

**FULL COUNCIL 5<sup>th</sup> December 2018**  
**7:30PM THE CIVIC CENTRE**

**MINUTES**

**Present:** Mayor Cllr Dyball, Leader Cllr Morris, Cllr Ball, Cllr C Barnes, Cllr J Barnes, Cllr Darrington, Cllr Komolafe, Cllr Southern

**Officers:** CEO Steve Nash,  
RFO Steve Innes  
Civic Manager Toni Roast  
Democratic Services Officer Barbara Playfoot

**Blessing:** The Mayor had invited Father Dane Batley-Gladden to say a short prayer and invited those not wishing to take part to leave at this time.

**Public Session** A resident from Swanley Lane asked why the Swanley Village Conservation area consultation had not been an agenda item as she felt that the council should respond to SDC on behalf of the Swanley village residents. She went on to say that the date for responses had been extended to the 11<sup>th</sup> January 2019.  
The CEO said that there had been no formal contact from SDC planning to the Council and information regarding meeting dates for residents discuss with SDC had been made available on STC website.  
It was agreed that it would be an agenda item at the next Full Council meeting to be held on the 9<sup>th</sup> January 2019.

The Mayor announced that she has the pleasure in presenting a certificate to Allan Dyball a regular 'Every Step Counts' participant who has trained as a Volunteer Health Walk Leader. He was given a round of applause. The Mayor added that there were now 5 volunteer walk leaders trained up to run the ESC Swanley wellbeing walk.

**10597 To receive Apologies for Absence**

Cllr L Gaire, Cllr S Gaire, Cllr Hogg, Cllr Halford, Cllr Horwood, Cllr Scott, Cllr Searles, Cllr Willingale

**10598 To receive Declarations of Interest**

None

**10599 To approve as correct the Minutes of the Meeting held on**

**Wednesday 7<sup>th</sup> November 2018**  
**APPROVED**

**10600 To receive Minutes of Committees and approve recommendations contained therein:**

Development Control – 7<sup>th</sup> November 2018  
Policy & Finance - 21<sup>st</sup> November 2018  
Development Control – 21<sup>st</sup> November 2018  
**APPROVED**

**10601 CHANGE OF MEETING DATES 2019 – REPORT A**

To approve amended meeting dates for 2019  
**RESOLVED – amended meeting dates approved**

**10602 BUDGET SETTING 2019 – 2020**

To approve the 2019-2020

- b. Swanley Town Council Overall Budget
- c. Civic Budget
- d. Alexandra Suite Budget
- e. Olympic Budget
- f. Swanley Park Budget

Cllr Southern said that he was very pleased with the way the budget setting had been prepared and praised the CEO and RFO for providing transparent, accurate financial reports. He added that he was confident that decisions can be made on accurate data and felt that Officers were supportive of his requests for the way data is now presented. He felt that it was a good budget, there was a moderate increase in the precept which was roughly in line with the RPI. He went on to say that over the last 2 years the council have made considerable savings without cutting any services and increased public events e.g. Armed Forces Day and St Georges Day which benefits the people of Swanley.

The CEO reported that the Internal Auditors Draft Report was glowing and by maintaining transparency in all the Councils' business was giving residents clear information. Letting the residents of Swanley know what is happening and being open about our activities has seen FOI requests almost disappear.

**RESOLVED – 2019-2020 budget approved**

**Mayors Communication**

To receive such communications as the Town Mayor may desire to lay before the Council (Councillors are reminded that no decision making may take place as a result of this item)

The Mayor reported on the successful Remembrance Weekend on the 11<sup>th</sup> November 2018 – Remembrance Sunday, the following took place

- 9.30 – Church Service
- 11.00 – 2 minutes silence
- 13.00 – Silent soldier unveiling
- 14.30 – Remembrance Parade

All the events of the day were well attended but the spectacular Silent Soldier unveiling attracted record crowds and the silhouettes are a permanent reminder of the men that lost their lives in the WW1 conflict. On the Friday evening prior Andrew Skipper and the ATC provided a tribute to Remembrance in the form of drama, music and readings providing a poignant reminder of those who lost their lives and the people they left behind.

The Mayor reported that during the same weekend representatives from Swanley visited Verrières-Le-Buisson to take part in their WW1 Centenary ceremony. She has

subsequently received a letter from the Mayor of Verrières-Le-Buisson thanking her representatives for their involvement during the ceremony and it was a great success even though the weather conditions were difficult. He went on to also thank the people of the UK for their support during both WW1 & WW2 conflicts.

On the 24<sup>th</sup> November in the Mayors absence the Deputy Mayor Cllr Paul Darrington attended the planting of the Remembrance Wood, over 600 saplings were planted in Swanley Park as a lasting reminder of WW1.

On the 27<sup>th</sup> November the Deputy Mayor attended the Bat & Ball refurbished Railway Station Preview event which he found very interesting.

On the 1<sup>st</sup> December 2018 the Mayor opened the Light up the Town Event which was well attended.

The Mayor along with the Deputy Mayor and his wife had a private tour of the Emerson Park retirement apartments and care home and spent over 3 hours meeting staff and talking to residents.

The Mayor then reminded the meeting of the forthcoming events  
23<sup>rd</sup> December 2018 – Seniors Christmas lunch at the Olympic and asked the councillors to volunteer to serve.

23<sup>rd</sup> December 2018 – Carol Service at St Marys Church starting at 16.00 followed by mince pies and mulled wine in the Church hall.

The Mayor then wished all Seasons greetings.

Cllr Southern asked if a letter of thanks be sent to Andrew Skipper for an excellent evening of Remembrance which he felt was very moving and the acts were exceptional bearing in mind the age of the performers.

#### **Report from County and District Councillors**

(Councillors are reminded that no decision making may take place as a result of this item)

There were none

#### **Date of next meeting – 9<sup>th</sup> January 2019**

#### **Meeting closed at 20.08**

#### **Council Members:**

Mayor Cllr L Dyball  
Leader Cllr R Morris  
Cllr L Ball  
Cllr C Barnes  
Cllr J Barnes  
Cllr P Darrington  
Cllr L Gaire  
Cllr S Gaire

Cllr J Halford  
Cllr M Hogg  
Cllr M Horwood  
Cllr E Komolafe  
Cllr N Scott  
Cllr V Southern  
Cllr T Searles  
Cllr H Willingale

## COUNCIL MEETING DATES 2018 - 19

16 May 2018		Dev Control	Policy & Finance		
06 June 2018	Full Council	Dev Control			
20 June 2018		Dev Control	Policy & Finance	Personnel	
04 July 2018	Full Council	Dev Control			
18 July 2018		Dev Control	Policy & Finance		Estates & Facilities
05 September 2018	Full Council	Dev Control			
19 September 2018		Dev Control	Policy & Finance	Personnel	
03 October 2018	Full Council	Dev Control			
17 October 2018		Dev Control	Policy & Finance		Estates & Facilities
07 November 2018	Full Council	Dev Control			
21 November 2018		Dev Control	Policy & Finance		
05 December 2018	Full Council	Dev Control			
9 January 2019	Full Council	Dev Control			
23 January 2019		Dev Control	Policy & Finance		Estates & Facilities
06 February 2019	Full Council	Dev Control			
20 February 2019		Dev Control	Policy & Finance	Personnel	
06 March 2019	Full Council	Dev Control			
20 March 2019		Dev Control	Policy & Finance		
27 March 2019	Annual	Town	Meeting		
17 <sup>th</sup> April 2019		Dev Control	Policy & Finance		Estates & Facilities
01 May 2019	Full Council	Dev Control			
15 May 2019	Mayor	Making			

# Swanley Town Council: Overall

## Budget Setting 2019 / 2020

## Report B

### Income

Dept	Venue	Current Financial Year (2018/2019)				Financial Year (2019/2020)	
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19	Proposed Budget (Overall)	Change: (Outturn vs. 2019/20)
4000	Precept	560,922.00	560,922.00	560,922.00	560,922.00	583,542.96	
4033	Community Infrastructure Levy	-	-	416.66	416.66	-	
1	Alexandra	350,950.00	350,950.00	220,861.11	330,590.25	340,493.36	2.91%
2	Olympic	227,050.00	227,050.00	104,109.33	182,174.33	184,585.92	1.31%
3	Civic	895,301.81	895,301.81	824,448.15	880,683.59	864,667.35	(1.85%)
8	Swanley Park	174,276.00	174,276.00	205,020.51	219,035.24	224,353.80	2.37%
		<b>1,647,577.81</b>	<b>1,647,577.81</b>	<b>1,354,439.10</b>	<b>1,612,483.41</b>	<b>1,614,100.42</b>	0.10%

566,546.56

### Expenditure

Dept	Venue	Current Financial Year (2018/2019)				Financial Year (2019/2020)	
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19	Proposed Budget (Overall)	Change: (Outturn vs. 2019/20)
1	Alexandra	247,100.00	247,100.00	153,187.15	238,763.29	269,064.33	11.26%
2	Olympic	226,030.00	226,030.00	126,056.15	189,702.15	182,134.78	(4.15%)
3	Civic	973,495.66	973,495.66	609,849.46	930,850.83	891,362.66	(4.43%)
8	Swanley Park	199,265.00	199,265.00	164,913.18	203,097.13	249,209.74	18.50%
		<b>1,645,890.66</b>	<b>1,645,890.66</b>	<b>1,054,005.94</b>	<b>1,562,413.40</b>	<b>1,591,771.52</b>	1.84%

Difference (Income vs. Expenditure)

	<b>1,687.15</b>	<b>1,687.15</b>	<b>300,433.16</b>	<b>50,070.01</b>	<b>22,328.91</b>
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### Summary

The figures are produced based on the following:  
 3% increase in the precept;  
 1% increase to the tax base (2018/2019)  
 uplift in income & expenditure as shown;  
 current salary structure, with increase from April '19

	Year	Tax Base (Nr)	Precept (£)	Value (£)	Increase (%)	Weekly Increase (£)	Annual Increase (Band D) (£)
	2016 / 2017	5,308	519,510.00	97.87			
	2017 / 2018	5,408	539,876.00	99.83			
	2018 / 2019	5,485	<b>560,922.00</b>	102.26			
	2019 / 2020	5,540	<b>583,542.96</b>	105.33	3.00%	0.059	3.068
	2019 / 2020	5,540	572,212.03	103.29	1.00%	0.020	1.023
	2019 / 2020	5,540	577,877.49	104.31	2.00%	0.039	2.045
Increase in Precept	2019 / 2020	5,540	<b>583,542.96</b>	105.33	3.00%	0.059	3.068
	2019 / 2020	5,540	589,208.42	106.36	4.00%	0.079	4.091
	2019 / 2020	5,540	594,873.89	107.38	5.00%	0.098	5.113

# Swanley Town Council: Alexandra

## Budget Summary 2017/2018

## Report C

### Income

Code	Description	Current Financial Year (2018/2019)			
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19
4000	Precept	-	-	-	-
4033	Community Infrastructure Levy	-	-	-	-
4028	Photocopying	-	-	14.17	14.17
4100	Bar Income	125,000.00	125,000.00	76,614.70	115,440.94
4105	Catering Income	70,000.00	70,000.00	63,236.03	91,896.96
4110	Equipment Hire	-	-	76.67	76.67
4115	Function Package Revenue	85,000.00	85,000.00	38,150.17	53,057.09
4120	Conference Lettings Regular	38,250.00	38,250.00	31,562.87	46,616.43
4125	Party Night Revenue	19,200.00	19,200.00	4,516.68	12,860.67
4130	Party Function Revenue	13,500.00	13,500.00	6,689.82	10,627.32
		<b>350,950.00</b>	<b>350,950.00</b>	<b>220,861.11</b>	<b>330,590.25</b>

Financial Year (2019/2020)	
Proposed Budget	Change: (Outturn vs. 2019/20)
-	-
-	-
-	N/a
118,904.17	3.00%
94,653.87	3.00%
78.97	3.00%
54,648.80	3.00%
48,014.92	3.00%
13,246.49	3.00%
10,946.14	3.00%
<b>340,493.36</b>	<b>3.00%</b>

### Expenditure

Code	Description	Current Financial Year (2018/2019)			
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19
5001	Bar Purchases	33,500.00	33,500.00	24,690.89	36,727.02
5002	Catering Purchases	18,100.00	18,100.00	12,389.10	18,121.29
5003	Bar Purchases - Equipment	-	-	789.19	1,390.49
5004	Catering Purchases - Equipment	-	-	460.39	545.89
5011	Licenses	500.00	500.00	1,738.15	1,738.15
5012	Sales Commision	-	-	71.52	71.52
5020	Estates Equipment / Machinery	1,000.00	1,000.00	107.00	107.00
5021	Estates Equipment / Machinery Repairs	2,000.00	2,000.00	995.68	995.68
5033	Pantomime	-	-	445.00	890.00
5045	Function Expenditure	24,500.00	24,500.00	15,251.15	19,723.23
6200	Website, Social Media and Marketing	1,500.00	1,500.00	122.33	733.98
6201	Advertising	1,500.00	1,500.00	280.00	480.00
7000	Salaries	73,500.00	73,500.00	51,373.42	86,899.72
7001	Pension	8,200.00	8,200.00	5,928.79	10,090.54
7004	Wages - Casual	2,000.00	2,000.00	280.00	280.00
7006	Employers NI	3,200.00	3,200.00	2,029.46	3,365.51

Financial Year (2019/2020)	
Proposed Budget	Change: (Outturn vs. 2019/20)
37,828.84	3.00%
18,664.92	3.00%
1,432.20	3.00%
562.27	3.00%
1,790.29	3.00%
73.67	3.00%
110.21	3.00%
1,025.55	3.00%
916.70	3.00%
20,314.92	3.00%
756.00	3.00%
494.40	3.00%
89,506.71	3.00%
10,393.26	3.00%
288.40	3.00%
<b>3,466.48</b>	<b>3.00%</b>

<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
7099	Expenses	950.00	950.00	-	-	-	N/a
7102	Water Rates	3,000.00	3,000.00	1,414.59	2,129.59	2,193.48	3.00%
7103	General Rates	30,700.00	30,700.00	18,394.30	25,662.49	26,432.36	3.00%
7105	Recycling - Waste Collection	3,500.00	3,500.00	1,997.34	3,327.34	3,427.16	3.00%
7200	Electricity	7,000.00	7,000.00	4,950.30	8,250.30	8,497.81	3.00%
7201	Gas	7,400.00	7,400.00	2,035.56	5,735.56	5,907.63	3.00%
7500	Printing	300.00	300.00	248.95	248.95	256.42	3.00%
7552	Computers & Software	-	-	135.00	135.00	139.05	3.00%
7602	Health & Safety Fees	-	-	420.00	420.00	432.60	3.00%
7800	Repairs and Renewals	1,000.00	1,000.00	997.50	997.50	1,027.43	3.00%
7801	Cleaning	3,350.00	3,350.00	1,484.02	2,484.02	2,558.54	3.00%
7802	Laundry	3,300.00	3,300.00	1,627.29	2,782.29	2,865.76	3.00%
7803	Premises Expenses	15,000.00	15,000.00	1,568.50	2,778.50	26,000.00	835.76%
7901	Bank Charges	1,850.00	1,850.00	961.73	1,651.73	1,701.28	3.00%
8201	Subscriptions	250.00	250.00	-	-	-	N/a
		<b>247,100.00</b>	<b>247,100.00</b>	<b>153,187.15</b>	<b>238,763.29</b>	<b>269,064.33</b>	<b>12.69%</b>

**Stephen Innes:**  
Includes £23,000 for  
refurb of Carpet and Dance  
Floor

# Swanley Town Council: Olympic

## Budget Summary 2017/2018

## Report D

### Income

Code	Description	Current Financial Year (2018/2019)			
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19
4000	Precept	-	-	-	-
4033	Community Infrastructure Levy	-	-	-	-
4003	Rent - New Generation Data	-	-	2,333.31	3,999.96
4012	Rent - Golf Range	-	-	-	-
4013	Rent - Bowls Club	5,000.00	5,000.00	5,000.00	5,000.00
4015	Rent - Flat at Olympic Centre	8,400.00	8,400.00	4,200.00	7,700.00
4018	Rent - Boxing	3,750.00	3,750.00	1,971.69	3,380.04
4028	Photocopying	-	-	4.00	4.00
4100	Bar Income	44,500.00	44,500.00	28,342.29	48,342.29
4105	Catering Income	82,500.00	82,500.00	29,517.55	49,517.55
4108	Quiz Income	-	-	69.17	69.17
4109	Pool Income	-	-	41.00	81.00
4115	Function Package Revenue	15,500.00	15,500.00	5,687.10	11,937.10
4120	Conference Lettings Regular	65,000.00	65,000.00	16,706.73	36,706.73
4125	Party Night Revenue	2,400.00	2,400.00	416.67	1,816.67
4600	Outdoor Event Revenue	-	-	116.66	116.66
4609	Snooker Income	-	-	6,760.36	10,560.36
4903	Insurance Claims	-	-	2,942.80	2,942.80
4998	Sale of Goods	-	-	-	-
		<b>227,050.00</b>	<b>227,050.00</b>	<b>104,109.33</b>	<b>182,174.33</b>

Financial Year (2019/2020)	
Proposed Budget	Change: (Outturn vs. 2019/20)
-	-
-	-
3,999.96	-
-	N/a
5,000.00	-
8,400.00	9.09%
3,380.04	-
4.12	3.00%
49,792.56	3.00%
51,003.08	3.00%
71.25	3.00%
83.43	3.00%
12,295.21	3.00%
37,807.93	3.00%
1,871.17	3.00%
-	N/a
10,877.17	3.00%
-	N/a
-	N/a
<b>184,585.92</b>	<b>1.32%</b>

### Expenditure

Code	Description	Current Financial Year (2018/2019)			
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19
5001	Bar Purchases	19,000.00	19,000.00	10,060.51	17,460.51
5002	Catering Purchases	28,500.00	28,500.00	8,452.70	13,052.70
5003	Bar Purchases - Equipment	-	-	1,159.37	1,545.62

Financial Year (2019/2020)	
Proposed Budget	Change: (Outturn vs. 2019/20)
17,984.33	3.00%
13,444.28	3.00%
1,591.99	3.00%



<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
5004	Catering Purchases - Equipment	-	-	593.26	893.26	920.06	3.00%
5011	Licences	1,200.00	1,200.00	500.20	562.05	578.91	3.00%
5020	Estates Equipment / Machinery	1,000.00	1,000.00	113.63	113.63	117.04	3.00%
5021	Estates Equipment / Machinery Repairs	2,000.00	2,000.00	584.28	584.28	601.81	3.00%
5030	Horticulture	-	-	617.50	617.50	636.03	3.00%
5045	Function Expenditure	7,500.00	7,500.00	4,431.47	5,931.47	6,109.41	3.00%
5046	Outdoor Event	-	-	150.00	150.00	154.50	3.00%
6200	Website, Social Media and Marketing	1,500.00	1,500.00	733.98	733.98	756.00	3.00%
6201	Advertising	1,500.00	1,500.00	240.00	640.00	659.20	3.00%
7000	Salaries	66,100.00	66,100.00	41,452.80	60,952.80	46,800.00	(23.22%)
7001	Pension	6,750.00	6,750.00	3,479.87	4,229.87	1,800.00	(57.45%)
7004	Wages - Casual	5,500.00	5,500.00	2,143.20	2,643.20	2,722.50	3.00%
7006	Employers NI	3,250.00	3,250.00	1,688.73	2,909.88	2,997.18	3.00%
7011	SMP Reclaimed	-	-	( 2,125.94 )	( 5,125.94 )	-	N/a
7099	Staff Expenses	250.00	250.00	101.40	101.40	104.44	3.00%
7102	Water Rates	4,150.00	4,150.00	4,251.33	7,751.33	7,983.87	3.00%
7103	General Rates	29,400.00	29,400.00	20,360.00	29,087.00	29,959.61	3.00%
7105	Recycling - Waste Collection	2,100.00	2,100.00	1,264.98	2,164.98	2,229.93	3.00%
7200	Electricity	13,000.00	13,000.00	5,724.11	12,924.11	13,311.83	3.00%
7201	Gas	4,250.00	4,250.00	2,467.38	5,361.38	5,522.22	3.00%
7500	Printing	-	-	154.13	204.13	210.25	3.00%
7502	Stationery	-	-	35.36	35.36	36.42	3.00%
7550	Telephone and Broadband	1,650.00	1,650.00	300.58	515.28	530.74	3.00%
7552	Computers & Software	-	-	135.00	135.00	139.05	3.00%
7602	Health & Safety Fees	-	-	519.60	519.60	535.19	3.00%
7604	Professional Fees	1,500.00	1,500.00	1,174.92	1,720.97	1,772.60	3.00%
7702	Equipment Leasing	3,780.00	3,780.00	2,205.00	3,780.00	3,893.40	3.00%
7800	Repairs and Renewals	1,200.00	1,200.00	1,252.99	1,252.99	1,290.58	3.00%
7801	Cleaning	3,300.00	3,300.00	657.33	1,152.33	1,186.90	3.00%
7802	Laundry	1,650.00	1,650.00	1,326.28	2,001.28	2,061.32	3.00%
7803	Premises Expenses	15,000.00	15,000.00	8,752.57	11,252.57	11,590.15	3.00%
7901	Bank Charges	-	-	1,097.63	1,847.63	1,903.06	3.00%
8201	Subscriptions	1,000.00	1,000.00	-	-	-	N/a
		<b>226,030.00</b>	<b>226,030.00</b>	<b>126,056.15</b>	<b>189,702.15</b>	<b>182,134.78</b>	<b>(3.99%)</b>

<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date</u> <u>(31/10/18)</u>	<u>Projected Outturn</u> <u>31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn</u> <u>vs. 2019/20)</u>
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# Swanley Town Council: Civic

## Budget Summary 2017/2018

## Report E

### Income

Code	Description	Current Financial Year (2018/2019)				Financial Year (2019/2020)	
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19	Proposed Budget	Change: (Outturn vs. 2019/20)
4000	Precept	560,921.81	560,921.81	560,922.00	560,922.00	577,749.66	-
4033	Community Infrastructure Levy	-	-	416.66	416.66	-	-
4004	Rent - Station Road: Micro Brewery	-	-	1,500.00	1,500.00	4,800.00	220.00%
4005	Rent - Oaks Clinic	79,560.00	79,560.00	69,648.92	79,538.92	79,538.92	-
4009	Rent - 10 Station Road: Taxi	2,750.00	2,750.00	2,062.50	2,750.00	2,750.00	-
4011	Rent - Pedham Farm	1,760.00	1,760.00	925.00	1,850.00	1,850.00	-
4016	Rent - Civic Centre	17,000.00	17,000.00	10,591.66	18,091.66	18,000.00	(0.51%)
4019	Mayor's Charity Income	-	-	3,114.12	3,114.12	-	N/a
4020	Allotments	500.00	500.00	128.33	548.33	550.00	0.30%
4021	Dog Bin Emptying	-	-	390.00	390.00	390.00	-
4022	Solar Panel Income	15,000.00	15,000.00	7,608.60	8,908.60	8,500.00	(4.59%)
4023	Urban Maintenance	-	-	3,642.55	7,284.55	7,284.55	-
4024	Seeds	-	-	151.84	201.84	200.00	(0.91%)
4025	Black Refuse Bags	4,010.00	4,010.00	2,878.33	4,708.33	4,700.00	(0.18%)
4026	White Refuse Bags	1,150.00	1,150.00	864.17	1,423.99	1,420.00	(0.28%)
4027	Brown Refuse Bags	18,750.00	18,750.00	12,016.83	13,793.68	13,800.00	0.05%
4028	Photocopying	110.00	110.00	-	-	-	N/a
4029	Radar Keys	40.00	40.00	15.00	15.00	15.00	-
4030	SDC Link Service Contract	49,900.00	49,900.00	28,064.00	28,064.00	28,064.00	-
4031	KCC Link Salaries Recharge	55,300.00	55,300.00	44,676.13	59,568.17	61,355.22	3.00%
4032	1812 Event	2,000.00	2,000.00	1,596.25	1,596.25	1,600.00	0.23%
4034	Firework Night	1,600.00	1,600.00	16.67	1,516.67	1,500.00	(1.10%)
4035	St George's Day	-	-	-	-	-	N/a
4036	Markets	1,300.00	1,300.00	66.66	66.66	100.00	50.02%
4037	Armed Forces Day	500.00	500.00	3,144.16	3,144.16	500.00	(84.10%)
4038	Silent Soldier	-	-	10,533.34	10,533.34	-	N/a
4039	Christmas Lights	2,500.00	2,500.00	5,266.67	6,766.67	7,000.00	3.45%
4130	Party Function Revenue	500.00	500.00	-	-	-	N/a
4204	Service Recharge - Bungalow	-	-	-	-	-	N/a
4205	Recharge - The Woodlands	-	-	-	-	-	N/a
4206	Recharge - Civic Centre	-	-	6,321.82	6,321.82	9,000.00	42.36%
4500	Senior Passport to Leisure Revenue	25,000.00	25,000.00	3,595.47	10,331.00	10,500.00	1.64%

<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
4600	Outdoor Event Revenue	13,500.00	13,500.00	760.76	760.76	800.00	5.16%
4605	Court Lettings	4,200.00	4,200.00	3,592.84	5,281.84	5,500.00	4.13%
4606	Changing Rooms	600.00	600.00	501.10	618.22	650.00	5.14%
4607	Floodlight Revenue	900.00	900.00	1,061.75	1,681.75	1,700.00	1.09%
4608	Football Pitches	2,600.00	2,600.00	2,726.53	2,902.11	3,000.00	3.37%
4711	General Income	-	-	-	-	-	N/a
4800	Town Crier Advertising Revenue	1,000.00	1,000.00	50.00	50.00	250.00	400.00%
4805	Swanley in Bloom - Sponsorship	11,250.00	11,250.00	10,461.35	10,461.35	10,500.00	0.37%
4810	Sponsorship - General	20,000.00	20,000.00	9,497.00	9,497.00	-	N/a
4900	Investment Income	-	-	-	-	-	N/a
4902	Commissions Received	-	-	637.37	1,062.37	1,100.00	3.54%
4903	Insurance Claims	-	-	14,860.92	14,860.92	-	N/a
4904	Bank Refund	-	-	-	-	-	N/a
4998	Sale of Goods	-	-	140.83	140.83	-	N/a
4999	Other Income	1,100.00	1,100.00	0.02	0.02	-	N/a
		<b>895,301.81</b>	<b>895,301.81</b>	<b>824,448.15</b>	<b>880,683.59</b>	<b>864,667.35</b>	<b>(1.82%)</b>

### Expenditure

<u>Code</u>	<u>Description</u>	<b>Current Financial Year (2018/2019)</b>				<b>Financial Year (2019/2020)</b>	
		<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
5000	Street Lighting	150.00	150.00	-	-	-	N/a
5001	Bar Purchases	-	-	42.03	42.03	-	N/a
5002	Catering Purchases	-	-	907.46	907.46	1,000.00	10.20%
5007	Brown Bags	23,900.00	23,900.00	14,750.00	16,375.00	16,500.00	0.76%
5008	Seeds	-	-	351.60	351.60	350.00	(0.46%)
5010	Sporting Equipment Purchases	760.00	760.00	213.78	213.78	250.00	16.94%
5011	Licenses	75.00	75.00	757.70	757.70	800.00	5.58%
5020	Estates Equipment / Machinery	33,000.00	33,000.00	11,262.56	23,762.56	47,000.00	97.79%
5021	Estates Equipment / Machinery Rep	40,000.00	40,000.00	4,578.28	9,578.28	9,500.00	(0.82%)
5030	Horticulture	4,000.00	4,000.00	294.02	294.02	300.00	2.03%
5032	1812 Event	10,500.00	10,500.00	18,215.66	18,215.66	17,000.00	(6.67%)
5034	Firework Night	7,000.00	7,000.00	2,711.20	5,211.20	5,300.00	1.70%
5035	Remembrance Day	160.00	160.00	-	100.00	100.00	-
5036	Swanley in Bloom	17,000.00	17,000.00	16,485.60	16,485.60	16,800.00	1.91%
5037	Xmas Day Party	500.00	500.00	-	500.00	500.00	-
5038	Christmas Lights	15,000.00	15,000.00	1,558.75	21,558.75	15,000.00	(30.42%)
5039	Senior Passport to Leisure	20,000.00	20,000.00	5,520.75	8,020.75	8,300.00	3.48%

**Stephen Innes:**  
Includes £23,000 for  
Disabled Play Equipment

<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
5040	Mayor at Home	-	-	35.00	293.43	300.00	2.24%
5041	Armed Forces Day	3,500.00	3,500.00	1,987.33	2,516.33	2,600.00	3.33%
5042	St George's Day	-	-	400.00	778.48	800.00	2.76%
5043	Silent Soldier	-	-	8,166.40	8,166.40	-	N/a
5045	Function Expenditure	1,000.00	1,000.00	500.00	500.00	500.00	-
5046	Outdoor Event	-	-	350.00	350.00	350.00	-
5100	Machinery Fuel	2,200.00	2,200.00	-	-	-	N/a
5102	Event Equipment Repairs & Maintenance	1,000.00	1,000.00	-	-	-	N/a
6200	Website, Social Media and Marketing	2,200.00	2,200.00	1,681.00	2,481.00	2,500.00	0.77%
6201	Advertising	3,000.00	3,000.00	3,740.28	5,490.28	5,500.00	0.18%
7000	Salaries	298,000.00	298,000.00	273,349.96	435,849.96	390,000.00	(10.52%)
7001	Pension	57,000.00	57,000.00	34,397.72	55,647.72	51,000.00	(8.35%)
7004	Wages - Casual	1,500.00	1,500.00	-	-	-	N/a
7005	Link Salaries	124,900.00	124,900.00	-	-	-	N/a
7006	Employers N.I.	37,400.00	37,400.00	23,388.39	37,888.39	34,800.00	(8.15%)
7008	Recruitment Expenses	-	-	-	-	-	N/a
7097	Staff Suggestion Scheme	5,000.00	5,000.00	-	-	-	N/a
7099	Staff Expenses	2,800.00	2,800.00	540.61	540.61	550.00	1.74%
7100	Rent for Link	-	-	809.97	2,154.97	1,076.00	(50.07%)
7102	Water Rates	4,800.00	4,800.00	1,664.61	2,914.61	3,000.00	2.93%
7103	General Rates	62,000.00	62,000.00	39,444.38	55,860.38	56,500.00	1.15%
7105	Recycling - Waste Collection	-	-	-	-	-	N/a
7200	Electricity	24,000.00	24,000.00	4,626.16	9,626.16	10,000.00	3.88%
7201	Gas	-	-	2,035.56	3,185.56	3,300.00	3.59%
7202	Oil	-	-	-	-	-	N/a
7300	Vehicle Fuel	1,500.00	1,500.00	2,521.47	3,271.47	3,400.00	3.93%
7301	Vehicle Repairs and Servicing	1,000.00	1,000.00	1,820.83	1,970.83	2,000.00	1.48%
7302	Vehicle Licences	500.00	500.00	193.41	302.76	303.00	0.08%
7303	Vehicle Insurance	2,100.00	2,100.00	2,483.40	2,483.40	2,550.00	2.68%
7304	Miscellaneous Motor Expenses	500.00	500.00	587.65	587.65	600.00	2.10%
7307	Vehicle Leasing	-	-	2,742.00	4,455.75	4,113.00	(7.69%)
7500	Printing	500.00	500.00	1,473.94	2,473.94	2,500.00	1.05%
7501	Postage and Carriage	3,500.00	3,500.00	1,180.00	1,230.00	1,300.00	5.69%
7502	Office Stationery	3,650.00	3,650.00	3,145.79	3,345.79	3,500.00	4.61%
7503	Publications	-	-	112.50	112.50	115.00	2.22%
7505	Town Crier Printing Costs	2,750.00	2,750.00	2,950.00	5,900.00	6,100.00	3.39%
7506	Distribution Costs	2,510.00	2,510.00	1,647.92	2,847.92	3,000.00	5.34%
7507	Business & ID Cards	-	-	235.40	235.40	240.00	1.95%

<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
7508	Questionnaire / Survey	-	-	1,060.00	1,060.00	-	N/a
7550	Telephone and Broadband	5,500.00	5,500.00	3,471.00	5,636.00	5,700.00	1.14%
7552	Computers & Software	5,800.00	5,800.00	4,509.15	6,509.15	6,700.00	2.93%
7600	Legal Fees	19,700.00	19,700.00	5,687.50	5,687.50	2,000.00	(64.84%)
7601	Audit Fees	3,300.00	3,300.00	2,534.20	3,068.20	3,200.00	4.30%
7602	Health & Safety Fees	-	-	2,536.74	2,536.74	2,650.00	4.46%
7603	Consultancy Fees	-	-	2,622.10	3,621.10	3,700.00	2.18%
7604	Professional Fees	5,000.00	5,000.00	707.00	4,207.00	4,350.00	3.40%
7605	Mayoral Allowance	2,500.00	2,500.00	992.23	2,492.23	2,500.00	0.31%
7606	Councillors' Reimbursement	-	-	140.40	140.40	150.00	6.84%
7607	Electoral Costs	13,000.00	13,000.00	-	-	13,000.00	-
7701	Office Machine Maintenance	-	-	128.71	128.71	-	N/a
7702	Equipment Leasing	25,250.00	25,250.00	9,356.44	15,097.72	12,500.00	(17.21%)
7800	Repairs and Renewals	2,000.00	2,000.00	5,833.67	8,333.67	8,500.00	2.00%
7801	Cleaning	1,400.00	1,400.00	1,322.92	2,822.92	3,000.00	6.27%
7803	Premises Expenses	15,000.00	15,000.00	31,375.18	43,875.18	45,000.00	2.56%
7811	Signs	-	-	696.51	696.51	725.00	4.09%
7821	Miscellaneous Purchases	-	-	602.94	602.94	-	N/a
7901	Bank Charges	4,150.00	4,150.00	1,863.33	3,163.33	3,200.00	1.16%
7903	Loan Interest Paid	9,390.66	9,390.66	4,695.33	9,390.66	9,390.66	-
8100	Bad Debt Write Off	-	-	2,438.62	2,438.62	-	N/a
8200	Donations	3,000.00	3,000.00	2,722.50	2,972.50	3,000.00	0.93%
8201	Subscriptions	5,050.00	5,050.00	1,891.60	2,733.35	2,800.00	2.44%
8202	Uniforms	600.00	600.00	942.96	1,442.96	1,500.00	3.95%
8203	Training Costs	5,000.00	5,000.00	2,534.83	3,034.83	3,100.00	2.15%
8204	Insurance	27,000.00	27,000.00	23,278.74	23,278.74	23,500.00	0.95%
8205	Refreshments	-	-	43.79	43.79	-	N/a
		<b>973,495.66</b>	<b>973,495.66</b>	<b>609,849.46</b>	<b>930,850.83</b>	<b>891,362.66</b>	<b>(4.24%)</b>

# Swanley Town Council: Swanley Park

## Budget Summary 2017/2018

## Report F

### Income

Code	Description	Current Financial Year (2018/2019)				Financial Year (2019/2020)	
		Agreed Budget	Revised Budget	Year to Date (31/10/18)	Projected Outturn 31/03/19	Proposed Budget	Change: (Outturn vs. 2019/20)
4000	Precept	-	-	-	-	-	-
4033	Community Infrastructure Levy	-	-	-	-	-	-
4006	Rent - Cafe in the Park	33,500.00	33,500.00	34,000.00	34,000.00	34,500.00	1.47%
4007	Rent - Swanley Park	-	-	-	-	-	N/a
4008	Rent - Swanley New Barn Railway	-	-	-	11,631.53	11,631.53	-
4010	Rent - Ice Cream Van	15,416.00	15,416.00	15,416.67	15,416.67	15,900.00	3.14%
4017	Rent - Swanley Park RFC	3,750.00	3,750.00	2,188.48	3,751.68	3,751.68	0.00%
4201	Service Recharge: Café in the Park	2,000.00	2,000.00	4,175.59	4,495.59	4,630.46	3.00%
4204	Service Recharge: Bungalow	600.00	600.00	-	-	-	N/a
4600	Outdoor Event Revenue	-	-	6,902.95	6,902.95	7,110.04	3.00%
4700	Rowing	5,750.00	5,750.00	7,789.94	7,789.94	8,023.64	3.00%
4701	Pedalos	33,600.00	33,600.00	34,982.80	34,982.80	36,032.28	3.00%
4702	Canoeing	2,800.00	2,800.00	3,702.92	3,702.92	3,814.01	3.00%
4703	Golf	4,550.00	4,550.00	7,273.40	7,273.40	7,491.60	3.00%
4704	Tree Trek	6,300.00	6,300.00	4,354.59	4,354.59	4,485.23	3.00%
4705	Hand Boats	150.00	150.00	5,004.04	5,004.04	5,154.16	3.00%
4706	Dino Karts	2,510.00	2,510.00	3,798.32	3,798.32	3,912.27	3.00%
4707	Deck Chairs	650.00	650.00	1,161.21	1,161.21	1,196.05	3.00%
4708	Bouncy Castle	10,600.00	10,600.00	11,292.62	11,292.62	11,631.40	3.00%
4710	Car Parking	46,000.00	46,000.00	52,229.46	52,229.46	53,796.34	3.00%
4712	Wrist Bands	100.00	100.00	724.17	724.17	745.90	3.00%
4713	Duck Income	-	-	535.65	535.65	551.72	3.00%
4714	Battery Bikes	-	-	4,480.06	4,480.06	4,614.46	3.00%
4715	Balloons	-	-	65.00	65.00	66.95	3.00%
4716	Water Creatures	-	-	9.17	9.17	9.45	3.00%
4717	Candy Floss	-	-	304.21	304.21	313.34	3.00%
4718	JCB Digger	-	-	991.80	991.80	1,021.55	3.00%
4719	Reptiles	-	-	69.17	69.17	71.25	3.00%
4720	Children's Party - Recreation	3,000.00	3,000.00	279.16	279.16	287.53	3.00%
4721	Children's Party - Survival	3,000.00	3,000.00	3,005.80	3,505.80	3,610.97	3.00%
4810	Sponsorship - General	-	-	283.33	283.33	-	N/a
		<b>174,276.00</b>	<b>174,276.00</b>	<b>205,020.51</b>	<b>219,035.24</b>	<b>224,353.80</b>	<b>2.43%</b>

### Expenditure

<u>Code</u>	<u>Description</u>
5002	Catering Purchases
5010	Sporting Equipment Purchases
5020	Estates Equipment / Machinery
5021	Estates Equipment / Machinery Repairs
5030	Horticulture
5045	Function Expenditure
5046	Outdoor Event
6201	Advertising
7000	Salaries
7001	Pension
7006	Employers NI
7012	Security Staffing
7099	Staff Expenses
7102	Water Rates
7103	General Rates
7105	Recycling - Waste Collection
7200	Electricity
7202	GasOil
7303	Vehicle Insurance
7304	Miscellaneous Motor Expenses
7306	Mileage Claims
7500	Printing
7501	Postage & Carriage
7502	Stationery
7550	Telephone & Broadband
7700	Equipment Hire
7800	Repairs and Renewals
7801	Cleaning
7803	Premises Expenses
7804	Pool Chemicals
7805	Cess Pit
7806	Pedalo Parts
7807	Pool Costs
7808	Sand
7811	Signs
7814	Maintenance

<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date</u> <u>(31/10/18)</u>	<u>Projected Outturn</u> <u>31/03/19</u>
<b>Current Financial Year (2018/2019)</b>			
<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date</u> <u>(31/10/18)</u>	<u>Projected Outturn</u> <u>31/03/19</u>
-	-	9.56	9.56
-	-	128.50	128.50
15,000.00	15,000.00	4,659.94	6,159.94
1,500.00	1,500.00	1,836.44	1,836.44
-	-	1,205.83	1,505.83
500.00	500.00	-	-
2,000.00	2,000.00	1,315.08	1,315.08
2,500.00	2,500.00	283.00	363.00
94,760.00	94,760.00	96,294.25	116,194.25
1,545.00	1,545.00	3,083.62	4,906.12
1,030.00	1,030.00	3,277.56	5,034.01
-	-	770.50	770.50
1,000.00	1,000.00	-	-
9,000.00	9,000.00	4,679.98	7,179.98
2,500.00	2,500.00	-	-
15,250.00	15,250.00	11,138.16	15,438.16
8,000.00	8,000.00	80.43	430.43
-	-	849.97	849.97
-	-	91.94	91.94
-	-	15.00	15.00
-	-	104.41	104.41
-	-	512.85	512.85
100.00	100.00	9.95	9.95
100.00	100.00	65.97	65.97
480.00	480.00	469.61	744.61
-	-	1,699.45	1,699.45
2,200.00	2,200.00	1,752.28	2,852.28
2,000.00	2,000.00	1,172.18	1,372.18
15,000.00	15,000.00	2,418.05	3,918.05
2,500.00	2,500.00	1,408.91	1,908.91
12,000.00	12,000.00	11,490.00	11,910.00
250.00	250.00	364.43	364.43
1,250.00	1,250.00	1,939.62	1,939.62
-	-	275.00	275.00
500.00	500.00	513.00	513.00
250.00	250.00	1,378.20	1,378.20

<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
<b>Financial Year (2019/2020)</b>	
<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
9.85	3.00%
132.36	3.00%
6,344.74	3.00%
1,891.53	3.00%
1,551.00	3.00%
-	N/a
1,354.53	3.00%
373.89	3.00%
119,680.08	3.00%
5,053.30	3.00%
5,185.03	3.00%
793.62	3.00%
-	N/a
7,395.38	3.00%
-	N/a
15,901.30	3.00%
443.34	3.00%
875.47	3.00%
94.70	3.00%
15.45	3.00%
107.54	3.00%
528.24	3.00%
10.25	3.00%
67.95	3.00%
766.95	3.00%
1,750.43	3.00%
2,937.85	3.00%
1,413.35	3.00%
4,035.59	3.00%
1,966.18	3.00%
52,267.00	338.85%
375.36	3.00%
1,997.81	3.00%
283.25	3.00%
528.39	3.00%
1,419.55	3.00%

**Stephen Innes:**  
Includes £40,000 for Cess Pit Project



<u>Code</u>	<u>Description</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Year to Date (31/10/18)</u>	<u>Projected Outturn 31/03/19</u>	<u>Proposed Budget</u>	<u>Change: (Outturn vs. 2019/20)</u>
7815	Chidren's Party	500.00	500.00	298.92	298.92	307.89	3.00%
7816	Parking	250.00	250.00	-	-	-	N/a
7817	Rowing Parts	1,000.00	1,000.00	-	-	-	N/a
7818	Life Jackets	250.00	250.00	-	-	-	N/a
7819	Duck Feed	-	-	-	-	20.00	#DIV/0!
7820	Activity Recharge	-	-	3,058.33	3,058.33	3,150.08	3.00%
7821	Miscellaneous Purchases	-	-	268.51	268.51	276.57	3.00%
7901	Bank Charges	2,050.00	2,050.00	2,252.01	3,432.01	3,534.97	3.00%
8201	Subscriptions	500.00	500.00	-	-	-	N/a
8202	Uniform	1,000.00	1,000.00	746.74	746.74	769.14	3.00%
8203	Training Costs	2,500.00	2,500.00	1,803.00	2,303.00	2,372.09	3.00%
8204	Insurance	-	-	1,192.00	1,192.00	1,227.76	3.00%
8206	Coaching	-	-	-	-	-	N/a
		<b>199,265.00</b>	<b>199,265.00</b>	<b>164,913.18</b>	<b>203,097.13</b>	<b>249,209.74</b>	<b>22.70%</b>