

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 12 MARCH 2015 AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor Mrs A R Harvey  
Councillor K G Basson  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor P C Harris  
Councillor Ms L C Howes  
Councillor R J Lees  
Councillor Mrs I A Read  
Councillor P J Scanlan

**ALSO PRESENT:** Sara Stapleton – Responsible Financial Officer (RFO)

**ABSENT:** Councillor V Openshaw

**473/14-15. APOLOGIES FOR ABSENCE.**

Apologies for absence were submitted and accepted for Councillor B R Parry (holiday).

**474/14-15. SUBSTITUTES.**

There were none.

**475/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

**476/14-15. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

The RFO advised members that the Town Clerk had been successful in securing a grant from the KCC Member Grant Scheme of £500.00 towards the Children's Summer Entertainment for 2015 – 2016.

**477/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 JANUARY 2015.**

**Recommended:** The Minutes of the meeting held on 15 January 2015 were confirmed and signed as a true record.

**478/14-15. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

Members were provided with details of all receipts and payments for authorisation for December 2014, January 2015 And February 2015.

Members asked that it be recorded that, as was normal practice, each page of the finance statements and accounts was scrutinised.

**Recommended:** That the receipts and payments for December 2014, January 2015 and February 2015, as per the annexed list, be approved.

**479/14-15. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Summary of Accounts, balanced to 28 February 2015.

**Recommended:** That the details of the Summary of Accounts, balanced to 28 February 2015 be noted.

**480/14-15. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

Members had previously requested this item be included on future Committee Agendas (minute 2385/14-15) to give the opportunity for suggesting suitable/appropriate projects for any future funding opportunities under this scheme.

The RFO advised that she and the Town Clerk had thought of one possible suitable project which was maintenance/repairs that are required to the listed flint wall at St Peter & St Paul's church yard. She explained the difficulty in obtaining three quotations, as works to the listed flint wall was a very specialist field. However, one quotation had been received but this was in excess of the sum budgeted for in the Annual Estimates 2015/16. Members were asked to consider whether they wished to apply to the Capacity Building Fund for the shortfall.

**Recommended:** That an application be submitted to DBC as detailed by the RFO.

There being no further business, the Meeting closed at 7.15 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

SGTC

Listing of Receipts in each Code for All Cost Centres  
(Between 01/03/2015 to 31/03/2015)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>Cost Centre Broomfield Sports Ground</b>										
Code Number	95	Football Income								
Vchr.	203	31/03/2015	Current Account		Football Pitch Hire	Swanscombe Tigers FC	Z	80.00	0.00	80.00
						Subtotal for Code: Football Income		£80.00	£0.00	£80.00
						Subtotal for Cost Centre: Broomfield Sports Ground		80.00	0.00	80.00
<b>Cost Centre Other Projects</b>										
Code Number	121	General Projects (inc. Summer En								
Vchr.	198	13/03/2015	Bank	DC	Summer Entertainment Funding	KCC - KCS	Z	500.00	0.00	500.00
			Active Saver 1			Subtotal for Code: General Projects (inc. Surr		£500.00	£0.00	£500.00
						Subtotal for Cost Centre: Other Projects		500.00	0.00	500.00
<b>Cost Centre Administration</b>										
Code Number	271	Miscellaneous Income								
Vchr.	194	03/03/2015	Bank		Unpaid Cheque	The Pavilion	Z	-208.33	0.00	-208.33
	195	02/03/2015	Current Account		Hire of Council Chamber	The Planning Inspectorate	Z	120.00	0.00	120.00
	207	31/03/2015	Active Saver 1	DC	Rent Deposit Bond	The Pavilion	Z	208.33	0.00	208.33
			Current Account			Subtotal for Code: Miscellaneous Income		£120.00	£0.00	£120.00
Code Number	274	Bank Interest								
Vchr.	201	20/03/2015	Bank	DC	Bank Interest	Barclays	Z	22.25	0.00	22.25
	202	25/03/2015	Active Saver 1		Bank Interest	Barclays	Z	71.69	0.00	71.69
			Active Saver 2	DC		Subtotal for Code: Bank Interest		£93.94	£0.00	£93.94
						Subtotal for Cost Centre: Administration		213.94	0.00	213.94
<b>Cost Centre Church Road Hall</b>										
Code Number	295	Hire Income								
Vchr.	204	31/03/2015	Bank		Hall Hire	Swanscombe Tigers FC	Z	59.50	0.00	59.50
	210	30/03/2015	Current Account		Hall Hire	Irish Dancers	Z	105.00	0.00	105.00
			Active Saver 1	DC		Subtotal for Code: Hire Income		£164.50	£0.00	£164.50
						Subtotal for Cost Centre: Church Road Hall		164.50	0.00	164.50
<b>Cost Centre Heritage Community Hall</b>										
Code Number	335	Hire Income								
Vchr.	197	03/03/2015	Bank		Hall Hire	North Kent Karate	Z	39.38	0.00	39.38
	205	31/03/2015	Active Saver 1	DC	Hall Hire	Various	Z	987.75	0.00	987.75
			Current Account			Subtotal for Code: Hire Income		£1,027.13	£0.00	£1,027.13

**SGTC**  
**Listing of Receipts in each Code for All Cost Centres**  
 (Between 01/03/2015 to 31/03/2015)

Cost Centre		Sports Pavilion		Town Council Offices Community Hall		Old Fire Station Cafe							
Code Number	Date	Minute	Rent Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
206	31/03/2015			Current Account		Rent	The Pavilion	Z	1,368.00	0.00	1,368.00		
Subtotal for Cost Centre: Heritage Community Hall											1,027.13	0.00	1,027.13
Subtotal for Code: Rent Income											£1,368.00	£0.00	£1,368.00
Subtotal for Cost Centre: Sports Pavilion											1,368.00	0.00	1,368.00
Cost Centre		Town Council Offices Community Hall		Town Council Offices Comm		Old Fire Station Cafe							
Code Number	Date	Minute	Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
196	03/03/2015			Active Saver 1	DC	Hall Hire	North Kent Karate	Z	280.00	0.00	280.00		
199	16/03/2015			Active Saver 1	DC	Hall Hire	Cullen	Z	75.00	0.00	75.00		
200	20/03/2015			Active Saver 1	DC	Hall Hire	DBC	Z	105.00	0.00	105.00		
208	31/03/2015			Current Account		Hall Hire	Various	Z	1,948.00	0.00	1,948.00		
Subtotal for Code: Hire Income											£2,408.00	£0.00	£2,408.00
Subtotal for Cost Centre: Town Council Offices Comm											2,408.00	0.00	2,408.00
Cost Centre		Old Fire Station Cafe		Old Fire Station Cafe		Old Fire Station Cafe							
Code Number	Date	Minute	Cafe Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
209	31/03/2015			Current Account		Food Sales	Old Fire Station Cafe	S	822.42	164.48	986.90		
Subtotal for Code: Cafe Income											£822.42	£164.48	£986.90
Subtotal for Cost Centre: Old Fire Station Cafe											822.42	164.48	986.90
<b>TOTALS .....</b>											<b>£6,583.99</b>	<b>£164.48</b>	<b>£6,748.47</b>





## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/03/2015 to 31/03/2015)

Code Number	Date	45 Telephone	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute								
1268	12/03/2015		Current Account	DD	Parks Mobile Phone	O2	S	9.65	1.93	11.58
1286	25/03/2015		Current Account	713601	Mobile Phone Top Up Voucher	Petty Cash	S	33.32	6.68	40.00
1287	25/03/2015		Current Account	713601	General Maintenance Supplies	Petty Cash	S	5.08	1.02	6.10
1288	25/03/2015		Current Account	713601	Kitchen Products	Petty Cash	S	18.05	3.61	21.66
1289	25/03/2015		Current Account	713601	General Maintenance Supplies	Petty Cash	S	36.63	7.33	43.96
					Subtotal for Code: Telephone			£102.73	£20.57	£123.30
<b>Code Number</b>		<b>46 Vehicles</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
1225	12/03/2015		Current Account	713591	MOT - Vans	Monarch Autos	Z	80.00	0.00	80.00
1226	12/03/2015		Current Account	713591	Van Repairs	Monarch Autos	S	20.00	4.00	24.00
1227	12/03/2015		Current Account	713591	Van Repairs - BF07 NWR	Monarch Autos	S	354.49	70.90	425.39
					Subtotal for Code: Vehicles			£454.49	£74.90	£529.39
<b>Code Number</b>		<b>48 Gas/Electricity</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
1308	25/03/2015		Current Account	DD	Electricity - Knockhall Changing Ro	Southern Electric (KCC Laser)	L	22.59	1.12	23.71
					Subtotal for Code: Gas/Electricity			£22.59	£1.12	£23.71
<b>Code Number</b>		<b>53 Vandalism</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
1279	25/03/2015		Current Account	713595	Repairs to Garage roof - Broomfield	TMH Contractors	Z	160.00	0.00	160.00
					Subtotal for Code: Vandalism			£160.00	£0.00	£160.00
<b>Code Number</b>		<b>54 Trees</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
1220	05/03/2015		Current Account	713582	Emergency Tree Works - Spring Va	SL Tree Care Ltd	S	186.00	37.20	223.20
1278	25/03/2015		Current Account	713594	Tree Survey - Spring Vale	SL Tree Care Ltd	S	350.00	70.00	420.00
					Subtotal for Code: Trees			£536.00	£107.20	£643.20
					Subtotal for Cost Centre: Parks Establishment			12,913.00	1,477.99	14,390.99
<b>Cost Centre Administration</b>		<b>230 Wages</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.		Minute								
1244	12/03/2015		Current Account	DD	Wages	SGTC	Z	5,875.45	0.00	5,875.45
1257	12/03/2015		Current Account	DD	Pension E'er	KCC - LGPS	Z	350.64	0.00	350.64
1258	12/03/2015		Current Account	DD	Pension E'er	KCC - LGPS	Z	659.66	0.00	659.66
1259	12/03/2015		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	1,074.06	0.00	1,074.06
1273	12/03/2015		Current Account	713592	PAYE	Inland Revenue	Z	542.00	0.00	542.00
1274	12/03/2015		Current Account	713592	NI	Inland Revenue	Z	726.28	0.00	726.28
					Subtotal for Code: Wages			£9,228.09	£0.00	£9,228.09

## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/03/2015 to 31/03/2015)

Code Number	Date	232 Photocopier	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
1283	25/03/2015	Current Account	713599	Photocopier Rental	KCC - KCS	S	189.75	37.95	227.70		
1284	25/03/2015	Current Account	713599	Photocopier Usage	KCC - KCS	S	245.87	49.17	295.04		
							£435.62	£87.12	£522.74		
							Subtotal for Code: Photocopier				
Code Number	Date	233 Stationary, Advertising & Postage	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
1219	05/03/2015	Current Account	713581	Payroll Stationery	Sage	S	27.46	5.49	32.95		
1239	12/03/2015	Current Account	713585	Stationery	KCC - KCS	S	81.66	16.33	97.99		
1267	12/03/2015	Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	80.00	0.00	80.00		
1277	25/03/2015	Current Account	713593	Stationery	Viking Direct	S	114.90	22.98	137.88		
1282	25/03/2015	Current Account	713598	Stationery	KCC - KCS	S	24.75	4.95	29.70		
1291	25/03/2015	Current Account	713601	Memory Stick	Petty Cash	S	6.66	1.33	7.99		
							£335.43	£51.08	£386.51		
							Subtotal for Code: Stationary, Advertising & P				
Code Number	Date	234 Telephone / Internet	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
1246	12/03/2015	Current Account	DD	Use of Personal Mobiles - TC and f	SGTC	S	20.83	4.17	25.00		
							£20.83	£4.17	£25.00		
							Subtotal for Code: Telephone / Internet				
Code Number	Date	235 Mileage Allowance	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
1245	12/03/2015	Current Account	DD	Mileage	SGTC	S	15.20	0.40	15.60		
							£15.20	£0.40	£15.60		
							Subtotal for Code: Mileage Allowance				
Code Number	Date	239 Civic Reception	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
1297	25/03/2015	Current Account	713601	Glass Hire Charge	Petty Cash	Z	20.00	0.00	20.00		
							£20.00	£0.00	£20.00		
							Subtotal for Code: Civic Reception				
Code Number	Date	241 Legal Fees	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
1306	25/03/2015	Current Account	713602	Legal Fees - Allotment lease	Hatten Wyatt	S	250.00	50.00	300.00		
							£250.00	£50.00	£300.00		
							Subtotal for Code: Legal Fees				
Code Number	Date	245 Miscellaneous Expenditure	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
1290	25/03/2015	Current Account	713601	Newspapers	Petty Cash	Z	5.95	0.00	5.95		
1293	25/03/2015	Current Account	713601	Parking	Petty Cash	S	2.25	0.45	2.70		
1296	25/03/2015	Current Account	713601	Funeral Wreath - M Crosby	Petty Cash	Z	20.00	0.00	20.00		
							£28.20	£0.45	£28.65		
							Subtotal for Code: Miscellaneous Expenditure				
Code Number	Date	249 IT Services	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
1216	05/03/2015	Current Account	713579	IT Support & Maintenance	ABC ICT Ltd	S	227.00	45.40	272.40		

## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/03/2015 to 31/03/2015)

										Subtotal for Code: IT Services			
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
<b>251 Council Offices Building Maintena</b>										£227.00		£45.40	£272.40
Vchr.													
1217	05/03/2015		Current Account	713580	Keyholding Service	G4S	S	738.08	147.61	885.69			
1240	12/03/2015		Current Account	713584	Boiler and Plumbing Service	LW Burt & Son Ltd	S	467.13	93.43	560.56			
1241	12/03/2015		Current Account	713584	Air Conditioning Service	LW Burt & Son Ltd	S	525.00	105.00	630.00			
1242	12/03/2015		Current Account	713584	Call Out - Radiator Repair	LW Burt & Son Ltd	S	79.96	15.99	95.95			
1295	25/03/2015		Current Account	713601	Lightbulbs	Petty Cash	S	7.66	1.53	9.19			
Subtotal for Code: Council Offices Building M										£1,817.83		£363.56	£2,181.39
<b>253 Gas</b>													
Vchr.													
1224	05/03/2015		Current Account	DD	Gas	KCC - Laser	Z	437.70	0.00	437.70			
Subtotal for Code: Gas										£437.70		£0.00	£437.70
<b>254 Electricity</b>													
Vchr.													
1266	12/03/2015		Current Account	DD	Electricity	KCC - Laser	Z	343.95	0.00	343.95			
Subtotal for Code: Electricity										£343.95		£0.00	£343.95
<b>Cost Centre Church Road Hall</b>										13,159.85		602.18	13,762.03
<b>280 Wages</b>													
Vchr.													
1251	12/03/2015		Current Account	DD	Wages	SGTC	Z	360.00	0.00	360.00			
Subtotal for Code: Wages										£360.00		£0.00	£360.00
<b>282 Gas &amp; Electricity</b>													
Vchr.													
1222	05/03/2015		Current Account	DD	Gas	KCC - Laser	L	133.41	6.67	140.08			
Subtotal for Code: Gas & Electricity										£133.41		£6.67	£140.08
<b>287 Miscellaneous Expenditure</b>													
Vchr.													
1232	12/03/2015		Current Account	713589	Hygiene Services	Cannon	S	5.16	1.03	6.19			
1235	12/03/2015		Current Account	713586	PPL Music Licence	PPL	S	119.15	23.83	142.98			
Subtotal for Code: Miscellaneous Expenditure										£124.31		£24.86	£149.17
Subtotal for Cost Centre: Church Road Hall										617.72		31.53	649.25
<b>Cost Centre Grove Hall</b>													
<b>302 Gas &amp; Electricity</b>													
Vchr.													
1223	05/03/2015		Current Account	DD	Gas	KCC - Laser	Z	2.17	0.00	2.17			
Subtotal for Code: Gas & Electricity										£2.17		£0.00	£2.17
Subtotal for Cost Centre: Grove Hall										2.17		0.00	2.17

## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/03/2015 to 31/03/2015)

Cost Centre Heritage Community Hall				Cost Centre Town Council Offices Community Hall													
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total	Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total		
<b>320 Wages</b>																	
Vchr.	1248	12/03/2015	DD	Wages	SGTC	Z	360.13	Vchr.	1247	12/03/2015	DD	Wages	SGTC	Z	425.56		
	1276	12/03/2015	713592	PAYE	Inland Revenue	Z	90.00		1263	12/03/2015	DD	Pension E'ee	KCC - LGPS	Z	24.77		
					Subtotal for Code: Wages		£450.13		1264	12/03/2015	DD	Pension E'er	KCC - LGPS	Z	53.59		
							£450.13		1265	12/03/2015	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52		
													Subtotal for Code: Wages		£772.44		
<b>322 Gas &amp; Electricity</b>																	
Vchr.	1307	25/03/2015	DD	Gas	KCC - Laser	Z	1.84	Vchr.	1215	05/03/2015	Current Account	713578	Cleaning Materials	KCC - KCS	S	58.54	
					Subtotal for Code: Gas & Electricity		£1.84						Subtotal for Code: Cleaning Materials		£11.71		
<b>323 Cleaning Materials</b>																	
Vchr.	1238	12/03/2015	713585	Cleaning Materials	KCC - KCS	S	38.97	Vchr.	1237	12/03/2015	Current Account	713586	PPL Music Licence	PPL	S	119.15	
	1294	25/03/2015	713601	Cleaning Materials	Petty Cash	S	3.49						Subtotal for Code: Miscellaneous Expenditure		£119.15		
					Subtotal for Code: Cleaning Materials		£42.46						Subtotal for Cost Centre: Town Council Offices Comm		950.13		
<b>327 Miscellaneous Expenditure</b>																	
Vchr.	1231	12/03/2015	713589	Hygiene Services	Cannon	S	4.77	Vchr.					Subtotal for Cost Centre: Heritage Community Hall		661.62		
	1236	12/03/2015	713586	PPL Music Licence	PPL	S	119.15								34.94		
	1292	25/03/2015	713601	Mobile Phone Top Up Voucher	Petty Cash	S	8.33										
					Subtotal for Code: Miscellaneous Expenditure		£132.25										
<b>360 Wages</b>																	
Vchr.	1247	12/03/2015	DD	Wages	SGTC	Z	425.56	Vchr.	1247	12/03/2015	DD	Wages	SGTC	Z	425.56		
	1263	12/03/2015	DD	Pension E'ee	KCC - LGPS	Z	24.77		1263	12/03/2015	DD	Pension E'ee	KCC - LGPS	Z	24.77		
	1264	12/03/2015	DD	Pension E'er	KCC - LGPS	Z	53.59		1264	12/03/2015	DD	Pension E'er	KCC - LGPS	Z	53.59		
	1265	12/03/2015	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52		1265	12/03/2015	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52		
					Subtotal for Code: Wages		£772.44						Subtotal for Code: Wages		£772.44		
<b>363 Cleaning Materials</b>																	
Vchr.	1215	05/03/2015	Current Account	713578	Cleaning Materials	KCC - KCS	S	58.54	Vchr.	1215	05/03/2015	Current Account	713578	Cleaning Materials	KCC - KCS	S	58.54
					Subtotal for Code: Cleaning Materials		£11.71						Subtotal for Code: Cleaning Materials		£11.71		
<b>364 Miscellaneous Expenditure</b>																	
Vchr.	1237	12/03/2015	Current Account	713586	PPL Music Licence	PPL	S	119.15	Vchr.	1237	12/03/2015	Current Account	713586	PPL Music Licence	PPL	S	119.15
					Subtotal for Code: Miscellaneous Expenditure		£119.15						Subtotal for Code: Miscellaneous Expenditure		£119.15		
					Subtotal for Cost Centre: Town Council Offices Comm		950.13						Subtotal for Cost Centre: Town Council Offices Comm		985.67		



**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01/03/2015 to 31/03/2015)

Cost Centre		Old Fire Station Cafe									
Code Number	Date	380 Wages	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.		Minute									
1252	12/03/2015		Current Account	DD	Wages	SGTC	Z	1,045.22	0.00	1,045.22	
1260	12/03/2015		Current Account	DD	Pension E'ee	KCC - LGPS	Z	35.34	0.00	35.34	
1261	12/03/2015		Current Account	DD	Pension E'er	KCC - LGPS	Z	76.46	0.00	76.46	
1262	12/03/2015		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52	0.00	268.52	
1275	12/03/2015		Current Account	713592	NI	Inland Revenue	Z	-7.78	0.00	-7.78	
Subtotal for Code: Wages								£1,417.76	£0.00	£1,417.76	
Code Number	Date	381 Food/Supplies	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.		Minute									
1298	25/03/2015		Current Account	713601	Food Supplies	99p Store	Z	5.94	0.00	5.94	
1299	25/03/2015		Current Account	713601	Food Supplies	Asda Stores Ltd	Z	51.89	0.00	51.89	
1300	25/03/2015		Current Account	713601	Food Supplies	Co-Operative Stores	Z	2.64	0.00	2.64	
1301	25/03/2015		Current Account	713601	Food Supplies	Costco	L	110.07	7.50	117.57	
1302	25/03/2015		Current Account	713601	Food Supplies	Corner Shop	Z	7.53	0.00	7.53	
1303	25/03/2015		Current Account	713601	Newspapers	Corner Shop	Z	19.00	0.00	19.00	
1304	25/03/2015		Current Account	713601	Food Supplies	Nila	Z	142.75	0.00	142.75	
1305	25/03/2015		Current Account	713601	Food Supplies	Sainsburys	Z	1.90	0.00	1.90	
Subtotal for Code: Food/Supplies								£341.72	£7.50	£349.22	
Code Number	Date	382 Furniture, Fixtures & Equipment (i)	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.		Minute									
1221	05/03/2015		Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00	
Subtotal for Code: Furniture, Fixtures & Equip								£65.00	£13.00	£78.00	
Code Number	Date	389 Maintenance	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.		Minute									
1243	12/03/2015		Current Account	713584	Call Out - Leak in Sink	LW Burt & Son Ltd	S	79.96	15.99	95.95	
Subtotal for Code: Maintenance								£79.96	£15.99	£95.95	
Code Number	Date	390 Miscellaneous Expenditure	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.		Minute									
1218	05/03/2015		Current Account	713580	Keyholding Service	G4S	S	738.08	147.62	885.70	
1233	12/03/2015		Current Account	713588	Waste Bin Collection	Viridor Waste Kent Ltd	S	62.32	12.48	74.80	
Subtotal for Code: Miscellaneous Expenditure								£800.40	£160.10	£960.50	
Subtotal for Cost Centre: Old Fire Station Cafe								2,704.84	196.59	2,901.43	
<b>TOTALS</b>								<b>£31,066.39</b>	<b>£2,387.26</b>	<b>£33,453.65</b>	





## SGTC

**Listing of Receipts in each Code for All Cost Centres**  
(Between 01/04/2015 to 30/04/2015)

Code Number	Date	Minute	Hire Income	Bank	Current Account	Active Saver 1	DC	Government C Tax Grant Funding	DBC	Z	Net	Vat	Total	
<b>Cost Centre Church Road Hall</b>														
19	30/04/2015			Active Saver 1			DC	Government C Tax Grant	DBC	Z	20,795.00	0.00	20,795.00	
Subtotal for Code: Government C Tax Grant											£20,795.00	£0.00	£20,795.00	
Subtotal for Cost Centre: Administration											278,763.33	7,594.85	286,358.18	
<b>Cost Centre 295 Hire Income</b>														
Vchr.	Date	Minute	Bank	Current Account	Active Saver 1	DC	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
5	29/04/2015		Bank	Current Account				Hall Hire	Various	Z	397.00	0.00	397.00	
12	02/04/2015		Bank	Current Account				Hall Hire	Kent County Council	Z	70.00	0.00	70.00	
Subtotal for Code: Hire Income											£467.00	£0.00	£467.00	
Subtotal for Cost Centre: Church Road Hall											467.00	0.00	467.00	
<b>Cost Centre Heritage Community Hall</b>														
Code Number	Date	Minute	Hire Income	Bank	Current Account	Active Saver 1	DC	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	29/04/2015		Bank	Current Account					Hall Hire	Lewis	Z	28.00	0.00	28.00
14	30/04/2015		Bank	Current Account					Hall Hire	North Kent Karate	Z	26.25	0.00	26.25
Subtotal for Code: Hire Income											£54.25	£0.00	£54.25	
Subtotal for Cost Centre: Heritage Community Hall											54.25	0.00	54.25	
<b>Cost Centre Sports Pavilion</b>														
Code Number	Date	Minute	Rent Income	Bank	Current Account			Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	29/04/2015		Bank	Current Account					Rent	The Pavilion	Z	1,395.36	0.00	1,395.36
Subtotal for Code: Rent Income											£1,395.36	£0.00	£1,395.36	
Subtotal for Cost Centre: Sports Pavilion											1,395.36	0.00	1,395.36	
<b>Cost Centre Town Council Offices Community Hall</b>														
Code Number	Date	Minute	Hire Income	Bank	Current Account	Active Saver 1	DC	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	29/04/2015		Bank	Current Account					Hall Hire	Various	Z	3,056.75	0.00	3,056.75
13	30/04/2015		Bank	Current Account					Hall Hire	North Kent Karate	Z	280.00	0.00	280.00
15	30/04/2015		Bank	Current Account					Hall Hire	NHS	Z	37.00	0.00	37.00
16	30/04/2015		Bank	Current Account					Hall Hire	DBC	Z	118.12	0.00	118.12
Subtotal for Code: Hire Income											£3,491.87	£0.00	£3,491.87	
Subtotal for Cost Centre: Town Council Offices Comm											3,491.87	0.00	3,491.87	
<b>Cost Centre Old Fire Station Cafe</b>														
Code Number	Date	Minute	Cafe Income	Bank	Current Account			Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
11	29/04/2015		Bank	Current Account					Food Sales	Old Fire Station Cafe	S	545.38	109.07	654.45
Subtotal for Code: Cafe Income											£545.38	£109.07	£654.45	
Subtotal for Cost Centre: Old Fire Station Cafe											545.38	109.07	654.45	

SGTC

Listing of Receipts in each Code for All Cost Centres  
(Between 01/04/2015 to 30/04/2015)

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TOTALS ..... £290,988.14    £7,703.92    £298,692.06

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**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01/04/2015 to 30/04/2015)

Cost Centre Public Lighting				1 Supply & Maintenance				4 Repairs				20 Rates				40 Wages				41 Equipment/Materials																
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
49	22/04/2015		Current Account	DD	Electricity - Street Lighting	E-on	L	61.72	3.09	64.81																										
Subtotal for Code: Supply & Maintenance								£61.72	£3.09	£64.81																										
99	23/04/2015		Current Account	713638	Street Lighting Repairs	Streetlights	S	127.25	25.45	152.70																										
Subtotal for Code: Repairs								£127.25	£25.45	£152.70																										
Subtotal for Cost Centre: Public Lighting								188.97	28.54	217.51																										
Cost Centre Grove Car Park				20 Rates				40 Wages				41 Equipment/Materials																								
18	01/04/2015		Current Account	DD	NDR	DBC	Z	339.00	0.00	339.00	23	09/04/2015		Current Account	713615	PAYE	Inland Revenue	Z	233.20	0.00	233.20	6	02/04/2015		Current Account	713606	Embroidery for Parks Uniform	Tester	S	229.60	45.92	275.52				
118	30/04/2015		Current Account	DD	NDR	DBC	Z	341.00	0.00	341.00	24	09/04/2015		Current Account	713615	NI	Inland Revenue	Z	407.56	0.00	407.56	13	02/04/2015		Current Account	713614	Sports Grounds Maintenance Supp	Eden Park (STMS) Ltd	S	310.50	62.10	372.60				
Subtotal for Code: Rates								£680.00	£0.00	£680.00	34	09/04/2015		Current Account	DD	Wages	SGTC	Z	4,804.45	0.00	4,804.45	64	16/04/2015		Current Account	713617	Post Repair - Penstemon Drive	T M Headley	Z	60.00	0.00	60.00				
Subtotal for Cost Centre: Grove Car Park								680.00	0.00	680.00	35	09/04/2015		Current Account	DD	Park Keeper Cover	SGTC	Z	156.07	0.00	156.07	72	16/04/2015		Current Account	713622	Dog Bin Disposal	DBC	S	286.00	57.20	343.20				
											51	22/04/2015		Current Account	DD	Pension E'ee	KCC - LGPS	Z	194.27	0.00	194.27	73	16/04/2015		Current Account	713623	Mower Service	FL Machinery	Z	172.22	0.00	172.22				
											52	22/04/2015		Current Account	DD	Pension E'er	KCC - LGPS	Z	398.58	0.00	398.58	74	16/04/2015		Current Account	713624	Sports Grounds Maintenance Supp	Eden Park (STMS) Ltd	S	249.90	11.50	261.40				
											53	22/04/2015		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	805.56	0.00	805.56	75	16/04/2015		Current Account	713625	Parks Uniform	Ernest Doe & Sons Ltd	S	311.24	62.25	373.49				
Subtotal for Code: Wages								£6,999.69	£0.00	£6,999.69	Subtotal for Code: Materials																									
											76	22/04/2015		Current Account	713626	General Maintenance Supplies	Discount Builders Merchants	S	39.73	7.95	47.68	76	22/04/2015		Current Account	713626	General Equipment/Materials	Timber Mouldings Ltd	S	36.50	7.30	43.80				
											83	16/04/2015		Current Account	713630	General Equipment/Materials	Timber Mouldings Ltd	S	36.50	7.30	43.80															

## SGTC

### Listing of Payments in each Code for All Cost Centres (Between 01/04/2015 to 30/04/2015)

86	16/04/2015	Current Account	713632	Keys for Parks	Locks N Tools	S	27.28	5.46	32.74
92	22/04/2015	Current Account	DD	Parks Mobile Phone	O2	S	9.41	1.88	11.29
94	23/04/2015	Current Account	713633	Skip Hire	Pinden Ltd	S	205.00	41.00	246.00
97	23/04/2015	Current Account	713636	Mower Service	FL Machinery	Z	156.84	0.00	156.84
109	30/04/2015	Current Account	713641	Fire Extinguisher Service	KCC - KCS	S	39.30	7.86	47.16
112	30/04/2015	Current Account	713641	Fire Extinguisher Service - Bowls P	KCC - KCS	S	6.00	1.20	7.20
Subtotal for Code: Equipment/Materials							£2,139.52	£311.62	£2,451.14

**43 Fuel**

Code Number	Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
22	02/04/2015	Current Account	DD	DD	Diesel	Asda Stores Ltd (Allstar)	S	58.26	11.65	69.91
48	22/04/2015	Current Account	DD	DD	Diesel	Asda Stores Ltd (Allstar)	S	76.56	15.31	91.87
93	22/04/2015	Current Account	DD	DD	Card Fee	Asda Stores Ltd (Allstar)	S	5.18	1.04	6.22
124	30/04/2015	Current Account	DD	DD	Diesel	Asda Stores Ltd (Allstar)	S	118.96	23.78	142.74
Subtotal for Code: Fuel							£258.96	£51.78	£310.74	

**45 Telephone**

Code Number	Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
50	22/04/2015	Current Account	DD	DD	Phone Bill - Parks	British Telecom	S	40.91	8.18	49.09
102	23/04/2015	Current Account	DD	DD	Parks Mobile Phone	O2	S	9.75	1.95	11.70
Subtotal for Code: Telephone							£50.66	£10.13	£60.79	

**46 Vehicles**

Code Number	Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
11	22/04/2015	Current Account	713612	DD	Van Repairs - BF07 OBS	Monarch Autos	S	119.09	23.82	142.91
Subtotal for Code: Vehicles							£119.09	£23.82	£142.91	

**47 Water Rates**

Code Number	Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
40	22/04/2015	Current Account	DD	DD	Water Rates - Swanscombe Park	Southern Water	Z	11.90	0.00	11.90
41	22/04/2015	Current Account	DD	DD	Water Rates - Knockhall Changing	Southern Water	Z	155.59	0.00	155.59
Subtotal for Code: Water Rates							£167.49	£0.00	£167.49	

**48 Gas/Electricity**

Code Number	Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
104	29/04/2015	Current Account	DD	DD	Contribution to Electricity	Istead Rise Bowls Club	Z	-290.57	0.00	-290.57
120	30/04/2015	Current Account	DD	DD	Electricity - Bowls Pavilion	EDF Energy	L	33.17	1.66	34.83
Subtotal for Code: Gas/Electricity							£-257.40	£1.66	£-255.74	

**49 Playground Equipment & Mainteni:**

Code Number	Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12	02/04/2015	Current Account	713613	DD	Playground Inspections and Risk A	Wicksteed Leisure Ltd	S	315.00	63.00	378.00
100	23/04/2015	Current Account	713639	DD	Playground Equipment Maintenance	Wicksteed Leisure Ltd	S	555.35	111.07	666.42
Subtotal for Code: Playground Equipment & M							£870.35	£174.07	£1,044.42	

## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/04/2015 to 30/04/2015)

<b>Code Number</b>	<b>50</b>	<b>Staff Training</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	3	02/04/2015		Current Account	713604	First Aid Course	Kent 1st Aid Training	S	125.00	25.00	150.00
							Subtotal for Code: Staff Training		£125.00	£25.00	£150.00
<b>Code Number</b>	<b>51</b>	<b>Knockhall Changing Rooms</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	79	16/04/2015		Current Account	713628	Hygiene Services	Cannon	S	25.35	5.07	30.42
							Subtotal for Code: Knockhall Changing Room		£25.35	£5.07	£30.42
<b>Cost Centre</b>	<b>Knockhall Playing Field</b>						Subtotal for Cost Centre: Parks Establishment		10,498.71	603.15	11,101.86
<b>Code Number</b>	<b>80</b>	<b>Rates</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	15	01/04/2015		Current Account	DD	NNDR	DBC	Z	64.60	0.00	64.60
	114	30/04/2015		Current Account	DD	NNDR	DBC	Z	65.00	0.00	65.00
							Subtotal for Code: Rates		£129.60	£0.00	£129.60
<b>Cost Centre</b>	<b>Heritage Park</b>						Subtotal for Cost Centre: Knockhall Playing Field		129.60	0.00	129.60
<b>Code Number</b>	<b>100</b>	<b>Maintenance/Rent</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	5	22/04/2015		Current Account	713605	Heritage Park Rent	Land Securities	S	12.50	2.50	15.00
							Subtotal for Code: Maintenance/Rent		£12.50	£2.50	£15.00
<b>Cost Centre</b>	<b>Leisure Centre</b>						Subtotal for Cost Centre: Heritage Park		12.50	2.50	15.00
<b>Code Number</b>	<b>146</b>	<b>Rates &amp; Insurance Rent - DBC</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	17	01/04/2015		Current Account	DD	NNDR	DBC	Z	2,370.00	0.00	2,370.00
	70	16/04/2015		Current Account	713622	Leisure Centre Insurance	DBC	L	2,306.02	160.29	2,466.31
	117	30/04/2015		Current Account	DD	NNDR	DBC	Z	2,366.00	0.00	2,366.00
							Subtotal for Code: Rates & Insurance Rent - I		£7,042.02	£160.29	£7,202.31
<b>Cost Centre</b>	<b>Allotments</b>						Subtotal for Cost Centre: Leisure Centre		7,042.02	160.29	7,202.31
<b>Code Number</b>	<b>210</b>	<b>Rents / Licences</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	4	22/04/2015		Current Account	713605	Allotment Rent - Keary Road	Land Securities	S	30.00	6.00	36.00
							Subtotal for Code: Rents / Licences		£30.00	£6.00	£36.00
<b>Code Number</b>	<b>211</b>	<b>Repairs / Maintenance</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	85	16/04/2015		Current Account	713632	New Allotment Keys	Locks N Tools	S	147.05	29.41	176.46

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/04/2015 to 30/04/2015)**

Cost Centre		Administration		Subtotal for Code: Repairs / Maintenance		Subtotal for Cost Centre: Allotments			
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
25	09/04/2015	Current Account	713615	PAYE	Inland Revenue	Z	-98.60	0.00	-98.60
26	09/04/2015	Current Account	713615	NI	Inland Revenue	Z	768.40	0.00	768.40
29	09/04/2015	Current Account	DD	Wages	SGTC	Z	5,406.37	0.00	5,406.37
54	22/04/2015	Current Account	DD	Pension E'ee	KCC - LGPS	Z	354.03	0.00	354.03
55	22/04/2015	Current Account	DD	Pension E'er	KCC - LGPS	Z	665.85	0.00	665.85
56	22/04/2015	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	1,074.07	0.00	1,074.07
				Subtotal for Code: Wages			£8,170.12	£0.00	£8,170.12
<b>Code Number</b>		<b>233 Stationary, Advertising &amp; Postage</b>		<b>Description</b>		<b>Supplier</b>		<b>Total</b>	
Vchr.	Date	Bank	Cheq. No.	Description	Royal Mail	Z	80.00	0.00	80.00
91	22/04/2015	Current Account	DD	Smartstamp Monthly Top Up	Subtotal for Code: Stationary, Advertising & P				£80.00
				Subtotal for Code: Stationary, Advertising & P			£80.00	£0.00	£80.00
<b>Code Number</b>		<b>234 Telephone / Internet</b>		<b>Description</b>		<b>Supplier</b>		<b>Total</b>	
Vchr.	Date	Bank	Cheq. No.	Description	British Telecom	S	20.83	4.17	25.00
31	09/04/2015	Current Account	DD	Use of Personal Mobiles - TC and F	Subtotal for Code: Telephone / Internet				£574.56
87	16/04/2015	Current Account	DD	Phone Bill - Admin Internet	British Telecom	S	57.00	11.40	68.40
88	16/04/2015	Current Account	DD	Phone Bill - Admin Fax Line	British Telecom	S	57.29	11.45	68.74
89	16/04/2015	Current Account	DD	Phone Bill - Admin Lift Alarm Line	British Telecom	S	57.00	11.40	68.40
122	30/04/2015	Current Account	DD	Phone Bill - Admin Internet	British Telecom	S	57.00	11.40	68.40
123	30/04/2015	Current Account	DD	Phone Bill - Admin Line	British Telecom	S	325.44	65.08	390.52
				Subtotal for Code: Telephone / Internet			£574.56	£114.90	£689.46
<b>Code Number</b>		<b>235 Mileage Allowance</b>		<b>Description</b>		<b>Supplier</b>		<b>Total</b>	
Vchr.	Date	Bank	Cheq. No.	Description	SGTC	S	27.86	0.74	28.60
30	09/04/2015	Current Account	DD	Mileage	Subtotal for Code: Mileage Allowance				£27.86
				Subtotal for Code: Mileage Allowance			£27.86	£0.74	£28.60
<b>Code Number</b>		<b>236 Insurance</b>		<b>Description</b>		<b>Supplier</b>		<b>Total</b>	
Vchr.	Date	Bank	Cheq. No.	Description	Zurich Municipal	Z	14,144.28	0.00	14,144.28
68	16/04/2015	Current Account	713621	Insurance Policy Renewal	Subtotal for Code: Insurance				£14,144.28
				Subtotal for Code: Insurance			£14,144.28	£0.00	£14,144.28
<b>Code Number</b>		<b>237 Subscriptions / Publications</b>		<b>Description</b>		<b>Supplier</b>		<b>Total</b>	
Vchr.	Date	Bank	Cheq. No.	Description	Clerks & Councils Direct	Z	75.00	0.00	75.00
2	02/04/2015	Current Account	713603	Subscription Renewal	Subtotal for Code: Insurance				£14,144.28
7	02/04/2015	Current Account	713607	Subscription Renewal	SLCC	Z	409.00	0.00	409.00
8	02/04/2015	Current Account	713608	Subscription Renewal	ACRE	Z	35.00	0.00	35.00
10	02/04/2015	Current Account	713611	Subscription Renewal	KALC	S	1,140.00	228.00	1,368.00



## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/04/2015 to 30/04/2015)

84	16/04/2015	Current Account	713631	Subscription Renewal	South East Employers	S	197.00	39.40	236.40
96	23/04/2015	Current Account	713635	Subscription Renewal	NALC	Z	17.00	0.00	17.00
		<b>Code Number</b>		<b>239 Civic Reception</b>			<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>			
98	23/04/2015	Current Account	713637	Civic Reception Catering	Relish	S	1,955.25	391.05	2,346.30
103	23/04/2015	Current Account	DD	Civic Reception Entertainment	Till	Z	300.00	0.00	300.00
105	29/04/2015	Current Account		Refund for Glass Hire	Sainsburys	Z	-20.00	0.00	-20.00
				<b>Subtotal for Code: Civic Reception</b>			<b>£2,235.25</b>	<b>£391.05</b>	<b>£2,626.30</b>
		<b>Code Number</b>		<b>241 Legal Fees</b>			<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>			
67	16/04/2015	Current Account	713620	Legal Fees - Dispute over football f	Hatten Wyatt	S	95.00	19.00	114.00
				<b>Subtotal for Code: Legal Fees</b>			<b>£95.00</b>	<b>£19.00</b>	<b>£114.00</b>
		<b>Code Number</b>		<b>245 Miscellaneous Expenditure</b>			<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>			
66	16/04/2015	Current Account	713619	Health Referral - G Franz	The Preventative Healthcare Com	S	26.75	5.35	32.10
78	16/04/2015	Current Account	713628	Hygiene Services	Cannon	S	36.39	7.28	43.67
				<b>Subtotal for Code: Miscellaneous Expenditure</b>			<b>£63.14</b>	<b>£12.63</b>	<b>£75.77</b>
		<b>Code Number</b>		<b>249 IT Services</b>			<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>			
82	16/04/2015	Current Account	713629	IT Support & Maintenance	ABC ICT Ltd	S	227.00	45.40	272.40
				<b>Subtotal for Code: IT Services</b>			<b>£227.00</b>	<b>£45.40</b>	<b>£272.40</b>
		<b>Code Number</b>		<b>251 Council Offices Building Maintena</b>			<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>			
9	02/04/2015	Current Account	713610	Lift Maintenance Contract - Quarter	Schindler Ltd	S	396.31	79.26	475.57
63	16/04/2015	Current Account	713616	Window Cleaning	Exclusive Cleaning	Z	25.00	0.00	25.00
65	16/04/2015	Current Account	713618	Lift Maintenance Contract - Quarter	Schindler Ltd	S	396.31	79.26	475.57
106	30/04/2015	Current Account	713641	Fire Extinguisher Service	KCC - KCS	S	15.00	3.00	18.00
				<b>Subtotal for Code: Council Offices Building M</b>			<b>£832.62</b>	<b>£161.52</b>	<b>£994.14</b>
		<b>Code Number</b>		<b>253 Gas</b>			<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>			
46	09/04/2015	Current Account	DD	Gas	KCC - Laser	Z	352.07	0.00	352.07
				<b>Subtotal for Code: Gas</b>			<b>£352.07</b>	<b>£0.00</b>	<b>£352.07</b>
		<b>Code Number</b>		<b>254 Electricity</b>			<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>			
47	09/04/2015	Current Account	DD	Electricity	KCC - Laser	Z	329.18	0.00	329.18
				<b>Subtotal for Code: Electricity</b>			<b>£329.18</b>	<b>£0.00</b>	<b>£329.18</b>
		<b>Code Number</b>		<b>255 Rates</b>			<b>Net</b>	<b>Vat</b>	<b>Total</b>
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>			

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01/04/2015 to 30/04/2015)

19	01/04/2015	Current Account	DD	NDR	DBC	Z	2,259.75	0.00	2,259.75
119	30/04/2015	Current Account	DD	NDR	DBC	Z	2,255.00	0.00	2,255.00
		<b>274 Bank Interest</b>					<b>£4,514.75</b>	<b>£0.00</b>	<b>£4,514.75</b>
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Minute	Bank							
21	02/04/2015	Current Account	DD	Payflow Charges	Barclays	Z	7.94	0.00	7.94
121	30/04/2015	Current Account	DD	Payflow Charges	Barclays	Z	8.31	0.00	8.31
		<b>Subtotal for Code: Bank Interest</b>					<b>£16.25</b>	<b>£0.00</b>	<b>£16.25</b>
		<b>Subtotal for Cost Centre: Administration</b>					<b>33,535.08</b>	<b>1,012.64</b>	<b>34,547.72</b>
<b>Cost Centre Church Road Hall</b>									
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Minute	Bank							
36	09/04/2015	Current Account	DD	Wages	SGTC	Z	365.38	0.00	365.38
		<b>Subtotal for Code: Wages</b>					<b>£365.38</b>	<b>£0.00</b>	<b>£365.38</b>
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Minute	Bank							
110	30/04/2015	Current Account	713641	Fire Extinguisher Service	KCC - KCS	S	60.99	12.20	73.19
		<b>Subtotal for Code: Repairs &amp; Maintenance</b>					<b>£60.99</b>	<b>£12.20</b>	<b>£73.19</b>
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Minute	Bank							
43	09/04/2015	Current Account	DD	Gas	KCC - Laser	L	108.21	5.41	113.62
		<b>Subtotal for Code: Gas &amp; Electricity</b>					<b>£108.21</b>	<b>£5.41</b>	<b>£113.62</b>
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Minute	Bank							
20	01/04/2015	Current Account		NDR	DBC	Z	114.00	0.00	114.00
115	30/04/2015	Current Account	DD	NDR	DBC	Z	110.00	0.00	110.00
		<b>Subtotal for Code: Rates</b>					<b>£224.00</b>	<b>£0.00</b>	<b>£224.00</b>
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Minute	Bank							
80	16/04/2015	Current Account	713628	Hygiene Services	Cannon	S	5.16	1.03	6.19
		<b>Subtotal for Code: Miscellaneous Expenditure</b>					<b>£5.16</b>	<b>£1.03</b>	<b>£6.19</b>
		<b>Subtotal for Cost Centre: Church Road Hall</b>					<b>763.74</b>	<b>18.64</b>	<b>782.38</b>
<b>Cost Centre Grove Hall</b>									
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Minute	Bank							
44	09/04/2015	Current Account	DD	Gas	KCC - Laser	Z	1.96	0.00	1.96
		<b>Subtotal for Code: Gas &amp; Electricity</b>					<b>£1.96</b>	<b>£0.00</b>	<b>£1.96</b>
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Minute	Bank							
307	09/04/2015	Current Account	DD	Gas	KCC - Laser	Z	1.96	0.00	1.96
		<b>Subtotal for Code: Gas &amp; Electricity</b>					<b>£1.96</b>	<b>£0.00</b>	<b>£1.96</b>

## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/04/2015 to 30/04/2015)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
108	30/04/2015		Current Account	713641	Fire Extinguisher Service	KCC - KCS	S	5.00	1.00	6.00
						Subtotal for Code: Miscellaneous Expenditure		£5.00	£1.00	£6.00
						Subtotal for Cost Centre: Grove Hall		6.96	1.00	7.96
<b>Cost Centre Heritage Community Hall</b>										
<b>Code Number 320 Wages</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
28	09/04/2015		Current Account	713615	PAYE	Inland Revenue	Z	90.20	0.00	90.20
33	09/04/2015		Current Account	DD	Wages	SGTC	Z	378.52	0.00	378.52
						Subtotal for Code: Wages		£468.72	£0.00	£468.72
<b>Code Number 321 Repairs &amp; Maintenance</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
111	30/04/2015		Current Account	713641	Fire Extinguisher Service	KCC - KCS	S	16.00	3.20	19.20
						Subtotal for Code: Repairs & Maintenance		£16.00	£3.20	£19.20
<b>Code Number 322 Gas &amp; Electricity</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
45	09/04/2015		Current Account	DD	Gas	KCC - Laser	Z	191.35	0.00	191.35
						Subtotal for Code: Gas & Electricity		£191.35	£0.00	£191.35
<b>Code Number 325 Rates</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	01/04/2015		Current Account	DD	NNDR	DBC	Z	210.00	0.00	210.00
116	30/04/2015		Current Account	DD	NNDR	DBC	Z	214.00	0.00	214.00
						Subtotal for Code: Rates		£424.00	£0.00	£424.00
<b>Code Number 326 Water Rates</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
42	22/04/2015		Current Account	DD	Water Rates	Southern Water	Z	81.06	0.00	81.06
						Subtotal for Code: Water Rates		£81.06	£0.00	£81.06
<b>Code Number 327 Miscellaneous Expenditure</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
81	16/04/2015		Current Account	713628	Hygiene Services	Cannon	S	4.77	0.95	5.72
90	16/04/2015		Current Account	DD	Phone Bill - Heritage Hall	British Telecom	S	42.65	8.53	51.18
						Subtotal for Code: Miscellaneous Expenditure		£47.42	£9.48	£56.90
						Subtotal for Cost Centre: Heritage Community Hall		1,228.55	12.68	1,241.23
<b>Cost Centre Sports Pavilion</b>										
<b>Code Number 344 Building Insurance</b>										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
69	16/04/2015		Current Account	713621	Insurance Policy Renewal	Zurich Municipal	Z	1,928.76	0.00	1,928.76
						Subtotal for Code: Building Insurance		£1,928.76	£0.00	£1,928.76
						Subtotal for Cost Centre: Sports Pavilion		1,928.76	0.00	1,928.76

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01/04/2015 to 30/04/2015)

Code Number	360 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 32	09/04/2015	Current Account	DD	Wages	SGTC	Z	515.10	0.00	515.10	
60	22/04/2015	Current Account	DD	Pension Eee	KCC - LGPS	Z	24.77	0.00	24.77	
61	22/04/2015	Current Account	DD	Pension E'er	KCC - LGPS	Z	53.59	0.00	53.59	
62	22/04/2015	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52	0.00	268.52	
					Subtotal for Code: Wages		£861.98	£0.00	£861.98	

Code Number	361 Repairs & Maintenance	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 101	23/04/2015	Current Account	713640	Plumbing Repairs - Children's Toile	LW Burt & Son Ltd	S	159.92	31.98	191.90	
107	30/04/2015	Current Account	713641	Fire Extinguisher Service	KCC - KCS	S	10.00	2.00	12.00	
					Subtotal for Code: Repairs & Maintenance		£169.92	£33.98	£203.90	
					Subtotal for Cost Centre: Town Council Offices Comm		1,031.90	33.98	1,065.88	

**Cost Centre Old Fire Station Cafe**

Code Number	380 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 27	09/04/2015	Current Account	713615	NI	Inland Revenue	Z	-7.78	0.00	-7.78	
37	09/04/2015	Current Account	DD	Wages	SGTC	Z	1,272.54	0.00	1,272.54	
57	22/04/2015	Current Account	DD	Pension Eee	KCC - LGPS	Z	35.34	0.00	35.34	
58	22/04/2015	Current Account	DD	Pension E'er	KCC - LGPS	Z	76.46	0.00	76.46	
59	22/04/2015	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52	0.00	268.52	
					Subtotal for Code: Wages		£1,645.08	£0.00	£1,645.08	

**Code Number 381 Food/Supplies**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
38	09/04/2015	Current Account	DD	Costs to go to Costco	SGTC	S	11.46	2.29	13.75	
					Subtotal for Code: Food/Supplies		£11.46	£2.29	£13.75	

**Code Number 382 Furniture, Fixtures & Equipment (I**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
39	09/04/2015	Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00	
					Subtotal for Code: Furniture, Fixtures & Equip		£65.00	£13.00	£78.00	

**Code Number 384 Rates**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
14	01/04/2015	Current Account	DD	NNDR	DBC	Z	150.00	0.00	150.00	
113	30/04/2015	Current Account	DD	NNDR	DBC	Z	146.00	0.00	146.00	
					Subtotal for Code: Rates		£296.00	£0.00	£296.00	

**Code Number 390 Miscellaneous Expenditure (incl. I**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
71	16/04/2015	Current Account	713622	Insurance - Old Fire Station Cafe	DBC	S	278.20	22.52	300.72	
77	16/04/2015	Current Account	713627	Waste Bin Collection	Viridor Waste Kent Ltd	S	62.32	12.48	74.80	

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/04/2015 to 30/04/2015)**

95	23/04/2015	Current Account	713634	Hygiene Services	Can-do Hire Centres Ltd	S	62.94	12.59	75.53
					Subtotal for Code: Miscellaneous Expenditure		£403.46	£47.59	£451.05
					Subtotal for Cost Centre: Old Fire Station Cafe		2,421.00	62.88	2,483.88
<b>TOTALS .....</b>							<b>£59,644.84</b>	<b>£1,971.71</b>	<b>£61,616.55</b>

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**SGTC**  
**Listing of Receipts in each Code for All Cost Centres**  
 (Between 01/05/2015 to 31/05/2015)

Cost Centre Administration			271 Miscellaneous Income					
Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Total
26	27/05/2015	Current Account			Rent Deposit Bond	The Pavilion	Z	208.33
27	27/05/2015	Current Account			TC Pins	Various	Z	10.00
29	27/05/2015	Current Account			Overbanking	SGTC	Z	0.01
Subtotal for Code: Miscellaneous Income						£218.34	£0.00	£218.34
Subtotal for Cost Centre: Administration						218.34	0.00	218.34
Cost Centre Allotments			218 Rent Income					
Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Total
21	27/05/2015	Current Account			Rent	Various	Z	219.34
Subtotal for Code: Rent Income						£219.34	£0.00	£219.34
Subtotal for Cost Centre: Allotments						219.34	0.00	219.34
Cost Centre Church Road Hall			295 Hire Income					
Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Total
23	27/05/2015	Current Account			Hall Hire	Various	Z	326.25
31	06/05/2015	Active Saver 1	DC		Hall Hire	DBC	Z	121.50
Subtotal for Code: Hire Income						£447.75	£0.00	£447.75
Subtotal for Cost Centre: Church Road Hall						447.75	0.00	447.75
Cost Centre Heritage Community Hall			335 Hire Income					
Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Total
24	27/05/2015	Current Account			Hall Hire	Various	Z	1,697.37
Subtotal for Code: Hire Income						£1,697.37	£0.00	£1,697.37
Subtotal for Cost Centre: Heritage Community Hall						1,697.37	0.00	1,697.37
Cost Centre Old Fire Station Cafe			395 Cafe Income					
Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Total
20	27/05/2015	Current Account			Food Sales	Old Fire Station Cafe	S	540.93
Subtotal for Code: Cafe Income						£540.93	£108.18	£649.11
Subtotal for Cost Centre: Old Fire Station Cafe						540.93	108.18	649.11
Cost Centre Sports Pavilion			350 Rent Income					
Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Total
25	27/05/2015	Current Account			Rent	The Pavilion	Z	1,395.36
Subtotal for Code: Rent Income						£1,395.36	£0.00	£1,395.36



SGTC

Listing of Receipts in each Code for All Cost Centres  
(Between 01/05/2015 to 31/05/2015)

Cost Centre	Swanscombe Park			Subtotal for Cost Centre: Sports Pavilion	1,395.36	0.00	1,395.36
<b>Code Number</b>	<b>75 BOWLS Income</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>		<b>BOWLS Hire Fee</b>	<b>Parks Department</b>	<b>Z</b>	<b>46.50</b>
22	27/05/2015				<b>Subtotal for Code: BOWLS Income</b>		<b>£46.50</b>
					<b>Subtotal for Cost Centre: Swanscombe Park</b>		<b>46.50</b>
<b>Cost Centre</b>	<b>Town Council Offices Community Hall</b>						
<b>Code Number</b>	<b>370 Hire Income</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>		<b>Hall Hire</b>	<b>Various</b>	<b>Z</b>	<b>1,548.25</b>
28	27/05/2015				<b>North Kent Karate</b>	<b>Z</b>	<b>324.00</b>
30	06/05/2015		DC		<b>Subtotal for Code: Hire Income</b>		<b>£1,872.25</b>
					<b>Subtotal for Cost Centre: Town Council Offices Comm</b>		<b>1,872.25</b>
					<b>TOTALS .....</b>		<b>£6,437.84</b>
							<b>£108.18</b>
							<b>£6,546.02</b>

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01/05/2015 to 31/05/2015)

**Cost Centre Administration**

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
136	06/05/2015	Current Account	713648	PAYE	Inland Revenue	Z	565.20	0.00	565.20
137	06/05/2015	Current Account	713648	NI	Inland Revenue	Z	799.52	0.00	799.52
146	06/05/2015	Current Account	DD	Pension E'ee	KCC - LGPS	Z	366.78	0.00	366.78
147	06/05/2015	Current Account	DD	Pension E'er	KCC - LGPS	Z	689.45	0.00	689.45
148	06/05/2015	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	1,250.00	0.00	1,250.00
155	06/05/2015	Current Account	DD	Wages	SGTC	Z	5,295.74	0.00	5,295.74
Subtotal for Code: Wages									£8,966.69

**233 Stationary, Advertising & Postage**

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
141	06/05/2015	Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	80.00	0.00	80.00
185	13/05/2015	Current Account	713663	Stationery	KCC - KCS	S	33.93	6.79	40.72
221	21/05/2015	Current Account	713666	Stationery	KCC - KCS	S	7.45	1.49	8.94
222	21/05/2015	Current Account	713667	Stationery	Stamps Direct Ltd	S	8.25	1.65	9.90
223	21/05/2015	Current Account	713668	Stationery	Viking Direct	S	57.90	11.58	69.48
Subtotal for Code: Stationary, Advertising & P									£187.53

**234 Telephone / Internet**

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
157	06/05/2015	Current Account	DD	Use of Personal Mobiles - TC and f	SGTC	S	20.83	4.17	25.00
205	13/05/2015	Current Account	DD	Phone Bill - Admin Internet	British Telecom	S	156.35	31.27	187.62
206	13/05/2015	Current Account	DD	Phone Bill - Cafe Internet	British Telecom	S	151.89	30.37	182.26
Subtotal for Code: Telephone / Internet									£329.07

**235 Mileage Allowance**

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
156	06/05/2015	Current Account	DD	Mileage	SGTC	S	35.46	0.94	36.40
Subtotal for Code: Mileage Allowance									£36.40

**237 Subscriptions / Publications**

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
132	06/05/2015	Current Account	713645	Subscription Renewal	National Society of Allotment & Le	S	55.00	11.00	66.00
Subtotal for Code: Subscriptions / Publication									£66.00

**238 Town Mayor's Allowance**

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
212	14/05/2015	Current Account	DC	Mayoral Allowance Overspend	Cllr Mrs S P Butterfill	Z	-30.00	0.00	-30.00
217	20/05/2015	Current Account		Mayoral Allowance Claim	Cllr Mrs S P Butterfill	Z	-26.23	0.00	-26.23
218	20/05/2015	Current Account		Mayoral Engagement	Cllr Mrs S P Butterfill	Z	-90.00	0.00	-90.00
227	27/05/2015	Current Account		Mayoral Allowance Overspend	Cllr Mrs S P Butterfill	Z	-200.60	0.00	-200.60
Subtotal for Code: Town Mayor's Allowance									£-346.83

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01/05/2015 to 31/05/2015)

<b>Code Number</b>	<b>239 Civic Reception</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	197	13/05/2015	Current Account	713664	Supplies for Civic Receptions	Petty Cash	Z	19.26	0.00	19.26
	228	27/05/2015	Current Account		Civic Reception Overspend	Clir Mrs S P Butterfill	Z	-825.25	0.00	-825.25
						Subtotal for Code: Civic Reception		£-805.99	£0.00	£-805.99
<b>Code Number</b>	<b>243 Internal Audit Fees</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	219	21/05/2015	Current Account	713665	Internal Audit	Funnell	Z	125.00	0.00	125.00
						Subtotal for Code: Internal Audit Fees		£125.00	£0.00	£125.00
<b>Code Number</b>	<b>245 Miscellaneous Expenditure</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	194	13/05/2015	Current Account	713664	Supplies for Meetings	Petty Cash	Z	3.00	0.00	3.00
	195	13/05/2015	Current Account	713664	Parking	Petty Cash	S	2.50	0.50	3.00
	198	13/05/2015	Current Account	713664	Newspapers	Petty Cash	Z	2.55	0.00	2.55
	199	13/05/2015	Current Account	713664	100 Yr Old Birthday Card	Petty Cash	Z	0.69	0.00	0.69
						Subtotal for Code: Miscellaneous Expenditure		£8.74	£0.50	£9.24
<b>Code Number</b>	<b>249 IT Services</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	224	21/05/2015	Current Account	713669	IT Support & Maintenance	ABC ICT Ltd	S	227.00	45.40	272.40
						Subtotal for Code: IT Services		£227.00	£45.40	£272.40
<b>Code Number</b>	<b>251 Council Offices Building Maintena</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	125	06/05/2015	Current Account	713642	PAT Testing	Eiat UK Ltd	S	114.50	22.90	137.40
	131	06/05/2015	Current Account	713644	Air Conditioning Service	LW Burt & Son Ltd	S	702.12	140.42	842.54
	229	27/05/2015	Current Account		Contribution to PAT Testing	Cygnets	Z	-17.10	0.00	-17.10
						Subtotal for Code: Council Offices Building M		£799.52	£163.32	£962.84
<b>Code Number</b>	<b>253 Gas</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	165	06/05/2015	Current Account	DD	Gas	KCC - Laser	Z	351.37	0.00	351.37
						Subtotal for Code: Gas		£351.37	£0.00	£351.37
<b>Code Number</b>	<b>254 Electricity</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	164	06/05/2015	Current Account	DD	Electricity	KCC - Laser	Z	348.83	0.00	348.83
						Subtotal for Code: Electricity		£348.83	£0.00	£348.83
<b>Code Number</b>	<b>255 Rates</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	236	27/05/2015	Current Account	DD	NNDR	DBC	Z	2,255.00	0.00	2,255.00
						Subtotal for Code: Rates		£2,255.00	£0.00	£2,255.00
						Subtotal for Cost Centre: Administration		12,536.39	308.48	12,844.87

## SGTC

Listing of Payments in each Code for All Cost Centres  
(Between 01/05/2015 to 31/05/2015)

Cost Centre Church Road Hall				Cost Centre Heritage Community Hall						
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
162	06/05/2015	280	Current Account	DD	Wages	SGTC	Z	377.02	0.00	377.02
Subtotal for Code: Wages								£377.02	£0.00	£377.02
Cost Centre Church Road Hall				Cost Centre Heritage Community Hall						
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
182	13/05/2015	281	Current Account	713662	Roof Repairs	Libra Construction Services Ltd	S	326.00	65.20	391.20
196	13/05/2015		Current Account	713664	Key Cutting	Petty Cash	S	4.17	0.83	5.00
Subtotal for Code: Repairs & Maintenance								£330.17	£66.03	£396.20
Cost Centre Church Road Hall				Cost Centre Heritage Community Hall						
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
167	06/05/2015	282	Current Account	DD	Gas	KCC - Laser	L	108.09	5.40	113.49
238	27/05/2015		Current Account	DD	Electricity	Southern Electric (KCC Laser)	L	58.64	2.93	61.57
Subtotal for Code: Gas & Electricity								£166.73	£8.33	£175.06
Cost Centre Church Road Hall				Cost Centre Heritage Community Hall						
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
232	27/05/2015	285	Current Account	DD	NNDR	DBC	Z	110.00	0.00	110.00
Subtotal for Code: Rates								£110.00	£0.00	£110.00
Cost Centre Church Road Hall				Cost Centre Heritage Community Hall						
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
126	06/05/2015	287	Current Account	713642	PAT Testing	Elat UK Ltd	S	16.40	3.28	19.68
179	13/05/2015		Current Account	713658	Hygiene Services	Cannon	S	5.16	1.03	6.19
Subtotal for Code: Miscellaneous Expenditure								£21.56	£4.31	£25.87
Subtotal for Cost Centre: Church Road Hall								1,005.48	78.67	1,084.15
Cost Centre Grove Car Park				Cost Centre Heritage Community Hall						
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
235	27/05/2015	20	Current Account	DD	NNDR	DBC	Z	341.00	0.00	341.00
Subtotal for Code: Rates								£341.00	£0.00	£341.00
Subtotal for Cost Centre: Grove Car Park								341.00	0.00	341.00
Cost Centre Heritage Community Hall				Cost Centre Church Road Hall						
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
139	06/05/2015	320	Current Account	713648	PAYE	Inland Revenue	Z	94.60	0.00	94.60
159	06/05/2015		Current Account	DD	Wages	SGTC	Z	365.71	0.00	365.71
Subtotal for Code: Wages								£460.31	£0.00	£460.31
Cost Centre Church Road Hall				Cost Centre Heritage Community Hall						
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
		322	Current Account	DD	Gas & Electricity	SGTC	Z	460.31	0.00	460.31



## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/05/2015 to 31/05/2015)

Code Number	Date	381 Food/Supplies	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
186	13/05/2015	Current Account	713664	Food Supplies		99p Store	Z	7.92	0.00	7.92	
187	13/05/2015	Current Account	713664	Food Supplies		Aldi	Z	10.82	0.00	10.82	
188	13/05/2015	Current Account	713664	Food Supplies		Asda Stores Ltd	Z	93.39	0.00	93.39	
189	13/05/2015	Current Account	713664	Food Supplies		Co-Operative Stores	Z	11.42	0.00	11.42	
190	13/05/2015	Current Account	713664	Food Supplies		Costco	L	116.29	8.32	124.61	
191	13/05/2015	Current Account	713664	Food Supplies		Farmfoods	Z	1.58	0.00	1.58	
192	13/05/2015	Current Account	713664	Newspapers		Corner Shop	Z	26.60	0.00	26.60	
193	13/05/2015	Current Account	713664	Newspapers		Nilla	Z	61.80	0.00	61.80	
						Subtotal for Code: Food/Supplies		£329.82	£8.32	£338.14	
<b>Code Number</b>	<b>Date</b>	<b>382 Furniture, Fixtures &amp; Equipment (i</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.											
142	06/05/2015	Current Account	DD	Coffee Machine Monthly Rental		Tchibo Coffee International Ltd	S	65.00	13.00	78.00	
						Subtotal for Code: Furniture, Fixtures & Equip		£65.00	£13.00	£78.00	
<b>Code Number</b>	<b>Date</b>	<b>384 Rates</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.											
231	27/05/2015	Current Account	DD	NNDR		DBC	Z	146.00	0.00	146.00	
						Subtotal for Code: Rates		£146.00	£0.00	£146.00	
<b>Code Number</b>	<b>Date</b>	<b>385 Electricity &amp; Water</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.											
207	13/05/2015	Current Account	DD	Water Rates		Thames Water	S	109.74	21.95	131.69	
237	27/05/2015	Current Account	DD	Electricity		Southern Electric (KCC Laser)	L	297.63	14.88	312.51	
						Subtotal for Code: Electricity & Water		£407.37	£36.83	£444.20	
<b>Code Number</b>	<b>Date</b>	<b>386 Cleaning Materials</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.											
184	13/05/2015	Current Account	713663	Cleaning Materials		KCC - KCS	S	24.93	4.99	29.92	
220	21/05/2015	Current Account	713666	Cleaning Materials		KCC - KCS	S	33.99	6.80	40.79	
						Subtotal for Code: Cleaning Materials		£58.92	£11.79	£70.71	
<b>Code Number</b>	<b>Date</b>	<b>387 DBC Maintenance Service Charge</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.											
176	13/05/2015	Current Account	713656	Service Charge		DBC	S	1,060.67	212.13	1,272.80	
						Subtotal for Code: DBC Maintenance Service		£1,060.67	£212.13	£1,272.80	
<b>Code Number</b>	<b>Date</b>	<b>388 Telephone / Internet</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.											
226	21/05/2015	Current Account	DD	Phone Bill - Cafe Internet		British Telecom	S	98.97	19.79	118.76	
						Subtotal for Code: Telephone / Internet		£98.97	£19.79	£118.76	
<b>Code Number</b>	<b>Date</b>	<b>390 Miscellaneous Expenditure (incl. I</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.											



**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/05/2015 to 31/05/2015)**

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
127	06/05/2015	Current Account	713642	PAT Testing	Eiat UK Ltd	S	34.45	6.89	41.34
170	13/05/2015	Current Account	713651	First Aid Course - Sam Jones	Kent 1st Aid Training	S	125.00	25.00	150.00
180	13/05/2015	Current Account	713659	Waste Bin Collection	Vindor Waste Kent Ltd	S	77.90	15.60	93.50
Subtotal for Code: Miscellaneous Expenditure							£237.35	£47.49	£284.84
Subtotal for Cost Centre: Old Fire Station Cafe							3,938.82	349.35	4,288.17

**Cost Centre Parks Establishment**

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
134	06/05/2015	Current Account	713648	PAYE	Inland Revenue	Z	446.20	0.00	446.20
135	06/05/2015	Current Account	713648	NI	Inland Revenue	Z	727.08	0.00	727.08
143	06/05/2015	Current Account	DD	Pension E'ee	KCC - LGPS	Z	217.24	0.00	217.24
144	06/05/2015	Current Account	DD	Pension E'er	KCC - LGPS	Z	418.20	0.00	418.20
145	06/05/2015	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	625.00	0.00	625.00
160	06/05/2015	Current Account	DD	Wages	SGTC	Z	5,691.11	0.00	5,691.11
161	06/05/2015	Current Account	DD	Park Keeper Cover	SGTC	Z	214.00	0.00	214.00
Subtotal for Code: Wages							£8,338.83	£0.00	£8,338.83

**41 Equipment/Materials**

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
129	06/05/2015	Current Account	713642	PAT Testing	Eiat UK Ltd	S	64.15	12.83	76.98
130	06/05/2015	Current Account	713643	Mower Repairs	FL Machinery	Z	99.43	0.00	99.43
172	13/05/2015	Current Account	713653	Skip Hire	Pinden Ltd	S	205.00	41.00	246.00
173	13/05/2015	Current Account	713654	Parks Clothing	Ernest Doe & Sons Ltd	S	24.96	4.99	29.95
174	13/05/2015	Current Account	713654	Mower Repairs	Ernest Doe & Sons Ltd	S	177.08	35.42	212.50
177	13/05/2015	Current Account	713657	Hire of Roller	Can-do Hire Centres Ltd	S	270.00	49.50	319.50
181	13/05/2015	Current Account	713660	Sports Grounds Maintenance Supp	Eden Park (STMS) Ltd	S	153.90	8.10	162.00
183	13/05/2015	Current Account	713663	Cleaning Materials	KCC - KCS	S	115.98	23.20	139.18
202	13/05/2015	Current Account	713664	Parks Clothing	Petty Cash	S	31.65	6.33	37.98
203	13/05/2015	Current Account	713664	Mobile Phone Case	Petty Cash	S	2.41	0.48	2.89
204	13/05/2015	Current Account	713664	General Maintenance Supplies	Petty Cash	S	6.23	1.25	7.48
215	20/05/2015	Current Account		General Equipment/Materials	Discount Builders Merchants	S	-23.25	-4.65	-27.90
Subtotal for Code: Equipment/Materials							£1,127.54	£178.45	£1,305.99

**43 Fuel**

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
209	13/05/2015	Current Account	DD	Diesel	Asda Stores Ltd (Allistar)	S	120.97	24.20	145.17
230	27/05/2015	Current Account	DD	Diesel	Asda Stores Ltd (Allistar)	S	52.85	10.57	63.42
Subtotal for Code: Fuel							£173.82	£34.77	£208.59

**45 Telephone**

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
200	13/05/2015	Current Account	713664	Mobile Phone Charger	Petty Cash	S	33.33	6.66	39.99



## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/05/2015 to 31/05/2015)

201	13/05/2015	Current Account	713664	Mobile Phone Top Up Voucher	Petty Cash	S	25.00	5.00	30.00
225	21/05/2015	Current Account	DD	Parks Mobile Phone	O2	S	9.63	1.93	11.56
Subtotal for Code: Telephone							£67.96	£13.59	£81.55
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
208	13/05/2015	Current Account	DD	Water Rates - Swanscombe Park	Thames Water	Z	68.93	0.00	68.93
Subtotal for Code: Water Rates							£68.93	£0.00	£68.93
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
214	20/05/2015	Current Account		Electricity - Bowls Pavilion	EDF Energy	Z	-40.00	0.00	-40.00
Subtotal for Code: Gas/Electricity							£-40.00	£0.00	£-40.00
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
175	13/05/2015	Current Account	713655	Playground Equipment Repairs - M	Discount Builders Merchants	S	30.60	6.12	36.72
Subtotal for Code: Playground Equipment & Mainten:							£30.60	£6.12	£36.72
Subtotal for Cost Centre: Parks Establishment							9,767.68	232.93	10,000.61
<b>Cost Centre</b>	<b>Public Lighting</b>								
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
171	13/05/2015	Current Account	713652	Street Lighting Maintenance	Streelights	S	661.77	132.35	794.12
210	13/05/2015	Current Account	DD	Electricity - Street Lighting	E-on	L	59.73	2.99	62.72
Subtotal for Code: Supply & Maintenance							£721.50	£135.34	£856.84
Subtotal for Cost Centre: Public Lighting							721.50	135.34	856.84
<b>Cost Centre</b>	<b>Sports Pavilion</b>								
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
133	06/05/2015	Current Account	713647	Cleaning Contribution	The Pavilion	Z	870.00	0.00	870.00
Subtotal for Code: Maintenance & Cleaning C							£870.00	£0.00	£870.00
Subtotal for Cost Centre: Sports Pavilion							870.00	0.00	870.00
<b>Cost Centre</b>	<b>Town Council Offices Community Hall</b>								
<b>Code Number</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
140	06/05/2015	Current Account	713648	NI	Inland Revenue	Z	-2.78	0.00	-2.78
152	06/05/2015	Current Account	DD	Pension E'ee	KCC - LGPS	Z	29.98	0.00	29.98
153	06/05/2015	Current Account	DD	Pension E'er	KCC - LGPS	Z	64.87	0.00	64.87
154	06/05/2015	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	312.50	0.00	312.50
158	06/05/2015	Current Account	DD	Wages	SGTC	Z	515.10	0.00	515.10
Subtotal for Code: Wages							£919.67	£0.00	£919.67

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/05/2015 to 31/05/2015)**

Subtotal for Cost Centre: Town Council Offices Comm	919.67	0.00	919.67
<b>TOTALS .....</b>	<b>£46,166.91</b>	<b>£4,021.16</b>	<b>£50,188.07</b>

April 2015

**AGENDA ITEM**

FGP 11/6/15 -

9

Date	Desc	From	To	Amount
01/04/2015	Bank to Bank Transfer	Active Saver 1	Current Account	5,506.60
01/04/2015	Bank to Bank Transfer	Active Saver 1	Current Account	3,970.45
08/04/2015	Bank to Bank Transfer	Active Saver 1	Current Account	14,460.34
16/04/2015	Bank to Bank Transfer	Active Saver 1	Current Account	21,924.05
22/04/2015	Bank to Bank Transfer	Current Account	Active Saver 1	7,594.85
23/04/2015	Bank to Bank Transfer	Active Saver 1	Current Account	4,262.31
				<u>57,718.60</u>

**May 2015**

Date	Desc	From	To	Amount
06/05/2015	Bank to Bank Transfer	Active Saver 1	Current Account	1,004.82
06/05/2015	Bank to Bank Transfer	Active Saver 1	Current Account	16,987.13
13/05/2015	Bank to Bank Transfer	Active Saver 1	Current Account	23,770.51
07/05/2015	Bank to Bank Transfer	Active Saver 1	Active Saver 1 - Treasury Deposit	310,000.00
07/05/2015	Bank to Bank Transfer	Active Saver 2	Active Saver 2 - Treasury Deposit	<u>294,988.31</u>
				<u>646,750.77</u>

Summary of Receipts and Payments  
 All Cost Centres and Codes

Balanced to: 31/3/15  
 By the Responsible  
 Financial Officer (RFO)

**Cost Centre Public Lighting**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
1 Supply & Maintenance				2,385.00	783.22	1,602	1,602
2 All Night Lighting							
3 Christmas Lighting				4,300.00		4,300	4,300
4 Repairs				1,000.00	127.25	873	873
5 Long Term Financial Risks				1,450.00		1,450	1,450
6 Income	1.00		-1				-1
7 Long Term Maintenance				500.00		500	500
<b>SUB TOTAL</b>	<b>1.00</b>		<b>-1</b>	<b>9,635.00</b>	<b>910.47</b>	<b>8,725</b>	<b>8,724</b>

**Cost Centre Grove Car Park**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
20 Rates				3,550.00	1,021.00	2,529	2,529
21 Repairs & Maintenance				50.00		50	50
22 Long Term Financial Risks				6,590.00		6,590	6,590
23 Long Term Maintenance				200.00		200	200
<b>SUB TOTAL</b>				<b>10,390.00</b>	<b>1,021.00</b>	<b>9,369</b>	<b>9,369</b>

**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							
<b>SUB TOTAL</b>							

**Cost Centre Parks Establishment**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
40 Wages				105,000.00	15,338.52	89,661	89,661
41 Equipment/Materials				36,000.00	3,267.06	32,733	32,733
42 New Grounds Maintenance Etc							
43 Fuel				3,675.00	432.78	3,242	3,242
44 Fencing				5,000.00		5,000	5,000
45 Telephone				465.00	118.62	346	346
46 Vehicles				2,500.00	119.09	2,381	2,381
47 Water Rates				2,650.00	236.42	2,414	2,414
48 Gas/Electricity				2,100.00	-297.40	2,397	2,397
49 Playground Equipment & Mair				13,500.00	900.95	12,599	12,599
50 Staff Training				500.00	125.00	375	375
51 Knockhall Changing Rooms				400.00	25.35	375	375
52 Parks Works Area				1,000.00		1,000	1,000
53 Vandalism				1,000.00		1,000	1,000
54 Trees				20,000.00		20,000	20,000
55 New Recreational Facilities							
56 Unexpected/Emergency Work				1,500.00		1,500	1,500
57 Long Term Financial Risks				9,725.00		9,725	9,725
58 Basketball Court							
59 Long Term Maintenance							
65 Miscellaneous Income	1,000.00		-1,000				-1,000
66 Reserve Fund							
<b>SUB TOTAL</b>	<b>1,000.00</b>		<b>-1,000</b>	<b>205,015.00</b>	<b>20,266.39</b>	<b>184,749</b>	<b>183,749</b>

## SGTC

### Summary of Receipts and Payments

All Cost Centres and Codes

**Cost Centre Swanscombe Park**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
70 Bowls Pavilion Maintenance								
71 Long Term Financial Risks				3,680.00		3,680		3,680
75 Bowls Income	3,100.00	2,997.69	-102					-102
76 Tennis Income								
77 Five-a-Side Income								
78 Hire Charges								
79 Long Term Maintenance				650.00		650		650
<b>SUB TOTAL</b>	<b>3,100.00</b>	<b>2,997.69</b>	<b>-102</b>	<b>4,330.00</b>		<b>4,330</b>		<b>4,228</b>

**Cost Centre Knockhall Playing Field**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
80 Rates				135.00	129.60	5		5
81 Long Term Financial Risks				6,050.00		6,050		6,050
85 Football	2,825.00		-2,825					-2,825
<b>SUB TOTAL</b>	<b>2,825.00</b>		<b>-2,825</b>	<b>6,185.00</b>	<b>129.60</b>	<b>6,055</b>		<b>3,230</b>

**Cost Centre Broomfield Sports Ground**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
90 Long Term Financial Risks				7,400.00		7,400		7,400
95 Football Income	6,360.00	80.00	-6,280					-6,280
96 Cricket Income	1,800.00	1,800.00						
97 Miscellaneous Income								
98 Long Term Maintenance				500.00		500		500
<b>SUB TOTAL</b>	<b>8,160.00</b>	<b>1,880.00</b>	<b>-6,280</b>	<b>7,900.00</b>		<b>7,900</b>		<b>1,620</b>

**Cost Centre Heritage Park**

Code Title	Receipts			Payments			Net Position	
	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				1,250.00		1,250		1,250
<b>SUB TOTAL</b>				<b>1,750.00</b>	<b>12.50</b>	<b>1,738</b>		<b>1,738</b>

**Cost Centre St Peter & St Paul's Churchyard**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
110 Maintenance				5,000.00		5,000		5,000
<b>SUB TOTAL</b>				<b>5,000.00</b>		<b>5,000</b>		<b>5,000</b>

**Cost Centre Other Projects**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
121 General Projects (inc. Summe				2,000.00		2,000		2,000
123 Long Term Financial Risks								
128 Miscellaneous Income								
<b>SUB TOTAL</b>				<b>2,000.00</b>		<b>2,000</b>		<b>2,000</b>



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

**Cost Centre Leisure Centre**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
140 Wages							
141 Wages - Cleaners							
142 Administration							
143 Advertising							
144 Maintenance							
145 Cleaning Equipment & Material							
146 Rates & Insurance Rent - DBC				24,525.00	7,102.00	17,423	17,423
147 Water, Gas & Electricity							
148 Insurance							
149 Telephone							
150 Miscellaneous							
151 Equipment							
152 Coaching Fees							
153 Staff Training							
154 Leases - Fitness Equipment							
155 Management Fee				61,300.00	15,325.00	45,975	45,975
165 General Income							
166 Sports Hall Income							
167 Fitness Suite Income							
168 Membership Income							
169 Function Deposits							
170 Miscellaneous Income							
<b>SUB TOTAL</b>				<b>85,825.00</b>	<b>22,427.00</b>	<b>63,398</b>	<b>63,398</b>

**Cost Centre Thames Bar**

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

**Cost Centre Squash Courts**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
200 Maintenance				1,000.00		1,000	1,000
201 Long Term Financial Risks				955.00		955	955
205 Squash Income							
<b>SUB TOTAL</b>				<b>1,955.00</b>		<b>1,955</b>	<b>1,955</b>

**Cost Centre Allotments**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
210 Rents / Licences				225.00	30.00	195	195
211 Repairs / Maintenance				250.00	147.05	103	103
212 Water Supply							
213 Long Term Financial Risks				2,135.00		2,135	2,135
218 Rent Income	1,870.00	1,659.10	-211				-211

## SGTC

### Summary of Receipts and Payments

All Cost Centres and Codes

<b>SUB TOTAL</b>	1,870.00	1,659.10	-211	2,610.00	177.05	2,433	2,222
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**Cost Centre Administration**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
230 Wages				108,000.00	17,136.81	90,863	90,863	
231 Furniture, Fixtures & Fittings				1,500.00		1,500	1,500	
232 Photocopier				1,700.00		1,700	1,700	
233 Stationary, Advertising & Post				1,675.00	267.53	1,407	1,407	
234 Telephone / Internet				3,075.00	903.63	2,171	2,171	
235 Mileage Allowance				700.00	63.32	637	637	
236 Insurance				14,470.00	14,144.28	326	326	
237 Subscriptions / Publications				3,450.00	1,928.00	1,522	1,522	
238 Town Mayor's Allowance				1,450.00	-346.83	1,797	1,797	
239 Civic Reception				1,450.00	1,429.26	21	21	
240 Chains of Office				250.00		250	250	
241 Legal Fees				6,000.00	95.00	5,905	5,905	
242 External Audit Fees				1,300.00		1,300	1,300	
243 Internal Audit Fees				250.00	125.00	125	125	
244 Section 137 Donations				2,000.00		2,000	2,000	
245 Miscellaneous Expenditure				1,500.00	71.88	1,428	1,428	
246 Election Expenses				7,000.00		7,000	7,000	
247 Staff Training				750.00		750	750	
248 Member Training				1,000.00		1,000	1,000	
249 IT Services				3,075.00	454.00	2,621	2,621	
250 Handyman (incl. seasonal par				1,500.00		1,500	1,500	
251 Council Offices Building Maint				16,500.00	1,632.14	14,868	14,868	
252 Water Rates				1,050.00		1,050	1,050	
253 Gas				2,475.00	703.44	1,772	1,772	
254 Electricity				4,150.00	678.01	3,472	3,472	
255 Rates				24,250.00	6,769.75	17,480	17,480	
256 Long Term Financial Risks				28,758.00		28,758	28,758	
270 Photocopier Income								
271 Miscellaneous Income		426.67	427				427	
272 Precept	499,847.00	249,924.00	-249,923				-249,923	
273 Section 136	15,672.00	7,836.00	-7,836				-7,836	
274 Bank Interest	650.00		-650		16.25	-16	-666	
275 Long Term Maintenance				7,875.00		7,875	7,875	
276 Government CTax Grant	41,590.00	20,795.00	-20,795				-20,795	
<b>SUB TOTAL</b>	<b>557,759.00</b>	<b>278,981.67</b>	<b>-278,777</b>	<b>247,153.00</b>	<b>46,071.47</b>	<b>201,082</b>	<b>-77,696</b>	

**Cost Centre Church Road Hall**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
280 Wages				4,975.00	742.40	4,233	4,233	
281 Repairs & Maintenance				2,250.00	391.16	1,859	1,859	
282 Gas & Electricity				1,050.00	274.94	775	775	
283 Cleaning Materials				100.00		100	100	
284 Furniture, Fixtures & Fittings				100.00		100	100	
285 Rates				1,200.00	334.00	866	866	
287 Miscellaneous Expenditure				100.00	26.72	73	73	
288 Long Term Financial Risks				3,290.00		3,290	3,290	
295 Hire Income	3,000.00	914.75	-2,085				-2,085	
299 Long Term Maintenance				1,945.00		1,945	1,945	
<b>SUB TOTAL</b>	<b>3,000.00</b>	<b>914.75</b>	<b>-2,085</b>	<b>15,010.00</b>	<b>1,769.22</b>	<b>13,241</b>	<b>11,156</b>	

## SGTC

### Summary of Receipts and Payments

All Cost Centres and Codes

**Cost Centre Grove Hall**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
300 Wages							
301 Repairs & Maintenance				100.00		100	100
302 Gas & Electricity				235.00	1.96	233	233
303 Cleaning Materials							
304 Furniture, Fixtures & Fittings							
305 Rates							
306 Water Rates							
307 Miscellaneous Expenditure					5.00	-5	-5
308 Long Term Financial Risks							
315 Hire Income							
<b>SUB TOTAL</b>				<b>335.00</b>	<b>6.96</b>	<b>328</b>	<b>328</b>

**Cost Centre Heritage Community Hall**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
320 Wages				5,700.00	929.03	4,771	4,771
321 Repairs & Maintenance				1,750.00	16.00	1,734	1,734
322 Gas & Electricity				2,000.00	382.48	1,618	1,618
323 Cleaning Materials				275.00		275	275
324 Furniture, Fixtures & Fittings				3,500.00		3,500	3,500
325 Rates				2,300.00	638.00	1,662	1,662
326 Water Rates				400.00	117.26	283	283
327 Miscellaneous Expenditure				350.00	-172.83	523	523
328 Long Term Financial Risks				1,975.00		1,975	1,975
329 Long Term Maintenance Requ				2,350.00		2,350	2,350
335 Hire Income	12,250.00	1,751.62	-10,498				-10,498
<b>SUB TOTAL</b>	<b>12,250.00</b>	<b>1,751.62</b>	<b>-10,498</b>	<b>20,600.00</b>	<b>1,909.94</b>	<b>18,690</b>	<b>8,192</b>

**Cost Centre Sports Pavilion**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
340 Gas & Electricity				600.00		600	600
341 Water Rates				450.00		450	450
342 Maintenance & Cleaning Cont				1,250.00	870.00	380	380
343 Rates							
344 Building Insurance				2,040.00	1,928.76	111	111
345 Miscellaneous Expenditure				10,000.00		10,000	10,000
346 Long Term Financial Risks							
350 Rent Income	16,098.00	2,790.72	-13,307				-13,307
<b>SUB TOTAL</b>	<b>16,098.00</b>	<b>2,790.72</b>	<b>-13,307</b>	<b>14,340.00</b>	<b>2,798.76</b>	<b>11,541</b>	<b>-1,766</b>

**Cost Centre Town Council Offices Community**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
360 Wages				9,225.00	1,781.65	7,443	7,443
361 Repairs & Maintenance				425.00	169.92	255	255
362 Furniture, Fixtures & Fittings				75.00		75	75
363 Cleaning Materials				250.00		250	250
364 Miscellaneous Expenditure				75.00		75	75
365 Long Term Financial Risks				7,800.00		7,800	7,800
370 Hire Income	28,750.00	5,364.12	-23,386				-23,386
<b>SUB TOTAL</b>	<b>28,750.00</b>	<b>5,364.12</b>	<b>-23,386</b>	<b>17,850.00</b>	<b>1,951.57</b>	<b>15,898</b>	<b>-7,487</b>

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

**Cost Centre Old Fire Station Cafe**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
380 Wages				17,500.00	3,179.80	14,320	14,320
381 Food/Supplies				4,000.00	341.28	3,659	3,659
382 Furniture, Fixtures & Equipme				750.00	130.00	620	620
383 Advertising				100.00		100	100
384 Rates				1,580.00	442.00	1,138	1,138
385 Electricity & Water				1,925.00	407.37	1,518	1,518
386 Cleaning Materials				110.00	58.92	51	51
387 DBC Maintenance Service Ch				2,500.00	1,060.67	1,439	1,439
388 Telephone / Internet				1,075.00	98.97	976	976
389 Maintenance				500.00		500	500
390 Miscellaneous Expenditure (in				1,150.00	640.81	509	509
391 Long Term Financial Risks				2,950.00		2,950	2,950
392 Rent DBC							
393 Long Term Maintenance				500.00		500	500
395 Cafe Income	6,250.00	1,086.31	-5,164				-5,164
<b>SUB TOTAL</b>	<b>6,250.00</b>	<b>1,086.31</b>	<b>-5,164</b>	<b>34,640.00</b>	<b>6,359.82</b>	<b>28,280</b>	<b>23,116</b>

**Cost Centre Bus Shelters**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
400 Mainenance				2,500.00		2,500	2,500
401 Long Term Financial Risks							
405 Miscellaneous Income							
<b>SUB TOTAL</b>				<b>2,500.00</b>		<b>2,500</b>	<b>2,500</b>

<b>NET TOTAL</b>	<b>641,063.00</b>	<b>297,425.98</b>	<b>-343,637</b>	<b>695,023.00</b>	<b>105,811.75</b>	<b>589,211</b>	<b>245,574</b>
<b>V.A.T.</b>		<b>7,812.10</b>			<b>5,992.87</b>		
<b>GROSS TOTAL</b>		<b>305,238.08</b>			<b>111,804.62</b>		

	2014/15 PROBABLE	2014/15 ACTUAL	VARIATION
<b>Cost Centre 1 Public Lighting</b>			
<b>Code Description</b>			
10 Supply & Maintenance	2300	2153	147
11 All Nighting Lighting	0	0	0
12 Christmas Lighting	2600	1778	822
13 Repairs	500	257	243
14 Long Term Financial Risks	1450	1450	0
<b>Total Expenditure</b>	<b>6850</b>	<b>5638</b>	<b>1212</b>
18 Miscellaneous Income	1	1	0
<b>Total Income</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Total to Public Lighting Summary</b>	<b>6849</b>	<b>5637</b>	<b>1212</b>
<b>Cost Centre 2 Grove Car Park</b>			
<b>Code Description</b>			
20 Rates	3345	3344	1
21 Repairs & Maintenance	50	0	50
22 Long Term Financial Risks	6340	6340	0
23 Long Term Maintenance	200	200	0
<b>Total Expenditure</b>	<b>9935</b>	<b>9884</b>	<b>51</b>
<b>Total to Car Parks Summary</b>	<b>9935</b>	<b>9884</b>	<b>51</b>
<b>Cost Centre 3 Craylands Lane Car Park</b>			
<b>Code Description</b>			
30 Rates	0	0	0
31 Repairs & Maintenance	0	0	0
32 Long Term Financial Risks	0	0	0
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total to Car Parks Summary</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cost Centre 22 Potential Car Park - Stanhope Road</b>			
<b>Code Description</b>			
Rates	0	0	0
Repairs & Maintenance	0	0	0
Long Term Financial Risks	0	0	0
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total to Car Parks Summary</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cost Centre 4 Parks Establishment</b>			
<b>Code Description</b>			
40 Wages	93000	87431	5569
41 Equipment/Materials	35255	35569	-314
42 New Grounds Maintenance Equipment	0	0	0
43 Fuel	3550	2899	651
44 Fencing	1000	50	950
45 Telephone	450	482	-32
46 Vehicles	8500	8222	278
47 Water Rates	500	123	377
48 Gas / Electricity	2000	1501	499
49 Playground Equipment & Maintenance	4000	2779	1221
50 Training	250	0	250
51 Knockhall Changing Rooms	300	130	170
52 Parks Works Area	800	475	325
53 Vandalism	500	160	340
54 Trees	3500	3566	-66
55 Basketball Court or other recreational faci	0	0	0
56 Unexpected/Emergency Works	1000	500	500
57 Long Term Financial Risks	9725	9725	0
58 Basketball Court	0	0	0
59 Long Term Maintenance	0	0	0
<b>Total Expenditure</b>	<b>164330</b>	<b>153612</b>	<b>10718</b>
51 Reserve Fund	0	0	0
50 Miscellaneous Income	1000	1000	0
<b>Total Income</b>	<b>1000</b>	<b>1000</b>	<b>0</b>
<b>Total to Parks Summary</b>	<b>163330</b>	<b>152612</b>	<b>10718</b>

	2014/15 PROBABLE	2014/15 ACTUAL	VARIATION
<b>Cost Centre 5 Swanscombe Park</b>			
<b>Code Description</b>			
70 Bowls Pavilion Maintenance	0	133	-133
71 Long Term Financial Risks	3680	3680	0
72 Long Term Maintenance	650	650	0
<b>Total Expenditure</b>	<b>4330</b>	<b>4463</b>	<b>-133</b>
75 Bowls	2980	2984	-4
76 Tennis	0	0	0
77 Five-a-Side	0	0	0
78 Hire Charges	0	0	0
<b>Total Income</b>	<b>2980</b>	<b>2984</b>	<b>-4</b>
<b>Total to Parks Summary</b>	<b>1350</b>	<b>1479</b>	<b>-129</b>
<b>Cost Centre 6 Knockhall Playing Field</b>			
<b>Code Description</b>			
80 Rates	127	127	0
81 Long Term Financial Risks	6050	6050	0
<b>Total Expenditure</b>	<b>6177</b>	<b>6177</b>	<b>0</b>
85 Football	2825	2825	0
<b>Total Income</b>	<b>2825</b>	<b>2825</b>	<b>0</b>
<b>Total to Parks Summary</b>	<b>3352</b>	<b>3352</b>	<b>0</b>
<b>Cost Centre 7 Broomfield Sports Ground</b>			
<b>Code Description</b>			
90 Long Term Financial Risks	7160	7160	0
91 Long Term Maintenance	500	500	0
<b>Total Expenditure</b>	<b>7160</b>	<b>7160</b>	<b>0</b>
95 Cricket	1800	1800	0
96 Football	6440	6520	-80
97 Miscellaneous Income	0	0	0
<b>Total Income</b>	<b>8240</b>	<b>8320</b>	<b>-80</b>
<b>Total to Parks Summary</b>	<b>-1080</b>	<b>-1160</b>	<b>80</b>
<b>Cost Centre 8 Churchyard - SP &amp; SP</b>			
<b>Code Description</b>			
110 Maintenance	250	0	250
111 Long Term Financial Risks **	0	0	0
<b>Total Expenditure</b>	<b>250</b>	<b>0</b>	<b>250</b>
** included in Parks Establishment			
<b>Total to Parks Summary</b>	<b>250</b>	<b>0</b>	<b>250</b>
<b>Cost Centre 9 Other Projects</b>			
<b>Code Description</b>			
121 General Projects (inc Sum Etment)	1645	1645	0
124 Long Term Financial Risks **	0	0	0
<b>Total Expenditure</b>	<b>1645</b>	<b>1645</b>	<b>0</b>
128 Miscellaneous Income	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>
** included in Parks Establishment			
<b>Total to Parks Summary</b>	<b>1645</b>	<b>1645</b>	<b>0</b>
<b>Cost Centre 10 Bus Shelters</b>			
<b>Code Description</b>			
130 Maintenance	0	0	0
131 Long Term Financial Risks **	0	0	0
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>
135 Miscellaneous Income	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>
** included in Parks Establishment			
<b>Total to Parks Summary</b>	<b>0</b>	<b>0</b>	<b>0</b>



2014/15 PROBABLE      2014/15 ACTUAL      VARIATION

**Cost Centre 19 Heritage Park**

**Code Description**

100 Maintenance / Rent	100	38	63
101 Water Supply	0	0	0
102 Fencing	0	0	0
103 Changing Rooms	0	0	0
104 Long Term Financial Risks **	0	0	0
<b>Total Expenditure</b>	<b>100</b>	<b>38</b>	<b>63</b>

\*\* included in Parks Establishment

**Total to Parks Summary**

<b>100</b>	<b>38</b>	<b>63</b>
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**Cost Centre 10 Leisure Centre**

**Code Description**

140 Wages	0	0	0
141 Wages - Cleaners	0	0	0
142 Administration	0	0	0
143 Advertising	0	0	0
144 Maintenance	0	0	0
145 Cleaning Equip - etc	0	0	0
146 Rates & Ins Rent - DBC	23163	23137	26
147 Water, Gas & Electric	0	0	0
148 Insurance	0	0	0
149 Telephone	0	0	0
150 Miscellaneous	0	0	0
151 Equipment	0	0	0
152 Coaching - Staff Training	0	0	0
153 Lease - Fitness Room Equipment	0	0	0
154 Capital Project	0	0	0
155 GCLL Management Fee	61300	61300	0
<b>Total Expenditure</b>	<b>84463</b>	<b>84437</b>	<b>26</b>

165 General Income	0	0	0
166 Sports Hall	0	0	0
167 Fitness Suite	0	0	0
168 Mebership	0	0	0
169 Parish Initiative	0	0	0
170 Function Deposits	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Total To Leisure Centre Summary**

<b>84463</b>	<b>84437</b>	<b>26</b>
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**Cost Centre 11 Thames Bar**

**Code Description**

180 Wages - Cleaners	0	0	0
181 Supplies	0	0	0
182 Food	0	0	0
183 Leased Equipment	0	0	0
184 Miscellaneous	0	0	0
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>

190 Bar Sales	0	0	0
191 Food Sales	0	0	0
192 Miscellaneous	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Total to Thames Bar Summary**

<b>0</b>	<b>0</b>	<b>0</b>
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**Cost Centre 12 Squash Courts**

**Code Description**

200 Maintenance	0	0	0
201 Long Term Financial Risks			0
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>

205 Squash Income	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Total to Squash Courts Summary**

<b>0</b>	<b>0</b>	<b>0</b>
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2014/15      2014/15      VARIATION  
PROBABLE      ACTUAL

**Cost Centre 16 Grove Hall**

**Code Description**

300 Wages	0	0	0
301 Repairs & Maintenance	50	5	45
302 Gas & Electricity	200	186	14
303 Clean Materials	0	0	0
304 Furniture & Fittings	0	0	0
305 Rates (NNDR)	0	0	0
306 Water Rates	0	0	0
307 Misc Expenditure	0	0	0
308 Long Term Financial Risks	0	0	0
<b>Total Expenditure</b>	<b>250</b>	<b>191</b>	<b>59</b>

315 Hire Income	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Total To Community Halls Summary**      **250**      **191**      **59**

**Cost Centre 17 Heritage Community Hall**

**Code Description**

320 Wages	5550	5436	114
321 Repairs & Maintenance	8000	7874	126
322 Gas & Electricity	1700	1652	48
323 Clean Materials	250	165	85
324 Furniture & Fittings	2500	2465	35
325 Rates (NNDR)	2095	2096	-1
326 Water Rates	375	395	-20
327 Misc Expenditure	800	931	-131
328 Long Term Financial Risks	1975	1975	0
329 Long Term Maintenance	2350	2350	0
<b>Total Expenditure</b>	<b>25595</b>	<b>25338</b>	<b>257</b>

335 Hire Income	12000	13642	-1642
<b>Total Income</b>	<b>12000</b>	<b>13642</b>	<b>-1642</b>

**Total To Community Halls Summary**      **13595**      **11696**      **1899**

**Cost Centre 18 Sports Pavilion**

**Code Description**

340 Gas & Electricity	550	885	-335
341 Water	425	0	425
342 Maintenance & Cleaning	1200	1150	50
343 Rates	0	0	0
344 Insurance	1857	1857	0
344 Miscellaneous Expenditure	6000	5850	150
346 Long Term Financial Risks **	0	0	0
<b>Total Expenditure</b>	<b>10032</b>	<b>9741</b>	<b>291</b>

\*\* Covered in administration

350 Rent	16416	16416	0
<b>Total Income</b>	<b>16416</b>	<b>16416</b>	<b>0</b>

**Total To Community Halls Summary**      **-6384**      **-6675**      **291**

**Cost Centre 20 Town Council Offices Community Hall**

**Code Description**

360 Wages (Caretaker)	9000	9088	-88
361 Repairs & Maintenance	400	282	118
362 Furniture, Fixtures & Fittings	50	0	50
363 Cleaning Materials	200	218	-18
364 Miscellaneous	50	119	-69
365 Long Term Financial Risks	19050	19050	0
366 Long Term Maintenance	0	0	0
<b>Total Expenditure</b>	<b>28750</b>	<b>28757</b>	<b>-7</b>

370 Hire Income	28000	30448	-2448
<b>Total Income</b>	<b>28000</b>	<b>30448</b>	<b>-2448</b>

**Total To Community Halls Summary**      **750**      **-1691**      **2441**

**Sara Stapleton:**  
An outstanding bill was owing when the Town Council had responsibility for the building

	2014/15 PROBABLE	2014/15 ACTUAL	VARIATION
<b>Cost Centre 21 Old Fire Station Café</b>			
<b>Code Description</b>			
380 Wages (Caretaker)	16500	16623	-123
381 Food/Supplies	3750	3756	-6
382 F, F & Equipment (including leased equip)	650	762	-112
383 Advertising	0	0	0
384 Rates	1437	1437	0
385 Electricity & Water	1900	783	1117
386 Cleaning Materials	100	67	33
387 DBC Service Charge	1500	1268	232
388 Telephone / Internet	1050	976	74
389 Maintenance	250	150	100
390 Miscellaneous	1025	2339	-1314
391 Rent DBC	0	0	0
392 Long Term Financial Risks	2950	2950	0
393 Long Term Maintenance	500	500	0
<b>Total Expenditure</b>	<b>31612</b>	<b>31610</b>	<b>2</b>
395 Café Income	6000	6730	-730
<b>Total Income</b>	<b>6000</b>	<b>6730</b>	<b>-730</b>
<b>Total To Community Café Summary</b>	<b>25612</b>	<b>24880</b>	<b>732</b>
<b>SUMMARY</b>			
Street Lighting	6849	5637	1212
Car Parks	9935	9884	51
Parks	168947	157966	10981
Leisure Centre	84463	84437	26
Thames Bar	0	0	0
Squash Courts	0	0	0
Allotments	980	1187	-207
Administration	231055	223664	7391
Community Halls	17606	11901	5705
Community Café	25612	24880	732
	<b>545447</b>	<b>519556</b>	<b>25891</b>
Deduct Interest on Bank Accounts	150	1145	-995
<b>Total Expenditure</b>	<b>545297</b>	<b>518411</b>	<b>26886</b>

**Playground Reserve Account - Earmarked Funds**

£5,000 Trustee's Bond - Sports Pavilion
£2,500 Legal Fees for outsourcing
£40,964 FRA Reserves 2011/12
£54,065 FRA Reserves 2012/13
£94,943 FRA Reserves 2013/14
£14,020 Long Term Maintenance Reserve 2013/14
£74,823 FRA Reserve 2014/15
£6,423 Long Term Maintenance Reserve 2014/15
£1,250 Trustee's Bond - Sports Pavilion (second £5000 paid in monthly instalments)
£1,000 Trustee's Bond - Bowls Pavilion
<b>£294,988</b>

I am pleased to report to Members of the Town Council that I have completed my internal audit of the Town Council's records for 2014 – 2015 and have been able to complete Section 4 of the 2014 - 2015 Annual Return.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping continues to be of a very high standard and the Town Council's approach to the management of risks to be sound. As a result of my audit and my discussion with your Responsible Financial Officer I was able to answer 'YES' to all the relevant questions contained in Section 4 of the Annual Return for 2014 - 2015.

I would like to take this opportunity to thank your Responsible Financial Officer and Clerk for the assistance given to me in the conduct of the audit that took place on 14 May 2015.

**PREVIOUS AUDITS:**

**External Audit Certificate 2013 - 2014:**

The External Audit Certificate for 2013 - 2014 (Section 3 of the 2013 - 2014 Annual Return) was unqualified and dated 19 August 2014.

The External Auditor raised one minor matter on the audit certificate relating to Box 11 of Section 1 of the Annual Return which had not been completed. Box 11 has been completed correctly on the 2014 - 2015 Annual Return.

**Internal Audit 2013 - 2014:**

There are no matters outstanding from my 2013 - 2014 audit.

**FINDINGS THIS VISIT:**

During the visit I carried out sufficient work to enable me to complete Section 4 of the Annual return which included reading the minutes, checking the accounting records including the cashbook, payroll, VAT records, bank statements and bank reconciliations with the cashbook.

I found all the records to be accurate and up to date.

**Standing Orders and Financial Regulations:**

The Town Council's *Standing Orders and Financial Regulations* were reviewed at the meeting held on 21 May 2014 (Minute No. 17/14-15)

**Precept:**

The Precept for 2015 - 2016 was approved by the Council at its meeting held on 15 January 2015 (Minute No. 366/14-15)

**Risk Management:**

**Insurances:**

The level of cover in respect of Employee Dishonesty is currently £500,000 and meets the recommended minimum level of cover.

# SWANSCOMBE and GREENHITHE TOWN COUNCIL INTERNAL AUDIT REPORT 2014 - 2015

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**Risk Assessments:**

The Town Council's risk assessments were reviewed at the meeting held on 21st May 2014 (Minute No. 19/14-15)

**Value Added Tax:**

The VAT records were up to date and the VAT returns were all made on time. The VAT control account reconciled to the claims made.

**Bank Reconciliations:**

Bank reconciliations are carried out regularly for all the bank accounts held by the Town Council. All were accurate and there were no unexplained entries.

**Payments:**

I sampled the payments made during the year. All vouchers inspected were correctly authorised and the accounting records accurate.

**Asset Register:**

The Asset Register is up to date.

**Payroll:**

The HMRC requirements for Real Time Information have been met and regular payments made to them in respect of PAYE and NI. The end of year submissions have been made to HMRC and P60s issued to all employees.



Kevin Funnell, F.M.A.A.T.  
Independent Internal Auditor  
14 May 2015

Kevin Funnell F.M.A.A.T.

10 Nutberry Close  
Teynham  
Sittingbourne  
Kent ME9 9SP

With compliments

*Congratulation on maintaining 'very high standard'  
in my report. Well Done.*

*Ken*

15 MAY 2015



*Revised April 2015*

## **SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972**

### **Introduction**

1. Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. It is however, limited in a number of ways. All community councils in Wales have the Power of Well-Being (see paragraph 21 below) but expenditure incurred in the exercise of that power is subject to the financial limit in section 137 (see paragraph 14 below). Although not possible with s.137, expenditure incurred by a community council exercising the power of well-being can be used to benefit an individual. Also section 137 cannot be used by a parish council in England that is eligible to exercise the General Power of Competence except to donate money to certain charities and appeals (Section 137(3)).

### **Scope and nature of the section**

2. The basic power is for a local council to spend money (subject to the statutory limit – see paragraph 14 below) on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants.
3. Where the council has an unrestricted specific statutory power to spend money, section 137 cannot be used. An example of such a power is section 19 of the Local Government (Miscellaneous Provisions) Act 1976 Act, which empowers a local council to contribute by way of grant or loan towards the expenses incurred or to be incurred by any voluntary organisation in providing recreational facilities.
4. Other important examples of unrestricted powers to spend money which are the power of well-being and the power of general competence. The power of well-being set out in section 2 of the Local Government Act 2000 is only available to local councils in Wales. The power of general competence is only available to certain parish councils in

England. The relationship between these two powers and section 137 is an important one and is explained further below.

5. Where a council has a statutory power restricted by a limitation or condition, section 137 cannot be used to get around the limitation or condition. An example of a limitation is contained in section 127(2) of the Local Government Act 1972 Act in respect of a disposal of an interest in land for less than best consideration.
6. Where there is a statutory prohibition on a council carrying out a particular function, section 137 cannot be used to avoid the prohibition. An example is section 2(1) of the Local Government Act 1986, which prohibits a local authority from publishing or arranging for the publication of material which, in whole or in part, appears to be designed to effect support for a political party. See also section 137(1A) which reinforces the prohibition on using section 137 to avoid a limitation or condition on some other power or for a function that they are prohibited from exercising.
7. Provided that there is no alternative power whether limited or conditional or not, and no statutory prohibition, a council may incur expenditure under section 137. The council must first be satisfied that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants. The council is the body to determine whether or not such benefit will accrue, and a decision by the council could only be challenged on the ground that it was wholly unreasonable. The use of "some" in relation to the inhabitants means that the council cannot use the power to benefit a single individual. It may be possible for the council to help an organisation to which the individual belongs, thus releasing funds for the organisation to help individuals. For example, a council could make a donation to a local organisation which provides grants to needy persons.
8. The council must secondly ensure that the direct benefit accruing to its area or residents is commensurate with the expenditure incurred. This means that a council should not spend a disproportionately large amount on something which has no or very little direct benefit. For example, spending the whole of the council's allowance under section 137 which amounted to £10,000 for the benefit of two people is unlikely to confer benefits commensurate to the expenditure incurred.
9. Expenditure incurred by a council under section 137 is open to challenge by the auditor, or by a local government elector objector at audit (pursuant to section 16 Audit Commission Act 1998), on the basis that the expenditure is larger than the direct benefit to the area or to residents would justify. Councils must therefore exercise care when

considering the amounts of proposed expenditure under section 137 and, if in doubt, should seek advice before going ahead.

10. Section 137 expenditure can only be incurred on publicity by way of assistance to a public body or voluntary body when it is incidental to the main purpose for which the council is giving financial assistance (section 137(2C)). Expenditure by a council on publishing information regarding the services it provides is also subject to the statutory limit (section 142 of the Local Government Act 1972).
11. Under section 137(3) contributions may be made to charities and bodies providing a public service on a non-profit making basis, but only in furtherance of their work in the United Kingdom. It is unlawful for a council to contribute to a charity or a public service body operating overseas, or to a fund established to help persons outside the UK. Contributions to UK charities and bodies providing a public service do not have to bring any direct benefit to the council's area or to its inhabitants.
12. Section 137(3) may also be used to contribute to public appeals for funds in connection with particular events affecting UK residents only where the appeal is made by the Lord Mayor of London or the Chairman of a principal council or by a similar person in Scotland or by a committee of which such a person is a member.

### **Limit of expenditure**

13. The maximum amount which a council may spend under section 137 in any one fiscal year (i.e. 1 April to the following 31 March) is an index-linked amount per head of the "relevant population", calculated as set out below.
14. The relevant Government department (DCLG) usually notifies NALC of the agreed value for parish councils according to the indexation formula in the January preceding the relevant financial year. The Welsh Assembly Government (the Social Justice and Local Government Department) notifies community councils direct of the agreed value. The value for local councils in both countries for the financial year 2015/ 2016 is £7.36.
15. The relevant population is the number of persons on the electoral roll for the town, parish or community as at 1 April. The electoral register is published and updated regularly. The electoral registration officer will be able to give details of numbers.

16. In calculating the expenditure incurred under this section, a council is entitled to deduct from its gross expenditure any grant payable by a Minister of the Crown (defined as “the holder of an office in Her Majesty's Government in the United Kingdom, and includes the Treasury, the Board of Trade and the Defence Council”), or out of the European Regional Development Fund or the European Social Fund. In addition, any amount that has been funded by public subscription and any loan repayments can also be ignored.

#### **Authorisation of expenditure and accounts**

17. As Councillors are collectively expressing an opinion as to the commensurate local benefit, the expenditure under section 137 must be properly authorised by resolution.
18. Section 137(7) requires a separate account to be kept of expenditure under the section. For many councils all that is necessary is to have a separate column in the cash book. Steps need to be taken with computerised book-keeping to see that a total of the money spent to date under this section is available on request. Rights of inspection under section 14 of the Audit Commission Act 1998 (England) or section 29 of the Public Audit (Wales) Act 2004 (Wales) apply to the separate account.

#### **Contributions to voluntary bodies, charities etc.**

19. Where a council provides financial assistance equal to or exceeding the “relevant minimum” to a body providing a public service, a charity or funds where the appeal is made by the Lord Mayor of London or the Chairman of a principal council within section 137(3), must require the body or charity recipient to furnish a written statement of how the money has been spent, within 12 months after the assistance has been given (section 137A). The “relevant minimum” is £2,000 but a council should normally require some account from the recipient body of how the contribution is to be (and in the case of successive contributions has been) spent, whatever the amount. It is usually prudent to require sight of a financial statement or account before a grant is given. In many cases the Grant is given in a form that will have to be treated as “Restricted Funds” by the receiving charity.

#### **Section 137 and the impact of the Power of Well-being – Wales only**

20. The power of well-being gives all community councils the power to do anything they consider is likely to achieve any one or more of the following objects–

- (a) the promotion or improvement of the economic well-being of their area,
- (b) the promotion or improvement of the social well-being of their area, and
- (c) the promotion or improvement of the environmental well-being of their area.

The power may be used in relation to or for the benefit of (i) the whole or any part of a community council's area or (ii) all or any persons resident or present in its area. Activity undertaken and or expenditure incurred by a community council under the power of well-being must fulfil one or more of the above objects. Section 2(5) of the Local Government Act 2000 also enables a community council to use the power of well-being to do anything in relation to, or for the benefit of, any person or area situated outside its area if it considers that it is likely to achieve any one or more of the above objects. The use of the phrase "all or any persons resident or present" in the council's area and "any person" outside the council's area means activity undertaken and or expenditure incurred by a community council under the power of well-being may benefit a single individual. As stated above, expenditure incurred under section 137 cannot be used to directly benefit a single individual.

- 21. The power of well-being cannot be used to circumvent any existing limitation on the power of community councils. It is therefore the view of the Welsh Government that expenditure under the power of well-being is subject to the same limit as for section 137.
- 22. The Welsh Government published guidance on the use of the power of well-being at Easter 2013. The guidance can be found:  
In English at:  
<http://wales.gov.uk/topics/localgovernment/publications/statutory-guidance-ese-la-act-2000/?lang=en>  
In Welsh at:  
<http://wales.gov.uk/topics/localgovernment/publications/statutory-guidance-ese-la-act-2000/?skip=1&lang=cy>

### **Section 137 and the impact of the General Power of Competence – England only**

- 23. The prescribed criteria which a parish council is required to fulfil in order to become an *eligible* parish council is set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012/965 which came into force on 28 March 2012. It confirms that a parish council is eligible to use the general power of competence if it has passed a resolution at a meeting of full council which confirms:-



- it has a qualified clerk;
  - a minimum of two-thirds of vacancies were filled at the last ordinary elections; and
  - it has resolved at a meeting of the council and each subsequent relevant annual meeting that it meets these conditions.
24. Unlike expenditure incurred by a council under section 137, the general power of competence imposes no statutory maximum limit to the level of expenditure which may be incurred by an *eligible* parish council. Paragraph 7 of Schedule 5 to Local Government and Public Involvement in Health Act 2007 means that an eligible parish council cannot incur expenditure under section 137 except under section 137(3) to contribute to the funds of charities in furtherance of their work in the United Kingdom, not for profit bodies operating in the UK and mayoral appeals as detailed in paragraphs 11 and 12 above.
25. Parish councils which are not *eligible* parish councils for the purposes of the general power of competence retain the power to incur expenditure under section 137.

### Other relevant legislation

Expenditure incurred under section 20 of the Climate Change and Sustainable Energy Act 2006 is also subject to the statutory limit permitted by s.137. Section 20 states:

- (1) A parish council or community council may encourage or promote any of the following—
- (a) microgeneration within their area;
  - (b) the use within their area of electricity generated, or heat produced, by microgeneration;
  - (c) efficiency in the use, by persons in their area, of electricity, heat, gas, fuel and other descriptions or sources of energy;
  - (d) reductions in the amounts of such energy, or sources of energy, used by persons in their area;
  - (e) production in their area of—
    - (i) biomass, or
    - (ii) any fuel derived from biomass;
  - (f) use in their area of, or of electricity generated, or heat produced, from biomass or any such fuel.



- (2) The power conferred by subsection (1) includes, in particular, power–
  - (a) on application, to provide information about goods or services available within their area (whether offered or provided by public authorities or by any other persons), or
  - (b) to provide advice or assistance,for the purpose of encouraging or facilitating any of the matters mentioned in that subsection.
- (3) Assistance provided under subsection (1) may, if the council giving the assistance think appropriate–
  - (a) be made subject to conditions, or
  - (b) otherwise be provided on such terms as the council think appropriate.
- (4) For the purposes of subsections (4) to (7B) of section 137 of the Local Government Act 1972 (c. 70) (power of local authorities to incur expenditure for certain purposes not otherwise authorised)–
  - (a) any expenditure incurred by a parish council or community council under this section is to be treated as having been incurred under that section, and
  - (b) any purpose for which expenditure may be incurred under this section is to be treated as a purpose for which such a council are authorised by that section to incur expenditure.
- (5) Subsection (4) applies to expenditure incurred by a parish council or community council under section 142 of the Local Government Act 1972 on information as to the services provided by them under this section, or otherwise relating to their functions under this section, as it applies to expenditure incurred under this section.

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