

FGP 9/9/21

FINANCE & GENERAL PURPOSES COMMITTEE
8 JULY 2021

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 8 JULY 2021 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Lorna Cross – Vice-Chairman
Councillor Emma Ben Moussa
Councillor Sue Butterfill
Councillor Ann Duke
Councillor Peter Harman

ALSO PRESENT: Councillor Peter Harris
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none

81/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

82/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Jay Shah, due to medical reasons.

An apology for absence was received from Councillor Maurice Weet, due to medical reasons.

Recommended: That the reasons for absence, for the Councillors listed, be formally accepted and approved.

83/21-22. SUBSTITUTES.

There were none.

84/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

85/21-22. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

86/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 MARCH 2020.

Recommended: The Minutes of the meeting held on 5 March 2020 were confirmed and signed as a true record.

87/21-22. MONTHLY BANK RECONCILIATIONS.

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Jay Shah was appointed (minute 32/19-20).

Recommended: That the bank reconciliations for April 2021 and May 2021 be noted.

88/21-22. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in April 2021 and May 2021.

Recommended: That the bank transfers undertaken in April 2021 and May 2021 be approved.

89/21-22. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for April 2021 and May 2021.

Recommended: That the receipts and payments for April 2021 and May 2021, as per the annexed list, be approved.

90/21-22. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 May 2021.

Recommended: That the summary of accounts to 31 May 2021 be noted.

TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER'S (RFO) REPORT.

91/21-22. ESTIMATES PROCESS FOR 2022 – 2023.

Members were informed that, to ensure that the full implications of the COVID-19 Pandemic could be assessed, the budget setting / estimates process would be slightly different this year.

Members would be formally asked to consider coming forward with suggestions for the 2022 – 2023 financial year at the Town Council meeting on 7 October 2021. This would give members a month to provide these to the RFO for costing and inclusion in the draft estimates for consideration at the Town Council meeting on 9 December 2021.

The finalised Annual Estimates 2022 – 2023 would need to be approved and endorsed (including any suggested items) by the full Council in January 2022 before setting the Council Tax Base for the 2022 – 2023 financial year at the preceding Special Town Council meeting.

Recommended: That the item be noted.

92/21-22 CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS

At its meeting on 14 December 2020 the DBC General Assembly of Council agreed that they would continue to operate the Capacity Building Fund and make a contribution of £40,000 into the fund in 2021 – 2022.

Members are asked to consider suitable/appropriate projects for this year's scheme.

Recommended: That the item be noted

93/21-22 **DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

There being no further business, the Meeting closed at 7.10 pm.

Signed: _____ Date: _____
(Chairman)

1 July 2021 (2021-2022)

**Swanscombe and Greenhithe Town Council
 TRANSFERS - JUNE 2021**

Date	Desc	From	To	Amount
07/06/2021	Bank to Bank Transfer	Active Saver 1	Current Account	3,490.54
07/06/2021	Bank to Bank Transfer	Active Saver 1	Current Account	12,587.77
08/06/2021	Bank to Bank Transfer	Active Saver 1	Active Saver 2	61,771.82
15/06/2021	Bank to Bank Transfer	Active Saver 1	Current Account	25,415.51
18/06/2021	Bank to Bank Transfer	Active Saver 1	Current Account	15,051.77
			Total.....	118,317.41

16 August 2021 (2021-2022)

**Swanscombe and Greenhithe Town Council
TRANSFERS - JULY 2021**

Date	Desc	From	To	Amount
02/07/2021	Bank to Bank Transfer	Active Saver 1	Current Account	3,927.29
02/07/2021	Bank to Bank Transfer	Active Saver 1	Current Account	8,501.62
12/07/2021	Bank to Bank Transfer	Active Saver 1	Current Account	30,802.65
15/07/2021	Bank to Bank Transfer	Active Saver 1	Current Account	22,813.22
21/07/2021	Bank to Bank Transfer	Active Saver 1	Current Account	17,588.28
12/07/2021	Bank to Bank Transfer	Current Account	Active Saver 1	12,574.59
			Total.....	96,207.65

Swanscombe and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-06-2021 and 30-06-2021)

Code Number	Date	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
Cost Centre Parks Establishment								
41 Equipment/Materials								
Vchr.	Date	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
39	07/06/2021	Skip Hire	DC	Pinden Ltd	Z	264.00	0.00	264.00
44	18/06/2021	Skip Hire	DC	Pinden Ltd	Z	264.00	0.00	264.00
Subtotal for Code: Equipment/Materials						£528.00	£0.00	£528.00
54 Trees								
Vchr.	Date	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
46	22/06/2021	Tree Sponsorship	DC	One Eighty Advisor	Z	155.00	0.00	155.00
Subtotal for Code: Trees						£155.00	£0.00	£155.00
56 Unexpected/Emergency Works								
Vchr.	Date	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
41	02/06/2021	insurance Claim - Damaged Wall		Zurich Municipal	Z	5,650.00	0.00	5,650.00
Subtotal for Code: Unexpected/Emergency Work						£5,650.00	£0.00	£5,650.00
58 New Community Facility								
Vchr.	Date	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
45	18/06/2021	Funding Award - Community Areas	DC	Big Lottery - Awards for All	Z	9,600.00	0.00	9,600.00
Subtotal for Code: New Community Facility						£9,600.00	£0.00	£9,600.00
Subtotal for Cost Centre: Parks Establishment						15,933.00	0.00	15,933.00
Cost Centre Knockhall Playing Field								
85 Football								
Vchr.	Date	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
31	08/06/2021	Football Pitch Hire	0021D	Swanscombe Tigers FC	Z	45.00	0.00	45.00
38	11/06/2021	Football Pitch Hire		Swanscombe Tigers FC	Z	90.00	0.00	90.00
Subtotal for Code: Football						£135.00	£0.00	£135.00
Subtotal for Cost Centre: Knockhall Playing Field						135.00	0.00	135.00
Cost Centre Broomfield Sports Ground								
96 Cricket Income								
Vchr.	Date	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
35	03/06/2021	Cricket Pitch Hire		Oakfield Warriors	Z	110.00	0.00	110.00
Subtotal for Code: Cricket Income						£110.00	£0.00	£110.00
Subtotal for Cost Centre: Broomfield Sports Ground						110.00	0.00	110.00
Cost Centre Administration								
271 Miscellaneous Income								
Vchr.	Date	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
33	01/06/2021	Storage Fees		Walk Tall	Z	416.66	0.00	416.66
Subtotal for Code: Miscellaneous Income						£416.66	£0.00	£416.66

Swanscombe and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-06-2021 and 30-06-2021)

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
274	Bank Interest								
Vchr. 40	07/06/2021	Bank Current Account	DC	Loyalty Reward	Barclays	Z	0.53	0.00	0.53
					Subtotal for Code: Bank Interest		£0.53	£0.00	£0.53
Cost Centre	Church Road Hall				Subtotal for Cost Centre: Administration		417.19	0.00	417.19

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
295	Hire Income								
Vchr. 43	15/06/2021	Bank Active Saver 1		Hall Hire	Rosie's Groovy Movers	Z	35.00	0.00	35.00
					Subtotal for Code: Hire Income		£35.00	£0.00	£35.00
Cost Centre	Heritage Community Hall				Subtotal for Cost Centre: Church Road Hall		35.00	0.00	35.00

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
335	Hire Income								
Vchr. 32	01/06/2021	Bank Active Saver 1		Rent	Walk Tall	Z	1,083.00	0.00	1,083.00
					Subtotal for Code: Hire Income		£1,083.00	£0.00	£1,083.00
Cost Centre	Heritage Community Hall				Subtotal for Cost Centre: Heritage Community Hall		1,083.00	0.00	1,083.00

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
370	Hire Income								
Vchr. 34	02/06/2021	Bank Active Saver 1		Hall Hire	North Kent Karate	Z	215.00	0.00	215.00
36	07/06/2021	Bank Active Saver 1		Hall Hire	Cygnets	Z	2,232.00	0.00	2,232.00
37	08/06/2021	Bank Active Saver 1		Hall Hire	Dragon Spirit Karate	Z	112.89	0.00	112.89
42	15/06/2021	Bank Active Saver 1		Hall Hire	Rosie's Groovy Movers	Z	510.61	0.00	510.61
					Subtotal for Code: Hire Income		£3,070.50	£0.00	£3,070.50
Cost Centre	Town Council Offices Community Hall				Subtotal for Cost Centre: Town Council Offices Communit		3,070.50	0.00	3,070.50

TOTALS..... £20,763.69

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-06-2021 and 30-06-2021)

Cost Centre	Public Lighting																			
Code Number	Vchr.	Date	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	E-on	Subtotal for Code:	Supply & Maintenance	Vat Type	Net	Vat	Total					
	237	07/06/2021		Current Account	DC		Electricity - Street Lighting			129.91		L	129.91	6.50	136.41					
										£129.91			£6.50		£136.41					
Cost Centre	Grove Car Park									Subtotal for Cost Centre:	Public Lighting		129.91	6.50	136.41					
Code Number	Vchr.	Date	Minute	Bank	Current Account	Cheq. No.	Description	Supplier		Subtotal for Code:	Rates	Vat Type	Net	Vat	Total					
	221	01/06/2021		Current Account	DC		NNDR	DBC		439.00		Z	439.00	0.00	439.00					
	315	28/06/2021		Current Account	DC		NNDR	DBC		439.00		Z	439.00	0.00	439.00					
Code Number	21	Repairs & Maintenance		Bank	Current Account	Cheq. No.	Description	Supplier	Signway	Subtotal for Code:	Grove Car Park		987.50	21.90	1,009.40					
Code Number	40	Wages		Bank	Current Account	Cheq. No.	Description	Supplier	HMRC	Subtotal for Code:	Wages		803.75	0.00	803.75					
Code Number	41	Equipment/Materials		Bank	Current Account	Cheq. No.	Description	Supplier	SGTC	Subtotal for Code:	Wages		4,420.29	0.00	4,420.29					
	215	01/06/2021		Current Account	DC		Skip Hire	Pinden Ltd		220.00		S	220.00	44.00	264.00					
	240	08/06/2021		Current Account	DC		Parks Equipment - Various	Discount Builders Merchants		113.28		S	113.28	22.65	135.93					
	245	10/06/2021		Current Account	DC		Parks Equipment - Various	Trade UK		41.66		S	41.66	8.33	49.99					
	277	14/06/2021		Current Account	DC		Parks Equipment - General Equipment	SL Tree Care Ltd		50.00		S	50.00	10.00	60.00					
	279	14/06/2021		Current Account	DC		Parks Equipment - General Equipment	Amazon UK		19.62		S	19.62	3.93	23.55					
	285	14/06/2021		Current Account	DC		Skip Hire	Pinden Ltd		220.00		S	220.00	44.00	264.00					
Code Number	27	Public Lighting		Bank	Current Account	Cheq. No.	Description	Supplier	SGTC	Subtotal for Code:	Public Lighting		1,009.40	21.90	1,031.30					

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-06-2021 and 30-06-2021)

311	28/06/2021	Current Account	DC	Skip Hire	Pinlden Ltd	S	220.00	44.00	264.00
319	29/06/2021	Current Account	DC	Parks Equipment - General Equipment	Discount Builders Merchants	S	32.07	6.41	38.48
43 Fuel				Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	Cheq. No.	Fuel	All Star	S	359.27	70.89	430.16
216	01/06/2021	Current Account	DC				£359.27	£70.89	£430.16
				Subtotal for Code:	Fuel				
47 Water Rates				Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	Cheq. No.	Water Rates - Swanscombe Park	Business Stream	Z	143.32	0.00	143.32
225	02/06/2021	Current Account					£143.32	£0.00	£143.32
				Subtotal for Code:	Water Rates				
54 Trees				Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	Cheq. No.	Tree Works	SL Tree Care Ltd	S	3,069.00	613.80	3,682.80
252	11/06/2021	Current Account		Tree Works - Spring Vale	SL Tree Care Ltd	S	2,277.00	455.40	2,732.40
253	11/06/2021	Current Account					£5,346.00	£1,069.20	£6,415.20
				Subtotal for Code:	Trees				
55 New Recreational Facilities				Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	Cheq. No.	lattice Garden Arch	Amazon UK	S	175.80	35.17	210.97
304	23/06/2021	Current Account		Bamboo Fencing	Amazon UK	S	408.20	81.60	489.80
306	23/06/2021	Current Account					£594.00	£116.77	£700.77
				Subtotal for Code:	New Recreational Facilities				
56 Unexpected/Emergency Works				Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	Cheq. No.	Parks repairs - Swanscombe Park wall	C Ginn Building Restoration Ltd	S	4,910.00	982.00	5,892.00
271	14/06/2021	Current Account	DC	Repairs to Swanscombe Park Wall	TMH Contractors	Z	940.00	0.00	940.00
318	28/06/2021	Current Account	DC				£5,850.00	£982.00	£6,832.00
				Subtotal for Code:	Unexpected/Emergency Work				
58 New Community Facility				Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	Cheq. No.	Fencing - New Picnic area	Orchard Fencing Ltd	S	448.20	89.64	537.84
242	08/06/2021	Current Account	DC				£448.20	£89.64	£537.84
				Subtotal for Code:	New Community Facility				
59 Long Term Maintenance				Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	Cheq. No.	Repairs to Waste Pipe	Amazon UK	S	91.34	18.26	109.60
305	23/06/2021	Current Account					£91.34	£18.26	£109.60
				Subtotal for Code:	Long Term Maintenance				
				Subtotal for Cost Centre:	Parks Establishment		24,479.24	2,530.08	27,009.32
Cost Centre Swanscombe Park				Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	Cheq. No.	Fire Extinguisher Service - Bowls Pavilli	Kent County Council	S	35.00	7.00	42.00
231	03/06/2021	Current Account							

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-06-2021 and 30-06-2021)

Code Number		79 Long Term Maintenance		Bowls Pavilion Maintenance						
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
233	03/06/2021		Current Account		Fire Extinguisher Service	Kent County Council	S	43.35	8.67	52.02
296	18/06/2021		Current Account		Emergency Light Test and Inspection	Focus Electrical	S	150.00	30.00	180.00
297	18/06/2021		Current Account		Emergency Light Repairs	Focus Electrical	S	200.00	40.00	240.00
298	18/06/2021		Current Account		Emergency Light Test and Repairs	Focus Electrical	S	339.87	67.97	407.84
Subtotal for Code: Long Term Maintenance								£733.22	£146.64	£879.86
Subtotal for Cost Centre: Swanscombe Park								788.22	153.64	921.86
Code Number		121 General Projects (inc. Summer Entertai		Description						
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
230	03/06/2021		Current Account		Permit - Flowers	Kent County Council	Z	30.00	0.00	30.00
Subtotal for Code: General Projects (inc. Summe								£30.00	£0.00	£30.00
Subtotal for Cost Centre: Other Projects								30.00	0.00	30.00
Code Number		146 Rates & Insurance Rent - DBC		Description						
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
222	01/06/2021		Current Account	DC	NNDR	DBC	Z	2,918.00	0.00	2,918.00
316	28/06/2021		Current Account	DC	NNDR	DBC	Z	2,918.00	0.00	2,918.00
Subtotal for Code: Rates & Insurance Rent - DB(£5,836.00	£0.00	£5,836.00
Subtotal for Cost Centre: Leisure Centre								5,836.00	0.00	5,836.00
Code Number		230 Wages		Description						
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
254	14/06/2021		Current Account		Pension Eee	Intelligent Money	Z	171.31	0.00	171.31
255	14/06/2021		Current Account		Pension Eer	Intelligent Money	Z	102.79	0.00	102.79
260	14/06/2021		Current Account		Pension Eee	KCC - LGPS	Z	331.24	0.00	331.24
261	14/06/2021		Current Account		Pension Eer	KCC - LGPS	Z	1,026.65	0.00	1,026.65
266	14/06/2021		Current Account		PAYE	HMRC	Z	911.00	0.00	911.00
267	14/06/2021		Current Account		NI	HMRC	Z	1,674.00	0.00	1,674.00
272	14/06/2021		Current Account	DC	Wages	SGTC	Z	7,546.02	0.00	7,546.02
Subtotal for Code: Wages								£11,763.01	£0.00	£11,763.01
Code Number		231 Furniture, Fixtures & Fittings		Description						
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
217	01/06/2021		Current Account	DC	Light Bulbs	Gurney & White	S	208.00	41.60	249.60
Subtotal for Code: Furniture, Fixtures & Fittings								£208.00	£41.60	£249.60
Code Number		232 Photocopier		Description						
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-06-2021 and 30-06-2021)

218	01/06/2021	Current/Account	DC	Photocopier Usage	KCC - KCS	S	211.84	42.37	254.21
					Subtotal for Code: Photocopier		£211.84	£42.37	£254.21
233 Stationery, Advertising & Postage									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
239	08/06/2021	Current/Account	DC	Franching Machine Rental	Francotyp Postalia Ltd	S	60.00	12.00	72.00
280	14/06/2021	Current/Account	DC	Stationery	Amazon UK	S	3.92	0.79	4.71
284	14/06/2021	Current/Account	DC	IT Equipment	Amazon UK	S	54.95	5.03	59.98
286	14/06/2021	Current/Account	DC	Council Offices Equipment	Amazon UK	S	35.73	7.14	42.87
312	28/06/2021	Current/Account	DC	Postage	Francotyp Postalia Ltd	Z	100.00	0.00	100.00
					Subtotal for Code: Stationery, Advertising & Post		£254.60	£24.96	£279.56
234 Telephone / Internet									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
241	08/06/2021	Current/Account	DC	Phone Bill	Overline	S	387.07	77.41	464.48
					Subtotal for Code: Telephone / Internet		£387.07	£77.41	£464.48
237 Subscriptions / Publications									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
289	16/06/2021	Current/Account	DC	PPL Music Licence	PPL	S	575.22	115.04	690.26
321	29/06/2021	Current/Account	DC	Data Protection Registration	I.C.O.	Z	40.00	0.00	40.00
					Subtotal for Code: Subscriptions / Publications		£615.22	£115.04	£730.26
245 Miscellaneous Expenditure									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
244	10/06/2021	Current/Account		PPE	KCC - KCS	S	49.30	9.86	59.16
282	14/06/2021	Current/Account	DC	PPE	Amazon UK	S	10.04	2.02	12.06
283	14/06/2021	Current/Account	DC	PPE (Masks)	Amazon UK	S	17.46	3.51	20.97
300	21/06/2021	Current/Account	DC	Portaloos Hire	Lav Hire	S	200.00	40.00	240.00
307	23/06/2021	Current/Account		key cabinet	Amazon UK	S	91.66	18.33	109.99
309	24/06/2021	Current/Account		Land Registry Fee	Barclaycard	Z	6.00	0.00	6.00
					Subtotal for Code: Miscellaneous Expenditure		£374.46	£73.72	£448.18
247 Staff Training									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
246	10/06/2021	Current/Account		Staff Training	KALC	S	35.00	7.00	42.00
291	17/06/2021	Current/Account		Staff Training	KALC	S	35.00	7.00	42.00
303	23/06/2021	Current/Account		Staff Training	KALC	S	50.00	10.00	60.00
					Subtotal for Code: Staff Training		£120.00	£24.00	£144.00
249 IT Services									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
322	30/06/2021	Current/Account	DC	IT Support & Maintenance	MPR IT Solutions	S	374.70	74.94	449.64
					Subtotal for Code: IT Services		£374.70	£74.94	£449.64

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-06-2021 and 30-06-2021)

251 Council Offices Building Maintenance									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute								
238	07/06/2021	Current Account	DC	Air Conditioning Service	LW Burt & Son Ltd	S	578.81	115.76	694.57
243	09/06/2021	Current Account	DC	Shutter Maintenance	RSL (Bristol) Ltd	S	1,200.00	240.00	1,440.00
278	14/06/2021	Current Account	DC	Cleaning Equipment	KCC - KCS	S	17.85	3.57	21.42
281	14/06/2021	Current Account	DC	PPE	Amazon UK	S	16.50	3.30	19.80
292	17/06/2021	Current Account		Hygiene Services	VR Sani	S	3.79	0.76	4.55
308	23/06/2021	Current Account		Fire Alarm / Emergency Lighting Service	Fireout Protection Ltd	S	136.40	27.28	163.68
310	25/06/2021	Current Account		Window Cleaning	Chapman	Z	40.00	0.00	40.00
Subtotal for Code: Council Offices Building Maintn							£1,993.35	£390.67	£2,384.02
253 Gas									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute								
250	11/06/2021	Current Account		Gas	KCC - Laser	L	131.99	6.60	138.59
Subtotal for Code: Gas							£131.99	£6.60	£138.59
254 Electricity									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute								
249	11/06/2021	Current Account		Electricity	KCC - Laser	S	608.74	121.75	730.49
Subtotal for Code: Electricity							£608.74	£121.75	£730.49
255 Rates									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute								
223	01/06/2021	Current Account	DC	NDR	DBC	Z	2,196.00	0.00	2,196.00
317	28/06/2021	Current Account	DC	NDR	DBC	Z	2,196.00	0.00	2,196.00
Subtotal for Code: Rates							£4,392.00	£0.00	£4,392.00
274 Bank Interest									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute								
287	15/06/2021	Current Account	DC	Card Fee	Elavon	S	23.67	1.20	24.87
320	29/06/2021	Current Account	DC	Bank Charges - Payflow	Barclays	Z	14.50	0.00	14.50
Subtotal for Code: Bank Interest							£38.17	£1.20	£39.37
275 Long Term Maintenance									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute								
234	03/06/2021	Current Account		Fire Extinguisher Service	Kent County Council	S	35.00	7.00	42.00
Subtotal for Code: Long Term Maintenance							£35.00	£7.00	£42.00
Subtotal for Cost Centre: Administration							21,508.15	1,001.26	22,509.41
280 Wages									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute								
270	14/06/2021	Current Account		PAYE	HMRC	Z	49.60	0.00	49.60
276	14/06/2021	Current Account	DC	Wages	SGTC	Z	359.77	0.00	359.77
Subtotal for Code: Wages							£409.37	£0.00	£409.37

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-06-2021 and 30-06-2021)

Code Number		282 Gas & Electricity																	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total									
248	10/06/2021		Current Account		Gas	KCC - Laser	L	32.54	1.63	34.17									
						Subtotal for Code:		Gas & Electricity	£1.63	£34.17									
Code Number		285 Rates																	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total									
220	01/06/2021		Current Account	DC	NNDR	DBC	Z	127.00	0.00	127.00									
314	28/06/2021		Current Account	DC	NNDR	DBC	Z	127.00	0.00	127.00									
						Subtotal for Code:		Rates	£0.00	£254.00									
Code Number		299 Long Term Maintenance																	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total									
232	03/06/2021		Current Account		Fire Extinguisher Service	Kent County Council	S	35.00	7.00	42.00									
251	11/06/2021		Current Account		Electrical Inspection Test	Focus Electrical	S	150.00	30.00	180.00									
293	17/06/2021		Current Account		Hygiene Services	VR Sani	S	3.79	0.76	4.55									
299	18/06/2021		Current Account		Emergency Light Test and Repairs	Focus Electrical	S	74.61	14.92	89.53									
						Subtotal for Code:		Long Term Maintenance	£52.68	£316.08									
						Subtotal for Cost Centre:		Church Road Hall	54.31	1,013.62									
Code Number		301 Repairs & Maintenance																	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total									
235	03/06/2021		Current Account		Fire Extinguisher Service	Kent County Council	S	35.00	7.00	42.00									
						Subtotal for Code:		Repairs & Maintenance	£7.00	£42.00									
Code Number		302 Gas & Electricity																	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total									
247	10/06/2021		Current Account		Gas	KCC - Laser	L	4.03	0.20	4.23									
						Subtotal for Code:		Gas & Electricity	£0.20	£4.23									
						Subtotal for Cost Centre:		Grove Hall	7.20	46.23									
Code Number		342 Maintenance & Cleaning Contribution																	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total									
288	16/06/2021		Current Account		Heating Repairs	MLC Plumbing	Z	1,500.00	0.00	1,500.00									
						Subtotal for Code:		Maintenance & Cleaning Coni	£0.00	£1,500.00									
						Subtotal for Cost Centre:		Sports Pavilion	0.00	1,500.00									
Code Number		360 Wages																	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total									
269	14/06/2021		Current Account		PAYE	HMRG	Z	122.20	0.00	122.20									
275	14/06/2021		Current Account	DC	Wages	SGTC	Z	488.50	0.00	488.50									
						Subtotal for Code:		Wages	£610.70	£610.70									

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-06-2021 and 30-06-2021)

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
361 Repairs & Maintenance									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
236	03/06/2021	Current Account		Fire Extinguisher Service	Kent County Council	S	35.00	7.00	42.00
290	17/06/2021	Current Account		Air Conditioning Service	LW Burt & Son Ltd	S	995.07	199.01	1,194.08
301	21/06/2021	Current Account	DC	TC hall - Children's sink leak call out	LW Burt & Son Ltd	S	95.96	19.19	115.15
302	22/06/2021	Current Account	DC	Plumbing Repairs - Children's Toilets	LW Burt & Son Ltd	S	95.96	19.19	115.15
				Subtotal for Code: Repairs & Maintenance			£1,221.99	£244.39	£1,466.38
Cost Centre	Old Fire Station Cafe			Subtotal for Cost Centre: Town Council Offices Communi			1,832.69	244.39	2,077.08
380 Wages									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
262	14/06/2021	Current Account		Pension E'ee	KCC - LGPS	Z	46.72	0.00	46.72
263	14/06/2021	Current Account		Pension E'er	KCC - LGPS	Z	171.58	0.00	171.58
268	14/06/2021	Current Account		NI	HMRC	Z	21.95	0.00	21.95
274	14/06/2021	Current Account	DC	Wages	SGTC	Z	1,338.12	0.00	1,338.12
				Subtotal for Code: Wages			£1,578.37	£0.00	£1,578.37
382 Furniture, Fixtures & Equipment (incl. I									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
226	02/06/2021.	Current Account		Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	71.37	14.27	85.64
				Subtotal for Code: Furniture, Fixtures & Equipme			£71.37	£14.27	£85.64
384 Rates									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
219	01/06/2021	Current Account	DC	NNDR	DBC	Z	215.00	0.00	215.00
313	28/06/2021	Current Account	DC	NNDR	DBC	Z	215.00	0.00	215.00
				Subtotal for Code: Rates			£430.00	£0.00	£430.00
389 Maintenance									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
294	17/06/2021	Current Account		Hygiene Services	VR Sani	S	10.93	2.19	13.12
				Subtotal for Code: Maintenance			£10.93	£2.19	£13.12
393 Long Term Maintenance									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
224	02/06/2021	Current Account		Waste Bin Collection	Viridor Waste Kent Ltd	S	48.25	9.65	57.90
				Subtotal for Code: Long Term Maintenance			£48.25	£9.65	£57.90
				Subtotal for Cost Centre: Old Fire Station Cafe			2,138.92	26.11	2,165.03
TOTALS							£60,208.97	£4,046.39	£64,254.36

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Swanscombe and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
 (Between 01-07-2021 and 31-07-2021)

Cost Centre	Parks Establishment		Cheq. No.		Description	Supplier	Vat Type	Net	Vat	Total
Code Number	54	Trees	Minute	DC	Tree Sponsorship	Town Mayor	Z	155.00	0.00	155.00
Vchr.	65	16/07/2021	Active Saver 1	DC		Subtotal for Code: Trees		£155.00	£0.00	£155.00
						Subtotal for Cost Centre: Parks Establishment		155.00	0.00	155.00
Cost Centre	Broomfield Sports Ground									
Code Number	95	Football Income	Minute	DC	Football Pitch Deposit	Swanscombe Tigers FC	Z	200.00	0.00	200.00
Vchr.	58	07/07/2021	Current Account	DC	Football Pitch Hire	Dartford Celtics	Z	1,540.00	0.00	1,540.00
	76	29/07/2021	Active Saver 1			Subtotal for Code: Football Income		£1,740.00	£0.00	£1,740.00
						Subtotal for Cost Centre: Broomfield Sports Ground		1,740.00	0.00	1,740.00
Cost Centre	Administration									
Code Number	233	Stationary, Advertising & Postage	Minute	DC	Stationary	Various	Z	2.45	0.00	2.45
Vchr.	56	07/07/2021	Current Account	DC		Subtotal for Code: Stationary, Advertising & Post		£2.45	£0.00	£2.45
Code Number	238	Civic Budget	Minute	DC	Refund for Town Mayor Event	DBC	Z	20.00	0.00	20.00
Vchr.	59	07/07/2021	Current Account	DC		Subtotal for Code: Civic Budget		£20.00	£0.00	£20.00
Code Number	244	Local Funding	Minute	DC	Refund of Local Funding	Ingress Park Family Fund Day	Z	450.00	0.00	450.00
Vchr.	60	07/07/2021	Current Account	DC		Subtotal for Code: Local Funding		£450.00	£0.00	£450.00
Code Number	271	Miscellaneous Income	Minute	DC	Storage Fees	Waik Tail	Z	416.67	0.00	416.67
Vchr.	63	05/07/2021	Active Saver 1	DC	VAT Repayment	HIMRC	R	0.00	12,574.59	12,574.59
	68	07/07/2021	Current Account			Subtotal for Code: Miscellaneous Income		£416.67	£12,574.59	£12,991.26
Code Number	274	Bank Interest	Minute	DC	Loyalty Reward	Barclays	Z	1.20	0.00	1.20
Vchr.	67	05/07/2021	Current Account	DC		Subtotal for Code: Bank Interest		£1.20	£0.00	£1.20
						Subtotal for Cost Centre: Church Road Hall		890.32	12,574.59	13,464.91

Swanscombe and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-07-2021 and 31-07-2021)

Code Number	Date	295 Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute									
48	02/07/2021	Active Saver 1	Bank		Hall Hire	Rosie's Groovy Movers	Z	70.00	0.00	70.00
51	14/07/2021	Active Saver 1	Bank		Hall Hire	2nd Swanscombe Brownies	Z	91.86	0.00	91.86
52	14/07/2021	Active Saver 1	Bank		Hall Hire	1st Swanscombe Rainbows	Z	96.25	0.00	96.25
53	07/07/2021	Current Account	Bank	DC	Hall Hire	Various	Z	350.67	0.00	350.67
Subtotal for Code: Hire Income								£608.78	£0.00	£608.78
Subtotal for Cost Centre: Church Road Hall								608.78	0.00	608.78

Code Number	Date	335 Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute									
55	07/07/2021	Current Account	Bank	DC	Hall Hire	Various	Z	100.00	0.00	100.00
62	05/07/2021	Active Saver 1	Bank		Rent	Walk Tall	Z	1,083.00	0.00	1,083.00
Subtotal for Code: Hire Income								£1,183.00	£0.00	£1,183.00
Subtotal for Cost Centre: Heritage Community Hall								1,183.00	0.00	1,183.00

Code Number	Date	350 Rent Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute									
57	07/07/2021	Current Account	Bank	DC	Rent	The Pavilion Community Sports & Soc	Z	526.67	0.00	526.67
Subtotal for Code: Rent Income								£526.67	£0.00	£526.67
Subtotal for Cost Centre: Sports Pavilion								526.67	0.00	526.67

Code Number	Date	370 Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute									
47	02/07/2021	Active Saver 1	Bank		Hall Hire	Cygnets	Z	2,232.00	0.00	2,232.00
49	02/07/2021	Active Saver 1	Bank		Hall Hire	Rosie's Groovy Movers	Z	284.87	0.00	284.87
50	02/07/2021	Active Saver 1	Bank		Hall Hire	North Kent Karate	Z	494.50	0.00	494.50
54	07/07/2021	Current Account	Bank	DC	Hall Hire	Various	Z	775.00	0.00	775.00
64	06/07/2021	Active Saver 1	Bank		Hall Hire	Dragon Spirit Karate	Z	150.52	0.00	150.52
66	21/07/2021	Active Saver 1	Bank	026D	Hall Hire	DBC	Z	354.75	0.00	354.75
77	26/07/2021	Active Saver 1	Bank	DC	Hall Hire	Various	Z	195.00	0.00	195.00
Subtotal for Code: Hire Income								£4,486.64	£0.00	£4,486.64
Subtotal for Cost Centre: Town Council Offices Community Hall								4,486.64	0.00	4,486.64

Code Number	Date	395 Cafe Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Minute									
61	07/07/2021	Current Account	Bank	DC	Food Sales	Old Fire Station Cafe	S	4,085.18	817.04	4,902.22
69	30/07/2021	Active Saver 1	Bank		Buffet Lunch	CAS Community Solutions	Z	40.00	0.00	40.00

Swanscombe and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-07-2021 and 31-07-2021)

70	30/07/2021	Active Saver 1	Buffet Lunch	CAS Community Solutions	Z	50.00	0.00	50.00
71	30/07/2021	Active Saver 1	Buffet Lunch	CAS Community Solutions	Z	50.00	0.00	50.00
				Subtotal for Code: Cafe Income		£4,225.18	£817.04	£5,042.22
				Subtotal for Cost Centre: Old Fire Station Cafe		4,225.18	817.04	5,042.22
TOTALS						£13,815.59	£13,391.63	£27,207.22

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Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-07-2021 and 31-07-2021)

Cost Centre		Grove Car Park							
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	20 Rates	Current Account	DC	NDR	DBC	Z	439.00	0.00	439.00
405	20/07/2021	Current Account	DC	NDR	DBC	Z	439.00	0.00	439.00
Subtotal for Code: Rates							£439.00	£0.00	£439.00
Subtotal for Cost Centre: Grove Car Park							439.00	0.00	439.00
Cost Centre		Parks Establishment							
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	40 Wages	Current Account	DC	Pension E'ee	Intelligent Money	Z	118.00	0.00	118.00
362	14/07/2021	Current Account	DC	Pension E'ee <td>Intelligent Money <td>Z</td> <td>70.80 <td>0.00 <td>70.80</td> </td></td></td>	Intelligent Money <td>Z</td> <td>70.80 <td>0.00 <td>70.80</td> </td></td>	Z	70.80 <td>0.00 <td>70.80</td> </td>	0.00 <td>70.80</td>	70.80
363	14/07/2021	Current Account	DC	Pension E'ee <td>KCC - LGPS <td>Z</td> <td>130.96 <td>0.00 <td>130.96</td> </td></td></td>	KCC - LGPS <td>Z</td> <td>130.96 <td>0.00 <td>130.96</td> </td></td>	Z	130.96 <td>0.00 <td>130.96</td> </td>	0.00 <td>130.96</td>	130.96
364	14/07/2021	Current Account	DC	Pension E'ee <td>KCC - LGPS <td>Z</td> <td>407.00 <td>0.00 <td>407.00</td> </td></td></td>	KCC - LGPS <td>Z</td> <td>407.00 <td>0.00 <td>407.00</td> </td></td>	Z	407.00 <td>0.00 <td>407.00</td> </td>	0.00 <td>407.00</td>	407.00
365	14/07/2021	Current Account	DC	PAYE <td>HMRC <td>Z</td> <td>383.20 <td>0.00 <td>383.20</td> </td></td></td>	HMRC <td>Z</td> <td>383.20 <td>0.00 <td>383.20</td> </td></td>	Z	383.20 <td>0.00 <td>383.20</td> </td>	0.00 <td>383.20</td>	383.20
370	14/07/2021	Current Account	DC	NI <td>HMRC <td>Z</td> <td>803.75 <td>0.00 <td>803.75</td> </td></td></td>	HMRC <td>Z</td> <td>803.75 <td>0.00 <td>803.75</td> </td></td>	Z	803.75 <td>0.00 <td>803.75</td> </td>	0.00 <td>803.75</td>	803.75
371	14/07/2021	Current Account	DC	Wages <td>SGTC <td>Z</td> <td>4,420.49 <td>0.00 <td>4,420.49</td> </td></td></td>	SGTC <td>Z</td> <td>4,420.49 <td>0.00 <td>4,420.49</td> </td></td>	Z	4,420.49 <td>0.00 <td>4,420.49</td> </td>	0.00 <td>4,420.49</td>	4,420.49
378	14/07/2021	Current Account	DC	Wages <td>SGTC <td>Z</td> <td>£6,334.20 <td>£0.00 <td>£6,334.20</td> </td></td></td>	SGTC <td>Z</td> <td>£6,334.20 <td>£0.00 <td>£6,334.20</td> </td></td>	Z	£6,334.20 <td>£0.00 <td>£6,334.20</td> </td>	£0.00 <td>£6,334.20</td>	£6,334.20
Subtotal for Code: Wages							£6,334.20	£0.00	£6,334.20
Cost Centre		41 Equipment/Materials							
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	41 Equipment/Materials	Current Account	DC	Parks Equipment - Various	Ernest Doe & Sons Ltd	S	262.55	52.51	315.06
324	01/07/2021	Current Account	DC <th>Parks Equipment - Various</th> <th>Ernest Doe & Sons Ltd</th> <th>S</th> <th>2,960.00</th> <th>592.00</th> <th>3,552.00</th>	Parks Equipment - Various	Ernest Doe & Sons Ltd	S	2,960.00	592.00	3,552.00
325	01/07/2021	Current Account	DC <th>Parks Equipment - Various</th> <th>Ernest Doe & Sons Ltd</th> <th>S</th> <th>476.00</th> <th>95.20</th> <th>571.20</th>	Parks Equipment - Various	Ernest Doe & Sons Ltd	S	476.00	95.20	571.20
326	01/07/2021	Current Account	DC <th>General Maintenance Supplies</th> <th>Ernest Doe & Sons Ltd</th> <th>S</th> <th>75.00</th> <th>15.00</th> <th>90.00</th>	General Maintenance Supplies	Ernest Doe & Sons Ltd	S	75.00	15.00	90.00
340	08/07/2021	Current Account	DC <th>Cleaning Materials</th> <th>KCC - KCS</th> <th>S</th> <th>117.80</th> <th>23.56</th> <th>141.36</th>	Cleaning Materials	KCC - KCS	S	117.80	23.56	141.36
355	14/07/2021	Current Account	DC <th>Skip Hire</th> <th>Pinden Ltd</th> <th>S</th> <th>220.00</th> <th>44.00</th> <th>264.00</th>	Skip Hire	Pinden Ltd	S	220.00	44.00	264.00
359	14/07/2021	Current Account	DC <th>General Equipment</th> <th>Petty Cash</th> <th>Z</th> <th>54.99</th> <th>0.00</th> <th>54.99</th>	General Equipment	Petty Cash	Z	54.99	0.00	54.99
397	07/07/2021	Current Account	DC <th>General Equipment</th> <th>Petty Cash</th> <th>Z</th> <th>89.37</th> <th>0.00</th> <th>89.37</th>	General Equipment	Petty Cash	Z	89.37	0.00	89.37
398	07/07/2021	Current Account	DC <th>General Equipment</th> <th>Petty Cash</th> <th>Z</th> <th>60.00</th> <th>0.00</th> <th>60.00</th>	General Equipment	Petty Cash	Z	60.00	0.00	60.00
399	07/07/2021	Current Account	DC <th>General Equipment</th> <th>Petty Cash</th> <th>Z</th> <th>204.48</th> <th>0.00</th> <th>204.48</th>	General Equipment	Petty Cash	Z	204.48	0.00	204.48
400	07/07/2021	Current Account	DC <th>General Equipment</th> <th>Petty Cash</th> <th>Z</th> <th>220.00</th> <th>0.00</th> <th>220.00</th>	General Equipment	Petty Cash	Z	220.00	0.00	220.00
415	28/07/2021	Current Account	DC <th>Skip Hire</th> <th>Pinden Ltd</th> <th>S</th> <th>58.30</th> <th>11.66</th> <th>69.96</th>	Skip Hire	Pinden Ltd	S	58.30	11.66	69.96
422	28/07/2021	Current Account	DC <th>Parks Equipment - Postcrete</th> <th>Discount Builders Merchants</th> <th>S</th> <th>£4,798.49</th> <th>£877.93</th> <th>£5,676.42</th>	Parks Equipment - Postcrete	Discount Builders Merchants	S	£4,798.49	£877.93	£5,676.42
Subtotal for Code: Equipment/Materials							£4,798.49	£877.93	£5,676.42
Cost Centre		43 Fuel							
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	43 Fuel	Current Account	DC	Fuel	All Star	S	200.89	39.50	240.39
327	01/07/2021	Current Account	DC <th>Fuel</th> <th>All Star</th> <th>S</th> <th>£200.89</th> <th>£39.50</th> <th>£240.39</th>	Fuel	All Star	S	£200.89	£39.50	£240.39
Subtotal for Code: Fuel							£200.89	£39.50	£240.39
Cost Centre		47 Water Rates							
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	47 Water Rates	Current Account	DC	Water Rates	Business Stream	Z	157.99	0.00	157.99
337	07/07/2021	Current Account	DC <th>Water Rates</th> <th>Business Stream</th> <th>Z</th> <th>157.99</th> <th>0.00</th> <th>157.99</th>	Water Rates	Business Stream	Z	157.99	0.00	157.99

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-07-2021 and 31-07-2021)

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Subtotal for Code: Water Rates £157.99 £0.00 £157.99									
48 Gas/Electricity									
Vchr.	352	13/07/2021		Electricity - Wooden Hut	EDF Energy	L	35.45	1.77	37.22
			DC				£35.45	£1.77	£37.22
Subtotal for Code: Gas/Electricity									
49 Playground Equipment & Maintenance									
Vchr.	387	16/07/2021		Parks - General repairs	Amazon UK	Z	13.30	0.00	13.30
	388	16/07/2021		Parks - General repairs	Amazon UK	Z	2.93	0.00	2.93
	402	20/07/2021	DC	Play equipment - New equipment Valley Wicksteed Leisure Ltd	Wicksteed Leisure Ltd	S	4,982.45	996.49	5,978.94
							£4,998.68	£996.49	£5,995.17
Subtotal for Code: Playground Equipment & Mail									
53 Vandalism									
Vchr.	341	08/07/2021		Repairs in Swanscombe Park following t	TMH Contractors	Z	150.00	0.00	150.00
	345	12/07/2021		Repairs to Container and Mess Room	Rapid Secure	S	195.00	39.00	234.00
	408	21/07/2021	DC	Welding Repairs	TMH Contractors	Z	460.00	0.00	460.00
							£805.00	£39.00	£844.00
Subtotal for Code: Vandalism									
54 Trees									
Vchr.	421	28/07/2021		Tree Works - Swanscombe Park	SL Tree Care Ltd	S	3,201.00	640.20	3,841.20
							£3,201.00	£640.20	£3,841.20
Subtotal for Code: Trees									
56 Unexpected/Emergency Works									
Vchr.	416	28/07/2021		Welding - Break-in Container Swanscor	TMH Contractors	Z	100.00	0.00	100.00
	424	29/07/2021		Alarm Repairs - Parks Mess Room	Astra Security Systems Ltd	S	105.00	21.00	126.00
							£205.00	£21.00	£226.00
Subtotal for Code: Unexpected/Emergency Work									
58 New Community Facility									
Vchr.	392	19/07/2021		Installation of Playground Equipment	Playdale Playgrounds Ltd	S	2,350.80	470.16	2,820.96
	413	28/07/2021		Sleepers for Raised Beds	Barlaycard	Z	1,102.00	0.00	1,102.00
	485	22/07/2021	DC	Paving Slabs	Aggregate Industrial	Z	395.98	0.00	395.98
							£3,848.78	£470.16	£4,318.94
Subtotal for Code: New Community Facility									
59 Long Term Maintenance									
Vchr.	330	02/07/2021		Park Keeper Contract - Play Area Clear	Night & Day Security	Z	1,695.00	0.00	1,695.00
	331	02/07/2021		Park Keeper Contract - Site Checks	Night & Day Security	Z	1,253.34	0.00	1,253.34
	332	02/07/2021		Park Keeper Contract	Night & Day Security	Z	1,400.51	0.00	1,400.51
	339	08/07/2021		Parks - General repairs	Discount Builders Merchants	S	90.60	18.12	108.72
	343	08/07/2021		Skip Hire	Pinden Ltd	S	660.00	132.00	792.00

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-07-2021 and 31-07-2021)

Code Number	Date	Min	Vat Type	Supplier	Description	Cheq. No.	Net	Vat	Total
417	28/07/2021		S	Landscape Supply	Gang Mowing		4,813.98	962.80	5,776.78
418	28/07/2021		S	Weed Management	Weed Killing - Broomfield/Knockhall		1,114.00	222.80	1,336.80
Subtotal for Code: Long Term Maintenance							£11,027.43	£1,335.72	£12,363.15
Subtotal for Cost Centre: Parks Establishment							35,612.91	4,421.77	40,034.68
Cost Centre Broomfield Sports Ground									
Code Number	Date	Min	Vat Type	Supplier	Description	Cheq. No.	Net	Vat	Total
425	30/07/2021		Z	Dartford Celtics	Football Pitch Hire		0.00	0.00	0.00
Subtotal for Code: Football Income							£0.00	£0.00	£0.00
Subtotal for Cost Centre: Broomfield Sports Ground							0.00	0.00	0.00
Cost Centre St Peter & St Paul's Churchyard									
Code Number	Date	Min	Vat Type	Supplier	Description	Cheq. No.	Net	Vat	Total
323	01/07/2021		S	C Ginn Building Restoration Ltd	Churchyard Wall Repairs		450.00	90.00	540.00
Subtotal for Code: Maintenance							£450.00	£90.00	£540.00
Subtotal for Cost Centre: St Peter & St Paul's Churchyard							450.00	90.00	540.00
Cost Centre Other Projects									
Code Number	Date	Min	Vat Type	Supplier	Description	Cheq. No.	Net	Vat	Total
335	06/07/2021		Z	Stepforward	Licence fee - Open Air Cinema		500.00	0.00	500.00
Subtotal for Code: General Projects (inc. Summe							£500.00	£0.00	£500.00
Subtotal for Cost Centre: Other Projects							500.00	0.00	500.00
Cost Centre Leisure Centre									
Code Number	Date	Min	Vat Type	Supplier	Description	Cheq. No.	Net	Vat	Total
406	20/07/2021		Z	DBC	NNDR		2,918.00	0.00	2,918.00
Subtotal for Code: Rates & Insurance Rent - DBI							£2,918.00	£0.00	£2,918.00
Subtotal for Cost Centre: Leisure Centre							14,500.00	2,900.00	17,400.00
Cost Centre Administration									
Code Number	Date	Min	Vat Type	Supplier	Description	Cheq. No.	Net	Vat	Total
336	07/07/2021		S	GCLL	Management Fee		14,500.00	2,900.00	17,400.00
349	12/07/2021		S	Intelligent Money	Annual Fee for Monthly payroll		290.00	58.00	348.00
360	14/07/2021		Z	Intelligent Money	Pension Fee		171.31	0.00	171.31
Subtotal for Code: Management Fee							£14,500.00	£2,900.00	£17,400.00
Subtotal for Cost Centre: Leisure Centre							17,418.00	2,900.00	20,318.00

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-07-2021 and 31-07-2021)

361	14/07/2021	Current Account	DC	Pension E'er	Intelligent Money	Z	102.79	0.00	102.79	0.00	102.79
366	14/07/2021	Current Account	DC	Pension E'ee	KCC - LGPS	Z	331.24	0.00	331.24	0.00	331.24
367	14/07/2021	Current Account	DC	Pension E'er	KCC - LGPS	Z	1,026.65	0.00	1,026.65	0.00	1,026.65
372	14/07/2021	Current Account	DC	PAYE	HMRC	Z	953.60	0.00	953.60	0.00	953.60
373	14/07/2021	Current Account	DC	NI	HMRC	Z	1,674.00	0.00	1,674.00	0.00	1,674.00
377	14/07/2021	Current Account	DC	Wages	SGTC	Z	7,542.57	0.00	7,542.57	0.00	7,542.57
Subtotal for Code: Wages										£58.00	£12,400.16

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
232 Photocopier											
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
382	15/07/2021	Current Account		Photocopier Rental	KCC - KCS	S	100.06	20.01	120.07		
Subtotal for Code: Photocopier										£20.01	£120.07

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
233 Stationary, Advertising & Postage											
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
386	16/07/2021	Current Account		Stationary	Amazon UK	S	9.06	1.81	10.87		
393	07/07/2021	Current Account	BANKADJ	General Equipment	Petty Cash	Z	1.58	0.00	1.58		
394	07/07/2021	Current Account	BANKADJ	General Equipment	Petty Cash	Z	24.99	0.00	24.99		
395	07/07/2021	Current Account	BANKADJ	General Equipment	Petty Cash	Z	104.31	0.00	104.31		
396	07/07/2021	Current Account	BANKADJ	General Equipment	Petty Cash	Z	127.60	0.00	127.60		
410	07/07/2021	Current Account	BANKADJ	Stationary	Petty Cash	Z	8.78	0.00	8.78		
414	28/07/2021	Current Account		Stationary	Amazon UK	S	16.67	3.33	20.00		
Subtotal for Code: Stationary, Advertising & Post										£5.14	£298.13

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
234 Telephone / Internet											
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
338	07/07/2021	Current Account		Phone Bill	Overline	S	374.44	74.88	449.32		
411	12/07/2021	Current Account	DD	Phone System - Lease Rental	BNP Paribas	Z	747.00	0.00	747.00		
Subtotal for Code: Telephone / Internet										£74.88	£1,196.32

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
237 Subscriptions / Publications											
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
334	06/07/2021	Current Account	DC	Software Maintenance	Scribe 2000 Ltd	S	785.00	157.00	942.00		
484	30/07/2021	Current Account	DC	Subscription Renewal	I.C.O.	Z	-5.00	0.00	-5.00		
Subtotal for Code: Subscriptions / Publications										£157.00	£937.00

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
238 Civic Budget											
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
412	23/07/2021	Current Account		Mayoral Expenditure	Mayor of Sandwich	Z	50.00	0.00	50.00		
420	28/07/2021	Current Account		Mayoral Engagement	Mayor of Margate	Z	40.00	0.00	40.00		
Subtotal for Code: Civic Budget										£0.00	£90.00

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
245 Miscellaneous Expenditure									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
383	16/07/2021	Current Account		Cleaning Materials	KCC - KCS	S	62.55	12.51	75.06
384	16/07/2021	Current Account		Card Transaction Fees	Elavon	S	8.52	1.20	9.72

Swanscombe and Greenhithe Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-07-2021 and 31-07-2021)

16 August 2021 (2021-2022)

385	16/07/2021	Current Account				Hanging Baskets x 2 High Streets		Amethyst					
391	19/07/2021	Current Account				Portalo Hire		Lav Hire	S	3,823.00	764.60	4,587.60	
419	28/07/2021	Current Account				Summer of Sport - Invoice for Coaching		Fleet Gymnastics	S	200.00	40.00	240.00	
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
Vchr.		Minute	DC				£4,444.07	£818.31	£5,262.38				
		251 Council Offices Building Maintenance											
409	02/07/2021	Current Account				Hygiene Services		VR Sani	Z	13.52	0.00	13.52	
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
Vchr.		Minute	DC				£13.52	£0.00	£13.52				
354	13/07/2021	Current Account				Gas		KCC - Laser	L	88.22	4.41	92.63	
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
Vchr.		Minute	DC				£88.22	£4.41	£92.63				
344	12/07/2021	Current Account				Electricity - Street Lighting		E-on	L	125.72	6.29	132.01	
353	13/07/2021	Current Account				Electricity		KCC - Laser	S	675.00	135.00	810.00	
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
Vchr.		Minute	DC				£800.72	£141.29	£942.01				
407	20/07/2021	Current Account				NDR		DBC	Z	2,196.00	0.00	2,196.00	
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
Vchr.		Minute	DC				£2,196.00	£0.00	£2,196.00				
423	29/07/2021	Current Account				Payflow Charges		Barclays	Z	71.13	0.00	71.13	
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
Vchr.		Minute	DC				£71.13	£0.00	£71.13				
346	12/07/2021	Current Account				Hygiene Services		VR Sani	S	15.16	3.03	18.19	
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
Vchr.		Minute	DC				£15.16	£3.03	£18.19				
		274 Bank Interest											
		275 Long Term Maintenance											
		280 Wages											
		281 Repairs & Maintenance											
		Subtotal for Cost Centre: Administration					22,355.47	1,282.07	23,637.54				
		Subtotal for Cost Centre: Long Term Maintenance					£15.16	£3.03	£18.19				
		Subtotal for Cost Centre: Bank Interest					£71.13	£0.00	£71.13				
		Subtotal for Cost Centre: Bank					£2,196.00	£0.00	£2,196.00				
		Subtotal for Cost Centre: Wages					£49.60	£0.00	£49.60				
		Subtotal for Cost Centre: HMRRC					£359.97	£0.00	£359.97				
		Subtotal for Cost Centre: Kent Fire Extinguisher Services Ltd					£409.57	£0.00	£409.57				
		Subtotal for Cost Centre: Guttering Repairs					£50.00	£0.00	£50.00				

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-07-2021 and 31-07-2021)

348	12/07/2021	Current Account	Hygiene Services	VR Sani	S	3.79	0.76	4.55
				Subtotal for Code: Repairs & Maintenance		£53.79	£0.76	£54.55
Code Number	282	Gas & Electricity	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	Gas	KCC - Laser	L	23.57	1.18	24.75
350	12/07/2021	Current Account		Subtotal for Code: Gas & Electricity		£23.57	£1.18	£24.75
Code Number	285	Rates	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	NNDR	DBC	Z	127.00	0.00	127.00
404	20/07/2021	Current Account		Subtotal for Code: Rates		£127.00	£0.00	£127.00
				Subtotal for Cost Centre: Church Road Hall		613.93	1.94	615.87
Cost Centre	Grove Hall							
Code Number	301	Repairs & Maintenance	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	Roof Repair - Grove Hall	Kent Fire Extinguisher Services Ltd	Z	160.00	0.00	160.00
328	02/07/2021	Current Account		Subtotal for Code: Repairs & Maintenance		£160.00	£0.00	£160.00
Code Number	302	Gas & Electricity	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	Gas	KCC - Laser	L	3.90	0.20	4.10
351	12/07/2021	Current Account		Subtotal for Code: Gas & Electricity		£3.90	£0.20	£4.10
				Subtotal for Cost Centre: Grove Hall		163.90	0.20	164.10
Cost Centre	Town Council Offices Community Hall							
Code Number	360	Wages	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	PAYE	HMRC	Z	122.20	0.00	122.20
375	14/07/2021	Current Account				488.70	0.00	488.70
380	14/07/2021	Current Account	Wages	SGTC	Z	£810.90	£0.00	£610.90
				Subtotal for Code: Wages				
Code Number	363	Cleaning Materials	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	Cleaning Materials	KCC - KCS	S	61.70	12.34	74.04
356	14/07/2021	Current Account				2.30	0.46	2.76
358	14/07/2021	Current Account	Cleaning Materials	Subtotal for Code: Cleaning Materials		£64.00	£12.80	£76.80
				Subtotal for Cost Centre: Town Council Offices Communi		674.90	12.80	687.70
Cost Centre	Old Fire Station Cafe							
Code Number	380	Wages	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Bank	Pension Elee	KCC - LGPS	Z	56.52	0.00	56.52
368	14/07/2021	Current Account				207.58	0.00	207.58
369	14/07/2021	Current Account	Pension Eler	KCC - LGPS	Z	67.36	0.00	67.36
374	14/07/2021	Current Account	NI	HMRC	Z			

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-07-2021 and 31-07-2021)

Code Number	Date	Current Account	DC	Wages	SGTC				
379	14/07/2021	Current Account	DC			Z			
381 Food/Supplies									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
389	16/07/2021	Current Account		Takeaway Bags	Amazon UK	S	16.24	3.26	19.50
390	16/07/2021	Current Account		Takeaway Bags	Amazon UK	S	7.77	1.56	9.33
401	07/07/2021	Current Account	BANKADJ	Food Supplies	Various	Z	1,789.33	0.00	1,789.33
384 Rates									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
403	20/07/2021	Current Account	DC	NNDR	DBC	Z	215.00	0.00	215.00
386 Cleaning Materials									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
357	14/07/2021	Current Account		Cleaning Materials	KCC - KCS	S	31.20	6.24	37.44
389 Maintenance									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
333	06/07/2021	Current Account	DC	Waste Bin Collection	Viridor Waste Kent Ltd	S	112.60	22.52	135.12
393 Long Term Maintenance									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
347	12/07/2021	Current Account		Hygiene Services	VR Sani	S	10.83	2.17	13.00
TOTALS									
							£81,829.42	£8,744.53	£90,573.95

Subtotal for Code: Wages 1,086.88 0.00 1,086.88
 Subtotal for Code: Rates 215.00 0.00 215.00
 Subtotal for Code: Cleaning Materials 31.20 6.24 37.44
 Subtotal for Code: Maintenance 112.60 22.52 135.12
 Subtotal for Cost Centre: Old Fire Station Cafe 3,601.31 35.75 3,637.06

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Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2021 to 31/07/2021)

Cost Centre	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		
Public Lighting							
1 Supply & Maintenance	0.00	0.00	0.00	2600.00	866.64	1094.42	-227.78
3 Christmas Lighting	0.00	0.00	0.00	3600.00	1,200.00	0.00	1,200.00
4 Repairs	0.00	0.00	0.00	500.00	166.64	0.00	166.64
5 Long Term Financial Risks	0.00	0.00	0.00	500.00	166.64	0.00	166.64
6 Income	1.00	0.36	0.00	0.00	0.00	0.00	-0.36
7 Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total for Public Lighting	1.00	0.36	0.00	7,200.00	2,399.92	1,094.42	1,305.14
Grove Car Park							
20 Rates	0.00	0.00	0.00	4571.00	1,523.64	2196.20	-672.56
21 Repairs & Maintenance	0.00	0.00	0.00	500.00	166.64	3109.50	-2,942.86
22 Long Term Financial Risks	0.00	0.00	0.00	655.00	218.36	0.00	218.36
23 Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
421 Income	600.00	200.00	0.00	0.00	0.00	0.00	-200.00
Sub Total for Grove Car Park	600.00	200.00	0.00	5,726.00	1,908.64	5,305.70	-3,597.06
Craylands Lane Car Park							
30 Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31 Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32 Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total for Craylands Lane Car Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parks Establishment							
40 Wages	0.00	0.00	0.00	109000.00	36,333.36	38643.89	-2,310.53
41 Equipment/Materials	0.00	0.00	792.00	40000.00	13,333.36	9786.15	4,339.21
42 New Grounds Maintenance Equipom	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43 Fuel	0.00	0.00	0.00	2500.00	833.36	1003.39	-170.03
44 Fencing	0.00	0.00	0.00	5000.00	1,666.64	0.00	1,666.64
45 Telephone	0.00	0.00	0.00	571.00	190.36	0.00	190.36
46 Vehicles	0.00	0.00	0.00	2500.00	833.36	940.67	-107.31
47 Water Rates	0.00	0.00	0.00	1061.00	353.64	695.83	-342.19

AGENDA ITEM 9

FGP 9/9/21

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2021 to 31/07/2021)

	Budget Receipts		Budget Payments		Variance Year to Date
	Total for year	Year to Date	Total for Year	Year to Date	
48 Gas/Electricity	0.00	0.00	2122.00	707.36	931.08
49 Playground Equipment & Maintenanar	0.00	0.00	5000.00	1,666.64	4998.68
50 Staff Training	0.00	0.00	1500.00	500.00	0.00
51 Knockhall Changing Rooms	0.00	0.00	500.00	166.64	0.00
52 Parks Works Area	0.00	0.00	750.00	250.00	0.00
53 Vandalism	0.00	0.00	1000.00	333.36	805.00
54 Trees	0.00	0.00	6000.00	2,000.00	8613.00
55 New Recreational Facilities	0.00	0.00	0.00	0.00	1502.80
56 Unexpected/Emergency Works	0.00	0.00	1000.00	333.36	6055.00
57 Long Term Financial Risks	0.00	0.00	10250.00	3,416.64	0.00
58 New Community Facility	0.00	0.00	0.00	0.00	10050.98
59 Long Term Maintenance	0.00	0.00	0.00	0.00	11118.77
65 Miscellaneous Income	1,000.00	333.36	0.00	0.00	-333.36
Sub Total for Parks Establishment	1,000.00	333.36	188,754.00	62,918.08	95,145.24
Cost Centre Swanscombe Park					
70 Bowls Pavilion Maintenance	0.00	0.00	0.00	0.00	35.00
71 Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00
75 Bowls Income	3,419.00	1,139.64	0.00	0.00	0.00
78 Hire Charges	0.00	0.00	3586.87	0.00	2,447.23
79 Long Term Maintenance	0.00	0.00	0.00	0.00	0.00
Sub Total for Swanscombe Park	3,419.00	1,139.64	3,586.87	0.00	743.72
Cost Centre Knockhall Playing Field					
80 Rates	0.00	0.00	158.00	52.64	147.21
81 Long Term Financial Risks	0.00	0.00	500.00	166.64	0.00
85 Football	5,989.00	1,996.36	0.00	0.00	0.00
Sub Total for Knockhall Playing Field	5,989.00	1,996.36	658.00	219.28	147.21
Cost Centre Broomfield Sports Ground					
90 Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00
95 Football Income	6,054.00	2,018.00	0.00	0.00	56.00
			1785.00		-289.00

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2021 to 31/07/2021)

	Budget Receipts		Budget Payments		Variance
	Total for year	Year to Date	Total for Year	Year to Date	
96 Cricket Income	1,787.00	595.64	0.00	0.00	1,600.36
97 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
98 Long Term Maintenance	0.00	0.00	0.00	0.00	0.00
Sub Total for Broomfield Sports Ground	7,841.00	2,613.64	0.00	0.00	1,311.36
Cost Centre Heritage Park					
100 Maintenance/Rent	0.00	0.00	4500.00	1,500.00	1,983.38
104 Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00
Sub Total for Heritage Park	0.00	0.00	4,500.00	1,500.00	1,983.38
Cost Centre St Peter & St Paul's Churchyard					
110 Maintenance	0.00	0.00	3000.00	1,000.00	550.00
Sub Total for St Peter & St Paul's Churchyard	0.00	0.00	3,000.00	1,000.00	550.00
Cost Centre Other Projects					
121 General Projects (inc. Summer Ente	0.00	0.00	10000.00	3,333.36	2,803.36
Sub Total for Other Projects	0.00	0.00	10,000.00	3,333.36	2,803.36
Cost Centre Leisure Centre					
146 Rates & Insurance Rent - DBC	0.00	0.00	30000.00	10,000.00	-4,594.00
155 Management Fee	0.00	0.00	58000.00	19,333.36	333.36
Sub Total for Leisure Centre	0.00	0.00	88,000.00	29,333.36	-4,260.64
Cost Centre Squash Courts					
200 Maintenance	0.00	0.00	500.00	166.64	166.64
201 Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00
Sub Total for Squash Courts	0.00	0.00	500.00	166.64	166.64
Cost Centre Allotments					
210 Rents / Licences	0.00	0.00	245.00	81.64	81.64
211 Repairs / Maintenance	0.00	0.00	250.00	83.36	83.36

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2021 to 31/07/2021)

	Budget Receipts		Act. Receipts		Budget Payments		Act. Payments		Variance Year to Date
	Total for year	Year to Date	Total for year	Year to Date	Total for year	Year to Date	Total for year	Year to Date	
212 Water Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
213 Long Term Financial Risks	0.00	0.00	0.00	0.00	1000.00	333.36	0.00	0.00	333.36
218 Rent Income	3,088.00	1,029.36	2,783.62	0.00	0.00	0.00	0.00	0.00	1,754.26
Sub Total for Allotments	3,088.00	1,029.36	2,783.62	0.00	1,495.00	498.36	0.00	0.00	2,252.62
Cost Centre Administration									
230 Wages	0.00	0.00	0.00	0.00	144000.00	48,000.00	48087.19	48087.19	-87.19
231 Furniture, Fixtures & Fittings	0.00	0.00	0.00	0.00	1000.00	333.36	208.00	208.00	125.36
232 Photocopier	0.00	0.00	0.00	0.00	1000.00	333.36	438.97	438.97	-105.61
233 Stationary, Advertising & Postage	0.00	0.00	2.45	0.00	2300.00	766.64	1250.35	1250.35	-481.26
234 Telephone / Internet	0.00	0.00	0.00	0.00	3700.00	1,233.36	2378.35	2378.35	-1,144.99
235 Mileage Allowance	0.00	0.00	0.00	0.00	206.00	68.64	0.00	0.00	68.64
236 Insurance	0.00	0.00	0.00	0.00	13000.00	4,333.36	14895.30	14895.30	-10,561.94
237 Subscriptions / Publications	0.00	0.00	0.00	0.00	5313.00	1,771.00	4474.21	4474.21	-2,703.21
238 Civic Budget	0.00	0.00	20.00	0.00	1500.00	500.00	190.00	190.00	330.00
239 Civic Reception	0.00	0.00	0.00	0.00	1500.00	500.00	0.00	0.00	500.00
240 Chains of Office	0.00	0.00	0.00	0.00	250.00	83.36	0.00	0.00	83.36
241 Legal Fees	0.00	0.00	0.00	0.00	3000.00	1,000.00	650.00	650.00	350.00
242 External Audit Fees	0.00	0.00	0.00	0.00	1300.00	433.36	0.00	0.00	433.36
243 Internal Audit Fees	0.00	0.00	0.00	0.00	250.00	83.36	150.00	150.00	-66.64
244 Local Funding	0.00	0.00	450.00	0.00	2000.00	666.64	0.00	0.00	1,116.64
245 Miscellaneous Expenditure	0.00	0.00	0.00	0.00	8250.00	2,750.00	14029.83	14029.83	-11,279.83
246 Election Expenses	0.00	0.00	0.00	0.00	2000.00	666.64	0.00	0.00	666.64
247 Staff Training	0.00	0.00	0.00	0.00	1500.00	500.00	120.00	120.00	380.00
248 Member Training	0.00	0.00	0.00	0.00	1500.00	500.00	0.00	0.00	500.00
249 IT Services	0.00	0.00	0.00	0.00	4000.00	1,333.36	1463.24	1463.24	-129.88
250 Handyman (incl. seasonal park staff	0.00	0.00	0.00	0.00	1500.00	500.00	0.00	0.00	500.00
251 Council Offices Building Maintenance	0.00	0.00	1208.33	0.00	15000.00	5,000.00	3252.73	3252.73	2,955.60
252 Water Rates	0.00	0.00	0.00	0.00	1455.00	485.00	31.09	31.09	453.91
253 Gas	0.00	0.00	0.00	0.00	2625.00	875.00	2254.94	2254.94	-1,379.94
254 Electricity	0.00	0.00	0.00	0.00	5533.00	1,844.36	3178.08	3178.08	-1,333.72
255 Rates	0.00	0.00	0.00	0.00	22858.00	7,619.36	10976.00	10976.00	-3,356.64

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2021 to 31/07/2021)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance Year to Date
	Total for year	Year to Date		Total for Year	Year to Date		
256 Long Term Financial Risks	0.00	0.00	0.00	2000.00	666.64	0.00	666.64
270 Photocopier Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271 Miscellaneous Income	0.00	0.00	1666.65	0.00	0.00	0.00	1,666.65
272 Precept	420,023.00	140,007.64	210027.00	0.00	0.00	0.00	70,019.36
273 Section 136	0.00	0.00	0.00	0.00	0.00	0.00	0.00
274 Bank Interest	2,400.00	800.00	2.79	0.00	0.00	131.82	-929.03
275 Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	50.16	-50.16
276 Government C Tax Grant	14,435.00	4,811.64	7218.00	0.00	0.00	0.00	2,406.36
422 CIL	0.00	0.00	61771.82	0.00	0.00	0.00	61,771.82
Sub Total for Administration	436,858.00	145,619.28	282,367.04	248,540.00	82,846.80	108,210.26	111,384.30
Cost Centre Church Road Hall							
280 Wages	0.00	0.00	0.00	5535.00	1,845.00	1676.41	168.59
281 Repairs & Maintenance	0.00	0.00	0.00	1500.00	500.00	53.79	446.21
282 Gas & Electricity	0.00	0.00	0.00	1251.00	417.00	141.99	275.01
283 Cleaning Materials	0.00	0.00	0.00	100.00	33.36	0.00	33.36
284 Furniture, Fixtures & Fittings	0.00	0.00	0.00	100.00	33.36	0.00	33.36
285 Rates	0.00	0.00	0.00	1385.00	461.64	637.45	-175.81
287 Miscellaneous Expenditure	0.00	0.00	0.00	125.00	41.64	3.79	37.85
288 Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
295 Hire Income	3,649.00	1,216.36	643.78	0.00	0.00	0.00	-572.58
299 Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	-263.40
406 Telephone Broadband	0.00	0.00	0.00	600.00	200.00	0.00	200.00
423 Water Rates	0.00	0.00	0.00	600.00	200.00	237.89	-37.89
Sub Total for Church Road Hall	3,649.00	1,216.36	643.78	11,196.00	3,732.00	3,014.72	144.70
Cost Centre Grove Hall							
301 Repairs & Maintenance	0.00	0.00	0.00	700.00	233.36	355.00	-121.64
302 Gas & Electricity	0.00	0.00	0.00	100.00	33.36	33.95	-0.59
305 Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306 Water Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308 Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2021 to 31/07/2021)

	Budget Receipts		Act. Receipts	Budget Payments		Variance
	Total for year	Year to Date		Total for Year	Year to Date	
Sub Total for Grove Hall	0.00	0.00	0.00	800.00	266.72	388.95
Cost Centre Heritage Community Hall						
320 Wages	0.00	0.00	0.00	0.00	0.00	0.00
321 Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
322 Gas & Electricity	0.00	0.00	0.00	0.00	0.00	0.00
323 Cleaning Materials	0.00	0.00	0.00	0.00	0.00	0.00
324 Furniture, Fixtures & Fittings	0.00	0.00	0.00	0.00	0.00	0.00
325 Rates	0.00	0.00	0.00	0.00	0.00	0.00
326 Water Rates	0.00	0.00	0.00	0.00	0.00	0.00
327 Miscellaneous Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
328 Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00
329 Long Term Maintenance Requireme	0.00	0.00	0.00	0.00	0.00	0.00
335 Hire Income	0.00	0.00	4432.00	0.00	0.00	0.00
Sub Total for Heritage Community Hall	0.00	0.00	4,432.00	0.00	0.00	4,432.00
Cost Centre Sports Pavilion						
340 Gas & Electricity	0.00	0.00	0.00	699.00	233.00	0.00
341 Water Rates	0.00	0.00	0.00	524.00	174.64	0.00
342 Maintenance & Cleaning Contributic	0.00	0.00	0.00	1750.00	583.36	5085.00
343 Rates	0.00	0.00	0.00	0.00	0.00	0.00
344 Building Insurance	0.00	0.00	0.00	1418.00	472.64	0.00
345 Miscellaneous Expenditure	0.00	0.00	0.00	0.00	0.00	277.50
346 Long Term Financial Risks	0.00	0.00	0.00	27000.00	9,000.00	9,000.00
350 Rent Income	19,092.00	6,364.00	526.67	0.00	0.00	-5,837.33
Sub Total for Sports Pavilion	19,092.00	6,364.00	526.67	31,391.00	10,463.64	5,362.50
Sub Total for Sports Pavilion						-736.19
Cost Centre Town Council Offices Community I						
360 Wages	0.00	0.00	0.00	8077.00	2,692.36	2443.00
361 Repairs & Maintenance	0.00	0.00	0.00	420.00	140.00	1365.93
362 Furniture, Fixtures & Fittings	0.00	0.00	0.00	100.00	33.36	0.00
363 Cleaning Materials	0.00	0.00	0.00	260.00	86.64	114.68
						-28.04

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2021 to 31/07/2021)

	Budget Receipts		Budget Payments		Variance Year to Date
	Total for year	Year to Date	Total for Year	Year to Date	
364 Miscellaneous Expenditure	0.00	0.00	75.00	25.00	0.00
365 Long Term Financial Risks	0.00	0.00	5000.00	1,666.64	0.00
370 Hire Income	32,045.00	10,681.64	0.00	0.00	0.00
Sub Total for Town Council Offices Communi	32,045.00	10,681.64	13,932.00	4,644.00	3,923.61
Cost Centre Old Fire Station Cafe					1,805.89
380 Wages	0.00	0.00	19132.00	6,377.36	5832.16
381 Food/Supplies	0.00	0.00	4000.00	1,333.36	1813.34
382 Furniture, Fixtures & Equipment (inc	0.00	0.00	750.00	250.00	214.11
383 Advertising	0.00	0.00	100.00	33.36	0.00
384 Rates	0.00	0.00	1844.00	614.64	33.36
385 Electricity & Water	0.00	0.00	1135.00	378.36	-456.06
386 Cleaning Materials	0.00	0.00	130.00	43.36	-39.00
387 DBC Maintenance Service Charge	0.00	0.00	1750.00	583.36	12.16
388 Telephone / Internet	0.00	0.00	1000.00	333.36	-12.15
389 Maintenance	0.00	0.00	1000.00	333.36	333.36
390 Miscellaneous Expenditure (incl. DE	0.00	0.00	1000.00	333.36	141.08
391 Long Term Financial Risks	0.00	0.00	1325.00	441.64	430.81
392 Rent DBC	0.00	0.00	0.00	0.00	0.00
393 Long Term Maintenance	0.00	0.00	5600.00	1,866.64	1,866.64
395 Cafe Income	10,000.00	3,333.36	0.00	0.00	-59.08
Sub Total for Old Fire Station Cafe	10,000.00	3,333.36	37,766.00	12,588.80	3,244.05
Cost Centre Bus Shelters					
400 Maintenance	0.00	0.00	750.00	250.00	0.00
Sub Total for Bus Shelters	0.00	0.00	750.00	250.00	250.00
Cost Centre Ingress Park Community Centre					
407 Wages	0.00	0.00	6300.00	2,100.00	2,100.00
408 Repairs & Maintenance	0.00	0.00	1850.00	616.64	616.64
409 Gas & Electricity	0.00	0.00	1600.00	533.36	533.36
410 Cleaning Materials	0.00	0.00	1000.00	333.36	333.36

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2021 to 31/07/2021)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance Year to Date
	Total for year	Year to Date		Total for Year	Year to Date		
411 Furniture & Fittings	0.00	0.00	0.00	1000.00	333.36	0.00	333.36
412 Rates (NNDR)	0.00	0.00	0.00	2442.00	814.00	0.00	814.00
413 Water Rates	0.00	0.00	0.00	650.00	216.64	0.00	216.64
414 Key Holder Security	0.00	0.00	0.00	800.00	266.64	0.00	266.64
415 Misc Expenditure	0.00	0.00	0.00	500.00	166.64	0.00	166.64
416 Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
417 Long Term Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
418 Hire Income	7,000.00	2,333.36	0.00	0.00	0.00	0.00	-2,333.36
419 Commuted Sum	6,000.00	2,000.00	0.00	0.00	0.00	0.00	-2,000.00
420 Contingency Fund	5,000.00	1,666.64	0.00	0.00	0.00	0.00	-1,666.64
Sub Total for Ingress Park Community Centre	18,000.00	6,000.00	0.00	16,142.00	5,380.64	0.00	-619.36

GRAND TOTALS

£541,582.00	£180,527.36	£334,341.73	£670,350.00	£223,450.24	£270,260.95	£107,003.66
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06 JUL 2021



(A)

AGENDA ITEM 10

FGP 09-9-21

APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK).

1. Name and full address of Organisation:	THE ANNUAL INGRESS PARK FAMILY FUN DAY - HELD IN AUGUST EACH YEAR
2. Amount of funding requested.	£450
3. Name and contact details of applicant (this is the address the Town Council will use for all correspondences):	SOE BUTTERFULL XXXXXXXXXXXX , INGRESS PARK GREENHITHE, KENT, DA19 6TL
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	PLEASE SEE THE CONSTITUTION ATTACHED
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	APPROX: 30 VOLUNTEERS to 40
6. Please give details of how your organisation assists or impacts on the residents of Swanscombe and Greenhithe. Please provide the number of local residents who will benefit from this award.	TO PROVIDE A FAMILY FUN AFTERNOON - FREE OF CHARGE. APPROX: 2,000 LOCAL PEOPLE
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 FUN DAY ALWAYS STARTS WITH A MARCHING BAND. THE £450 WILL GO TOWARDS THIS COST. THE TOTAL COST OF THE BAND IS £600.



APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK).

8. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.	FUNDING FOR 2021 WAS (EASO) AGREED BUT RETURNED TO THE COUNCIL BECAUSE OF THE PANDEMIC
9. Please provide the bank details for the organisation for payment. Alternatively provide the name of organisation that cheques should be made out (cheques are unable to be made out to individuals).	Account Name: INGRESS PARK FAMILY FUN DAY LLOYDS BANK Sort Code: 00 - 00 - 00 Account Number: 00000000 Organisation Name: INGRESS PARK FAMILY FUN DAY
10. Declaration: I declare that the information given is, to the best of my knowledge, accurate and true.	Signed: [Signature] Dated: 3rd July 2021

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

The Annual Ingress Park Family Fun Day

It was with a heavy heart that I have had to postpone the 'Annual Ingress Park Family Fun Day 2021' programmed specifically for our local community.

I tried my very best to get the best date this year, which has been very difficult due to the ever-changing Government guidelines regarding the Pandemic. Over the past weeks, and with the most recent extension of the lockdown, I have had no choice but to postpone our event, until August 2022.

The community/stall holders and sponsors have been very understanding in that this event has had to succumb, like so many others, to covid restrictions. I am pleased to say that they are still committed and are looking forward and prepared to participate next year - 2022. Also, the celebrity that was committed to join us all in the fun this year, has firmly put the beginning of August 2022 in their diary. So, the good news is, the 'Annual Ingress Park Family Fun Day' will be back next year, even bigger and better.

I therefore request that members consider that the grant of £450 allocated for the Annual Ingress Park Family Fun Day for 2021, postponed due to Covid – 19 Government restrictions, be carried over to support the rescheduled event in 2022.

Thank you.

Sue Butterfill

2nd July 2021



Ingress Park Family Fun Day - Constitution

1. Name:

The Ingress Park Family Fun Day (IPFFD) an annual event held each August.

2. The Purpose of the IPFFD

To provide an afternoon of family activities and entertainment in the summer for the local community of Swanscombe, Greenhithe and Ebbsfleet.

3. Representation/Membership

The organization shall be managed by a small committee of local volunteers. One member of the group shall act as the Chairman and a second member as Secretary/Treasurer. The remaining membership of no more than three, is open to people of over 18 years of age, who live in the areas of Swanscombe & Greenhithe. Ideas and active involvement of local people is encouraged using social media, word of mouth and encouragement.

4. Carrying out the Purposes

In order to carry out the purposes of the group, the IPFFD committee has the opportunity to:

- To provide a family fun afternoon of activities in the summer (August) each year
- Apply for funding to carry out the work for the organization ensuring a quality event is provided
- Co-operate with and support other local organizations with similar purposes
- Do anything which is lawful and necessary to achieve the purpose

5. Meetings

Meetings will be held when necessary to discuss any issues that have arisen to further the purposes of the activities provided for the event. This can be done via electronic means – email, text, messenger, Skype, Zoom and or a contact meeting.

6. Money/Grants administration

Any funding, sponsorship or grant must be used for the purpose for the IPFFD event. The Chairman, Secretary/Treasurer will keep up to date accounts and records.



B

29 JUL 2021

APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK).

1. Name and full address of Organisation:	WE ARE BEAMS, 38-40 ST DAVIDS ROAD, HEXTABLE, KENT BR8 7RJ
2. Amount of funding requested.	£ 500
3. Name and contact details of applicant (this is the address the Town Council will use for all correspondences): maria.austen@wearebeams.org.uk Mobile 01889 811111 01889 811111	MARIA AUSTEN WE ARE BEAMS, 01889 811111 , HEXTABLE, KENT BR8 7RJ
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	We have been established since 1996. We support disabled children and their families. We give children an opportunity to do activities they wouldn't get chance to do. The children are aged between 4-19 years.
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	35 families live in Swanscombe/Greenhithe. We support up to 450 families at one time
6. Please give details of how your organisation assists or impacts on the residents of Swanscombe and Greenhithe. Please provide the number of local residents who will benefit from this award.	we provide the right advice and support parents so they can make the best choice for their disabled child. we advice on financial matters, education, health, transport + mobility, emotional support to parents offering parental programmes so the family can meet their needs
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.	we need to update the children's garden within our 6 bedded respite centre. It's 25 years old + has endured much wear and tear. The equipment in the garden is no longer functional + needs to be replaced. The ground is uneven, there is no cover and parts of the garden is unused + not practical for a children's charity. We have been quoted £166,121.00 to completely refurbish the garden. We are seeking funding for a picnic bench designed for disabled children which cost £1,063.00.

If you could contribute towards the picnic bench we would be extremely grateful.



APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

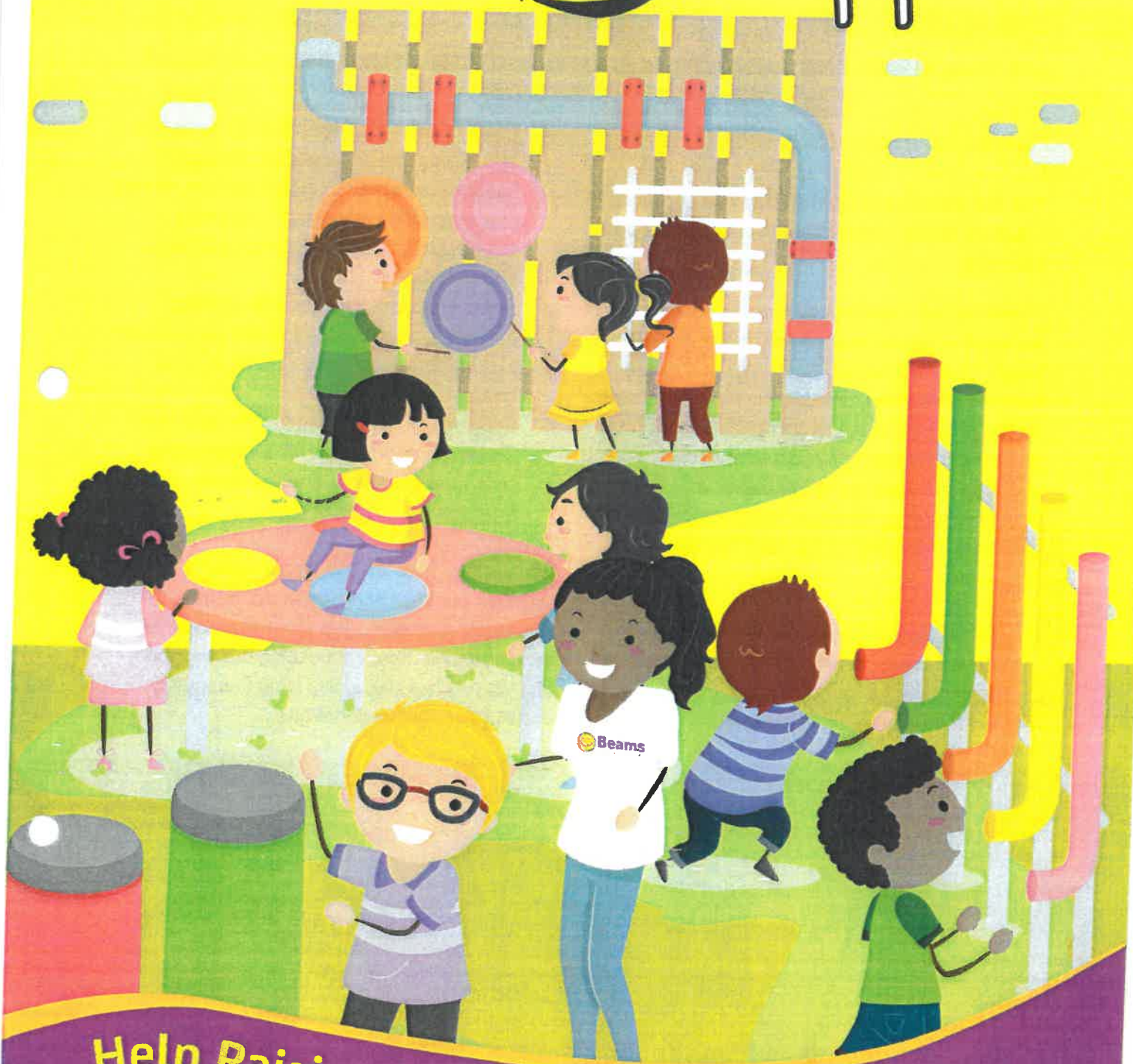
(Please complete using BLACK INK).

8. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.	NONE .
9. Please provide the bank details for the organisation for payment. Alternatively provide the name of organisation that cheques should be made out (cheques are unable to be made out to individuals).	Account Name: WE ARE BEAMS Sort Code: 0800 - 0000 - 0000 Account Number: 00000000000000000000 Organisation Name: WE ARE BEAMS
10. Declaration: I declare that the information given is, to the best of my knowledge, accurate and true.	Signed: ASIA BURGESS Dated: 22/7/2021.

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

FILED SCANNED SK 29.7.21

Plant a Smile Appeal



Help Raising Money for our New Garden



Beams

Supporting disabled children & families

Brief Summary

We need to update the Children's Garden at We Are Beams and are seeking donations from Trusts and Foundations, Corporate Partners and the local community to fund this Capital Project.

Introduction into the Charity

We Are Beams is a local charity that supports disabled children and their families in Kent and Medway.

The disabled children and young people who access our services are aged between 4-19 years. They will usually have one or multiple learning difficulties, complex health needs such as Down Syndrome, Cerebral Palsy or another life limiting disease, physical or sensory impairment, challenging behaviour as a result of their disability, Autism or severe ADHD. Our work is divided up into four key areas. These are:

- Short Breaks Services, offering holiday playschemes, sibling clubs, family support, family creative workshops, day trips and 1-1 hourly care, crisis support.
- Family Advice Service, offering advice on education, EHCPs, benefits, transport, health. Workshop on topics such as stress management, Health and Wellbeing, 1-1 advice, parent support groups and tele phone helpline.
- Direct Payment Service – Supporting parents to manage their direct payment to secure care in their own home for their child.
- Dragon's Retreat 6 bedded Respite Unit. Overnight short break for a child/young person to give them and the family a break from the 24/7 cycle of care.

We need to raise £1.6 million in order to continue our care services to the most vulnerable in society. We currently have 450 families as members accessing our support and we rely heavily on the local community and businesses for donations.



The Garden at Beams

The garden at We Are Beams is a part of our Dragon's Retreat Overnight Respite Care for disabled children aged 8-19 years old.

Children and families that access other services at Beams also use it.

We also host many family events in the garden during spring and summer. Our Princess and Superhero summer party in 2019 had 170 guests. In 2019 we had 3000 visitors to Beams. The garden at We Are Beams has always been our main feature of the building and all of our services for disabled children as it is a huge great space for children and young people to run, play, express themselves, let off steam and keep fit after spending so much of their time indoors, restrained and contained. It also has a large cabin with a ball pit, soft play area and a sensory room.

Many of our children are from deprived households, with single parents and low income. Many do not have access to outside spaces and most local parks are unsuitable for these children. Most children spend the majority of their time in the garden during their stay at Beams.

It is well documented that outdoor play is a vital part of children's development and is fundamental for every child. There is substantial evidence to suggest that outdoor play is key to physical, mental and social well-being. It has been linked to overcoming fears in everyday situations, decision making, discovering interests, brain development and enhancing academic learning. Outdoor play is associated with benefits such as acquiring life skills and improving children's emotional and academic development. It is also associated with a number of health benefits, including essential organ growth and muscle building. Socially, outdoor play allows children to explore, learn the rules of everyday life and discover the different textures and elements in the world. Despite these benefits, there is

evidence to suggest less of children's time is devoted to outdoor play, in favour of structured or educational activities organised by adults. Our garden is the child's domain where they chose what they want to do with a support worker alongside them, encouraging, engaging and making sure, they are safe.

Our garden is now 25 years old and has endured much wear and tear. There is equipment in the garden that is no longer functional, and needs to be replaced.



Plant a Smile Appeal

It has not had an injection of money spent on it for many years now and is crying out for an update.

The ground is uneven and has several small "potholes" that have been patched with artificial grass to keep the maintenance low, however the patches now need to be replaced. We are often water logged and unable to use large areas of the garden during bad weather periods.

There is no cover, which means no access in rain or poor weather conditions.

There are also areas of the garden that are unused and not practical for a disabled children's charity.

The current garden involves a great deal of maintenance and we are constantly seeking volunteer support to tidy flowerbeds and paint/sand the wooden garden furniture. You can view the current garden in our 360 video tour on our website.

<https://wearebeams.org.uk/dragons-retreat/>

Plant a Smile Appeal

This is the name given to our new appeal in conjunction with our 25th Anniversary year in 2021. We intend to generate enough income from a capital appeal to re-design the complete garden area.

We invited three suppliers to Beams to offer a quote and have chosen one supplier to work with. They have produced an animated film to show the potential of the garden area.

This very exciting project will involve a great deal of new design but must contain the

following elements, which have been recommended by our care staff. They recommended designing "zones" for the new garden, and keeping with the dragon's theme that so many of our children recognise within our Dragon's Retreat.

A Vegetable Patch	This is an educational element to our care where we are teaching children and young people about where their food comes from. It will give them responsibility of caring for the vegetable growing in this area.
A Sensory Garden	Children can learn about what grows well and the different scents of plants and flowers.
A Cycle Path	Children can make better use of the garden and keep safe while keeping fit.
A Seating Area	This is for storytelling, and a quiet time and should be sectioned off from the rest of the garden.
A Sunken Trampoline	All children will have access to this equipment.
Large Climbing Frame	This will be suitable for all ages and abilities.
A Wheelchair Swing	This is needed for children with very complex needs.
Covered Area	To ensure the garden can be used in all weathers.
New Sensory Equipment	New garden toys/equipment added that will appeal to all young people with sensory issues.
Wi fi with Audio	To play music, host events.

Experience

Katrina Adams, Head of Charity. Launched the charity 25 years ago and ran a successful garden appeal in 2005. She also opened the Dragon's Retreat after an appeal to grant making trusts and foundations.

She is a member of the Kent Safeguarding Children Multi Agency Partnership, and is a qualified trainer for them.

Caroline Brinkman, Income Generation and Development Lead has a great deal of experience of delivering large capital projects with 14 years within the voluntary sector and 18 years as a Business Development Manager in publishing.

Tracey Riley, Registered Children's Manager has 25 years of experience with the charity and is qualified to Level 5 Health and Social Care, which is the required qualification for that responsibility.

Garry Ratcliffe, Chair of Trustees is the Executive Head of the Galaxy Trust Primary Schools in Dartford. He is also father to four adopted children three of which are disabled and members of Beams.

Andy Garrett, Treasurer for Charity. Previously a Funds Manager at Kent Community Foundation.

We are Ofsted registered and hold PQASSO level 2 award.

We were nominated "Best Children's Charity" in the 2019 Kent Awards.

We were voted best Children's Charity in the 2019 Business Enterprise Awards.

Robin Adams, Dragon's Retreat Deputy Manager. 10 years' experience working with disabled children and holds Level 5 Health and Social Qualification.

Below are some of the areas and equipment we need to up-date and replace.



A Child in our Care

Trinity is a fourteen-year-old child that spends time staying at the Dragon's Retreat at Beams so that she and her family can have a break from each other. She was awarded 74 nights in 2019.

She is a delightful child and one that gives our Short Break workers a lot joy while caring for her. She has a condition called Rett Syndrome, which is a rare genetic postnatal neurological disorder of the grey matter of the brain that almost exclusively affects females.

Trinity has the typical clinical features, which include small hands and feet and a deceleration of the rate of head growth including microcephaly. She has involuntary and repetitive hand and leg movement especially when she is happy. In the photo attached, she is excited with the storytelling and our Shortbreaks worker needs to be aware that Trinity can throw herself around in the wheel chair.

Trinity is non-verbal, is unable to walk, is prone to gastrointestinal disorders and may suffer

seizures. Scoliosis, growth failure, and constipation are very common for her and can be problematic.

The signs of this disorder are most easily confused with those of Angelman syndrome, cerebral palsy and autism. Rett syndrome occurs in approximately 1:10,000 live female births in all geographies, and across all ethnicities.

Trinity now is a part of a family of five children. She experienced a very poor start in life for the first few years, which has affected her development. She no longer has any contact with her mother and is now living with her father and his second wife. They have since has two other children that are toddlers. Trinity's stepmother does everything for her, as she needs full time 1-1 care, which is why she relies on Beams to help when the going gets tough. The family never complain.

**For further information, please contact
Caroline Brinkman, Income Generation and
Development Lead T: 07912746313
E: Caroline.brinkman@wearebeams.org.uk**



Case Study

Louisa's Story

Louisa is the 7-year-old child of Catherine. She has a range of disabilities such as severe ASD, ADHD, OCD and is non-verbal.

Louisa's OCD is triggered by simple things such as a door left open or a coffee cup placed on a usually empty table. The anxiety caused by her ASD/OCD will result in her screaming out followed by self-harming. Louisa has such complex needs that a simple shopping trip will cause her significant stress. When Catherine takes Louisa out in public in her pushchair, the sight of lots of people in a crowded place will overwhelm her.

Catherine said, "There is no way that Louisa could ever be taken into a restaurant or out on a family trip. It's just too stressful for us all, the meltdowns are so severe"

Louisa also has an older brother Harry aged ten years with ASD. Catherine's day will consist of caring 24/7 for her two children and struggling to predict what will trigger Louisa's unhappiness and anxiety next. She rarely sleeps.

Apart from home help with a PA there was very little support for this family, especially in the long school holidays. Catherine was signposted to the Beams Kidscamp for Louisa, which gives daytime respite for children without parents needing to be there too.

Catherine said, "The team at Beams were amazing and so welcoming. They were a life-saver at a time when it was so hard to find anywhere to take Louisa which didn't cause her severe anxiety, and which had facilities to cater for her needs. Beams was able to offer a range of activities supported with a 1:1 experienced member of staff - she went swimming, enjoyed the amazing facilities at their base in Hextable, and they also took her on a day trip to a local farm. It gave me just a few hours to spend time with my son, get to the shops or just sleep!"

Louisa's brother Harry was also offered a place on the inclusive holiday playschemes. He was able to access various activities and facilities that his ASD diagnosis and related anxieties would have excluded him from experiencing in the past, including bowling and a trip to an outdoor education centre.

Catherine said, "The staff at Beams were so good with Harry, they were so experienced with ASD and spent time getting to know him. He really enjoys these days out and it gives him some independence and a chance to be with children his own age in a supported environment."

Catherine has received support from our Family Advice and Short Breaks Team, and Direct Payment Service.



Case Study

Eddie's Story

Eddie is 17 years old and currently lives with his family in Kent. Eddie has ASD and ADHD, is non-verbal, has global development delay and has a high level of need.

His father is disabled, and younger sister Emily has ASD.

The family were given a leaflet on Beams services by the local GP when Eddie was just 2 years old.

Their first contact was with the Family Advice Team. They initially needed to come to terms with Eddie's diagnosis, as they were overwhelmed with how to deal with him. They were then supported with the purchase of specialist equipment, education advice and benefit support.

Now that Eddie is a teenager, his behaviour at home is exhausting for his parents. He sleeps in a padded bedroom that was specially adapted for him through a grant obtained via Beams. He will often smear excrement in the room at night and has high energy levels at times that can keep the family awake all night.

We Are Beams provides 52 nights a year respite care for Eddie and will often offer hourly care during the week to give the family a break.

He receives 2-1 and personal care at all times at Beams due to his challenging behaviour.

The family are in receipt of direct payments and have had a great deal of help with the recruitment of PAs for home care. They use our family payroll service, have attended the Cygnet Parenting Programme and attend Parent Support Groups.

Eddie is a regular at our short break holiday play schemes called "Kidscamp" while his younger brother attends our sibling sessions.

Dad Jason said, "We could not have survived without all of the help we get from Beams. We totally trust the staff and we can see that Eddie's behaviour has improved over time due to the care and attention the staff at Beams give to him during his overnight stay at the centre"

We will continue to support Eddie until he reaches the age for moving onto Adult Service Care.



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Swanley
Kent
BR8 7RJ
Tel: 01322 668501
Email: admin@wearebeams.org.uk
www.wearebeams.org.uk

RCN: 1054129



Beams

Supporting disabled children & families



SWANSCOMBE AND GREENHITHE TOWN COUNCIL

GUIDANCE NOTES FOR APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL.

1. Awards of funding are made up to a maximum of £500 for general awards to local charitable, voluntary or community organisations, and up to £250 for start-up awards to new organisations.
2. The decision regarding your application will be made on the basis of the information you supply on this application form. Your application will be copied to members of the Town Council. The decision made by the Town Council is final and non-negotiable; no further correspondence regarding decisions made on any applications will be entered into.
3. All parts of the application form must be completed.
4. Unfortunately the amounts requested each year normally exceed the funds available. It is therefore imperative that as much information as possible is provided with your application so that the Town Council can ascertain the activities and operation of your organisation.
5. All applications will be considered on their individual merits and every applicant must fully understand that there is no guarantee of funding or continued funding.
6. All applications will be deemed to have read and agreed to comply to the Guidance Notes for Applications for Funding from the Town Council.
7. All applications will be deemed to have agreed to information regarding their application be used and publicised by the Town Council both internally and externally.
8. All applications must, when successful, agree to:
 - Publicly acknowledge the Town Council for providing funding.
 - Use the Town Councils logo (to be supplied) on any and all publicity for the funding.
 - Attend the Town Council offices for a publicity photograph for the presentation of the funds.
9. Applications will not be considered from:
 - Private organisations operated as a business or a profit making concern
 - Organisations intending to support or oppose political or religious groups



SWANSCOMBE AND GREENHITHE TOWN COUNCIL

10. No works/purchases can be made until any applications have been considered by the Town Council.
11. Retrospective applications will NOT be considered.

Please do not hesitate to contact the Town Clerk, Graham Blew, if you wish to discuss any part of your application.

Telephone: 01322 385513





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SWANSCOMBE AND GREENHITHE TOWN COUNCIL

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11. ~~41.~~ Retrospective applications will NOT be considered.

12. Funding awarded must be used for the purpose it was applied for and within the timescales agreed (unless stated by the Town Council this will be within 12 month of the funding being agreed).

13. Any funding not used as per 12 (above) must be returned to the Town Council no later than 12 months from the date it was awarded.

Please do not hesitate to contact the Town Clerk, Graham Blew, if you wish to discuss any part of your application.

Telephone: 01322 385513

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APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK).

1. Name and full address of Organisation:	
2. Amount of funding requested.	£
3. Name and contact details of applicant (this is the address the Town Council will use for all correspondences):	
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	
6. Please give details of how your organisation assists or impacts on the residents of Swanscombe and Greenhithe. Please provide the number of local residents who will benefit from this award.	
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10. Declaration: I declare that the information given is, to the best of my knowledge, accurate and true.	Signed: Dated:

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