

FGP 7/9/17

**SGTC
TRANSFERS - June 2017**

Date	Desc	From	To	Amount
01/06/2017	Bank to Bank Transfer	Active Saver 1	Current Account	10,331.90
09/06/2017	Bank to Bank Transfer	Active Saver 1	Current Account	10,412.20
15/06/2017	Bank to Bank Transfer	Active Saver 1	Current Account	20,052.52
22/06/2017	Bank to Bank Transfer	Active Saver 1	Current Account	9,635.51
30/06/2017	Bank to Bank Transfer	Active Saver 1 - Treasury Deposit	Active Saver 1	200,000.00
30/06/2017	Bank to Bank Transfer	Active Saver 2 - Treasury Deposit	Active Saver 2	388,036.79
			Total.....	638,468.92

SGTC
TRANSFERS - July 2017

Date	Desc	From	To	Amount
06/07/201	Bank to Bank Transfer	Active Saver 1	Current Account	3,241.78
07/07/201	Bank to Bank Transfer	Current Account	Active Saver 1	14,595.02
13/07/201	Bank to Bank Transfer	Active Saver 1	Current Account	15,172.79
19/07/201	Bank to Bank Transfer	Active Saver 1	Current Account	4,970.20
27/07/201	Bank to Bank Transfer	Active Saver 1	Current Account	7,092.41
04/07/201	Bank to Bank Transfer	Active Saver 2	Active Saver 2 - Treasury Deposit	388,036.79
04/07/201	Bank to Bank Transfer	Active Saver 2	Active Saver 1	6.59
04/07/201	Bank to Bank Transfer	Active Saver 1	Active Saver 1 - Treasury Deposit	170,000.00
			Total.....	603,115.58

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Listing of Receipts in each Code for All Cost Centres
(Between 01/06/2017 to 30/06/2017)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Cost Centre Parks Establishment										
49	09/06/2017		Bank		Funding for New Equipment	Big Lottery - Awards for All	Z	10,000.00	0.00	10,000.00
			Active Saver 1			Subtotal for Code: Playground Equipment & M		£10,000.00	£0.00	£10,000.00
						Subtotal for Cost Centre: Parks Establishment		10,000.00	0.00	10,000.00
Cost Centre Swanscombe Park										
75	28/06/2017		Bank		Rent	Istead Rise Bowls Club	Z	3,157.55	0.00	3,157.55
			Current Account			Subtotal for Code: Bowls Income		£3,157.55	£0.00	£3,157.55
						Subtotal for Cost Centre: Swanscombe Park		3,157.55	0.00	3,157.55
Cost Centre Knockhall Playing Field										
85	28/06/2017		Bank		Football Pitch Hire	Swanscombe Tigers FC	Z	42.00	0.00	42.00
			Current Account			Subtotal for Code: Football		£42.00	£0.00	£42.00
						Subtotal for Cost Centre: Knockhall Playing Field		42.00	0.00	42.00
Cost Centre Allotments										
218	28/06/2017		Bank		Rent	Swanscombe & Greenhithe Allotm	Z	1,675.71	0.00	1,675.71
			Current Account			Subtotal for Code: Rent Income		£1,675.71	£0.00	£1,675.71
						Subtotal for Cost Centre: Allotments		1,675.71	0.00	1,675.71
Cost Centre Administration										
274	06/06/2017		Bank		Loyalty Reward	Barclays	Z	12.65	0.00	12.65
			Current Account		Bank Interest	Barclays	Z	3.40	0.00	3.40
			Active Saver 1		Bank Interest	Barclays	Z	6.59	0.00	6.59
			Active Saver 2			Subtotal for Code: Bank Interest		£22.64	£0.00	£22.64
						Subtotal for Cost Centre: Administration		22.64	0.00	22.64
Cost Centre Church Road Hall										
295	28/06/2017		Bank		Hall Hire	Various	Z	223.50	0.00	223.50
			Current Account			Subtotal for Code: Hire Income		£223.50	£0.00	£223.50
						Subtotal for Cost Centre: Church Road Hall		223.50	0.00	223.50

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Listing of Receipts in each Code for All Cost Centres
(Between 01/06/2017 to 30/06/2017)

Cost Centre Heritage Community Hall												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
335	20/06/2017		Active Saver 1		Hall Hire	Alpha & Omega	Z	682.50	0.00	682.50		
	26/06/2017		Active Saver 1		Hall Hire	DBC	Z	82.00	0.00	82.00		
						Subtotal for Code: Hire Income		£764.50	£0.00	£764.50		
						Subtotal for Cost Centre: Heritage Community Hall		764.50	0.00	764.50		
Cost Centre Sports Pavilion												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
350	28/06/2017		Current Account		Rent	The Pavilion Community Sports & Z	Z	1,441.75	0.00	1,441.75		
						Subtotal for Code: Rent Income		£1,441.75	£0.00	£1,441.75		
						Subtotal for Cost Centre: Sports Pavilion		1,441.75	0.00	1,441.75		
Cost Centre Town Council Offices Community Hall												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
370	28/06/2017		Current Account		Hall Hire	Various	Z	261.00	0.00	261.00		
	28/06/2017		Current Account		Hall Hire	Cygnets	Z	1,944.00	0.00	1,944.00		
	05/06/2017		Active Saver 1		Hall Hire	North Kent Karate	Z	448.50	0.00	448.50		
	09/06/2017		Active Saver 1		Hall Hire	DBC	Z	190.13	0.00	190.13		
	16/06/2017		Active Saver 1		Hall Hire	WeightWatchers	Z	156.00	0.00	156.00		
	29/06/2017		Active Saver 1		Hall Hire	Various	Z	100.00	0.00	100.00		
						Subtotal for Code: Hire Income		£3,099.63	£0.00	£3,099.63		
						Subtotal for Cost Centre: Town Council Offices Comir		3,099.63	0.00	3,099.63		
Cost Centre Old Fire Station Cafe												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
395	28/06/2017		Current Account		Food Sales	Old Fire Station Cafe	S	640.12	160.03	800.15		
						Subtotal for Code: Cafe Income		£640.12	£160.03	£800.15		
						Subtotal for Cost Centre: Old Fire Station Cafe		640.12	160.03	800.15		
						TOTALS		£21,067.40	£160.03	£21,227.43		

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Listing of Payments in each Code for All Cost Centres
(Between 01/06/2017 to 30/06/2017)

Cost Centre Public Lighting				1 Supply & Maintenance				Description				Supplier				Vat Type				Net				Vat				Total			
Code Number	Date	Minute	Bank	Current Account	DD	DD	DD	Electricity - Street Lighting	E-on	Supply & Maintenance	L	92.59	4.63	97.22																	
Vchr.	290	09/06/2017										£92.59	£4.63	£97.22																	
Subtotal for Code: Supply & Maintenance																															
Subtotal for Cost Centre: Public Lighting																															
Subtotal for Cost Centre: Grove Car Park																															
Cost Centre Parks Establishment				40 Wages				Description				Supplier				Vat Type				Net				Vat				Total			
Code Number	Date	Minute	Bank	Current Account	DC	DC	DC	Park Keeper Contract	Night & Day Security	HMRC	Z	1,306.88	0.00	1,306.88																	
Vchr.	257	01/06/2017						PAYE	HMRC		Z	421.80	0.00	421.80																	
Subtotal for Code: Rates																															
Subtotal for Cost Centre: Grove Car Park																															
Cost Centre Equipment/Materials				41 Equipment/Materials				Description				Supplier				Vat Type				Net				Vat				Total			
Code Number	Date	Minute	Bank	Current Account	DC	DC	DC	Container Repairs	TMH Contractors	Z	880.00	0.00	880.00																		
Vchr.	249	01/06/2017					Litter Pickers	KCC - KCS	S	25.10	5.02	30.12																			
Subtotal for Code: Wages																															
Subtotal for Cost Centre: Wages																															

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Listing of Payments in each Code for All Cost Centres
(Between 01/06/2017 to 30/06/2017)

267	01/06/2017	Current Account	DD	Safety Signs	Barclaycard	Z	102.85	0.00	102.85
309	09/06/2017	Current Account	DC	Parks Equipment - Mower parts	Ernest Doe & Sons Ltd	S	94.99	18.99	113.98
317	15/06/2017	Current Account	DC	Skip Hire	Pinden Ltd	S	215.00	43.00	258.00
319	15/06/2017	Current Account	DC	Parks Equipment - Equipment and	Landscape Supply	S	100.57	20.12	120.69
339	22/06/2017	Current Account	DC	Parks Equipment - Posts, Shears :	Eden Park (STMS) Ltd	S	400.05	80.01	480.06
385	28/06/2017	Current Account	DC	Parks Equipment - Outside Tap, K	Trade UK	S	9.99	2.00	11.99
386	28/06/2017	Current Account	DC	Skip Hire	Pinden Ltd	S	215.00	43.00	258.00
Subtotal for Code: Equipment/Materials							£2,790.54	£240.64	£3,031.18
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	01/06/2017	Current Account	DD	Fuel	All Star	S	210.73	41.92	252.65
Subtotal for Code: Fuel							£210.73	£41.92	£252.65
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	09/06/2017	Current Account	DD	Phone Bill - Parks	Overline	S	11.50	2.30	13.80
344	22/06/2017	Current Account	DD	Phone Bill - Parks	O2	S	11.68	2.34	14.02
Subtotal for Code: Telephone							£23.18	£4.64	£27.82
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	15/06/2017	Current Account	DC	Vehicle Repair - Puncture	Monarch Autos	S	20.00	4.00	24.00
Subtotal for Code: Vehicles							£20.00	£4.00	£24.00
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	09/06/2017	Current Account	DD	Water Rates	Castle Water	Z	409.19	0.00	409.19
342	22/06/2017	Current Account	DD	Water Rates - Knockhall Changing	Business Stream	Z	160.33	0.00	160.33
Subtotal for Code: Water Rates							£569.52	£0.00	£569.52
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	28/06/2017	Current Account	DD	Electricity - Bowls Pavilion	KCC - Laser	L	-9.75	-0.49	-10.24
Subtotal for Code: Gas/Electricity							£-9.75	£-0.49	£-10.24
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	15/06/2017	Current Account	DC	Wetpour Repairs - Valley View & M	Irwin Installations	S	4,875.00	975.00	5,850.00
336	22/06/2017	Current Account	DC	Parks Equipment - Equipment from	Wicksteed Leisure Ltd	S	155.57	31.11	186.68
379	28/06/2017	Current Account	DC	Parks Equipment - Play Equipment	Wicksteed Leisure Ltd	S	33.00	6.60	39.60
Subtotal for Code: Playground Equipment & Maint							£5,063.57	£1,012.71	£6,076.28
Subtotal for Cost Centre: Parks Establishment							16,888.32	1,303.42	18,191.74

Cost Centre Heritage Park

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**Listing of Payments in each Code for All Cost Centres
(Between 01/06/2017 to 30/06/2017)**

Code Number			100 Maintenance/Rent		Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Minute	Bank	Cheq. No.	Description				
304	09/06/2017		Current Account		Rent				
							12.50	2.50	15.00
							£12.50	£2.50	£15.00
Subtotal for Code: Maintenance/Rent									
Subtotal for Cost Centre: Heritage Park							12.50	2.50	15.00

Cost Centre Other Projects

Code Number			121 General Projects (inc. Summer En		Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Minute	Bank	Cheq. No.	Description				
255	01/06/2017		Current Account	DC	Litter Pickers	KCC - KCS	25.10	5.02	30.12
289	09/06/2017		Current Account	DC	Volunteer Hi-Viz Jackets	Tester	90.00	18.00	108.00
305	09/06/2017		Current Account		Temporary Event Notices	DBC	42.00	0.00	42.00
313	09/06/2017		Current Account	DC	Summer Entertainment - Deposit	Amazing Animal Encounters	114.00	0.00	114.00
341	22/06/2017		Current Account	DC	Outdoor Cinema Screening - Final I	Stepforward	2,325.00	0.00	2,325.00
							£2,596.10	£23.02	£2,619.12
Subtotal for Code: General Projects (inc. Summer En									
Subtotal for Cost Centre: Other Projects							2,596.10	23.02	2,619.12

Cost Centre Leisure Centre

Code Number			146 Rates & Insurance Rent - DBC		Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Minute	Bank	Cheq. No.	Description				
259	01/06/2017		Current Account	DD	NNDR	DBC	2,730.00	0.00	2,730.00
374	28/06/2017		Current Account	DD	NNDR	DBC	2,730.00	0.00	2,730.00
							£5,460.00	£0.00	£5,460.00
Subtotal for Code: Rates & Insurance Rent - I									
Subtotal for Cost Centre: Leisure Centre							5,460.00	0.00	5,460.00

Cost Centre Administration

Code Number			230 Wages		Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Minute	Bank	Cheq. No.	Description				
271	08/06/2017		Current Account	DC	NI	HMRC	1,586.27	0.00	1,586.27
272	08/06/2017		Current Account	DC	PAYE	HMRC	971.00	0.00	971.00
279	08/06/2017		Current Account		Pension E'er	KCC - LGPS	771.89	0.00	771.89
280	08/06/2017		Current Account		Pension E'ee	KCC - LGPS	379.14	0.00	379.14
285	09/06/2017		Current Account		Pension E'ee	Intelligent Money	61.57	0.00	61.57
286	09/06/2017		Current Account		Pension E'er	Intelligent Money	30.79	0.00	30.79
326	15/06/2017		Current Account	DC	Wages	SGTC	6,938.14	0.00	6,938.14
347	22/06/2017		Current Account	DC	Pension E'er	KCC - LGPS	771.89	0.00	771.89
348	22/06/2017		Current Account	DC	Pension E'ee	KCC - LGPS	379.14	0.00	379.14
353	22/06/2017		Current Account		Pension E'ee	Intelligent Money	61.57	0.00	61.57
354	22/06/2017		Current Account		Pension E'er	Intelligent Money	30.79	0.00	30.79
359	22/06/2017		Current Account		NI	HMRC	1,586.27	0.00	1,586.27
360	22/06/2017		Current Account		PAYE	HMRC	963.40	0.00	963.40
							£14,531.86	£0.00	£14,531.86
Subtotal for Code: Wages									

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Listing of Payments in each Code for All Cost Centres (Between 01/06/2017 to 30/06/2017)

Code Number		233 Stationary, Advertising & Postage		Description		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Minute	Bank	Account	Cheq. No.											
268	01/06/2017		Current Account	DD		Measuring Wheel	Barclaycard	Z		20.95	0.00	20.95			20.95	
291	09/06/2017		Current Account	DD		Fracking Machine Rental	Francotyp Postalia Ltd	S		60.00	12.00	72.00			72.00	
302	09/06/2017		Current Account	DC		Cleaning Materials	KCC - KCS	S		23.00	4.60	27.60			27.60	
324	15/06/2017		Current Account	DC		Stationary	KCC - KCS	S		15.70	3.14	18.84			18.84	
338	22/06/2017		Current Account	DD		Stationary	Barclaycard	Z		14.80	0.00	14.80			14.80	
343	22/06/2017		Current Account	DD		Postage	Francotyp Postalia Ltd	Z		100.00	0.00	100.00			100.00	
382	28/06/2017		Current Account	DC		Stationary	KCC - KCS	S		50.10	10.02	60.12			60.12	
390	28/06/2017		Current Account	DC		Stationary	Sage	S		28.11	5.62	33.73			33.73	
Subtotal for Code: Stationary, Advertising & F											£312.66	£35.38	£348.04			
Code Number		234 Telephone / Internet		Description		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Minute	Bank	Account	Cheq. No.											
294	09/06/2017		Current Account	DD		Phone Bill - Admin Alarm Line	Overline	S		11.50	2.30	13.80			13.80	
297	09/06/2017		Current Account	DD		Phone Bill - Admin Fax Line	Overline	S		11.52	2.31	13.83			13.83	
298	09/06/2017		Current Account	DD		Phone Bill - Admin Line	Overline	S		75.51	15.10	90.61			90.61	
299	09/06/2017		Current Account	DD		Phone Bill - Admin Lift Alarm Line	Overline	S		11.72	2.34	14.06			14.06	
301	09/06/2017		Current Account	DD		Phone Bill - Admin Internet	Overline	S		48.80	9.76	58.56			58.56	
316	09/06/2017		Current Account	DD		Phone Bill - 2 x Handsets	Overline	S		90.00	18.00	108.00			108.00	
333	15/06/2017		Current Account	DC		Use of Personal Mobiles - TC and I	SGTC	S		20.83	4.17	25.00			25.00	
380	28/06/2017		Current Account	DD		Phone Bill - Admin Internet	British Telecom	S		-42.10	-8.42	-50.52			-50.52	
Subtotal for Code: Telephone / Internet											£227.78	£45.56	£273.34			
Code Number		235 Mileage Allowance		Description		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Minute	Bank	Account	Cheq. No.											
332	15/06/2017		Current Account	DC		Mileage	SGTC	S		36.09	0.96	37.05			37.05	
Subtotal for Code: Mileage Allowance											£36.09	£0.96	£37.05			
Code Number		237 Subscriptions / Publications		Description		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Minute	Bank	Account	Cheq. No.											
256	01/06/2017		Current Account	DC		Subscription Renewal	Sage	S		880.00	176.00	1,056.00			1,056.00	
Subtotal for Code: Subscriptions / Publication											£880.00	£176.00	£1,056.00			
Code Number		238 Town Mayor's Allowance		Description		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Minute	Bank	Account	Cheq. No.											
306	09/06/2017		Current Account	DC		Mayoral Engagement	Mayor of Dartford	Z		32.00	0.00	32.00			32.00	
Subtotal for Code: Town Mayor's Allowance											£32.00	£0.00	£32.00			
Code Number		244 Local Funding		Description		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Minute	Bank	Account	Cheq. No.											
334	22/06/2017		Current Account	713974		Local Funding Award	Knockhall School PTA	Z		200.00	0.00	200.00			200.00	
335	22/06/2017		Current Account	713973		Local Funding Award	NWK Volunteer Centre	Z		200.00	0.00	200.00			200.00	
Subtotal for Code: Local Funding											£400.00	£0.00	£400.00			

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Listing of Payments in each Code for All Cost Centres
(Between 01/06/2017 to 30/06/2017)

Code Number	247 Staff Training	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	314	09/06/2017	Current Account	DC	Staff Training - CILCA - ATC	SLCC	Z	250.00	0.00	250.00
								£250.00	£0.00	£250.00
										Subtotal for Code: Staff Training
Code Number	249 IT Services	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	292	09/06/2017	Current Account	DC	IT Support & Maintenance + Websi	ABC ICT Ltd	S	627.50	125.50	753.00
								£627.50	£125.50	£753.00
										Subtotal for Code: IT Services
Code Number	251 Council Offices Building Maintena	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	307	09/06/2017	Current Account	DC	Emergency Light Test and Inspecti	Fireout Protection Ltd	S	136.40	27.28	163.68
	308	09/06/2017	Current Account	DC	Roller Shutter Maintenance	RSL (Bristol) Ltd	S	1,200.00	240.00	1,440.00
	340	22/06/2017	Current Account	DC	Light Bulbs	Gurney & White	S	40.00	8.00	48.00
	372	28/06/2017	Current Account	DC	Lift Maintenance Contract - Quarter	Schindler Ltd	S	419.63	83.93	503.56
								£1,796.03	£359.21	£2,155.24
										Subtotal for Code: Council Offices Building M
Code Number	252 Water Rates	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	310	09/06/2017	Current Account	DD	Water Rates	Castle Water	Z	111.77	0.00	111.77
								£111.77	£0.00	£111.77
										Subtotal for Code: Water Rates
Code Number	253 Gas	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	371	28/06/2017	Current Account	DD	Gas	KCC - Laser	S	256.25	51.25	307.50
								£256.25	£51.25	£307.50
										Subtotal for Code: Gas
Code Number	255 Rates	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	260	01/06/2017	Current Account	DD	NNDR	DBC	Z	2,050.00	0.00	2,050.00
	375	28/06/2017	Current Account	DD	NNDR	DBC	Z	2,050.00	0.00	2,050.00
								£4,100.00	£0.00	£4,100.00
										Subtotal for Code: Rates
Code Number	274 Bank Interest	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	387	28/06/2017	Current Account	DD	Bank Charges	Barclays	Z	42.61	0.00	42.61
								£42.61	£0.00	£42.61
										Subtotal for Code: Bank Interest
										Subtotal for Cost Centre: Administration
								23,604.55	793.86	24,398.41
Cost Centre	Church Road Hall									
Code Number	280 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	276	08/06/2017	Current Account	DC	PAYE	HMRC	Z	35.40	0.00	35.40
	331	15/06/2017	Current Account	DC	Wages	SGTC	Z	385.60	0.00	385.60
	364	22/06/2017	Current Account	DC	PAYE	HMRC	Z	26.40	0.00	26.40

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Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
281	Repairs & Maintenance									
Vchr. 388	28/06/2017		Current Account	DC	Minor roof repair	P Harding Maintenance	S	60.00	12.00	72.00
						Subtotal for Code: Repairs & Maintenance		£60.00	£12.00	£72.00
						Subtotal for Code: Wages		£447.40	£0.00	£447.40
282	Gas & Electricity									
Vchr. 322	15/06/2017		Current Account	DD	Gas	KCC - Laser	L	35.35	1.77	37.12
						Subtotal for Code: Gas & Electricity		£35.35	£1.77	£37.12
285	Rates									
Vchr. 261	01/06/2017		Current Account	DD	NNDR	DBC	Z	119.00	0.00	119.00
Vchr. 376	28/06/2017		Current Account	DD	NNDR	DBC	Z	119.00	0.00	119.00
						Subtotal for Code: Rates		£238.00	£0.00	£238.00
406	Telephone Broadband									
Vchr. 295	09/06/2017		Current Account	DD	Phone Bill - Church Road Broadband	Overline	S	48.80	9.76	58.56
						Subtotal for Code: Telephone Broadband		£48.80	£9.76	£58.56
						Subtotal for Cost Centre: Church Road Hall		829.55	23.53	853.08
302	Gas & Electricity									
Vchr. 321	15/06/2017		Current Account	DD	Gas	KCC - Laser	L	1.86	0.09	1.95
						Subtotal for Code: Gas & Electricity		£1.86	£0.09	£1.95
						Subtotal for Cost Centre: Grove Hall		1.86	0.09	1.95
320	Wages									
Vchr. 275	08/06/2017		Current Account	DC	PAYE	HMRC	Z	98.60	0.00	98.60
Vchr. 330	15/06/2017		Current Account	DC	Wages	SGTC	Z	382.31	0.00	382.31
Vchr. 363	22/06/2017		Current Account		PAYE	HMRC	Z	95.60	0.00	95.60
						Subtotal for Code: Wages		£576.51	£0.00	£576.51
321	Repairs & Maintenance									
Vchr. 264	01/06/2017		Current Account	DC	Hygiene Services	Cannon	S	5.46	1.09	6.55
						Subtotal for Code: Repairs & Maintenance		£5.46	£1.09	£6.55
322	Gas & Electricity									
Vchr. 323	15/06/2017		Current Account	DD	Gas	KCC - Laser	L	53.87	2.69	56.56

SGTC

Listing of Payments in each Code for All Cost Centres (Between 01/06/2017 to 30/06/2017)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
323 Cleaning Materials										
Vchr.										
253	01/06/2017		Current Account	DC	Cleaning Materials	KCC - KCS	S	8.70	1.74	10.44
381	28/06/2017		Current Account	DC	Cleaning Materials	KCC - KCS	S	42.10	8.42	50.52
Subtotal for Code: Cleaning Materials								£50.80	£10.16	£60.96
Subtotal for Code: Gas & Electricity								£53.87	£2.69	£56.56
325 Rates										
Vchr.										
262	01/06/2017		Current Account	DD	NNDR	DBC	Z	226.00	0.00	226.00
377	28/06/2017		Current Account	DD	NNDR	DBC	Z	226.00	0.00	226.00
Subtotal for Code: Rates								£452.00	£0.00	£452.00
326 Water Rates										
Vchr.										
311	09/06/2017		Current Account	DD	Water Rates	Castle Water	S	34.88	6.98	41.86
320	15/06/2017		Current Account	DC	Water Rates	Business Stream	Z	55.12	0.00	55.12
Subtotal for Code: Water Rates								£90.00	£6.98	£96.98
Subtotal for Cost Centre: Heritage Community Hall								1,228.64	20.92	1,249.56
Cost Centre Town Council Offices Community Hall										
360 Wages										
Vchr.										
283	08/06/2017		Current Account		Pension E'er	KCC - LGPS	Z	91.18	0.00	91.18
284	08/06/2017		Current Account		Pension E'ee	KCC - LGPS	Z	31.34	0.00	31.34
329	15/06/2017		Current Account	DC	Wages	SGTC	Z	538.54	0.00	538.54
351	22/06/2017		Current Account	DC	Pension E'er	KCC - LGPS	Z	91.18	0.00	91.18
352	22/06/2017		Current Account	DC	Pension E'ee	KCC - LGPS	Z	31.34	0.00	31.34
Subtotal for Code: Wages								£783.58	£0.00	£783.58
361 Repairs & Maintenance										
Vchr.										
384	28/06/2017		Current Account	DC	Replacement Shutter Fob - TC Hall	RSL (Bristol) Ltd	S	65.00	13.00	78.00
Subtotal for Code: Repairs & Maintenance								£65.00	£13.00	£78.00
362 Furniture, Fixtures & Fittings										
Vchr.										
248	01/06/2017		Current Account	DC	New Chairs	KCC - KCS	S	185.00	37.00	222.00
Subtotal for Code: Furniture, Fixtures & Fittings								£185.00	£37.00	£222.00
363 Cleaning Materials										
Vchr.										
252	01/06/2017		Current Account	DC	Cleaning Materials	KCC - KCS	S	44.10	8.82	52.92
Subtotal for Code: Cleaning Materials								£44.10	£8.82	£52.92
Subtotal for Cost Centre: Town Council Offices Commr								1,077.68	58.82	1,136.50

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Listing of Payments in each Code for All Cost Centres
(Between 01/06/2017 to 30/06/2017)

Cost Centre Old Fire Station Cafe

Code Number		380 Wages									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
273	08/06/2017		Current Account	DC	PAYE	HMRC	Z	33.20	0.00	33.20	
274	08/06/2017		Current Account	DC	NI	HMRC	Z	55.73	0.00	55.73	
281	08/06/2017		Current Account		Pension E'ee	KCC - LGPS	Z	49.23	0.00	49.23	
282	08/06/2017		Current Account		Pension E'er	KCC - LGPS	Z	143.20	0.00	143.20	
328	15/06/2017		Current Account	DC	Wages	SGTC	Z	1,266.73	0.00	1,266.73	
349	22/06/2017		Current Account	DC	Pension E'ee	KCC - LGPS	Z	47.37	0.00	47.37	
350	22/06/2017		Current Account	DC	Pension E'er	KCC - LGPS	Z	137.80	0.00	137.80	
361	22/06/2017		Current Account		PAYE	HMRC	Z	27.80	0.00	27.80	
362	22/06/2017		Current Account		NI	HMRC	Z	46.44	0.00	46.44	
Subtotal for Code: Wages								£1,807.50	£0.00	£1,807.50	

Code Number 381 Food/Supplies

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
365	29/06/2017		Current Account	BANKADJ	Food Supplies	Asda Stores Ltd	Z	111.70	0.00	111.70
366	29/06/2017		Current Account	BANKADJ	Food Supplies	Iceland	Z	36.23	0.00	36.23
367	29/06/2017		Current Account	BANKADJ	Food Supplies	Poundland	Z	10.00	0.00	10.00
368	29/06/2017		Current Account	BANKADJ	Food Supplies	Bookers	S	69.51	4.69	74.20
369	29/06/2017		Current Account	BANKADJ	Food Supplies	Local Shops	Z	1.29	0.00	1.29
Subtotal for Code: Food/Supplies								£228.73	£4.69	£233.42

Code Number 382 Furniture, Fixtures & Equipment (i

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
315	09/06/2017		Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	71.37	14.27	85.64
370	29/06/2017		Current Account	BANKADJ	Newspapers	Local Shops	Z	35.30	0.00	35.30
Subtotal for Code: Furniture, Fixtures & Equip								£106.67	£14.27	£120.94

Code Number 384 Rates

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
263	01/06/2017		Current Account	DD	NNDR	DBC	Z	158.00	0.00	158.00
378	28/06/2017		Current Account	DD	NNDR	DBC	Z	158.00	0.00	158.00
Subtotal for Code: Rates								£316.00	£0.00	£316.00

Code Number 388 Telephone / Internet

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
251	01/06/2017		Current Account	DD	Phone Bill - Cafe	British Telecom	S	-55.06	-11.01	-66.07
293	09/06/2017		Current Account	DD	Phone Bill - Cafe	Overline	S	11.50	2.30	13.80
300	09/06/2017		Current Account	DD	Phone Bill - Cafe Internet	Overline	S	49.10	9.82	58.92
Subtotal for Code: Telephone / Internet								£5.54	£1.11	£6.65

Code Number 389 Maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

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Listing of Payments in each Code for All Cost Centres
(Between 01/06/2017 to 30/06/2017)

303	09/06/2017	Current Account	DC	Waste Bin Collection	Viridor Waste Kent Ltd	S	87.80	17.55	105.35
389	28/06/2017	Current Account	DC	Descale Water Heater	LW Burt & Son Ltd	S	280.79	56.16	336.95
					Subtotal for Code: Maintenance		£368.59	£73.71	£442.30
					Subtotal for Cost Centre: Old Fire Station Cafe		2,833.03	93.78	2,926.81
					TOTALS		£55,360.82	£2,324.57	£57,685.39

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Listing of Receipts in each Code for All Cost Centres
(Between 01/07/2017 to 31/07/2017)

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Cost Centre Public Lighting									
4 Repairs									
Vchr. 68	03/07/2017	Active Saver 1		Capacity Building Fund Grant	DBC	Z	7,000.00	0.00	7,000.00
				Subtotal for Code: Repairs			£7,000.00	£0.00	£7,000.00
				Subtotal for Cost Centre: Public Lighting			7,000.00	0.00	7,000.00
Cost Centre Broomfield Sports Ground									
95 Football Income									
Vchr. 81	24/07/2017	Active Saver 1		Football Pitch Hire	Dartford Royals FC	Z	1,480.00	0.00	1,480.00
Vchr. 82	28/07/2017	Active Saver 1		Football Pitch Hire	Tigers Athletic	Z	740.00	0.00	740.00
				Subtotal for Code: Football Income			£2,220.00	£0.00	£2,220.00
Cost Centre Broomfield Sports Ground									
97 Miscellaneous Income									
Vchr. 76	14/07/2017	Active Saver 1		Park Hire	DBC	Z	58.50	0.00	58.50
				Subtotal for Code: Miscellaneous Income			£58.50	£0.00	£58.50
				Subtotal for Cost Centre: Broomfield Sports Ground			2,278.50	0.00	2,278.50
Cost Centre Administration									
271 Miscellaneous Income									
Vchr. 61	07/07/2017	Current Account		VAT Repayment	HMRC	R	0.00	14,595.02	14,595.02
				Subtotal for Code: Miscellaneous Income			£0.00	£14,595.02	£14,595.02
Cost Centre Administration									
274 Bank Interest									
Vchr. 60	05/07/2017	Current Account		Loyalty Reward	Barclays	Z	8.53	0.00	8.53
				Subtotal for Code: Bank Interest			£8.53	£0.00	£8.53
				Subtotal for Cost Centre: Administration			8.53	14,595.02	14,603.55
Cost Centre Church Road Hall									
295 Hire Income									
Vchr. 64	19/07/2017	Current Account		Hall Hire	Various	Z	389.50	0.00	389.50
Vchr. 74	13/07/2017	Active Saver 1		Hall Hire	Kent County Council	Z	82.50	0.00	82.50
				Subtotal for Code: Hire Income			£472.00	£0.00	£472.00
				Subtotal for Cost Centre: Church Road Hall			472.00	0.00	472.00
Cost Centre Heritage Community Hall									
335 Hire Income									
Vchr. 63	19/07/2017	Current Account		Hall Hire	Various	Z	47.25	0.00	47.25

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Listing of Receipts in each Code for All Cost Centres
(Between 01/07/2017 to 31/07/2017)

Code Number	Date	350 Rent Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
69	05/07/2017	Active Saver 1	Current Account		Hall Hire	Shizendo Karate	Z	146.25	0.00	146.25
70	06/07/2017	Active Saver 1	Current Account		Hall Hire	DBC	Z	328.00	0.00	328.00
72	10/07/2017	Active Saver 1	Current Account		Hall Hire	North Kent Karate	Z	136.50	0.00	136.50
78	20/07/2017	Active Saver 1	Current Account		Hall Hire	Alpha & Omega	Z	867.75	0.00	867.75
84	31/07/2017	Active Saver 1	Current Account		Hall Hire	Shizendo Karate	Z	117.00	0.00	117.00
Subtotal for Code: Hire Income									£0.00	£1,642.75
Subtotal for Cost Centre: Heritage Community Hall									0.00	1,642.75

Cost Centre Sports Pavilion

Code Number	Date	370 Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
67	19/07/2017	Current Account	Current Account		Rent	The Pavilion Community Sports & Z	Z	1,441.75	0.00	1,441.75
Subtotal for Code: Rent Income									£0.00	£1,441.75
Subtotal for Cost Centre: Sports Pavilion									0.00	1,441.75

Cost Centre Town Council Offices Community Hall

Code Number	Date	370 Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
65	19/07/2017	Current Account	Current Account		Hall Hire	Various	Z	30.00	0.00	30.00
66	19/07/2017	Current Account	Current Account		Hall Hire	Cygnets	Z	2,052.00	0.00	2,052.00
71	06/07/2017	Active Saver 1	Current Account		Hall Hire	DBC	Z	328.00	0.00	328.00
73	10/07/2017	Active Saver 1	Current Account		Hall Hire	North Kent Karate	Z	429.00	0.00	429.00
75	14/07/2017	Active Saver 1	Current Account		Hall Hire	DBC	Z	234.00	0.00	234.00
77	19/07/2017	Active Saver 1	Current Account		Hall Hire	WeightWatchers	Z	156.00	0.00	156.00
79	24/07/2017	Active Saver 1	Current Account		Hall Hire	Various	Z	150.00	0.00	150.00
80	24/07/2017	Active Saver 1	Current Account		Hall Hire Deposit	Various	Z	100.00	0.00	100.00
83	31/07/2017	Active Saver 1	Current Account		Hall Hire	Various	Z	153.75	0.00	153.75
Subtotal for Code: Hire Income									£0.00	£3,632.75
Subtotal for Cost Centre: Town Council Offices Comrr									0.00	3,632.75

Cost Centre Old Fire Station Cafe

Code Number	Date	395 Cafe Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
62	19/07/2017	Current Account	Current Account		Food Sales	Old Fire Station Cafe	S	401.33	80.27	481.60
Subtotal for Code: Cafe Income									£80.27	£481.60
Subtotal for Cost Centre: Old Fire Station Cafe									80.27	481.60

TOTALS									£16,877.61	£14,675.29	£31,552.90
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Listing of Payments in each Code for All Cost Centres
(Between 01/07/2017 to 31/07/2017)

Cost Centre		Public Lighting		1 Supply & Maintenance		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Code Number	Vchr.	Date	Minute	Bank	Account	DD	DD	DD	DD	DD	E-on	L	£89.60	4.48	89.60	4.48	94.08		
441		19/07/2017		Current Account		DD		Electricity - Street Lighting											
Subtotal for Code: Supply & Maintenance																			
Subtotal for Cost Centre: Public Lighting																			
Subtotal for Code: Rates																			
Subtotal for Cost Centre: Grove Car Park																			

Cost Centre		Grove Car Park		20 Rates		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Code Number	Vchr.	Date	Minute	Bank	Account	DD	DD	DD	DD	DD	DBC	Z	368.00	0.00	368.00	0.00	368.00		
473		27/07/2017		Current Account		DD		NNDR											
Subtotal for Code: Rates																			
Subtotal for Cost Centre: Grove Car Park																			

Cost Centre		Parks Establishment		40 Wages		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Code Number	Vchr.	Date	Minute	Bank	Account	DC	DC	DC	DC	DC	Night & Day Security	Z	1,306.88	0.00	1,306.88	0.00	1,306.88		
400		06/07/2017		Current Account		DC		Park Keeper Contract											
423		13/07/2017		Current Account		DC		Wages											
454		19/07/2017		Current Account		DD		Pension E'er											
455		19/07/2017		Current Account		DD		Pension E'ee											
456		19/07/2017		Current Account		DC		Pension E'ee											
457		19/07/2017		Current Account		DC		Pension E'er											
464		19/07/2017		Current Account		DC		PAYE											
465		19/07/2017		Current Account		DC		NI											
Subtotal for Code: Wages																			
Subtotal for Cost Centre: Grove Car Park																			

Cost Centre		Parks Establishment		41 Equipment/Materials		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Code Number	Vchr.	Date	Minute	Bank	Account	DC	DC	DC	DC	DC	Ernest Doe & Sons Ltd	S	84.95	16.99	101.94	16.99	101.94		
401		06/07/2017		Current Account		DC		Parks Equipment - Machine Suppli											
412		13/07/2017		Current Account		DC		Parks Equipment - Backing Board											
413		13/07/2017		Current Account		DC		Parks Equipment - Sign Clips											
419		13/07/2017		Current Account		DC		Cleaning Materials											
447		19/07/2017		Current Account		DC		Parks Equipment - Replacement C											
482		27/07/2017		Current Account		DD		Signage - Car Park, Fly Tipping & I											
487		27/07/2017		Current Account		DC		Parks Equipment - Chains											
488		27/07/2017		Current Account		DC		Parks Equipment - Paint & Equipm											
Subtotal for Code: Equipment/Materials																			
Subtotal for Cost Centre: Grove Car Park																			

Cost Centre		Parks Establishment		43 Fuel		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Code Number	Vchr.	Date	Minute	Bank	Account	DD	DD	DD	DD	DD	All Star	S	282.04	55.78	337.82	55.78	337.82		
396		06/07/2017		Current Account		DD		Fuel											
Subtotal for Code: Fuel																			
Subtotal for Cost Centre: Grove Car Park																			

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Listing of Payments in each Code for All Cost Centres
(Between 01/07/2017 to 31/07/2017)

45 Telephone												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.												
411	13/07/2017		Current Account	DD	Phone Bill - Parks	Overline	S	11.50	2.30	13.80		
451	19/07/2017		Current Account	DD	Phone Bill - Parks	O2	S	11.28	2.26	13.54		
						Subtotal for Code: Telephone		£22.78	£4.56	£27.34		
48 Gas/Electricity												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.												
491	27/07/2017		Current Account	DD	Electricity - Bowls Pavilion	KCC - Laser	L	-243.43	-12.16	-255.59		
						Subtotal for Code: Gas/Electricity		£-243.43	£-12.16	£-255.59		
49 Playground Equipment & Mainteni:												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.												
443	19/07/2017		Current Account	DC	Parks Equipment - Cap and Base	Wicksteed Leisure Ltd	S	0.90	0.18	1.08		
						Subtotal for Code: Playground Equipment & I		£0.90	£0.18	£1.08		
53 Vandalism												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.												
489	27/07/2017		Current Account	DC	Gate Repairs - Broomfield	TMH Contractors	Z	100.00	0.00	100.00		
						Subtotal for Code: Vandalism		£100.00	£0.00	£100.00		
						Subtotal for Cost Centre: Parks Establishment		7,757.18	122.24	7,879.42		
Cost Centre Other Projects												
121 General Projects (inc. Summer En												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.												
449	19/07/2017		Current Account	DC	Outdoor Cinema Screening - Film L	Stepforward	Z	400.00	0.00	400.00		
483	27/07/2017		Current Account	DD	Temporary Fencing & Roping - Cini	Barclaycard	Z	41.40	0.00	41.40		
						Subtotal for Code: General Projects (inc. Surr		£441.40	£0.00	£441.40		
						Subtotal for Cost Centre: Other Projects		441.40	0.00	441.40		
Cost Centre Leisure Centre												
146 Rates & Insurance Rent - DBC												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.												
474	27/07/2017		Current Account	DD	NNDR	DBC	Z	2,730.00	0.00	2,730.00		
						Subtotal for Code: Rates & Insurance Rent - I		£2,730.00	£0.00	£2,730.00		
						Subtotal for Cost Centre: Leisure Centre		2,730.00	0.00	2,730.00		
Cost Centre Allotments												
211 Repairs / Maintenance												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.												
448	19/07/2017		Current Account	DC	Gate Repairs - NBG Allotments	TMH Contractors	Z	140.00	0.00	140.00		
490	27/07/2017		Current Account	DC	Gate Repairs - NGB Allotments	TMH Contractors	Z	120.00	0.00	120.00		
						Subtotal for Code: Repairs / Maintenance		£260.00	£0.00	£260.00		
						Subtotal for Cost Centre: Allotments		260.00	0.00	260.00		

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Listing of Payments in each Code for All Cost Centres
(Between 01/07/2017 to 31/07/2017)

Cost Centre Administration				230 Wages				231 Furniture, Fixtures & Fittings				232 Photocopier				233 Stationary, Advertising & Postage				234 Telephone / Internet										
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
422	13/07/2017	Current Account	DC	Wages	SGTC	Z	6,938.64	0.00	6,938.64	479	27/07/2017	Current Account	DD	Office Equipment - Chairs	Barclaycard	Z	364.80	0.00	364.80	417	13/07/2017	Current Account	DC	Cleaning Materials	KCC - KCS	S	28.20	5.64	33.84	
452	19/07/2017	Current Account	DD	Pension E'ee	Intelligent Money	Z	61.57	0.00	61.57	481	27/07/2017	Current Account	DD	Office Equipment - Desk Trays	Barclaycard	Z	44.40	0.00	44.40	485	27/07/2017	Current Account	DC	Stationary	KCC - KCS	S	18.70	3.74	22.44	
453	19/07/2017	Current Account	DD	Pension E'er	Intelligent Money	Z	30.79	0.00	30.79	Subtotal for Code: Furniture, Fixtures & Fittin				£409.20	£0.00	£409.20	Subtotal for Code: Photocopier				£262.86	£52.57	£315.43	Subtotal for Code: Stationary, Advertising & F				£46.90	£9.38	£56.28
458	19/07/2017	Current Account	DC	Pension E'er	KCC - LGPS	Z	771.89	0.00	771.89	Subtotal for Code: Wages				£10,981.50	£50.00	£11,031.50	Subtotal for Code: Telephone / Internet				£85.93	£17.19	£103.12	Subtotal for Code: British Telecom				20.83	4.17	25.00
459	19/07/2017	Current Account	DC	Pension E'ee	KCC - LGPS	Z	379.14	0.00	379.14	Subtotal for Code: British Telecom				20.83	4.17	25.00	Subtotal for Code: British Telecom				20.83	4.17	25.00	Subtotal for Code: British Telecom				-54.13	-10.82	-64.95
466	19/07/2017	Current Account	DC	NI	HMRC	Z	1,586.27	0.00	1,586.27	Subtotal for Code: British Telecom				20.83	4.17	25.00	Subtotal for Code: British Telecom				20.83	4.17	25.00	Subtotal for Code: British Telecom				-42.10	-8.42	-50.52
467	19/07/2017	Current Account	DC	PAYE	HMRC	Z	963.20	0.00	963.20	Subtotal for Code: British Telecom				20.83	4.17	25.00	Subtotal for Code: British Telecom				20.83	4.17	25.00	Subtotal for Code: British Telecom				-42.10	-8.42	-50.52
472	27/07/2017	Current Account	DC	Pension Annual Fee	Intelligent Money	S	250.00	50.00	300.00	Subtotal for Code: British Telecom				20.83	4.17	25.00	Subtotal for Code: British Telecom				20.83	4.17	25.00	Subtotal for Code: British Telecom				-42.10	-8.42	-50.52

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/07/2017 to 31/07/2017)

460	19/07/2017	Current Account	DC	Pension E'ee	KCC - LGPS	Z	41.18	0.00	41.18
461	19/07/2017	Current Account	DC	Pension E'er	KCC - LGPS	Z	119.80	0.00	119.80
468	19/07/2017	Current Account	DC	PAYE	HMRC	Z	29.40	0.00	29.40
469	19/07/2017	Current Account	DC	NI	HMRC	Z	17.54	0.00	17.54
Subtotal for Code: Wages									£1,464.23
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
381 Food/Supplies	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
431	19/07/2017	Current Account	BANKADJ	Food Supplies	Asda Stores Ltd	Z	50.57	0.00	50.57
432	19/07/2017	Current Account	BANKADJ	Food Supplies	Poundland	Z	10.00	0.00	10.00
433	19/07/2017	Current Account	BANKADJ	Food Supplies	Bookers	S	233.16	11.44	244.60
Subtotal for Code: Food/Supplies									£293.73
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
382 Furniture, Fixtures & Equipment (i	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
416	13/07/2017	Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	71.37	14.27	85.64
434	19/07/2017	Current Account	BANKADJ	Newspapers	Local Shops	Z	12.00	0.00	12.00
Subtotal for Code: Furniture, Fixtures & Equip									£83.37
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
384 Rates	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
478	27/07/2017	Current Account	DD	NNDR	DBC	Z	158.00	0.00	158.00
Subtotal for Code: Rates									£158.00
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
388 Telephone / Internet	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
402	13/07/2017	Current Account	DD	Phone Bill - Cafe	Overline	S	11.50	2.30	13.80
410	13/07/2017	Current Account	DD	Phone Bill - Cafe Internet	Overline	S	46.84	9.36	56.20
Subtotal for Code: Telephone / Internet									£58.34
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
389 Maintenance	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
392	06/07/2017	Current Account	DC	Hygiene Services	Cannon	S	71.37	14.27	85.64
415	13/07/2017	Current Account	DC	Waste Bin Collection	Vindor Waste Kent Ltd	S	70.24	14.04	84.28
Subtotal for Code: Maintenance									£141.61
Subtotal for Cost Centre: Old Fire Station Cafe									2,199.28

TOTALS **£34,008.95**

£910.53

£34,919.48

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SGTC

FGP 7/9/17

Balanced to: 31/7/17
By the Responsible
Financial Officer (RFO)

Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre Public Lighting

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
1 Supply & Maintenance				2,498.00	1,137.27	1,361	1,361
2 All Night Lighting							
3 Christmas Lighting				3,700.00		3,700	3,700
4 Repairs		7,000.00	7,000	1,000.00		1,000	8,000
5 Long Term Financial Risks				1,450.00		1,450	1,450
6 Income	1.00		-1				-1
7 Long Term Maintenance				125.00		125	125
SUB TOTAL	1.00	7,000.00	6,999	8,773.00	1,137.27	7,636	14,635

Cost Centre Grove Car Park

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
20 Rates				3,700.00	1,840.38	1,860	1,860
21 Repairs & Maintenance				10,000.00		10,000	10,000
22 Long Term Financial Risks				3,590.00		3,590	3,590
23 Long Term Maintenance				200.00		200	200
SUB TOTAL				17,490.00	1,840.38	15,650	15,650

Cost Centre Craylands Lane Car Park

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
30 Rates							
31 Repairs & Maintenance							
32 Long Term Financial Risks							
SUB TOTAL							

Cost Centre Parks Establishment

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
40 Wages				110,000.00	35,839.13	74,161	74,161
41 Equipment/Materials		380.00	380	50,000.00	34,582.34	15,418	15,798
42 New Grounds Maintenance Ec					71.68	-72	-72
43 Fuel				2,921.00	959.95	1,961	1,961
44 Fencing				5,000.00	8,734.50	-3,735	-3,735
45 Telephone				502.00	337.04	165	165
46 Vehicles				5,600.00	20.00	5,580	5,580
47 Water Rates				1,204.00	569.52	634	634
48 Gas/Electricity				1,871.00	275.64	1,595	1,595
49 Playground Equipment & Mair		10,000.00	10,000	8,500.00	8,407.04	93	10,093
50 Staff Training				1,000.00		1,000	1,000
51 Knockhall Changing Rooms				400.00	1,010.00	-610	-610
52 Parks Works Area				1,000.00	101.27	899	899
53 Vandalism				1,000.00	100.00	900	900
54 Trees		307.20	307	3,000.00		3,000	3,307
55 New Recreational Facilities		2,000.00	2,000	15,000.00		15,000	17,000
56 Unexpected/Emergency Work				1,500.00		1,500	1,500
57 Long Term Financial Risks				7,225.00		7,225	7,225
58 New Community Facility				10,000.00		10,000	10,000
59 Long Term Maintenance							
65 Miscellaneous Income	1,000.00		-1,000				-1,000
66 Reserve Fund							
SUB TOTAL	1,000.00	12,687.20	11,687	225,723.00	91,008.11	134,715	146,402

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre Swanscombe Park		Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
70	Bowls Pavilion Maintenance								
71	Long Term Financial Risks				3,180.00		3,180	3,180	
75	Bowls Income	3,222.00	3,157.55	-64				-64	
78	Hire Charges								
79	Long Term Maintenance				500.00		500	500	
SUB TOTAL		3,222.00	3,157.55	-64	3,680.00		3,680	3,616	
Cost Centre Knockhall Playing Field		Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
80	Rates				140.00	137.47	3	3	
81	Long Term Financial Risks				1,200.00		1,200	1,200	
85	Football	3,895.00	42.00	-3,853				-3,853	
SUB TOTAL		3,895.00	42.00	-3,853	1,340.00	137.47	1,203	150	
Cost Centre Broomfield Sports Ground		Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
90	Long Term Financial Risks				1,400.00		1,400	1,400	
95	Football Income	5,484.00	2,352.00	-3,132				-3,132	
96	Cricket Income	1,890.00	1,890.00						
97	Miscellaneous Income		58.50	59				59	
98	Long Term Maintenance				500.00		500	500	
SUB TOTAL		7,374.00	4,300.50	-3,074	1,900.00		1,900	-1,174	
Cost Centre Heritage Park		Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
100	Maintenance/Rent				500.00	12.50	488	488	
101	Water Supply								
102	Fencing								
103	Changing Facilities								
104	Long Term Financial Risks								
SUB TOTAL					500.00	12.50	488	488	
Cost Centre St Peter & St Paul's Churchyard		Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
110	Maintenance				5,000.00	2,753.00	2,247	2,247	
SUB TOTAL					5,000.00	2,753.00	2,247	2,247	
Cost Centre Other Projects		Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
121	General Projects (inc. Summe		230.00	230	7,500.00	5,031.25	2,469	2,699	
123	Long Term Financial Risks								
128	Miscellaneous Income								
SUB TOTAL			230.00	230	7,500.00	5,031.25	2,469	2,699	
Cost Centre Leisure Centre		Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
140	Wages								

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

141	Wages - Cleaners				
142	Administration				
143	Advertising				
144	Maintenance				
145	Cleaning Equipment & Materic				
146	Rates & Insurance Rent - DBK	27,400.00	13,502.64	13,897	13,897
147	Water, Gas & Electricity				
148	Insurance				
149	Telephone				
150	Miscellaneous				
151	Equipment				
152	Coaching Fees				
153	Staff Training				
154	Leases - Fitness Equipment				
155	Management Fee	57,000.00	28,500.00	28,500	28,500
165	General Income				
166	Sports Hall Income				
67	Fitness Suite Income				
168	Membership Income				
169	Function Deposits				
170	Miscellaneous Income				
SUB TOTAL		84,400.00	42,002.64	42,397	42,397

Cost Centre Squash Courts

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
200	Maintenance				1,000.00		1,000		1,000
201	Long Term Financial Risks								
205	Squash Income								
SUB TOTAL					1,000.00		1,000		1,000

Cost Centre Allotments

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
210	Rents / Licences				245.00		245		245
11	Repairs / Maintenance				250.00	260.00	-10		-10
212	Water Supply								
213	Long Term Financial Risks				2,135.00		2,135		2,135
218	Rent Income	1,765.00	1,675.71	-89					-89
SUB TOTAL		1,765.00	1,675.71	-89	2,630.00	260.00	2,370		2,281

Cost Centre Administration

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
230	Wages				141,000.00	54,558.40	86,442		86,442
231	Furniture, Fixtures & Fittings				1,500.00	409.20	1,091		1,091
232	Photocopier				2,050.00	262.86	1,787		1,787
233	Stationary, Advertising & Post				2,300.00	676.31	1,624		1,624
234	Telephone / Internet				3,536.00	1,738.78	1,797		1,797
235	Mileage Allowance				700.00	268.59	431		431
236	Insurance				14,150.00	13,149.31	1,001		1,001
237	Subscriptions / Publications				4,675.00	3,580.50	1,095		1,095
238	Town Mayor's Allowance				1,500.00	111.55	1,388		1,388
239	Civic Reception				1,500.00	34.85	1,465		1,465
240	Chains of Office				250.00	100.00	150		150
241	Legal Fees				6,000.00	26.75	5,973		5,973

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

242	External Audit Fees			1,300.00		1,300	1,300	
243	Internal Audit Fees			250.00	50.00	200	200	
244	Local Funding			7,000.00	400.00	6,600	6,600	
245	Miscellaneous Expenditure			1,250.00	43.50	1,207	1,207	
246	Election Expenses			2,000.00		2,000	2,000	
247	Staff Training			1,500.00	250.00	1,250	1,250	
248	Member Training			1,000.00	120.00	880	880	
249	IT Services			4,150.00	1,950.29	2,200	2,200	
250	Handyman (incl. seasonal par			1,500.00		1,500	1,500	
251	Council Offices Building Maint			20,000.00	7,293.79	12,706	12,706	
252	Water Rates			1,281.00	487.91	793	793	
253	Gas			2,311.00	1,524.04	787	787	
254	Electricity							
255	Rates			21,000.00	10,254.00	10,746	10,746	
256	Long Term Financial Risks			5,000.00		5,000	5,000	
270	Photocopier Income							
271	Miscellaneous Income							
272	Precept	494,491.00	247,246.50	-247,245			-21,15	
273	Section 136	12,695.00	6,347.50	-6,348			-6,348	
274	Bank Interest		60.34	60	250.00	-250	-190	
275	Long Term Maintenance			2,875.00		2,875	2,875	
276	Government CTax Grant	33,688.00	16,844.00	-16,844			-16,844	
SUB TOTAL		540,874.00	270,498.34	-270,376	251,578.00	97,540.63	154,037	-116,338

Cost Centre Church Road Hall

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
280	Wages				5,228.00	2,074.80	3,153	3,153
281	Repairs & Maintenance				3,500.00	417.19	3,083	3,083
282	Gas & Electricity				1,102.00	812.02	290	290
283	Cleaning Materials				100.00		100	100
284	Furniture, Fixtures & Fittings				100.00		100	100
285	Rates				1,200.00	593.30	607	607
287	Miscellaneous Expenditure				125.00		125	125
288	Long Term Financial Risks				885.00		885	885
295	Hire Income	3,306.00	1,124.88	-2,181				.81
299	Long Term Maintenance				1,945.00		1,945	1,945
406	Telephone Broadband				1,100.00	251.19	849	849
SUB TOTAL		3,306.00	1,124.88	-2,181	15,285.00	4,148.50	11,137	8,955

Cost Centre Grove Hall

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
300	Wages							
301	Repairs & Maintenance				700.00	5.20	695	695
302	Gas & Electricity				200.00	29.45	171	171
303	Cleaning Materials							
304	Furniture, Fixtures & Fittings							
305	Rates							
306	Water Rates							
307	Miscellaneous Expenditure							
308	Long Term Financial Risks							
315	Hire Income							
SUB TOTAL					900.00	34.65	865	865

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre Heritage Community Hall

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
320 Wages				6,160.00	2,450.45	3,710	3,710
321 Repairs & Maintenance				1,800.00	386.22	1,414	1,414
322 Gas & Electricity				1,589.00	765.44	824	824
323 Cleaning Materials				195.00	106.45	89	89
324 Furniture, Fixtures & Fittings				1,000.00		1,000	1,000
325 Rates				2,300.00	1,130.10	1,170	1,170
326 Water Rates				641.00	160.28	481	481
327 Miscellaneous Expenditure				260.00		260	260
328 Long Term Financial Risks				1,950.00		1,950	1,950
329 Long Term Maintenance Requi				2,350.00		2,350	2,350
335 Hire Income	13,043.00	5,114.23	-7,929				-7,929
SUB TOTAL	13,043.00	5,114.23	-7,929	18,245.00	4,998.94	13,246	5,317

Cost Centre Sports Pavilion

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
340 Gas & Electricity				615.00		615	615
341 Water Rates				461.00		461	461
342 Maintenance & Cleaning Cont				1,750.00	1,743.87	6	6
343 Rates							
344 Building Insurance				2,025.00	1,461.04	564	564
345 Miscellaneous Expenditure							
346 Long Term Financial Risks				27,000.00		27,000	27,000
350 Rent Income	17,198.00	5,767.00	-11,431				-11,431
SUB TOTAL	17,198.00	5,767.00	-11,431	31,851.00	3,204.91	28,646	17,215

Cost Centre Town Council Offices Community

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
360 Wages				13,325.00	3,796.67	9,528	9,528
361 Repairs & Maintenance				420.00	173.40	247	247
362 Furniture, Fixtures & Fittings				100.00	185.00	-85	-85
363 Cleaning Materials				260.00	133.79	126	126
364 Miscellaneous Expenditure				75.00		75	75
365 Long Term Financial Risks				6,300.00		6,300	6,300
370 Hire Income	31,300.00	12,059.63	-19,240				-19,240
SUB TOTAL	31,300.00	12,059.63	-19,240	20,480.00	4,288.86	16,191	-3,049

Cost Centre Old Fire Station Cafe

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
380 Wages				21,840.00	7,833.61	14,006	14,006
381 Food/Supplies				3,600.00	1,145.79	2,454	2,454
382 Furniture, Fixtures & Equipme				750.00	496.14	254	254
383 Advertising				100.00		100	100
384 Rates				1,600.00	791.01	809	809
385 Electricity & Water				999.00	491.94	507	507
386 Cleaning Materials				130.00	31.80	98	98
387 DBC Maintenance Service Ch				1,750.00	1,615.64	134	134
388 Telephone / Internet				1,215.00	383.97	831	831
389 Maintenance				1,000.00	851.33	149	149
390 Miscellaneous Expenditure (in				1,325.00	253.34	1,072	1,072
391 Long Term Financial Risks				1,800.00		1,800	1,800

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

392	Rent DBC								
393	Long Term Maintenance				500.00			500	500
395	Cafe Income	7,500.00	2,056.17	-5,444					-5,444
	SUB TOTAL	7,500.00	2,056.17	-5,444	36,609.00	13,894.57		22,714	17,271
Cost Centre Bus Shelters									
		Receipts			Payments			Net Position	
Code Title		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
400	Maintenance				1,500.00			1,500	1,500
401	Long Term Financial Risks								
405	Miscellaneous Income								
	SUB TOTAL				1,500.00			1,500	1,500
NET TOTAL		630,478.00	325,713.21	-304,765	736,384.00	272,293.68		464,090	159,326
V.A.T.			24,858.74			21,559.71			
GROSS TOTAL			350,571.95			293,853.39			



08 JUN 2017


AGENDA ITEM 10

FOR 7/6/17

A

APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK).

1. Name and full address of Organisation:	SWANSCOMBE SENIOR LUNCH CLUB
2. Amount of funding requested.	£500.00
3. Name and contact details of applicant (this is the address the Town Council will use for all correspondences):	MRS K MILTON 45, TREBBLE RD SWANSCOMBE KENT DA10 0ED
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	TO HELP FUND A DISABLED COACH FOR DAY TRIP
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	ON AVERAGE 45. LOCAL + 4 FROM DARTFORD
6. Please give details of how your organisation assists or impacts on the residents of Swanscombe and Greenhithe.	WE RUN A FRIENDLY COMMUNITY GROUP LUNCH CLUB TO HELP OUR SENIORS TO BE NOT SO ISOLATED + LONELY
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 FUNDING IF WE ARE FORTUNATE TO BE AWARDED WILL HELP TAKE THEM OUT FOR A LOVELY DAY BUT MUST BE DISABLED FRIENDLY AS OUR GUESTS AGE 70 - 96
8. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.	WE RECEIVED £250 FROM TOWN CANCEL + £645 FROM KCC TO CONTRIBUTE PURCHASING FRIDGES
9. Name of organisation that cheques should be made out (cheques are unable to be made out to individuals).	SWANSCOMBE SENIOR LUNCH CLUB
10. Declaration: I declare that the information given is, to the best of my knowledge, accurate and true.	Signed:  Dated: 8/6/17

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

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EXTRACT OF MINUTES

530/16-17. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.

Further to minutes 385/16-17, 420/16=17, 451/16-17 and 508/16-17 members were asked to consider suitable/appropriate projects for submission to this year's Scheme.

Members agreed that the conversion of the Town Councils lamp columns in the Leisure Centre and The Grove Car Parks to LED should be submitted to the Scheme as the Town Councils application.

Members asked that the conversion of the remaining lamp columns be monitored for consideration as a possible future project.

Recommended:

That the conversion of the Town Councils lamp columns in the Leisure Centre and The Grove Car Parks to LED should be submitted to the Scheme as the Town Councils application.

Councillor Peter Harman
Chairman
Swanscombe & Greenhithe Town Council
Council Offices
The Grove
Swanscombe
Kent
DA10 0GA

Please ask for: Tim Sams
Direct Line: (01322) 343148
Direct Fax:
E-mail: Tim.Sams@dartford.gov.uk
DX: 142726 DARTFORD-7
Your Ref:
Our Ref: TS/CADB
Date: 27 June 2017

Dear Peter

DBC Parish & Town Council Capacity Building Fund (CBF) Awards

I am writing individually to all Parish / Town Chairman to thank them for bidding for funding from the Borough's Parish and Town Council Capacity Building Fund.

The panel has supported your application with the recommendation that your bid for funding of £7,000 be met in full. The Council's Finance Department will be remitting the funding by direct payment in the usual manner, as soon as possible.

I hope the light column works are a success. The Council is always happy to share good news stories, which demonstrate the commitment of the Council and other local organisations to the community. Therefore, please can you contact the Council when the works are complete so we can arrange for some appropriate joint publicity. Please also ensure any publicity of the scheme acknowledges the funding contribution of DBC.

Yours sincerely



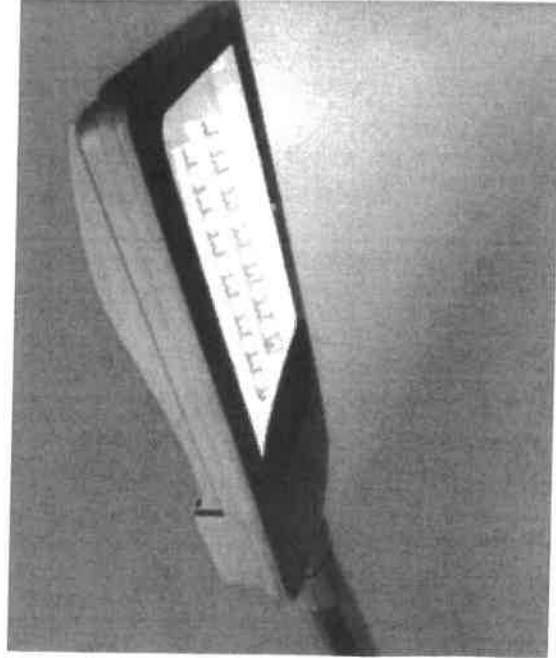
Tim Sams
Financial Services Manager

cc: Managing Director, DBC
SD (IS)

The future's looking bright in Swanscombe and Greenhithe.

We are currently undertaking the conversion of all the Town Councils stock of lamp columns to new, more efficient LED lanterns. These new lanterns will not have any reduction in light strength but will reduce energy costs and save resources going forward.

We would like to thank our partners at Dartford Borough Council for their continued support and hope that residents will *clearly* see the benefits of this project.



**SWANSCOMBE
AND GREENHITHE
TOWN COUNCIL**
"TAKING PRIDE IN OUR TOWN"

DARTFORD
BOROUGH COUNCIL

Councillor Jeremy Kite
Leader of Dartford Borough Council
Civic Centre
Home Gardens
Dartford
Kent, DA1 1DR

Certified COPY

29 June 2017

Dear Councillor Kite

DBC PARIS & TOWN COUNCIL CAPACITY BUILDING FUND (CBF) AWARDS.

Further to the attached letter, dated 27 June 2017 the Town Council would like to thank you for supporting our application and meeting the full funding level applied for.

We will certainly ensure that any publicity of the scheme acknowledges the assistance given by Dartford Borough Council.

Thank you once again, it is greatly appreciated.

Yours sincerely,

Graham Blew
Town Clerk

CC: Managing Director, DBC
Tim Sams, Financial Services Manager, DBC

Graham Blew

From: Peter Harman <harmanpeter@hotmail.com>
Sent: 02 August 2017 10:55
To: RICHARD LEES
Cc: Graham Blew; Martin Harding; LORNA CROSS
Subject: Fw: ASB Sub-Committee

Importance: High

Hello Richard,

I am emailing you in your role as Chair of the Town Council's Finance and General Purpose Committee (FGP); and in line with the advice given to me in the email shown below from our esteemed Town Clerk.

I have for some time believed that the ASB Committee should become a separate full committee of the Council rather than a sub committee of the FGP. I believe that it would have the following advantages:

- (a) it would reflect the importance of these issues and problems that we experience within the Town (as indeed does the rest of the UK), rather than it only being a sub-committee,
- (b) the committee would have 12 Councillor members rather than only 8, giving a wider input by members,
- (c) I would also suggest that the committee meets more frequently (possibly bi-monthly rather than the current three month period), with the dates published at the start of each year to maximise attendance by both Councillors and partner agencies.

I would be happy to outline my thoughts in greater detail next time we meet.

Kind regards

Peter

Peter Harman (07956) 347419
KCC Member for Swanscombe and Greenhithe

From: Graham Blew <graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>
Sent: 02 August 2017 06:56
To: Cllr Peter M Harman
Subject: ASB Sub-Committee

Peter

Regarding our conversation last night, I have looked at this again and wanted to advise that the appropriate course of action would be to write to the Chairman of the Finance and General Purposes Committee (the parent Committee of the ASB Sub-Committee) asking if he would agree to your proposal being placed on a future agenda for consideration.

The Finance and General Purposes Committee could then consider the matter and depending on what the outcome of this is they could then put their recommendations to full Council.

Hope this helps but if not please let me know.

Yours sincerely,

Graham Blew

Town Clerk

Swanscombe & Greenhithe Town Council | Council Offices |

The Grove | Swanscombe | Kent | DA10 0GA.
Tel: 01322 385513 | Fax: 01322 385849

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To: graham.blew@swanscombeandgreenhithetowncouncil.gov.uk

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TERMS OF REFERENCE
THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE.

- **DELEGATION FROM THE TOWN COUNCIL:**
These Terms of Reference were agreed by the Town Council at its Meeting on 18 May 2017.
- **MEMBERSHIP:**
This Sub-Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.
- **PROCEDURES:**
The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.
- **FREQUENCY OF MEETINGS:**
The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Sub-Committee membership.
- **COMMITTEE FUNCTIONS:**
The Sub-Committee shall:

Exercise the functions of the Council in working with the Police, the PCSO's and any other authorities, outside groups and agencies to alleviate the problems experienced by the local population with anti-social behaviour and crime.
- **REFERRED FUNCTIONS:**
As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Sub-Committee, not contained within the delegated functions.

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**TERMS OF REFERENCE
THE FINANCE & GENERAL PURPOSES COMMITTEE.**

- **DELEGATION FROM THE COUNCIL:**
These Terms of Reference were agreed by the Town Council at its meeting on 18 May 2017.
- **MEMBERSHIP:**
The Committee shall consist of twelve Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.
- **PROCEDURES:**
The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

- **FREQUENCY OF MEETINGS:**
The Committee shall meet on a nine weekly cycle on a Thursday at 7.00pm at the Town Council's office as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.
- **COMMITTEE FUNCTIONS:**
To exercise the functions of the Council in expending any finances allocated to it by the Council in the annual estimates or otherwise in the area of footway and footpath lighting, footpaths, car parks and donations to local organisations or individuals or other bodies under Section 137 of the Local Government Act 1972.

To exercise the functions of the Council in the examination of all accounts submitted for payment and the collection of sums due to the Council.

To exercise the functions of the Council in the examination of any parochial charity accounts submitted to the Council under those provisions contained within Section 32 of the Charities Act 1960 as amended.



TERMS OF REFERENCE
THE FINANCE & GENERAL PURPOSES COMMITTEE.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider and report to the Council on all finances not specifically allocated to other Committees including those finances contained within the balances and investment accounts.

As an advisory body to consider and report to Council, estimates for the making of the annual rate and precept issued, the raising of loans or borrowing money and securing of any necessary loan sanctions and the approval of schemes for local lotteries.

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities or areas within the scope of this Committee not contained within the delegated functions printed above.

As an advisory body to consider any recommendations specifically put to it by other Committees in relation to their expenditure and consider and report upon any matters not specifically allocated to other Committees.

10/17-18. **TO APPOINT COMMITTEES AND SUB-COMMITTEES.**

- a) Allotments & Cemeteries Sub-Committee.
- b) Anti-Social Behaviour & Crime Sub-Committee.
- c) Executive & Emergency Committee.
- d) Finance & General Purposes Committee.
- e) Heritage Sub-Committee.
- f) Leases & Legal Sub-Committee.
- g) Personnel Committee.
- h) Planning, Major Developments, Transport & Environment Committee.
- i) Regeneration & Quality Sub-Committee.
- j) Recreation, Leisure & Amenities Committee.

The Town Clerk detailed the nominations that had been provided and Members put forward their suggestions for the memberships of the Committees and Sub-Committees which included:

- a) Vacancy on Allotments & Cemeteries Sub-Committee. To be filled by Councillor Mrs A E D Barham.
- e) Heritage Sub-Committee – Vice-Chairman to be elected at first meeting.
- g) Personnel Committee – Councillor P M Harman to be replaced by Councillor Mrs I A Read

MOVED by Councillor Mrs A E D Barham and seconded by Councillor R J Lees.

RESOLVED:

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list.

11/17-18. **TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES.**

Members were provided with the Terms of Reference of the Committees and Sub-Committees to be approved. Members noted the changes to the Terms of Reference of the Heritage Sub-Committee, the Planning, Major Developments, Transportation and Environment Committee and the Personnel Committee.

The Town Clerk advised members that the Regeneration & Quality Sub-Committee Terms of Reference would include "Exercise the functions of the Council in meeting with developers to negotiate planning gain for the community".

After lengthy debate this was:

MOVED by Councillor R Lees and seconded by Councillor B R Read.

RESOLVED:

That the Terms of Reference of the Committees and Sub-Committees, including the suggested changes, be approved as per the annexed list.

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FGP 7/9/17

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

SWANSCOMBE AND GREENWICH TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report (KE0278)

On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2017/18 for the exercise of public rights, since the correct information was not published on a website as well as a noticeboard. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2017/18 and ensure that it makes proper provision for the exercise of public rights during 2018/19.

3. 2016/17 External auditor certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

External auditor signature

Mark Littlejohn

External auditor name

PKF Littlejohn LLP

Date

21-8-17.

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN02. The AGN is available from the NAO website (www.nao.org.uk)

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