

FGP 2/11/23

3 October 2023 (2023-2024)

**Swanscombe and Greenhithe Town Council
TRANSFERS - SEPTEMBER 2023**

Date	Desc	From	To	Amount
29/09/2023	Bank to Bank Transfer	Active Saver 1	Current Account	82,687.16
			Total.....	82,687.16

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Swanscombe and Greenhithe Town Council

Listing of Receipts in each Code for All Cost Centres (Between 01-09-2023 and 30-09-2023)

Code Number	Date	Invoice No	Minute	335 Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
234	12/09/2023	2023-2024/44E			Active Saver 1		Hall Hire	Cement Fields	Z	55.50		55.50
234	12/09/2023	2023-2024/44E			Active Saver 1		Hall Hire	Cement Fields	Z	55.50		55.50
234	12/09/2023	2023-2024/44E			Active Saver 1		Hall Hire	Cement Fields	Z	55.50		55.50
Subtotal for Code: Hire Income										£527.25		£527.25
Subtotal for Cost Centre: Church Road Hall										527.25		527.25

Cost Centre Heritage Community Hall

Code Number	Date	Invoice No	Minute	370 Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
232	12/09/2023	2023-2024/452			Active Saver 1		Rent	Walk Tall	Z	1,127.00		1,127.00
Subtotal for Code: Hire Income										£1,127.00		£1,127.00
Subtotal for Cost Centre: Heritage Community Hall										1,127.00		1,127.00

Cost Centre Town Council Offices Community Hall

Code Number	Date	Invoice No	Minute	370 Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
228	04/09/2023	2023-2024/44E			Active Saver 1		Hall Hire	North Kent Karate	Z	73.12		73.12
228	04/09/2023	2023-2024/44E			Active Saver 1		Hall Hire	North Kent Karate	Z	73.12		73.12
228	04/09/2023	2023-2024/44E			Active Saver 1		Hall Hire	North Kent Karate	Z	56.25		56.25
228	04/09/2023	2023-2024/44E			Active Saver 1		Hall Hire	North Kent Karate	Z	73.12		73.12
228	04/09/2023	2023-2024/44E			Active Saver 1		Hall Hire	North Kent Karate	Z	73.12		73.12
230	05/09/2023	2023-2024/447			Active Saver 1		Hall Hire	Dragon Spirit Karate	Z	270.00		270.00
235	28/09/2023	2023-2024/45C			Active Saver 1		Hall Hire	Gateway Salvation Church	Z	337.50		337.50
235	28/09/2023	2023-2024/45C			Active Saver 1		Hall Hire	Gateway Salvation Church	Z	22.50		22.50
241	07/09/2023				Active Saver 1		Hall Hire	Various	Z	25.12		25.12
242	20/09/2023				Active Saver 1		Hall Hire	Various	Z	58.62		58.62
Subtotal for Code: Hire Income										£1,062.47		£1,062.47
Subtotal for Cost Centre: Town Council Offices Communi										1,062.47		1,062.47

Cost Centre Old Fire Station Cafe

Code Number	Date	Invoice No	Minute	395 Cafe Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
237	13/09/2023				Current Account		Food Sales	Old Fire Station Cafe	S	1,154.17	230.83	1,385.00
238	13/09/2023				Current Account		Food Sales	Old Fire Station Cafe	S	1,253.04	250.61	1,503.65
245	01/09/2023				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	17.30		17.30
246	04/09/2023				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	40.20		40.20
247	05/09/2023				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	18.00		18.00
248	06/09/2023				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	55.50		55.50
249	07/09/2023				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	29.10		29.10
250	08/09/2023				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	51.80		51.80
251	11/09/2023				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	24.60		24.60
252	12/09/2023				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	24.70		24.70

Swanscombe and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-09-2023 and 30-09-2023)

253	13/09/2023	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	9.00	9.00
254	14/09/2023	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	33.20	33.20
255	15/09/2023	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	24.80	24.80
256	18/09/2023	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	25.10	25.10
257	19/09/2023	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	20.10	20.10
258	20/09/2023	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	42.00	42.00
259	21/09/2023	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	29.50	29.50
260	22/09/2023	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	55.05	55.05
261	25/09/2023	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	75.00	75.00
262	26/09/2023	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	11.30	11.30
263	27/09/2023	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	38.10	38.10
264	28/09/2023	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	14.00	14.00
265	29/09/2023	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	40.50	40.50
Subtotal for Code: Cafe Income						£3,086.06	£3,567.50
Subtotal for Cost Centre: Old Fire Station Cafe						481.44	3,567.50

TOTALS **£231,333.60** **£481.44** **£231,815.04**

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Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-09-2023 and 30-09-2023)

Cost Centre		Allotments		Rates & Insurance Rent - DBI		Leisure Centre	
Code Number	Date	Invoice No	Minute	Supplier	Vat Type	Net	Vat
		Subtotal for Code:				£1.00	£1.00
		Subtotal for Cost Centre:				1.00	1.00
		Subtotal for Code:				£65.00	£65.00
		Subtotal for Cost Centre:				£152.00	£152.00
		Subtotal for Code:				217.00	217.00
		Subtotal for Cost Centre:				£13,654.07	£13,654.07
		Subtotal for Code:				50.00	50.00
		Subtotal for Cost Centre:				£50.00	£50.00
		Subtotal for Code:				£897.60	£179.51
		Subtotal for Cost Centre:				£897.60	£1,077.11
		Subtotal for Code:				70.00	14.00
		Subtotal for Cost Centre:				£70.00	£84.00
		Subtotal for Code:				1,684.58	336.92
		Subtotal for Cost Centre:				2,021.50	2,021.50

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-09-2023 and 30-09-2023)

Code Number	Date	Invoice No	Minute	Bank	Current Account	Description	Supplier	Vat Type	Net	Vat	Total	
612	29/09/2023	65734				IT Support & Maintenance	MPR IT Solutions	S	297.00	59.40	356.40	
Subtotal for Code: IT Services										£400.32	£2,401.90	
251 Council Offices Building Maintenance												
Vchr.	Date	Invoice No	Minute	Bank	Current Account	Description	Supplier	Vat Type	Net	Vat	Total	
540	06/09/2023	332		Current Account		CCTV System Improvements	MPR IT Solutions	S	824.95	164.99	989.94	
542	07/09/2023	102867		Current Account		Hygiene Services	VR Sani	S	15.60	3.12	18.72	
553	12/09/2023	7544		Current Account		Portaloos Hire	Lav Hire	S	100.00	20.00	120.00	
556	14/09/2023	337		Current Account		CCTV System Improvements	MPR IT Solutions	S	22.86	4.57	27.43	
557	14/09/2023	337		Current Account		CCTV System Improvements	MPR IT Solutions	S				
569	20/09/2023	362448097		Current Account		Lift Maintenance Contract - Quarterly P. Schindler Ltd	Focus Electrical	S	562.27	112.45	674.72	
604	27/09/2023	12293		Current Account		Lighting Repairs	Focus Electrical	S	1,222.85	244.57	1,467.42	
Subtotal for Code: Council Offices Building Maint										£549.70	£3,298.23	
253 Gas												
Vchr.	Date	Invoice No	Minute	Bank	Current Account	Description	Supplier	Vat Type	Net	Vat	Total	
563	18/09/2023	G8989686		Current Account		Gas	KCC Laser	L	239.31	11.97	251.28	
Subtotal for Code: Gas										£11.97	£251.28	
254 Electricity												
Vchr.	Date	Invoice No	Minute	Bank	Current Account	Description	Supplier	Vat Type	Net	Vat	Total	
547	08/09/2023	8211816		Current Account		Electricity - Street Lighting	NPower	L	107.15	5.36	112.51	
558	14/09/2023	E8961173		Current Account		Electricity	KCC - Laser	S	1,077.75	215.55	1,293.30	
Subtotal for Code: Electricity										£1,184.90	£1,405.81	
274 Bank Interest												
Vchr.	Date	Invoice No	Minute	Bank	Current Account	Description	Supplier	Vat Type	Net	Vat	Total	
549	08/09/2023	31 Aug 23		Current Account		Barclaycard - Card Fee	Barclaycard	Z	20.00		20.00	
615	29/09/2023	14/8 to 12/9		Current Account		Bank Charges - Payflow	Barclays	Z	12.00		12.00	
626	20/09/2023			Current Account		Card Fee	EIavon	Z	277.11		277.11	
Subtotal for Code: Bank Interest										£309.11	£309.11	
Subtotal for Cost Centre: Administration										21,155.10	1,376.41	22,531.51
Cost Centre Church Road Hall												
Vchr.	Date	Invoice No	Minute	Bank	Current Account	Description	Supplier	Vat Type	Net	Vat	Total	
592	21/09/2023			Current Account		PAYE	HMRC	Z	71.20		71.20	
596	21/09/2023			Current Account		Wages	SGTC	Z	402.22		402.22	
Subtotal for Code: Wages										£473.42	£473.42	
281 Repairs & Maintenance												
Vchr.	Date	Invoice No	Minute	Bank	Current Account	Description	Supplier	Vat Type	Net	Vat	Total	
542	07/09/2023	102867		Current Account		Hygiene Services	VR Sani	S	3.90	0.78	4.68	
570	20/09/2023	9220		Current Account		Water Leak Repair	LW Burt & Son Ltd	S	334.59	66.92	401.51	
602	25/09/2023	19 Sept 2023		Current Account		New Windows - Church Road Hall	Barclaycard Various - Swift Home Imp	Z	249.00		249.00	

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-09-2023 and 30-09-2023)

Code Number		282	Gas & Electricity			Subtotal for Code: Repairs & Maintenance	£587.49	£67.70	£655.19
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
562	18/09/2023	G8981193		Current Account		Gas	KCC - Laser	L	63.75
							Subtotal for Code: Gas & Electricity		£63.75
Code Number		283	Cleaning Materials			Subtotal for Code: Cleaning Materials	£117.95	£23.59	£141.54
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
566	19/09/2023	I4257095		Current Account		Cleaning Materials	KCC - KCS	S	23.59
							Subtotal for Code: Cleaning Materials		£23.59
Code Number		302	Gas & Electricity			Subtotal for Code: Gas & Electricity	£55.58	£0.28	£5.86
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
564	18/09/2023	G8981192		Current Account		Gas	KCC Laser	L	5.86
							Subtotal for Code: Gas & Electricity		£5.86
Code Number		340	Utilities			Subtotal for Code: Utilities	£75.69	£15.14	£90.83
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
568	20/09/2023	146981		Current Account		Water Rates	Castle Water	S	15.14
							Subtotal for Code: Utilities		£15.14
Code Number		346	Professional Fees			Subtotal for Code: Professional Fees	£49,826.50	£9,965.30	£59,791.80
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
541	06/09/2023			Current Account		Professional fees - Pavilion project	Soils Ltd	S	1,872.20
545	07/09/2023	31038		Current Account		Professional fees - Pavilion project	CTP Engineering	S	632.90
546	08/09/2023	1824		Current Account		Professional fees - Pavilion project	DAC Architects	S	4,640.20
560	18/09/2023	407203/Swan I		Current Account		Professional Costs for Pavilion Project	QFSM	S	275.00
561	18/09/2023	TW53959		Current Account		Professional Costs for Pavilion Project	Trueplan	S	145.00
611	29/09/2023	SWG - JF - 02		Current Account		Professional fees - Pavilion project	John Francis MEP Ltd	S	2,400.00
							Subtotal for Code: Professional Fees		£9,965.30
Code Number		425	Construction Costs			Subtotal for Code: Construction Costs	£384.00	£76.80	£460.80
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
605	27/09/2023	59844		Current Account		Steel Security	Secure Site UK	S	76.80
							Subtotal for Code: Construction Costs		£76.80
Code Number		360	Wages			Subtotal for Code: Wages	£50,286.19	£10,057.24	£60,343.43
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
							Subtotal for Code: Wages		£10,057.24

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-09-2023 and 30-09-2023)

591	21/09/2023	Current Account	PAYE	HMRC	Z	140.60	140.60
594	21/09/2023	Current Account	Wages	SGTC	Z	562.68	562.68
Subtotal for Code: Wages							£703.28

Code Number	Date	361 Repairs & Maintenance	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
554	13/09/2023	Current Account	55403		Current Account		Lock Repairs and Keys	Locks N Tools	S	108.34	21.67	130.01
555	13/09/2023	Current Account	55436		Current Account		Lock Repairs and Keys	Locks N Tools	S	36.75	7.35	44.10
571	20/09/2023	Current Account	9228		Current Account		Air Conditioning Service	LW Burt & Son Ltd	S	310.92	62.18	373.10
Subtotal for Code: Repairs & Maintenance										£456.01	£91.20	£547.21
Subtotal for Cost Centre: Town Council Offices Communi										1,159.29	91.20	1,250.49

Code Number	Date	380 Wages	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
579	21/09/2023	Current Account			Current Account		Pension Eeer	KCC - LGPS	Z	60.67		60.67
580	21/09/2023	Current Account			Current Account		Pension E'er	KCC - LGPS	Z	233.80		233.80
589	21/09/2023	Current Account			Current Account		PAYE	HMRC	Z	24.00		24.00
590	21/09/2023	Current Account			Current Account		NI	HMRC	Z	74.18		74.18
597	21/09/2023	Current Account			Current Account		Wages	SGTC	Z	1,969.16		1,969.16
Subtotal for Code: Wages										£2,361.81		£2,361.81

Code Number	Date	381 Food/Supplies	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
559	14/09/2023	Current Account	302748		Current Account		Coffee Machine Supplies	Tchibo Coffee International Ltd	Z	164.16		164.16
598	21/09/2023	Current Account	410600034683		Current Account		Coffee Machine Supplies	Tchibo Coffee International Ltd	Z	297.47		297.47
613	29/09/2023	Current Account	3531208		Current Account		Cafe - Supplies	Bookers	S	310.31	6.66	316.97
614	29/09/2023	Current Account	3531617		Current Account		Cafe - Supplies	Bookers	S	323.65	14.22	337.87
624	13/09/2023	Current Account			Current Account		Cafe - Supplies	Petty Cash	Z	293.74		293.74
625	13/09/2023	Current Account			Current Account		Cafe - Supplies	Petty Cash	Z	293.08		293.08
Subtotal for Code: Food/Supplies										£1,682.41	£20.88	£1,703.29

Code Number	Date	382 Furniture, Fixtures & Equipment (incl. I	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
548	08/09/2023	Current Account	2007615		Current Account		Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	83.13	16.63	99.76
572	21/09/2023	Current Account	13594512		Current Account		Cafe - Card Terminal	Takepayments	S	25.00	5.00	30.00
Subtotal for Code: Furniture, Fixtures & Equipme										£108.13	£21.63	£129.76

Code Number	Date	389 Maintenance	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
536	04/09/2023	Current Account	026C14036		Current Account		Waste Bin Collection	Biffa	S	120.89	24.18	145.07
542	07/09/2023	Current Account	102867		Current Account		Hygiene Services	VR Sani	S	11.15	2.23	13.38
Subtotal for Code: Maintenance										£132.04	£26.41	£158.45
Subtotal for Cost Centre: Old Fire Station Cafe										4,284.39	68.92	4,353.31

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-09-2023 and 30-09-2023)

TOTALS £92,498.49 £11,966.18 £104,466.67

**Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2023 to 30/09/2023)**

AGENDA ITEM 7
FGP 2/11/23

Cost Centre		Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
		Total for year	Year to Date		Total for Year	Year to Date		
Cost Centre	Public Lighting							
1	Supply & Maintenance				2,850.00	1,425.00	744.32	680.68
3	Christmas Lighting				4,000.00	2,000.02		2,000.02
4	Repairs				500.00	249.98		249.98
5	Long Term Financial Risks							
6	Income	1.00	0.52					-0.52
Sub Total for	Public Lighting	1.00	0.52		7,350.00	3,675.00	744.32	2,930.16
Cost Centre	Grove Car Park							
20	Rates				4,571.00	2,285.48	1,272.75	1,012.73
21	Repairs & Maintenance			260.00	500.00	249.98	260.00	249.98
22	Long Term Financial Risks							
421	Income	1,000.00	500.02					-500.02
Sub Total for	Grove Car Park	1,000.00	500.02	260.00	5,071.00	2,535.46	1,532.75	762.69
Cost Centre	Parks Establishment							
40	Wages				105,275.00	52,637.48	66,092.25	-13,454.77
41	Equipment/Materials				35,000.00	17,499.98	12,700.94	4,799.04
42	New Grounds Maintenance Equipm							
43	Fuel				2,400.00	1,200.00	1,420.66	-220.66
44	Fencing				3,500.00	1,749.98	1,700.00	49.98
45	Telephone				571.00	285.52		285.52
46	Vehicles				2,500.00	1,250.02	301.50	948.52
47	Water Rates				2,060.00	1,029.98	4,143.95	-3,113.97
48	Gas/Electricity				2,500.00	1,250.02	2,894.98	-1,644.96
49	Playground Equipment & Maintenan			6,540.38	5,000.00	2,499.98	7,449.77	1,590.59
50	Staff Training				1,500.00	750.00		750.00
51	Knockhall Changing Rooms				500.00	249.98		249.98
52	Parks Works Area				750.00	375.00		375.00
53	Vandalism				500.00	249.98	350.00	-100.02
54	Trees							
55	New Recreational Facilities				3,000.00	1,500.00	3,310.00	-1,810.00

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2023 to 30/09/2023)

	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	
56 Unexpected/Emergency Works									
57 Long Term Financial Risks					1,000.00	500.02	709.15		-209.13
58 New Community Facility					5,000.00	2,499.98			2,499.98
65 Miscellaneous Income	500.00	249.98							-249.98
Sub Total for Parks Establishment	500.00	249.98	6,540.38	85,527.92	171,056.00	101,073.20			-9,254.88
Cost Centre Swanscombe Park									
70 Bowls Pavilion Maintenance									
75 Bowls Income	4,059.00	2,029.50	4,054.00						2,024.50
Sub Total for Swanscombe Park	4,059.00	2,029.50	4,054.00						2,024.50
Cost Centre Knockhall Playing Field									
80 Rates					164.00	81.98	147.21		-65.23
85 Football	6,240.00	3,120.00	4,286.00						1,166.00
Sub Total for Knockhall Playing Field	6,240.00	3,120.00	4,286.00		164.00	81.98	147.21		1,100.77
Cost Centre Broomfield Sports Ground									
95 Football Income	8,000.00	3,999.98	8,118.00						4,118.02
96 Cricket Income	1,300.00	650.02	1,267.00				150.00		466.98
Sub Total for Broomfield Sports Ground	9,300.00	4,650.00	9,385.00				150.00		4,585.00
Cost Centre Heritage Park									
100 Maintenance/Rent			500.00		500.00	249.98			749.98
Sub Total for Heritage Park			500.00		500.00	249.98			749.98
Cost Centre St Peter & St Paul's Churchyard									
110 Maintenance			2,000.00		2,000.00	999.98			999.98
Sub Total for St Peter & St Paul's Churchyard			2,000.00		2,000.00	999.98			999.98
Cost Centre Other Projects									
121 General Projects (inc. Summer Ent			444.50		10,500.00	5,250.00	24,682.13		-18,987.63

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2023 to 30/09/2023)

	Budget Receipts		Budget Payments		Variance	
	Total for year	Year to Date	Total for Year	Year to Date	Act. Payments	Year to Date
Sub Total for Other Projects	444.50	5,250.00	10,500.00	24,682.13		-18,987.63
Cost Centre Leisure Centre						
146 Rates & Insurance Rent - DBC	2,286.67	15,249.98	30,500.00	21,487.67		-3,951.02
155 Management Fee		29,000.02	58,000.00	29,000.00		0.02
Sub Total for Leisure Centre	2,286.67	44,250.00	88,500.00	50,487.67		-3,951.00
Cost Centre Allotments						
210 Rents / Licences		122.48	245.00	120.00		2.48
211 Repairs / Maintenance		125.02	250.00	125.00		125.02
212 Water Supply	108.00			152.00		-44.00
213 Long Term Financial Risks						
218 Rent Income	3,906.00	1,953.00				2,801.95
Sub Total for Allotments	3,906.00	1,953.00	495.00	272.00		2,885.45
Cost Centre Administration						
230 Wages	141,500.00	70,749.98	70,749.98	84,371.15		-13,621.17
231 Furniture, Fixtures & Fittings	750.00	375.00	80.00	295.00		295.00
232 Photocopier	1,000.00	500.02	1,151.72	-651.70		
233 Stationary, Advertising & Postage	2,300.00	1,149.98	805.85	344.13		
234 Telephone / Internet	3,700.00	1,850.02	4,507.49	-2,657.47		
235 Mileage Allowance	200.00	99.98		99.98		
236 Insurance	13,100.00	6,549.98	16,874.65	-10,324.67		
237 Subscriptions / Publications	5,000.00	2,499.98	5,007.88	-2,507.90		
238 Civic Budget	3,000.00	1,500.00	50.31	1,449.69		
240 Chains of Office	250.00	125.02		125.02		
241 Legal Fees	3,000.00	1,500.00	3,516.40	-2,016.40		
242 External Audit Fees	1,400.00	699.98		699.98		
243 Internal Audit Fees	350.00	174.98	180.00	-5.02		
244 Local Funding	2,000.00	999.98	2,000.00	-1,000.02		
245 Miscellaneous Expenditure	6,000.00	3,000.00	7,779.71	-4,779.71		
246 Election Expenses	12,000.00	6,000.00		6,000.00		

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2023 to 30/09/2023)

	Budget Receipts		Act. Receipts		Budget Payments		Act. Payments		Variance	
	Total for year	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
247 Staff Training					1,500.00	750.00	70.00	70.00	680.00	680.00
248 Member Training					1,500.00	750.00	137.00	137.00	613.00	613.00
249 IT Services					4,000.00	2,000.02	5,401.12	5,401.12	-3,401.10	-3,401.10
250 Handyman (incl. seasonal park staff)					500.00	249.98	6,683.10	6,683.10	249.98	249.98
251 Council Offices Building Maintenance					14,300.00	7,149.98	861.76	861.76	466.88	466.88
252 Water Rates					1,900.00	950.02	3,761.78	3,761.78	88.26	88.26
253 Gas					2,500.00	1,250.02	9,384.34	9,384.34	-2,511.76	-2,511.76
254 Electricity					6,300.00	3,150.00	10,553.75	10,553.75	-6,234.34	-6,234.34
255 Rates					22,000.00	11,000.02			446.27	446.27
256 Long Term Financial Risks										
270 Photocopier Income							4,782.81		4,282.79	4,282.79
271 Miscellaneous Income	1,000.00	500.02	432,894.00						432,894.00	432,894.00
272 Precept								873.46	-24.16	-24.16
273 Section 136										
274 Bank Interest	3,000.00	1,500.00	2,349.30						14,435.00	14,435.00
276 Government CTax Grant									2,862.94	2,862.94
422 CIL										
Sub Total for Administration	4,000.00	2,000.02	457,324.05		250,050.00	125,024.94	164,051.47	164,051.47	416,297.50	416,297.50

Cost Centre Church Road Hall

280 Wages	5,600.00	2,799.98	3,046.50	-246.52
281 Repairs & Maintenance	500.00	249.98	17,201.60	-16,951.62
282 Gas & Electricity	850.00	425.02	1,012.97	-587.95
283 Cleaning Materials	100.00	50.02	117.95	-67.93
284 Furniture, Fixtures & Fittings	100.00	50.02		50.02
285 Rates	1,495.00	747.52	704.65	42.87
287 Miscellaneous Expenditure	125.00	62.48		62.48
288 Long Term Financial Risks				
295 Hire Income	400.00	200.02		-619.75
406 Telephone Broadband	1,000.00	500.02	656.91	200.02
423 Water Rates				-156.89

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2023 to 30/09/2023)

	Budget Receipts		Budget Payments		Variance		
	Total for year	Year to Date	Total for Year	Year to Date	Act. Receipts	Act. Payments	
Sub Total for Church Road Hall	6,000.00	3,000.00	10,170.00	5,085.06	2,380.25	22,740.58	-18,275.27
Cost Centre Grove Hall							
301 Repairs & Maintenance			500.00	249.98		880.40	-630.42
302 Gas & Electricity			100.00	50.02		158.62	-108.60
305 Rates							
306 Water Rates							
Sub Total for Grove Hall			600.00	300.00		1,039.02	-739.02
Cost Centre Heritage Community Hall							
320 Wages							
321 Repairs & Maintenance							
322 Gas & Electricity							
323 Cleaning Materials							
324 Furniture, Fixtures & Fittings							
325 Rates							
326 Water Rates							
327 Miscellaneous Expenditure							
328 Long Term Financial Risks							
335 Hire Income	13,525.00	6,762.52			6,762.00		-0.52
Sub Total for Heritage Community Hall	13,525.00	6,762.52	6,762.00		6,762.00		-0.52
Cost Centre Sports Pavilion							
340 Utilities			700.00	350.02		642.32	-292.30
343 Rates						500.00	-500.00
345 Miscellaneous Expenditure					364.00	23,365.91	-23,001.91
346 Professional Fees						56,089.00	-56,089.00
350 Income	1,000.00	500.02			837.00		336.98
425 Construction Costs						768.00	-768.00
426 Grant Income							

Swanscombe and Greenhithe Town Council Receipts and Payments compared with Flexed Budget (01/04/2023 to 30/09/2023)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance Year to Date
	Total for year	Year to Date		Total for Year	Year to Date		
Sub Total for Sports Pavilion	1,000.00	500.02	1,201.00	700.00	350.02	81,365.23	-80,314.23
Cost Centre Town Council Offices Community I							
360 Wages				8,500.00	4,250.02	4,210.38	39.64
361 Repairs & Maintenance			25.00	420.00	210.00	4,281.17	-4,046.17
362 Furniture, Fixtures & Fittings				100.00	50.02		50.02
363 Cleaning Materials				260.00	129.98	295.05	-165.07
364 Miscellaneous Expenditure				75.00	37.50		37.50
365 Long Term Financial Risks							
370 Hire Income	41,000.00	20,499.98	22,090.02			150.00	1,440.04
Sub Total for Town Council Offices Communi	41,000.00	20,499.98	22,115.02	9,355.00	4,677.52	8,936.60	-2,644.04
Cost Centre Old Fire Station Cafe							
380 Wages				20,100.00	10,050.00	14,031.14	-3,981.14
381 Food/Supplies				4,000.00	2,000.02	6,138.42	-4,138.40
382 Furniture, Fixtures & Equipment (inc				500.00	249.98	957.84	-707.86
383 Advertising				100.00	50.02		50.02
384 Rates				2,400.00	1,200.00	1,352.98	-152.98
385 Electricity				1,500.00	750.00	1,903.98	-1,153.98
386 Cleaning Materials				130.00	65.02		65.02
387 DBC Maintenance Service Charge				1,500.00	750.00	1,049.93	-299.93
388 Telephone / Internet				500.00	249.98		249.98
389 Maintenance				500.00	249.98	838.45	-588.47
390 Miscellaneous Expenditure (incl. DE				500.00	249.98	706.77	-456.79
391 Long Term Financial Risks							
392 Rent DBC							
395 Cafe Income	15,500.00	7,749.98	11,349.96				3,599.98
424 Water Rates				1,000.00	500.02	2,187.38	-1,687.36
Sub Total for Old Fire Station Cafe	15,500.00	7,749.98	11,349.96	32,730.00	16,365.00	29,166.89	-9,201.91
Cost Centre Bus Shelters							
400 Maintenance				250.00	125.02		125.02

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2023 to 30/09/2023)

	Budget Receipts		Budget Payments		Variance	
	Total for year	Year to Date	Total for Year	Year to Date	Act. Payments	Year to Date
Sub Total for Bus Shelters			250.00	125.02		125.02
Cost Centre						
407 Wages			6,000.00	3,000.00		3,000.00
408 Repairs & Maintenance			500.00	249.98		249.98
409 Gas & Electricity			1,500.00	750.00		750.00
410 Cleaning Materials			500.00	249.98		249.98
411 Furniture & Fittings			500.00	249.98		249.98
412 Rates (NNDR)			2,442.00	1,221.00		1,221.00
413 Water Rates			650.00	324.98		324.98
414 Key Holder Security						
415 Misc Expenditure			100.00	50.02		50.02
416 Long Term Financial Risks						
418 Hire Income	14,000.00	6,999.98				-6,999.98
419 Commuted Sum	13,500.00	6,750.00				-6,750.00
420 Contingency Fund	10,000.00	5,000.02				-5,000.02
Sub Total for Ingress Park Community Centre	37,500.00	18,750.00	12,192.00	6,095.94		-12,654.06
GRAND TOTALS	£143,531.00	£71,765.54	£601,683.00	£300,841.32	£486,389.07	£276,438.49

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APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK please type the details or complete in legible block capitals.

1. Name and full address of Organisation:	Hi Kent 18 Brewer Street, Maidstone ME141RU
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). Please include an email address where possible:	Liz Clayton, Grants Manager, Hi Kent 18 Brewer Street Maidstone Kent ME14 1RU Email: L.Clayton@hikent.org.uk
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established).	Hi Kent is a unique charity, established since 1986, supporting people living with hearing loss. Free support and advice to the one in five (rising to one in four over the age of 50) people with severe hearing loss and/or tinnitus in Kent, including free Hearing Aid Support Community Clinics, Lipreading Classes, Wellbeing Telephone Helplines, Tinnitus Support Groups, Social Groups and individual digital/technology support.
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	Although there is no one from Hi Kent who lives in Swanscombe & Greenhithe, the people who visit our clinics live in the area
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.	Hi Kent runs free monthly Hearing Aid Support Clinics, with no appointment necessary, at the following venues for residents of all ages with hearing loss: Swanscombe - The Church Centre, Swanscombe Street DA10 0JZ from 10am to 11am; Greenhithe - St Mary Greenhithe, Church Hall, 131 Mounts Road, Greenhithe DA9 9ND from 10am to 11am. The Clinics are run by trained volunteers who will clean, re-tube, supply and fit replacement batteries for hearing aid users who are unable to maintain their own hearing aids. Home visits are provided by appointment for people who are unable to travel to the clinics due to illness or frailty. Our volunteers also give information to clients on other free services provided by Hi Kent. Having such a local service means that clients do not need to travel to a central audiology department which often incurs travel and parking expenses, and sometimes long wait times. Hi Kent provides this hearing aid service to over 190 local residents annually.
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 grant funding will be used to provide: Hearing Aid Maintenance Kits and supplies; protective equipment including visors, aprons, hearing aid antiseptic wipes, surface wipes & sprays; hazard disposal bags; volunteer travel expenses; volunteer training expenses; and publicity posters and flyers

APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK please type the details or complete in legible block capitals.

<p>8. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.</p>	<p>The Town Council has provided the following grants to Hi Kent for the Hearing Aid Support Clinics in Swanscombe and Greenhithe in the last 3 years:</p> <p>November 2022 £500 October 2021 £500 March 2020 £500</p>
<p>9. Please provide the bank details for the organisation for payment.</p> <p>Alternatively provide the name of organisation that cheques should be made out (cheques are unable to be made out to individuals).</p>	<p>Account Name: Hi Kent</p> <p>Sort Code: 200000</p> <p>Account Number: 20000000000000000000</p> <p>Organisation Name: Hi Kent</p>
<p>10. Declaration:</p> <p>I declare that the information given is, to the best of my knowledge, accurate and true.</p>	<p>Signed: Liz Clayton</p> <p>Dated: 19 October 2023</p>

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



FGP 02/11/23

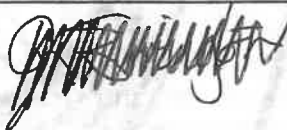
APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK please type the details or complete in legible block capitals.)

1. Name and full address of Organisation:	The Food Cellar Christ Apostolic Church, 47-49 High Street, Swanscombe DA100AR
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). Please include an email address where possible:	Janet Errington [redacted] Leonard Ave Swanscombe DA10 0EY [redacted]@gmail.com
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	The Food Cellar, is to meet the fundamental needs of the community, when they have fallen on hard times, and to support them in practical ways. e.g. by supplying food parcels and helping with energy costs
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	All of them 60+ Not all of them need help every week. Some only at the end of the month
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 help residents when they are struggling to buy food. This award will help about 40 families
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.	This award will enable us to give families a little extra for Christmas

APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK please type the details or complete in legible block capitals.)

<p>8. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.</p>	<p>DBC £19000.00 Se9 Town Council £1,000</p>
<p>9. Please provide the bank details for the organisation for payment.</p> <p>Alternatively provide the name of organisation that cheques should be made out (cheques are unable to be made out to individuals).</p>	<p>Account Name: The Food Cellar</p> <p>Sort Code: 00 - 0000</p> <p>Account Number: 0000000000000000</p> <p>Organisation Name: The Food Cellar</p>
<p>10. Declaration:</p> <p>I declare that the information given is, to the best of my knowledge, accurate and true.</p>	<p>Signed: </p> <p>Dated: 23.10.23</p>

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

Application for funding from The Town Council

The Food Cellar

This is how the funding will be spent:

Christmas puddings medium x 25 @ £1.85 = £46.25

Christmas puddings large x 15 @ 3.69 = £55.35

Chocolate digestive biscuits x 40 @ 85p = £34.00

Tins Tuna fish x 55 @ £2.94 = £55.86

Tins fruit x 55 @ £1 = £55.00

Instant custard @ 70p = £28.00

Jelly @ 95p = £38.00

Tins ham @ £3 = £120.00

Evaporated milk @65p = £26.00

Sweets @ £3.50 = £358.75

= TOTAL £698.41

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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, **please type the details or complete in legible block capitals.**
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
10. No works/purchases can be made until any applications have been considered by the Town Council.
11. Retrospective applications will NOT be considered.

**SWANSCOMBE AND GREENHITHE TOWN COUNCIL
GUIDANCE NOTES FOR APPLICATIONS FOR FUNDING FROM THE
TOWN COUNCIL.**

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 months 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



FINANCIAL RISK ASSESSMENT (FRA) WORKING GROUP

25 OCTOBER 2023 – 11.30AM

AGENDA ITEM II

FGP 2/11/23

PRESENT: Councillor Lesley Howes
Councillor Hazel Stephens
Councillor Liz Wickham
Graham Blew – Town Clerk
Martin Harding – ATC/RFO

APOLOGIES: Councillor Ann Duke

ABSENT: Councillor Lorna Cross

Item 1:

The ATC/RFO summarised the history behind the creation of the FRA's in 2010 and how it has been used to support the Town Councils finances and budget for its long-term commitments over the last 13 years.

Item 2:

The ATC/RFO explained the report in relation to the Town Councils current financial position and went through the spreadsheet and the x 3 recommendations that:

1. The contributions towards the Financial Risk Assessments for 2024 – 2025 be frozen, except for the costs for the periodic tree survey.
2. The expenditure from the Financial Risk Assessments during 2024 – 2025 be frozen, except for the costs for the periodic tree survey, the funds allocated to the Pavilion project and any other items deemed emergency in nature.
3. 50% of the funds allocated for contingency within the FRA's for the Heritage Community Hall, be transferred over to the allocation for the Church Road Hall.

Members discussed the report along with the general financial position of the local government sector.

It was agreed that this should be a short-term solution to manage the Town Councils financial position over the next 2-3 years, and that it should be regularly monitored given the changeable financial climate.

Members agreed that the x 3 recommendations, along with the notes from this meeting and a copy of the report, are put to the Finance & General Purposes Committee on the 2 November 2023 for consideration.

Action:

That the x 3 recommendations, along with the notes of this meeting and supporting document, to endorse the changes to the FRA's as detailed, be placed on the agenda for the Finance & General Purposes Committee on 2 November 2023.

Meeting Closed: 11.55am.

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Introduction & Background

Since the pandemic (2020 – 2021) and through the subsequent cost of living crisis (until 2023 – 2024), the Town Council have been managing its financial controls by utilising its reserves.

This has specifically been through the measure of restricting contributions to the reserves (Financial Risk Assessments, FRA's) except for urgent / time critical tasks such as the cost of the periodic tree survey.

Managing the finances in this way is effective in managing short term impact but is not sustainable in the way it is currently being undertaken.

Current Position

Since the 2020 – 2021 financial year the Town Council have been contributing just £5,000 per year to its reserves to allocate the budget for the tree survey and resulting works.

Over that 3-year period the Town Council have continued to spend from its FRA's as needed for works that were allocated or that have arisen.

This has resulted in the total value of the Town Councils reserves dropping below £300,000 for the first time since they were created.

Best practice recommends that, for a Council of our size, the minimum level held in reserves at all times is 6 months of your precept. For the Town Council this would equate to £210,000. Whilst we now have £299,000 in reserves, we have allocated just over £100,000 of this to the Pavilion project and will potentially spend this over the next 12-18 months. It is hoped that this will not be needed towards the project but is part of the contingency requirements.

To that end, there is now a distinct possibility the Town Council could drop below the recommended lower levels for reserves.

With the current uncertain financial climate, it would not be prudent to add further pressure onto our budgets.

Whilst the Town Council will need to continue to freeze contributions for the forthcoming 2024 – 2025 financial year, with the exception of the money for the tree survey, it would also be prudent to freeze expenditure from the FRA's for the same period, again with the exception of the money for the tree works.

This action will hold our current position and not add any further risk of dropping reserves.

As and when potential expenditure arises, that may need to come from the FRA's, then each item would have to be looked at on a need / emergency basis only.

This decision would be reviewed on a month-by-month basis as the overall expenditure for the Pavilion project is ascertained and its potential impact on reserves understood.

Church Road Hall

The Town Council agreed to undertake works to the asbestos roof of the Church Road Hall to be funded from the FRA's costs allocated to that hall.

This was undertaken but has now left no money, in effect no contingency, allocated to Church Road Hall should it be needed.

In normal circumstances this would not be an issue as you would increase contributions and slowly rebuild the funds. At present, and as per the first part of this report, the Town Council are freezing contributions to all but one element of the FRA's.

The Town Council has funds allocated against each of its buildings, including the Heritage Community Hall, which is under a full repair Lease with Walk Tall. The FRA fund allocated for future contingency for the Heritage Community Hall is £14,364.

To effectively support both sites it would be prudent to transfer half of this fund over to the FRA allocation for the Church Road Hall, leaving both sites with a contingency of £7,182.

Recommendation

Members are asked to put forward a recommendation for consideration at the Finance & General Purposes Committee on the 2 November 2023 that:

- 1. The contributions towards the Financial Risk Assessments for 2024 – 2025 be frozen, with the exception of the costs for the periodic tree survey.**
- 2. The expenditure from the Financial Risk Assessments during 2024 – 2025 be frozen, with the exception of the costs for the periodic tree survey, the funds allocated to the Pavilion project and any other items deemed emergency in nature.**
- 3. 50% of the funds allocated for contingency within the FRA's for the Heritage Community Hall, be transferred over to the allocation for the Church Road Hall.**

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