

# Swanley Town Council

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

Tel: 01322 665855

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

## POLICY AND FINANCE

16<sup>th</sup> May 2019

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 22<sup>nd</sup> May 2019 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 Letchford  
Cllr J Barnes, Cllr P Darrington, Cllr J Domigan,  
Cllr J Griffiths, Cllr A Skipper, Cllr J Tuckfield

### PUBLIC PARTICIPATION

If required, the meeting will be preceded by a public participation period of up to 15 minutes in total at 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items only and with express permission from the Chairman / Mayor. Those wishing to speak on an Agenda item must indicate this during Public Participation.

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

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

### MOBILE PHONES

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

## AGENDA

### 1. APOLOGIES FOR ABSENCE

### 2. DECLARATIONS OF INTEREST

### 3. MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 24<sup>th</sup> April 2019

### 4. TO RECEIVE MONTHLY FINANCES

- a. Civic Income and Expenditure
- b. Alexandra Suite Income and Expenditure
- c. Olympic Income and Expenditure
- d. Swanley Park Income and Expenditure
- e. Bank Reconciliation
- f. Payments Out
- g. Debtors and Creditors

### 5. REDUNDANCY POLICY

To approve the Redundancy Policy. The policy has not been amended as there has been no change in Council policy or legislation

**Date of next meeting – 19<sup>th</sup> June 2019**

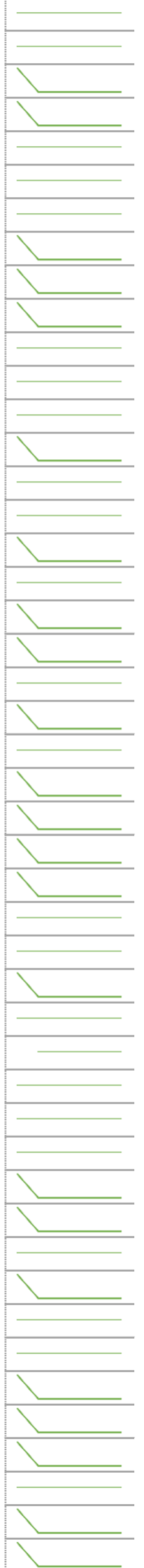
If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

Swanley Town Council: Civic Centre

YTD Summary

Expenditure		2018 / 2019							
		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19
5000	Street Lighting	-	-	-	-	-	-	-	66.47
5001	Bar Purchases	-	-	42.03	-	-	-	-	42.03
5002	Catering Purchases	24.85	41.40	62.42	15.99	-	231.10	24.85	1,006.57
5007	Brown Bags	2,600.00	2,700.00	3,712.50	1,012.50	337.50	3,037.50	2,600.00	17,450.00
5008	Seeds	-	351.60	-	-	-	-	-	351.60
5010	Sporting Equipment Purchases	-	10.10	-	-	120.00	48.00	-	925.68
5011	Licenses	92.60	-	75.00	92.60	117.00	150.50	92.60	775.70
5020	Equipment / Machinery	1,212.32	1,612.25	416.08	355.39	2,561.81	1,299.31	1,212.32	14,849.91
5021	Equipment / Machinery Rep	527.89	467.72	307.05	-	1,195.20	1,774.59	527.89	5,159.07
5030	Horticulture	-	137.89	143.63	12.50	-	-	-	451.73
5032	1812 Event	1,675.00	-	1,200.00	350.00	13,408.86	1,568.33	1,675.00	18,215.66
5034	Firework Night	211.20	-	-	-	-	-	211.20	4,656.23
5035	Remembrance Day	-	-	-	-	-	-	-	187.50
5036	Swanley in Bloom	-	380.20	14,783.00	1,322.40	-	-	-	16,702.10
5037	Xmas Day Party	-	-	-	-	-	-	-	507.68
5038	Christmas Lights	1,558.75	-	-	-	-	-	1,558.75	27,614.57
5039	Senior Passport to Leisure	620.00	1,650.75	1,095.00	-	-	1,305.00	620.00	10,175.68
5040	Mayor at Home	-	35.00	-	-	-	-	-	376.76
5041	Armed Forces Day	-	-	200.00	1,787.33	-	-	-	1,987.33
5042	St George's Day	300.00	100.00	-	-	-	-	300.00	884.90
5043	Silent Soldier	-	-	-	-	-	873.00	-	10,164.56
5045	Function Expenditure	-	-	-	-	-	-	-	1,315.00
5046	Outdoor Event	-	-	-	-	-	-	-	350.00
6200	Website, Social Media and Marketing	599.00	160.00	35.00	80.00	80.00	80.00	599.00	1,725.00
6201	Advertising	90.00	450.00	1,034.67	599.91	310.00	122.40	90.00	4,796.57
7000	Salaries	39,251.89	38,524.05	36,933.56	37,342.15	35,050.11	36,540.41	39,251.89	440,623.07
7001	Pension	4,940.50	5,253.62	5,047.48	5,074.49	4,627.67	4,589.02	4,940.50	55,898.10
7004	Wages - Casual	-	-	-	-	-	-	-	-
7005	Link Salaries	-	-	-	-	-	-	-	-
7006	Employers N.I.	3,578.07	3,436.38	3,275.98	3,312.16	3,197.17	3,214.07	3,578.07	38,146.29
7008	Recruitment Expenses	-	-	-	-	-	-	-	-
7012	Security Staffing	-	-	-	-	-	-	-	228.00
7097	Staff Suggestion Scheme	-	-	-	-	-	-	-	-
7099	Staff Expenses	280.74	43.20	18.45	33.14	139.03	-	280.74	785.08
7100	Rent for Link	-	-	-	-	-	-	-	1,443.98
7102	Water Rates	212.71	199.59	169.24	178.37	28.57	146.90	212.71	2,873.38
7103	General Rates	5,854.30	5,851.00	5,851.00	5,472.27	5,471.54	5,472.27	5,854.30	59,651.38
7105	Recycling - Waste Collection	-	-	-	-	-	-	-	-
7200	Electricity	340.90	2,257.10	187.56	104.66	1,717.47	-	340.90	8,679.16
7201	Gas	-	1,919.69	-	-	115.87	-	-	4,478.83
7202	Oil	-	-	-	-	-	-	-	-
7300	Vehicle Fuel	238.00	697.81	134.84	148.02	93.81	1,079.98	238.00	3,724.78
7301	Vehicle Repairs and Servicing	-	-	-	-	1,645.51	-	-	2,448.50
7302	Vehicle Licences	42.00	42.00	21.93	21.87	21.87	21.87	42.00	302.76
7303	Vehicle Insurance	-	-	-	-	-	2,483.40	-	2,483.40
7304	Miscellaneous Motor Expenses	366.66	-	220.99	-	-	-	366.66	1,350.58
7307	Vehicle Leasing	685.50	342.75	342.75	342.75	342.75	342.75	685.50	4,455.75

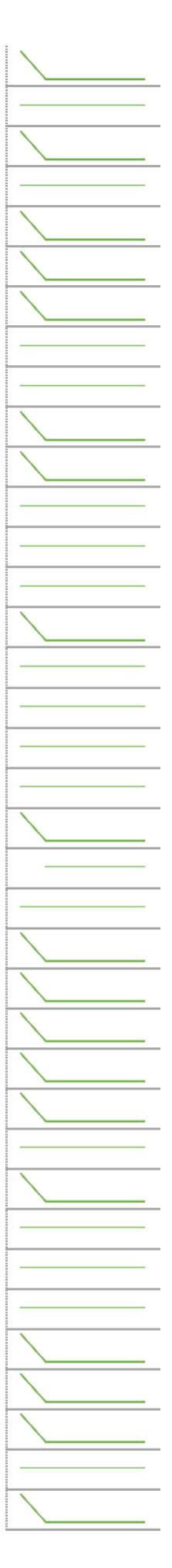
2019 / 2020							
Budget 19/20	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20
-	-	-	-	-	-	-	66.47
-	-	-	-	-	-	-	-
1,000.00	100.00	-	-	-	-	-	100.00
16,500.00	1,400.00	-	-	-	-	-	1,400.00
350.00	-	-	-	-	-	-	-
250.00	-	-	-	-	-	-	-
800.00	-	-	-	-	-	-	-
47,000.00	30,221.64	-	-	-	-	-	30,221.64
9,500.00	207.33	-	-	-	-	-	207.33
300.00	11.25	-	-	-	-	-	11.25
17,000.00	-	-	-	-	-	-	-
5,300.00	-	-	-	-	-	-	-
100.00	-	-	-	-	-	-	-
16,800.00	265.00	-	-	-	-	-	265.00
500.00	-	-	-	-	-	-	-
15,000.00	-	-	-	-	-	-	-
8,300.00	395.00	-	-	-	-	-	395.00
300.00	-	-	-	-	-	-	-
2,600.00	350.00	-	-	-	-	-	350.00
800.00	2,006.25	-	-	-	-	-	2,006.25
-	-	-	-	-	-	-	-
500.00	487.50	-	-	-	-	-	487.50
350.00	-	-	-	-	-	-	-
2,500.00	80.00	-	-	-	-	-	80.00
5,500.00	106.87	-	-	-	-	-	106.87
410,000.00	35,809.92	-	-	-	-	-	35,809.92
51,000.00	4,443.87	-	-	-	-	-	4,443.87
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
34,800.00	3,168.59	-	-	-	-	-	3,168.59
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
550.00	-	-	-	-	-	-	-
1,076.00	-	-	-	-	-	-	-
3,000.00	247.96	-	-	-	-	-	247.96
61,400.00	6,140.34	-	-	-	-	-	6,140.34
-	-	-	-	-	-	-	-
10,000.00	21.36	-	-	-	-	-	21.36
3,300.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
3,400.00	246.73	-	-	-	-	-	246.73
2,000.00	87.50	-	-	-	-	-	87.50
303.00	21.87	-	-	-	-	-	21.87
2,550.00	-	-	-	-	-	-	-
600.00	543.29	-	-	-	-	-	543.29
4,113.00	342.75	-	-	-	-	-	342.75



Monthly Finances (A)

Code	Description	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19
7500	Printing	-	-	-	732.49	399.00	-	-	1,795.74
7501	Postage and Carriage	-	-	1,000.00	-	-	-	-	2,132.00
7502	Office Stationery	686.90	341.85	469.76	878.55	246.13	187.46	686.90	4,514.41
7503	Publications	-	50.00	-	-	-	62.50	-	112.50
7505	Town Crier Printing Costs	-	-	1,475.00	-	1,475.00	-	-	4,425.00
7506	Distribution Costs	320.83	416.67	-	-	306.25	604.17	320.83	2,064.59
7507	Business & ID Cards	109.40	-	46.00	-	30.00	20.00	109.40	265.40
7508	Questionnaire / Survey	-	-	-	-	800.00	-	-	1,060.00
7509	Name Badges	-	-	-	-	-	-	-	224.00
7550	Telephone and Broadband	417.05	424.95	932.54	412.23	417.37	433.93	417.05	4,961.22
7552	Computers & Software	1,709.38	587.03	651.66	400.95	348.75	364.91	1,709.38	6,983.88
7600	Legal Fees	5,687.50	-	-	-	-	-	5,687.50	5,687.50
7601	Audit Fees	-	-	534.20	-	-	2,000.00	-	3,068.40
7602	Health & Safety Fees	-	2,390.64	146.10	-	-	-	-	5,215.49
7603	Consultancy Fees	-	-	1,583.00	439.70	199.80	199.80	-	6,011.10
7604	Professional Fees	-	-	-	-	-	-	-	3,026.00
7605	Mayoral Allowance	-	-	-	230.00	348.90	420.00	-	2,340.91
7606	Councillors' Reimbursement	-	-	-	37.80	102.60	-	-	140.40
7607	Electoral Costs	-	-	-	-	-	-	-	-
7608	Mayoral Payments	-	-	-	-	-	-	-	-
7700	Equipment Hire	-	-	-	-	-	-	-	1,718.10
7701	Office Machine Maintenance	-	128.71	-	-	-	-	-	128.71
7702	Equipment Leasing	1,827.58	1,091.98	863.68	1,787.58	1,091.98	863.68	1,827.58	16,824.37
7800	Repairs and Renewals	2,884.09	1,737.17	114.96	172.79	159.54	-	2,884.09	7,166.68
7801	Cleaning	249.74	72.60	42.40	206.85	142.70	240.75	249.74	2,055.50
7803	Premises Expenses	4,262.73	1,797.97	8,378.88	5,553.21	1,389.52	798.69	4,262.73	42,925.67
7811	Signs	-	-	350.00	183.08	100.00	63.43	-	2,284.51
7821	Miscellaneous Purchases	-	-	558.99	45.00	43.95	-	-	647.94
7901	Bank Charges	416.51	37.40	324.92	233.99	249.65	340.24	416.51	4,788.28
7903	Loan Interest Paid	-	-	-	-	4,695.33	-	-	9,390.66
8100	Bad Debt Write Off	547.00	-	1,891.62	-	-	-	547.00	2,438.62
8200	Donations	500.00	-	1,000.00	400.00	-	-	500.00	2,961.90
8201	Subscriptions	56.25	195.00	1,275.00	37.99	65.00	207.49	56.25	2,683.59
8202	Uniforms	177.72	-	205.61	23.73	52.19	93.33	177.72	1,434.93
8203	Training Costs	623.00	60.00	642.50	126.00	375.00	350.00	623.00	4,298.83
8204	Insurance	-	19,979.98	-	2,920.07	378.69	-	-	23,470.26
8205	Entertainment	-	-	-	-	-	-	-	600.00
		85,778.56	95,976.05	97,796.98	72,480.51	83,999.09	71,630.78	85,778.56	948,158.43

Budget 19/20	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20
2,500.00	334.06	-	-	-	-	-	334.06
1,300.00	-	-	-	-	-	-	-
3,500.00	498.01	-	-	-	-	-	498.01
115.00	-	-	-	-	-	-	-
6,100.00	1,500.00	-	-	-	-	-	1,500.00
3,000.00	416.67	-	-	-	-	-	416.67
240.00	122.00	-	-	-	-	-	122.00
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
5,700.00	196.50	-	-	-	-	-	196.50
6,700.00	447.27	-	-	-	-	-	447.27
2,000.00	-	-	-	-	-	-	-
3,200.00	-	-	-	-	-	-	-
2,650.00	-	-	-	-	-	-	-
3,700.00	999.80	-	-	-	-	-	999.80
4,350.00	-	-	-	-	-	-	-
2,500.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
13,000.00	-	-	-	-	-	-	-
-	1,756.00	-	-	-	-	-	1,756.00
-	-	-	-	-	-	-	-
12,500.00	1,335.60	-	-	-	-	-	1,335.60
8,500.00	1,339.31	-	-	-	-	-	1,339.31
3,000.00	21.70	-	-	-	-	-	21.70
45,000.00	2,907.56	-	-	-	-	-	2,907.56
725.00	95.00	-	-	-	-	-	95.00
-	-	-	-	-	-	-	-
3,200.00	222.21	-	-	-	-	-	222.21
9,390.66	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
3,000.00	-	-	-	-	-	-	-
2,800.00	27.99	-	-	-	-	-	27.99
1,500.00	245.42	-	-	-	-	-	245.42
3,100.00	366.00	-	-	-	-	-	366.00
23,500.00	-	-	-	-	-	-	-
-	70.00	-	-	-	-	-	70.00
916,112.66	99,606.12	-	-	-	-	-	99,672.59



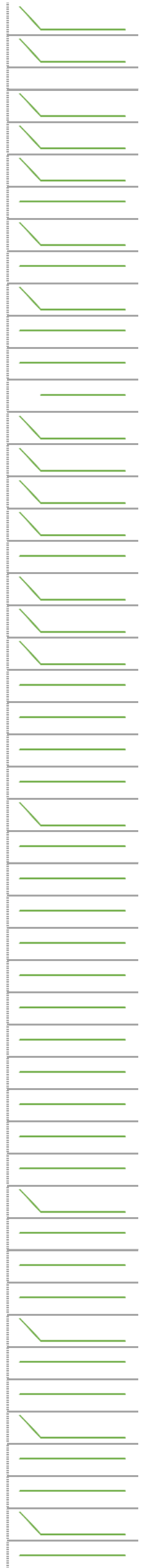
Swanley Town Council: Civic Centre

YTD Summary

Income

Code	Description	2018 / 2019							Actual 18/19
		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	
4000	Precept	280,461.00	-	-	-	-	280,461.00	280,461.00	560,922.00
4033	Community Infrastructure Levy	-	-	-	-	-	-	-	416.66
4004	Rent - Station Road: Micro Brewery	-	-	-	1,500.00	-	-	-	3,929.17
4005	Rent - Oaks Clinic	49,868.92	-	-	9,890.00	-	-	49,868.92	79,538.92
4009	Rent - 10 Station Road: Taxi	687.50	-	-	687.50	-	-	687.50	2,750.00
4011	Rent - Pedham Farm	-	-	-	925.00	-	-	-	1,850.00
4016	Rent - Civic Centre	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,251.66
4019	Mayor's Charity Income	116.66	-	195.00	30.00	110.00	1,237.47	116.66	4,622.35
4020	Allotments	-	-	-	-	11.67	-	-	586.67
4021	Dog Bin Emptying	390.00	-	-	-	-	-	390.00	390.00
4022	Solar Panel Income	1,748.27	-	-	3,295.46	-	-	1,748.27	8,347.83
4023	Urban Maintenance	-	-	-	-	-	-	-	3,642.55
4024	Seeds	-	14.85	65.18	29.71	19.81	11.56	-	218.71
4025	Black Refuse Bags	530.00	258.75	268.75	365.00	497.50	571.25	530.00	4,365.41
4026	White Refuse Bags	161.66	90.00	47.08	84.17	185.43	161.67	161.66	1,400.41
4027	Brown Refuse Bags	1,569.83	2,084.33	2,744.42	1,340.08	1,435.67	1,699.67	1,569.83	14,526.34
4028	Photocopying	-	-	-	-	-	-	-	-
4029	Radar Keys	-	5.00	2.50	-	2.50	2.50	-	25.00
4030	SDC Link Service Contract	-	28,064.00	-	-	-	-	-	28,064.00
4031	KCC Link Salaries Recharge	13,824.77	-	-	15,959.32	-	-	13,824.77	59,568.17
4032	1812 Event	-	16.67	203.34	175.00	1,154.57	-	-	1,549.58
4034	Firework Night	-	-	-	-	-	-	-	1,510.83
4035	St George's Day	-	-	-	-	-	-	-	-
4036	Markets	( 483.34 )	8.33	500.00	-	41.67	-	( 483.34 )	566.66
4037	Armed Forces Day	-	99.99	125.01	58.33	2,852.50	8.33	-	3,256.65
4038	Silent Soldier	-	-	-	-	10,533.34	-	-	11,533.34
4039	Christmas Lights	-	-	-	-	-	5,000.00	-	6,334.49
4040	Xmas Day Lunch	-	-	-	-	-	-	-	442.46
4041	Mugs	-	-	-	-	-	-	-	5.83
4130	Party Function Revenue	-	-	-	-	-	-	-	-
4204	Service Recharge - Bungalow	-	-	-	-	-	-	-	-
4205	Recharge - The Woodlands	-	-	-	-	-	-	-	-
4206	Recharge - Civic Centre	-	100.00	-	515.00	5,656.82	-	-	6,321.82
4208	Service Recharge - SDC	-	-	-	-	-	-	-	1,250.00
4500	Senior Passport to Leisure Revenue	99.83	1,011.13	760.76	30.38	-	2,407.08	99.83	11,314.18
4600	Outdoor Event Revenue	-	-	-	-	-	-	-	116.67
4605	Court Lettings	9.40	1,400.91	35.40	179.35	108.79	1,689.76	9.40	5,990.10
4606	Changing Rooms	-	234.30	-	23.10	117.15	117.15	-	726.00
4607	Floodlight Revenue	44.00	389.33	-	10.66	10.66	607.10	44.00	1,661.75
4608	Football Pitches	58.25	113.90	-	-	646.88	522.50	58.25	3,099.67
4710	Car Parking	-	-	-	-	-	-	-	533.40
4711	General Income	-	-	-	-	-	-	-	1,807.92
4800	Town Crier Advertising Revenue	-	-	50.00	-	-	-	-	133.33
4805	Swanley in Bloom - Sponsorship	2,302.18	7,659.17	500.00	-	-	-	2,302.18	13,049.36
4810	Sponsorship - General	-	4,497.00	-	-	-	-	-	4,497.00
4900	Investment Income	-	-	-	-	-	-	-	0.30
4902	Commissions Received	83.96	67.70	115.02	78.64	83.52	120.19	83.96	2,250.79
4903	Insurance Claims	12,189.00	-	-	-	1,224.92	-	12,189.00	14,860.92

2019 / 2020							
Budget 19/20	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20
590,600.00	295,300.00	-	-	-	-	-	295,300.00
-	26,669.92	-	-	-	-	-	26,669.92
-	-	-	-	-	-	-	-
4,800.00	2,291.67	-	-	-	-	-	2,291.67
79,538.92	49,890.00	-	-	-	-	-	49,890.00
2,750.00	687.50	-	-	-	-	-	687.50
1,850.00	-	-	-	-	-	-	-
18,000.00	1,532.00	-	-	-	-	-	1,532.00
-	-	-	-	-	-	-	-
550.00	50.00	-	-	-	-	-	50.00
390.00	-	-	-	-	-	-	-
8,500.00	-	-	-	-	-	-	-
7,284.55	-	-	-	-	-	-	-
200.00	15.68	-	-	-	-	-	15.68
4,700.00	265.00	-	-	-	-	-	265.00
1,420.00	53.75	-	-	-	-	-	53.75
13,800.00	1,239.42	-	-	-	-	-	1,239.42
-	-	-	-	-	-	-	-
15.00	2.50	-	-	-	-	-	2.50
28,064.00	14,032.00	-	-	-	-	-	14,032.00
61,355.22	15,751.60	-	-	-	-	-	15,751.60
1,600.00	-	-	-	-	-	-	-
1,500.00	-	-	-	-	-	-	-
100.00	-	-	-	-	-	-	-
100.00	-	-	-	-	-	-	-
-	25.00	-	-	-	-	-	25.00
-	-	-	-	-	-	-	-
7,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
9,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
10,500.00	-	-	-	-	-	-	-
800.00	-	-	-	-	-	-	-
5,500.00	110.70	-	-	-	-	-	110.70
650.00	-	-	-	-	-	-	-
1,700.00	-	-	-	-	-	-	-
3,000.00	-	-	-	-	-	-	-
-	400.04	-	-	-	-	-	400.04
-	-	-	-	-	-	-	-
250.00	-	-	-	-	-	-	-
10,500.00	62.50	-	-	-	-	-	62.50
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
1,100.00	56.98	-	-	-	-	-	56.98
-	-	-	-	-	-	-	-



Monthly Finances (A)

<u>Code</u>	<u>Description</u>	<u>Apr-18</u>	<u>May-18</u>	<u>Jun-18</u>	<u>Jul-18</u>	<u>Aug-18</u>	<u>Sep-18</u>	<u>YTD 18/19</u>	<u>Actual 18/19</u>	<u>Budget 19/20</u>	<u>Apr-19</u>	<u>May-19</u>	<u>Jun-19</u>	<u>Jul-19</u>	<u>Aug-19</u>	<u>Sep-19</u>	<u>YTD 19/20</u>
4904	Bank Refund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4998	Sale of Goods	-	-	140.83	-	-	-	-	140.83	-	-	-	-	-	-	-	-
4999	Other Income	0.02	-	-	-	-	-	0.02	1,271.82	-	-	-	-	-	-	-	-
		84,700.91	47,615.36	7,253.29	36,676.70	26,193.40	15,656.23	<b>365,161.91</b>	<b>887,641.55</b>	<b>877,117.69</b>	113,136.26	-	-	-	-	-	<b>408,436.26</b>



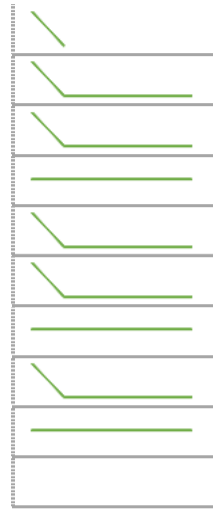
Swanley Town Council: Alexandra

YTD Summary

Income

Code	Description	2018 / 2019							
		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19
4028	Photocopying	-	-	10.00	4.17	-	-	-	14.17
4100	Bar Income	6,142.20	8,013.84	14,253.40	15,928.24	13,026.91	8,724.03	6,142.20	123,935.45
4105	Catering Income	4,249.00	5,223.29	6,438.99	15,750.87	10,527.47	10,582.25	4,249.00	99,699.39
4110	Equipment Hire	-	-	-	-	-	-	-	256.66
4115	Function Package Revenue	2,010.62	5,689.60	5,033.01	8,153.44	8,643.92	4,789.58	2,010.62	56,186.36
4120	Conference Lettings Regular	3,523.36	2,382.33	5,703.33	3,196.51	6,223.34	2,791.50	3,523.36	54,954.62
4125	Party Night Revenue	1,591.67	412.50	-	491.67	-	591.67	1,591.67	9,790.01
4130	Party Function Revenue	1,377.33	612.50	962.50	875.00	895.83	895.83	1,377.33	11,193.98
4999	Other Income	-	-	-	-	30.00	-	-	30.01
		18,894.18	22,334.06	32,401.23	44,399.90	39,347.47	28,374.86	18,894.18	356,060.65

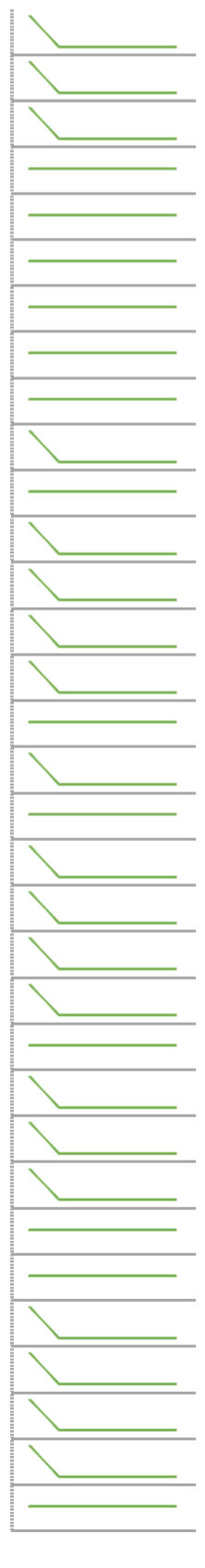
Budget 19/20	2019 / 2020							YTD 19/20
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19		
-	6.00	-	-	-	-	-	-	6.00
118,904.17	6,157.20	-	-	-	-	-	-	6,157.20
94,653.87	1,370.83	-	-	-	-	-	-	1,370.83
78.97	-	-	-	-	-	-	-	-
54,648.80	2,522.50	-	-	-	-	-	-	2,522.50
48,014.92	5,417.52	-	-	-	-	-	-	5,417.52
13,246.49	-	-	-	-	-	-	-	-
10,946.14	1,070.83	-	-	-	-	-	-	1,070.83
-	-	-	-	-	-	-	-	-
340,493.36	16,544.88	-	-	-	-	-	-	16,544.88



Expenditure

Code	Description	2018 / 2019							
		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19
5001	Bar Purchases	2,068.36	3,801.64	4,795.57	5,288.78	2,910.40	2,040.82	2,068.36	39,874.12
5002	Catering Purchases	899.03	1,120.85	989.05	2,967.64	2,244.89	2,127.76	899.03	20,537.81
5003	Bar Purchases - Equipment	237.78	63.71	110.35	151.89	66.18	159.28	237.78	1,463.78
5004	Catering Purchases - Equipment	-	78.76	( 35.84 )	-	25.48	391.99	-	529.12
5011	Licenses	-	21.00	26.50	-	-	1,690.65	-	1,738.15
5012	Sales Commision	-	-	-	-	-	-	-	138.92
5020	Equipment / Machinery	-	-	-	-	-	-	-	-
5021	Equipment / Machinery Repairs	-	107.00	-	995.68	-	-	-	1,730.46
5033	Pantomime	-	-	-	-	445.00	-	-	1,001.78
5045	Function Expenditure	1,859.99	878.33	1,873.33	3,297.50	1,998.34	3,094.66	1,859.99	23,086.97
6100	Agency Commission	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing	122.33	122.33	122.33	122.33	122.33	122.33	122.33	1,467.96
6201	Advertising	80.00	80.00	40.00	-	-	-	80.00	577.50
7000	Salaries	5,099.48	6,109.50	7,244.64	7,861.12	8,738.62	8,618.93	5,099.48	90,421.44
7001	Pension	757.69	857.14	832.35	984.56	832.35	832.35	757.69	10,150.34
7004	Wages - Casual	-	-	140.00	140.00	-	-	-	280.00
7006	Empoyers NI	229.35	281.44	267.98	439.64	274.67	267.21	229.35	3,549.41
7012	Security Staffing	-	-	-	-	-	-	-	1,085.00
7102	Water Rates	212.70	173.13	146.90	178.38	-	146.89	212.70	2,275.45
7103	General Rates	2,899.19	2,901.00	2,901.00	2,423.92	2,423.46	2,422.73	2,899.19	28,086.30
7105	Recycling - Waste Collection	266.36	332.95	249.32	309.49	306.86	266.36	266.36	3,437.74
7200	Electricity	562.20	511.63	687.14	613.12	926.74	931.25	562.20	8,970.49
7201	Gas	-	1,919.68	-	-	115.88	-	-	4,478.83
7500	Printing	155.00	-	-	-	-	-	155.00	305.88
7550	Telephone & Broadband	-	-	-	-	-	-	-	354.37
7552	Computers & Software	45.00	-	-	45.00	-	-	45.00	180.00
7602	Health & Safety Fees	-	420.00	-	-	-	-	-	784.90
7800	Repairs and Renewals	350.00	647.50	-	-	-	-	350.00	1,002.98
7801	Cleaning	139.22	53.01	420.52	398.29	148.74	48.35	139.22	2,173.85
7802	Laundry	165.00	513.18	165.00	154.09	161.58	238.44	165.00	2,269.45
7803	Premises Expenses	40.00	-	676.50	-	-	737.00	40.00	1,760.50
7901	Bank Charges	156.49	196.55	49.07	185.01	132.90	104.94	156.49	1,552.02
8201	Subcriptions	-	-	-	-	-	-	-	-
		16,345.17	21,190.33	21,701.71	26,556.44	21,874.42	24,241.94	16,345.17	255,265.52

Budget 19/20	2019 / 2020							YTD 19/20
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19		
37,828.84	2,856.52	-	-	-	-	-	-	2,856.52
18,664.92	147.47	-	-	-	-	-	-	147.47
1,432.20	66.08	-	-	-	-	-	-	66.08
562.27	-	-	-	-	-	-	-	-
1,790.29	-	-	-	-	-	-	-	-
73.67	-	-	-	-	-	-	-	-
110.21	-	-	-	-	-	-	-	-
1,025.55	-	-	-	-	-	-	-	-
916.70	-	-	-	-	-	-	-	-
20,314.92	883.33	-	-	-	-	-	-	883.33
-	-	-	-	-	-	-	-	-
1,467.96	122.33	-	-	-	-	-	-	122.33
494.40	22.80	-	-	-	-	-	-	22.80
89,506.71	6,128.75	-	-	-	-	-	-	6,128.75
10,393.26	746.44	-	-	-	-	-	-	746.44
288.40	-	-	-	-	-	-	-	-
3,466.48	274.96	-	-	-	-	-	-	274.96
1,100.00	-	-	-	-	-	-	-	-
2,193.48	187.07	-	-	-	-	-	-	187.07
26,432.36	2,829.06	-	-	-	-	-	-	2,829.06
3,427.16	304.18	-	-	-	-	-	-	304.18
8,497.81	468.18	-	-	-	-	-	-	468.18
5,907.63	-	-	-	-	-	-	-	-
256.42	106.67	-	-	-	-	-	-	106.67
1,372.56	114.38	-	-	-	-	-	-	114.38
139.05	45.00	-	-	-	-	-	-	45.00
432.60	-	-	-	-	-	-	-	-
1,027.43	-	-	-	-	-	-	-	-
2,558.54	343.77	-	-	-	-	-	-	343.77
2,865.76	309.00	-	-	-	-	-	-	309.00
26,000.00	662.60	-	-	-	-	-	-	662.60
1,701.28	87.77	-	-	-	-	-	-	87.77
-	-	-	-	-	-	-	-	-
272,248.86	16,706.36	-	-	-	-	-	-	16,706.36



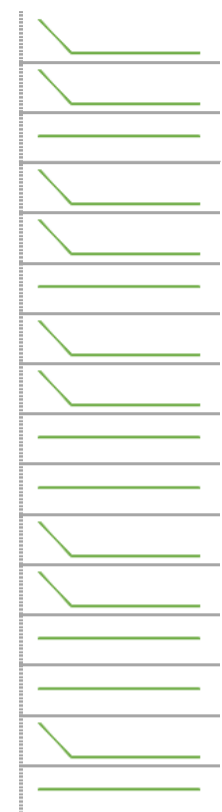
Swanley Town Council: Olympic

YTD Summary

Income

Code	Description	2018 / 2019							
		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19
4003	Rent - New Generation Data	333.33	333.33	333.33	333.33	333.33	333.33	333.33	3,999.96
4012	Rent - We Buy Any Car	-	-	-	-	-	-	-	-
4013	Rent - Bowls Club	-	5,000.00	-	-	-	-	-	5,000.00
4015	Rent - Flat at Olympic Centre	700.00	-	2,100.00	-	-	-	700.00	7,700.00
4018	Rent - Boxing	281.67	281.67	281.67	281.67	281.67	281.67	281.67	3,380.04
4028	Photocopying	-	4.00	-	-	-	-	-	4.00
4100	Bar Income	2,652.07	4,261.46	4,669.62	6,839.84	2,439.25	4,302.99	2,652.07	47,061.23
4105	Catering Income	4,231.55	4,138.91	5,362.44	4,310.40	4,014.22	3,085.66	4,231.55	52,656.55
4108	Quiz Income	20.00	6.67	21.67	20.83	-	-	20.00	69.17
4109	Pool Income	-	-	-	41.00	-	-	-	94.75
4115	Function Package Revenue	508.33	291.67	676.67	495.84	83.33	1,131.25	508.33	8,707.49
4120	Conference Lettings Regular	2,565.85	2,286.69	2,052.50	1,185.84	2,815.83	2,305.02	2,565.85	38,109.03
4125	Party Night Revenue	-	-	-	416.67	-	-	-	416.67
4600	Outdoor Event Revenue	-	-	-	-	24.99	66.67	-	116.66
4609	Snooker Income	1,718.67	1,284.95	782.85	707.72	710.74	771.50	1,718.67	11,056.30
4903	Insurance Claims	2,333.80	609.00	-	-	-	-	2,333.80	2,942.80
		15,345.27	18,498.35	16,280.75	14,633.14	10,703.36	12,278.09	15,345.27	181,314.65

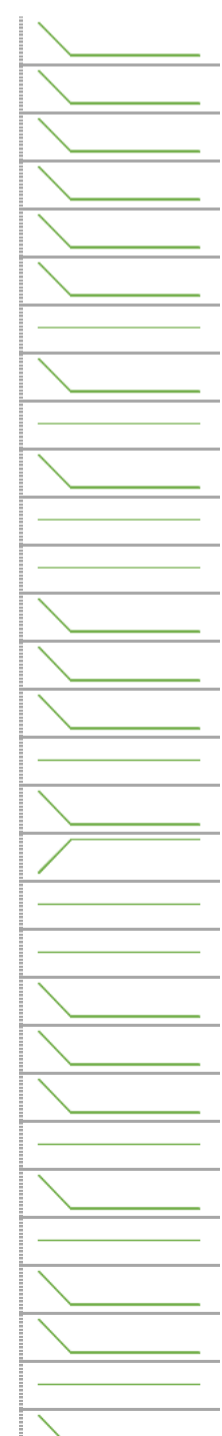
Budget 19/20	2019 / 2020							YTD 19/20
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19		
3,999.96	333.33	-	-	-	-	-	-	333.33
-	1,200.00	-	-	-	-	-	-	1,200.00
5,000.00	-	-	-	-	-	-	-	-
8,400.00	700.00	-	-	-	-	-	-	700.00
3,370.04	281.67	-	-	-	-	-	-	281.67
4.12	-	-	-	-	-	-	-	-
49,792.56	1,936.14	-	-	-	-	-	-	1,936.14
51,003.08	2,458.29	-	-	-	-	-	-	2,458.29
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
12,295.21	118.13	-	-	-	-	-	-	118.13
37,907.93	1,908.34	-	-	-	-	-	-	1,908.34
1,871.17	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
10,877.17	794.61	-	-	-	-	-	-	794.61
-	-	-	-	-	-	-	-	-
184,521.24	9,730.51	-	-	-	-	-	-	9,730.51



Expenditure

Code	Description	2018 / 2019							
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	YTD 18/19	Actual 18/19
5001	Bar Purchases	815.71	1,267.15	1,844.07	2,911.16	856.68	1,641.21	815.71	15,560.58
5002	Catering Purchases	1,237.42	1,436.54	2,091.56	979.71	1,471.17	637.76	1,237.42	13,427.76
5003	Bar Purchases - Equipment	61.25	207.20	736.42	93.25	61.25	-	61.25	1,667.97
5004	Catering Purchases - Equipment	99.90	233.12	141.68	41.88	76.68	-	99.90	593.26
5010	Sporting Equipment Purchaes	-	-	-	-	-	-	-	-
5011	Licences	12.43	12.37	33.37	110.22	12.37	307.37	12.43	564.35
5020	Equipment / Machinery	113.63	-	-	-	-	-	113.63	173.31
5021	Equipment / Machinery Repairs	-	117.28	-	377.00	-	-	-	1,861.58
5030	Horticulture	-	20.00	-	-	-	597.50	-	617.50
5045	Function Expenditure	375.84	475.00	1,156.96	380.00	225.00	727.00	375.84	6,239.80
5046	Outdoor Event	-	-	-	-	150.00	-	-	-
6200	Website, Social Media and Marketing	-	-	-	-	-	-	-	-
6201	Advertising	40.00	40.00	120.00	-	-	-	40.00	457.50
7000	Salaries	5,992.29	5,484.47	6,269.63	6,171.78	6,723.66	5,179.65	5,992.29	64,074.75
7001	Pension	548.99	509.79	486.94	486.94	503.37	461.78	548.99	5,167.75
7004	Wages - Casual	564.32	476.70	474.52	246.30	190.68	95.34	564.32	2,238.54
7006	Employers NI	270.02	226.49	235.60	217.57	294.49	200.33	270.02	2,645.70
7011	SMP	-	-	-	-	-	( 748.44 )	-	( 5,352.46 )
7099	Staff Expenses	101.40	-	-	-	-	-	101.40	101.40
7102	Water Rates	-	358.43	-	973.22	973.22	973.22	-	4,956.42
7103	General Rates	2,906.00	2,909.00	2,909.00	2,909.00	2,909.00	2,909.00	2,906.00	29,087.00
7105	Recycling - Waste Collection	166.92	208.65	166.92	181.65	193.92	166.92	166.92	2,145.98
7200	Electricity	1,513.43	1,320.04	1,475.47	1,415.17	1,440.44	1,440.44	1,513.43	13,294.09
7201	Gas	-	2,275.42	-	-	191.96	-	-	5,752.65
7500	Printing	104.13	-	-	-	-	-	104.13	204.13
7502	Stationery	-	-	35.36	-	-	-	-	35.36
7550	Telephone and Broadband	42.94	42.94	42.94	42.94	42.94	42.94	42.94	1,069.84
7552	Computers & Software	45.00	-	-	45.00	-	-	45.00	180.00
7602	Health & Safety Fees	-	420.00	99.60	-	-	-	-	828.00
7604	Professional Fees	109.21	-	777.29	-	-	-	109.21	1,642.37

Budget 19/20	2019 / 2020							YTD 19/20
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19		
17,984.33	599.65	-	-	-	-	-	-	599.65
13,444.28	384.29	-	-	-	-	-	-	384.29
1,591.99	66.55	-	-	-	-	-	-	66.55
920.06	99.90	-	-	-	-	-	-	99.90
-	12.99	-	-	-	-	-	-	12.99
578.91	12.85	-	-	-	-	-	-	12.85
117.04	-	-	-	-	-	-	-	-
601.81	338.19	-	-	-	-	-	-	338.19
636.03	-	-	-	-	-	-	-	-
6,109.41	175.00	-	-	-	-	-	-	175.00
154.50	-	-	-	-	-	-	-	-
756.00	-	-	-	-	-	-	-	-
659.20	55.20	-	-	-	-	-	-	55.20
46,800.00	4,833.29	-	-	-	-	-	-	4,833.29
1,800.00	292.84	-	-	-	-	-	-	292.84
2,722.50	-	-	-	-	-	-	-	-
2,997.18	148.16	-	-	-	-	-	-	148.16
-	( 674.27 )	-	-	-	-	-	-	( 674.27 )
-	-	-	-	-	-	-	-	-
7,983.87	-	-	-	-	-	-	-	-
29,959.61	2,970.00	-	-	-	-	-	-	2,970.00
2,229.93	188.92	-	-	-	-	-	-	188.92
13,311.83	1,351.63	-	-	-	-	-	-	1,351.63
5,522.22	-	-	-	-	-	-	-	-
210.25	50.00	-	-	-	-	-	-	50.00
36.42	-	-	-	-	-	-	-	-
2,000.00	179.41	-	-	-	-	-	-	179.41
139.05	45.00	-	-	-	-	-	-	45.00
535.19	-	-	-	-	-	-	-	-
1,772.60	115.01	-	-	-	-	-	-	115.01

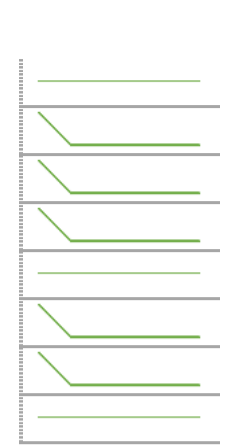




Monthly Finances (C)

Code	Description	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19
7700	Equipment Hire	-	-	-	-	-	-	-	-
7702	Equipment Leasing	315.00	315.00	315.00	315.00	315.00	315.00	315.00	3,780.00
7800	Repairs and Renewals	370.74	775.25	-	-	-	-	370.74	1,252.99
7801	Cleaning	59.73	196.23	-	80.00	119.47	101.90	59.73	1,068.77
7802	Laundry	165.74	397.02	196.74	132.00	134.28	165.50	165.74	1,395.10
7803	Premises Expenses	735.26	2,280.73	110.00	3,844.88	550.00	731.70	735.26	9,283.69
7901	Bank Charges	114.48	156.88	140.47	161.75	244.71	140.48	114.48	1,783.56
8201	Subscriptions	-	-	-	-	-	-	-	-
		16,881.78	22,161.70	19,859.54	22,116.42	17,680.29	16,086.60	16,881.78	187,799.24

Budget 19/20	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20
-	-	-	-	-	-	-	-
3,893.40	315.00	-	-	-	-	-	315.00
1,200.00	180.00	-	-	-	-	-	180.00
3,300.00	145.41	-	-	-	-	-	145.41
1,650.00	-	-	-	-	-	-	-
15,000.00	1,745.00	-	-	-	-	-	1,745.00
2,000.00	150.68	-	-	-	-	-	150.68
1,000.00	-	-	-	-	-	-	-
189,617.61	13,780.70	-	-	-	-	-	13,780.70



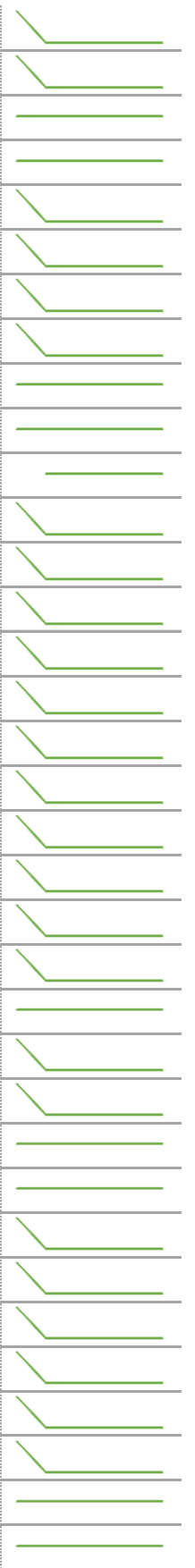
Swanley Town Council: Swanley Park

YTD Summary

**Income**

Code	Description	2018 / 2019							Actual 18/19
		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	
4002	Rent - Swanley Athletics Club	-	-	-	-	-	-	-	500.00
4006	Rent - Cafe in the Park	8,000.00	-	13,000.00	-	13,000.00	-	8,000.00	34,000.00
4007	Rent - Swanley Park	-	-	-	-	-	-	-	900.18
4008	Rent - Swanley New Barn Railway	-	-	-	-	-	-	-	21,031.53
4010	Rent - Ice Cream Van	5,000.00	-	5,000.00	-	5,416.67	-	5,000.00	15,416.67
4014	Rent - Great Outdoors	-	-	-	-	-	-	-	749.97
4017	Rent - Swanley Park RFC	312.64	312.64	312.64	312.64	312.64	312.64	312.64	3,751.66
4032	1812 Event	-	-	-	-	-	-	-	566.68
4201	Service Recharge: Café in the Park	1,666.67	-	-	1,365.43	-	1,143.49	1,666.67	4,342.26
4204	Service Recharge: Bungalow	-	-	-	-	-	-	-	-
4207	Service Recharge: SNBR	-	-	-	-	-	-	-	644.75
4600	Outdoor Event Revenue	1,362.00	625.00	1,593.50	-	3,126.62	195.83	1,362.00	6,969.62
4700	Rowing	798.34	1,761.66	1,085.83	1,779.97	1,609.15	454.16	798.34	7,825.77
4701	Pedalos	3,997.51	6,676.57	5,266.25	7,082.55	9,016.57	2,276.26	3,997.51	37,924.49
4702	Canoeing	473.76	830.83	505.83	899.16	775.00	138.34	473.76	3,745.42
4703	Golf	919.19	1,396.68	1,199.18	1,452.52	1,614.16	420.83	919.19	7,979.24
4704	Tree Trek	415.83	959.65	549.99	699.99	1,501.63	227.50	415.83	4,354.59
4705	Hand Boats	425.42	783.40	864.57	1,077.58	1,356.42	343.32	425.42	5,004.04
4706	Dino Karts	449.16	344.15	686.65	710.01	1,113.35	301.66	449.16	4,261.64
4707	Deck Chairs	82.08	130.00	186.65	339.16	371.66	51.66	82.08	1,161.21
4708	Bouncy Castle	2,253.71	2,181.09	1,868.65	1,902.94	2,179.58	527.08	2,253.71	12,620.12
4710	Car Parking	6,300.08	9,193.53	7,737.07	11,680.90	14,476.20	2,841.68	6,300.08	52,229.46
4712	Wrist Bands	93.33	74.17	73.34	483.33	-	-	93.33	724.17
4713	Duck Income	44.14	72.24	130.01	92.79	111.05	60.85	44.14	617.40
4714	Battery Bikes	-	325.01	898.36	1,221.68	1,247.50	514.17	-	4,480.06
4715	Balloons	-	-	20.00	10.00	35.00	-	-	65.00
4716	Water Creatures	-	-	5.84	-	3.33	-	-	9.17
4717	Candy Floss	-	-	-	144.19	93.35	50.00	-	304.21
4718	JCB Digger	-	-	-	218.33	464.34	185.82	-	991.80
4719	Reptiles	-	-	-	-	59.17	10.00	-	69.17
4720	Children's Party - Recreation	-	-	-	170.83	25.00	-	-	1,320.82
4721	Children's Party - Survival	774.16	579.99	216.66	660.01	333.33	449.99	774.16	3,534.97
4723	The Plunge Water Slide	-	-	-	-	-	-	-	-
4810	Sponsorship - General	283.33	-	-	-	-	-	283.33	5,783.33
4997	Sale of Goods	-	-	-	-	-	-	-	3,416.67
		33,651.35	26,246.61	41,201.02	32,304.01	58,241.72	10,505.28	33,651.35	247,296.07

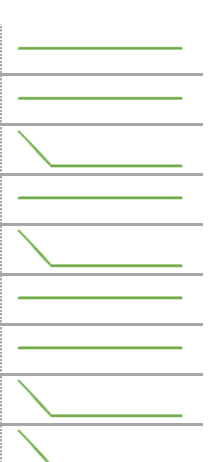
Budget 19/20	2019 / 2020						YTD 19/20
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	
-	100.00	-	-	-	-	-	100.00
34,500.00	8,500.00	-	-	-	-	-	8,500.00
-	-	-	-	-	-	-	-
11,631.53	-	-	-	-	-	-	-
15,900.00	5,000.00	-	-	-	-	-	5,000.00
-	416.65	-	-	-	-	-	416.65
3,751.68	312.64	-	-	-	-	-	312.64
-	66.66	-	-	-	-	-	66.66
4,630.46	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
7,110.04	1,335.75	-	-	-	-	-	1,335.75
8,023.64	969.17	-	-	-	-	-	969.17
36,032.28	6,126.69	-	-	-	-	-	6,126.69
3,814.01	293.33	-	-	-	-	-	293.33
7,491.60	927.08	-	-	-	-	-	927.08
4,485.23	1,174.17	-	-	-	-	-	1,174.17
5,154.16	388.33	-	-	-	-	-	388.33
3,912.27	450.02	-	-	-	-	-	450.02
1,196.05	130.01	-	-	-	-	-	130.01
11,631.40	1,250.01	-	-	-	-	-	1,250.01
53,796.34	8,773.50	-	-	-	-	-	8,773.50
745.90	-	-	-	-	-	-	-
551.72	86.80	-	-	-	-	-	86.80
4,614.46	586.69	-	-	-	-	-	586.69
66.95	-	-	-	-	-	-	-
9.45	-	-	-	-	-	-	-
313.34	50.01	-	-	-	-	-	50.01
1,021.55	206.26	-	-	-	-	-	206.26
71.25	47.50	-	-	-	-	-	47.50
287.53	560.41	-	-	-	-	-	560.41
3,610.97	75.00	-	-	-	-	-	75.00
-	1,891.66	-	-	-	-	-	1,891.66
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
<b>224,353.81</b>	39,718.34	-	-	-	-	-	<b>39,718.34</b>



**Expenditure**

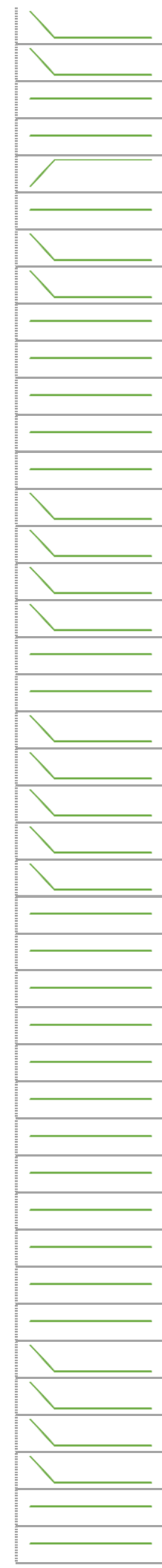
Code	Description	2018 / 2019							Actual 18/19
		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	
5002	Catering Purchases	-	-	-	9.56	-	-	-	9.56
5010	Sporting Equipment Purchases	-	-	28.30	100.20	-	-	-	449.63
5020	Equipment / Machinery	2,897.50	166.67	382.49	1,098.37	-	114.91	2,897.50	4,659.94
5021	Equipment / Machinery Repairs	-	-	982.40	280.44	-	-	-	1,954.94
5030	Horticulture	183.33	-	-	597.50	-	-	183.33	1,205.83
5045	Function Expenditure	-	-	-	-	-	-	-	-
5046	Outdoor Event	-	-	-	-	1,021.08	294.00	-	1,315.08
6201	Advertising	-	108.00	175.00	-	-	-	-	283.00
7000	Salaries	7,002.44	13,422.37	16,356.26	14,373.23	18,129.27	18,767.94	7,002.44	119,668.13

Budget 19/20	2019 / 2020						YTD 19/20
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	
9.85	-	-	-	-	-	-	-
132.36	-	-	-	-	-	-	-
6,344.74	2,455.42	-	-	-	-	-	2,455.42
1,891.53	-	-	-	-	-	-	-
1,551.00	120.83	-	-	-	-	-	120.83
-	-	-	-	-	-	-	-
1,354.53	-	-	-	-	-	-	-
373.89	45.90	-	-	-	-	-	45.90
119,680.08	8,575.14	-	-	-	-	-	8,575.14



Monthly Finances (D)

Code	Description	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19	Budget 19/20	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20
7001	Pension	456.69	485.17	470.92	470.92	470.92	364.50	456.69	5,006.70	5,053.30	422.93	-	-	-	-	-	422.93
7006	Employers NI	371.41	504.32	526.38	522.32	499.57	502.27	371.41	5,086.86	5,185.03	763.27	-	-	-	-	-	763.27
7012	Security Staffing	-	-	-	299.00	368.00	103.50	-	770.50	793.62	-	-	-	-	-	-	-
7099	Staff Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7102	Water Rates	-	938.66	680.97	1,414.27	579.87	523.75	-	6,905.93	7,395.38	( 703.89 )	-	-	-	-	-	( 703.89 )
7103	General Rates	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7105	Recycling - Waste Collection	1,204.80	2,061.50	1,424.36	1,846.08	2,127.70	1,373.72	1,204.80	16,887.70	15,901.30	1,582.80	-	-	-	-	-	1,582.80
7200	Electricity	-	( 339.57 )	70.00	140.00	70.00	70.00	-	1,366.88	443.34	51.57	-	-	-	-	-	51.57
7202	GasOil	-	289.90	-	31.50	528.57	-	-	1,357.93	875.47	-	-	-	-	-	-	-
7303	Vehicle Insurance	-	-	-	-	91.94	-	-	91.94	94.70	-	-	-	-	-	-	-
7304	Miscellaneous Motor Expenses	-	15.00	-	-	-	-	-	154.48	15.45	-	-	-	-	-	-	-
7306	Mileage Claims	-	-	-	44.78	26.78	32.85	-	319.63	107.54	-	-	-	-	-	-	-
7500	Printing	170.95	-	170.95	-	170.95	-	170.95	981.79	528.24	-	-	-	-	-	-	-
7501	Postage & Carriage	-	9.95	-	-	-	-	-	54.95	10.25	75.00	-	-	-	-	-	75.00
7502	Stationery	-	21.99	-	21.99	21.99	-	-	65.97	67.95	33.29	-	-	-	-	-	33.29
7509	Name Badges	-	-	-	-	-	-	-	-	-	97.50	-	-	-	-	-	97.50
7550	Telephone & Broadband	43.50	53.53	155.30	50.39	56.23	58.34	43.50	758.75	766.95	66.46	-	-	-	-	-	66.46
7602	Health & Safety Fees	-	-	-	-	-	-	-	140.00	-	-	-	-	-	-	-	-
7700	Equipment Hire	-	412.00	-	1,026.95	484.50	188.00	-	2,111.45	1,750.43	-	-	-	-	-	-	-
7800	Repairs and Renewals	1,621.70	87.50	11.88	31.20	-	-	1,621.70	2,164.07	2,937.85	9,251.29	-	-	-	-	-	9,251.29
7801	Cleaning	197.72	105.00	96.00	651.37	81.69	40.40	197.72	1,335.23	1,413.35	624.09	-	-	-	-	-	624.09
7803	Premises Expenses	-	113.60	500.00	201.63	90.21	1,007.29	-	17,989.35	4,035.59	185.83	-	-	-	-	-	185.83
7804	Pool Chemicals	-	491.93	-	460.55	456.43	-	-	1,408.91	1,966.18	477.40	-	-	-	-	-	477.40
7805	Cess Pit	1,050.00	2,250.00	1,890.00	2,730.00	2,730.00	630.00	1,050.00	14,050.00	52,267.00	1,570.00	-	-	-	-	-	1,570.00
7806	Pedalo Parts	-	35.00	-	-	329.43	-	-	364.43	375.36	-	-	-	-	-	-	-
7807	Pool Costs	186.67	-	-	2,177.95	-	-	186.67	3,381.00	1,997.81	-	-	-	-	-	-	-
7808	Sand	-	-	-	275.00	-	-	-	275.00	283.25	-	-	-	-	-	-	-
7811	Signs	-	-	424.50	-	88.50	-	-	513.00	528.39	-	-	-	-	-	-	-
7814	Maintenance	-	-	-	1,378.20	-	-	-	1,378.20	1,419.55	-	-	-	-	-	-	-
7815	Children's Party	152.25	-	-	-	-	-	152.25	381.69	307.89	-	-	-	-	-	-	-
7816	Parking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7817	Rowing Parts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7818	Life Jackets	-	-	-	-	-	-	-	194.05	-	-	-	-	-	-	-	-
7819	Duck Feed	-	-	-	-	-	-	-	13.75	20.00	-	-	-	-	-	-	-
7820	Activity Recharge	-	-	376.25	550.41	1,031.67	-	-	2,850.83	3,150.08	-	-	-	-	-	-	-
7821	Miscellaneous Purchases	-	-	34.94	5.67	227.90	-	-	291.71	276.57	-	-	-	-	-	-	-
7901	Bank Charges	237.88	286.55	338.50	330.46	390.56	406.80	237.88	3,440.83	3,534.97	372.80	-	-	-	-	-	372.80
8201	Subscriptions	-	-	-	-	-	-	-	-	-	679.17	-	-	-	-	-	679.17
8202	Uniform	472.14	-	-	274.60	-	-	472.14	1,932.23	769.14	1,010.84	-	-	-	-	-	1,010.84
8203	Training Costs	500.00	1,033.00	-	-	270.00	-	500.00	2,218.00	2,372.09	895.00	-	-	-	-	-	895.00
8204	Insurance	1,192.00	-	-	-	-	-	1,192.00	1,650.35	1,227.76	-	-	-	-	-	-	-
8206	Coaching	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		17,940.98	22,552.07	25,095.40	31,394.54	30,343.76	24,478.27	17,940.98	227,440.20	249,209.76	28,652.64	-	-	-	-	-	28,652.64



# Swanley Town Council



## Bank Reconciliation: 30 April 2019

Bank Statement Balance:	Current Account	430,796.78	
			<b>430,796.78</b>
Other Bank & Cash Accounts:	Active Saver	139.99	
	Mayor's Account	3,734.00	
	Recreation Account	241.99	
	Alexandra Cash Account	954.85	
	Olympic Cash Account	1,112.48	
	Link Cash Account	-	
	Civic Cash Account	-	
	Swanley Park Cash Account	1,543.87	
			<b>7,727.18</b>
			<b>438,523.96</b>
Unpresented Payments:	<b>Date</b>	<b>Ref</b>	<b>Amount</b>
	11/09/2018	100772	90.00
	08/02/2019	100684	70.00
	24/04/2019	028501	3,024.00
	24/04/2019	028502	5,241.60
	24/04/2019	028503	8,750.00
	24/04/2019	028504	30,582.00
			<b>47,757.60</b>
			<b>390,766.36</b>
Unpresented Receipts:	<b>Date</b>	<b>Ref</b>	<b>Amount</b>
	28/04/2019	Park to Current	15.00
	28/04/2019	Park to Current	42.50
	28/04/2019	Park to Current	22.00
	26/04/2019	Park to Current	17.50
	26/04/2019	Park to Current	2.50
	27/04/2019	Park to Current	12.00
	29/04/2019	Civic to Current	100.00
	29/04/2019	Park to Current	5.00
	29/04/2019	Park to Current	5.00
	29/04/2019	Oly to Current	87.80
	29/04/2019	Alex to Current	28.10
	30/04/2019	Oly to Current	133.25
	30/04/2019	Park to Current	25.00
	30/04/2019	Park to Current	2.50
			<b>498.15</b>
			<b>391,264.51</b>

**Monthly Finances (E)**

Closing Book Balance:	Current Account	383,537.33	
	Other Bank & Cash Accounts	7,727.18	
			<u>391,264.51</u>
			<u>-</u>

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Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

## Swanley Town Council

**Payments Out: April 2019**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
01/04/2019	DVLA	DVLA LC13 SNK	Direct Debit	DD/DVLA	21.87
01/04/2019	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex	411.30
03/04/2019	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	90.63
03/04/2019	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	372.80
03/04/2019	BTGROUP	BT	Direct Debit	DD/BT	79.75
03/04/2019	GRENKE	Grenke Leasing	Direct Debit	DD/Grenke Leasing	1,284.01
04/04/2019	Barclays	Bank Charges	Bank Entry	Barclays	142.41
04/04/2019	Alex PC Receipts	Catering	Cheque	100692	56.70
04/04/2019	PLANDAY	Planday Limited	Same Day Payment	FP/Planday	300.00
05/04/2019	Cormwell	Replacement Window	Same Day Payment	FP/Cormwell	323.29
05/04/2019	YELLOWBA	Yellow Ball Ltd	Direct Debit	DD/Yell	146.79
05/04/2019	B&MSUPP	B&M Supplies LTD	Same Day Payment	FP/B&M Supplies	242.36
05/04/2019	BRAKES10	Brakes Bros Ltd	Same Day Payment	FP/Brakes	93.45
05/04/2019	CENTCIRC	Centre Circle Event Management	Same Day Payment	FP/Centre Circle	176.40
05/04/2019	CLEAWIPE	Clean Wipes	Same Day Payment	FP/Clean Wipes	253.68
05/04/2019	D.BODY	D.Body Ltd	Same Day Payment	FP/D.Body	670.00
05/04/2019	DARPRINT	Darenth Print and Design Ltd	Same Day Payment	FP/Darenth Print	240.00
05/04/2019	DECORATO	Decorators Den Ltd	Same Day Payment	FP/Decorators Den	289.00
05/04/2019	DYNAMIX	Mr S Gadd	Same Day Payment	FP/Dynamix	450.00
05/04/2019	ERNEDOE	Ernest Doe & Sons Ltd	Same Day Payment	FP/Ernest Doe	98.80
05/04/2019	FLEETLIN	Fleet Line Markers Ltd	Same Day Payment	FP/Fleet Line	341.64
05/04/2019	GUIDE1	Guideline Coaches Ltd	Same Day Payment	FP/Guideline Coaches	395.00
05/04/2019	INITIAL1	Initial Washroom Hygiene	Same Day Payment	FP/Initial Hygiene	340.70
05/04/2019	JERSEYS1	Simon Jersey	Same Day Payment	FP/Simon Jersey	294.50
05/04/2019	KCC100	Kent County Council	Same Day Payment	FP/KCC	436.82
05/04/2019	KEIRALAN	Alan Keir	Same Day Payment	FP/Alan Keir	450.00
05/04/2019	KFF100	Kent Frozen Foods Ltd	Same Day Payment	FP/KFF	395.42
05/04/2019	LOCKTOOL	Locks 'N' Tools Ltd	Same Day Payment	FP/Locks n Tools	132.93
05/04/2019	MECKADRI	Adrian Mecklenburgh Ltd	Same Day Payment	FP/Mecklenburgh	139.38
05/04/2019	NATIONAL	National Facilities Management Ltd	Same Day Payment	FP/National Facilities	472.44
05/04/2019	NUCOTRA	Nuco Training Ltd	Same Day Payment	FP/Nuco Training	414.00
05/04/2019	ORCHARDF	Orchard Fencing Ltd	Same Day Payment	FP/Orchard Fencing	455.64
05/04/2019	PROVNURS	Provender Nurseries	Same Day Payment	FP/Provender	167.25
05/04/2019	THBROWN	T.H.Brown & Sons Ltd	Same Day Payment	FP/TH Brown	28.45
05/04/2019	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade UK	477.86
05/04/2019	WHITEPUB	Whitehill Publishing Ltd	Same Day Payment	FP/Whitehill Publishing Ltd	562.73
08/04/2019	TV Licence	TV Licence	Direct Debit	DD/TV Licence	12.85
08/04/2019	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/BGas	787.54
08/04/2019	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/BGas	1,330.26
09/04/2019	KEEPBRI	Keep Britain Tidy	Same Day Payment	FP/Keep Britian Tidy	65.00
10/04/2019	BARCLAYS	Barclays	Direct Debit	DD/Barclays	90.77
10/04/2019	BARCLAYS	Barclays	Direct Debit	DD/Barclays	44.00
10/04/2019	BARCLAYS	Barclays	Direct Debit	DD/Barclays	43.76
10/04/2019	BARCLAYS	Barclays	Direct Debit	DD/Barclays	162.68
10/04/2019	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	43.42
11/04/2019	ELAS	Employment Law Advisory Service	Direct Debit	DD/ELAS	239.76
11/04/2019	OVERLINE	Overline	Direct Debit	DD/Overline	343.12
11/04/2019	OVERLINE	Overline	Direct Debit	DD/Overline	158.96
11/04/2019	MANN	Mann (Swanley)	Internal Entry	DD/Mann	115.01
11/04/2019	AIRQUEE	Airquee Limited	Same Day Payment	FP/Airquee	2,972.02
11/04/2019	COMMUNI	Community Land Use	Same Day Payment	FP/Community Land	1,200.00
11/04/2019	EQUIRECY	Equinox Recycling Ltd	Same Day Payment	FP/Equinox	1,877.56
11/04/2019	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hlils Prospect	1,914.87
11/04/2019	SEVDIST	Sevenoaks District Council	Same Day Payment	FP/SDC	1,350.00
11/04/2019	SIGNOFTH	Sign of the Times Ltd	Same Day Payment	FP/Sign of the Times	1,632.00
11/04/2019	TLCDIREC	TLC Online	Same Day Payment	FP/TLC Online	1,580.00
11/04/2019	ANTEL	Antel LTD	Same Day Payment	FP/Antel	1,723.20
12/04/2019	BR-IT	BR - IT	Same Day Payment	FP/BR-IT	356.78
12/04/2019	DOOR&WIN	The Door & Window Centre Ltd	Same Day Payment	FP/Door & Window	216.00
12/04/2019	EARTHCR	EarthCraftuk CIC	Same Day Payment	FP/EarthCraft	895.00
12/04/2019	GMHCASHR	GMH Cash Registers	Same Day Payment	FP/GMH Cash Registers	162.00
12/04/2019	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	600.94

Monthly Finances (F)

12/04/2019	HOTELFO	Hotel Focus	Same Day Payment	FP/Hotel Focus	80.88
12/04/2019	INSIGHT	Insight Systems Ltd	Same Day Payment	FP/Insight Solutions	647.90
12/04/2019	KCC100	Kent County Council	Same Day Payment	FP/KCC	203.34
12/04/2019	KFF100	Kent Frozen Foods Ltd	Same Day Payment	FP/KFF	124.21
12/04/2019	STALBRID	Stalbridge Linen Services	Same Day Payment	FP/Stalbridge	198.00
15/04/2019	SDC	Rates for Public Conv, Station Road	Direct Debit	DD/SDC	203.40
15/04/2019	SDC	Rates for Woodlands	Direct Debit	DD/SDC	1,512.00
15/04/2019	SDC	Rates for Olympic	Direct Debit	DD/DSC	2,970.00
15/04/2019	SDC	Rates for Alexandra	Direct Debit	DD/SDC	2,829.06
15/04/2019	Payroll Mth 1	Payroll Mth1	BACS	Payroll Mth 1	43,189.00
15/04/2019	Payroll Mth1	PAYE Mth1	BACS	Payroll Mth1	21,721.89
15/04/2019	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	4,424.94
15/04/2019	BOOKER	Booker Limtied	Direct Debit	DD/Booker	226.13
15/04/2019	KEIRALAN	Alan Keir	Same Day Payment	FP/Keir	50.00
16/04/2019	SFRC Oval Ball	Nash x 2	Same Day Payment	SFRC Oval Ball	70.00
16/04/2019	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	125.95
16/04/2019	ARCHANT	Archant Community Media Ltd	Same Day Payment	FP/Archant	90.00
16/04/2019	CASTL325	Castle Water Limited	Same Day Payment	FP/Castle Water	48.88
16/04/2019	CASTL588	Castle Water Limited	Same Day Payment	FP/Castle Water	374.14
17/04/2019	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AlStar	113.60
18/04/2019	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	2,478.47
18/04/2019	MINISTRY	Ministry of Defence	Same Day Payment	FP/MoD	420.00
18/04/2019	KENTPLAY	Kent County Playing Fields Ass	Same Day Payment	FP/Kent County Playing Fields	20.00
23/04/2019	SG Equipment	Touch Screens	Direct Debit	DD/SG Equipment	378.00
23/04/2019	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP Paribas	542.38
23/04/2019	EETMOB	EE & T Mobile	Direct Debit	DD/EE	29.93
23/04/2019	EON100	E.ON	Direct Debit	DD/E-oN	22.43
23/04/2019	BIGSING	The BIG Sing SOUL	Same Day Payment	FP/Bin Sing Soul	100.00
23/04/2019	AUDICREW	Audiocrew	Same Day Payment	FP/Audio Crew	675.00
23/04/2019	DYNAMIX	Mr S Gadd	Same Day Payment	FP/Dynamix	175.00
24/04/2019	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	48.42
24/04/2019	XINTEL	XLN Telecom	Direct Debit	DD/XLN	56.33
24/04/2019	BRENWARD	Brenwards	Cheque	028501	3,024.00
24/04/2019	BURDEN	Burden Bros Agri LTD	Cheque	028502	5,241.60
24/04/2019	COUNSWIM	Country Swimming Pools	Cheque	028503	8,750.00
24/04/2019	GLJONES	GL Jones Playgrounds Ltd	Cheque	028504	30,582.00
24/04/2019	FABULOUS	Kelly King	Same Day Payment	FP/Fabulous Foods	100.00
25/04/2019	BOC100	BOC Ltd	Direct Debit	DD/BOC	357.54
25/04/2019	HVP	HVP Shutters	Same Day Payment	FP/HVP	2,094.00
25/04/2019	SUMS	Swanley Therapy Centre	Same Day Payment	FP/SUMS	1,756.00
25/04/2019	CLEAWIPE	Clean Wipes	Same Day Payment	FP/Clean Wipes	229.39
25/04/2019	CPC	Complete Pool Contracts	Same Day Payment	FP/CPC	572.88
25/04/2019	DUNCANW	William Duncan	Same Day Payment	FP/Duncan	150.00
25/04/2019	MRSBACK	Denise Pettitt	Same Day Payment	FP/Denise Pettitt	200.00
25/04/2019	ROASTS	Steven Roast	Same Day Payment	FP/Steven Roast	100.00
25/04/2019	SOUTH&	South & South East in Bloom	Same Day Payment	FP/Sth & Sth East in Bloom	265.00
25/04/2019	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade UK	358.53
25/04/2019	D.BODY	D.Body Ltd	Same Day Payment	FP/D.Body	840.00
25/04/2019	COMMUNI	Community Land Use	Same Day Payment	FP/Community Land	800.00
29/04/2019	CREATIVE	Creative Emporium	Same Day Payment	FP/Creative Emporium	117.00
30/04/2019	KENTEC	Kentec Training	Same Day Payment	FP/Kentec	342.00
					<b>171,194.72</b>

**Summary**

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Apr-19	Cheque	47,654.30
	BACS	64,910.89
	Direct Debit	19,504.38
	Same Day Payment (Electronic)	38,867.73
	Internal Entry (Offset)	115.01
	Bank Entry	142.41
		<b>171,194.72</b>

**Chairman of Finance Committee**

**Signature**

**Date**

**Responsible Financial Officer**

**Signature**

**Date**



# Swanley Town Council

## Aged Debtors: 30 April 2019

<u>A/C</u>	<u>Name</u>	<u>Balance</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
BEXLEYBC	London Borough of Bexley	1,343.40	276.20	609.00	173.00	285.20	-
CAPITALT	Capital Travel and Events	936.00	-	-	936.00	-	-
CLG	CLG Market Research UK Ltd	2,700.00	2,700.00	-	-	-	-
FOREFRON	Forefront Utilities	533.00	533.00	-	-	-	-
GRACEPL	Grace Place Community Church	980.00	980.00	-	-	-	-
GREATOUT	Great Outdoors	400.00	400.00	-	-	-	-
KCC100	Kent County Council	5,456.00	2,313.60	-	3,142.40	-	-
KCCLIBRA	KCC Strategic & Corp Services	15,751.60	15,751.60	-	-	-	-
KGS	KGS Market Research	1,200.00	-	1,200.00	-	-	-
LAURIEM1	Lauriem Complete Care Ltd	370.00	174.00	196.00	-	-	-
LUNTDR	Dr E A Lunt	11,868.00	11,868.00	-	-	-	-
MEDWAYC	Medway Council	1,076.00	-	1,076.00	-	-	-
MULTCARS	Swantax	825.00	825.00	-	-	-	-
NATBLOOD	National Blood Service	504.00	504.00	-	-	-	-
NHSDGS	NHS DGS CCG	222.00	-	-	-	-	222.00
NHSPROP	NHS Property Services	48,000.00	48,000.00	-	-	-	-
SARGPART	Sargeant Partnership	80.00	80.00	-	-	-	-
SDC	Sevenoaks District Council	2,365.00	930.00	1,435.00	-	-	-
STONEHIL	Stonehill Woods Residents Ass	140.00	140.00	-	-	-	-
SWANBOX	Swanley Boxing Club	338.00	338.00	-	-	-	-
SWANWI	Swanley Evening WI	( 49.00 )	98.00	49.00	49.00	( 245.00 )	-
SWNRANG	Swanley Rangers FC	495.00	-	-	522.50	-	( 27.50 )
U3A100	U3A	140.00	140.00	-	-	-	-
VIBEDN10	Vibe Dance Nights	1,155.00	1,155.00	-	-	-	-
WKHOUSIN	West Kent Housing Association	75.00	75.00	-	-	-	-
		<b>96,904.00</b>	<b>87,281.40</b>	<b>4,565.00</b>	<b>4,822.90</b>	<b>40.20</b>	<b>194.50</b>
Aged Debtors: 30 April 2018		#####	#####	<b>2,225.80</b>	<b>2,577.20</b>	-	<b>1,798.52</b>

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

JANUARY	January events	( 500.00 )
FEBRUARY	February events	( 700.00 )
MARCH	March events	( 360.00 )
APRIL	April events	-
MAY	May events	( 9,328.50 )
JUNE	June events	(11,750.00 )
JULY	July events	( 5,365.00 )



## Monthly Finances (G)

AUGUST	August events	( 8,645.00 )
SEPTEMBER	September events	(10,900.00 )
OCTOBER	October Events	( 4,000.00 )
NOVEMBER	November Events	( 400.00 )
DECEMBER	December events	( 1,750.00 )
		<b>(53,698.50 )</b>

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

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

A70S80S	A - 70s & 80s Night	( 160.00 )
AMEDIUMS	A - Mediumship	( 150.00 )
OELVIS	O - Elvis	( 40.00 )
		<b>( 350.00 )</b>

[2] Balances will include prepayments for future Party Nights at Alexandra and Olympic

## Swanley Town Council



### Aged Creditors: 30 April 2019

A/C	Name	Balance	Current	Period 1	Period 2	Period 3	Older
ALSFTIMB	Alsford Timber Ltd	129.03	129.03	-	-	-	-
B&MSUPP	B&M Supplies LTD	111.97	111.97	-	-	-	-
BGAS8419	BGas Elec - Alexandra	561.81	561.81	-	-	-	-
BGAS8456	BGas Elec - The Olympic	1,419.21	1,419.21	-	-	-	-
BNPPARIB	BNP Paribas Leasing Sols	318.71	318.71	-	-	-	-
BOC100	BOC Ltd	159.16	159.16	-	-	-	-
BOOKER	Booker Lintied	182.30	182.30	-	-	-	-
CASTL166	Castle Water Limited	( 230.30 )	16.71	12.40	19.40	16.71	( 295.52 )
CASTL529	Castle Water Limited	( 703.89 )	( 703.89 )	-	-	-	-
CELLUCL	Celluclad UPVC Systems	46.80	46.80	-	-	-	-
CLEAWIPE	Clean Wipes	174.50	174.50	-	-	-	-
D.BODY	D.Body Ltd	730.00	730.00	-	-	-	-
DARPRINT	Darenth Print and Design Ltd	146.40	146.40	-	-	-	-
DECORATO	Decorators Den Ltd	401.98	401.98	-	-	-	-
DOR2DOR	Helm Enterprise Solutions Ltd T/A Dor2I	500.00	500.00	-	-	-	-
EQUIRECY	Equinox Recycling Ltd	2,491.07	2,491.07	-	-	-	-
GLOWCOM	The Glow Company	937.50	937.50	-	-	-	-
HILLSPR	Hills Prospect PLC	949.36	949.36	-	-	-	-
JPSCLAR	JPS Clarity Limited	114.00	-	-	-	-	114.00
KCC100	Kent County Council	313.08	313.08	-	-	-	-
KEEPBRI	Keep Britain Tidy	450.00	450.00	-	-	-	-
KFF100	Kent Frozen Foods Ltd	315.63	315.63	-	-	-	-
KROWMARK	Krowmark Ltd	928.55	928.55	-	-	-	-
LAMPS	Lamps & Tubes Illuminations Ltd	442.08	442.08	-	-	-	-
LEXAUTO	Lex Autolease	411.30	411.30	-	-	-	-
LOCKTOOL	Locks 'N' Tools Ltd	257.61	257.61	-	-	-	-
MATTCLAR	Matthew Clark Wholesale Ltd	( 111.59 )	-	-	-	-	( 111.59 )
MECKADRI	Adrian Mecklenburgh Ltd	118.64	118.64	-	-	-	-
NATIONAL	National Facilities Management Ltd	45.00	45.00	-	-	-	-
NIVEKCAT	Nivek Catering Supplies Ltd	360.72	360.72	-	-	-	-
OAKLEAF1	Oakleaf Electrical Contractors Ltd	3,207.60	3,207.60	-	-	-	-
ORCHARDF	Orchard Fencing Ltd	57.00	57.00	-	-	-	-
PROVNURS	Provender Nurseries	158.50	158.50	-	-	-	-
SELCO	Selco Trade Centres Ltd	256.66	256.66	-	-	-	-
SEVDIST	Sevenoaks District Council	1,400.00	1,400.00	-	-	-	-
SINGOUT	Sing Out Sisters	487.50	487.50	-	-	-	-
STALBRID	Stalbridge Linen Services	172.80	172.80	-	-	-	-
STANNAH	Stannah	654.64	654.64	-	-	-	-
STYLISH	The Stylish Wedding Company	575.00	575.00	-	-	-	-
THBROWN	T.H.Brown & Sons Ltd	40.35	40.35	-	-	-	-
TLCELEC	T.L.C Direct	58.32	58.32	-	-	-	-
TRADEUK	Trade UK Account	32.28	32.28	-	-	-	-
TUDORENV	Tudor Environmental	187.20	187.20	-	-	-	-
WEATHFEN	Weatherley Fencing Contractors Limitec	62.52	62.52	-	-	-	-
		<b>19,321.00</b>	<b>19,565.60</b>	<b>12.40</b>	<b>19.40</b>	<b>16.71</b>	<b>( 293.11 )</b>
Aged Creditors: 30 April 2018		<b>29,944.76</b>	<b>27,489.33</b>	<b>2,274.98</b>	<b>180.45</b>	-	-



**SWANLEY**  
TOWN COUNCIL

## REDUNDANCY POLICY

### **1. INTRODUCTION**

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

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

### **2. SCOPE**

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

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

### **3. APPLICATION**

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

#### **3.1 Preventative Measures**

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

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

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

## 3.2 Compulsory Redundancies

### 3.2.1 Selection criteria

#### 3.2.1.1

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

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

#### 3.2.1.2

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

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

#### 3.2.1.3

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

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

### 3.2.2 Consultation

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

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

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

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

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

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

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

### **3.2.3 Suitable Alternative Employment**

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

#### 3.2.3.2

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

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

#### 3.2.3.3 **Assimilation**

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

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

Where more than one employee is eligible for assimilation to a vacancy each will be invited to an interview. In such cases this is

no longer assimilation but redeployment and interviews will take place as stated in below.

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

#### 3.2.3.4 **Redeployment**

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

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

*\* Suggested percentage matches are given as guidance only*

The purpose of the re-deployment interview is to:

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

This will be done by:

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

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

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

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

### **3.2.3.5 General Recruitment**

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

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

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

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

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

### **3.2.4 Trial periods**

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

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

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

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

## **3.3 Appeals**

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

### **3.4 Employee Entitlements**

#### **3.4.1 Voluntary Redundancy**

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

Volunteers for redundancy will be entitled to a statutory payment as outlined in 3.4.2.2.2 below.



### **3.4.2 Redundancy**

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

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

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

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

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

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

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

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

#### **3.4.2.1 Redundancy during maternity leave**

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

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

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

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

leave.

### **3.4.2.2 Continuous Service**

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

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

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

### **3.4.2.3 Redundancy payments**

#### **3.4.2.3.1 Calculation date**

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

#### **3.4.2.3.2 Payment calculations**

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

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

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

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

If an employee works variable hours from week to

week, a week's pay is the average remuneration for the 12 weeks prior to the calculation date.

#### 3.4.2.3.3 Holiday

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

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

#### 3.4.2.3.4 Pay in lieu of notice (PILON)

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

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

## **Appendices**

**Appendix 1**                      Redundancy Checklist – Guidance for Senior Managers

**Steve Nash – CEO & Proper Officer**

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

*This policy was approved at a meeting of the Policy & Finance Committee on 18<sup>th</sup> October 2017  
It will be kept up to date as the size and nature of the Council changes or as new legislation is introduced. Otherwise date of next review May 2019*

## APPENDIX 1

### Redundancy Checklist – Guidance for Senior Managers

- ✓ Is there really a redundancy situation?
- ✓ Has there been adequate consultation?
- ✓ Do we need to notify the Department for Business, Enterprise and Regulatory Reform (BERR)? (20 or more redundancies). *Notification to BERR can be made in writing or via an HR1 form obtainable from any Redundancy Payments Office.*
- ✓ Have we considered all potentially affected employees (including those on maternity/paternity leave or absent through illness)
- ✓ Do we need to send a written statement detailing the reason for redundancy to an employee who is pregnant or on maternity leave (*an automatic right*)
- ✓ Are the selection criteria objective, non discriminatory and justifiable?
- ✓ Have we consulted adequately on the selection criteria?
- ✓ Have we considered suitable alternative offers of employment, including the possibility of trial periods?
- ✓ Have we given adequate written notice of redundancy?
- ✓ Is the employee eligible for a redundancy payment?
- ✓ Is the employee eligible for a severance payment/early retirement benefits?
- ✓ Have we ensured that the employee is not taking up an offer of alternative employment with another body covered by the Modification Orders within four weeks of the date of redundancy?