

**SGTC**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01/08/2014 to 31/08/2014)**

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>Cost Centre Administration</b>										
74	21/08/2014		Active Saver 2	DC	Bank Interest	Barclays	Z	35.40	0.00	35.40
Subtotal for Code: Bank Interest									£0.00	£35.40
Subtotal for Cost Centre: Administration									0.00	35.40
<b>Cost Centre Broomfield Sports Ground</b>										
76	28/08/2014		Current Account		Football Pitch Hire	Various	Z	2,115.00	0.00	2,115.00
Subtotal for Code: Football Income									£0.00	£2,115.00
Subtotal for Cost Centre: Broomfield Sports Ground									0.00	2,115.00
<b>Cost Centre Church Road Hall</b>										
75	28/08/2014		Current Account		Hall Hire	Family Fellowship	Z	70.00	0.00	70.00
81	01/08/2014		Active Saver 1	DC	Hall Hire	KCC - KCS	Z	75.00	0.00	75.00
83	12/08/2014		Active Saver 1	DC	Hall Hire	KCC - KCS	Z	70.00	0.00	70.00
Subtotal for Code: Hire Income									£0.00	£215.00
Subtotal for Cost Centre: Church Road Hall									0.00	215.00
<b>Cost Centre Heritage Community Hall</b>										
77	28/08/2014		Current Account		Hall Hire	Chamunorwa	Z	162.00	0.00	162.00
85	28/08/2014		Active Saver 1	DC	Hall Hire	KCC - KCS	Z	92.50	0.00	92.50
Subtotal for Code: Hire Income									£0.00	£254.50
Subtotal for Cost Centre: Heritage Community Hall									0.00	254.50
<b>Cost Centre Old Fire Station Cafe</b>										
80	28/08/2014		Current Account		Food Sales	Old Fire Station Cafe	S	417.88	83.57	501.45
Subtotal for Code: Cafe Income									£83.57	£501.45
Subtotal for Cost Centre: Old Fire Station Cafe									83.57	501.45
<b>Cost Centre Sports Pavilion</b>										
78	28/08/2014		Current Account		Rent	The Pavilion	Z	1,368.00	0.00	1,368.00
Subtotal for Code: Rent Income									£0.00	£1,368.00

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Cost Centre		Town Council Offices Community Hall		Subtotal for Cost Centre: Sports Pavilion						
Code Number	370 Hire Income			1,368.00	0.00					
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
72	18/08/2014		Active Saver 1	DC	Hall Hire	DBC	Z	90.00	0.00	90.00
79	28/08/2014		Current Account		Hall Hire	Various	Z	330.00	0.00	330.00
82	05/08/2014		Active Saver 1	DC	Hall Hire	North Kent Karate	Z	332.50	0.00	332.50
84	22/08/2014		Active Saver 1	DC	Hall Hire	DBC	Z	118.12	0.00	118.12
				Subtotal for Code: Hire Income				£870.62	£0.00	£870.62
				Subtotal for Cost Centre: Town Council Offices Comm				870.62	0.00	870.62
				<b>TOTALS .....</b>				<b>£5,276.40</b>	<b>£83.57</b>	<b>£5,359.97</b>

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**Listing of Payments in each Code for All Cost Centres**  
(Between 01/08/2014 to 31/08/2014)

**Cost Centre Administration**

Code Number	Date	230 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
495	07/08/2014			Current Account	713367	PAYE	Inland Revenue	Z	505.20	0.00	505.20
496	07/08/2014			Current Account	713367	NI	Inland Revenue	Z	679.38	0.00	679.38
511	07/08/2014			Current Account	DD	Pension E'ee	KCC - LGPS	Z	337.55	0.00	337.55
512	07/08/2014			Current Account	DD	Pension E'er	KCC - LGPS	Z	636.60	0.00	636.60
513	07/08/2014			Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	1,074.07	0.00	1,074.07
531	15/08/2014			Current Account	DD	Wages	SGTC	Z	5,260.89	0.00	5,260.89
							Subtotal for Code: Wages		£8,493.69	£0.00	£8,493.69
<b>Code Number</b>	<b>Date</b>	<b>232 Photocopier</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
493	07/08/2014			Current Account	713366	Unpaid Cheque - Photocopier	KCC - KCS	Z	40.00	0.00	40.00
							Subtotal for Code: Photocopier		£40.00	£0.00	£40.00
<b>Code Number</b>	<b>Date</b>	<b>233 Stationary, Advertising &amp; Postage</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
491	07/08/2014			Current Account	713366	Stationery	KCC - KCS	S	5.10	1.02	6.12
526	15/08/2014			Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	60.00	0.00	60.00
552	20/08/2014			Current Account	713374	Stationery	KCC - KCS	S	8.99	1.80	10.79
554	20/08/2014			Current Account	713376	Stationery	Viking Direct	S	18.88	3.78	22.66
							Subtotal for Code: Stationary, Advertising & P		£92.97	£6.60	£99.57
<b>Code Number</b>	<b>Date</b>	<b>234 Telephone / Internet</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
527	15/08/2014			Current Account	DD	Phone Bill - Admin Internet	British Telecom	S	156.35	31.27	187.62
533	15/08/2014			Current Account	DD	Use of Personal Mobiles - TC and I	SGTC	S	20.83	4.17	25.00
							Subtotal for Code: Telephone / Internet		£177.18	£35.44	£212.62
<b>Code Number</b>	<b>Date</b>	<b>235 Mileage Allowance</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
532	15/08/2014			Current Account	DD	Mileage	SGTC	S	30.39	0.81	31.20
							Subtotal for Code: Mileage Allowance		£30.39	£0.81	£31.20
<b>Code Number</b>	<b>Date</b>	<b>236 Insurance</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
524	15/08/2014			Current Account	713371	Additional Insurance Premium	Zurich Municipal	Z	166.36	0.00	166.36
							Subtotal for Code: Insurance		£166.36	£0.00	£166.36
<b>Code Number</b>	<b>Date</b>	<b>238 Town Mayor's Allowance</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
479	07/08/2014			Current Account	713356	Mayoral Function	Cllr S P Butterfill	Z	40.00	0.00	40.00
							Subtotal for Code: Town Mayor's Allowance		£40.00	£0.00	£40.00

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Listing of Payments in each Code for All Cost Centres  
(Between 01/08/2014 to 31/08/2014)

<b>Code Number</b>	<b>242</b>	<b>External Audit Fees</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	564	28/08/2014	Current Account	713377	External Audit	PKF Littlejohn	S	1,300.00	260.00	1,560.00	
						Subtotal for Code: External Audit Fees		£1,300.00	£260.00	£1,560.00	
<b>Code Number</b>	<b>245</b>	<b>Miscellaneous Expenditure</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	550	20/08/2014	Current Account	713374	Cleaning Materials	KCC - KCS	S	11.88	2.38	14.26	
						Subtotal for Code: Miscellaneous Expenditure		£11.88	£2.38	£14.26	
<b>Code Number</b>	<b>249</b>	<b>IT Services</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	477	07/08/2014	Current Account	713354	IT Support & Maintenance	ABC ICT Ltd	S	227.00	45.40	272.40	
						Subtotal for Code: IT Services		£227.00	£45.40	£272.40	
<b>Code Number</b>	<b>251</b>	<b>Council Offices Building Maintena</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	483	07/08/2014	Current Account	713360	Window Cleaning	Exclusive Cleaning	Z	25.00	0.00	25.00	
	485	07/08/2014	Current Account	713362	Door Maintenance Contract	ACE	S	1,050.00	210.00	1,260.00	
	486	07/08/2014	Current Account	713362	Repairs to TC Office Door	ACE	S	1,529.00	305.80	1,834.80	
	487	07/08/2014	Current Account	713363	Replacement Camera - TC Office	Active Security Group	S	231.00	46.20	277.20	
	566	28/08/2014	Current Account	713379	Display Energy Certificate	Future By Energy Ltd	Z	242.50	0.00	242.50	
	569	28/08/2014	Current Account	713382	Fire Alarm / Emergency Lighting Se	Fireout Protection Ltd	S	132.00	26.40	158.40	
						Subtotal for Code: Council Offices Building M		£3,209.50	£588.40	£3,797.90	
<b>Code Number</b>	<b>252</b>	<b>Water Rates</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	562	20/08/2014	Current Account	DD	Water Rates	Thames Water	S	284.87	34.97	319.84	
						Subtotal for Code: Water Rates		£284.87	£34.97	£319.84	
<b>Code Number</b>	<b>254</b>	<b>Electricity</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	571	28/08/2014	Current Account	DD	Electricity	KCC - Laser	S	400.99	80.20	481.19	
						Subtotal for Code: Electricity		£400.99	£80.20	£481.19	
<b>Code Number</b>	<b>255</b>	<b>Rates</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	505	01/08/2014	Current Account	DD	NNDR	DBC	Z	2,205.00	0.00	2,205.00	
	560	20/08/2014	Current Account	DD	NNDR	DBC	Z	2,205.00	0.00	2,205.00	
						Subtotal for Code: Rates		£4,410.00	£0.00	£4,410.00	
<b>Code Number</b>	<b>274</b>	<b>Bank Interest</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	572	28/08/2014	Current Account	DD	Bank Charges - Payflow	Barclays	Z	4.81	0.00	4.81	
						Subtotal for Code: Bank Interest		£4.81	£0.00	£4.81	
						Subtotal for Cost Centre: Administration		18,889.64	1,054.20	19,943.84	



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(Between 01/08/2014 to 31/08/2014)

<b>Cost Centre Church Road Hall</b>									
<b>Code Number</b>	<b>280</b>	<b>Wages</b>							
<b>Vchr. Date</b>	538	15/08/2014	<b>Bank</b>	Current Account	<b>Cheq. No.</b>	DD	<b>Description</b>	Wages	
							<b>Supplier</b>	SGTC	
							<b>Vat Type</b>	Z	
							<b>Net</b>	406.64	<b>Total</b>
							<b>Vat</b>	0.00	406.64
							<b>Subtotal for Code:</b>	Wages	£406.64
									£406.64
<b>Code Number 285 Rates</b>									
<b>Vchr. Date</b>	501	01/08/2014	<b>Bank</b>	Current Account	<b>Cheq. No.</b>	DD	<b>Description</b>	NNDR	
	556	20/08/2014	<b>Bank</b>	Current Account	<b>Cheq. No.</b>	DD	<b>Description</b>	NNDR	
							<b>Supplier</b>	DBC	
							<b>Vat Type</b>	Z	
							<b>Net</b>	108.00	<b>Total</b>
							<b>Vat</b>	0.00	108.00
							<b>Subtotal for Code:</b>	Rates	£216.00
									£216.00
<b>Code Number 287 Miscellaneous Expenditure</b>									
<b>Vchr. Date</b>	523	15/08/2014	<b>Bank</b>	Current Account	<b>Cheq. No.</b>	713370	<b>Description</b>	Hygiene Services	
							<b>Supplier</b>	Cannon	
							<b>Vat Type</b>	S	
							<b>Net</b>	4.85	<b>Total</b>
							<b>Vat</b>	0.97	5.82
							<b>Subtotal for Code:</b>	Miscellaneous Expenditure	£4.85
									£5.82
							<b>Subtotal for Cost Centre:</b>	Church Road Hall	627.49
									0.97
									628.46
<b>Cost Centre Grove Car Park</b>									
<b>Code Number</b>	<b>20</b>	<b>Rates</b>							
<b>Vchr. Date</b>	504	01/08/2014	<b>Bank</b>	Current Account	<b>Cheq. No.</b>	DD	<b>Description</b>	NNDR	
	559	20/08/2014	<b>Bank</b>	Current Account	<b>Cheq. No.</b>	DD	<b>Description</b>	NNDR	
							<b>Supplier</b>	DBC	
							<b>Vat Type</b>	Z	
							<b>Net</b>	334.00	<b>Total</b>
							<b>Vat</b>	0.00	334.00
							<b>Subtotal for Code:</b>	Rates	£668.00
									£668.00
							<b>Subtotal for Cost Centre:</b>	Grove Car Park	668.00
									0.00
									668.00
<b>Cost Centre Grove Hall</b>									
<b>Code Number</b>	<b>302</b>	<b>Gas &amp; Electricity</b>							
<b>Vchr. Date</b>	570	28/08/2014	<b>Bank</b>	Current Account	<b>Cheq. No.</b>	DD	<b>Description</b>	Gas	
							<b>Supplier</b>	KCC - Laser	
							<b>Vat Type</b>	L	
							<b>Net</b>	2.17	<b>Total</b>
							<b>Vat</b>	0.11	2.28
							<b>Subtotal for Code:</b>	Gas & Electricity	£2.17
									£2.28
							<b>Subtotal for Cost Centre:</b>	Grove Hall	2.17
									0.11
									2.28
<b>Cost Centre Heritage Community Hall</b>									
<b>Code Number</b>	<b>320</b>	<b>Wages</b>							
<b>Vchr. Date</b>	497	07/08/2014	<b>Bank</b>	Current Account	<b>Cheq. No.</b>	713367	<b>Description</b>	PAYE	
	535	15/08/2014	<b>Bank</b>	Current Account	<b>Cheq. No.</b>	DD	<b>Description</b>	Wages	
							<b>Supplier</b>	Inland Revenue	
							<b>Vat Type</b>	Z	
							<b>Net</b>	87.80	<b>Total</b>
							<b>Vat</b>	0.00	87.80
							<b>Subtotal for Code:</b>	Wages	395.53
									£483.33
							<b>Subtotal for Cost Centre:</b>	Heritage Community Hall	£483.33
									£0.00
									£483.33
<b>Code Number 323 Cleaning Materials</b>									
<b>Vchr. Date</b>	492	07/08/2014	<b>Bank</b>	Current Account	<b>Cheq. No.</b>	713366	<b>Description</b>	Cleaning Materials	
							<b>Supplier</b>	KCC - KCS	
							<b>Vat Type</b>	S	
							<b>Net</b>	16.69	<b>Total</b>
							<b>Vat</b>	3.34	20.03
							<b>Subtotal for Code:</b>	Cleaning Materials	£16.69
									£3.34
									£20.03
									£20.03

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/08/2014 to 31/08/2014)**

Code Number	Date	325 Rates	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute								
502	01/08/2014		Current Account	DD	NNDR	DBC	Z	210.00	0.00	210.00
557	20/08/2014		Current Account	DD	NNDR	DBC	Z	210.00	0.00	210.00
Subtotal for Code: Rates £420.00 £0.00 £420.00										
<b>Code Number</b>	<b>Date</b>	<b>326 Water Rates</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
553	20/08/2014		Current Account	713375	Water Rates	Thames Water	S	34.40	6.88	41.28
Subtotal for Code: Water Rates £34.40 £6.88 £41.28										
<b>Code Number</b>	<b>Date</b>	<b>327 Miscellaneous Expenditure</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
482	07/08/2014		Current Account	713359	Display Energy Certificate	Future By Energy Ltd	Z	242.50	0.00	242.50
522	15/08/2014		Current Account	713370	Hygiene Services	Cannon	S	4.51	0.90	5.41
567	28/08/2014		Current Account	713379	Display Energy Certificate	Future By Energy Ltd	Z	242.50	0.00	242.50
Subtotal for Code: Miscellaneous Expenditure £489.51 £0.90 £490.41										
Subtotal for Cost Centre: Heritage Community Hall 1,443.93 11.12 1,455.05										
<b>Code Number</b>	<b>Date</b>	<b>146 Rates &amp; Insurance Rent - DBC</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
503	01/08/2014		Current Account	DD	NNDR	DBC	Z	2,314.00	0.00	2,314.00
558	20/08/2014		Current Account	DD	NNDR	DBC	Z	2,314.00	0.00	2,314.00
Subtotal for Code: Rates & Insurance Rent - I £4,628.00 £0.00 £4,628.00										
Subtotal for Cost Centre: Leisure Centre 4,628.00 0.00 4,628.00										
<b>Code Number</b>	<b>Date</b>	<b>380 Wages</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
499	07/08/2014		Current Account	713367	NI	Inland Revenue	Z	27.38	0.00	27.38
514	07/08/2014		Current Account	DD	Pension E'ee	KCC - LGPS	Z	45.84	0.00	45.84
515	07/08/2014		Current Account	DD	Pension E'er	KCC - LGPS	Z	99.19	0.00	99.19
516	07/08/2014		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52	0.00	268.52
539	15/08/2014		Current Account	DD	Wages	SGTC	Z	1,568.39	0.00	1,568.39
Subtotal for Code: Wages £2,009.32 £0.00 £2,009.32										
<b>Code Number</b>	<b>Date</b>	<b>381 Food/Supplies</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
506	07/08/2014		Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00
540	20/08/2014		Current Account	713373	Food Supplies	99p Store	Z	9.90	0.00	9.90
541	20/08/2014		Current Account	713373	Food Supplies	Asda Stores Ltd	Z	42.50	0.00	42.50
542	20/08/2014		Current Account	713373	Food Supplies	Co-Operative Stores	Z	9.01	0.00	9.01
543	20/08/2014		Current Account	713373	Food Supplies	Costco	S	104.44	4.56	109.00

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Listing of Payments in each Code for All Cost Centres  
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545	20/08/2014	Current Account	713373	Food Supplies	Farmfoods	Z	3.63	0.00	3.63
546	20/08/2014	Current Account	713373	Food Supplies	Corner Shop	Z	1.99	0.00	1.99
547	20/08/2014	Current Account	713373	Food Supplies	Nlila	Z	87.90	0.00	87.90
548	20/08/2014	Current Account	713373	Food Supplies	Superdeal	Z	20.00	0.00	20.00
549	20/08/2014	Current Account	713373	Newspapers	Corner Shop	Z	19.00	0.00	19.00
Subtotal for Code: Food/Supplies							£363.37	£17.56	£380.93

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
500	01/08/2014	Current Account	DD	NNDR	DBC	Z	144.00	0.00	144.00
555	20/08/2014	Current Account	DD	NNDR	DBC	Z	144.00	0.00	144.00
Subtotal for Code: Rates							£288.00	£0.00	£288.00

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
528	15/08/2014	Current Account	DD	Phone Bill - Cafe Internet	British Telecom	S	145.81	29.16	174.97
561	20/08/2014	Current Account	DD	Phone Bill - Cafe Internet	British Telecom	S	98.97	19.79	118.76
Subtotal for Code: Telephone / Internet							£244.78	£48.95	£293.73

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
484	07/08/2014	Current Account		Hygiene Services	Cannon	S	59.16	11.83	70.99
521	15/08/2014	Current Account	713369	Waste Bin Collection	Viridor Waste Kent Ltd	S	73.50	14.70	88.20
544	20/08/2014	Current Account	713373	Stationery	Rymans	S	33.32	6.67	39.99
565	28/08/2014	Current Account	713378	Health Referral - M Howard	Preventative Health Care Compar	S	26.75	5.35	32.10
Subtotal for Code: Miscellaneous Expenditure							£192.73	£38.55	£231.28
Subtotal for Cost Centre: Old Fire Station Cafe							3,098.20	105.06	3,203.26

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
475	07/08/2014	Current Account	713352	Summer Entertainment	Animal Magic	Z	770.00	0.00	770.00
476	07/08/2014	Current Account		Summer Entertainment	Kinetic Circus	Z	350.00	0.00	350.00
525	15/08/2014	Current Account	713372	Summer Entertainment	Mrs Back to Front	Z	110.00	0.00	110.00
Subtotal for Code: General Projects (inc. Surr							£1,230.00	£0.00	£1,230.00
Subtotal for Cost Centre: Other Projects							1,230.00	0.00	1,230.00

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
494	07/08/2014	Current Account	713367	PAYE	Inland Revenue	Z	726.40	0.00	726.40
498	07/08/2014	Current Account	713367	NI	Inland Revenue	Z	811.43	0.00	811.43
508	07/08/2014	Current Account	DD	Pension E'ee	KCC - LGPS	Z	272.88	0.00	272.88
509	07/08/2014	Current Account	DD	Pension E'er	KCC - LGPS	Z	559.88	0.00	559.88

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01/08/2014 to 31/08/2014)

510	07/08/2014	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	805.56	0.00	805.56
536	15/08/2014	Current Account	DD	Wages	SGTC	Z	5,448.33	0.00	5,448.33
537	15/08/2014	Current Account	DD	Park Keeper Cover	SGTC	Z	105.32	0.00	105.32
Subtotal for Code: Wages							£8,729.80	£0.00	£8,729.80
<b>41 Equipment/Materials</b>									
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
478	07/08/2014	Current Account	713355	Weed Killing - Broomfield/Knockhal	Weed Management	S	987.53	188.10	1,175.63
480	07/08/2014	Current Account	713357	Flags for Flag Pole Swanscombe P	J W Plant & Co Ltd	S	58.00	11.60	69.60
481	07/08/2014	Current Account	713358	Mower Repairs	FL Machinery	Z	526.85	0.00	526.85
488	07/08/2014	Current Account	713364	Skip Hire	Pindlen Ltd	S	200.00	40.00	240.00
489	07/08/2014	Current Account	713365	Parks Clothing	Ernest Doe & Sons Ltd	S	116.58	23.32	139.90
490	07/08/2014	Current Account	713365	General Maintenance Supplies	Ernest Doe & Sons Ltd	S	93.28	18.66	111.94
568	28/08/2014	Current Account	713381	Skip Hire	Pindlen Ltd	S	200.00	40.00	240.00
Subtotal for Code: Equipment/Materials							£2,182.24	£321.68	£2,503.92
<b>43 Fuel</b>									
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
529	15/08/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	73.96	14.79	88.75
530	15/08/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	81.68	16.34	98.02
573	28/08/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	99.50	19.90	119.40
Subtotal for Code: Fuel							£255.14	£51.03	£306.17
<b>45 Telephone</b>									
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
574	28/08/2014	Current Account	DD	Parks Mobile Phone	O2	S	9.41	1.88	11.29
Subtotal for Code: Telephone							£9.41	£1.88	£11.29
<b>47 Water Rates</b>									
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
563	20/08/2014	Current Account	DD	Water Rates - Swanscombe Park	Thames Water	Z	182.49	0.00	182.49
Subtotal for Code: Water Rates							£182.49	£0.00	£182.49
<b>54 Trees</b>									
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
520	15/08/2014	Current Account	713368	Tree Works - S Park/Manor Park	SL Tree Care Ltd	S	340.00	68.00	408.00
Subtotal for Code: Trees							£340.00	£68.00	£408.00
Subtotal for Cost Centre: Parks Establishment							11,699.08	442.59	12,141.67
<b>Cost Centre Public Lighting</b>									
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
507	07/08/2014	Current Account	DD	Electricity - Street Lighting	E-on	L	73.18	3.66	76.84
Subtotal for Code: Supply & Maintenance							£73.18	£3.66	£76.84
Subtotal for Cost Centre: Public Lighting							73.18	3.66	76.84

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Listing of Payments in each Code for All Cost Centres  
(Between 01/08/2014 to 31/08/2014)

**Cost Centre Town Council Offices Community Hall**

Code Number 360 Wages				Code Number 363 Cleaning Materials						
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
517	07/08/2014		Current Account	DD	Pension E'ee	KCC - LGPS	Z	24.16	0.00	24.16
518	07/08/2014		Current Account	DD	Pension E'er	KCC - LGPS	Z	52.28	0.00	52.28
519	07/08/2014		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52	0.00	268.52
534	15/08/2014		Current Account	DD	Wages	SGTC	Z	467.34	0.00	467.34
Subtotal for Code: Wages								£812.30	£0.00	£812.30
551	20/08/2014		Current Account	713374	Cleaning Materials	KCC - KCS	S	22.88	4.58	27.46
Subtotal for Code: Cleaning Materials								£22.88	£4.58	£27.46
Subtotal for Cost Centre: Town Council Offices Comm								835.18	4.58	839.76
<b>TOTALS</b>								<b>£43,194.87</b>	<b>£1,622.29</b>	<b>£44,817.16</b>

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**SGTC**  
**Listing of Receipts in each Code for All Cost Centres**  
 (Between 01/09/2014 to 30/09/2014)

**Cost Centre Administration**

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>271 Miscellaneous Income</b>										
93	25/09/2014		Current Account		Charity Mayoral Event Payment	Various	Z	48.00	0.00	48.00
98	25/09/2014		Current Account		TC Pin	Clir Ms S P Butterfill	Z	5.00	0.00	5.00
100	25/09/2014		Current Account		Payment for Charity Event transferr	Various	Z	-48.00	0.00	-48.00
111	29/09/2014		Active Saver 1	DC	Capital Building Fund Grant	DBC	Z	6,000.00	0.00	6,000.00
<b>Subtotal for Code: Miscellaneous Income</b>									£0.00	£6,005.00

**Code Number 272 Precept**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
108	29/09/2014		Active Saver 1	DC	Precept	DBC	Z	244,495.00	0.00	244,495.00
<b>Subtotal for Code: Precept</b>									£0.00	£244,495.00

**Code Number 273 Section 136**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
109	29/09/2014		Active Saver 1	DC	Section 136 Contribution	DBC	Z	11,754.00	0.00	11,754.00
<b>Subtotal for Code: Section 136</b>									£0.00	£11,754.00

**Code Number 274 Bank Interest**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
104	08/09/2014		Active Saver 1	DC	Bank Interest	Barclays	Z	30.74	0.00	30.74
112	08/09/2014		Active Saver 2	DC	Bank Interest	Barclays	Z	38.42	0.00	38.42
<b>Subtotal for Code: Bank Interest</b>									£0.00	£69.16

**Code Number 276 Government CTax Grant**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
110	29/09/2014		Active Saver 1	DC	Government CTax Grant Funding	DBC	Z	24,350.00	0.00	24,350.00
<b>Subtotal for Code: Government CTax Grant</b>									£0.00	£24,350.00
<b>Subtotal for Cost Centre: Administration</b>									0.00	286,673.16

**Cost Centre Allotments**

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>218 Rent Income</b>										
88	25/09/2014		Current Account		Allotment Rent	Various	Z	62.90	0.00	62.90
94	25/09/2014		Current Account		Allotment Rent	Christie	Z	21.50	0.00	21.50
<b>Subtotal for Code: Rent Income</b>									£0.00	£84.40
<b>Subtotal for Cost Centre: Allotments</b>									0.00	84.40

**Cost Centre Church Road Hall**

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>295 Hire Income</b>										
90	25/09/2014		Current Account		Hall Hire	Family Fellowship	Z	56.00	0.00	56.00
106	15/09/2014		Active Saver 1	DC	Hall Hire	Irish Dancers	Z	100.00	0.00	100.00
<b>Subtotal for Code: Hire Income</b>									£0.00	£156.00

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**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01/09/2014 to 30/09/2014)**

<b>Cost Centre Heritage Community Hall</b>										156.00	0.00	156.00
Subtotal for Cost Centre: Church Road Hall												
<b>Code Number</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>		
86	04/09/2014		Current Account	DD	Refund of Returnable Deposit	Inform Health	Z	-100.00	0.00	-100.00		
91	25/09/2014		Current Account		Hall Hire	Various	Z	1,749.63	0.00	1,749.63		
102	02/09/2014		Active Saver 1	DC	Hall Hire	North Kent Karate	Z	17.50	0.00	17.50		
103	08/09/2014		Active Saver 1	DC	Hall Hire	Little Kickers	Z	157.50	0.00	157.50		
Subtotal for Code: Hire Income										£1,824.63	£0.00	£1,824.63
Subtotal for Cost Centre: Heritage Community Hall										1,824.63	0.00	1,824.63
<b>Cost Centre Knockhall Playing Field</b>												
<b>Code Number</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>		
85	25/09/2014		Current Account		Football Pitch Hire	Swanscombe Tigers FC	Z	705.00	0.00	705.00		
Subtotal for Code: Football										£705.00	£0.00	£705.00
Subtotal for Cost Centre: Knockhall Playing Field										705.00	0.00	705.00
<b>Cost Centre Old Fire Station Cafe</b>												
<b>Code Number</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>		
395	25/09/2014		Current Account		Food Sales	Old Fire Station Cafe	S	378.71	75.74	454.45		
Subtotal for Code: Cafe Income										£378.71	£75.74	£454.45
Subtotal for Cost Centre: Old Fire Station Cafe										378.71	75.74	454.45
<b>Cost Centre Parks Establishment</b>												
<b>Code Number</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>		
65	25/09/2014		Current Account	DC	Contribution to Heritage Park Costs	Natural England	Z	500.00	0.00	500.00		
65	25/09/2014		Current Account		Football Pitch Hire	Swanscombe Tigers FC	Z	500.00	0.00	500.00		
Subtotal for Code: Miscellaneous Income										£1,000.00	£0.00	£1,000.00
Subtotal for Cost Centre: Parks Establishment										1,000.00	0.00	1,000.00
<b>Cost Centre Sports Pavilion</b>												
<b>Code Number</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>		
350	25/09/2014		Current Account		Pavilion Rent	The Pavilion	Z	1,368.00	0.00	1,368.00		
Subtotal for Code: Rent Income										£1,368.00	£0.00	£1,368.00
Subtotal for Cost Centre: Sports Pavilion										1,368.00	0.00	1,368.00
<b>Cost Centre Swanscombe Park</b>												
<b>Code Number</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>		
75	25/09/2014		Current Account		Bowls Income							

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Listing of Receipts in each Code for All Cost Centres  
(Between 01/09/2014 to 30/09/2014)

89	25/09/2014	Current Account	Bowls Income	Parks Department	Z	45.00	0.00	45.00		
				Subtotal for Code: Bowls Income		£45.00	£0.00	£45.00		
				Subtotal for Cost Centre: Swanscombe Park		45.00	0.00	45.00		
<b>Cost Centre Town Council Offices Community Hall</b>										
<b>Code Number 370 Hire Income</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
97	25/09/2014		Current Account		Hall Hire	Various	Z	230.25	0.00	230.25
101	02/09/2014		Active Saver 1	DC	Hall Hire	North Kent Karate	Z	280.00	0.00	280.00
105	12/09/2014		Active Saver 1	DC	Hall Hire	DBC	Z	105.00	0.00	105.00
				Subtotal for Code: Hire Income				£615.25	£0.00	£615.25
				Subtotal for Cost Centre: Town Council Offices Comm				615.25	0.00	615.25
<b>TOTALS .....</b>						<b>£292,850.15</b>	<b>£75.74</b>	<b>£292,925.89</b>		

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**Listing of Payments in each Code for All Cost Centres**  
(Between 01/09/2014 to 30/09/2014)

**Cost Centre Administration**

Code Number	Date	230 Wages	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute								
592	04/09/2014		Current Account	713397	PAYE	Inland Revenue	Z	629.60	0.00	629.60
593	04/09/2014		Current Account	713397	NI	Inland Revenue	Z	817.39	0.00	817.39
604	04/09/2014		Current Account	DD	Pension E'ee	KCC - LGPS	Z	380.33	0.00	380.33
605	04/09/2014		Current Account	DD	Pension E'er	KCC - LGPS	Z	717.32	0.00	717.32
606	04/09/2014		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	1,074.07	0.00	1,074.07
613	04/09/2014		Current Account	DD	Pensions Transfer Incorrect	KCC - LGPS	Z	-0.50	0.00	-0.50
635	11/09/2014		Current Account	DD	Wages	SGTC	Z	4,852.25	0.00	4,852.25
Subtotal for Code: Wages										£8,470.46
<b>Code Number</b>	<b>Date</b>	<b>232 Photocopier</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
654	18/09/2014		Current Account	713415	Photocopier Usage	KCC - KCS	S	50.65	10.13	60.78
Subtotal for Code: Photocopier										£50.65
<b>Code Number</b>	<b>Date</b>	<b>233 Stationary, Advertising &amp; Postage</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
634	11/09/2014		Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	60.00	0.00	60.00
646	18/09/2014		Current Account	713409	Stationery	Viking Direct	S	11.89	2.38	14.27
649	18/09/2014		Current Account	713412	Payroll Stationery	Sage	S	27.24	5.45	32.69
653	18/09/2014		Current Account	713415	Stationery	KCC - KCS	S	13.85	2.77	16.62
674	25/09/2014		Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	60.00	0.00	60.00
Subtotal for Code: Stationary, Advertising & P										£172.98
<b>Code Number</b>	<b>Date</b>	<b>234 Telephone / Internet</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
637	11/09/2014		Current Account	DD	Use of Personal Mobiles - TC and f	SGTC	S	20.83	4.17	25.00
Subtotal for Code: Telephone / Internet										£4.17
<b>Code Number</b>	<b>Date</b>	<b>235 Mileage Allowance</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
636	11/09/2014		Current Account	DD	Mileage	SGTC	L	24.69	0.66	25.35
Subtotal for Code: Mileage Allowance										£24.69
<b>Code Number</b>	<b>Date</b>	<b>238 Town Mayor's Allowance</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
575	03/09/2014		Current Account	DD	Mayoral Allowance Claim	Cllr Mrs S P Butterfill	Z	23.73	0.00	23.73
584	04/09/2014		Current Account	713391	Mayoral Function	Cllr Ms S P Butterfill	Z	60.00	0.00	60.00
585	04/09/2014		Current Account	713392	Mayoral Function	Cllr Mrs S P Butterfill	Z	88.00	0.00	88.00
586	04/09/2014		Current Account	713392	Mayoral Function	Cllr Mrs S P Butterfill	Z	110.00	0.00	110.00
587	04/09/2014		Current Account	713392	Mayoral Function	Cllr Mrs S P Butterfill	Z	50.00	0.00	50.00
600	04/09/2014		Current Account	DD	Mayoral Allowance Claim	Cllr Mrs S P Butterfill	Z	2.50	0.00	2.50

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**Listing of Payments in each Code for All Cost Centres**  
(Between 01/09/2014 to 30/09/2014)

626	11/09/2014	Current Account	713402	Mayoral Engagement	Cllr Ms S P Butterfill	Z	90.00	0.00	90.00
					Subtotal for Code: Town Mayor's Allowance		£424.23	£0.00	£424.23
<b>Code Number</b>	<b>Vchr.</b>	<b>Date</b>	<b>244 Section 137 Donations</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
628	11/09/2014	Current Account	713405	Section 137 Donation	Dartford Citizens Advice Bureau	Z	500.00	0.00	500.00
					Subtotal for Code: Section 137 Donations		£500.00	£0.00	£500.00
<b>Code Number</b>	<b>Vchr.</b>	<b>Date</b>	<b>249 IT Services</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
629	11/09/2014	Current Account	713406	IT Support & Maintenance	ABC ICT Ltd	S	227.00	45.40	272.40
					Subtotal for Code: IT Services		£227.00	£45.40	£272.40
<b>Code Number</b>	<b>Vchr.</b>	<b>Date</b>	<b>251 Council Offices Building Maintena</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
577	04/09/2014	Current Account	713398	Remedial Electrical Works - TC Hal	Focus Electrical	S	2,100.00	420.00	2,520.00
578	04/09/2014	Current Account	713398	Electrical Inspection Test	Focus Electrical	S	800.00	160.00	960.00
589	04/09/2014	Current Account	713396	ARC Energy Certificate	Future By Energy Ltd	Z	400.00	0.00	400.00
655	18/09/2014	Current Account	713415	Lightbulbs	KCC - KCS	S	95.88	19.18	115.06
659	25/09/2014	Current Account	713417	Replacement of Faulty Detectors	Fireout Protection Ltd	S	160.00	32.00	192.00
					Subtotal for Code: Council Offices Building M		£3,555.88	£631.18	£4,187.06
<b>Code Number</b>	<b>Vchr.</b>	<b>Date</b>	<b>253 Gas</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
598	04/09/2014	Current Account	DD	Gas	KCC - Laser	S	457.89	91.58	549.47
					Subtotal for Code: Gas		£457.89	£91.58	£549.47
<b>Code Number</b>	<b>Vchr.</b>	<b>Date</b>	<b>255 Rates</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
673	25/09/2014	Current Account	DD	NNDR	DBC	Z	2,205.00	0.00	2,205.00
					Subtotal for Code: Rates		£2,205.00	£0.00	£2,205.00
<b>Code Number</b>	<b>Vchr.</b>	<b>Date</b>	<b>274 Bank Interest</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
665	25/09/2014	Current Account	DD	Payflow Charges	Barclays	Z	18.68	0.00	18.68
					Subtotal for Code: Bank Interest		£18.68	£0.00	£18.68
					Subtotal for Cost Centre: Administration		16,128.29	793.72	16,922.01
<b>Cost Centre</b>	<b>Code Number</b>	<b>Vchr.</b>	<b>Date</b>	<b>210 Rents / Licences</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
	661	25/09/2014	Current Account	713419	Licence for Water - NBG Allotments	DBC	142.00	0.00	142.00
					Subtotal for Code: Rents / Licences		£142.00	£0.00	£142.00
					Subtotal for Cost Centre: Allotments		142.00	0.00	142.00
<b>Cost Centre</b>	<b>Church Road Hall</b>								



## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/09/2014 to 30/09/2014)

<b>Code Number</b>	<b>280 Wages</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 642	11/09/2014		Current Account DD		Wages	SGTC	Z	395.90	0.00	395.90
						Subtotal for Code: Wages		£395.90	£0.00	£395.90
<b>Code Number</b>	<b>281 Repairs &amp; Maintenance</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 652	18/09/2014		Current Account 713414		Water Chlorination Works	All Clear Water Solutions Ltd	S	740.00	148.00	888.00
						Subtotal for Code: Repairs & Maintenance		£740.00	£148.00	£888.00
<b>Code Number</b>	<b>282 Gas &amp; Electricity</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 597	04/09/2014		Current Account DD		Gas	KCC - Laser	Z	25.60	0.00	25.60
Vchr. 622	04/09/2014		Current Account DD		Electricity	Southern Electric (KCC Laser)	L	44.17	2.20	46.37
						Subtotal for Code: Gas & Electricity		£69.77	£2.20	£71.97
<b>Code Number</b>	<b>283 Cleaning Materials</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 656	18/09/2014		Current Account 713415		Cleaning Materials	KCC - KCS	S	20.49	4.10	24.59
						Subtotal for Code: Cleaning Materials		£20.49	£4.10	£24.59
<b>Code Number</b>	<b>285 Rates</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 669	25/09/2014		Current Account DD		NNDR	DBC	Z	108.00	0.00	108.00
						Subtotal for Code: Rates		£108.00	£0.00	£108.00
<b>Code Number</b>	<b>287 Miscellaneous Expenditure</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 630	11/09/2014		Current Account 713407		Hygiene Services	Cannon	S	4.85	0.97	5.82
						Subtotal for Code: Miscellaneous Expenditure		£4.85	£0.97	£5.82
<b>Cost Centre</b>	<b>Grove Car Park</b>					Subtotal for Cost Centre: Church Road Hall		1,339.01	155.27	1,494.28
<b>Code Number</b>	<b>20 Rates</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 672	25/09/2014		Current Account DD		NNDR	DBC	Z	334.00	0.00	334.00
						Subtotal for Code: Rates		£334.00	£0.00	£334.00
<b>Cost Centre</b>	<b>Grove Hall</b>					Subtotal for Cost Centre: Grove Car Park		334.00	0.00	334.00
<b>Code Number</b>	<b>302 Gas &amp; Electricity</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 618	04/09/2014		Current Account DD		Electricity	Southern Electric (KCC Laser)	L	40.10	2.00	42.10
						Subtotal for Code: Gas & Electricity		£40.10	£2.00	£42.10
						Subtotal for Cost Centre: Grove Hall		40.10	2.00	42.10

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/09/2014 to 30/09/2014)**

Cost Centre		Heritage Community Hall		320 Wages										
Code Number	Date	Vchr.	Minute	Bank	Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
596	04/09/2014			Current Account	713397		PAYE	Inland Revenue	Z	98.80	0.00	98.80		
639	11/09/2014			Current Account	DD		Wages	SGTC	Z	360.13	0.00	360.13		
Subtotal for Code: Wages											£458.93	£0.00	£458.93	
Cost Centre		321 Repairs & Maintenance												
Code Number	Date	Vchr.	Minute	Bank	Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
576	04/09/2014			Current Account	713383		Urinal Repairs	LW Burt & Son Ltd	S	270.95	54.19	325.14		
651	18/09/2014			Current Account	713414		Water Chlorination Works	All Clear Water Solutions Ltd	S	740.00	148.00	888.00		
658	25/09/2014			Current Account	713416		Repairs to Leaking Urinals	LW Burt & Son Ltd	S	293.17	58.63	351.80		
Subtotal for Code: Repairs & Maintenance											£1,304.12	£260.82	£1,564.94	
Cost Centre		322 Gas & Electricity												
Code Number	Date	Vchr.	Minute	Bank	Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
620	04/09/2014			Current Account	DD		Electricity	Southern Electric (KCC Laser)	L	127.58	6.37	133.95		
Subtotal for Code: Gas & Electricity											£127.58	£6.37	£133.95	
Cost Centre		325 Rates												
Code Number	Date	Vchr.	Minute	Bank	Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
670	25/09/2014			Current Account	DD		NNDR	DBC	Z	210.00	0.00	210.00		
Subtotal for Code: Rates											£210.00	£0.00	£210.00	
Cost Centre		327 Miscellaneous Expenditure												
Code Number	Date	Vchr.	Minute	Bank	Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
631	11/09/2014			Current Account	713407		Hygiene Services	Cannon	S	4.51	0.90	5.41		
Subtotal for Code: Miscellaneous Expenditure											£4.51	£0.90	£5.41	
Subtotal for Cost Centre: Heritage Community Hall											2,105.14	268.09	2,373.23	
Cost Centre		Heritage Park												
Code Number	Date	Vchr.	Minute	Bank	Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
623	11/09/2014			Current Account	713399		Heritage Park Rent	Land Securities	S	12.50	2.50	15.00		
Subtotal for Code: Maintenance/Rent											£12.50	£2.50	£15.00	
Subtotal for Cost Centre: Heritage Park											12.50	2.50	15.00	
Cost Centre		Leisure Centre												
Code Number	Date	Vchr.	Minute	Bank	Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
664	25/09/2014			Current Account	713422		Leisure Centre Insurance	DBC	L	1,430.26	95.68	1,525.94		
671	25/09/2014			Current Account	DD		NNDR	DBC	Z	2,314.00	0.00	2,314.00		
Subtotal for Code: Rates & Insurance Rent - I											£3,744.26	£95.68	£3,839.94	
Code Number		Date	Vchr.	Minute	Bank	Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
155 Management Fee								cription						

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/09/2014 to 30/09/2014)**

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
583	04/09/2014		Current Account	713390	Management Fee	GCLL	S	15,325.00	3,065.00	18,390.00
Subtotal for Code: Management Fee										£3,065.00
Subtotal for Cost Centre: Leisure Centre										19,069.26
Subtotal for Cost Centre: Leisure Centre										3,160.68
Subtotal for Cost Centre: Leisure Centre										22,229.94
<b>Cost Centre Old Fire Station Cafe</b>										
<b>Code Number 380 Wages</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
594	04/09/2014		Current Account	713397	NI	Inland Revenue	Z	61.87	0.00	61.87
607	04/09/2014		Current Account	DD	Pension Eee	KCC - LGPS	Z	52.61	0.00	52.61
608	04/09/2014		Current Account	DD	Pension E'er	KCC - LGPS	Z	113.83	0.00	113.83
609	04/09/2014		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52	0.00	268.52
643	11/09/2014		Current Account	DD	Wages	SGTC	Z	702.80	0.00	702.80
Subtotal for Code: Wages								£1,199.63	£0.00	£1,199.63
<b>Code Number 381 Food/Supplies</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
599	04/09/2014		Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00
644	11/09/2014		Current Account	DD	Costs to go to Costco	SGTC	S	11.46	2.29	13.75
648	18/09/2014		Current Account	813411	Coffee Machine Supplies	Tchibo Coffee International Ltd	S	98.32	4.00	102.32
Subtotal for Code: Food/Supplies								£174.78	£19.29	£194.07
<b>Code Number 384 Rates</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
668	25/09/2014		Current Account	DD	NNDR	DBC	Z	144.00	0.00	144.00
Subtotal for Code: Rates								£144.00	£0.00	£144.00
<b>Code Number 385 Electricity &amp; Water</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
619	04/09/2014		Current Account	DD	Electricity	Southern Electric (KCC Laser)	L	280.79	14.03	294.82
Subtotal for Code: Electricity & Water								£280.79	£14.03	£294.82
<b>Code Number 390 Miscellaneous Expenditure</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
647	18/09/2014		Current Account	713410	Waste Bin Collection	Viridor Waste Kent Ltd	S	29.40	5.88	35.28
663	25/09/2014		Current Account	713421	Insurance - Old Fire Station Cafe	DBC	L	199.05	14.64	213.69
Subtotal for Code: Miscellaneous Expenditure								£228.45	£20.52	£248.97
Subtotal for Cost Centre: Old Fire Station Cafe								2,027.65	53.84	2,081.49
<b>Cost Centre Other Projects</b>										
<b>Code Number 121 General Projects (inc. Summer En</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
580	04/09/2014		Current Account	713386	Summer Entertainment	Micky The Magician	Z	110.00	0.00	110.00
588	04/09/2014		Current Account	713395	Summer Entertainment	Mrs Roundabout	Z	90.00	0.00	90.00
675	18/09/2014		Active Saver 1	DC	Refund for Cancelled Summer Ent	Animal Magic	Z	-385.00	0.00	-385.00
Subtotal for Code: General Projects (inc. Surr								£-185.00	£0.00	£-185.00



SGTC

Listing of Payments in each Code for All Cost Centres  
(Between 01/09/2014 to 30/09/2014)

615	04/09/2014	Current Account	DD	Electricity - Mess Room	Southern Electric (KCC Laser)	L	42.93	2.14	45.07
616	04/09/2014	Current Account	DD	Electricity - Toilet Block	Southern Electric (KCC Laser)	L	18.67	0.93	19.60
617	04/09/2014	Current Account	DD	Electricity - Bowls Pavilion	Southern Electric (KCC Laser)	L	60.97	3.04	64.01
621	04/09/2014	Current Account	DD	Electricity - Knockhall Changing Ro	Southern Electric (KCC Laser)	L	22.30	1.11	23.41
Subtotal for Code: Gas/Electricity							£144.87	£7.22	£152.09

**Code Number** 49 **Playground Equipment & Mainteni:**

Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
625	11/09/2014	Current Account	713401	Replacement Boiler and Radiators	GKS Plumbing	S	7,595.00	1,519.00	9,114.00	
Subtotal for Code: Playground Equipment & M							£7,595.00	£1,519.00	£9,114.00	
Subtotal for Cost Centre: Parks Establishment							18,412.83	1,804.58	20,217.41	

**Cost Centre** Public Lighting

**Code Number** 1 **Supply & Maintenance**

Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
633	11/09/2014	Current Account	DD	Electricity - Street Lighting	E-on	L	73.18	3.66	76.84	
Subtotal for Code: Supply & Maintenance							£73.18	£3.66	£76.84	
Subtotal for Cost Centre: Public Lighting							73.18	3.66	76.84	

**Cost Centre** Sports Pavilion

**Code Number** 342 **Maintenance & Cleaning Contribu**

Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
581	04/09/2014	Current Account	713388	Cleaning Contribution	The Pavilion	Z	350.00	0.00	350.00	
Subtotal for Code: Maintenance & Cleaning C							£350.00	£0.00	£350.00	
Subtotal for Cost Centre: Sports Pavilion							350.00	0.00	350.00	

**Cost Centre** Town Council Offices Community Hall

**Code Number** 360 **Wages**

Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
595	04/09/2014	Current Account	713397	NI	Inland Revenue	Z	-0.68	0.00	-0.68	
610	04/09/2014	Current Account	DD	Pension Elee	KCC - LGPS	Z	27.20	0.00	27.20	
611	04/09/2014	Current Account	DD	Pension Eler	KCC - LGPS	Z	58.84	0.00	58.84	
612	04/09/2014	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52	0.00	268.52	
638	11/09/2014	Current Account	DD	Wages	SGTC	Z	425.56	0.00	425.56	
Subtotal for Code: Wages							£779.44	£0.00	£779.44	
Subtotal for Cost Centre: Town Council Offices Comm							779.44	0.00	779.44	

**TOTALS** ..... **£60,628.40** **£6,244.34** **£66,872.74**

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**SGTC**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

Balanced to: **389114**  
 By the Responsible  
 Financial Officer (RFO)

**AGENDA ITEM 7**  
 FGP 6/11/14

**Cost Centre Public Lighting**

Code	Title	Receipts			Payments			Net Position +/- under/over spend
		Estimated	Actual	Var	Estimated	Actual	Var	
1	Supply & Maintenance				2,375.00	1,079.99	1,295	1,295
2	All Night Lighting							
3	Christmas Lighting				2,550.00	-21.65	2,572	2,572
4	Repairs				1,100.00		1,100	1,100
5	Long Term Financial Risks				1,450.00		1,450	1,450
6	Income	1.15		-1				-1
7	Long Term Maintenance				500.00		500	500
<b>SUB TOTAL</b>		<b>1.15</b>		<b>-1</b>	<b>7,975.00</b>	<b>1,058.34</b>	<b>6,917</b>	<b>6,916</b>

**Cost Centre Grove Car Park**

Code	Title	Receipts			Payments			Net Position +/- under/over spend
		Estimated	Actual	Var	Estimated	Actual	Var	
20	Rates				3,450.00	2,342.10	1,108	1,108
21	Repairs & Maintenance				50.00		50	50
22	Long Term Financial Risks				6,340.00		6,340	6,340
23	Long Term Maintenance				200.00		200	200
<b>SUB TOTAL</b>					<b>10,040.00</b>	<b>2,342.10</b>	<b>7,698</b>	<b>7,698</b>

**Cost Centre Craylands Lane Car Park**

Code	Title	Receipts			Payments			Net Position +/- under/over spend
		Estimated	Actual	Var	Estimated	Actual	Var	
30	Rates							
31	Repairs & Maintenance							
32	Long Term Financial Risks							
<b>SUB TOTAL</b>								

**Cost Centre Parks Establishment**

Code	Title	Receipts			Payments			Net Position +/- under/over spend
		Estimated	Actual	Var	Estimated	Actual	Var	
40	Wages				101,000.00	49,058.60	51,941	51,941
41	Equipment/Materials				38,160.00	12,711.15	25,449	25,449
42	New Grounds Maintenance Ex							
	) Fuel				4,675.00	1,710.97	2,964	2,964
44	Fencing				5,000.00	8.33	4,992	4,992
45	Telephone				525.00	189.60	335	335
46	Vehicles				2,725.00	6,882.85	-4,158	-4,158
47	Water Rates				2,650.00	-495.97	3,146	3,146
48	Gas/Electricity				2,850.00	977.36	1,873	1,873
49	Playground Equipment & Mair				11,000.00	8,340.10	2,660	2,660
50	Staff Training				500.00		500	500
51	Knockhall Changing Rooms				300.00	47.58	252	252
52	Parks Works Area				800.00	475.00	325	325
53	Vandalism				600.00		600	600
54	Trees				5,065.00	-1,055.00	6,120	6,120
55	New Recreational Facilities							
56	Unexpected/Emergency Work				3,000.00	500.00	2,500	2,500
57	Long Term Financial Risks				9,725.00		9,725	9,725
58	Basketball Court							
59	Long Term Maintenance							
65	Miscellaneous Income	1,000.00	1,000.00					
66	Reserve Fund							
<b>SUB TOTAL</b>		<b>1,000.00</b>	<b>1,000.00</b>		<b>188,575.00</b>	<b>79,350.57</b>	<b>109,224</b>	<b>109,224</b>

## SGTC

### Summary of Receipts and Payments

#### All Cost Centres and Codes

Cost Centre		Swanscombe Park						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
70	Bowls Pavilion Maintenance							
71	Long Term Financial Risks				3,680.00		3,680	3,680
75	Bowls Income	2,218.00	2,984.32	766				766
76	Tennis Income							
77	Five-a-Side Income							
78	Hire Charges							
79	Long Term Maintenance				650.00		650	650
<b>SUB TOTAL</b>		<b>2,218.00</b>	<b>2,984.32</b>	<b>766</b>	<b>4,330.00</b>		<b>4,330</b>	<b>5,096</b>
Cost Centre		Knockhall Playing Field						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
80	Rates				132.00	127.17	5	5
81	Long Term Financial Risks				6,050.00		6,050	6,050
85	Football	2,800.00	2,825.00	25				
<b>SUB TOTAL</b>		<b>2,800.00</b>	<b>2,825.00</b>	<b>25</b>	<b>6,182.00</b>	<b>127.17</b>	<b>6,055</b>	<b>6,080</b>
Cost Centre		Broomfield Sports Ground						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
90	Long Term Financial Risks				7,160.00		7,160	7,160
95	Football Income	5,280.00	6,360.00	1,080				1,080
96	Cricket Income	1,790.00	1,800.00	10				10
97	Miscellaneous Income							
98	Long Term Maintenance				500.00		500	500
<b>SUB TOTAL</b>		<b>7,070.00</b>	<b>8,160.00</b>	<b>1,090</b>	<b>7,660.00</b>		<b>7,660</b>	<b>8,750</b>
Cost Centre		Heritage Park						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
100	Maintenance/Rent				500.00	25.00	475	475
101	Water Supply							
102	Fencing							
103	Changing Facilities							
104	Long Term Financial Risks				1,250.00		1,250	1,250
<b>SUB TOTAL</b>					<b>1,750.00</b>	<b>25.00</b>	<b>1,725</b>	<b>1,725</b>
Cost Centre		St Peter & St Paul's Churchyard						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
110	Maintenance				1,500.00		1,500	1,500
<b>SUB TOTAL</b>					<b>1,500.00</b>		<b>1,500</b>	<b>1,500</b>
Cost Centre		Other Projects						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
121	General Projects (inc. Summe				1,500.00	1,045.00	455	455
123	Long Term Financial Risks							
128	Miscellaneous Income							
<b>SUB TOTAL</b>					<b>1,500.00</b>	<b>1,045.00</b>	<b>455</b>	<b>455</b>

## SGTC

### Summary of Receipts and Payments

#### All Cost Centres and Codes

#### Cost Centre Leisure Centre

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
140	Wages								
141	Wages - Cleaners								
142	Administration								
143	Advertising								
144	Maintenance								
145	Cleaning Equipment & Materiz								
146	Rates & Insurance Rent - DBC				23,745.00	17,624.26	6,121		6,121
147	Water, Gas & Electricity								
148	Insurance								
149	Telephone								
150	Miscellaneous								
151	Equipment								
152	Coaching Fees								
153	Staff Training								
154	Leases - Fitness Equipment								
155	Management Fee				61,300.00	30,650.00	30,650		30,650
165	General Income								
166	Sports Hall Income								
167	Fitness Suite Income								
168	Membership Income								
169	Function Deposits								
170	Miscellaneous Income								
<b>SUB TOTAL</b>					<b>85,045.00</b>	<b>48,274.26</b>	<b>36,771</b>		<b>36,771</b>

#### Cost Centre Thames Bar

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
180	Wages - Cleaners								
181	Supplies								
182	Food								
183	Leased Equipment								
184	Miscellaneous								
190	Bar Sales								
191	Food Sales								
192	Miscellaneous								
<b>SUB TOTAL</b>									

#### Cost Centre Squash Courts

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
200	Maintenance				1,500.00		1,500		1,500
201	Long Term Financial Risks				965.00		965		965
205	Squash Income								
<b>SUB TOTAL</b>					<b>2,465.00</b>		<b>2,465</b>		<b>2,465</b>

#### Cost Centre Allotments

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
210	Rents / Licences				200.00	142.00	58		58
211	Repairs / Maintenance				150.00	114.84	35		35
212	Water Supply								
213	Long Term Financial Risks				2,135.00		2,135		2,135
218	Rent Income	1,540.00	1,713.10	173					173

**SGTC**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

SUB TOTAL		1,540.00	1,713.10	173	2,485.00	256.84	2,228	2,401
Cost Centre Administration								
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
230	Wages				116,858.90	50,135.04	66,724	66,724
231	Furniture, Fixtures & Fittings				5,241.10	448.33	4,793	4,793
232	Photocopier				1,525.00	1,036.34	489	489
233	Stationary, Advertising & Post:				1,775.00	809.97	965	965
234	Telephone / Internet				2,800.00	1,453.28	1,347	1,347
235	Mileage Allowance				700.00	214.64	485	485
236	Insurance				14,950.00	13,780.73	1,169	1,169
237	Subscriptions / Publications				3,450.00	3,142.75	307	307
238	Town Mayor's Allowance				1,400.00	712.27	688	688
239	Civic Reception				1,400.00	769.46	631	631
240	Chairs of Office				250.00	244.00	6	6
241	Legal Fees				4,000.00		4,000	4,000
242	External Audit Fees				1,300.00	1,300.00		
243	Internal Audit Fees				250.00	125.00	125	
244	Section 137 Donations				1,700.00	950.00	750	750
245	Miscellaneous Expenditure				1,500.00	173.28	1,327	1,327
246	Election Expenses				3,000.00		3,000	3,000
247	Staff Training				500.00	280.00	220	220
248	Member Training				200.00		200	200
249	IT Services				3,150.00	3,662.00	-512	-512
250	Handyman (incl. seasonal par				1,000.00	94.78	905	905
251	Council Offices Building Maint				12,000.00	11,396.58	603	603
252	Water Rates				700.00	676.33	24	24
253	Gas				2,350.00	1,366.69	983	983
254	Electricity				4,000.00	1,994.78	2,005	2,005
255	Rates				22,630.00	15,436.50	7,194	7,194
256	Long Term Financial Risks				36,758.00		36,758	36,758
270	Photocopier Income							
271	Miscellaneous Income		7,015.00	7,015				7,015
272	Precept	488,991.00	488,991.00					
273	Section 136	23,508.00	23,508.00					
274	Bank Interest	425.00	209.94	-215		76.52	-77	-292
275	Long Term Maintenance				7,875.00		7,875	7,875
276	Government CTax Grant	48,701.00	48,701.00					
<b>SUB TOTAL</b>		<b>561,625.00</b>	<b>568,424.94</b>	<b>6,800</b>	<b>253,263.00</b>	<b>110,279.27</b>	<b>142,984</b>	<b>149,784</b>

## Cost Centre Church Road Hall

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
280	Wages				4,850.00	2,322.08	2,528	2,528
281	Repairs & Maintenance				1,500.00	1,892.61	-393	-393
282	Gas & Electricity				1,325.00	471.18	854	854
283	Cleaning Materials				85.00	20.49	65	65
284	Furniture, Fixtures & Fittings				50.00		50	50
285	Rates				1,120.00	759.30	361	361
287	Miscellaneous Expenditure				80.00	29.10	51	51
288	Long Term Financial Risks				3,240.00		3,240	3,240
295	Hire Income	1,000.00	2,098.75	1,099				1,099
299	Long Term Maintenance				1,945.00		1,945	1,945
<b>SUB TOTAL</b>		<b>1,000.00</b>	<b>2,098.75</b>	<b>1,099</b>	<b>14,195.00</b>	<b>5,494.76</b>	<b>8,700</b>	<b>9,799</b>

## SGTC

### Summary of Receipts and Payments

#### All Cost Centres and Codes

#### Cost Centre Grove Hall

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
300	Wages							
301	Repairs & Maintenance				100.00	5.00	95	95
302	Gas & Electricity				235.00	94.21	141	141
303	Cleaning Materials							
304	Furniture, Fixtures & Fittings							
305	Rates							
306	Water Rates							
307	Miscellaneous Expenditure							
308	Long Term Financial Risks							
315	Hire Income							
<b>SUB TOTAL</b>					<b>335.00</b>	<b>99.21</b>	<b>236</b>	<b>236</b>

#### Cost Centre Heritage Community Hall

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
320	Wages				5,550.00	2,710.78	2,839	2,839
321	Repairs & Maintenance				1,500.00	3,109.00	-1,609	-1,609
322	Gas & Electricity				2,310.00	1,100.90	1,209	1,209
323	Cleaning Materials				275.00	57.70	217	217
324	Furniture, Fixtures & Fittings				3,500.00		3,500	3,500
325	Rates				2,160.00	1,465.95	694	694
326	Water Rates				375.00	209.47	166	166
327	Miscellaneous Expenditure				325.00	608.68	-284	-284
328	Long Term Financial Risks				1,975.00		1,975	1,975
329	Long Term Maintenance Requ				2,350.00		2,350	2,350
335	Hire Income	17,320.00	6,571.00	-10,749				-10,749
<b>SUB TOTAL</b>		<b>17,320.00</b>	<b>6,571.00</b>	<b>-10,749</b>	<b>20,320.00</b>	<b>9,262.48</b>	<b>11,058</b>	<b>309</b>

#### Cost Centre Sports Pavilion

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
340	Gas & Electricity				250.00	501.42	-251	-251
	Water Rates				425.00		425	425
342	Maintenance & Cleaning Cont				1,250.00	1,150.00	100	100
343	Rates							
344	Building Insurance				1,950.00	1,856.51	93	93
345	Miscellaneous Expenditure				9,500.00		9,500	9,500
346	Long Term Financial Risks							
350	Rent Income	16,416.00	8,208.00	-8,208				-8,208
<b>SUB TOTAL</b>		<b>16,416.00</b>	<b>8,208.00</b>	<b>-8,208</b>	<b>13,375.00</b>	<b>3,507.93</b>	<b>9,867</b>	<b>1,659</b>

#### Cost Centre Town Council Offices Community

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
360	Wages				7,250.00	4,452.92	2,797	2,797
361	Repairs & Maintenance				400.00	10.00	390	390
362	Furniture, Fixtures & Fittings				75.00		75	75
363	Cleaning Materials				255.00	68.21	187	187
364	Miscellaneous Expenditure				50.00		50	50
365	Long Term Financial Risks				19,050.00		19,050	19,050
370	Hire Income	25,200.00	14,210.87	-10,989				-10,989
<b>SUB TOTAL</b>		<b>25,200.00</b>	<b>14,210.87</b>	<b>-10,989</b>	<b>27,080.00</b>	<b>4,531.13</b>	<b>22,549</b>	<b>11,560</b>

**SGTC**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

**Cost Centre Old Fire Station Cafe**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
380	Wages				16,750.00	7,825.22	8,925	8,925
381	Food/Supplies				4,000.00	1,790.98	2,209	2,209
382	Furniture, Fixtures & Equipme				500.00	324.15	176	176
383	Advertising				100.00		100	100
384	Rates				1,485.00	1,004.55	480	480
385	Electricity & Water				1,900.00	246.37	1,654	1,654
386	Cleaning Materials				100.00	44.00	56	56
387	DBC Maintenance Service Ch				2,000.00	1,268.06	732	732
388	Telephone / Internet				900.00	486.69	413	413
389	Maintenance				500.00	52.50	448	448
390	Miscellaneous Expenditure				1,325.00	659.92	665	665
391	Long Term Financial Risks				2,950.00		2,950	2,950
392	Rent DBC							
393	Long Term Maintenance				500.00		500	500
395	Cafe Income	6,800.00	2,868.60	-3,931				-3
	<b>SUB TOTAL</b>	<b>6,800.00</b>	<b>2,868.60</b>	<b>-3,931</b>	<b>33,010.00</b>	<b>13,702.44</b>	<b>19,308</b>	<b>15,376</b>

**Cost Centre Bus Shelters**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
400	Maintenance							
401	Long Term Financial Risks							
405	Miscellaneous Income							
	<b>SUB TOTAL</b>							
<b>NET TOTAL</b>		<b>642,990.15</b>	<b>619,064.58</b>	<b>-23,926</b>	<b>681,085.00</b>	<b>279,356.50</b>	<b>401,729</b>	<b>377,803</b>
V.A.T.			20,344.96			20,247.65		
<b>GROSS TOTAL</b>			<b>639,409.54</b>			<b>299,604.15</b>		



Kent County Council

# Community warden service

consultation  
document

AGENDA ITEM 8  
FGL 4/19/14  
From ASB 8/10/14



29 September - 9 November 2014  
[kent.gov.uk/communitywardenconsultation](http://kent.gov.uk/communitywardenconsultation)



Kent County Council  
**Community  
warden service**  
consultation  
document

29 September - 9 November 2014

This publication is available in other formats and  
can be explained in a range of languages

24 hour helpline: 03000 41 41 41

Text Relay: 18001 03000 41 41 41

## Foreword

*Since 2002 our Community Warden service has been making Kent's communities safer places in which to live, work and play.*

Accredited by Kent Police, our wardens work with residents and partner agencies to tackle a wide range of risks including bogus callers, fly tipping, graffiti and vandalism. They are the eyes, ears and instigators for local communities, working with young people, older community members and vulnerable individuals to increase confidence, reassurance and cohesion on the streets of Kent.

Originally, wardens operated in local parish districts, spending much of their time in specific geographic areas. In the past three years we have adapted the service to make it more flexible and cost effective. We have the freedom to better deploy wardens where they are needed most. This approach has increased the overall coverage of the Community Warden service across Kent.

However, the financial landscape continues to be challenging and there are still communities in Kent that do not benefit from the service. As a result we have the responsibility to look again at how we deliver our Community Warden service, to ensure it:

- best meets the needs of as many people in Kent as possible
- delivers financial savings.

We believe that the proposal outlined in this document is the best way to achieve this, and we want to know what you think. We are consulting on the proposal from 29th September to 9th November 2014. No formal decisions have been taken and your views will be instrumental in the final decision taken by council members.

You can register your views online: [kent.gov.uk/communitywardenconsultation](http://kent.gov.uk/communitywardenconsultation), or complete the questionnaire at the end of this booklet. If you have any queries, want further information or have alternative suggestions, we want to hear from you.



## What community wardens do in Kent

There are currently 79 uniformed supervisors and community wardens on the ground in Kent, working with residents, local groups and partner agencies to help keep communities safe and connected. They:

- tackle low-level crime and antisocial behaviour
- can control traffic
- are a reassuring uniformed presence
- promote community solidarity and encourage communities and neighbourhoods to work together to identify and solve problems
- work closely with Kent Police, local authorities and other professional agencies
- talk with local residents, offering information and advice
- take part in local community activities.

### Authoritative and approachable

Every warden is accredited by Kent Police under the Community Safety Accreditation Scheme (CSAS) in accordance with Home Office & Association of Chief Police Officers guidance. They are required to pass high level police vetting and a Disclosure Barring Service.

Allied to this is an open, approachable ethos. Our wardens care deeply about the communities they serve and are on-hand every day, 7.30am-10pm, to listen to residents and resolve issues.

### Mission

Our mission is very simple and clear. We will:

- ensure that every community in Kent can benefit from the services outlined above
- be flexible enough to quickly focus resources on communities that need it the most
- make savings by changing the way the service is delivered, so it is as efficient as possible.

### Why we need to change

Despite the improvements made since 2011, there are still communities in Kent that do not benefit from our Community Warden service. We also need to make considerable savings. Every council in England is responding to reduced funding from central government and in the case of our Community Warden service, we must save £1.28m from April 2015.

### What we are consulting on

We have explored a number of ways to both save money and address the geographic reach of the service. These have included:

- the creation of a centralised service, with no distinct district responsibilities, that responds to community needs as and when they occur across the county. This would provide an opportunity to focus resources in high priority areas but would deny many communities access to the service.
- a reduction in the number of staff, without changing how the service is delivered. This would mean that some parishes would receive no service, flexible deployment would not be possible and the opportunity to broaden the geographic coverage of wardens would also be reduced.

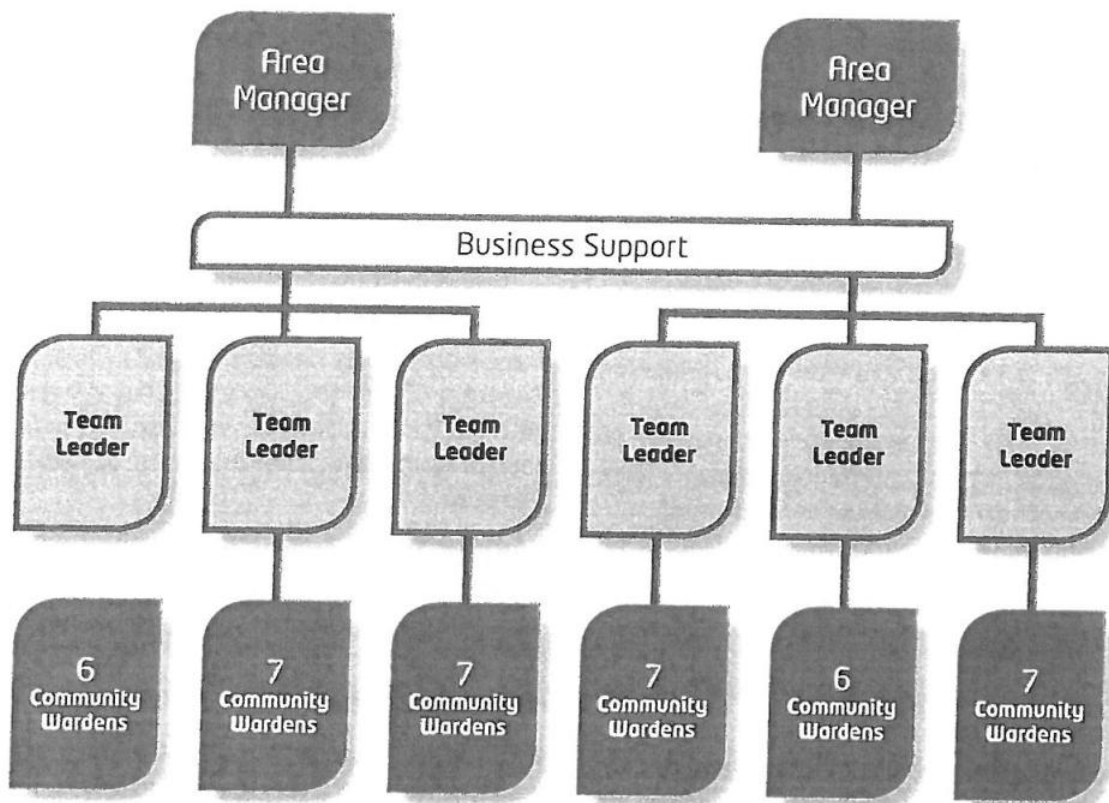
We are also exploring the possibility of external funding for community warden posts in some areas and looking at ways to support the work of wardens through volunteers. This would mean more resources to support the proposed team of 46 uniformed officers.

Our preferred model, which is described in detail over the following pages, delivers the following:

- warden services will still be delivered in existing parishes
- partnership working with Neighbourhood Policing Teams and district Community Safety Units will be maintained and enhanced
- the flexibility to better identify and respond to issues in specific communities.

## The proposal at a glance

Warden Service Plan 2015/16



The new proposal does mean a reduction in posts:

- area manager posts: from three to two
- administration posts: from four to one
- supervisor posts: from 12 to six
- wardens: from 79 to 40

- more flexibility so that wardens spend time with the communities who need their help the most
- easier to cover urban and extreme rural locations that do not currently receive a regular warden service
- greater partnership working with external agencies to best identify communities and individuals that need help the most
- a more cost-effective way to run the service.

### Key benefits

- far more Kent residents will have access to our Community Warden service
- less time working on process and administrative work, which means more focus on delivering local and Kent-wide priorities



## Proposed roles and responsibilities in detail

### Area managers

We have already reduced the area manager roles from three to two, who will each be responsible for six districts in Kent. They will set the strategy for the service and have overall operational management. The area managers will work with external partners, senior council managers and elected members to ensure the service resources are deployed effectively and that the highest quality service is delivered to Kent residents.

**Savings:** this change will save approximately £37,000.

### Team leaders

We propose that six team leaders will each be responsible for two districts; replacing the 12 current supervisory roles. Each team leader will manage six or seven community wardens, deploying them across the two districts.

These new roles have been designed to benefit the service in a number of ways:

- reduced admin responsibilities means more time to get hands on and identify community priorities
- a greater focus on delivering frontline activities; this includes working with Kent Police on its predictive policing programme, which is helping officers and partners to prevent crime before it happens
- team leaders will have day-to-day responsibility for their community wardens, making sure that they are in the right place at the right time
- in the case of a county emergency, team leaders will report to the Kent Resilience Team and be a key point of contact on the ground.

**Savings:** this change will save approximately £168,000

### Community wardens

We propose that we reduce to 40 the number of community wardens. As they do now, wardens will continue to work with communities in Kent to make them safe places

in which to live, work and play. Key responsibilities will remain as they are (see page 04).

Although there will no longer be permanent wardens for specific parishes, parishes will still be served by wardens on a regular basis. The key benefit of this proposed new model is the way in which wardens are managed and deployed. The structure is more efficient and flexible, which means:

- it's easier to identify community issues and quicker to deploy wardens to where they are needed most
- because wardens are not constricted by geographical boundaries, more residents in Kent will have the opportunity to access community wardens.

It is proposed that wardens will still provide core cover between 7.30am and 10pm and they will continue to help with the Troubled Families agenda; Trading Standards serious scam project, Restorative Justice and other priority projects.

**Savings:** this change will save approximately £1,014,000

### Business support

It is proposed that the business support function is reduced from four posts to one. Less wardens means less administration and the one officer will be responsible for the whole team. Key responsibilities will include: completing trading standards reports; collating team diary sheets and all admin support work.

**Savings:** this change will save approximately £72,000

## In summary



### What we do

Our Community Warden service makes Kent's communities safer places in which to live, work and play.

### Why we need to change

As it stands our community warden service cannot meet the needs of some of Kent's communities. The service also needs to save more than £1.2m, as part of extensive savings across the whole council.

### The proposal and key benefits

We propose changing the way the service is delivered, so that less staff can better meet the needs of more of Kent's communities:

- less focus on geographic boundaries, so that wardens can be quickly and easily deployed to where they're needed most
- less processes and admin, so that team leaders and area managers can get more hands on, working closely with districts and professional agencies to better understand and respond to the community safety needs of specific communities.

### What this means for your local community

If this proposal is agreed then in the future you may not see as many community wardens on the streets of Kent. However, the proposed new structure means we will be able to serve more communities than we do currently. On top of this we will be better placed to respond quickly and easily to issues as they arise.

### How to get involved and have your say

No decisions have been taken and we want to hear what you think of this proposal. Please let us know by visiting [www.kent.gov.uk/communitywardenconsultation](http://www.kent.gov.uk/communitywardenconsultation) and completing the online consultation questionnaire. Alternatively, complete the consultation questionnaire on page 08 and return to: **FREEPOST RTKS-UABE-USGJ, Community Warden Service, Invicta House, Maidstone, ME141XX**

### What happens next?

We will be consulting on this proposal from 29th September to 9th November 2014. Your responses, along with the Equality Impact Assessment, will be presented to Kent County Council's Transport and Environment Cabinet Committee on the 5th December 2014. We will then consider all of the responses and update people on the results. If the proposal is agreed it will be implemented on 1 April 2015.





# Community warden service

## Consultation questionnaire

If you require more space to respond please continue your answers on an additional piece of A4 paper.

You can either fill in this form and return by freepost:  
**FREEPOST RTKS-UABE-USGJ, Community Warden Service,  
Invicta House, Maidstone, ME141XX**  
Or alternatively, fill in the questionnaire online:  
**[kent.gov.uk/communitywardenconsultation](http://kent.gov.uk/communitywardenconsultation)**

**Q1. Are you completing this questionnaire on behalf of :**

Yourself (as an individual)  A District/Town/Parish Council  An organisation (as the official representative)

If you are responding as an individual please go to Q2. If you are responding on behalf of a District/Town/Parish Council or an organisation please answer Q1a, Q1b and if appropriate Q1c.

**Q1a. Please tell us the name of the organisation you are responding on behalf of :**

.....

**Q1b. Is your organisation actively involved with the Community Warden Service :**

Yes  No

**Q1c. If you answered Yes, please give details :**

.....  
.....

**Q2. Do you / have you received a service from Kent County Council Community Wardens :**

Yes  No

**Q2a. If you answered Yes, was this a single occurrence or more often?**

A single occurrence  More often

**Please give details :**

**Q3. Do you support the proposal as set out in the Consultation Document :**

Yes  No

**Q3a. If you answered 'No', please tell us why :**

**Q4. Do you support the proposal for less focus on geographic boundaries, so that Wardens can be quickly and easily deployed to where they're needed most?**

Yes  No

**Q4a. If you answered 'No', please tell us why :**

**Q5. If there are any other options that you would like to be considered, please provide details below :**

**Q6. If these proposals were implemented what could be the impact upon you / your organisation ?**

A major impact  A minor impact  No impact  Don't know

Q6a. If you have answered Major or Minor impact please specify what the impact may be :

Q7. If you would like to make any other comments regarding this proposal please use the box below :

Q8. We have completed an Equality Impact Assessment to see if this service change could affect anyone unfairly. We welcome your views on the assumptions we have made and the conclusions we have drawn.

The Equality Impact Assessment can be downloaded from [www.kent.gov.uk/communitywardenconsultation](http://www.kent.gov.uk/communitywardenconsultation) or copies can be requested by email [CommunityWardens-CCCS@kent.gov.uk](mailto:CommunityWardens-CCCS@kent.gov.uk) or telephone: 03000 41 41 41

Q9. In the future, do you think volunteers could be used to supplement the Community Warden Service (a service similar to Special Constables)?

Yes  No

Only respond to Q10 if you are answering on behalf of a District/Town/Parish Council or organisation. If you are responding as an individual please go to Q11.

**Q10. Would your organisation, either individually or collectively with others, consider the option of funding a dedicated Community Warden for your area ?**

Yes  No

If you have answered 'Yes' and would be like to discuss this further please supply your contact details (this does not commit you to anything):

name  
.....  
email  
.....  
telephone  
.....

## About you

Only answer these questions if you have responded as an individual. It is not necessary to answer these questions if you are responding on behalf of a District/Town/Parish Council or an organisation.

**About You...** We want to make sure that everyone is treated fairly and equally, and that no one gets left out. That's why we are asking you these questions. We won't share the information you give us with anyone else. We'll use it only to help us make decisions, and improve our services. If you would rather not answer any of these questions, you don't have to.

**Q11. Are you...?** Male  Female  I prefer not to say

**Q12 How old are you ?**  
.....

**Q13. What is your postcode ?**  
.....

**Q14. To which of these ethnic groups do you feel you belong ?** (Source: 2011 census)

- |  |  |                                      |  |
|--|--|--------------------------------------|--|
| <input type="checkbox"/> British         | <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> Indian      | <input type="checkbox"/> Caribbean           |
| <input type="checkbox"/> Irish           | <input type="checkbox"/> White & Black African   | <input type="checkbox"/> Pakistani   | <input type="checkbox"/> African             |
| <input type="checkbox"/> Gypsy/Roma      | <input type="checkbox"/> White & Asian           | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Other*              |
| <input type="checkbox"/> Irish Traveller | <input type="checkbox"/> Other*                  | <input type="checkbox"/> Other*      |  |
| <input type="checkbox"/> Other*          | <input type="checkbox"/> Arab                    | <input type="checkbox"/> Chinese     | <input type="checkbox"/> I prefer not to say |

\*Other Ethnic Group - if your ethnic group is not specified in the list, please describe it here:  
.....

The Equality Act 2010 describes a person as disabled if they have a longstanding physical or mental condition that has lasted, or is likely to last, at least 12 months; and this condition has a substantial adverse effect on their ability to carry out normal day-to-day activities. People with some conditions (cancer, multiple sclerosis and HIV/AIDS, for example), are considered to be disabled from the point that they are diagnosed.

**Q15. Do you consider yourself to be disabled as set out in the Equality Act 2010 ?**

Yes  No  I prefer not to say

**Q15a. If you answered Yes to Q15, please tell us which type of impairment applies to you.**

You may have more than one type of impairment, so please select all the impairments that apply to you. If none of these applies to you, please select Other, and write in the type of impairment you have.

Physical impairment  Mental health condition  Sensory impairment (hearing, sight or both)

Learning disability

Long standing illness or health condition, such as cancer, HIV/AIDS, heart disease, diabetes or epilepsy

Other, please specify: ..... I prefer not to say

**Q16. Do you regard yourself as belonging to any particular religion or belief ?**

Yes  No  I prefer not to say

**Q16a. If you answered Yes to Q16, which of the following applies to you ?**

Christian  Hindu  Muslim  Any other religion, please specify: .....

Buddhist  Jewish  Sikh

**Q17. Are you...?**

Bi/Bisexual  Gay woman/Lesbian  Other

Heterosexual/Straight  Gay man  I prefer not to say

Kent County Council (KCC) collects and processes personal information in order to provide a range of public services. KCC respects the privacy of individuals and endeavours to ensure personal information is collected fairly, lawfully, and in compliance with the Data Protection Act 1998.

Thank you for taking part  
in this consultation.

The results will be published on [www.kent.gov.uk/communitywardensconsultation](http://www.kent.gov.uk/communitywardensconsultation)

193/14-15. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 JULY 2014.**

**Recommended:** That the Minutes of the Meeting held on 2 July 2014 be confirmed and signed as a true record.

194/14-15. **ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014: COMMUNITY TRIGGER.**

Members were provided with a copy of the Anti-social Behaviour, Crime and Police Act 2014, Community Trigger.

**Recommended:** That the item be noted.

195/14-15. **KENT COUNTY COUNCIL'S (KCC) CONSULTATION ON COMMUNITY WARDENS.**

Steve Tyler, the KCC Community Warden Supervisor for the Dartford District apprised members on KCC's consultation for the proposed changes to the community warden service. He gave members an overview of the service from its inception in 2002 to where it was today and gave more detail on KCC's proposals. Members were very pleased with the service provided by the KCC Community Wardens and felt it was invaluable. Members did not wish to see any changes to the service and felt that more wardens were required, rather than fewer, particularly in the Dartford area because of the major developments planned and the large increase in population. It was agreed that the Town Council would formulate a response at the Financial and General Purposes Committee on 4 November 2014. The Chairman also urged members to respond to the consultation individually.

**Recommended:** That the consultation be submitted to the Finance and General Purposes Committee being held on 4 November 2014 for a response from the council to be formulated and that Steve Tyler be thanked for attending the meeting.

196/14-15. **TOWN COUNCIL'S PROBLEM LOG.**

Members were provided with a copy of the incidents reported to the Town Council since the last meeting. Members were reminded that the Town Council should be made aware of any incidents reported to the police, in order for them to be added to the problem log. The RFO advised that the problem log was emailed monthly to the CSU at DBC and also to the Police.

**Recommended:** That the incident log be noted.

197/14-15. **BEAT OFFICER AND POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.**

Sgt Sarah Tyler provided members with a report from PC Robert Payne. His team had had a productive few months. An operation had been ran that specifically targeted burglaries and shed break-ins. This had been very successful and a lot of intelligence had been gained. The team had also been undertaking stop checks

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FGP 6/11/14

**Budget consultation - quick questions**

Over the next three years we estimate we will have to save around £206million out of the total annual spend of £1.4billion (based on increasing Council Tax by 1.99% per year). This is as a result of reductions in government grants and the need to fund unavoidable spending increases.

**Question 1: council tax**

To preserve the most valued services (especially those we aren't required to provide by law) we are planning to raise additional income through council tax (note this would not entirely remove the need for savings as this would require a 19% increase in council tax). What would you prefer? Please select one option only:

To preserve the most valued services (especially those we aren't required to provide by law) we are planning to raise additional income through council tax (note this would not entirely remove the need for savings as this would require a 19% increase in council tax). What would you prefer? Please select one option only:

- a) I don't want an increase in council tax and the council should make more savings to balance the budget.
- b) I'd accept a minimal increase of 1.99% (1.99% would increase band C charge by £19 a year –the maximum increase allowed without a referendum).
- c) I'd accept a rise between 2% to 5% rise in order to protect more services from the reductions in funding (this would require a referendum and each 1% would increase band C charge by £9.50 a year).
- d) I'd accept an increase in excess of 5% to provide greater protection for council services.

Please go to the bottom to submit your answer, although we would be grateful if you could also answer the following two questions about how to make savings.

**Question 2: savings over the next three years**

What approaches should we adopt to making these savings? Please tick one or more options:

What approaches should we adopt to making these savings? Please tick one or more options:

- a) Find more efficient ways to deliver the same level of service at a lower cost e.g. by buying in more services from the private and voluntary sectors, sharing services with other public agencies, etc.
- b) Transform services so they are delivered in a different way with the same or better outcomes at reduced cost e.g. rely more on digital services rather than telephone or face to face contact, support social care clients so they can avoid residential care.
- c) Remove or stop services which are least valued by Kent residents as identified through evidence-based research.
- d) Restrict access to services to only the most needy
- e) None of the above

consultation closes on  
28 / 11 / 2014

<http://www.kent.gov.uk/about-the-council/have-your-say/budget-consultation>

### Question 3: balance of savings for 2015/16

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We have yet to identify around £7.5m of the savings estimated to be needed to balance the 2015/16 budget. What approach do you think the council should take to close this gap? Please select one option only:

We have yet to identify around £7.5m of the savings estimated to be needed to balance the 2015/16 budget. What approach do you think the council should take to close this gap? Please select one option only:

- a) Increase council tax by a further 1.5% (in addition to the 1.99% already mentioned). Note – this would require a formal and binding referendum which could cost in the region of £1.5m.
- b) Use money held in the council's reserves. Note – our level of reserves is low compared with other similar councils.
- c) Raise additional income from other sources e.g. charges for services, tackling council tax avoidance, etc.
- d) Deliver more savings from the areas identified in question 2.
- e) Introduce a pay / price freeze for KCC staff / suppliers.
- f) Other (please specify)

## Graham Blew

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**From:** administrator <administrator@kentalc.gov.uk>  
**Sent:** 13 October 2014 14:32  
**Subject:** Kent County Council Budget Consultation

Dear Member Councils

As you may have already picked up, on 9 October Kent County Council launched a consultation on its draft Budget Plans for the next 3 years. KCC estimate that they will need to find £206m of savings due to reduced levels of government funding and additional spending demands on services. KCC advise that they saved around £269m from 2011/12 to 2013/2014 by changing the way they worked. KCC's deadline for responses to the Consultation is **1700 on 28 November 2014**.

KCC has published the following:

- Press release - <http://www.kent.gov.uk/about-the-council/news/news-and-press-releases/about-the-council-news/kcc-faces-unprecedented-financial-challenges>
- Budget Consultation - <http://www.kent.gov.uk/about-the-council/have-your-say/budget-consultation> - this includes KCC's draft plans, 3 consultation questions, Budget 2014/2015, medium term financial plan and an online budget modelling tool where you can identify your spending priorities.

The 3 Consultation questions cover the following:

- Question 1 – Council Tax – KCC are planning to raise additional income through council tax to preserve the most valued services. There are a number of options for respondents to choose.
- Question 2 – Savings over the next 3 years – What approaches should KCC adopt to make these savings? There are a number of options for respondents to choose.
- Question 3 – Balance of savings for 2015/2016 – KCC has yet to identify £7.5m of the savings estimated to be needed to balance the 2015/2016 Budget. KCC have set out a number of approaches for respondents to choose to close the gap.

If your council does respond to KCC please let us know, as KALC will be considering its response before the deadline.

Kind Regards

Terry Martin  
County Secretary  
Kent Association of Local Councils  
Tel 01304 820173  
Website: [www.kentalc.gov.uk](http://www.kentalc.gov.uk)

*emailed to all members 9/10 and 13/10/14.*

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EXTRACT  
OF MINUTES

TOWN COUNCIL  
16 OCTOBER 2014

AGENDA ITEM 10  
EGP 6/11/14

238/14-15. **CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) 2014 – 2015.**

Members were pleased to receive confirmation from the Leader of DBC that both the applications submitted by the Town Clerk had been approved and that the full amounts Applied For awarded.

The Town Clerk requested that Members give serious consideration to proposing appropriate projects for future funding applications to the Capacity Building Fund. After discussion members agreed that an item should be included on future committee agendas to give members the chance to propose and consider possible projects for submission to the scheme.

**RESOLVED:**

That an item be included on future committee agendas to give members the chance to propose and consider possible projects for submission to the scheme.

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## **GUIDANCE NOTE FOR THE PARISH AND TOWN COUNCIL CAPACITY BUILDING FUND**

The Council has earmarked £25,000 in 2014/15 for grants to parish and town councils.

There are no strict criteria for awarding grants except that grants are not designed to simply replace reduced section 136 contributions.

The Council particularly wishes to encourage joint and innovative working between parish and town councils, or projects that will make a real difference to the local community.

It is not essential that the grant is match funded by the applicant but it would be an advantage.

Normally grants will be for maximum of £3,000 but more will be available for joint applications.

Applications are invited (in your own format) explaining what is proposed, the estimated cost and the amount of grant requested.

Applications will be reviewed by a panel consisting of the Leader and Deputy Leader of Dartford Borough Council, the Chairman of the Parish Forum plus another parish Member. The parish Members would not be able to consider applications from their own parish.

The panel will make recommendations to the Managing Director for final decision.

The first round of applications are invited by 31 May. Please send them by email to Tim Sams (Financial Services Manager) at [tim.sams@dartford.gov.uk](mailto:tim.sams@dartford.gov.uk). Applications will be considered in June and applicants notified of the results by the end of June.



## **THE PARISH AND TOWN COUNCIL CAPACITY BUILDING FUND - UPDATE**

The Council has earmarked £25,000 in 2014/15 for grants to parish and town councils.

The Council particularly wished to encourage joint and innovative working between parish and town councils, or projects that will make a real difference to the local community.

It was indicated that grants will normally be for maximum of £3,000 but that more will be available for joint applications.

Applications were invited by 31 May and were required to explain the proposal, the estimated cost and the amount of grant requested.

Individual bids have been received from:

- Darenth Parish Council.
- Swanscombe & Greenhithe Town Council
- Longfield and New Barn Parish Council
- Stone Parish Council
- Wilmington Parish Council

A joint bid was received from Darenth Parish Council, Bean Parish Council & Sutton-at-Hone & Hawley Parish Council.

Expressions of interest to be on the panel were requested on the 21st May and it can now be confirmed that the panel will consist of:

The Leader and Deputy Leader of Dartford Borough Council, Councillor Noreen Salway and Councillor Richard Lees. Please note The Leader / Deputy Leader will not take part in any discussion affecting a Parish on which they sit.

It is hoped that the 1st meeting of the Panel will be held in early to mid-July.



# AGENDA ITEM

FGP 6/11/14

12

## APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.


(Please complete using BLACK INK).

1. Name and full address of Organisation:	Esther Osborn Kent County Council Trading Standards 8 Abbey Wood Road Kings Hill West Malling Kent ME19 4YT
2. Amount of funding requested.	£514 (25% of the £2056 required)
3. Name and contact details of applicant (this is the address the Town Council will use for all correspondences):	As above
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	Swanscombe Community Alcohol Partnership (CAP) will be launching on the 17th November 2014. The CAP is a partnership between KCC, Kent Police, Dartford Borough Council, Swanscombe Town Council, Youth Groups, retailers and the local community to tackle underage drinking and associated anti-social behaviour in the Town. The partnership aims to tackle underage drinking, decrease anti-social behaviour, improve perceptions of youths and decrease burdens on businesses by educating, enforcing, tackling perception, providing diversionary activities for youths and then evaluating the project using robust methods to demonstrate its worth to the community.
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	N/A
6. Please give details of how your organisation assists or impacts on the residents of Swanscombe and Greenhithe.	As a significant part of the diversionary side of the Swanscombe CAP the Play Place Scheme will reduce underage drinking by supplying youths in the area with a fun activity to get involved with, whilst decreasing anti-social behaviour levels in Swanscombe. As a result it will make people in the community feel safer and hopefully improve the long term wellbeing of those involved. It should also help the local retailers as they will not be targeted to



## APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK).

	sell alcohol to youths or by proxy as much as before.
7. Please supply details of how the funding applied for will be used (please include total costs of projects, project plans, quoted costs etc.). No works/purchases can be made until any applications have been considered by the Town Council. Retrospective applications will NOT be considered.	The costing of Play Place has been attached to this e-mail. I am requesting 25% of the total cost which is £514. CAP is also funding 25% with Dartford BC funding 50%.
8. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.	N/A
9. Name of organisation that cheques should be made out (cheques are unable to be made out to individuals).	Play Place
10. Declaration: I declare that the information given is, to the best of my knowledge, accurate and true.	Signed:  Dated: 24.10.2014

Please use a separate sheet if necessary clearly numbering the relevant section.

Community Alcohol Partnership / Swanscombe Bus Sessions

6 sessions @ 2 hour session

Option A Bus  
3 staff

Network and planning	£	70
Lead Staff Member	£	195
Support staff	£	330
Driver	£	240
On Costs	£	109
Logistics and Fuel	£	420
Insurance	£	150
Equipment and activities	£	200
Mgt Support	£	343

Total Cost	£	2,056
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## Graham Blew

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**From:** Esther.Osborn@kent.gov.uk  
**Sent:** 24 October 2014 15:48  
**To:** Graham Blew  
**Subject:** FW: Message from KMBT\_C284  
**Attachments:** SKMBT\_C28414102415590.pdf; play place quote.xlsx

**From:** KonicaBCU005111@kent.gov.uk [mailto:KonicaBCU005111@kent.gov.uk]  
**Sent:** 24 October 2014 17:00  
**To:** Osborn, Esther - GT EPE  
**Subject:** Message from KMBT\_C284