00	-	-	-	-	1,000.00	-	210.50	-	1,000.00	-	-	3,710.50	-
7502	Office Stationery	2,000.00	422.26	64.20	358.65	305.30	342.57	210.55	396.47	244.05	397.85	320.44	289.35	-	-	3,351.69	-
7505	Town Crier Printing Costs	2,000.00	-	518.00	-	740.00	-	-	800.00	-	-	1,119.50	-	-	-	3,177.50	-
7506	Distribution Costs	0.00	-	416.67	-	416.67	416.67	-	-	416.67	-	416.67	-	-	-	2,083.35	-
7550	Telephone and Broadband	6,000.00	175.34	963.72	402.78	409.69	632.00	179.58	397.67	398.48	401.20	390.13	439.98	-	-	4,790.57	-
7552	Computers & Software	3,000.00	858.74	284.96	284.96	414.88	596.95	379.89	539.56	329.56	329.16	437.90	316.56	-	-	4,773.12	-
7600	Legal Fees	22,500.00	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	-	-	534.20	-	-	-	-	3,142.60	-
7603	Consultancy Fees	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7604	Professional Fees	10,000.00	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	62.50	-	408.00	2,000.00	-	-	3,783.62	-
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	1,471.98	750.98	1,986.26	1,131.98	-	-	19,800.84	-
7800	Repairs and Renewals	7,500.00	563.01	56.18	-	24.88	86.42	91.15	218.63	198.57	187.94	303.93	39.29	-	-	1,770.00	-
7801	Cleaning	800.00	104.25	-	-	465.15	163.14	54.35	-	-	-	46.40	163.50	-	-	996.79	-
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	511.87	4,520.38	2,995.02	212.48	-	-	15,589.87	-
7901	Bank Charges	3,000.00	195.95	161.06	211.68	1,024.47	270.93	218.76	258.69	262.55	238.16	242.77	198.40	-	-	3,283.42	-
7903	Loan Interest Paid	10,900.00	-	-	-	-	4,695.33	-	-	-	-	-	4,695.33	-	-	9,390.66	-
7905	Credit Charges	6,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8200	Donations	2,500.00	-	-	750.00	250.00	-	1,000.00	2,114.98	-	-	1,500.00	-	-	-	5,614.98	-
8201	Subscriptions	5,500.00	509.79	254.67	1,500.00	-	250.00	428.75	-	150.00	-	38.00	303.75	-	-	3,434.96	-
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	617.00	-	180.00	345.00	-	-	4,192.21	-
8204	Insurance	32,000.00	-	25,709.18	-	-	-	-	-	-	-	191.52	-	-	-	25,900.70	-
8205	Refreshments	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		824,498.75	73,946.53	124,408.48	104,824.00	92,348.74	81,762.25	71,669.31	77,399.91	84,545.73	61,323.22	58,086.28	62,813.37	-	-	892,400.96	-



## Monthly Finances (b)

### Swanley Town Council



#### Payments Out: February 2018

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
01/02/2018	DVLA	DVLA LC03 KJY	Direct Debit	DD/DVLA	21.00
01/02/2018	DVLA	DVLA LV13SNK	Direct Debit	DD/DVLA	21.00
05/02/2018	Yell	Website	Direct Debit	DD/Yell	146.79
05/02/2018	Barclays	Commision Charge	Bank Entry	Barclays	157.52
05/02/2018	Olympic	Dec - Jan Expenses	Cheque	100650	340.89
05/02/2018	Link	Link Expenses	Cheque	100651	24.27
05/02/2018	Swanley Park	Materials	Cheque	100652	100.42
08/02/2018	TV Licence	TV Licence	Cheque	DD/TV Licence	12.37
12/02/2018	HMRC	VAT Payment	Direct Debit	203725396	18,579.30
15/02/2018	SDC	Rates for Swanley Park	Direct Debit	DD/SDC	552.06
15/02/2018	Payroll	Payroll Mth11	BACS	Payroll	38,070.52
15/02/2018	Payroll	PAYE Month11	BACS	Payroll	4,133.34
15/02/2018	Payroll	NI Month11	BACS	Payroll	6,956.26
15/02/2018	Payroll	AtoE month11	BACS	Payroll	180.92
15/02/2018	Payroll	Pension Month11	BACS	Payroll	8,596.23
16/02/2018	Sage	Sage	Direct Debit	DD/Sage	125.95
19/02/2018	PWLB	PWLB Loan	Direct Debit	DD/PWLB	4,695.33
21/02/2018	Sherpherd Neame	SPTL Trip	Cheque	100654	75.00
27/02/2018	Dan Sutton	Expenses	Cheque	100655	124.27
27/02/2018	Shanker Gaire	Mayoral Allowance	Cheque	100656	800.00
27/02/2018	Laurence Ball	Mayoral Allowance	Cheque	100657	1,200.00
05/02/2018	FRAMA100	Frama UK Ltd	Cheque	027680	1,000.00
05/02/2018	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	236.97
05/02/2018	BTGROUP	BT	Direct Debit	DD/BT	58.05
05/02/2018	MANN	Mann (Swanley)	Internal Entry	DD/Mann	109.21
07/02/2018	SENVIRO	5 Enviromental Ltd	Cheque	027682	264.00
07/02/2018	AFLPLUMB	A & L Weston	Cheque	027683	175.39
07/02/2018	AIM4SPOR	ASTC Ltd	Cheque	027684	270.00
07/02/2018	ALLSAINT	All Saints Construction	Cheque	027685	660.00
07/02/2018	ALSFTIMB	Alsford Timber Ltd	Cheque	027686	13.61
07/02/2018	ANGELHR	Angel Human Resources	Cheque	027687	238.36
07/02/2018	ANGELSTA	Angelstar Roofing	Cheque	027688	1,280.00
07/02/2018	B&MSUPP	B&M Supplies LTD	Cheque	027689	29.80
07/02/2018	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027690	72.00
07/02/2018	BLETCHLE	Beltchley Park	Cheque	027691	420.50
07/02/2018	CLEAWIPE	Clean Wipes	Cheque	027692	47.13
07/02/2018	DOR2DOR	Helm Enterprise Solutions Ltd T/A Dc	Cheque	027693	500.00
07/02/2018	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	027694	112.47
07/02/2018	FELLWELL	Fell Well Tree Works Ltd	Cheque	027695	300.00
07/02/2018	FLOWMARI	Flowers by Marion	Cheque	027696	105.00

## Monthly Finances (b)

07/02/2018	HALLFUEL	Hall Fuels	Cheque	027697	1,091.61
07/02/2018	HAMPFLAG	Hampshire Flag Company	Cheque	027698	499.19
07/02/2018	K2	K2 Flooring	Cheque	027699	450.00
07/02/2018	KEIRALAN	Alan Keir	Cheque	027700	225.00
07/02/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027701	281.84
07/02/2018	KFF100	Kent Frozen Foods Ltd	Cheque	027702	338.25
07/02/2018	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027703	1,426.00
07/02/2018	NELLA100	Nella Cutlery South	Cheque	027704	150.64
07/02/2018	NORMBUT	Norman's Butchers	Cheque	027705	500.26
07/02/2018	RBC	Roderick Bourke	Cheque	027706	175.00
07/02/2018	SEVDIST	Sevenoaks District Council	Cheque	027707	650.00
07/02/2018	THBROWN	TH Brown & Sons	Cheque	027708	68.90
07/02/2018	TLCDIREC	TLC Online	Cheque	027709	544.24
07/02/2018	TLCELEC	T.L.C Direct	Cheque	027710	14.76
07/02/2018	TUNE10	John Bogg	Cheque	027711	80.00
07/02/2018	WEATHFEN	Weatherley Fencing Contractors Limi	Cheque	027712	20.83
07/02/2018	CLOTHES2	Clother 2 Order	Cheque	027713	94.13
08/02/2018	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/BGas	914.26
08/02/2018	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/BGas	1,519.82
12/02/2018	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	100.80
12/02/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	326.72
15/02/2018	BOOKER	Booker Lintied	Direct Debit	DD/Booker	63.22
19/02/2018	EETMOB	EE & T Mobile	Direct Debit	DD/EE	30.24
21/02/2018	ANGELHR	Angel Human Resources	Cheque	027714	324.16
21/02/2018	ANGELSTA	Angelstar Roofing	Cheque	027715	280.00
21/02/2018	ARCO	Arco Limited	Cheque	027716	24.46
21/02/2018	BR-IT	BR - IT	Cheque	027717	253.92
21/02/2018	CENTCIRC	Centre Circle Event Management	Cheque	027718	201.60
21/02/2018	DARPRINT	Darenth Print and Design Ltd	Cheque	027719	192.00
21/02/2018	EASYNET	Easynet Enterprise Services Ltd	Cheque	027720	81.60
21/02/2018	EQUIRECY	Equinox Recycling	Cheque	027721	1,939.25
21/02/2018	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	027722	6.65
21/02/2018	I0G100	Institute of Groundsmanship	Cheque	027723	135.00
21/02/2018	KCC100	Kent County Council	Cheque	027724	507.42
21/02/2018	KCC100	Kent County Council	Cheque	027725	706.81
21/02/2018	KEIRALAN	Alan Keir	Cheque	027726	225.00
21/02/2018	LICENSPA	Licensing Partnership	Cheque	027727	350.00
21/02/2018	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027728	2,293.15
21/02/2018	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	027729	111.24
21/02/2018	NUCOTRA	Nuco Training Ltd	Cheque	027730	414.00
21/02/2018	SSELEC	SSE Southern Electric	Cheque	027731	25.89
21/02/2018	STALBRID	Stalbridge Linen Services	Cheque	027732	890.02
21/02/2018	STANNAH	Stannah	Cheque	027733	383.48
21/02/2018	STJOHNA	St John Ambulance	Cheque	027734	634.80
21/02/2018	TLCDIREC	TLC Online	Cheque	027735	260.00
21/02/2018	TRADEUK	Trade UK Account	Cheque	027736	139.87
20/02/2018	SGEQUIPM	SG Equipment Finance	Direct Debit	DD/SG Equipment	378.00
20/02/2018	CCPAS	CCPAS	Direct Debit	DD/CCPAS	168.75
20/02/2018	TOTGAS2	Total Gas & Power 4209	Direct Debit	DD/Total Gas & Power	2,749.07

## Monthly Finances (b)

20/02/2018	TOTGASP	Total Gas & Power Ltd 5641	Direct Debit	DD/Total Gas & Power	4,728.35
23/02/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	542.38
26/02/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	318.71
26/02/2018	BOC100	BOC Ltd	Direct Debit	DD/BOC	384.48
27/02/2018	VOICECOM	Voicecom Ltd	Direct Debit	DD/Voicecom	267.34
26/02/2018	BGAS8475	BGas Elec - Tennis Courts	Direct Debit	DD/B Gas	921.66
26/02/2018	BGAS8496	BGas Elec - Oaks Communal	Direct Debit	DD/B Gas	91.71
26/02/2018	BGAS8522	BGas Elec - Ablutions St Mary's	Direct Debit	DD/B Gas	580.65
26/02/2018	BGAS6000	BGas Elec - Civic	Direct Debit	DD/ B Gas	522.63
26/02/2018	XINTEL	XLN Telecom	Direct Debit	DD/XLN	46.13
28/02/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	52.94
26/01/2018	BOC100	BOC Ltd	Direct Debit	DD/BOC	158.70
31/01/2018	Swale Borough Council	Swale Borough Council	Cheque	100648	78.00
31/01/2018	Faversham Charity Tickets	Faversham Charity Tickets	Cheque	100649	70.00
31/01/2018	CHRISILL	Christmas Illuminations	Cheque	027664	3,480.00
31/01/2018	CLEAWIPE	Clean Wipes	Cheque	027665	54.43
31/01/2018	EDF-SWAN	EDF Energy Customers PLC	Cheque	027666	765.99
31/01/2018	GKSAFETY	#N/A	Cheque	027667	630.00
31/01/2018	KCC100	Kent County Council	Cheque	027668	539.98
31/01/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027669	35.67
31/01/2018	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027670	353.98
31/01/2018	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	027671	83.65
31/01/2018	NORMBUT	Norman's Butchers	Cheque	027672	39.07
31/01/2018	SWANFC	Swanley FC	Cheque	027673	500.00
31/01/2018	THBROWN	TH Brown & Sons	Cheque	027674	181.15
31/01/2018	TRADEUK	Trade UK Account	Cheque	027675	57.88
31/01/2018	KFF100	Kent Frozen Foods Ltd	Cheque	027676	576.55
31/01/2018	SAMSIAN1	Samsian Ltd	Cheque	027677	270.00
31/01/2018	EASYNET	Easynet Enterprise Services Ltd	Cheque	027678	81.60
31/01/2018	TIMBERIM	Timber Image LTD	Cheque	027679	1,248.00

**131,709.41**

### Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Feb-18	Cheque	34,202.40
	BACS	57,937.27
	Direct Debit	39,303.01
	Internal Entry (Offset)	109.21
	Bank Entry	157.52
		<b>131,709.41</b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

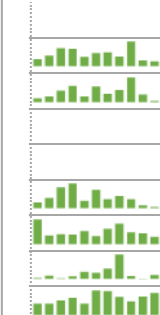


Swanley Town Council: Alexandra

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	70,811.72	5,686.90	8,519.49	14,237.55	13,597.20	7,468.26	10,398.82	10,903.50	7,824.85	19,630.31	4,539.27	3,861.38	-	106,667.53	-
4105	Catering Income	39,715.41	2,329.63	3,365.04	6,887.18	9,535.75	3,525.58	9,135.55	4,936.68	7,203.84	14,480.75	4,647.71	833.33	-	66,881.04	-
4106	British Gas Catering Revenue	1,300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4110	Equipment Hire	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4115	Function Package Revenue	83,303.76	2,969.18	5,199.18	10,545.92	12,435.00	3,689.17	9,105.41	4,650.00	6,223.75	4,574.83	1,541.67	625.00	-	61,559.11	-
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	4,958.18	2,928.34	2,706.50	1,807.51	-	34,206.31	-
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	8,512.50	1,048.31	( 41.67 )	1,337.50	-	21,724.62	-
4130	Party Function Revenue	13,189.70	787.50	787.50	962.50	1,137.50	787.50	1,639.82	1,591.67	1,208.33	904.17	1,225.00	1,458.33	-	12,489.82	-
		282,620.59	18,064.24	21,104.17	35,315.22	39,997.97	21,163.86	34,419.88	29,423.40	35,931.45	43,566.71	14,618.48	9,923.05	-	303,528.43	-



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	2,969.06	3,869.03	1,256.99	740.16	-	27,851.04	-
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	1,081.93	4,771.61	1,060.15	118.31	-	17,363.21	-
5011	Licenses	0.00	-	-	-	-	-	-	381.52	-	-	-	350.00	-	731.52	-
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	916.66	4,813.36	560.00	450.00	-	20,740.44	-
5102	Event Equipment Repairs & Maintenance	100.00	39.00	-	-	-	-	-	-	-	-	-	-	-	39.00	-
6100	Agency Commission	200.00	-	-	-	-	-	-	-	25.82	-	-	-	-	25.82	-
6200	Website, Social Media and Marketing	500.00	-	-	117.50	-	-	-	-	-	-	-	-	-	117.50	-
6201	Advertising	2,500.00	-	-	745.99	60.00	-	-	-	-	74.50	80.00	30.00	-	990.49	-
7000	Salaries	86,352.97	9,497.46	8,792.95	7,157.77	7,677.72	7,729.42	6,399.19	8,777.46	6,064.33	6,976.14	10,772.99	5,925.00	-	85,770.43	-
7001	Pension	10,472.84	1,234.05	1,234.05	1,066.26	898.46	912.10	898.46	898.46	666.28	809.67	664.72	664.72	-	9,947.23	-
7004	Wages - Casual	1,896.00	-	280.00	224.00	462.00	-	-	140.00	140.00	-	-	168.00	-	1,414.00	-
7006	Employers NI	4,246.42	530.87	599.41	429.14	347.75	413.07	333.58	356.60	247.30	382.28	430.51	251.64	-	4,322.15	-
7008	Recruitment Expenses	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7099	Expenses	0.00	-	-	230.74	-	294.56	-	-	-	200.89	208.58	-	-	934.77	-
7102	Water Rates	2,500.00	-	-	627.81	-	1,018.22	-	-	567.67	-	-	-	-	2,213.70	-
7103	General Rates	29,490.13	2,948.31	2,949.13	2,949.13	2,949.13	2,949.13	2,949.13	2,949.13	2,949.13	2,949.13	2,949.13	-	-	29,490.48	-
7105	Recycling - Waste Collection	5,000.00	305.40	313.95	251.16	251.16	313.95	251.16	259.71	305.40	251.17	332.95	266.36	-	3,102.37	-
7200	Electricity	3,750.00	1,206.42	( 41.55 )	517.01	539.01	523.50	691.28	385.93	700.52	-	761.89	578.92	-	5,862.93	-
7201	Gas	9,000.00	-	2,786.78	-	-	414.78	-	-	177.02	-	-	3,152.25	-	6,530.83	-
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	-	-	-	-	-	182.00	-	-	288.82	-
7801	Cleaning	2,600.00	162.92	171.23	63.26	170.99	118.96	42.08	1,178.82	158.57	234.07	66.35	92.70	-	2,459.95	-
7802	Laundry	1,500.00	230.89	-	601.30	261.20	240.40	308.41	246.39	277.92	-	-	261.23	-	2,427.74	-
7803	Premises Expenses	500.00	-	-	706.00	-	-	-	-	-	490.00	80.40	56.00	-	1,332.40	-
7901	Bank Charges	1,400.00	128.08	94.20	126.72	102.41	252.91	223.91	122.01	164.00	254.60	168.74	127.14	-	1,764.72	-
8201	Subscriptions	0.00	-	-	222.75	-	-	-	-	463.14	-	-	-	-	685.89	-
8202	Uniforms	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8204	Insurance	4,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		259,978.36	21,284.90	21,605.92	23,774.68	22,204.25	20,041.91	20,288.97	22,046.34	17,874.75	26,076.45	19,575.40	13,232.43	-	228,006.00	-



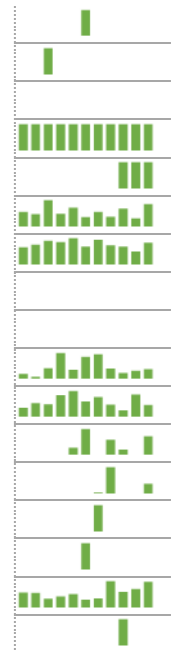
7801 Cleaning Includes £1,000 for kitchen "deep clean"

Swanley Town Council: Olympic

YTD Summary

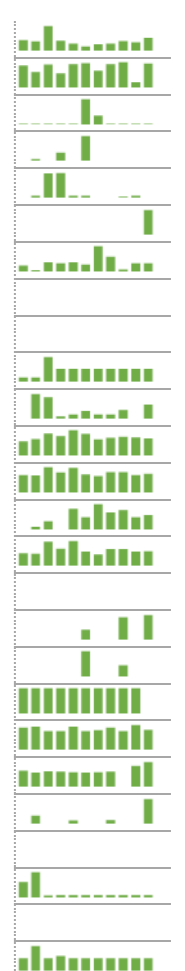
**Income**

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	700.00	700.00	700.00	700.00	-	7,700.00	8,400.00
4018	Rent - Boxing	0.00	-	-	-	-	-	-	-	-	281.67	281.67	281.67	-	845.01	-
4100	Bar Income	25,339.63	3,359.98	2,903.07	6,144.05	2,989.18	4,367.37	2,198.15	3,377.83	2,322.68	4,117.87	1,905.27	5,202.25	-	38,887.70	-
4105	Catering Income	47,082.17	5,289.10	6,100.11	7,317.08	6,980.57	8,174.85	5,506.02	7,714.44	5,917.89	5,496.69	4,129.45	6,776.99	-	69,403.19	-
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	915.41	510.83	704.99	870.59	-	11,725.53	-
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	3,879.19	2,064.17	6,950.00	3,732.50	-	53,512.03	-
4125	Party Night Revenue	0.00	-	-	-	-	291.26	1,049.76	-	600.01	204.17	-	750.00	-	2,895.20	-
4130	Party Function Revenue	0.00	-	-	-	-	-	-	50.00	1,575.00	-	-	583.34	-	2,208.34	-
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	5,226.87	561.01	545.09	339.27	430.47	516.79	303.72	352.66	998.82	590.32	704.87	978.22	-	6,321.24	-
4998	Sale of Goods	0.00	-	-	-	-	-	-	-	-	416.67	-	-	-	416.67	-
		232,848.67	13,232.08	14,670.37	24,387.01	20,143.87	22,950.77	20,308.65	22,001.52	16,909.00	14,382.39	15,376.25	19,875.56	-	204,237.47	17,101.00



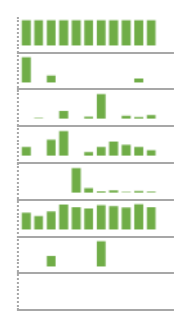
**Expenditure**

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	1,029.88	1,426.29	1,244.46	1,854.50	-	16,175.37	-
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	2,662.87	2,902.69	629.23	2,741.40	-	24,819.42	-
5011	Licences	0.00	12.18	12.12	12.12	12.12	12.12	454.12	159.03	12.37	12.37	12.37	12.37	-	723.29	-
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	-	-	60.00	117.28	-	-	3,452.13	-
5030	Horticulture	0.00	-	-	-	-	-	-	-	-	-	-	195.00	-	195.00	-
5045	Function Expenditure	2,000.00	383.33	80.00	580.00	525.00	588.33	430.00	1,582.06	913.17	130.00	530.00	520.00	-	6,261.89	-
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	122.33	122.33	122.33	122.33	-	1,298.43	-
6201	Advertising	100.00	-	230.00	199.99	20.00	40.00	73.22	40.00	40.00	82.50	-	130.00	-	855.71	-
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	4,882.91	5,172.82	4,956.74	4,658.01	-	56,634.24	-
7001	Pension	4,200.00	469.92	462.00	692.75	546.21	677.03	494.79	443.80	555.07	555.45	476.51	509.49	-	5,883.02	-
7004	Wages - Casual	2,500.00	-	119.00	371.25	-	936.25	558.70	1,147.75	768.75	868.50	566.13	643.55	-	5,979.88	-
7006	Employers NI	4,200.00	198.32	191.82	384.47	270.69	396.86	223.60	180.66	268.28	268.57	223.45	230.83	-	2,837.55	-
7008	Recruitment Expenses	150.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7099	Staff Expenses	0.00	-	-	-	-	-	140.68	-	-	308.07	-	340.89	-	789.64	-
7102	Water Rates	170.00	-	-	-	-	-	2,260.20	-	-	1,007.69	-	-	-	3,267.89	-
7103	General Rates	28,261.63	2,827.00	2,826.00	2,826.00	2,826.00	2,826.00	2,826.00	2,826.00	2,826.00	2,826.00	2,826.00	-	-	28,261.00	-
7105	Recycling - Waste Collection	3,000.00	187.10	195.65	156.52	156.52	195.65	156.52	165.07	187.10	156.53	208.65	166.92	-	1,932.23	-
7200	Electricity	12,193.52	1,103.69	972.37	1,058.89	1,032.53	984.55	975.87	984.87	1,027.60	-	1,447.45	1,710.38	-	11,298.20	-
7201	Gas	7,000.00	-	858.11	-	-	340.46	-	-	394.00	-	-	2,618.16	-	4,210.73	-
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	38.44	38.44	38.44	38.44	-	1,033.01	-
7552	Computers & Software	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7604	Professional Fees	1,500.00	109.21	216.71	109.21	127.21	109.21	109.21	109.21	109.21	109.21	109.21	109.21	-	1,326.81	-



## Monthly Finances (d)

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
7702	Equipment Leasing	1,300.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	-	3,465.00	-
7800	Repairs and Renewals	2,500.00	469.23	-	130.45	-	-	-	-	-	-	75.00	-	-	674.68	-
7801	Cleaning	500.00	-	40.15	-	388.03	-	94.01	<b>1,236.67</b>	-	143.20	87.98	182.15	-	2,172.19	-
7802	Laundry	2,200.00	132.00	-	242.36	374.36	-	54.64	132.00	212.60	165.49	132.00	82.01	-	1,527.46	-
7803	Premises Expenses	15,195.54	-	-	-	-	<b>12,187.00</b>	2,300.54	708.00	1,200.00	244.00	778.40	477.02	-	17,894.96	-
7901	Bank Charges	1,000.00	119.80	94.74	128.18	177.81	158.87	149.94	173.22	166.03	158.10	180.71	158.70	-	1,666.10	-
8201	Subscriptions	-	-	-	222.75	-	-	-	534.01	-	-	-	-	-	756.76	-
8204	Insurance	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		<u>185,520.69</u>	<u>14,529.31</u>	<u>14,944.15</u>	<u>21,388.27</u>	<u>17,084.29</u>	<u>30,763.14</u>	<u>22,275.31</u>	<u>18,151.49</u>	<u>17,731.61</u>	<u>17,073.25</u>	<u>15,077.34</u>	<u>17,816.36</u>	<u>-</u>	<u>206,834.52</u>	<u>-</u>



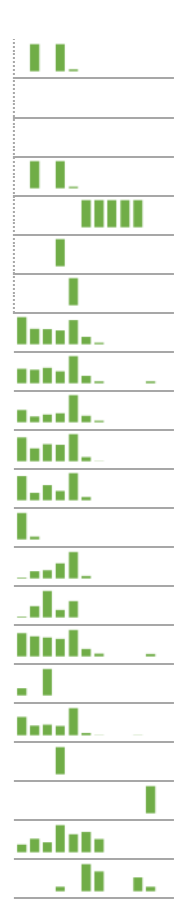
**7801 Cleaning** Includes £1,000 for kitchen "deep clean"  
**7803 Premises Expenses** Includes £11,862 for a new boiler

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
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4008	Rent - Swanley New Barn Railway	10,305.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4010	Rent - Ice Cream Van	15,000.00	5,000.00	-	5,000.00	-	5,000.00	291.67	-	-	-	-	-	-	15,291.67	-
4017	Rent - Swanley Park RFC	-	-	-	-	-	-	-	312.64	312.64	312.64	312.64	312.64	-	1,563.20	-
4201	Service Recharge: Café in the Park	-	-	-	-	-	1,950.00	-	-	-	-	-	-	-	1,950.00	-
4204	Service Recharge: Bungalow	-	-	-	-	-	-	83.33	-	-	-	-	-	-	83.33	-
4700	Rowing	5,730.72	1,488.03	854.16	829.59	757.70	1,322.91	392.91	85.42	-	-	-	-	-	5,730.72	-
4701	Pedalos	33,575.18	5,325.42	4,926.24	5,676.66	4,338.34	9,908.76	2,659.76	740.00	-	-	-	692.33	-	34,267.51	-
4702	Canoeing	2,783.72	482.09	237.91	299.57	353.33	1,080.42	258.73	71.67	-	-	-	-	-	2,783.72	-
4703	Golf	4,531.39	1,063.05	575.00	757.90	732.51	1,205.01	187.92	10.00	-	-	-	-	-	4,531.39	-
4704	Tree Trek	6,239.52	1,739.78	524.41	1,105.58	675.67	1,958.25	235.83	-	-	-	-	-	-	6,239.52	-
4705	Battery Bikes	50.00	45.00	5.00	-	-	-	-	-	-	-	-	-	-	50.00	-
4706	Dino Karts	2,503.46	36.66	291.67	336.67	627.66	1,097.48	113.32	-	-	-	-	-	-	2,503.46	-
4707	Deck Chairs	632.50	10.00	115.42	267.08	75.00	165.00	-	-	-	-	-	-	-	632.50	-
4708	Bouncy Castle	10,513.40	2,096.67	1,796.97	1,708.48	1,596.42	2,378.67	680.44	255.75	-	-	-	225.42	-	10,738.82	-
4709	Mini Boats	15.83	3.33	-	12.50	-	-	-	-	-	-	-	-	-	15.83	-
4710	Car Parking	45,939.50	10,861.05	5,673.70	6,295.70	5,490.61	15,950.10	1,447.51	220.83	-	-	125.00	-	-	46,064.50	-
4712	Wrist Bands	91.67	-	-	-	91.67	-	-	-	-	-	-	-	-	91.67	-
4713	Duck Income	-	-	-	-	-	-	-	-	-	-	-	26.00	-	26.00	-
4720	Children's Party - Recreation	2,671.65	187.50	329.99	241.66	660.00	441.67	490.00	320.83	-	-	-	-	-	2,671.65	-
4721	Children's Party - Survival	1,354.98	-	-	-	125.00	-	709.15	520.83	-	-	362.50	120.83	-	1,838.31	-
		173,938.52	34,338.58	15,330.47	35,531.39	15,523.91	55,458.27	8,550.57	2,537.97	312.64	312.64	800.14	1,377.22	-	170,073.80	-



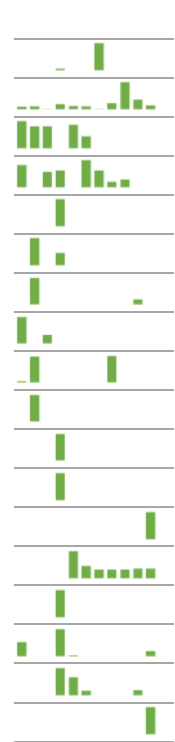
**Expenditure**

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
5002	Catering Purchases	-	-	-	-	-	-	-	-	-	-	20.15	-	-	20.15	-
5020	Estates Equipment / Machinery	14,923.70	6,368.25	-	2,766.00	5,743.26	-	-	46.19	-	-	-	-	-	14,923.70	-
5021	Estates Equipment / Machinery Repairs	1,383.64	-	1,085.30	298.34	-	-	-	-	-	-	-	218.72	-	1,602.36	-
5045	Function Expenditure	400.00	-	-	-	220.00	-	-	-	-	-	-	-	-	220.00	-
5046	Outdoor Event	1,610.00	-	-	-	-	1,610.00	-	-	-	-	-	-	-	1,610.00	-
6201	Advertising	129.99	-	-	49.99	80.00	-	-	-	-	132.00	30.00	-	-	291.99	-
7000	Salaries	92,000.00	3,572.69	10,070.32	9,392.53	12,368.30	19,224.39	22,464.65	9,721.15	4,709.42	4,354.10	2,192.16	2,251.38	-	100,321.09	-
7001	Pension	1,500.00	-	-	-	-	-	565.87	359.04	-	359.04	357.52	357.52	-	1,998.99	-
7006	Employers NI	1,000.00	-	-	-	-	-	451.30	201.09	-	201.09	199.83	199.83	-	1,253.14	-
7099	Staff Expenses	504.89	-	-	-	109.15	272.23	19.00	104.51	-	49.50	-	375.84	-	930.23	-
7102	Water Rates	7,500.00	2,249.88	-	-	462.65	-	4,246.58	-	-	3,945.82	-	-	-	10,904.93	-
7103	General Rates	1,331.91	-	-	236.34	232.00	232.00	232.00	-	39.56	41.00	-	552.06	-	1,564.96	-
7105	Recycling - Waste Collection	15,000.00	1,222.23	955.22	1,419.06	1,501.37	1,842.78	1,070.25	841.35	1,008.30	514.48	1,074.42	725.32	-	12,174.78	-
7200	Electricity	6,000.00	-	-	2,323.32	-	-	2,351.64	450.37	-	3,172.05	729.51	-	-	9,026.89	-
7501	Postage & Carriage	29.90	-	-	-	29.90	-	-	-	-	-	-	-	-	29.90	-
7502	Stationery	74.63	-	-	-	36.65	37.98	-	-	-	-	-	-	-	74.63	-
7550	Telephone & Broadband	350.00	-	-	-	40.81	32.48	32.48	70.50	32.74	34.03	48.38	-	-	291.42	-
7800	Repairs and Renewals	2,000.00	100.00	384.54	-	-	1,035.58	-	-	200.00	-	234.86	301.00	-	2,255.98	-



## Monthly Finances (e)

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
7801	Cleaning	1,700.00	-	-	-	67.88	-	-	1,236.10	-	-	-	-	-	1,303.98	-
7803	Premises Expenses	6,000.00	626.62	691.38	86.68	1,214.51	733.31	701.50	53.00	1,442.10	6,109.17	2,180.00	855.90	-	14,694.17	-
7804	Pool Chemicals	2,074.93	530.35	426.18	426.18	-	457.88	234.34	-	-	-	-	-	-	2,074.93	-
7805	Cess Pit	11,070.00	2,500.00	-	1,750.00	1,890.00	-	3,040.00	1,890.00	630.00	840.00	-	-	-	12,540.00	-
7806	Pedalo Parts	25.83	-	-	-	25.83	-	-	-	-	-	-	-	-	25.83	-
7807	Pool Costs	757.20	-	520.00	-	237.20	-	-	-	-	-	-	-	-	757.20	-
7811	Signs	420.00	-	420.00	-	-	-	-	-	-	-	81.84	-	-	501.84	-
7814	Maintenance	171.90	130.00	-	41.90	-	-	-	-	-	-	-	-	-	171.90	-
7815	Chidren's Party	128.75	6.25	122.50	-	-	-	-	-	125.00	-	-	-	-	253.75	-
7816	Parking	170.95	-	170.95	-	-	-	-	-	-	-	-	-	-	170.95	-
7817	Rowing Parts	698.81	-	-	-	698.81	-	-	-	-	-	-	-	-	698.81	-
7818	Life Jackets	170.04	-	-	-	170.04	-	-	-	-	-	-	-	-	170.04	-
7819	Duck Feed	-	-	-	-	-	-	-	-	-	-	-	6.99	-	6.99	-
7901	Bank Charges	2,047.66	-	-	-	-	671.64	306.03	216.80	215.21	214.97	236.97	236.97	-	2,098.59	-
8201	Subscriptions	365.00	-	-	-	365.00	-	-	-	-	-	-	-	-	365.00	-
8202	Uniform	779.90	259.90	-	-	500.00	20.00	-	-	-	-	-	98.82	-	878.72	-
8203	Training Costs	4,950.00	-	-	-	2,700.00	1,800.00	450.00	-	-	-	525.00	-	-	5,475.00	-
8206	Coaching	-	-	-	-	-	-	-	-	-	-	-	270.00	-	270.00	-
		<u>177,269.64</u>	<u>17,566.17</u>	<u>14,846.39</u>	<u>18,790.34</u>	<u>28,693.36</u>	<u>27,970.27</u>	<u>36,165.64</u>	<u>15,190.10</u>	<u>8,402.33</u>	<u>19,967.25</u>	<u>7,910.64</u>	<u>6,450.35</u>	<u>-</u>	<u>201,952.84</u>	<u>-</u>



Swanley Town Council



**Bank Reconciliation: 28 February 2018**

Bank Statement Balance:	Current Account	124,341.20	
			<b>124,341.20</b>
Other Bank & Cash Accounts:	Active Saver	139.69	
	Mayor's Account	3,509.00	
	Recreation Account	6,962.55	
	Alexandra Cash Account	84.10	
	Olympic Cash Account	642.46	
	Link Cash Account	-	
	Swanley Park Cash Account	113.77	
			<b>11,451.57</b>
			<b>135,792.77</b>

Unpresented Payments	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	10/01/2018	100641	80.00
	24/01/2018	027663	216.00
	24/01/2018	100646	180.00
	31/01/2018	027673	500.00
	31/01/2018	100648	78.00
	31/01/2018	027679	1,248.00
	07/02/2018	027684	270.00
	07/02/2018	027696	105.00
	07/02/2018	027698	499.19
	07/02/2018	027699	450.00
	07/02/2018	027706	175.00
	21/02/2018	027715	280.00
	21/02/2018	027717	253.92
	21/02/2018	027718	201.60
	21/02/2018	027719	192.00
	21/02/2018	027720	81.60
	21/02/2018	027721	1,939.25
	21/02/2018	027722	6.65
	21/02/2018	027723	135.00
	21/02/2018	027724	507.42
	21/02/2018	027725	706.81
	21/02/2018	027726	225.00
	21/02/2018	027727	350.00
	21/02/2018	027728	2,293.15
	21/02/2018	027729	111.24
	21/02/2018	027730	414.00
	21/02/2018	027731	25.89
	21/02/2018	027732	890.02
	21/02/2018	027733	383.48
	21/02/2018	027734	634.80

## Monthly Finances (f)

	21/02/2018	027735	260.00	
	21/02/2018	100654	75.00	
	27/02/2018	100655	124.27	
	27/02/2018	100656	800.00	
	27/02/2018	100657	1,200.00	
				<b>15,892.29</b>
				<b>119,900.48</b>
Unpresented Receipts:	<b><u>Date</u></b>	<b><u>Ref</u></b>	<b><u>Amount</u></b>	
	27/02/2018	Alex to Current	20.00	
				<b>20.00</b>
				<b>119,920.48</b>
Closing Book Balance:		Current Account	108,468.91	
		Other Bank & Cash Accounts	11,451.57	
				<b>119,920.48</b>
				<b>-</b>

**Chairman of Finance Committee**

**Signature**

**Date**

**Responsible Financial Officer**

**Signature**

**Date**



## Swanley Town Council

### Aged Creditors: 28 February 2018

<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>
AFLPLUMB	A & L Weston	178.00	178.00	0.00	0.00	0.00	0.00
ALSFTIMB	Alsford Timber Ltd	589.92	589.92	0.00	0.00	0.00	0.00
ANGELHR	Angel Human Resources Ltd	448.11	448.11	0.00	0.00	0.00	0.00
ASTSEC	Astra Security Systems LTD	572.42	572.42	0.00	0.00	0.00	0.00
B&MSUPP	B&M Supplies LTD	11.70	11.70	0.00	0.00	0.00	0.00
BGAS8419	BGas Elec - Alexandra	694.70	694.70	0.00	0.00	0.00	0.00
BGAS8456	BGas Elec - The Olympic	1,795.89	1,795.89	0.00	0.00	0.00	0.00
BNPPARIB	BNP Paribas Leasing Sols	1,358.38	1,358.38	0.00	0.00	0.00	0.00
BOC100	BOC Ltd	159.72	159.72	0.00	0.00	0.00	0.00
BOOKER	Booker Lintied	43.66	43.66	0.00	0.00	0.00	0.00
BRAKES10	Brakes Bros Ltd	148.63	148.63	0.00	0.00	0.00	0.00
CLEAWIPE	Clean Wipes	49.42	49.42	0.00	0.00	0.00	0.00
DARPRINT	Darenth Print and Design Ltd	72.00	72.00	0.00	0.00	0.00	0.00
DYNAMIX	Mr S Gadd	440.00	440.00	0.00	0.00	0.00	0.00
EDENPARK	Eden Park (STMS) Ltd	209.90	209.90	0.00	0.00	0.00	0.00
EQUIRECY	Equinox Recycling	1,390.35	1,390.35	0.00	0.00	0.00	0.00
ERNEDOE	Ernest Doe & Sons Ltd	428.40	428.40	0.00	0.00	0.00	0.00
HILLS	Hills Office Services	201.60	201.60	0.00	0.00	0.00	0.00
JOHNSTRE	John Street Beverage	95.00	95.00	0.00	0.00	0.00	0.00
JPSCLAR	JPS Clarity Limited	114.00	114.00	0.00	0.00	0.00	0.00
KEIRALAN	Alan Keir	225.00	225.00	0.00	0.00	0.00	0.00
KFF100	Kent Frozen Foods Ltd	1,403.40	1,403.40	0.00	0.00	0.00	0.00
LOCKTOOL	Locks 'N' Tools Ltd	27.50	27.50	0.00	0.00	0.00	0.00
MATTCLAR	Matthew Clark Wholesale Ltd	2,101.28	2,101.28	0.00	0.00	0.00	0.00
MECKADRI	Adrian Mecklenburgh Ltd	40.25	40.25	0.00	0.00	0.00	0.00
NELLA100	Nella Cutlery South	111.36	111.36	0.00	0.00	0.00	0.00
NISBET10	Nisbets	396.62	396.62	0.00	0.00	0.00	0.00
NIVEKCAT	Nivek Catering Supplies Ltd	29.40	29.40	0.00	0.00	0.00	0.00
NORMBUT	Norman's Butchers	372.65	372.65	0.00	0.00	0.00	0.00
PROVNURS	Provender Nurseries	11.00	11.00	0.00	0.00	0.00	0.00
SSELEC	SSE Southern Electric	-1.18	-1.18	0.00	0.00	0.00	0.00
STALBRID	Stalbridge Linen Services	69.60	69.01	0.59	0.00	0.00	0.00
STANNAH	Stannah	2,437.79	2,437.79	0.00	0.00	0.00	0.00
THBROWN	T.H.Brown & Sons Ltd	299.45	299.45	0.00	0.00	0.00	0.00
TLCDIREC	TLC Online	552.00	552.00	0.00	0.00	0.00	0.00
TLCELEC	T.L.C Direct	108.58	108.58	0.00	0.00	0.00	0.00
TRADEUK	Trade UK Account	374.46	374.46	0.00	0.00	0.00	0.00
VOICECOM	Voicecom Ltd	48.00	48.00	0.00	0.00	0.00	0.00
		<b>17,608.96</b>	<b>17,608.37</b>	<b>0.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>





# Swanley Town Council



## Aged Debtors: 28 February 2018

<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>
50CLUB	50+ Club	320.00	320.00	0.00	0.00	0.00	0.00
BARNETTD	David Barnett	10.00	0.00	0.00	0.00	0.00	10.00
BEXLEYBC	London Borough of Bexley	641.00	483.00	0.00	-117.00	275.00	0.00
CLG	CLG Market Research Ltd	350.00	350.00	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
EMERSON	Emerson Park	2,400.00	0.00	2,400.00	0.00	0.00	0.00
FUNPART	Funeral Partners Ltd	793.20	793.20	0.00	0.00	0.00	0.00
GRACEPL	Grace Place Community Church	-70.00	0.00	0.00	0.00	-70.00	0.00
HARTBEEP	Hartbeeps- Baby Group	150.00	150.00	0.00	0.00	0.00	0.00
KCC100	Kent County Council	6,152.37	1,571.20	1,571.20	236.40	0.00	2,773.57
KCCHIGH	Kent County Council (Highways)	1,891.62	0.00	0.00	0.00	0.00	1,891.62
KENTHOG	Kent Hog Roast Events	40.00	0.00	0.00	0.00	40.00	0.00
LAURIEM1	Lauriem Complete Care Ltd	125.00	125.00	0.00	0.00	0.00	0.00
NHSDGS	NHS DGS CCG	587.76	0.00	0.00	0.00	201.60	386.16
NORTHKEN	North Kent Mind	180.00	180.00	0.00	0.00	0.00	0.00
SWANBOX	Swanley Boxing Club	338.00	338.00	0.00	0.00	0.00	0.00
SWNFC	Swanley FC	173.70	173.70	0.00	0.00	0.00	0.00
TAMARIND	The Tamarind	200.00	0.00	0.00	0.00	200.00	0.00
VIBEDN10	Vibe Dance Nights	1,155.00	1,155.00	0.00	0.00	0.00	0.00
ZIBRANT	Zibrant	1,034.90	756.00	278.90	0.00	0.00	0.00
		<b>16,769.55</b>	<b>6,395.10</b>	<b>4,250.10</b>	<b>119.40</b>	<b>646.60</b>	<b>5,358.35</b>

## Events <sup>[1]</sup>

JANUARY	January events	151.50
FEBRUARY	February events	-690.00
MARCH	March events	-2,740.00
APRIL	April events	-875.00
MAY	May events	-6,675.00
JUNE	June events	-3,600.00
JULY	July events	-14,515.00

**Monthly Finances (g)**

AUGUST	August events	-4,600.00
SEPTEMBER	September events	-8,070.00
OCTOBER	October Events	-5,500.00
NOVEMBER	November Events	0.00
DECEMBER	December events	-5,100.00
		<u><u>-52,213.50</u></u>

<sup>[1]</sup> Balances will include prepayments for future functions at Alexandra and Olympic

**Party Functions** <sup>[2]</sup>

A70S80S	A - 70s & 80s Night	-70.00
AELVIS	A - Elvis	-610.00
AMOTOWN	A - Motown	-80.00

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

# Swanley Town Council

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## Event / Function

1812 Event

## Date

25/08/2017

### Income

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Sales	Glow Items	711.20
Sales	Food & Drink	850.00
Stalls	Various	49.99
Sponsorship - General	Specsavers	266.67
Sponsorship - Grant	Lottery	1,300.00
		<b>3,177.86</b>

### Expenditure

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Purchases	Glow Items	547.49
Purchases	Food & Drink	406.79
Catering Purchases	Napkins	18.00
		972.28

### Direct Expenses

Advertising / Banners		632.00
		632.00

### Gross Profit / (Loss)

**1,573.58**

### Overheads

Audio Equipment	Audio Crew	2,266.67
Toilets	Tardis Environmental	350.00
First Aid	St John's Ambulance	160.00
Entertainment	Rock Choir	200.00
Entertainment	Fireworks	2,900.00
Entertainment	Eynsford Orchestra	1,250.00
Marquee	Cobham Marquees	520.00
Security	Centre Circle	560.00
		8,206.67

### Net Profit / (Loss)

**( 6,633.09 )**

# Swanley Town Council

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## Event / Function

Firework Night

## Date

06/11/2017

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### Income

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Sales	Glow Items	302.92
Sales	Food & Drink	910.21 <sup>[1]</sup>
Sales	Kent Hog Roast	33.33
Sales	DNG	383.33
Stalls	Ice Cream Van	16.67
Stalls	Kent Hog Roast	8.33
Sponsorship - Grant	Lottery	2,000.00
		<b>3,654.79</b>

### Expenditure

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Purchases	Glow Items	1,183.97
Purchases	Food & Drink	100.84 <sup>[1]</sup>
		1,284.81

### Direct Expenses

Advertising / Banners		420.65
		420.65

### Gross Profit / (Loss)

**1,949.33**

### Overheads

Audio Equipment	Audio Crew	1,040.00
Entertainment	DJ	150.00
Entertainment	Fireworks	2,500.00
Security	Centre Circle	389.50
		4,079.50

### Net Profit / (Loss)

**( 2,130.17 )**

<sup>[1]</sup> Allocated to Alexandra Suite Bar & Catering

# Swanley Town Council

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**Event / Function**

Armed Forces Day

**Date**

24/06/2017

**Income**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Amount (Net £)</u></b>	
Stalls	Various	145.82	
Sponsorship - Grant	MoD	1,500.00	
Sponsorship - Grant	KCC - AFD	1,000.00 <sup>[1]</sup>	
			<b>2,645.82</b>

**Expenditure**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Amount (Net £)</u></b>	
		-	-

**Direct Expenses**

Advertising / Banners		150.00	150.00
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**Gross Profit / (Loss)****2,495.82****Overheads**

Audio Equipment	Audio Crew	1,240.00	
Entertainment	Gun Team	550.00	
First Aid	St John's Ambulance	529.00	
			2,319.00

**Net Profit / (Loss)****176.82**

<sup>[1]</sup> Received and posted in 2016/2017

### **Introduction**

1. In 2016 a number of community groups were displaced from Swanley Town Council venues because they were unable to meet the new hire charging structure that was brought in. The charges were set at commercial rates to ensure the sustainability of the venues. Since January of 2017 the council has made significant progress in reducing its running costs through 'smarter working' and through new contractual arrangements which are evident in monthly financial reports. At a recent Leadership Meeting Cllr Horwood asked the CEO to look into the availability of Community space for local organisations and an explanation of how Swanley Town Council is supporting those groups. This is a short report on the current costs to community groups and the availability of space for community use in Swanley Town Council venues.

### **Financial Support**

2. While all staff costs must be covered in order to deliver an effective service and receive Full Cost Recovery there is some scope for variable rates where applicable. If an organisation / group simply wants to use a room to hold a meeting then the cost is minimal and local organisations can hire a room from as little as £15 per hour.

2.1 Where rooms require laying out/setting up tables and cutlery etc then this increases those costs, as a member of staff is required to undertake that work. Duty staff have on going administrative responsibilities throughout the day which means that time taken to set a room up has to have a cost against it or indeed may require an additional member of staff to be called in to assist.

2.2 Many local groups have already been made aware that if they hold an event in any of our venues Monday to Friday between 9am and 5pm then it is possible to obtain the minimum hire rate. This rate does not apply to local business or private hire events.

Other costs variables include:

- Tables to be used
- Music / PA equipment
- Teas and Coffees
- Food
- Bar Provision
- Table Dressing
- Chef
- Open Times
- Total Length of Event
- Additional Staff (waiting staff, door staff, DJ's etc)

## **Available Space**

3. The Olympic and Alexandra Suite operate as different styles of venue with the first concentrating on Conferencing and the later on Events and Weddings, although both have the capacity to duplicate the activities of the other. The Olympics bookings are dominated by day and early evening bookings while the Alexandra is dominated by evening and weekend bookings. But what this has highlighted is the availability of rooms throughout the week which need to be hired out more frequently to increase revenue for both venues.

3.1 There have been recent successes with our own events which has increased income against the venue and against bar takings which will continue to be developed through the coming months.

3.2 The availability of rooms between both venues shows that on average there are 3-5 rooms available for hire each day between 9am and 5pm (although both can offer later timings at additional cost). Room sizes vary between holding 20- 250 people which would accommodate a variety of groups or clubs.

3.3 Around 3 rooms are available every day for up to 8 hours per day at community Rate hire if, groups did not book one specific room and relied only on having the available space and service. This would help them reduce their own costs while assisting us in offering out space to business and private hirers.

## **Conclusion**

Swanley Town Council has secured over £10,000 of funding to help a number of local sports clubs over the last 18 months and these groups are going from strength to strength both as sportsmen and women, but also in club expansion. With other potential developments in the pipeline like the use of the old Post Office building as community space, the Basketball Hall and the conversion of a tractor shed at Swanley Park into a Club house for Rugby there will be more than sufficient space for local hire space. With the developments listed above there is no requirement in the town for new facilities to be provided, but there is a need to engage with local community groups and ensure they are aware of the opportunities. Staff will be contacting local groups over the coming weeks before setting out to sell this space at commercial rates to a wider audience.