

Swanscombe and Greenhithe Town Council TRANSFERS - FEBRUARY 2025

Date	Desc	From	To	Amount
12/02/2025	Bank to Bank Transfer	Active Saver 2	Current Account	20,000.00
17/02/2025	Bank to Bank Transfer	Active Saver 1	Current Account	1,000.00
18/02/2025	Bank to Bank Transfer	Active Saver 2	Current Account	40,000.00
18/02/2025	Bank to Bank Transfer	Active Saver 2	Current Account	25,000.00
			Total.....	86,000.00

Swanscombe and Greenhithe Town Council
TRANSFERS - MARCH 2025

Date	Desc	From	To	Amount
13/03/2025	Bank to Bank Transfer	Active Saver 1	Current Account	16,000.00
14/03/2025	Bank to Bank Transfer	Active Saver 2	Current Account	66,000.00
			Total.....	82,000.00

Swanscombe and Greenhithe the Town Council
TRANSFERS - APRIL 2025

Date	Desc	From	To	Amount
15/04/2025	Bank to Bank Transfer	Active Saver 1	Current Account	7,000.00
			Total.....	7,000.00

Swanscombe and Greenhithe Town Council
TRANSFERS - MAY 2025

Date	Desc	From	To	Amount
01/05/2025	Bank to Bank Transfer	Active Saver 1	Current Account	10,000.00
09/05/2025	Bank to Bank Transfer	Active Saver 1	Current Account	20,000.00
12/05/2025	Bank to Bank Transfer	Active Saver 1	Current Account	29,000.00
13/05/2025	Bank to Bank Transfer	Active Saver 1	Current Account	10,000.00
			Total.....	69,000.00

Swancombe and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-02-2025 and 28-02-2025)

Cost Centre Parks Establishment									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
456	05/02/2025	2024-2025/688		Active Saver 1		Contribution towards toilet repair	Swanscombe Tigers	Z	30.00
						Subtotal for Code:	Knockhall Changing Rooms		£30.00
						Subtotal for Cost Centre:	Parks Establishment		30.00
Cost Centre Allotments									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
412	05/02/2025	2024-2025/688		Active Saver 1		Contribution to Pathway	Swanscombe & Greenhithe Allotment	Z	2,000.00
						Subtotal for Code:	Repairs / Maintenance		£2,000.00
						Subtotal for Cost Centre:	Allotments		2,000.00
Cost Centre Administration									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
454	13/02/2025			Current Account		Pension Adjustment	Intelligent Money	Z	110.64
						Subtotal for Code:	Wages		£110.64
Cost Centre Miscellaneous Income									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
458	25/02/2025			Active Saver 1		Parish Council Support Scheme	KALC	Z	1,000.00
						Subtotal for Code:	Miscellaneous Income		£1,000.00
						Subtotal for Cost Centre:	Administration		1,110.64
Cost Centre Church Road Hall									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
411	04/02/2025	2024-2025/674		Current Account		Hall Hire	Cake and Computer Club	Z	114.00
414	06/02/2025	2024-2025/662		Active Saver 1		Hall Hire	Dragon Spirit Karate	Z	28.00
420	14/02/2025	2024-2025/678		Active Saver 1		Hall Hire	2nd Swanscombe Brownies	Z	85.50
421	21/02/2025	2024-2025/676		Current Account		Hall Hire	1st Swanscombe Rainbows	Z	71.25
						Subtotal for Code:	Hire Income		£298.75
						Subtotal for Cost Centre:	Church Road Hall		298.75
Cost Centre Heritage Community Hall									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
457	07/02/2025	2024-2025/681		Active Saver 1		Hall Hire	Walk Tall	Z	1,149.50
						Subtotal for Code:	Hire Income		£1,149.50

Cost Centre		Town Council Offices Community Hall										Subtotal for Cost Centre:		Heritage Community Hall		1,149.50		1,149.50	
Code Number		361 Repairs & Maintenance																	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total								
417	14/02/2025	2024-2025/67£		Active Saver 1		Hall Hire	Cygnets	Z	19.00		19.00								
							Subtotal for Code:	Repairs & Maintenance	£19.00		£19.00								
Code Number		370 Hire Income																	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total								
417	14/02/2025	2024-2025/67£		Active Saver 1		Hall Hire	Cygnets	Z	2,720.00		2,720.00								
418	14/02/2025	2024-2025/682		Active Saver 1		Hall Hire	Dartford Borough Council - Why Weig	Z	161.00		161.00								
419	14/02/2025	2024-2025/677		Active Saver 1		Hall Hire	North Kent Karate	Z	483.00		483.00								
422	21/02/2025	2024-2025/69C		Active Saver 1		Hall Hire	DBC	Z	72.00		72.00								
423	21/02/2025	2024-2025/68C		Active Saver 1		Hall Hire	Roslie's Groovy Movers	Z	293.25		293.25								
424	21/02/2025	2024-2025/666		Active Saver 1		Hall Hire	Roslie's Groovy Movers	Z	304.75		304.75								
							Subtotal for Code:	Hire Income	£4,034.00		£4,034.00								
							Subtotal for Cost Centre:	Town Council Offices Communi	4,053.00		4,053.00								

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Swale, Sombe and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-02-2025 and 28-02-2025)

6 March 2025 (2024-2025)

477	27/02/2025	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	28.00	28.00	28.00
				Subtotal for Code: Cafe Income		£1,839.44	£207.46	£2,046.90
				Subtotal for Cost Centre: Old Fire Station Cafe		1,839.44	207.46	2,046.90
				TOTALS		£10,481.33	£207.46	£10,688.79

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Swale Combe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-02-2025 and 28-02-2025)

6 March 2025 (2024-2025)

Cost Centre Parks Establishment									
Code Number		40 Wages							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
1087	05/02/2025	354		Current Account		parks security	Night & Day Security	Z	1,693.57
1088	05/02/2025	353		Current Account		parks sites	Night & Day Security	Z	1,515.49
1103	12/02/2025			Current Account		Pension E'ee	KCC - LGPS	Z	158.36
1104	12/02/2025			Current Account		Pension E'er	KCC - LGPS	Z	540.85
1111	12/02/2025			Current Account		Pension E'ee	Digital Wealth	Z	209.11
1112	12/02/2025			Current Account		Pension E'er	Digital Wealth	Z	125.46
1113	12/02/2025			Current Account		PAYE	HMRC	Z	770.60
1114	12/02/2025			Current Account		NI	HMRC	Z	1,091.61
1122	12/02/2025			Current Account		Wages	SGTC	Z	7,088.25
1161	28/02/2025			Current Account		Park Keeper Contract - Site Checks	Night & Day Security	Z	1,515.49
1162	28/02/2025			Current Account		Park Keeper Contract - Day Cover	Night & Day Security	Z	1,693.57
						Subtotal for Code:	Wages		£16,402.36
41 Equipment/Materials									
Code Number		Invoice No							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
1075	03/02/2025	TTABEY		Current Account		Parks Equipment - Black Bags	Amazon UK	S	129.15
1081	04/02/2025	927836		Current Account		Parks Repairs - Machine Chain	Ernest Doe & Sons Ltd	S	44.26
1082	04/02/2025	2001831053		Current Account		Paint	Trade UK	S	16.66
1083	04/02/2025	927048		Current Account		Parts for Mowers	Ernest Doe & Sons Ltd	S	82.57
1084	04/02/2025	927859		Current Account		Parts for Mowers	Ernest Doe & Sons Ltd	S	20.94
1091	06/02/2025	28786		Current Account		Parks - General repairs	Discount Builders Merchants	S	148.17
1098	12/02/2025	2001914925		Current Account		Parks Materials	Trade UK	S	31.12
1099	12/02/2025	2001914924		Current Account		Parks Materials	Trade UK	S	64.14
1130	14/02/2025	728079		Current Account		Skip Hire	Pinden Ltd	S	280.00
1134	17/02/2025	55741		Current Account		Cleaning Materials	KCC - KCS	S	22.89
1146	21/02/2025	57		Current Account		Nesting Box	Dunton Green Shed Project	Z	68.00
1149	21/02/2025	INV 28985 /CI		Current Account		Parks Materials	Discount Builders Merchants	S	41.94
1149	21/02/2025	INV 28985 /CI		Current Account		Parks Materials	Discount Builders Merchants	S	-19.98
1154	26/02/2025	239854		Current Account		parks - Landscape Materials/Equipment	Bourne Amenity	X	583.00
1155	25/02/2025	2000344547		Current Account		Parks Materials	Trade UK	S	96.69
1157	26/02/2025	2002348823		Current Account		Parks Equipment - Painting Supplies	Trade UK	S	66.62
						Subtotal for Code:	Equipment/Materials		£1,676.17
									£241.46
									£1,917.63
42 New Grounds Maintenance Equipment									
Code Number		Invoice No							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
1095	07/02/2025	LS212756		Current Account		Gang Mowing	KCC Landscape Services	S	1,568.80
						Subtotal for Code:	New Grounds Maintenance Eq		£1,568.80
									£313.76
									£1,882.56

Swanscombe and Greenhithe Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-02-2025 and 28-02-2025)

6 March 2025 (2024-2025)

46 Vehicles															
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Code Number	Date	Invoice No	Minute
Vchr.												Vchr.			
1072	03/02/2025	E2019916055		Current Account		Fuel	All Star	S	81.53	15.87	97.40	1072	03/02/2025	E2019916055	
1089	05/02/2025	Y964 VNO		Current Account		Parks Equipment - Tractor Battery	Monarch Autos	S	127.10	25.42	152.52	1089	05/02/2025	Y964 VNO	
1094	06/02/2025	EABEY		Current Account		Windscreen Wipers	Amazon UK	S	36.06	7.22	43.28	1094	06/02/2025	EABEY	
1144	19/02/2025	LM18 VMZ		Current Account		MOT - Vans	Monarch Autos	Z	50.00		50.00	1144	19/02/2025	LM18 VMZ	
				Subtotal for Code: Vehicles					£294.69	£48.51	£343.20				
48 Gas/Electricity															
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Code Number	Date	Invoice No	Minute
Vchr.												Vchr.			
1136	17/02/2025	E9763305		Current Account		Electricity	KCC Laser	L	23.33	1.17	24.50	1136	17/02/2025	E9763305	
1137	18/02/2025	E9774632		Current Account		Electricity	KCC Laser	L	56.90	2.85	59.75	1137	18/02/2025	E9774632	
1138	18/02/2025	E9774487		Current Account		Electricity	KCC Laser	L	72.70	3.64	76.34	1138	18/02/2025	E9774487	
1139	18/02/2025	E9774634		Current Account		Electricity	KCC Laser	S	1,830.03	366.01	2,196.04	1139	18/02/2025	E9774634	
1140	18/02/2025	E9774503		Current Account		Electricity	KCC Laser	L	183.18	9.16	192.34	1140	18/02/2025	E9774503	
				Subtotal for Code: Gas/Electricity					£2,166.14	£382.83	£2,548.97				
49 Playground Equipment & Maintenance															
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Code Number	Date	Invoice No	Minute
Vchr.												Vchr.			
1159	27/02/2025	59282		Current Account		Parks - Play Area Repairs	Playdale Playgrounds Ltd	S	147.57	29.51	177.08	1159	27/02/2025	59282	
				Subtotal for Code: Playground Equipment & Maintn					£147.57	£29.51	£177.08				
50 Staff Training															
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Code Number	Date	Invoice No	Minute
Vchr.												Vchr.			
1147	21/02/2025	32987		Current Account		Staff Training	Grounds Maintenance Association	S	41.67	8.33	50.00	1147	21/02/2025	32987	
				Subtotal for Code: Staff Training					£41.67	£8.33	£50.00				
54 Trees															
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Code Number	Date	Invoice No	Minute
Vchr.												Vchr.			
1160	28/02/2025			Current Account		Tree Works - Manor Park	SWS Countryside Ltd	S	465.92	93.18	559.10	1160	28/02/2025		
				Subtotal for Code: Trees					£465.92	£93.18	£559.10				
				Subtotal for Cost Centre: Parks Establishment					22,763.32	1,117.58	23,880.90				
Other Projects															
Cost Centre															
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Code Number	Date	Invoice No	Minute
Vchr.												Vchr.			
1100	12/02/2025			Current Account		Deposit for Summer Fair	Vacant Event Hire	S	100.00	20.00	120.00	1100	12/02/2025		
1101	12/02/2025			Current Account		Deposit for Summer Fair	Altitude Events	S	141.25	28.25	169.50	1101	12/02/2025		
1102	12/02/2025			Current Account		Deposit for Summer Fair	TJ Disco	Z	125.00		125.00	1102	12/02/2025		
1133	17/02/2025	GB5CICHABE		Current Account		Summer Fair 2025	Amazon UK	S	19.87	3.99	23.86	1133	17/02/2025	GB5CICHABE	
1148	21/02/2025	106		Current Account		Summer Fair 2025	The Fun Firm	S	416.67	83.33	500.00	1148	21/02/2025	106	
				Subtotal for Code: General Projects (inc. Summer					£802.79	£135.57	£938.36				
				Subtotal for Cost Centre: Other Projects					802.79	135.57	938.36				

Listing of Payments in each Code for All Cost Centres

(Between 01-02-2025 and 28-02-2025)

Cost Centre Leisure Centre									
Code Number		155 Management Fee							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
1126	13/02/2025	15222		Current Account		Management Fee	GCLL	S	17,400.00
							Subtotal for Code:		14,500.00
							Management Fee		2,900.00
							Leisure Centre		17,400.00
Subtotal for Cost Centre: Leisure Centre									
Cost Centre Administration									
Code Number		230 Wages							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
1105	12/02/2025			Current Account		Pension E'ee	KCC - LGPS	Z	327.05
1106	12/02/2025			Current Account		Pension E'er	KCC - LGPS	Z	1,067.71
1109	12/02/2025			Current Account		Pension E'ee	Digital Wealth	Z	278.16
1110	12/02/2025			Current Account		Pension E'er	Digital Wealth	Z	166.90
1115	12/02/2025			Current Account		PAYE	HMRC	Z	1,414.26
1116	12/02/2025			Current Account		NI	HMRC	Z	1,739.77
1120	12/02/2025			Current Account		Wages	SGTC	Z	9,464.25
							Subtotal for Code: Wages		14,458.10
Cost Centre Photocopier									
Code Number		232 Photocopier							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
1080	04/02/2025	120316100	7/6	Current Account		Photocopier Usage	Konica Minolta	S	88.45
							Subtotal for Code: Photocopier		88.45
Cost Centre Stationary, Advertising & Postage									
Code Number		233 Stationary, Advertising & Postage							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
1074	03/02/2025	ABEY		Current Account		Stationary	Amazon UK	S	23.01
1134	17/02/2025	55741		Current Account		Cleaning Materials	KCC - KCS	S	10.62
							Subtotal for Code: Stationary, Advertising & Postage		33.63
Cost Centre Telephone / Internet									
Code Number		234 Telephone / Internet							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
1096	10/02/2025	T209617		Current Account		Phone Bill	Overline	S	586.59
1097	10/02/2025	73427		Current Account		Phone Bill	MIPR IT Solutions	S	14.57
							Subtotal for Code: Telephone / Internet		601.16
Cost Centre Civic Budget									
Code Number		238 Civic Budget							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
1193	19/02/2025			Current Account		Civic Expenses	Petty Cash	Z	149.52
							Subtotal for Code: Civic Budget		149.52
Cost Centre Civic Reception									
Code Number		239 Civic Reception							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
1085	04/02/2025	12/4/25		Current Account		Civic Reception Entertainment	T J Discos	Z	75.00

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-02-2025 and 28-02-2025)

Subtotal for Code: Civic Reception													£75.00	£75.00		
Code Number		245 Miscellaneous Expenditure														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
1145	21/02/2025	11391		Current Account		hire of portaloos	Lav Hire	S	100.00	20.00	120.00					
1191	18/02/2025			Current Account		Savings Deposit	CCLA	Z	25,000.00		25,000.00					
Subtotal for Code: Miscellaneous Expenditure									£25,100.00	£20.00	£25,120.00					
Code Number		249 IT Services														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
1076	03/02/2025	73294		Current Account		IT Support & Maintenance	MPR IT Solutions	S	237.00	47.40	284.40					
Subtotal for Code: IT Services									£237.00	£47.40	£284.40					
Code Number		251 Council Offices Building Maintenance														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
1073	03/02/2025	GB41QIUOAB1		Current Account		leaflet dispenser	Amazon UK	S	21.87	4.37	26.24					
1077	03/02/2025	02249		Current Account		Fire Alarm / Emergency Lighting Service	Firecut Protection Ltd	S	92.40	18.48	110.88					
1078	03/02/2025	02248		Current Account		Fire Alarm / Emergency Lighting Service	Firecut Protection Ltd	S	1,500.00	300.00	1,800.00					
1079	03/02/2025	02247		Current Account		Fire Alarm / Emergency Lighting Service	Firecut Protection Ltd	S	44.00	8.80	52.80					
1125	13/02/2025	0803		Current Account		Window Cleaning	NVB Windows	S	45.00	9.00	54.00					
1134	17/02/2025	55741		Current Account		Cleaning Materials	KCC - KCS	S	13.99	2.80	16.79					
Subtotal for Code: Council Offices Building Mainte									£1,717.26	£343.45	£2,060.71					
Code Number		253 Gas														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
1127	13/02/2025	G9753595		Current Account		Gas	KCC Laser	S	664.43	132.89	797.32					
Subtotal for Code: Gas									£664.43	£132.89	£797.32					
Code Number		254 Electricity														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
1093	06/02/2025	12460084		Current Account		Electricity - Street Lighting	NPower	L	239.55	11.98	251.53					
1135	17/02/2025	E9763426		Current Account		Electricity	KCC Laser	S	1,400.28	280.06	1,680.34					
Subtotal for Code: Electricity									£1,639.83	£292.04	£1,931.87					
Code Number		274 Bank Interest														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
1194	19/02/2025			Current Account		Card Fee	Elavon	Z	7.20		7.20					
Subtotal for Code: Bank Interest									£7.20		£7.20					
Subtotal for Cost Centre: Administration									44,651.03	956.33	45,607.36					
Cost Centre Church Road Hall																
Code Number		280 Wages														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
1123	12/02/2025			Current Account		Wages	SGTC	Z	501.38		501.38					
Subtotal for Code: Wages									£501.38		£501.38					

Swaombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-02-2025 and 28-02-2025)

6 March 2025 (2024-2025)

282 Gas & Electricity									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1129	13/02/2025	G9748659		Current Account		Gas	KCC Laser	L	114.20
1143	18/02/2025	E9774506		Current Account		Electricity	KCC Laser	L	138.61
							Subtotal for Code:	Gas & Electricity	£252.81
							Subtotal for Cost Centre:	Church Road Hall	£265.45
									754.19
									12.64
									766.83
302 Gas & Electricity									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1128	13/02/2025	G9748658		Current Account		Gas	KCC Laser	L	7.44
1141	18/02/2025	E9774501		Current Account		Electricity	KCC Laser	L	57.75
							Subtotal for Code:	Gas & Electricity	£65.19
							Subtotal for Cost Centre:	Grove Hall	£68.45
									65.19
									3.26
									68.45
340 Utilities									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1086	05/02/2025	802084397		Current Account		Electricity	British Gas	L	37.80
1092	06/02/2025	800630431		Active Saver 1		Gas - Sports Pavilion	British Gas	L	26.07
							Subtotal for Code:	Utilities	£63.87
							Subtotal for Cost Centre:		£67.06
									37.80
									1.89
									27.37
									£3.19
									£67.06
343 Rates									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1195	03/02/2025			Active Saver 1		NNDR	DBC	Z	426.00
							Subtotal for Code:	Rates	£426.00
							Subtotal for Cost Centre:	Sports Pavilion	£426.00
									489.87
									3.19
									493.06
360 Wages									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1119	12/02/2025			Current Account		PAYE	HMRC	Z	147.80
1121	12/02/2025			Current Account		Wages	SGTC	Z	590.84
							Subtotal for Code:	Wages	£738.64
							Subtotal for Cost Centre:		£738.64
									147.80
									590.84
									£738.64
363 Cleaning Materials									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1134	17/02/2025	55741		Current Account		Cleaning Materials	KCC - KCS	S	46.93
							Subtotal for Code:	Cleaning Materials	£46.93
							Subtotal for Cost Centre:		£46.93
									46.93
									9.38
									56.31
									£56.31
370 Hire Income									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1156	26/02/2025	706		Current Account		Hall Hire Refund	Christ Embassy	Z	85.75
									85.75
									85.75
									85.75

Swainston Combe and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-03-2025 and 31-03-2025)

Cost Centre Grove Car Park									
Code Number		421 Income		Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.	Date	Invoice No	Minute						
487	18/03/2025	2024-2025/691		Active Saver 1		Car Park Income	KCC	Z	821.86
				Subtotal for Code: Income					£821.86
				Subtotal for Cost Centre: Grove Car Park					821.86
Cost Centre Knockhall Playing Field									
Code Number		85 Football		Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.	Date	Invoice No	Minute						
479	07/03/2025	2024-2025/707		Active Saver 1		Football Pitch Hire - Knockhall	Ebbsfleet FC (VETS)	Z	98.00
484	19/03/2025	2024-2025/708		Active Saver 1		Football Pitch Hire - Knockhall	Ebbsfleet FC (VETS)	Z	98.00
				Subtotal for Code: Football					£196.00
				Subtotal for Cost Centre: Knockhall Playing Field					196.00
Cost Centre Administration									
Code Number		274 Bank Interest		Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.	Date	Invoice No	Minute						
492	06/03/2025			Current Account		Bank Charges	Barclays	Z	3.58
493	03/03/2025			Active Saver 1		Bank Interest	Barclays	Z	130.09
517	03/03/2025			Active Saver 2		Bank Interest	Barclays	Z	592.13
518	03/03/2025			Active Saver 2		Bank Interest	CCLA	Z	34.15
				Subtotal for Code: Bank Interest					£759.95
				Subtotal for Cost Centre: Administration					759.95
Cost Centre Church Road Hall									
Code Number		295 Hire Income		Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.	Date	Invoice No	Minute						
449	04/03/2025	2024-2025/676		Active Saver 1		Hall Hire	Dragon Spirit Karate	Z	104.50
450	05/03/2025	2024-2025/686		Active Saver 1		Hall Hire	Christ Apostilic Church Wonders Asse	Z	152.00
451	05/03/2025	2024-2025/701		Active Saver 1		Hall Hire	Christ Apostilic Church Wonders Asse	Z	120.00
453	05/03/2025	2024-2025/694		Active Saver 1		Hall Hire	Dragon Spirit Karate	Z	
480	10/03/2025	2024-2025/697		Active Saver 1		Hall Hire	1st Swanwscombe Rainbows	Z	
481	12/03/2025	2024-2025/684		Active Saver 1		Hall Hire	Fountain of Praise	Z	285.00
482	14/03/2025	2024-2025/708		Active Saver 1		Hall Hire	Jim Dickson MP	Z	80.00
483	19/03/2025	2024-2025/696		Active Saver 1		Hall Hire	2nd Swanwscombe Brownies	Z	85.50
486	05/03/2025	2024-2025/692		Active Saver 1		Hall Hire	Cake and Computer Club	Z	
490	31/03/2025	2024-2025/710		Active Saver 1		Hall Hire	Fountain of Praise	Z	252.00
				Subtotal for Code: Hire Income					£1,079.00

Swanscombe and Greenhithe Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-03-2025 and 31-03-2025)

1 April 2025 (2024-2025)

Cost Centre Heritage Community Hall										Church Road Hall		1,079.00	1,079.00
Cost Centre	Code Number	Date	Hire Income	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
	Vchr.								Walk Tall	Z	1,149.50		1,149.50
	488	10/03/2025	2024-2025/698			Active Saver 1		Hall Hire	Hire Income		£1,149.50		£1,149.50
									Heritage Community Hall		1,149.50		1,149.50
Subtotal for Cost Centre: Heritage Community Hall													
Subtotal for Cost Centre: Church Road Hall													
Subtotal for Cost Centre: Town Council Offices Community Hall													
Cost Centre	Code Number	Date	Hire Income	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
	Vchr.								Gateway Salvation Church	Z	345.00		345.00
	448	03/03/2025	2024-2025/683			Active Saver 1		Hall Hire	Gateway Salvation Church	Z	414.00		414.00
	448	03/03/2025	2024-2025/683			Active Saver 1		Hall Hire	North Kent Karate	Z	483.00		483.00
	452	04/03/2025	2024-2025/695			Active Saver 1		Hall Hire	Cygnets	Z	2,040.00		2,040.00
	478	07/03/2025	2024-2025/693			Active Saver 1		Hall Hire	Dartford Borough Council - Why Weig	Z	207.00		207.00
	485	12/03/2025	2024-2025/700			Active Saver 1		Hall Hire	Rosie's Groovy Movers	Z	304.75		304.75
	489	13/03/2025	2024-2025/696			Active Saver 1		Hall Hire	Gateway Salvation Church	Z	288.00		288.00
	491	31/03/2025	2024-2025/704			Active Saver 1		Hall Hire	Gateway Salvation Church	Z	372.00		372.00
	491	31/03/2025	2024-2025/704			Active Saver 1		Hall Hire	Various	Z	70.00		70.00
	515	19/03/2025				Active Saver 1		Hall Hire	Various	Z	100.00		100.00
	516	17/03/2025				Active Saver 1		Hall Hire	Hire Income		£4,623.75		£4,623.75
									Town Council Offices Communit		4,623.75		4,623.75
Subtotal for Cost Centre: Town Council Offices Community Hall													
Subtotal for Cost Centre: Old Fire Station Cafe													
Cost Centre	Code Number	Date	Cafe Income	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
	Vchr.								Old Fire Station Cafe	Z	24.90		24.90
	494	03/03/2025				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	45.00		45.00
	495	04/03/2025				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	24.50		24.50
	496	05/03/2025				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	34.90		34.90
	497	06/03/2025				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	46.60		46.60
	498	07/03/2025				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	55.00		55.00
	499	10/03/2025				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	27.40		27.40
	500	11/03/2025				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	37.50		37.50
	501	12/03/2025				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	7.90		7.90
	502	13/03/2025				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	29.10		29.10
	503	14/03/2025				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	100.20		100.20
	504	17/03/2025				Active Saver 1		Food Sales	Old Fire Station Cafe	Z	33.60		33.60
	505	18/03/2025				Active Saver 1		Food Sales	Old Fire Station Cafe	Z			

Swarthmore and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-03-2025 and 31-03-2025)

1 April 2025 (2024-2025)

506	19/03/2025	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	42.10	42.10
507	20/03/2025	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	44.60	44.60
508	21/03/2025	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	56.75	56.75
509	24/03/2025	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	33.80	33.80
510	25/03/2025	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	39.30	39.30
511	26/03/2025	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	42.50	42.50
512	27/03/2025	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	16.10	16.10
513	28/03/2025	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	18.80	18.80
514	31/03/2025	Active Saver 1	Food Sales	Old Fire Station Cafe	Z	70.80	70.80
Subtotal for Code: Cafe Income						£831.35	£831.35
Subtotal for Cost Centre: Old Fire Station Cafe						831.35	831.35
TOTALS						£9,461.41	£9,461.41

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Swalcombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-03-2025 and 31-03-2025)

Cost Centre Parks Establishment									
Code Number		40 Wages		Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.	Date	Invoice No	Minute						
1203	12/03/2025			Current Account		Pension Eee	KCC - LGPS	Z	158.36
1204	12/03/2025			Current Account		Pension E'er	KCC - LGPS	Z	540.85
1211	12/03/2025			Current Account		Pension E'ee	Digital Wealth	Z	210.47
1212	12/03/2025			Current Account		Pension E'er	Digital Wealth	Z	126.29
1213	12/03/2025			Current Account		PAYE	HMRC	Z	774.20
1214	12/03/2025			Current Account		NI	HMRC	Z	1,091.61
1222	12/03/2025			Current Account		Wages	SGTC	Z	7,037.65
Subtotal for Code: Wages									£9,939.43
41 Equipment/Materials									
Code Number		41 Equipment/Materials		Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.	Date	Invoice No	Minute						
1165	04/03/2025	928627		Current Account		Parks - Cap	Ernest Doe & Sons Ltd	S	5.96
1166	04/03/2025	928500		Current Account		Parks - Trousers	Ernest Doe & Sons Ltd	S	49.04
1167	04/03/2025	929308		Current Account		parks - Gloves and Wrench	Ernest Doe & Sons Ltd	S	122.34
1168	04/03/2025	986056		Current Account		Mower Repairs	Ernest Doe & Sons Ltd	S	599.66
1179	05/03/2025	19/2/25		Current Account		Bank Charges - Payflow	Barclaycard	Z	63.39
1181	05/03/2025	19/2/25		Current Account		Barclaycard - Sports equipment	Barclaycard	Z	40.93
1190	06/03/2025	29302		Current Account		Parks Materials	Discount Builders Merchants	S	141.34
1197	10/03/2025	00029393		Current Account		Parks Equipment - Top Soil	Discount Builders Merchants	S	156.00
1200	11/03/2025	730374		Current Account		Skip Hire	Pinden Ltd	S	336.00
1227	13/03/2025	240278		Current Account		Parks - Grass Seed	Bourne Amenity	Z	166.00
1232	18/03/2025			Current Account		Parks - Repairs to Tractor	Monarch Autos	S	108.00
1234	19/03/2025	29646		Current Account		Parks Materials	Discount Builders Merchants	S	101.50
1238	26/03/2025	240507		Current Account		Parks - Turf Dressing	Bourne Amenity	S	330.00
1240	26/03/2025	2003047860		Current Account		Parks Equipment - Painting Supplies	Trade UK	S	34.99
1247	14/03/2025			Current Account		Playground Equipment Maintenance	Playdale Playgrounds Ltd	Z	177.08
Subtotal for Code: Equipment/Materials									£2,432.23
43 Fuel									
Code Number		43 Fuel		Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.	Date	Invoice No	Minute						
1177	05/03/2025	E2020042837		Current Account		Parks Fuel	All Star	S	350.83
Subtotal for Code: Fuel									£350.83
46 Vehicles									
Code Number		46 Vehicles		Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.	Date	Invoice No	Minute						
1185	05/03/2025	LM18 VMZ		Current Account		MOT - Vans	Monarch Autos	Z	50.00
1186	05/03/2025	LM18 VMZ		Current Account		Van Repairs	Monarch Autos	S	191.28
Subtotal for Code: Vehicles									£241.28

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-03-2025 and 31-03-2025)

1 April 2025 (2024-2025)

Code Number		47 Water Rates		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
1189	05/03/2025			Current Account		Water Rates	Business Stream	Z	73.07		73.07
1239	26/03/2025	7443495		Current Account		Water Rates	Business Stream	Z	73.07		73.07
1245	31/03/2025			Current Account		Water Rates - Swanscombe Park	Business Stream	Z	-50.55		-50.55
Subtotal for Code: Water Rates									£95.59		£95.59
Subtotal for Cost Centre: Parks Establishment									12,639.76	419.60	13,059.36

Code Number		230 Wages		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
1205	12/03/2025			Current Account		Pension E'ee	KCC - LGPS	Z	327.05		327.05
1206	12/03/2025			Current Account		Pension E'er	KCC - LGPS	Z	1,067.71		1,067.71
1209	12/03/2025			Current Account		Pension E'ee	Digital Wealth	Z	278.16		278.16
1210	12/03/2025			Current Account		Pension E'er	Digital Wealth	Z	166.90		166.90
1215	12/03/2025			Current Account		PAYE	HMRC	Z	1,414.07		1,414.07
1216	12/03/2025			Current Account		NI	HMRC	Z	1,739.77		1,739.77
1220	12/03/2025			Current Account		Wages	SGTC	Z	9,429.27		9,429.27
Subtotal for Code: Wages									£14,422.93		£14,422.93

Code Number		232 Photocopier		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
1183	05/03/2025	1203462557		Current Account		Photocopier Rental	Konica Minolta	S	112.26	22.45	134.71
1184	05/03/2025	120392617		Current Account		Photocopier Usage	Konica Minolta	S	246.31	49.26	295.57
Subtotal for Code: Photocopier									£358.57	£71.71	£430.28

Code Number		234 Telephone / Internet		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
1198	11/03/2025	T210165		Current Account		Phone Bill	Overline	S	525.83	105.16	630.99
Subtotal for Code: Telephone / Internet									£525.83	£105.16	£630.99

Code Number		237 Subscriptions / Publications		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
1246	31/03/2025			Current Account		Annual Fee for Monthly payroll	Sage	Z	-295.20		-295.20
Subtotal for Code: Subscriptions / Publications									£-295.20		£-295.20

Code Number		238 Civic Budget		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
1244	27/03/2025			Current Account		Mayors Donation to Charity Account	Town Mayor's Charity Fund	Z	665.00		665.00
Subtotal for Code: Civic Budget									£665.00		£665.00

Code Number		239 Civic Reception		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
1235	19/03/2025	TJD123		Current Account		Disco - Civic Reception	TJ Disco	Z	175.00		175.00
Subtotal for Code: Civic Reception									£175.00		£175.00

Swarcombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-03-2025 and 31-03-2025)

245 Miscellaneous Expenditure									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1202	12/03/2025			Current Account		Youth Provision	Swanscombe & Greenhithe Communi	Z	525.00
1236	19/03/2025	900208110		Current Account		Load Testing and Licence Fee - Street l	KCC	S	609.00
1242	27/03/2025			Current Account		Funding Award		Z	500.00
1243	27/03/2025			Current Account		Funding Award	Marys Child Kent	Z	500.00
							Subtotal for Code:	Miscellaneous Expenditure	£2,039.00
									£2,134.00
248 Member Training									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1231	17/03/2025	30155		Current Account		Members Training	South East Employers	S	108.00
							Subtotal for Code:	Member Training	£108.00
249 IT Services									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1169	04/03/2025	73668		Current Account		IT Support & Maintenance	MPR IT Solutions	S	304.80
1180	05/03/2025	19/2/25		Current Account		Digital Goods	Barclaycard	Z	34.99
							Subtotal for Code:	IT Services	£339.79
251 Council Offices Building Maintenance									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1171	04/03/2025	4162		Current Account		Hygiene Services	VR Sani	S	19.68
1173	04/03/2025	24135		Current Account		CCTV Annual Maintenance Contract	Scutum South East Ltd	S	178.32
1174	04/03/2025	24134		Current Account		Access Contract Annual Maintenance C	Scutum South East Ltd	S	192.00
1175	04/03/2025	24080		Current Account		Intruder Alarm - Annual Maintenance	Scutum South East Ltd	S	252.00
							Subtotal for Code:	Council Offices Building Maintei	£842.00
252 Water Rates									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1248	25/03/2025			Current Account		Water Rates	Business Stream	Z	54.62
							Subtotal for Code:	Water Rates	£54.62
253 Gas									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1230	14/03/2025	G9797769		Current Account		Gas	KCC Laser	S	
							Subtotal for Code:	Gas	
254 Electricity									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1196	06/03/2025	12651151		Current Account		Unmetered Street Lighting	NPower	L	218.96
							Subtotal for Code:	Electricity	£208.53
									£218.96
274 Bank Interest									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
1178	05/03/2025	13/1 to 12/2		Current Account		Bank Charges - Payflow	Barclays	Z	23.99
1249	19/03/2025			Current Account		Card Fee	Elavon	Z	95.00

Cost Centre Church Road Hall										Subtotal for Code: Bank Interest		£118.99
Subtotal for Cost Centre: Administration										19,187.26		458.10
Code Number 280 Wages												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
1223	12/03/2025			Current Account		Wages	SGTC	Z	617.98		617.98	
Subtotal for Code: Wages										£617.98		£617.98
Code Number 281 Repairs & Maintenance												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
1170	04/03/2025	4161		Current Account		Hygiene Services	VR Sani	S	4.10	0.82	4.92	
1225	13/03/2025	6375		Current Account		Guttering Repairs	M Z Contracts Ltd	S	1,036.30	207.26	1,243.56	
Subtotal for Code: Repairs & Maintenance										£1,040.40		£208.08
												£1,248.48
Code Number 282 Gas & Electricity												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
1229	13/03/2025	G9793011		Current Account		Gas	KCC Laser	L				
Subtotal for Code: Gas & Electricity												
Code Number 295 Hire Income												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
1237	20/03/2025			Current Account		Hall Hire Refund	Stefania Sandhu	Z	70.00		70.00	
Subtotal for Code: Hire Income										£70.00		£70.00
Subtotal for Cost Centre: Church Road Hall										1,728.38		208.08
												1,936.46
Code Number 302 Gas & Electricity												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
1228	13/03/2025	G9793010		Current Account		Gas	KCC Laser	L				
Subtotal for Code: Gas & Electricity												
Subtotal for Cost Centre: Grove Hall												
Code Number 340 Utilities												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
1187	05/03/2025	814811165		Current Account		Electricity	British Gas	L	34.15	1.70	35.85	
1188	05/03/2025	813235342		Active Saver 1		Gas	British Gas	Z	24.72		24.72	
Subtotal for Code: Utilities										£58.87		£1.70
												£60.57
Code Number 343 Rates												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
1250	03/03/2025			Active Saver 1		NNDR	DBC	Z	426.00		426.00	
Subtotal for Code: Rates										£426.00		£426.00

Swancombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-03-2025 and 31-03-2025)

Cost Centre Town Council Offices Community Hall												Sports Pavilion		484.87		1.70		486.57	
Code Number		360 Wages		Bank		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute																
1219	12/03/2025			Current Account				PAYE		HMRC		Z		147.60				147.60	
1221	12/03/2025			Current Account				Wages		SGTC		Z		590.64				590.64	
Subtotal for Code: Wages														£738.24				£738.24	
Subtotal for Cost Centre: Town Council Offices Communi														738.24				738.24	
Code Number		380 Wages		Bank		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute																
1207	12/03/2025			Current Account				Pension E'ee		KCC - LGPS		Z		87.88				87.88	
1208	12/03/2025			Current Account				Pension E'er		KCC - LGPS		Z		354.72				354.72	
1217	12/03/2025			Current Account				PAYE		HMRC		Z		92.20				92.20	
1218	12/03/2025			Current Account				NI		HMRC		Z		159.87				159.87	
1224	12/03/2025			Current Account				Wages		SGTC		Z		2,201.86				2,201.86	
Subtotal for Code: Wages														£2,896.53				£2,896.53	
Code Number		381 Food/Supplies		Bank		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute																
1182	05/03/2025			Current Account				Cafe - Supplies		Bookers		S		248.01		6.99		255.00	
1182	05/03/2025			Current Account				Cafe - Supplies		Bookers		Z		-49.95				-49.95	
1182	05/03/2025			Current Account				Cafe - Supplies		Bookers		Z		-4.76				-4.76	
1201	12/03/2025	3546236		Current Account				Food Supplies		Bookers		S		333.35		7.08		340.43	
1233	18/03/2025	GB5K4ZRABE		Current Account				Cafe - Supplies		Amazon UK		S		94.82		18.97		113.79	
1241	26/03/2025	3546236		Current Account				Cafe - Supplies		Bookers		X		333.35		7.08		340.43	
Subtotal for Code: Food/Supplies														£964.82		£40.12		£994.94	
Code Number		382 Furniture, Fixtures & Equipment (incl. I		Bank		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute																
1199	11/03/2025	016366900225		Current Account				Cafe - Card fees		Barclaycard		Z		20.00				20.00	
1226	13/03/2025	15559774		Current Account				Cafe - Card Terminal		Takepayments		S		25.00		5.00		30.00	
Subtotal for Code: Furniture, Fixtures & Equipment														£45.00		£5.00		£50.00	
Code Number		389 Maintenance		Bank		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Invoice No	Minute																
1164	04/03/2025	95073852		Current Account				Keyholding Service		G4S		S		1,085.67		217.13		1,302.80	
1172	04/03/2025	4155		Current Account				Hygiene Services		VR Sani		S		11.71		2.34		14.05	
1176	04/03/2025	026c94795		Current Account				Waste Bin Collection		Biffa		S		159.64		31.93		191.57	
Subtotal for Code: Maintenance														£1,257.02		£251.40		£1,508.42	

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-03-2025 and 31-03-2025)

1 April 2025 (2024-2025)

Subtotal for Cost Centre:	Old Fire Station Cafe	5,153.37	296.52	5,449.89
TOTALS		£39,931.88	£1,384.00	£41,315.88

Swalcombe and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

2 May 2025 (2025-2026)

Cost Centre Knockhall Playing Field									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
14	11/04/2025	2025-2026/724		Active Saver 1		Football Pitch Hire	Ebbsfleet FC (VETS)	Z	100.00
							Subtotal for Code: Football		£100.00
							Subtotal for Cost Centre: Knockhall Playing Field		100.00
Cost Centre Broomfield Sports Ground									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
13	11/04/2025	2025-2026/727		Active Saver 1		Football Pitch Hire - Broomfield	Swanscombe Tigers FC	Z	196.00
							Subtotal for Code: Football Income		£196.00
Cost Centre Cricket Income									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
16	22/04/2025	2025-2026/728		Active Saver 1		Cricket Pitch Hire	Ebbsfleet Cricket Club	Z	750.00
16	22/04/2025	2025-2026/728		Active Saver 1		Cricket Pitch Hire	Ebbsfleet Cricket Club	Z	85.00
17	30/04/2025	2025-2026/728		Current Account		Cricket Pitch Hire	Swanscombe & Greenhithe 1880 Cric	Z	750.00
							Subtotal for Code: Cricket Income		£1,585.00
							Subtotal for Cost Centre: Broomfield Sports Ground		1,781.00
Cost Centre Heritage Park									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
19	28/04/2025	2025-2026/725		Current Account		Contribution to Heritage Park Costs	Natural England	Z	500.00
							Subtotal for Code: Maintenance/Rent		£500.00
							Subtotal for Cost Centre: Heritage Park		500.00
Cost Centre Administration									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
24	07/04/2025			Current Account		VAT Repayment	HMRC	R	11,002.85
25	30/04/2025			Current Account		Deposit of Town Mayors Funds	Town Mayor	Z	368.00
							Subtotal for Code: Miscellaneous Income		£11,002.85
Cost Centre Precept									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
29	30/04/2025			Active Saver 1		Precept	DBC	Z	235,311.00
							Subtotal for Code: Precept		£235,311.00
Cost Centre Bank Interest									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
52	02/04/2025			Active Saver 2		Bank Interest	CCLA	Z	95.55

Swanscombe and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

Code Number		276 Government CTax Grant				Subtotal for Code:		Bank Interest		£95.55		£95.55	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
28	30/04/2025			Active Saver 1		Government CTax Grant Funding	DBC	Z	7,218.00		7,218.00		
Subtotal for Code:							Government CTax Grant		£7,218.00		£7,218.00		
Subtotal for Cost Centre:							Administration		242,992.55	11,002.85	253,995.40		

Code Number				295 Hire Income		Subtotal for Code:		£1,163.06		£1,163.06	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	09/04/2025	2024-2025/694		Active Saver 1		Hall Hire	Dragon Spirit Karate	Z	104.50		104.50
6	07/04/2025	2024-2025/703		Active Saver 1		Hall Hire	Fountain of Praise	Z	240.00		240.00
7	09/04/2025	2024-2025/675		Current Account		Hall Hire	1st Swanscombe Rainbows	Z	71.25		71.25
8	09/04/2025	2024-2025/697		Current Account		Hall Hire	1st Swanscombe Rainbows	Z	71.25		71.25
9	09/04/2025	2024-2025/692		Current Account		Hall Hire	Cake and Computer Club	Z	114.00		114.00
10	09/04/2025	2025-2026/711		Current Account		Hall Hire	Cake and Computer Club	Z	142.50		142.50
12	10/04/2025	2025-2026/716		Current Account		Hall Hire	1st Swanscombe Rainbows	Z	118.75		118.75
15	22/04/2025	2025-2026/720		Active Saver 1		Hall Hire	Christ Apostilic Church Wonders Asse	Z	120.00		120.00
18	30/04/2025	2025-2026/715		Active Saver 1		Hall Hire	2nd Swanscombe Brownies	Z	142.50		142.50
20	30/04/2025			Current Account		Hall Hire	Various	Z	38.31		38.31
21	09/04/2025			Current Account		Hall Hire	Various	Z			
Subtotal for Code:											£1,163.06
Subtotal for Cost Centre:											1,163.06

Code Number				335 Hire Income		Subtotal for Code:		£1,172.50		£1,172.50	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	09/04/2025	2025-2026/717		Active Saver 1		Hall Hire	Walk Tall	Z	1,172.50		1,172.50
Subtotal for Code:											£1,172.50
Subtotal for Cost Centre:											1,172.50

Code Number				370 Hire Income		Subtotal for Code:		£3,898.75		£3,898.75	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	09/04/2025	2025-2026/714		Active Saver 1		Hall Hire	North Kent Karate	Z	483.00		483.00
3	09/04/2025	2025-2026/712		Active Saver 1		Hall Hire	Cygnets	Z	2,720.00		2,720.00
5	09/04/2025	2025-2026/715		Active Saver 1		Hall Hire	Dartford Borough Council - Why Weig	Z	207.00		207.00
11	09/04/2025	2025-2026/715		Active Saver 1		Hall Hire	Rosie's Groovy Movers	Z	488.75		488.75
Subtotal for Code:											£3,898.75

Swale, Combe and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

Cost Centre		Old Fire Station Cafe		395 Cafe Income		Town Council Offices Communi		3,898.75		3,898.75	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
22	09/04/2025			Current Account		Food Sales	Old Fire Station Cafe	S	1,093.13	218.62	1,311.75
23	30/04/2025			Current Account		Food Sales	Old Fire Station Cafe	S	933.58	186.72	1,120.30
31	01/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	27.40		27.40
32	02/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	21.60		21.60
33	03/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	67.90		67.90
34	04/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	41.80		41.80
35	07/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	61.55		61.55
36	08/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	24.10		24.10
37	09/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	56.90		56.90
38	11/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	43.20		43.20
39	14/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	54.00		54.00
40	15/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	46.50		46.50
41	16/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	38.60		38.60
42	16/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z			
43	17/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	41.30		41.30
44	22/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	24.20		24.20
45	23/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	31.40		31.40
46	24/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	46.60		46.60
47	25/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	40.60		40.60
48	28/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	60.73		60.73
49	29/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	42.70		42.70
50	30/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	33.45		33.45
51	10/04/2025			Active Saver 1		Food Sales	Old Fire Station Cafe	Z	46.40		46.40
Subtotal for Code: Cafe Income									£2,877.64	£405.34	£3,282.98
Subtotal for Cost Centre: Old Fire Station Cafe									2,877.64	405.34	3,282.98
TOTALS											
									£254,485.50	£11,408.19	£265,893.69

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Swale Combe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

Cost Centre Grove Car Park									
Code Number		20 Rates		Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.	Date	Invoice No	Minute						
43	04/04/2025	April		Current Account		NNDR	DBC	Z	212.75
Subtotal for Code: Rates									£212.75
Subtotal for Cost Centre: Grove Car Park									212.75
Cost Centre Parks Establishment									
Code Number		40 Wages		Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.	Date	Invoice No	Minute						
17	04/04/2025	359		Current Account		parks sites	Night & Day Security	Z	1,515.49
18	04/04/2025	358		Current Account		parks security	Night & Day Security	Z	1,693.57
63	15/04/2025			Current Account		Pension Elee	KCC - LGPS	Z	158.36
64	15/04/2025			Current Account		Pension Eler	KCC - LGPS	Z	540.85
71	15/04/2025			Current Account		Pension Elee	Digital Wealth	Z	210.47
72	15/04/2025			Current Account		Pension Eler	Digital Wealth	Z	126.28
73	15/04/2025			Current Account		PAYE	HMRC	Z	770.20
74	15/04/2025			Current Account		NI	HMRC	Z	1,091.61
82	15/04/2025			Current Account		Wages	SGTC	Z	7,128.36
119	30/04/2025	000362		Current Account		parks security	Night & Day Security	Z	1,693.57
120	30/04/2025	000363		Current Account		parks sites	Night & Day Security	Z	1,515.49
Subtotal for Code: Wages									£16,444.25
Cost Centre 41 Equipment/Materials									
Code Number		41 Equipment/Materials		Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.	Date	Invoice No	Minute						
23	04/04/2025	29800		Current Account		park materials	Discount Builders Merchants	S	84.24
24	04/04/2025	29798		Current Account		park materials	Discount Builders Merchants	S	7.69
25	04/04/2025	29799		Current Account		park materials	Discount Builders Merchants	S	96.76
31	04/04/2025	29675		Current Account		Parks Materials	Discount Builders Merchants	S	104.51
35	04/04/2025	732687		Current Account		Skip Hire	Pinden Ltd	S	295.00
36	04/04/2025	252053		Current Account		Parks Materials - Soil and Seed	Providence Nurseries	S	116.67
59	10/04/2025	828211		Current Account		Parks Materials	Wicksteed Leisure Ltd	S	245.50
90	17/04/2025	30276		Current Account		Parks Materials	Discount Builders Merchants	S	79.89
110	28/04/2025	SI - 25928		Current Account		Parks Uniform	Ebsfleet Printing Solutions	S	439.90
113	29/04/2025	734858		Current Account		Skip Hire	Pinden Ltd	S	295.00
Subtotal for Code: Equipment/Materials									£1,795.93
Cost Centre 42 New Grounds Maintenance Equipment									
Code Number		42 New Grounds Maintenance Equipment		Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.	Date	Invoice No	Minute						
34	04/04/2025	35616		Current Account		Cricknet Square loan	Blinder Loans	S	457.32
Subtotal for Code: New Grounds Maintenance Eq									£457.32

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2025 and 30-04-2025)

2 May 2025 (2025-2026)

Code Number Vchr.	Date	43 Fuel Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
138	07/04/2025			Current Account		Fuel	Allstar	Z	238.07		238.07
							Subtotal for Code:		£238.07		£238.07
Code Number Vchr.	Date	46 Vehicles Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	04/04/2025	986055		Current Account		Mower Repairs	Ernest Doe & Sons Ltd	S	570.62	114.13	684.75
							Subtotal for Code:		£570.62	£114.13	£684.75
Code Number Vchr.	Date	47 Water Rates Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
57	10/04/2025	7661459		Current Account		Water Rates	Business Stream	Z	397.49		397.49
108	28/04/2025	7711788		Current Account		Water Rates	Business Stream	Z	489.49		489.49
							Subtotal for Code:		£886.98		£886.98
Code Number Vchr.	Date	48 Gas/Electricity Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
32	04/04/2025	E9810084		Current Account		Electricity	KCC Laser	L	30.05	1.50	31.55
95	22/04/2025	E9860488		Current Account		Electricity	KCC Laser	L	18.15	0.91	19.06
							Subtotal for Code:		£48.20	£2.41	£50.61
Code Number Vchr.	Date	49 Playground Equipment & Maintenance Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	04/04/2025	59788		Current Account		Playground Equipment Maintenance	Playdale Playgrounds Ltd	S	780.81	156.16	936.97
9	04/04/2025	159671		Current Account		Playground Equipment Repairs	Howardson Group Ltd	S	130.80	26.16	156.96
112	28/04/2025	1034		Current Account		Parks - Play Area Repairs	Irwin Installations	S	1,200.00	240.00	1,440.00
							Subtotal for Code:		£2,111.61	£422.32	£2,533.93
Code Number Vchr.	Date	50 Staff Training Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	04/04/2025	33442		Current Account		Staff Training	Grounds Maintenance Association	S	83.33	16.67	100.00
2	04/04/2025	33443		Current Account		Staff Training	Grounds Maintenance Association	S	41.67	8.33	50.00
38	04/04/2025	2433		Current Account		Staff Training	North Kent College	Z	300.00		300.00
							Subtotal for Code:		£425.00	£25.00	£450.00
							Subtotal for Cost Centre:		22,957.98	970.16	23,928.14
Cost Centre	Knockhall Playing Field										
Code Number Vchr.	Date	80 Rates Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
46	04/04/2025	April		Current Account		NNDR	DBC	Z	88.33		88.33
							Subtotal for Code:		£88.33		£88.33
Cost Centre	Broomfield Sports Ground										
							Subtotal for Cost Centre:		88.33		88.33

Swancombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

Code Number		95 Football Income					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier
54	09/04/2025			Current Account		Football Pitch Hire - Broomfield	Swanscombe Tigers FC
						Subtotal for Code:	Football Income
						Subtotal for Cost Centre:	Broomfield Sports Ground
Cost Centre		Other Projects					
Code Number		121 General Projects (inc. Summer Entertain					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier
51	08/04/2025	INV - 5455		Current Account		Summer Entertainment - Deposit	Altitude Events
104	25/04/2025	19/4/25		Current Account		Summer Entertainment - Deposit	Barclaycard
106	25/04/2025	5465		Current Account		Summer Fair 2025	Altitude Events
107	25/04/2025	2431		Current Account		Summer Fair 2025	Vacant Event Hire
						Subtotal for Code:	General Projects (inc. Summer
						Subtotal for Cost Centre:	Other Projects
Cost Centre		Leisure Centre					
Code Number		146 Rates & Insurance Rent - DBC					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier
19	04/04/2025	18012556		Current Account		Insurance - Leisure Centre	DBC
45	04/04/2025	April		Current Account		NNDR	DBC
						Subtotal for Code:	Rates & Insurance Rent - DBC
						Subtotal for Cost Centre:	Leisure Centre
Cost Centre		Administration					
Code Number		230 Wages					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier
65	15/04/2025			Current Account		Pension E'ee	KCC - LGPS
68	15/04/2025			Current Account		Pension E'er	KCC - LGPS
69	15/04/2025			Current Account		Pension E'ee	Digital Wealth
70	15/04/2025			Current Account		Pension E'er	Digital Wealth
75	15/04/2025			Current Account		PAYE	HMRC
76	15/04/2025			Current Account		NI	HMRC
80	15/04/2025			Current Account		Wages	SGTC
						Subtotal for Code:	Wages
						Subtotal for Cost Centre:	
Code Number		233 Stationary, Advertising & Postage					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier
21	04/04/2025	29504687		Current Account		Franching Machine Usage	Francotyp Postalia Ltd
56	10/04/2025	75784		Current Account		Stationary	KCC - KCS
99	25/04/2025	376455		Current Account		Franching Machine Rental	Francotyp Postalia Ltd

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

140	22/04/2025	Current Account	Postage	Francotyp Postalia Ltd	Z	50.00	50.00	£25.68	50.00	£204.07
Subtotal for Code: Stationary, Advertising & Postal										
Code Number	234 Telephone / Internet									
Vchr.	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total	
52	08/04/2025		Current Account	Phone Bill - All Mobiles	Overline	S	525.68	105.13	630.81	
137	04/04/2025		Current Account	Telephone Equipment Rental	BNP Paribas	Z	745.20		745.20	
Subtotal for Code: Telephone / Internet										
Code Number	237 Subscriptions / Publications									
Vchr.	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total	
28	04/04/2025		Current Account	Annual Membership	KALC	S	1,870.00	374.00	2,244.00	
62	14/04/2025		Current Account	Membership Renewal	National Society of Allotment & Leisun	S	70.00	14.00	84.00	
117	29/04/2025		Current Account	Annual Membership	South East Employers	S	300.00	60.00	360.00	
Subtotal for Code: Subscriptions / Publications										
Code Number	238 Civic Budget									
Vchr.	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total	
11	04/04/2025		Current Account	Mayoral Expenditure	Barclaycard	Z	10.00		10.00	
Subtotal for Code: Civic Budget										
Code Number	239 Civic Reception									
Vchr.	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total	
53	09/04/2025		Current Account	Civic Reception Expenditure - Balloons	Shazzles Dazzles Balloons	Z	90.00		90.00	
55	10/04/2025		Current Account	Civic Reception Expenditure - Wine	S. Kelleher	Z	243.84		243.84	
61	14/04/2025		Current Account	Civic Reception Catering	Kelly King	Z	980.00		980.00	
Subtotal for Code: Civic Reception										
Code Number	243 Internal Audit Fees									
Vchr.	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total	
121	30/04/2025		Current Account	Internal Audit	Robbins	Z	210.00		210.00	
Subtotal for Code: Internal Audit Fees										
Code Number	245 Miscellaneous Expenditure									
Vchr.	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total	
5	04/04/2025		Current Account	Ceremonial Flags	Zephyr	S	205.00	41.00	246.00	
13	04/04/2025		Current Account	Ceremonial Flags	Barclaycard	Z	23.98		23.98	
14	04/04/2025		Current Account	Barclaycard - Land Registry	Barclaycard	Z	14.00		14.00	
101	25/04/2025		Current Account	Photo Frames	Amazon UK	S	20.82	4.16	24.98	
132	30/04/2025		Current Account	Civic Expenses	Petty Cash	Z	93.55		93.55	
135	30/04/2025		Current Account	Donation - Town Mayor's Charity Fund	Town Mayor's Charity Fund	Z	368.00		368.00	
Subtotal for Code: Miscellaneous Expenditure										
Code Number	247 Staff Training									
Vchr.	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total	
97	24/04/2025		Current Account	Staff Training	NALC	S	35.00	7.00	42.00	

Swaombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

2 May 2025 (2025-2026)

98	24/04/2025	12293439703	Current Account	Member Training	KALC	S	70.00	14.00	84.00
122	30/04/2025	12342315873	Current Account	Staff Training	KALC	S	60.00	12.00	72.00
123	30/04/2025	12342471883	Current Account	Staff Training	KALC	S	60.00	12.00	72.00
124	30/04/2025	12343031733	Current Account	Staff Training	KALC	S	70.00	14.00	84.00
Subtotal for Code: Staff Training							£295.00	£59.00	£354.00
248 Member Training									
Code Number	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Net	Vat	Total
Vchr.									
98	24/04/2025	12293439703		Current Account	Member Training		70.00	14.00	84.00
Subtotal for Code: Member Training							£70.00	£14.00	£84.00
249 IT Services									
Code Number	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Net	Vat	Total
Vchr.									
12	04/04/2025			Current Account	IT Equipment		359.99		359.99
15	04/04/2025			Current Account	Digital Goods		34.99		34.99
16	04/04/2025	74192		Current Account	IT Support & Maintenance		254.00	50.80	304.80
37	04/04/2025	2433		Current Account	IT Support & Maintenance + Website Hi		200.00	40.00	240.00
103	25/04/2025	19/4/25		Current Account	Digital Goods		34.99		34.99
105	25/04/2025	19/4/25		Current Account	Zoom Subscription		155.88		155.88
118	29/04/2025	74612		Current Account	IT Support & Maintenance		255.28	51.06	306.34
Subtotal for Code: IT Services							£1,295.13	£141.86	£1,436.99
251 Council Offices Building Maintenance									
Code Number	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Net	Vat	Total
Vchr.									
22	04/04/2025	4933/4926/493		Current Account	Hygiene Services		16.40	3.28	19.68
27	04/04/2025	362490958		Current Account	Annual Lift Maintenance		629.27	125.85	755.12
29	04/04/2025	11463		Current Account	hire of portaloos		100.00	20.00	120.00
30	04/04/2025	68193		Current Account	Cleaning Materials		254.13	50.83	304.96
86	15/04/2025	2579		Current Account	Chlorination of Water Tanks and Water		613.50	122.70	736.20
91	17/04/2025	11622		Current Account	hire of portaloos		100.00	20.00	120.00
93	22/04/2025	3984		Current Account	Portaloos Hire		15.00	3.00	18.00
109	28/04/2025	0822		Current Account	Window Cleaning		45.00	9.00	54.00
115	29/04/2025	5438		Current Account	Hygiene Services		16.40	3.28	19.68
125	30/04/2025	2596		Current Account	Descal Water Heater		1,050.00	210.00	1,260.00
Subtotal for Code: Council Offices Building Maintenance							£2,839.70	£567.94	£3,407.64
253 Gas									
Code Number	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Net	Vat	Total
Vchr.									
89	16/04/2025	G9841806		Current Account	Gas		559.09	111.82	670.91
136	04/04/2025			Current Account	Gas		785.63		785.63
Subtotal for Code: Gas							£1,344.72	£111.82	£1,456.54
254 Electricity									
Code Number	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Net	Vat	Total
Vchr.									
33	04/04/2025	E9810112		Current Account	Electricity		1,261.09	252.22	1,513.31

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

2 May 2025 (2025-2026)

96	22/04/2025	E9860730	Current Account	Electricity	KCC Laser	Electricity	S	1,333.68	266.74	1,600.42
Subtotal for Code: Electricity								£2,594.77	£518.96	£3,113.73
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.	255	Rates								
47	04/04/2025	April	Current Account	NDR			Z	1,758.75		1,758.75
Subtotal for Code: Rates								£1,758.75		£1,758.75
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.	274	Bank Interest								
10	04/04/2025	13/2 to 12/3	Current Account	Bank Charges			Z	16.36		16.36
102	25/04/2025	13/3 to 13/4	Current Account	Bank Charges			Z	17.40		17.40
139	22/04/2025		Current Account	Card Fee			Z	10.46		10.46
Subtotal for Code: Bank Interest								£44.22		£44.22
Subtotal for Cost Centre: Administration								30,792.96	2,037.55	32,830.51
Cost Centre Church Road Hall										
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.	280	Wages								
83	15/04/2025		Current Account	Wages			Z	488.40		488.40
Subtotal for Code: Wages								£488.40		£488.40
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.	281	Repairs & Maintenance								
114	28/04/2025	5441	Current Account	Hygiene Services			S	4.10	0.82	4.92
Subtotal for Code: Repairs & Maintenance								£4.10	£0.82	£4.92
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.	282	Gas & Electricity								
88	15/04/2025	G9836702	Current Account	Gas			L	98.19	4.91	103.10
Subtotal for Code: Gas & Electricity								£98.19	£4.91	£103.10
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.	285	Rates								
42	04/04/2025	April	Current Account	NDR			Z	73.59		73.59
Subtotal for Code: Rates								£73.59		£73.59
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.	287	Miscellaneous Expenditure								
22	04/04/2025	4933/4926/493	Current Account	Hygiene Services			S	4.10	0.82	4.92
Subtotal for Code: Miscellaneous Expenditure								£4.10	£0.82	£4.92
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.	423	Water Rates								
26	04/04/2025	7479901	Current Account	Water Rates			Z	417.91		417.91
Subtotal for Code: Water Rates								£417.91		£417.91

Swaombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

2 May 2025 (2025-2026)

Cost Centre Grove Hall												Church Road Hall		1,086.29		6.55		1,092.84	
Code Number		302 Gas & Electricity																	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total								
87	15/04/2025	G9836699		Current Account		Gas	KCC Laser	L	7.44	0.37	7.81								
Subtotal for Code: Gas & Electricity									£7.44	£0.37	£7.81								
Subtotal for Cost Centre: Grove Hall									7.44	0.37	7.81								
Code Number		340 Utilities																	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total								
49	08/04/2025	803686331		Active Saver 1		Gas - Sports Pavilion	British Gas	L	26.07	1.30	27.37								
50	08/04/2025	806879280		Current Account		Electricity	British Gas	L	37.80	1.89	39.69								
Subtotal for Code: Utilities									£63.87	£3.19	£67.06								
Code Number		341 Water Rates																	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total								
58	10/04/2025	10006140685		Current Account		Water Rates	Castle Water	Z	11.59		11.59								
Subtotal for Code: Water Rates									£11.59		£11.59								
Code Number		343 Rates																	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total								
44	04/04/2025	April		Active Saver 1		NNDR	DBC	Z	638.25		638.25								
Subtotal for Code: Rates									£638.25		£638.25								
Subtotal for Cost Centre: Sports Pavilion									713.71	3.19	716.90								
Code Number		360 Wages																	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total								
81	15/04/2025			Current Account		Wages	SGTC	Z	590.84		590.84								
Subtotal for Code: Wages									£590.84		£590.84								
Code Number		370 Hire Income																	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total								
8	04/04/2025			Current Account		Hall Hire Refund	Loveland	Z	100.00		100.00								
Subtotal for Code: Hire Income									£100.00		£100.00								
Subtotal for Cost Centre: Town Council Offices Communi									690.84		690.84								
Code Number		380 Wages																	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total								
67	15/04/2025			Current Account		Pension F'ee	KCC - LGPS	Z	84.67		84.67								

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

2 May 2025 (2025-2026)

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
68	15/04/2025			Current Account		Pension E'er	KCC - LGPS	Z	341.77		341.77
77	15/04/2025			Current Account		PAYE	HMRC	Z	81.20		81.20
78	15/04/2025			Current Account		NI	HMRC	Z	162.28		162.28
79	15/04/2025			Current Account		PAYE	HMRC	Z	147.80		147.80
84	15/04/2025			Current Account		Wages	SGTC	Z	2,437.05		2,437.05
						Subtotal for Code:	Wages		£3,254.77		£3,254.77

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
361											
6	04/04/2025	3432804		Current Account		Cafe - Supplies	Bookers	S	226.96	2.48	229.44
41	04/04/2025	2007615 (Rep)		Current Account		Coffee Machine Supplies	Matthew Algie	Z			
85	15/04/2025			Current Account		Food Supplies	Bookers	S	262.15	2.60	264.75
100	25/04/2025	GB5U0TFABE		Current Account		Cafe - Supplies	Amazon UK	S	22.05	4.41	26.46
111	28/04/2025	3433283		Current Account		Cafe - Supplies	Bookers	X	260.39	10.67	271.06
133	09/04/2025			Current Account		Food Supplies	Petty Cash	Z	226.45		226.45
134	30/04/2025			Current Account		Food Supplies	Petty Cash	Z	220.02		220.02
						Subtotal for Code:	Food/Supplies		£1,218.02	£20.16	£1,238.18

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
382											
20	04/04/2025	2007615		Current Account		Coffee Machine Monthly Rental	Matthew Algie	S	86.87	17.37	104.24
94	22/04/2025	pzi5681892		Current Account		Cafe - Card Terminal	Takepayments	S	25.00	5.00	30.00
116	29/04/2025	375767		Current Account		Coffee Machine Monthly Rental	Matthew Algie	S	86.87	17.37	104.24
						Subtotal for Code:	Furniture, Fixtures & Equipment		£198.74	£39.74	£238.48

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
384											
48	04/04/2025	April		Current Account		NNDR	DBC	Z	307.86		307.86
						Subtotal for Code:	Rates		£307.86		£307.86

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
389											
22	04/04/2025	4933/4926/493		Current Account		Hygiene Services	VR Sani	S	11.71	2.34	14.05
39	04/04/2025	99250		Current Account		Waste Bin Collection	Biffa	S	160.17	32.03	192.20
92	22/04/2025	026c99250		Current Account		Waste Bin Collection	Biffa	S	160.17	32.03	192.20
						Subtotal for Code:	Maintenance		£332.05	£66.40	£398.45

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
390											
7	04/04/2025	18012514		Current Account		Insurance - Old Fire Station Cafe	DBC	S	441.06	21.60	462.66
						Subtotal for Code:	Miscellaneous Expenditure (incl		£441.06	£21.60	£462.66

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
395											
60	11/04/2025	March 2025		Current Account		Cafe - Card fees	Barclaycard	Z	20.00		20.00

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2025 and 30-04-2025)

Code Number Vchr.	Date	424 Invoice No	Water Rates Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Subtotal for Code: Cafe Income	
									£20.00	£20.00
40	04/04/2025	7480124		Current Account		Water Rates	Business Stream	Z	Net	Total
							Subtotal for Code: Water Rates		444.93	444.93
							Subtotal for Cost Centre: Old Fire Station Cafe		£444.93	£444.93
									6,217.43	147.90
										6,365.33
TOTALS									£70,064.94	£3,677.70
										£73,742.64

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Swainscombe and Greenhithe Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-05-2025 and 31-05-2025)

Cost Centre Knockhall Playing Field									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
54	08/05/2025	2025-2026/743		Active Saver 1		Football Pitch Hire - Knockhall	Ebsfleet FC (VETS)	Z	100.00
Subtotal for Code: Football									£100.00
Subtotal for Cost Centre: Knockhall Playing Field									100.00
Cost Centre Other Projects									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
67	19/05/2025			Active Saver 1		Summer Fair 2025	Various	Z	10.00
68	19/05/2025			Active Saver 1		Summer Fair 2025	Various	Z	10.00
69	19/05/2025			Active Saver 1		Summer Fair 2025	Various	Z	10.00
70	19/05/2025			Active Saver 1		Summer Fair 2025	Various	Z	10.00
71	21/05/2025			Active Saver 1		Summer Fair 2025	Various	Z	10.00
72	21/05/2025			Active Saver 1		Summer Fair 2025	Various	Z	10.00
73	21/05/2025			Active Saver 1		Summer Fair 2025	Various	Z	10.00
74	21/05/2025			Active Saver 1		Summer Fair 2025	Various	Z	10.00
75	29/05/2025			Active Saver 1		Grant of Funding	Groundwork	Z	10.00
Subtotal for Code: General Projects (Inc. Summer									1,125.00
Subtotal for Cost Centre: Other Projects									£1,205.00
									1,205.00
Cost Centre Leisure Centre									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
61	14/05/2025	2025-2026/723		Active Saver 1		Insurance - Leisure Centre	GCLL	S	3,709.96
Subtotal for Code: Rates & Insurance Rent - DBC									224.23
Subtotal for Cost Centre: Leisure Centre									£3,709.96
									£3,934.19
Cost Centre Allotments									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
57	09/05/2025	2025-2026/744		Active Saver 1		Allotment Rent	Swanscombe & Greenhithe Allotment	Z	5,397.01
57	09/05/2025	2025-2026/744		Active Saver 1		Allotment Rent	Swanscombe & Greenhithe Allotment	Z	115.50
Subtotal for Code: Rent Income									£5,512.51
Subtotal for Cost Centre: Allotments									5,512.51
Cost Centre Administration									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
271				Miscellaneous Income					

Swanscombe and Greenhithe Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-05-2025 and 31-05-2025)

3 June 2025 (2025-2026)

78	30/05/2025	2025-2026/745	Active Saver 1	Heritage Park - Donation	Lifted Entertainment	Z	25.00	25.00	25.00
				Subtotal for Code:	Miscellaneous Income		£25.00	£25.00	
Code Number 274 Bank Interest									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
99	02/05/2025			Active Saver 2		Bank Interest	CCLA	Z	91.69
						Subtotal for Code:	Bank Interest		£91.69
Code Number 422 CIL									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
65	02/05/2025			Active Saver 1		CIL Receipt	DBC	Z	4,999.35
						Subtotal for Code:	CIL		£4,999.35
						Subtotal for Cost Centre:	Administration		5,116.04
Cost Centre Church Road Hall									
Code Number 295 Hire Income									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
26	01/05/2025	2025-2026/732		Current Account		Hall Hire	Cake and Computer Club	Z	120.00
55	08/05/2025	2025-2026/713		Active Saver 1		Hall Hire	Dragon Spirit Karate	Z	85.50
56	08/05/2025	2025-2026/731		Active Saver 1		Hall Hire	2nd Swanscombe Brownies	Z	30.00
62	20/05/2025	2025-2026/721		Active Saver 1		Hall Hire	Fountain of Praise	Z	240.00
63	28/05/2025	2025-2026/740		Active Saver 1		Hall Hire	Fountain of Praise	Z	300.00
64	28/05/2025	2025-2026/730		Active Saver 1		Hall Hire	1st Swanscombe Rainbows	Z	25.00
66	02/05/2025			Active Saver 1		Hall Hire Deposit	Various	Z	150.00
77	09/05/2025			Active Saver 1		Hall Hire	Various	Z	68.00
						Subtotal for Code:	Hire Income		£1,018.50
						Subtotal for Cost Centre:	Church Road Hall		1,018.50
Cost Centre Heritage Community Hall									
Code Number 335 Hire Income									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
60	14/05/2025	2025-2026/738		Active Saver 1		Hall Hire	Walk Tall	Z	1,172.50
						Subtotal for Code:	Hire Income		£1,172.50
						Subtotal for Cost Centre:	Heritage Community Hall		1,172.50
Cost Centre Town Council Offices Community Hall									
Code Number 370 Hire Income									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
27	02/05/2025	2025-2026/722		Active Saver 1		Hall Hire	Gateway Salvation Church	Z	360.00
27	02/05/2025	2025-2026/722		Active Saver 1		Hall Hire	Gateway Salvation Church	Z	348.00
27	02/05/2025	2025-2026/722		Active Saver 1		Hall Hire	Gateway Salvation Church	Z	48.00
30	02/05/2025	2025-2026/735		Active Saver 1		Hall Hire	North Kent Karate	Z	546.00

Listing of Receipts in each Code for All Cost Centres
(Between 01-05-2025 and 31-05-2025)

53	08/05/2025	2025-2026/733	Active Saver 1	Hall Hire	Cygnets	Z	1,540.00	1,540.00
58	14/05/2025	2025-2026/726	Active Saver 1	Hall Hire	DBC	Z	384.00	384.00
59	14/05/2025	2025-2026/737	Active Saver 1	Hall Hire	Dartford Borough Council - Why Weig	Z	54.00	54.00
76	14/05/2025	2025-2026/736	Active Saver 1	Hall Hire	Rosie's Groovy Movers	Z	204.00	204.00
Subtotal for Code: Hire Income							£3,484.00	£3,484.00
Subtotal for Cost Centre: Town Council Offices Communi							3,484.00	3,484.00

Cost Centre Old Fire Station Cafe

Code Number	Date	Invoice No	395 Cafe Income	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.												
79	01/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	89.10		89.10
80	02/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	40.90		40.90
81	06/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	37.90		37.90
82	07/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	37.40		37.40
83	08/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	32.50		32.50
84	09/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	29.85		29.85
85	12/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	55.40		55.40
86	13/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	48.85		48.85
87	14/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	111.25		111.25
88	15/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	42.50		42.50
89	16/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	43.25		43.25
90	19/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	55.40		55.40
91	20/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	61.30		61.30
92	21/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	56.35		56.35
93	22/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	22.25		22.25
94	23/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	81.45		81.45
95	27/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	91.65		91.65
96	28/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	34.30		34.30
97	29/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	74.85		74.85
98	30/05/2025		Active Saver 1		Active Saver 1		Food Sales	Old Fire Station Cafe	Z	65.55		65.55
Subtotal for Code: Cafe Income										£1,112.00		£1,112.00
Subtotal for Cost Centre: Old Fire Station Cafe										1,112.00		1,112.00

TOTALS **£22,430.51** **£224.23** **£22,654.74**

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Swrcombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-05-2025 and 31-05-2025)

Cost Centre		Public Lighting									
Code Number		1 Supply & Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
147	06/05/2025	15345		Current Account		Street Lighting Maintenance	Streelights	S	774.09	154.82	928.91
							Subtotal for Code:		£774.09	£154.82	£928.91
							Subtotal for Cost Centre:		774.09	154.82	928.91
Cost Centre		Grove Car Park									
Code Number		20 Rates									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
229	01/05/2025			Current Account		NNDR	DBC	Z	212.00		212.00
							Subtotal for Code:		£212.00		£212.00
							Subtotal for Cost Centre:		212.00		212.00
Cost Centre		Parks Establishment									
Code Number		40 Wages									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
155	12/05/2025			Current Account		Pension E'ee	KCC - LGPS	Z	158.36		158.36
156	12/05/2025			Current Account		Pension E'er	KCC - LGPS	Z	565.21		565.21
163	12/05/2025			Current Account		Pension E'ee	Digital Wealth	Z	210.47		210.47
164	12/05/2025			Current Account		Pension E'er	Digital Wealth	Z	126.28		126.28
165	12/05/2025			Current Account		PAYE	HMRC	Z	794.00		794.00
166	12/05/2025			Current Account		NI	HMRC	Z	1,388.26		1,388.26
175	12/05/2025			Current Account		Wages	SGTC	Z	7,121.61		7,121.61
							Subtotal for Code:		£10,364.19		£10,364.19
Code Number		41 Equipment/Materials									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
142	02/05/2025	030567		Current Account		Parks - General repairs	Discount Builders Merchants	S	54.56	10.91	65.47
143	02/05/2025	030553		Current Account		Parks - General repairs	Discount Builders Merchants	S	85.72	17.14	102.86
149	06/05/2025	00030596		Current Account		Parks Equipment - Materials for Fence	Discount Builders Merchants	S	13.44	2.70	16.14
150	06/05/2025	NOR84246		Current Account		Hire of Roller	Can-do Hire Centres Ltd	S	380.70	76.14	456.84
151	06/05/2025	2002348823		Current Account		Parks Equipment - Paint	Trade UK	S	66.62	13.33	79.95
178	12/05/2025	00030707		Current Account		Parks Equipment - Sand & Cement	Discount Builders Merchants	S	14.26	2.85	17.11
201	19/05/2025	57705		Current Account		New Padlocks and Keys	Locks N Tools	S	167.06	33.41	200.47
202	19/05/2025	INV30870		Current Account		Parks Equipment - Sprayer and Fertilis	Weed Management	S	1,655.21	331.04	1,986.25
203	21/05/2025	00030902		Current Account		Parks - Nails and Screws	Discount Builders Merchants	S	9.19	1.84	11.03
210	27/05/2025	16768		Current Account		Parks Equipment - Plants and Compos	Springhead Nurseries	Z	476.50		476.50
212	27/05/2025	737461		Current Account		Skip Hire	Pinden Ltd	S	295.00	59.00	354.00
214	27/05/2025	GB5QY5TABE		Current Account		Parks - Weed Killer	Amazon UK	S	14.15	2.84	16.99
							Subtotal for Code:		£3,232.41	£551.20	£3,783.61

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-05-2025 and 31-05-2025)

3 June 2025 (2025-2026)

Code Number		43 Fuel		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
131	01/05/2025	E2020292971		Current Account		Fuel	All Star	S	237.02	45.92	282.94
							Subtotal for Code:	Fuel	£237.02	£45.92	£282.94
Code Number		47 Water Rates		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
222	28/05/2025	7939225		Current Account		Water Rates	Business Stream	S	103.02	20.61	123.63
							Subtotal for Code:	Water Rates	£103.02	£20.61	£123.63
Code Number		48 Gas/Electricity		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
191	16/05/2025	E9881325		Current Account		Electricity	KCC Laser	L	178.74	8.94	187.68
193	16/05/2025	E9881317		Current Account		Electricity	KCC Laser	S	1,371.62	274.32	1,645.94
194	16/05/2025	E9881327		Current Account		Electricity	KCC Laser	L	54.70	2.74	57.44
197	16/05/2025	E9881321		Current Account		Electricity	KCC Laser	L	79.69	3.98	83.67
200	19/05/2025	E9886378		Current Account		Electricity	KCC Laser	L	20.66	1.03	21.69
							Subtotal for Code:	Gas/Electricity	£1,705.41	£291.01	£1,996.42
							Subtotal for Cost Centre:	Parks Establishment	15,642.05	908.74	16,550.79
Cost Centre		Other Projects									
Code Number		121 General Projects (Inc. Summer Entertai		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
183	13/05/2025	TJD121		Current Account		Summer Fair 2025	T J Discos	Z	225.00		225.00
207	21/05/2025	STC/1002/2021		Current Account		Summer Fair 2025	Swinging The Lead	Z	300.00		300.00
225	29/05/2025	PJGFHRI		Current Account		Tuf of war Rope	Amazon UK	S	29.99	6.00	35.99
							Subtotal for Code:	General Projects (inc. Summer	£554.99	£6.00	£560.99
							Subtotal for Cost Centre:	Other Projects	554.99	6.00	560.99
Cost Centre		Leisure Centre									
Code Number		146 Rates & Insurance Rent - DBC		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
231	01/05/2025			Current Account		NNDR	DBC	Z	2,081.00		2,081.00
							Subtotal for Code:	Rates & Insurance Rent - DBC	£2,081.00		£2,081.00
Code Number		155 Management Fee		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
190	16/05/2025	15425		Current Account		Management Fee	GCLL	S	14,500.00	2,900.00	17,400.00
							Subtotal for Code:	Management Fee	£14,500.00	£2,900.00	£17,400.00
							Subtotal for Cost Centre:	Leisure Centre	16,581.00	2,900.00	19,481.00

Listing of Payments in each Code for All Cost Centres
(Between 01-05-2025 and 31-05-2025)

212 Water Supply									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
186	14/05/2025	7903949		Current Account		Water Rates	Business Stream	Z	32.96
Subtotal for Code: Water Supply									£32.96
Subtotal for Cost Centre: Allotments									32.96
Cost Centre Administration									
230 Wages									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
157	12/05/2025			Current Account		Pension Eee	KCC - LGPS	Z	327.05
158	12/05/2025			Current Account		Pension E'er	KCC - LGPS	Z	1,115.80
161	12/05/2025			Current Account		Pension E'ee	Digital Wealth	Z	278.16
162	12/05/2025			Current Account		Pension E'er	Digital Wealth	Z	166.90
167	12/05/2025			Current Account		PAYE	HMRC	Z	1,420.26
168	12/05/2025			Current Account		NI	HMRC	Z	2,054.55
173	12/05/2025			Current Account		Wages	SGTC	Z	9,450.59
Subtotal for Code: Wages									£14,813.31
232 Photocopier									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
126	01/05/2025	1204205810		Current Account		Photocopier Usage	Konica Minolta	S	274.47
127	01/05/2025	1204171078		Current Account		Photocopier Usage	Konica Minolta	S	54.89
128	01/05/2025	1204171079		Current Account		Photocopier Usage	Konica Minolta	S	22.53
129	01/05/2025	1204179440		Current Account		Photocopier Usage	Konica Minolta	S	22.53
226	30/05/2025	1204420537		Current Account		Photocopier Rental	Konica Minolta	S	27.78
Subtotal for Code: Photocopier									£459.57
233 Stationary, Advertising & Postage									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
130	01/05/2025	81533		Current Account		Cleaning Materials	KCC - KCS	S	32.62
179	12/05/2025	85701		Current Account		Office Equipment	KCC - KCS	S	26.98
198	16/05/2025	88595		Current Account		Stationary	KCC - KCS	S	21.48
234	09/05/2025			Current Account		Postage	Franco typ Postalia Ltd	Z	50.00
Subtotal for Code: Stationary, Advertising & Postage									£131.08
234 Telephone / Internet									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
153	08/05/2025	T211244		Current Account		Phone Bill	Overline	S	526.52
Subtotal for Code: Telephone / Internet									£526.52
236 Insurance									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
182	13/05/2025	544049039		Current Account		Insurance Policy Renewal	Zurich Municipal	X	14,971.81
Subtotal for Code: Insurance									£14,971.81

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-05-2025 and 31-05-2025)

3 June 2025 (2025-2026)

237 Subscriptions / Publications									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
148	06/05/2025	146052		Current Account		Mapping Technical Support	Pear Technology	S	294.00
180	12/05/2025	SIN3036455		Current Account		PPL Music Licence	PPL	S	1,937.57
235	16/05/2025			Current Account		Sage Payroll Cover	Sage Pay	Z	56.47
							Subtotal for Code:	Subscriptions / Publications	£2,288.04
239 Civic Reception									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
181	12/05/2025	103702		Current Account		Civic Reception Expenditure - Table Ck	Chic Event Hire	S	253.92
							Subtotal for Code:	Civic Reception	£253.92
245 Miscellaneous Expenditure									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
206	21/05/2025	GB5002WFTJF		Current Account		Donation Buckets	Amazon UK	S	43.84
							Subtotal for Code:	Miscellaneous Expenditure	£43.84
248 Member Training									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
184	13/05/2025	12432970433		Current Account		Member Training	KALC	S	36.00
							Subtotal for Code:	Member Training	£36.00
249 IT Services									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
144	02/05/2025	2514		Current Account		Website Charges	Qwerty IT Services	S	16.00
216	27/05/2025	2593		Current Account		IT Support & Maintenance + Website H	Qwerty IT Services	S	1,038.34
217	27/05/2025	74920		Current Account		IT Support & Maintenance	MPR IT Solutions	S	306.34
							Subtotal for Code:	IT Services	£1,440.68
251 Council Offices Building Maintenance									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
130	01/05/2025	81533		Current Account		Cleaning Materials	KCC - KCS	S	25.13
152	08/05/2025	2603		Current Account		New Hot water cylinder	A1 Water Treatment Ltd	S	534.00
204	21/05/2025	11811		Current Account		Portaloob Hire	Lav Hire	S	120.00
205	21/05/2025	110377		Current Account		CCTV/Alarm & Access Annual Maintent	Asira Security Systems Ltd	S	246.00
218	27/05/2025	5938		Current Account		Hygiene Services	VR Sanl	S	19.68
224	29/05/2025	02948		Current Account		Fire Alarm Call Out	Fireout Protection Ltd	S	111.00
							Subtotal for Code:	Council Offices Building Mainten	£1,055.81
254 Electricity									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
199	19/05/2025	E9886390		Current Account		Electricity	KCC Laser	S	1,403.26
							Subtotal for Code:	Electricity	£1,403.26
255 Rates									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									

Swar.ombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-05-2025 and 31-05-2025)

3 June 2025 (2025-2026)

232	01/05/2025				Current Account	NNDR	DBC	Rates	Z	1,759.00	1,759.00	
							Subtotal for Code:			£1,759.00	£1,759.00	
Cost Centre Church Road Hall												
Code Number 274 Bank Interest												
Vchr.	Date	Invoice No	Minute		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
227	30/05/2025	19 May 2025			Current Account		Bank Charges	Barclays	Z	17.69		17.69
236	20/05/2025				Current Account		Card Fee	Elavon	Z	12.34		12.34
								Subtotal for Code:		£30.03		£30.03
								Subtotal for Cost Centre:		38,135.35	3,087.58	41,222.93
Code Number 280 Wages												
Vchr.	Date	Invoice No	Minute		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
176	12/05/2025				Current Account		Wages	SGTC	Z	488.40		488.40
								Subtotal for Code:		£488.40		£488.40
Code Number 281 Repairs & Maintenance												
Vchr.	Date	Invoice No	Minute		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
215	27/05/2025	GB505RZA5Y?			Current Account		General Maintenance Supplies	Amazon UK	S	21.64	4.34	25.98
219	27/05/2025	5933			Current Account		Hygiene Services	VR Sani	S	4.10	0.82	4.92
								Subtotal for Code:		£25.74	£5.16	£30.90
Code Number 282 Gas & Electricity												
Vchr.	Date	Invoice No	Minute		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
188	14/05/2025	G9870898			Current Account		Gas	KCC Laser	S	368.40	73.68	442.08
195	16/05/2025	E9881313			Current Account		Electricity	KCC Laser	L	132.64	6.63	139.27
								Subtotal for Code:		£501.04	£80.31	£581.35
Code Number 283 Cleaning Materials												
Vchr.	Date	Invoice No	Minute		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
130	01/05/2025	81533			Current Account		Cleaning Materials	KCC - KCS	S	18.75	3.75	22.50
								Subtotal for Code:		£18.75	£3.75	£22.50
Code Number 285 Rates												
Vchr.	Date	Invoice No	Minute		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
228	01/05/2025				Current Account		NNDR	DBC	Z	70.00		70.00
								Subtotal for Code:		£70.00		£70.00
								Subtotal for Cost Centre:		1,103.93	89.22	1,193.15
Cost Centre Grove Hall												
Code Number 301 Repairs & Maintenance												
Vchr.	Date	Invoice No	Minute		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
208	22/05/2025	2371			Current Account		Roof Repairs	Kent Fire Extinguisher Services Ltd	S	350.00	70.00	420.00
								Subtotal for Code:		£350.00	£70.00	£420.00

Swanscombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-05-2025 and 31-05-2025)

302 Gas & Electricity									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
187	14/05/2025	G9870829		Current Account		Gas	KCC Laser	L	7.56
192	16/05/2025	E9881326		Current Account		Electricity	KCC Laser	L	55.64
Subtotal for Code: Gas & Electricity									£63.20
Subtotal for Cost Centre: Grove Hall								410.19	73.01
Subtotal for Cost Centre: Grove Hall									483.20
340 Utilities									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
145	06/05/2025	878458002		Current Account		Electricity	British Gas	L	38.41
146	06/05/2025	808489544		Active Saver 1		Gas	British Gas	L	26.49
221	28/05/2025	1006390182		Current Account		Water Rates	Castle Water	S	96.78
Subtotal for Code: Utilities								£142.47	£161.68
343 Rates									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
230	01/05/2025			Active Saver 1		NNDR	DBC	Z	636.00
Subtotal for Code: Rates								£636.00	£636.00
Subtotal for Cost Centre: Sports Pavilion								778.47	19.21
Subtotal for Cost Centre: Sports Pavilion									797.68
360 Wages									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
171	12/05/2025			Current Account		PAYE	HMRC	Z	147.60
172	12/05/2025			Current Account		NI	HMRC	Z	48.22
174	12/05/2025			Current Account		Wages	SGTC	Z	590.84
Subtotal for Code: Wages								£786.66	£786.66
363 Cleaning Materials									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
130	01/05/2025	81533		Current Account		Cleaning Materials	KCC - KCS	S	68.98
Subtotal for Code: Cleaning Materials								£57.48	£11.50
Subtotal for Cost Centre: Town Council Offices Communi								844.14	11.50
Subtotal for Cost Centre: Town Council Offices Communi									855.64
380 Wages									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
159	12/05/2025			Current Account		Pension E'ee	KCC - LGPS	Z	82.15
160	12/05/2025			Current Account		Pension E'er	KCC - LGPS	Z	346.54
169	12/05/2025			Current Account		PAYE	HMRC	Z	99.20
170	12/05/2025			Current Account		NI	HMRC	Z	319.89

Swaiombe and Greenhithe Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-05-2025 and 31-05-2025)

3 June 2025 (2025-2026)

177	12/05/2025	Current Account	Wages	SGTC	Z	2,069.86	2,069.86	2,069.86
				Subtotal for Code:		£2,917.64	£2,917.64	
381 Food/Supplies								
Code Number	Date	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.								
154	09/05/2025	Current Account		Food Supplies	Z	296.80		296.80
211	27/05/2025	Current Account		Cafe - Supplies	X	361.64	9.73	371.37
213	27/05/2025	Current Account		Cafe - Supplies	S	75.82	15.17	90.99
						£734.26	£24.90	£759.16
				Subtotal for Code:				
382 Furniture, Fixtures & Equipment (incl. I								
Code Number	Date	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.								
185	13/05/2025	Current Account		Cafe - Card Terminal	S	25.00	5.00	30.00
209	23/05/2025	Current Account		Cafe Equipment - 2 x New Grills	S	81.66	16.34	98.00
223	29/05/2025	Current Account		Coffee Machine Monthly Rental	S	86.87	17.37	104.24
						£193.53	£38.71	£232.24
				Subtotal for Code:				
384 Rates								
Code Number	Date	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.								
233	01/05/2025	Current Account		NNDR	Z	309.99		309.99
						£309.99		£309.99
				Subtotal for Code:				
385 Electricity								
Code Number	Date	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.								
196	16/05/2025	Current Account		Electricity	L	742.10	37.11	779.21
						£742.10	£37.11	£779.21
				Subtotal for Code:				
389 Maintenance								
Code Number	Date	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.								
141	02/05/2025	Current Account		Waste Bin Collection	S	159.99	32.00	191.99
220	27/05/2025	Current Account		Hygiene Services	S	11.71	2.34	14.05
						£171.70	£34.34	£206.04
				Subtotal for Code:				
390 Miscellaneous Expenditure (incl. DBC 								
Code Number	Date	Bank	Cheq. No.	Description	Vat Type	Net	Vat	Total
Vchr.								
189	16/05/2025	Current Account		Cafe - Card fees	Z	20.83		20.83
						£20.83		£20.83
				Subtotal for Code:				
				Miscellaneous Expenditure (incl				
				Old Fire Station Cafe		5,090.05	135.06	5,225.11
				Subtotal for Cost Centre:				
TOTALS								
						£80,159.22	£7,385.14	£87,544.36

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Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2025 to 31/05/2025)

Cost Centre		Budget Receipts		Act. Receipts	Budget Payments		Variance	
		Total for year	Year to Date		Total for Year	Year to Date		Act.Payments
Public Lighting								
1	Supply & Maintenance				3,150.00	525.00	774.09	-249.09
3	Christmas Lighting				4,170.00	695.00		695.00
4	Repairs				500.00	83.30		83.30
5	Long Term Financial Risks							
6	Income	1.00	0.20					-0.20
Sub Total for	Public Lighting	1.00	0.20		7,820.00	1,303.30	774.09	529.01
Grove Car Park								
20	Rates				2,100.00	350.00	424.75	-74.75
21	Repairs & Maintenance				500.00	83.30		83.30
22	Long Term Financial Risks							
421	Income	1,000.00	166.70					-166.70
Sub Total for	Grove Car Park	1,000.00	166.70		2,600.00	433.30	424.75	-158.15
Craylands Lane Car Park								
30	Rates							
31	Repairs & Maintenance							
32	Long Term Financial Risks							
Sub Total for	Craylands Lane Car Park							
Parks Establishment								
40	Wages				108,250.00	18,041.70	26,808.44	-8,766.74
41	Equipment/Materials				31,000.00	5,166.70	5,028.34	138.36
42	New Grounds Maintenance Equipm						457.32	-457.32
43	Fuel				2,000.00	333.30	475.09	-141.79
44	Fencing				3,000.00	500.00		500.00
45	Telephone				250.00	41.70		41.70
46	Vehicles				2,000.00	333.30	570.62	-237.32
47	Water Rates				2,575.00	429.20	970.00	-540.80
48	Gas/Electricity				3,000.00	500.00	1,753.61	-1,253.61
49	Playground Equipment & Maintenanar				5,000.00	833.30	2,111.61	-1,278.31

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2025 to 31/05/2025)

	Budget Receipts		Act. Receipts		Budget Payments		Act. Payments		Variance	
	Total for year	Year to Date	Total for year	Year to Date	Total for year	Year to Date	Total for year	Year to Date	Total for year	Year to Date
50 Staff Training					2,000.00	333.30	425.00		-91.70	
51 Knockhall Changing Rooms					500.00	83.30			83.30	
52 Parks Works Area					750.00	125.00			125.00	
53 Vandalism					500.00	83.30			83.30	
54 Trees					3,000.00	500.00			500.00	
55 New Recreational Facilities										
56 Unexpected/Emergency Works					750.00	125.00			125.00	
57 Long Term Financial Risks					5,000.00	833.30			833.30	
58 New Community Facility										
65 Miscellaneous Income	500.00	83.30							-83.30	
Sub Total for Parks Establishment	500.00	83.30			169,575.00	28,262.40	38,600.03		-10,420.93	
Cost Centre Swanscombe Park										
70 Bowls Pavilion Maintenance										
71 Long Term Financial Risks										
75 Bowls Income	4,246.00	707.70							-707.70	
78 Hire Charges										
Sub Total for Swanscombe Park	4,246.00	707.70							-707.70	
Cost Centre Knockhall Playing Field										
80 Rates					153.00	25.50	88.33		-62.83	
81 Long Term Financial Risks										
85 Football	6,240.00	1,040.00				200.00			-840.00	
Sub Total for Knockhall Playing Field	6,240.00	1,040.00			153.00	25.50	88.33		-902.83	
Cost Centre Broomfield Sports Ground										
90 Long Term Financial Risks										
95 Football Income	8,600.00	1,433.30				196.00			-1,237.30	
96 Cricket Income						1,585.00			1,585.00	
97 Miscellaneous Income										

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2025 to 31/05/2025)

	Budget Receipts		Budget Payments		Variance	
	Total for year	Year to Date	Total for Year	Year to Date	Year to Date	Year to Date
Sub Total for Broomfield Sports Ground	8,600.00	1,433.30	1,781.00			347.70
Cost Centre Heritage Park						
100 Maintenance/Rent			500.00	83.30		583.30
104 Long Term Financial Risks						
Sub Total for Heritage Park	500.00	83.30	583.30			583.30
Cost Centre St Peter & St Paul's Churchyard						
110 Maintenance			2,000.00	333.30		333.30
Sub Total for St Peter & St Paul's Churchyard	2,000.00	333.30	333.30			333.30
Cost Centre Other Projects						
121 General Projects (inc. Summer Ente		1,205.00	10,000.00	1,666.70	2,058.74	812.96
Sub Total for Other Projects	1,205.00	1,666.70	2,058.74			812.96
Cost Centre Leisure Centre						
146 Rates & Insurance Rent - DBC		3,709.96	32,500.00	5,416.70	7,874.46	1,252.20
155 Management Fee			58,000.00	9,666.70	14,500.00	-4,833.30
Sub Total for Leisure Centre	3,709.96	15,083.40	22,374.46			-3,581.10
Cost Centre Squash Courts						
200 Maintenance						
201 Long Term Financial Risks						
Sub Total for Squash Courts						
Cost Centre Allotments						
210 Rents / Licences			245.00	40.80		40.80
211 Repairs / Maintenance			250.00	41.70		41.70
212 Water Supply					32.96	-32.96
213 Long Term Financial Risks						
218 Rent Income	5,230.00	871.70	5,512.51			4,640.81

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2025 to 31/05/2025)

	Budget Receipts		Act. Receipts		Budget Payments		Act. Payments		Variance	
	Total for year	Year to Date	Total for year	Year to Date	Total for year	Year to Date	Total for year	Year to Date	Total for year	Year to Date
Sub Total for Allotments	5,230.00	871.70	5,512.51	82.50	495.00	82.50	32.96	4,690.35		
Cost Centre Administration										
230 Wages				23,791.70			29,415.52		-5,623.82	
231 Furniture, Fixtures & Fittings				125.00					125.00	
232 Photocopier				1,000.00			459.57		-292.87	
233 Stationary, Advertising & Postage				1,600.00			309.47		-42.77	
234 Telephone / Internet				3,700.00			1,797.40		-1,180.70	
235 Mileage Allowance				200.00					33.30	
236 Insurance				14,000.00			14,971.81		-12,638.51	
237 Subscriptions / Publications				5,000.00			4,156.11		-3,322.81	
238 Civic Budget				1,500.00			10.00		240.00	
239 Civic Reception				1,500.00			1,525.44		-1,275.44	
240 Chains of Office				250.00					41.70	
241 Legal Fees				3,000.00					500.00	
242 External Audit Fees				1,400.00					233.30	
243 Internal Audit Fees				350.00			210.00		-151.70	
244 Local Funding				2,000.00					333.30	
245 Miscellaneous Expenditure				6,000.00			761.89		238.11	
246 Election Expenses				2,000.00					333.30	
247 Staff Training				1,500.00			295.00		-45.00	
248 Member Training				1,500.00			100.00		150.00	
249 IT Services				4,000.00			2,495.69		-1,828.99	
250 Handyman (incl. seasonal park staff				500.00					83.30	
251 Council Offices Building Maintenance				12,000.00			3,719.54		-1,719.54	
252 Water Rates				2,000.00					333.30	
253 Gas				2,750.00			1,344.72		-886.42	
254 Electricity				6,500.00			3,764.15		-2,680.85	
255 Rates				17,500.00			3,517.75		-601.05	
256 Long Term Financial Risks										
270 Photocopier Income										
271 Miscellaneous Income										
	1,000.00	166.70	393.00						226.30	

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2025 to 31/05/2025)

	Budget Receipts		Act. Receipts		Budget Payments		Act. Payments		Variance	
	Total for year	Year to Date	Total for year	Year to Date	Total for year	Year to Date	Total for year	Year to Date	Total for year	Year to Date
272 Precept	440,713.00	73,452.20	235,311.00						161,858.80	
273 Section 136										
274 Bank Interest	3,000.00	500.00	187.24				74.25		-387.01	
276 Government C Tax Grant	14,435.00	2,405.80	7,218.00						4,812.20	
422 CIL			4,999.35						4,999.35	
Sub Total for Administration	459,148.00	76,524.70	248,108.59		235,250.00	39,208.20	68,928.31		141,863.78	
Cost Centre Church Road Hall										
280 Wages					5,800.00	966.70	976.80		-10.10	
281 Repairs & Maintenance					500.00	83.30	29.84		53.46	
282 Gas & Electricity					850.00	141.70	599.23		-457.53	
283 Cleaning Materials					100.00	16.70	18.75		-2.05	
284 Furniture, Fixtures & Fittings					100.00	16.70			16.70	
285 Rates					1,172.00	195.30	143.59		51.71	
287 Miscellaneous Expenditure					125.00	20.80	4.10		16.70	
288 Long Term Financial Risks										
295 Hire Income	6,500.00	1,083.30	2,181.56						1,098.26	
406 Telephone Broadband					100.00	16.70			16.70	
423 Water Rates							417.91		-417.91	
Sub Total for Church Road Hall	6,500.00	1,083.30	2,181.56		8,747.00	1,457.90	2,190.22		365.94	
Cost Centre Grove Hall										
301 Repairs & Maintenance					500.00	83.30	350.00		-266.70	
302 Gas & Electricity					100.00	16.70	67.63		-50.93	
305 Rates										
306 Water Rates										
308 Long Term Financial Risks										
Sub Total for Grove Hall					600.00	100.00	417.63		-317.63	
Cost Centre Heritage Community Hall										
320 Wages										
321 Repairs & Maintenance										

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2025 to 31/05/2025)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance Year to Date
	Total for year	Year to Date		Total for Year	Year to Date		
322 Gas & Electricity							
323 Cleaning Materials							
324 Furniture, Fixtures & Fittings							
325 Rates							
326 Water Rates							
327 Miscellaneous Expenditure							
328 Long Term Financial Risks							
335 Hire Income	13,796.00	2,299.30	2,345.00				45.70
Sub Total for Heritage Community Hall	13,796.00	2,299.30	2,345.00				45.70
Cost Centre Sports Pavilion							
340 Utilities						206.34	-206.34
341 Water Rates						11.59	-11.59
342 Maintenance & Cleaning Contributic							
343 Rates						1,274.25	-1,274.25
344 Building Insurance							
345 Miscellaneous Expenditure							
346 Professional Fees							
350 Income							
425 Construction Costs							
426 Grant Income							
Sub Total for Sports Pavilion						1,492.18	-1,492.18
Cost Centre Town Council Offices Community I							
360 Wages	8,750.00			1,458.30		1,377.50	80.80
361 Repairs & Maintenance	420.00			70.00			70.00
362 Furniture, Fixtures & Flittings	100.00			16.70			16.70
363 Cleaning Materials	260.00			43.30		57.48	-14.18
364 Miscellaneous Expenditure	75.00			12.50			12.50
365 Long Term Financial Risks							
370 Hire Income	47,500.00	7,916.70	7,382.75			100.00	-633.95

Swanscombe and Greenhithe Town Council

Receipts and Payments compared with Flexed Budget (01/04/2025 to 31/05/2025)

	Budget Receipts		Budget Payments		Variance
	Total for year	Year to Date	Total for Year	Year to Date	
Sub Total for Town Council Offices Communi	47,500.00	7,916.70	9,605.00	1,600.80	-468.13
Cost Centre Old Fire Station Cafe					
380 Wages			20,800.00	3,466.70	-2,705.71
381 Food/Supplies			4,000.00	666.70	-1,285.58
382 Furniture, Fixtures & Equipment (inc			500.00	83.30	-308.97
383 Advertising			100.00	16.70	16.70
384 Rates			2,250.00	375.00	-242.85
385 Electricity			1,500.00	250.00	-492.10
386 Cleaning Materials			120.00	20.00	20.00
387 DBC Maintenance Service Charge			1,500.00	250.00	250.00
388 Telephone / Internet			500.00	83.30	83.30
389 Maintenance			500.00	83.30	-420.45
390 Miscellaneous Expenditure (incl. DE			500.00	83.30	-378.59
391 Long Term Financial Risks					
392 Rent DBC			5,600.00	933.30	933.30
395 Cafe Income	20,500.00	3,416.70		20.00	552.94
424 Water Rates				444.93	-444.93
Sub Total for Old Fire Station Cafe	20,500.00	3,416.70	37,870.00	6,311.60	-4,422.94
Cost Centre Bus Shelters					
400 Maintenance			250.00	41.70	41.70
Sub Total for Bus Shelters			250.00	41.70	41.70
Cost Centre Ingress Park Community Centre					
407 Wages			6,000.00	1,000.00	1,000.00
408 Repairs & Maintenance			500.00	83.30	83.30
409 Gas & Electricity			1,500.00	250.00	250.00
410 Cleaning Materials			500.00	83.30	83.30
411 Furniture & Fittings			500.00	83.30	83.30
412 Rates (NNDR)			1,600.00	266.70	266.70
413 Water Rates			600.00	100.00	100.00

Swanscombe and Greenhithe Town Council
Receipts and Payments compared with Flexed Budget (01/04/2025 to 31/05/2025)

	Budget Receipts		Act. Receipts		Budget Payments		Act. Payments		Variance
	Total for year	Year to Date			Total for Year	Year to Date			Year to Date
414 Key Holder Security					600.00	100.00			100.00
415 Misc Expenditure					100.00	16.70			16.70
416 Long Term Financial Risks									
418 Hire Income					14,000.00	2,333.30			2,333.30
419 Commuted Sum					6,000.00	1,000.00			1,000.00
420 Contingency Fund					10,000.00	1,666.70			1,666.70
Sub Total for Ingress Park Community Centre					41,900.00	6,983.30			6,983.30
GRAND TOTALS	£573,261.00	£95,543.60	£276,916.01		£617,865.00	£102,977.20	£150,224.16		£134,125.45

A

AGENDA ITEM 10

FGP 19/6/25

APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

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

1. Name and full address of Organisation:	THE CONSOLIDATED ARMHOUSE CHURCH OF SWANSCOMBE
2. Amount of funding requested.	£ 500.00
3. Name and contact details of applicant (this is the address the Town Council will use for all correspondences). Please include an email address where possible:	Glen Keeling CASPARIAN WAY SWANSCOMBE KENT [REDACTED]
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	Provide homes for people in need aged over 55 living in Swanscombe / Greenhithe CA 1800
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	8 Beneficiaries 4 Trustees
6. Please give details of how your organisation assists or impacts on the residents of Swanscombe and Greenhithe. Please provide the number of local residents who will benefit from this award.	Provide homes for people in Swanscombe + Green Creating a community garden to help Beneficiaries + food bank + social lunch club
7. Please supply details of how the funding applied for will be used (please include total costs of projects, project plans, quoted costs etc.). No works/purchases can be made until any applications have been considered by the Town Council. Retrospective applications will NOT be considered.	Raises bedding to create usable to grow veg + plants Sheep x 24 = 669.60 2 bags Diet = 200.44 2x liver = 34.00 TOTAL = 904.04 However can use trade code for discounts

APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

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

8. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.	2020
9. Please provide the bank details for the organisation for payment. Alternatively provide the name of organisation that cheques should be made out (cheques are unable to be made out to individuals).	Account Name: CAF Bank 25 KING HILL AVE Sort Code: [REDACTED] - [REDACTED] - [REDACTED] Account Number: [REDACTED] Organisation Name: CONSOLIDATED AIRSHOWS CHARTER OF SWANSCOMBE
10. Declaration: I declare that the information given is, to the best of my knowledge, accurate and true.	Signed: [REDACTED] Dated: 30/04/2025

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



I'm looking for...



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Quote List

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MaterialsTimber & Steel
MaterialsGardens &
LandscapingDoors, Windows &
JoineryDecorating &
InteriorsPlumbing &
Heating

Bathrooms

Electrical &
LightingFlooring &
AdhesivesTools &
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IMPORTANT INFORMATION

Please be aware that we will be performing scheduled maintenance on our website from 12:00pm BST on Saturday, May 3rd until 9:00am BST on Monday, May 5th. During this time, our website will be temporarily unavailable. We apologise for any inconvenience this may cause.

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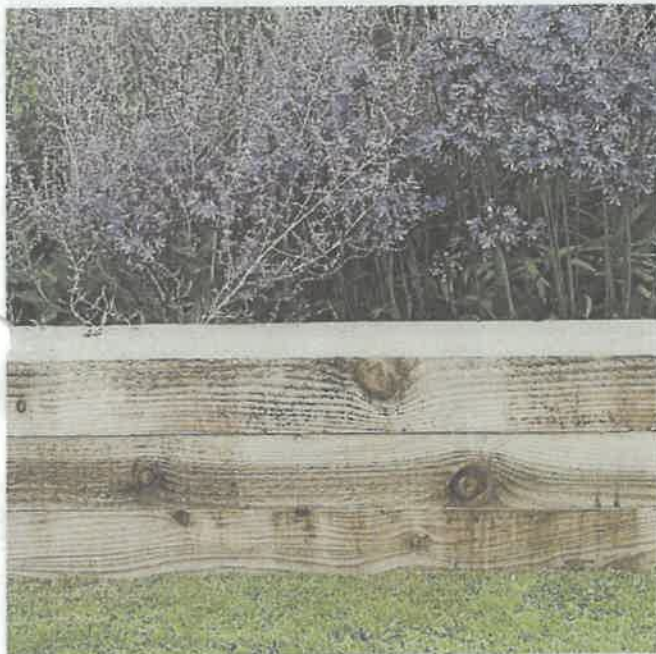
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10 JUN 2025

APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

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

1. Name and full address of Organisation:	HI KENT
2. Amount of funding requested.	£ 500.00
3. Name and contact details of applicant (this is the address the Town Council will use for all correspondences). Please include an email address where possible:	Debra Jones, Clinic Manager, HI Kent, 18 Brewer Street, Maidstone ME14 1RU [REDACTED]
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	HI Kent is a local, independent charity helping people living with hearing loss to lead independent & fulfilled lives. It was established in 1986. HI Kent offers a range of services, support and classes.
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	No member of staff actually lives in the Swanscombe & Greenhithe area but our hearing aid clinics are based there to help the residents in your area.
6. Please give details of how your organisation assists or impacts on the residents of Swanscombe and Greenhithe. Please provide the number of local residents who will benefit from this award.	We run free hearing aid aftercare clinics to help NHS hearing aid users look after their aids, help fit tubing, batteries etc. There are monthly clinics in both Swanscombe & Greenhithe and they are free of charge & run by trained volunteers. Home visits are also available to those who cannot get to a clinic. Our volunteers also offer advice on linking aids to relevant Apps and advise on other HI Kent services. We saw 246 clients at these two clinics between April 24 to April 25.
7. Please supply details of how the funding applied for will be used (please include total costs of projects, project plans, quoted costs etc.). No works/purchases can be made until any applications have been considered by the Town Council. Retrospective applications will NOT be considered.	Any grant funding will help cover volunteer travel & training expenses; volunteer kits consisting of aprons; gloves; antiseptic wipes & surface wipes and sprays. Will also help towards promotion of these clinics by way of publicity and posters.

APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

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

8. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.	The Town Council has kindly provided the following grants to HI Kent for its hearing aid support clinics:- November 2023 - £500 November 2022 - £500 October 2021 - £500 March 2020 - £500
9. Please provide the bank details for the organisation for payment. Alternatively provide the name of organisation that cheques should be made out (cheques are unable to be made out to individuals).	Account Name: HI KENT Sort Code: [REDACTED] Account Number: [REDACTED] Organisation Name: HI KENT
10. Declaration: I declare that the information given is, to the best of my knowledge, accurate and true.	Signed: [REDACTED] Dated: 10 June 2025

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

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

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

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

12. Funding awarded must be used for the purpose it was applied for and within the timescales agreed (unless stated by the Town Council this will be within 12 months of the funding being agreed).
13. Any funding not used as per 12 (above) must be returned to the Town Council no later than 12 months from the date it was awarded.

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

Telephone: 01322 385513





Sandra Kelleher
Swanscombe & Greenhithe Town Council
The Grove
Swanscombe
Kent
DA10 0GA

COPY

Thursday 1st May 2025

Tesco Stronger Starts Reference Number: 119078

Dear Sandra,

Tesco Stronger Starts - Swanscombe & Greenhithe Town Council - Kids Holiday Entertainment

Congratulations! We have received some updated information from Tesco with regard to your recent grant award and on behalf of the Tesco Stronger Starts scheme, I am pleased to offer **Swanscombe & Greenhithe Town Council** a revised grant of up to a maximum of **£1,500.00** (the "grant"). This grant is specifically for the purpose of **Kids Holiday Entertainment** the details of which are outlined in your application. We offer you the grant on the terms of this letter so please read it carefully.

What you need to do now - Accepting our offer

Before we can begin to make payments, you will need to accept our Grant Offer and Terms and Conditions of Grant. You are required to complete this process through a secure web portal for Groundwork UK's Programme Management System 'Blackbaud Sky.'

Before you completed your Tesco Stronger Starts application, you would have needed to create login details with your email address and a password. You will now need to use those same login details to access the following website - https://www.GrantRequest.co.uk/SID_26?SA=AM

This is the email address linked to your online account and which you should use to login - **info@swanscombeandgreenhithetowncouncil.gov.uk**. If this email address has changed, please get in touch with us as soon as possible.

If you have forgotten your password, please click on 'Forgot Password' and you will be able to create a new password. As soon as you have done this, you will have access to the relevant forms that need completing by clicking on the grey tab titled "Requirement Form". Here, you will be prompted to provide some additional information and complete the acceptance form and other information to accept the grant offer. Please follow the instructions on the screen. Once you have submitted the forms, you will receive a confirmation email.

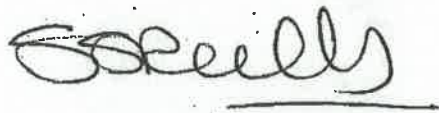
You should add the address mail@grantapplication.com to your email account to ensure that you receive future requests and information regarding this grant. Please note, if you need to contact us, you should email tescostrongerstarts@groundwork.org.uk

<https://tescostrongerstarts.org.uk/communications-guidance-uk/>

If you have any queries regarding this letter, please email
tescostrongerstarts@groundwork.org.uk

We wish you every success in your project and we look forward to hearing from you shortly.

Yours sincerely



Sarah Reece-Mills
Director of Partnerships & Programmes
Groundwork UK

Enc Schedule 1 – Grant Budget
Schedule 1 – Budget information from your application form

Description	Amount requested (£)
Funding a Sports Activity	500.00
Funding two Children Summer Events (Laser Tag)	1,000.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
Total	

VAT Status

This payment to you from Groundwork UK is a grant. If your organisation is unable to recover VAT, the grant awarded to you is inclusive of VAT incurred on eligible expenditure.

You should seek specialist advice on whether your organisation receiving this grant incurs any VAT liability as a result of any goods or services you are supplying to third parties as part of the

In the 'Requirement Form' section online you will need to complete the following information:

- Acceptance of Terms & Conditions of Grant
- Bank Details Information
- Bank Signatories Details

You must complete and submit all forms by **29th May 2025** or your grant offer may lapse. Please contact us if you need further time to complete the process.

Please note, once you have submitted your documents, it may take us up to 20 working days to check your information. We will email you to confirm once your payment has been processed.

By accepting our grant offer, you accept the terms on which we offer the grant, and you enter into a legally enforceable contract with us. You also acknowledge that you have carefully considered this letter and the Terms and Conditions of Grant Agreement, and that you fully understand and accept them.

Once you have completed and submitted the forms to our satisfaction, we will pay your initial payment by BACS. Please be aware that **no grant payment will be released until we receive the above information from you correctly completed** where appropriate. The grant will be paid in two instalments – an initial claim of 75% and a second and final claim of the remaining 25% of your award once the project is completed and you have submitted a **Project Completion Report** (this will be published to your online account and we will inform you when it has been done). Please note you have **12 months to complete your project from the date of this offer letter**.

Please note that you are required to keep all evidence of spend of the grant, however only invoices over £500 will need to be provided to us. We will contact you with further details on this process.

We would like to take this opportunity to draw your attention to the following clause in the Terms and Conditions:

6.4 We will fill in a Project Completion Report, within the 12 months of the Grant Offer date for this project. We will use the form you send us. We understand that the grant is finished only after we have completed this report to your satisfaction and you have received to your satisfaction the evidence of expenditure you have requested for the period of the Grant Agreement. Failure to complete the project and provide a satisfactory completion report, within 12 months of the Grant Offer letter is deemed a failure to comply with these terms and conditions and may result in repayment of funds awarded.

You can view the full terms and conditions of your grant [here](#)

Promoting the results and your project

Thank you to everyone who has helped to promote projects and Tesco Stronger Starts so far. Please follow the link provided below for guidance on how you can promote the results of the vote.

Cheque presentations will be available upon request to your Groundwork Enabler.

You can find communications guidance and associated press release (announcing results) templates by following the link below. This will help you to promote your project online and to your local media.

Bags of Help scheme.

The Role of your Grants Officer

Once you have accepted your grant offer, you will be allocated a Grants Officer who will be the main point of contact for this programme. It is the Grants Officer's role to:

- Monitor your project through regular email progress updates and a grant claim once your project is complete;
- Help you with any queries;
- Discuss and approve changes to your project, for example:
 - change of contact details
 - amendments to budget
 - delays that may affect project completion

The Role of your Enabler

You will be allocated an Enabler to offer support for your group with the delivery of the project. In particular they can assist you with:

- Liaison support with the Tesco Community Champion
- Celebration events
- Offer support with promotional and communications activities

Groundwork Project Toolkit

By following the link below, you will find information and guides to help you create better places, improve your prospects and promote greener living and working:

<https://www.groundwork.org.uk/resources/>



Mr M Harding
Swanscombe and Greenhithe Town Council
Council Offices & Community Hall
The Grove
Swanscombe
Kent
DA10 0GA

9 May 2025

Dear Mr Harding

Grass Pitch Improvement Fund (GPIF)

1. Award of Grant

I am pleased to inform you that the England and Wales Cricket Board (**ECB**) has recommended Swanscombe and Greenhithe Town Council (**Organisation**) for a Grass Pitch Improvement Grant (**Grant**), funded by Lottery Funding distributed by Sport England, subject to your agreement to the terms and conditions set out in this Offer Letter (**Offer Letter**). The Grant is to assist the Organisation's grass pitch improvement project, details of which are specified below:

1.1 Project Description: Grass Pitch Improvement, as set out in the application (URN 9780) submitted by the Organisation in connection with the Project (**Project**), consisting of the following packages:

- Pack 01 - Fraise Mowing and Minor Re-levelling
- Pack 03 - Square Winter Spiking
- Pack 09 - Cricket Roller

1.2 Specification: As per the following quotation(s) provided by:

- Powerroll, dated 16 December 2004
- Jordan Sports, dated 21 January 2025

1.3 Total Project Cost: £20,035 inclusive of non-recoverable VAT.

1.4 Amount of Grant: £20,035.

1.5 Partnership Funding: £0.

1.6 Existing or Proposed Charge(s) on the Facility: None

England and Wales Cricket Board
From Playground to Test Arena

Emirates Old Trafford, Manchester, M16 0PX
Tel: +44 (0)161 877 6643 Web: ecb.co.uk

England and Wales Cricket Board Limited. Registered Office: Lord's Cricket Ground, London NW8 9QZ. Registered in England No. 3251364

2. Award Acceptance

- 2.1 It is important that you read this Offer Letter carefully before signing the enclosed Acceptance Form in accordance with the instructions detailed below.
- 2.2 If the Organisation wishes to accept this Grant on the terms stated herein, two authorised signatories of the Organisation will be required to electronically sign and complete the Acceptance Form on behalf of the Organisation (using the DocuSign process), within 30 days of the date of this Offer Letter.
- 2.3 An extension of time to the offer period, set out in Section 2.2 above, will only be granted if valid and acceptable reasons (as determined in the ECB's absolute discretion) are given to the ECB before the end of the 30-day period, in which case the ECB will notify you of the extended period for which the offer will remain open.
- 2.4 If the Organisation does not complete the enclosed Acceptance Form within the relevant offer period or extended offer period (as applicable), this Offer Letter shall automatically lapse, the Organisation's application will be regarded as having been withdrawn and the ECB will not be required to pay the whole or any part of the Grant to the Organisation. If the Organisation proceeds with the Project or incurs any costs in attempting to meet any of the conditions set out in this Offer Letter prior to ECB's receipt of the duly signed Acceptance Form in accordance with this Section 2, it does so entirely at its own risk and expense and the ECB shall have no liability to the Organisation whatsoever.
- 2.5 This Offer Letter, the Grant Terms and Conditions ("**T&Cs**"), the Guidance Notes, and the Acceptance Form will, when accepted by the Organisation in accordance with this Section 2, constitute a binding contract effective as at the date of the Acceptance Form and shall constitute the entire agreement (**Agreement**) between the ECB and the Organisation in respect of the Project.

3. Terms and Conditions

- 3.1 The Grant is governed by this Agreement, which the Organisation shall comply with in all respects.
- 3.1.1 the Project for which the Grant is awarded, and as set out in Section 1, shall be completed and the Grant claimed in full by 31 March 2026 (**Long Stop Date**), unless otherwise agreed in writing by the ECB. If the Grant is not claimed by this date, the ECB shall be entitled in its absolute discretion not to pay the whole or any part of the Grant.
- 3.1.2 the Grant will be used for the specified Project only and for no other purpose. Any changes to the specification, as set out in Section 1, must be notified to ECB immediately as this may affect the amount of Grant. Failure to do so may result in the Project being ineligible and the Grant being reduced or withdrawn in its entirety.
- 3.1.3 where final expenditure for the Project is less than the quotation on which the Grant is based, and as set out in Section 1, the ECB reserves the right to reduce the Grant accordingly.
- 3.1.4 it shall repay to ECB on demand any money or any part of the Grant paid to the Organisation incorrectly and/or not spent on the Project.

3.1.5 where the Award is greater than £150,000, it shall permit the ECB to enter a restriction or caution in respect of the property and construction or development of the Facility and grant to the ECB a legal charge over the property. The legal charge must be completed within 6 (six) months of the date of instruction.

3.2 The ECB's only obligation to the Organisation is to provide the Grant where it is able to do so and provided the Organisation has complied with its obligations under this Agreement. Accordingly, ECB shall not in any event be liable to the Organisation or any third party for any loss or damage whatsoever arising under or in relation to this Agreement, the Grant, or the Project (whether in contract, tort or otherwise) in excess of the amount of the Grant that has not been paid at the date such action or claim arises. Nothing in this Agreement shall limit or exclude ECB's liability for death or personal injury resulting from ECB's negligence or any liability for fraud, fraudulent misrepresentation or any other liability that cannot be excluded by law.

3.3 Any Grant offered is on the understanding that the information provided on the application form and within the supporting documents is correct. The ECB reserves the right to request further evidence from the Organisation to support this information, if necessary, at any stage during the process, and to withdraw this Offer Letter in its entirety or withhold payment (or require repayment) of the Grant if such evidence is not provided to the ECB's satisfaction.

3.4 Sport England is a beneficiary of this Agreement, in a manner contemplated by the Contracts (Rights of Third Parties) Act 1999 and maintains the right, inter alia, to seek clawback of the Grant from the Organisation in accordance with the terms of this Agreement.

3.5 The Grant is conditional on ECB receiving confirmation from Sport England that there is sufficient Lottery Funding available to Sport England for it to fund the Award.

4. Claim Process

4.1 The Organisation may submit multiple interim claims, throughout the duration of the scheduled works programme, and / or a Final Claim on completion of the Project. Each claim must be supported by invoices at least equal to the value of each claim submitted, up to the value of the Final Project Cost.

4.2 In exceptional circumstances, the ECB will accept a pro-forma invoice(s) ahead of the relevant cost being incurred by the Organisation. Where this is the case, the Organisation will be required to complete a reconciliation on completion of the Project, where it will need to upload any outstanding VAT invoices.

4.3 On receipt of the claim and invoices(s) to the ECB's satisfaction, the claim will be sent for payment.

5. Payment

5.1 The process for payment of the Grant, or any part of it, is set out in the T&Cs. In summary, the ECB will make Grant payments directly to the Organisation's designated bank account, which will usually occur within 10 working days of receipt of the claim.

5.2 On receipt of the Grant from ECB, the organisation shall immediately settle any outstanding invoices with the relevant Project contractor(s) / supplier(s).

5.3 If any element of the Grant may be recovered or reclaimed by the Organisation as input VAT or offset against the Organisation's other VAT liabilities, the Organisation shall, on demand, repay to the ECB the amount of such VAT the Organisation is entitled to offset, recover, or reclaim.

6. **Publicity**

6.1 A publicity toolkit which includes a press release template to use on completion of the Project, is attached. For Projects receiving an award of £50,000 or above, please contact the ECB Facilities Planning Manager for your region prior to issuing any publicity.

6.2 Recognition of the Grant will be provided in the form of either a certificate (for Awards under £50,000) or a plaque (for Awards of £50,000 or above), issued on behalf of the Sport England Lottery Fund and ECB on completion of the Project.

6.3 The Organisation will be asked to provide an initial Post Project Review on the success of the Project after completion. This may include, without limitation, a PitchPower PQS rating, outcomes, photos, publicity etc., and any other information reasonably requested by the ECB.

6.4 The Organisations may be asked to provide annual reviews (for up to 3 years) on the impact of the grant depending on the project type, e.g. to self-monitor the squares and outfield quality using PitchPower, any increase in the number of players, or matches played.

If there is any part of this Offer Letter that is unclear, please contact the ECB Facilities Investment Team by email at: grantmanagement@ecb.co.uk

We look forward to seeing your completed Project make a real contribution to cricket.

Yours sincerely



Nimesh Kataria
Chief Financial Officer, England and Wales Cricket Board Limited

Enc

1. Acceptance Form
2. GPIF Terms & Conditions
3. Publicity Toolkit



Grass Pitch Improvement Fund (GPIF)

Acceptance Form

Swanscombe and Greenhithe Town Council agrees to and accepts the terms and conditions set out in the attached Offer Letter to the Organisation, from the ECB, dated 9 May 2025, in which a Grant Award of **£20,035** was offered to the Organisation in respect of the Grass Pitch Improvement project.

We, the signatories set out below, warrant that the Organisation has taken all necessary steps to authorise this document in accordance with its Constitution (or equivalent), and we have been properly authorised to sign this document, enter into the Agreement, and agree to the offer of the Grant on behalf of the Organisation.

Signatory 1 (Key Contact)	
Name	Martin Harding
Position (see Title in DocuSign)	
Electronic Signature	
Date Signed	

Signatory 2 (Second Contact)	
Name	Graham Blew
Position (see Title in DocuSign)	
Electronic Signature	
Date Signed	



GRASS PITCH IMPROVEMENT FUND

Terms and Conditions

1 Definitions

For the purposes of these Award Terms and Conditions and the accompanying Offer Letter the following expressions shall have the following meanings:

"Agreement" Has the meaning given to it in Section 2.5 of the Offer Letter.

"Application" The online application submitted via the ECB's Investment Management System (IMS) by the Organisation for an award in respect of the Facility.

"Award" The sum referred to in Section 1 of the Offer Letter awarded to assist in financing the provision of the Facility.

"Clawback Period" The period of years from the date of acceptance of the Award calculated in accordance with the following table:

Amount of the Award	Clawback Period
Up to £25,000	3 years
£25,001 to £50,000	5 years
£50,001 to £100,000	7 years
£100,001 to £250,000	10 years
£250,001 to £1,000,000	15 years
£1,000,000 to £5,000,000	20 years
More than £5,000,000	30 years

"Completion" The date specified in any certificate issued by the Supervising Officer (or other competent profession) as the date on which the Works were practically completed under the design and build contract for the delivery of the Works, or where there is no Supervising Officer, the date on which the Organisation reasonably considers that the Works were practically completed.

"Contractor" Any contractor appointed by the Organisation from time to time to undertake the Works.

"ECB" England and Wales Cricket Board Limited, a company limited by guarantee with registration number 03251364, of Lords' Cricket Ground, London, NW8 8QZ.

"EWCT" England and Wales Cricket Trust (Registered Company Number: 5483977; Registered Charity Number: 1112540) whose registered office is at Lord's Cricket Ground, London, NW8 8QZ.

"Facility" or "Facilities"

The facility (or facilities) / equipment in respect of which the Award is made, as specified in Section 1 of the Offer Letter

"Fund"

The Grass Pitch Improvement Fund (GPIF) which consists of grants provided by the ECB from funding provided by Sport England (for projects in England) and / or EWCT (for projects in Wales or for Organisations unable to accept Lottery Funding) to meet the objectives of the ECB, as set out in ECB's EDI Action Plan – 'Raising the Game'.

"IMS"

The ECB's online Investment Management System used to administer grant and loan applications.

"Long Stop Date"

The date by which the Works must be completed, and any retention shall be paid as set out in the Offer Letter and Clause 3.9 of this Agreement.

"Offer Letter"

The Offer Letter sent to the Organisation confirming the Award and outlining the terms and conditions of the Award.

"Organisation"

The Organisation to which the Award is made.

"Partnership Funding"

The minimum amount to be paid by the Organisation as the Organisation's contribution to the Works (as set out in the Offer Letter).

"Project"

The design, construction, installation, or purchase and monitoring of the Facility, as set out in the Application and the Offer Letter.

"Project Board"

The management and decision-making board established by ECB and Sport England to manage the Fund.

"Restricted Products"

Tobacco-based products (including vaping or e-cigarettes), arms, gambling, payday loans, energy drinks or pornography.

"Sport England"

means The English Sports Council, a royal charter body established on 23 July 1996 and any successor body to Sport England or other organisation to whom Sport England may assign, novate or otherwise transfer all of its rights under the Agreement.

"Strategic Purpose"

The strategic purpose of the program to deliver a grass pitch improvement programme targeting key audiences and places to address inequalities in access to good quality pitches for playing cricket.

"Supervising Officer"

A suitably qualified architect, engineer, project manager, employers agent or other officer employed by the Organisation to supervise, or project manage the Works and the development / construction of any Facility.

"Works"

The works required to give effect to the Project.

2. Use of the Award

- 2.1 The Award will be used solely for the purpose of the Project in accordance with any agreed budget or specification as set out in the Offer Letter and the Application to achieve the Strategic Purpose or as otherwise specified by ECB. Under no circumstances will the Award be used for any other purpose.
- 2.2 The Organisation will ensure that the Project is delivered in accordance with, and that the Facility complies with the specifications set out in the Offer Letter and the Application.
- 2.3 Except where expressly stated otherwise, this Agreement will apply only during the Clawback Period.

3. Claims & Payment

- 3.1 Once the ECB is in receipt of the signed acceptance form (appended to the Offer Letter), this Agreement shall be in force and the Organisation may commence the Project. The Award (or a portion of the Award) may be claimed by the Organisation on request to the ECB, via IMS, subject to the Organisation providing relevant invoices to the ECB's satisfaction.
- 3.2 The Organisation may submit multiple interim claims, throughout the duration of the scheduled works programme, and / or a Final Claim on Completion or the end of the Project, on provision of evidence of relevant expenditure for each claim submitted (at the ECB's discretion). The Organisation will be required to upload invoice(s) at least equal to the value of each claim submitted, up to the value of the Award.
- 3.3 In exceptional circumstances, the ECB will accept a pro- forma invoice(s) in advance of costs becoming due to a Contractor and where normal terms of sale (settlement within 30 days) do not apply and payment must be made with order or on delivery. Any Organisation that submits a pro-forma invoice(s) with a claim will be required to complete a reconciliation on Completion or the end of the Project, where they will need to upload any outstanding VAT invoices.
- 3.4 The Organisation agrees and accepts that payments of the Award can only be made to the extent that the ECB has available funds.
- 3.5 Only when the ECB is satisfied (at its absolute discretion) that amounts of the Award claimed by the Organisation will be used in accordance with this Agreement will the ECB make payment of the Award (or any part of it).
- 3.6 The amount of the Award shall not be increased in the event of any overspend by the Organisation in its delivery of the Project.
- 3.7 Payments will be by BACS transfer direct to the Organisation's designated bank account, usually within 10 working days of receipt of each claim.
- 3.8 The Organisation shall immediately on receipt of the funds pay those sums received by it from the ECB to the relevant Contractor.
- 3.9 If the Organisation fails to claim all or any part of the Award by the Long Stop Date, the ECB shall be entitled to retain all, or any part of the Award not claimed by the Organisation by the Long Stop Date and reduce the Award accordingly.
- 3.10 The ECB shall be entitled to suspend or stop the payment of the Award in the following situations:
- 3.10.1 when any of the events set out in Clause 11 have occurred and is continuing or is not capable of being remedied within such time as the ECB may determine;
- 3.10.2 whilst investigations are being carried out into any matter that might result in the Organisation being required to repay all or any part of the Award;

3.10.3 where the Award has been terminated in accordance with Clauses 11 or 5.5;

3.10.4 where there is a reduction in the funding available to the ECB (as set out in Clause 14) and / or the ECB does not otherwise have available funds; and / or

3.10.5 where after considering the purpose of the Award, in ECB's reasonable opinion, further payment of the Award or the continuation of the Works or funding of the Facility would not constitute good value for money. However, ECB will continue to pay the Award to the extent that the Organisation has contracted for goods and services, and it is not practically possible to cancel such arrangements.

3.11 The Organisation shall repay to ECB any part of the Award incorrectly paid to it as a result of an administrative error including (without limitation) where either an incorrect value of the Award has been released or where the Award has been released in error before all applicable Award terms and conditions have been complied with by the Organisation, as set out in the Offer Letter.

4. Monitoring, Review & Reporting

- 4.1 The ECB will closely monitor the Project and the Organisation's use of the Award to ensure that the aims and objectives specified in the Application and the Strategic Purpose are being met, that the Award terms and conditions and recommendations are adhered to, and that the completed Facility represents good value for money. Project monitoring also provides ECB with an opportunity to identify best practice and to understand key problems, in an effort to continually improve the way the ECB operates.
- 4.2 To comply with the ECB monitoring requirements, the Organisation must be prepared to: (i) receive site visits, by a monitoring officer appointed by ECB or Sport England, both during the project development / construction phase and after Completion at ECB's discretion; and (ii) complete a post-Project review and supply further information at the request of ECB's representative.
- 4.3 The Organisation will monitor the use of the Facility and will co-operate with and provide all assistance required by ECB or its representative to evaluate and monitor the completed Facility and its use.
- 4.4 The Organisation will keep full and proper accounts and records regarding the development, purchase, financial trading and use of the Facility. Any representative(s) or nominee(s) authorised by the ECB will be given access at all reasonable times, at ECB's request, to these accounts and financial records and ECB shall have the right to take copies of such accounts and records.
- 4.5 The Award shall be shown in the Organisation's accounts as a restricted fund and shall not be included under general funds.
- 4.6 ECB and/or Sport England may at its discretion request reports on the progress of the construction or development or use of the Facility on a quarterly basis or more regularly if required by ECB and/or Sport England. The Organisation agrees to respond promptly to any questions raised by ECB and/or Sport England or its project manager as a result of such reports.
- 4.7 The Organisation agrees to allow access for Sport England, ECB, or any of their representatives to inspect the Facility at any time.
- 4.8 The Organisation agrees to allow ECB to share information, data and documentation relevant to the project with Sport England and any of its representatives, within the confines of applicable data protection legislation.
- 4.9 The Organisation acknowledges that, under ECB's agreement with Sport England, Sport England may require ECB to grant Sport England access to personal data relating to the Award. If necessary in order for ECB to satisfy this requirement, the parties shall use best endeavours to agree a data sharing agreement and any other documentation required under the data protection legislation.

- 4.10 The Organisation shall promptly notify ECB of any sponsorship relating to an event, programme or facility which is wholly or substantially funded by the Award. Any such sponsorship agreements shall include a Clause prohibiting the sponsor from taking credit for the funding of the Facility and to prevent ambush marketing by the sponsor.
- 5. Construction / Development of the Facility**
- 5.1 Where the cost of construction / development of the Facility is £24,999 or less, the Organisation shall obtain two quotes / tenders for the provision of the Project. Where the cost of construction / development of the Project exceeds £25,000, the Organisation shall obtain at least three competitive quotes / tenders for the provision of the Facility in accordance with normal tender and contract procedures and shall comply with all relevant law on public procurement, including without limitation the Public Contracts Regulations 2006 (as amended) (**Regulations**), as if the Organisation was a "contracting authority" as defined in these regulations. The Organisation shall provide ECB with such information as ECB may require to evidence its compliance with the Regulations. Where the Organisation is required to obtain competitive tenders, the Organisation shall:
- 5.1.1 prior to commencement of any Works explain the basis for acceptance of the successful tender;
- 5.1.2 supply to ECB on demand a copy of the tender report prepared by the Supervising Officer and a copy of the original form of tender, the successful tender and a list of the unsuccessful tenders; and
- 5.1.3 supply to ECB on demand an elemental cost breakdown detailing the cost of the accepted tender in relation to the works to be undertaken.
- 5.2 The Organisation shall ensure that the Facility will be constructed / developed:
- 5.2.1 in accordance with the agreed specifications / schedule of provision specified in the Offer Letter and/or the Application which will not be altered without the prior written consent of the ECB;
- 5.2.2 in a good and workmanlike manner; and
- 5.2.3 by the Long Stop Date.
- 5.3 The Organisation shall ensure that where required in the Offer Letter, the construction / development of the Facility will be supervised throughout by an appropriately qualified Supervising Officer.
- 5.4 The Organisation shall repay to ECB any part of the Award incorrectly paid to it as a result of an administrative error including (without limitation) where either an incorrect value of the Award has been released or where the Award has been released in error before all applicable Award terms and conditions have been complied with by the Organisation, as set out in the Offer Letter.
- 5.5 If, during the construction / development of the Facility or for as long as there remains any unclaimed amount(s) of the Award (up to the Long Stop Date), there is a change to the purpose of the Facility, the ownership of the Facility or the legal identity of the Organisation, a new award application must be submitted to enable ECB to reconsider the Award. While the new application is being considered, no payments of the Award will be made, and any payments made, or liabilities incurred by the Organisation in respect of the Facility shall be at the Organisation's sole risk and expense. If ECB does not approve, for any reason, the grant of a new award, ECB shall, in its sole discretion, be entitled to demand a full or partial repayment to it of any payments of awards already made and to terminate this Agreement.
- 6. Management & Use of the Facility**
- 6.1 The arrangements for management and community use of the Facility will be as agreed with ECB and as set out in the PitchPower report and the application and will not be changed throughout the Clawback Period without the prior written agreement of ECB.
- 6.2 The Organisation undertakes to use its best endeavours to manage and operate the Facility in accordance with the PitchPower report and to use its best endeavours to implement the objectives set out in the Application and the Strategic Purpose.
- 6.3 The Organisation shall at all times until the expiry of the Clawback Period:
- 6.3.1 have and maintain security of tenure of the Facility and/or the land on which the Facility is located by means of a freehold or uninterruptible leasehold;
- 6.3.2 ensure that the fees and charges for use of the Facility by members of the public remain affordable and that concessionary rates are offered for those who cannot otherwise afford to use the Facility;
- 6.3.3 keep the Facility in good repair (up to at least a "good" standard as rated by the PitchPower process) and undertake all things as may be necessary to ensure its proper maintenance;
- 6.3.4 comply with any key performance indicators agreed between Sport England and ECB to the extent that they apply to the Project;
- 6.3.5 take out and keep in force a comprehensive policy of insurance with reputable insurers to cover the Facility against all usual risks (including third party public employers and occupiers liability) in connection with the use of the Facility and any activities carried out thereon to its full replacement value, and a copy of the current policy and evidence of premium payment shall be provided to ECB upon request;
- 6.3.6 make satisfactory arrangements for the safekeeping of any equipment purchased as part of the Facility with the aid of the Award. If any such equipment is lost or otherwise unavailable for its intended use the Organisation will replace it as soon as reasonably practicable at its cost;
- 6.3.7 comply with all statutory requirements and other laws and regulations relating to the Facility and the development and operation thereof and the Project more widely, including without limitation all relevant health, safety and employment laws and regulations;
- 6.3.8 have in place and maintain an equality policy (to ECB's reasonable satisfaction) relating to the opportunity, inclusion and anti-discrimination and (in accordance with the Equality Act 2010) ensuring that that no-one will be denied access to use the Project or the Facilities on grounds of disability, race, creed, colour, sex, occupation, sexual orientation, religion or political persuasion; and
- 6.3.9 have in place and maintain a safeguarding policy (to ECB's reasonable satisfaction) relating to the safeguarding of children and vulnerable adults, which shall provide (at a minimum) for the carrying out of appropriate checks and obtaining of appropriate licences on people working with children and vulnerable adults at the Facility. ECB and/or Sport England may require that the Organisation obtains additional approvals, licences and profile checks, which the Organisation shall comply with promptly.
- 7. Charging the Facility**
- 7.1 In order to secure the obligations of the Organisation and / or the repayment of the Award in accordance with these terms and conditions, the Organisation shall:

- 7.1.1 make those entries necessary within its accounts to recognise a contingent liability in respect of the Award;
- 7.1.2 in the case of the cost of construction in relation to the Facility being £150,000 and over (whether the same is registered land at the date hereof or becomes registered thereafter) permit the ECB to enter such caution in respect of the property on which the Facility is built on the Organisation's registered title at HM Land Registry as the ECB deems appropriate; and
- 7.1.3 in the case of construction in relation to the Facility being £150,000 or more, promptly grant or cause to be granted to the ECB if so required by the ECB a legal charge over the land on which the Facility is built in such form as the ECB reasonably requires.
- 7.2 If the Organisation is a charity and is giving ECB a legal charge, it shall comply with the provisions of s.124 of the Charities Act 2011 (as amended).
- 7.3 The Organisation shall provide in the case of a legal charge a solicitor's certificate of title confirming good and marketable title in respect of the relevant property in such form as ECB may require.
- 7.4 The Organisation shall provide a solicitors' undertaking to be responsible for the ECB's solicitor's fees in connection with the grant of a legal charge or the entry of a restriction on the registered title or in the case of unregistered land a caution against first registration and the completion of a deed of dedication. If payment of the ECB's solicitor's fees is not forthcoming, the ECB reserves the right to set off said amounts against any further payments of the Award and to reduce further payments of the Award accordingly.
- 7.5 The Organisation shall do all such things as are necessary (including, without limitation, executing documents) in order to give effect to this Clause 7.
- 8. Mortgage, Disposal, Lease, or Change of use of the Facility**
- 8.1 Subject to the terms of any charge(s) or other security to which ECB shall previously have consented, the Facility or any part of it may only be sold, transferred, leased, or otherwise disposed of, or cease to be used for the sports purposes previously approved by ECB, with prior written approval of ECB. Such approval shall, in part, be conditional upon the provisions of Clauses 8.3 to 8.5 being satisfied. The Organisation agrees to give written notice to ECB a reasonable period before it enters into any such sale, transfer, lease, disposal or change of use or any agreement for the same.
- 8.2 ECB may place such conditions on any consent given under Clause 8.1 as it may deem appropriate, at its absolute discretion. The Organisation shall comply with the terms of any such conditions.
- 8.3 If the Facilities or any part of the Facilities (including any equipment) are sold or transferred, the Organisation shall ensure that the sale or transfer will be at full market value; such valuation to be assessed by an independent surveyor experienced in the valuation of sporting facilities and approved in writing by ECB. An appropriate proportion of the proceeds (determined by ECB by reference to the proportion of the original Facility purchase and development cost met by the Award and taking account of the period of use) will be paid to ECB on demand unless otherwise agreed in writing in advance by ECB.
- 8.4 If the Facilities or any part of the Facilities are leased, or otherwise disposed of, or cease to be used for the sports purposes approved by ECB, the market value of the Facility will be assessed by an independent surveyor approved in writing by ECB and an appropriate proportion of such value (determined by ECB by reference to the proportion of the original purchase and development cost of the Facility met by the Award and taking account of the period of use) will be paid to ECB on demand unless otherwise agreed in writing in advance by ECB.
9. **Branding**
- 9.1 The Organisation agrees that during the Clawback Period it will officially recognise and promote the financial contribution provided by Sport England and ECB as reasonably required by Sport England and/or ECB.
- 9.2 The Organisation will acknowledge the Award publicly, giving appropriate and proportionate credit to the Award as an investment in the Project, including:
- 9.2.1 In the Organisation's annual report;
- 9.2.2 In media interviews and press releases;
- 9.2.3 On social media (including above and below the line advertising, X (formerly Twitter) and Facebook), using the appropriate handles (guidance on this use of social media can be found at <https://brandtoolkit.sportengland.org/social-media/>);
- 9.2.4 At events or competitions and in publications including promotional material, and on-line publications; and
- 9.2.5 As otherwise reasonably requested by Sport England and/or ECB.
- 9.3 The Organisation will display appropriate Sport England signage in a prominent position on any building or other facility which is constructed or upgraded using the Award as follows:
- 9.3.1 for buildings – one inside, one outside;
- 9.3.2 for other facilities (for example, lighting and pitch upgrades) – in a prominent position adjacent to the Facility.
- While the Works are ongoing, the Organisation will display temporary signage. Such temporary signage will be replaced by permanent signs after Completion and in any event before the official opening.
- 9.4 Upon Completion and throughout the Clawback Period, the Organisation will display either a funding certificate (for Awards less than £50,000) or a plaque (for Awards of £50,000 or above) provided by ECB in such place nominated by ECB / prominent position adjacent to the Facility. ECB shall have the right to erect at its own cost internal and / or external signs displaying the name or logo of ECB at the Facility in such position or positions as may be agreed. Once installed it is the responsibility of the Organisation to maintain the signs to a satisfactory condition and ensure they do not constitute a safety hazard.
- 9.5 The Organisation will be issued with a publicity toolkit from the ECB which will include a template press release to use on Completion. For projects receiving an award of £50,000 or above, please contact the ECB Facilities Planning Manager for your region prior to issuing any publicity.
- 9.6 Where the construction period is scheduled to last for more than 4 months, the Organisation agrees to include the relevant Sport England and/or ECB logos on the main site board or to erect a temporary site board supplied by ECB. Once installed it is the responsibility of the Organisation to maintain the board to a satisfactory condition and ensure that it does not constitute a safety hazard.

- 9.7 Sport England and the ECB shall have the right to erect at its own cost internal and / or external signs displaying the name or logo of Sport England and/or the ECB at the Facility in such position or positions as may be agreed. Once installed it is the responsibility of the Organisation to maintain the signs to a satisfactory condition and ensure they do not constitute a safety hazard.
- 9.8 As and where appropriate, the Organisation must feature the Sport England logo on all major publications and marketing materials including the Organisation's websites. If the Award is used to partly or totally produce any such publications or marketing materials then the Sport England/National Lottery logo must be used instead of the Sport England logo. Guidance on the use of these logos can be found at <http://brandtoolkit.sportengland.org/>.
- 9.9 The Organisation will be issued with a publicity toolkit from ECB which will include a template press release to use on Completion. For projects receiving an award of £50,000 or above, please contact the ECB Facilities Planning Manager for your region prior to issuing any publicity.
- 9.10 The Organisation may be required to arrange an official opening ceremony for the Facility within a reasonable period after Completion, which Sport England and/or the ECB may attend. The Organisation will liaise with the ECB and Sport England to agree a date of and the arrangements for the opening ceremony.
- 9.11 Sport England and the ECB shall have: the right to promote its association with the Facility and the Organisation; a licence without charge to use the name and image of the Organisation; and the right to disclose information concerning the Facility and the Organisation to third parties while remaining sensitive to situations where confidentiality is a significant issue.
- 9.12 The Organisation will inform ECB of any sponsorship relating to an event, programme or facility wholly or substantially funded by the Award, and will use its best endeavours to include in any such sponsorship agreement(s) entered into after the date of this Agreement a Clause prohibiting any sponsor ambushing the Award and taking credit and will use all reasonable endeavours to prevent ambush marketing tactics by the sponsor.
- 9.13 The Organisation shall not permit the promotion, advertising, sponsorship, merchandising or sale of Restricted Products at the Facilities or otherwise in connection with the Project.
- 10. Miscellaneous**
- 10.1 The Organisation represents, warrants and undertakes that:
- 10.1.1 all financial and other information concerning the Organisation comprised in the Application or otherwise disclosed to ECB, is to the best of its knowledge and belief, true and fair;
- 10.1.2 the Organisation is not under any contractual or other restriction within its own or any other Organisation's rules, regulations or otherwise which may prevent or materially impede meeting its obligations in connection with the Award;
- 10.1.3 since the date of the last accounts there has been no change in the financial position or prospects of the Organisation;
- 10.1.4 it is the sole beneficial owner of the Organisation's name and logo;
- 10.1.5 it will not act or authorise or permit any person associated with the Works or the Facilities to act in any way, which, in the reasonable opinion of ECB, could bring the Works, Facilities, ECB and/or Sport England into disrepute. If the Organisation believes that any such act has taken place, it will notify the ECB immediately and provide full details;
- 10.1.6 it will from time to time, on being required to do so by the ECB, do or procure the doing of all such acts and / or execute or procure the execution of all such documents in a form satisfactory to the ECB as the ECB may reasonably consider necessary for giving full effect to the Agreement and securing to it the full benefit of the rights, powers and remedies conferred upon it in the Agreement;
- 10.1.7 it has good reason to believe that Completion will take place on or by the Long Stop Date;
- 10.1.8 it remains in full compliance with the terms of this Agreement (including, without limitation, the criteria set out in the Guidance Notes);
- 10.1.9 the Organisation has obtained all permissions (including licences or approvals from government authorities) and has made all registrations or notifications which, at the time at which this warranty and representation is given, are required to enable the performance of the Project;
- 10.1.10 the Organisation is legally entitled to enter into and perform this Agreement and undertake the Project;
- 10.1.11 there are no legal proceedings or other proceedings pending or threatened before any court, tribunal or commission which might have a material adverse effect on either the Organisation's ability to perform its obligations under this Agreement or the financial and operational viability of the Project;
- 10.1.12 the Organisation is not aware of any fact or information which has not been disclosed to the ECB and which would reasonably be expected to be material to ECB making available the Grant for the Project on the terms set out in this Agreement; and
- 10.1.13 entry into and performance of this Agreement and performance of the Project will not infringe and has not infringed any applicable law or any rights of a third party.
- 10.2 The representations and warranties in Clause 10.1 are deemed to be repeated every time that the Organisation submits a drawdown request in accordance with Clause 3.
- 10.3 The Organisation will not seek or accept any financial investment (including sponsorship and whether for the Project or otherwise) from any person who is:
- 10.3.1 subject to any government sanctions (anywhere in the world); or
- 10.3.2 involved in the production, distribution or promotion of Restricted Products.
- 11. Suspension and Termination**
- 11.1 Without prejudice to ECB's other rights and remedies, ECB will have the right at any time by notice in writing to the Organisation during the Clawback Period to: (i) terminate this Agreement forthwith; or (ii) suspend all or any of its obligations upon such terms and for such period as ECB will in its absolute discretion determine; and / or (iii) (a) require the full amount of Award paid by ECB or such lesser sum as ECB may require to be repaid to ECB on demand; and / or (b) stop any future payments, if:
- 11.1.1 the Organisation ceases to operate for any reason or becomes insolvent, or is declared bankrupt, or is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors;
- 11.1.2 there is evidence of financial mismanagement, breakdown of budgetary control or any other irregularity within the Organisation;

- 11.1.3 in the reasonable opinion of ECB, the Organisation fails to apply any part of the Award for the intended purpose;
- 11.1.4 the Organisation fails to complete construction of the Facility (unless failure was due to factors beyond the Organisation's control);
- 11.1.5 the Organisation does not provide an explanation of why the tender was accepted or if the explanation provided does not receive ECB's reasonable approval;
- 11.1.6 ECB is required to do so by law;
- 11.1.7 within the Clawback Period, the Organisation fails to comply with or breaches any term or condition of the grant of the Award or this Agreement;
- 11.1.8 in the reasonable opinion of ECB, any assurance given or information contained within the Application or other documents submitted by the Organisation to the ECB was given or completed fraudulently, incorrectly or misleadingly in any material particular;
- 11.1.9 any event outside of the control of a party makes the performance by that party of its obligations under this Agreement or Completion impossible and such event continues for a period longer than 3 months;
- 11.1.10 any event outside of the control of a party makes the performance by that party of its obligations under this Agreement or Completion impossible and such event continues for a period longer than 3 months;
- 11.1.11 Sport England demands that ECB repays all or part of its funding to ECB in relation to the Fund.
- 11.2 If the ECB chooses to suspend this Agreement pursuant to this Clause and the Organisation remains in default of any of the provisions of Clause 11.1 above, or indicates its intention to remain in default of any such provision or ECB believes such default will continue, ECB may at any time terminate this Agreement immediately upon notice in writing to the Organisation and the Organisation shall repay to the ECB on demand, the full amount of Award paid by ECB (or such lesser sum as ECB may require in ECB's sole discretion).
- 11.3 The Organisation must inform ECB as soon as practical if the Organisation (i) becomes aware that it is in actual breach of any part of the Agreement or is likely to be in breach of any part of the Agreement; or (ii) is aware of any circumstances that will materially impair the Organisation's ability to perform any part of the Agreement; or (iii) believes that any of the circumstances listed in Clause 11.1, above, may occur or may have occurred. Where the Organisation informs ECB, the parties shall seek in good faith to agree a mutually satisfactory resolution or plan to remedy the position acting in accordance with any reasonable instructions provided by Sport England. While such discussions are continuing, ECB may elect not to exercise or enforce any rights or remedies in relation thereto; provided that such election shall not be deemed to be a waiver of such rights or remedies or otherwise operate to bar the exercise or enforcement of such rights or remedies at any time thereafter.
- 11.4 Where it is not possible to agree a satisfactory plan or it becomes apparent that any agreed plan is not being followed, ECB reserves its rights to demand any money or any part of the Award paid to the Organisation.
- 11.5 Sport England is a beneficiary of this agreement, in a manner contemplated by the Contracts (Rights of Third Parties) Act 1999 and maintains the right to enforce the terms of this Agreement against the Organisation (including, without limitation, to seek clawback of the Award from the Organisation).
- 11.6 This Clause 11, as well as Clauses 1, 4, 9, 13, 14.5, 14.6 and 17 shall survive expiry or termination of this Agreement for any reason.

12. Deficits/Surplus

- 12.1 If at any time the total expenditure for the Facility is found to exceed the Award and the Partnership Funding there will be no corresponding increase in the Award, unless otherwise agreed in writing by ECB and approved by the Project Board. Such approval will only be made in response to an application submitted in advance by the Organisation notifying the revised cost, giving reasons for the increase, and asking for the level of Award to be reconsidered. The granting of an increase in the Award shall be at the sole discretion of the Project Board and shall be subject to there being funds available within the Programme to cover such an increase and there shall be no guarantee that the Organisation shall be granted an increase in the Award.

- 12.2 The ECB will review the amount of the Award if: (i) the final total allowable expenditure is less than the Award and the Partnership Funding; or (ii) the aggregate funding obtained for the Facility (particularly from sources of public grants) exceeds its cost. The Award shall be reduced or a refund of part of the Award shall be payable to the ECB as determined by the Project Board in its absolute discretion, but such reduction or refund shall not exceed the amount of the under spend (or additional funding) and such under spend (or additional funding) may be applied by the ECB to such other projects as the ECB sees fit.

13. Exclusion of Liability / Indemnity

- 13.1 Subject to Clause 13.4, Sport England and the ECB, their directors, employees, agents, officers or sub-contractors will not in any event be liable to the Organisation or to any third party for any loss or damage (howsoever arising) or be responsible for the payment of any compensation or damages to the Organisation or any third party for whatever reason such compensation or damages may be due including but not limited to any liability for or loss or damage arising directly or indirectly from or in connection with: (i) the development planning design construction operation management and / or administration of the Facility; (ii) the undertaking of the Works; or (iii) the acts or omissions of any Contractor or any consultant appointed by the ECB (including but not limited to any delays in completion of the Works, any defective materials or work or defects in the design).

- 13.2 Subject to Clause 13.4, the Organisation acknowledges that neither of Sport England or the ECB shall have any liability whatsoever in contract, tort (including negligence), breach of statutory duty or otherwise for any: (a) indirect; (b) economic; (c) incidental; (d) special; (e) exemplary; or (f) consequential (and for these purposes consequential loss shall include without limitation all loss of profit, opportunity, anticipated profit, anticipated revenue, business and / or goodwill) loss or damage suffered by the Organisation or any third party in relation to this Agreement even if the ECB or Sport England has been advised of the possibility of such damages or losses.

- 13.3 Subject to Clause 13.4, ECB will not be liable to the Organisation for any loss or damage arising directly or indirectly as a result of the compliance by the Organisation with the terms and conditions of this Agreement.

- 13.4 Nothing in Clause 13 shall limit Sport England or the ECB's liability in relation to personal injury or death where such personal injury or death is caused by a deliberate or negligent act or omission on the part of Sport England or the ECB (as relevant), or as a result of the deliberate, personal repudiation of this Agreement on the part of the ECB.

- 13.5 The Organisation acknowledges that in the event of any loss or damage caused to it as a result of the undertaking of the Works, the design of the Facilities or the act or omission of any Contractor or any consultant appointed by ECB its sole right of action will be to take action against the Contractor or the consultant (as appropriate).

- 13.6 The Organisation will indemnify and hold harmless Sport England and the ECB and their employees, agents, officers, Contractors or sub-contractors with respect to all claims, losses, proceedings, damages, costs expenses, costs, liability, injury, death, loss or damage of any type arising out of or in connection with: any breach by the Organisation of the Agreement; and / or the Facility and any activities carried out thereon, except where such injury, death, loss or damage have resulted from the negligent act or omission of ECB. In this latter connection, the Organisation agrees to provide prompt notice to ECB of any such claim, and ECB shall have the sole right to control the defence of any such claim at the Organisation's cost.
- 14. ECB Funding**
- 14.1 The Organisation acknowledges and agrees that the Award involves public money and that ECB is accountable for its distribution. Accordingly, in order to secure the obligations of the Organisation and / or the repayment of the Award in accordance with these terms and conditions, the Organisation shall:
- 14.2 in the case of the cost of construction in relation to the Facility being £150,000 and over (whether the same is registered land at the date hereof or becomes registered thereafter) permit ECB to enter such caution in respect of the property on which the Facility is built on the Organisation's registered title at HM Land Registry as ECB deems appropriate; and
- 14.3 The Organisation acknowledges that payment of the Award can only be guaranteed whilst (i) ECB remains entitled to receive and distribute funds on the same or substantially the same terms as exist at the date of this Agreement and (ii) ECB having access to sufficient funds to meet grant payments at the time of the request for payment of all or any part of the Award.
- 14.4 ECB reserves the right to amend the terms of the Award upon notice to the Organisation if ECB's entitlement to funds and / or the terms on which it is made available to ECB materially alter and / or if required to do so pursuant to or in order to comply with government directions in relation to Lottery funding.
- 14.5 A full statement of VAT liability shall be provided to ECB within six months of the facility opening for use. If any VAT is reclaimable during the construction or operation of the Project the Award will be reduced accordingly and any overpayment repaid to ECB on demand.
- 14.6 The Organisation warrants that it reasonably believes that any VAT claimed as a project cost is irrecoverable and shall immediately notify the Foundation if any VAT claimed as a project cost becomes recoverable or is recovered.
- 15. Law and Jurisdiction**
- The construction, validity, and performance of this Agreement shall be governed in all respects by English law and subject to the exclusive jurisdiction of the English Courts. The parties undertake to each other to use their reasonable endeavours wherever possible to resolve any dispute, which may arise under this Agreement amicably.
- 16. Assignment**
- 16.1 ECB shall be entitled, on prior written notice to the Organisation, to assign or transmit the benefit and the burden of this Agreement to any successor body of ECB.
- 16.2 The Organisation shall not assign mortgage or charge or in any other way dispose of this Agreement or any of its rights (including the right to any sums payable) hereunder, without the prior written consent of ECB.
- 16.3 Except as provided in Clauses 11.5 and 16.1, a person who is not party to this Agreement has no right under the Contract (Rights of Third Parties) Act 1999 to enforce any term of this Agreement. The Organisation and ECB acknowledge that the consent, agreement, or approval of Sport England and ECB is required to amend this Agreement or any of its terms.
- 17. General**
- 17.1 The parties agree that this Agreement is the entire agreement between the parties and supersedes all proposals or prior agreements and undertakings, whether oral or written, and all other communications between the parties relating to the subject matter of this Agreement.
- 17.2 The Organisation is an independent body and nothing in this Agreement shall be deemed to constitute a partnership, joint venture, relationship of agency or any employment relationship between the parties nor shall anything in this Agreement be deemed to constitute or place the parties in the relationship of partners, joint ventures, agent and principal or employer and employee.
- 17.3 This Agreement may only be modified by written agreement duly signed by both parties.
- 17.4 If at any time one or more provisions of this Agreement become invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.
- 17.5 Any failure, relaxation, forbearance, delay, or indulgence by ECB in enforcing any of the terms or Clauses of this Agreement shall not be deemed a waiver of future enforcement of that or any other provision, and nor shall the granting of any time by ECB prejudice or affect or restrict any of ECB's rights arising under this Agreement or be deemed a waiver by ECB of any breach or any subsequent or continuing breach.
- 17.6 Any notices to be served under this Agreement shall be in writing and served at the addresses set out in this Agreement. The parties acknowledge and agree that ECB is working with Sport England to award this funding. Sport England is a public authority and as such may be subject to certain statutory or other obligations to permit access to information held by it (or the Organisation on Sport England and/or the ECB behalf) which may extend to the contents of this Agreement and other documents and information relating to it. The Organisation shall without charge provide all such assistance as Sport England and/or the ECB may reasonably require in order that Sport England and/or the ECB may comply with lawful and proper requests for access to such documents and information.
- 17.7 A conflict between any of the terms of these terms and conditions and the other documents incorporated by reference shall be resolved in the following order:
- 17.7.1 These terms and conditions.
- 17.7.2 The Offer Letter.
- 17.7.3 The Guidance Notes.
- 17.7.4 The Application
- 17.7.5 Any other document incorporated by reference.

Publicising your New Facilities

A simple guide to getting your organisation / club in the news

Congratulations on your new facilities! Now it's time to spread the word. Use our supporting media toolkit to quickly and simply:

- ✓ Promote your organisation to your local community.
- ✓ Attract new members and sponsors.
- ✓ Raise awareness of ECB funding.

Quick ways to hit the headlines

1. **Prepare a press release** and send it to local media (newspapers, websites, TV, radio). You can use our supplied press release template as a starting point, or tailor it as you require. All you need to do is change the details highlighted in yellow. If the ECB quote that we've drafted doesn't work for you, email media@ecb.co.uk and we'll do our best to tailor one for you.
2. Keep track of where you send your press release and **follow-up with quick phone calls**. Often, journalists just don't see every press release. A call to flag your story can be the difference between getting coverage or being ignored.
3. Build interest and curiosity by **posting behind-the-scenes images** on your organisation's own channels – whether you're on X, Facebook, Instagram, TikTok, LinkedIn or have your own website - as your new facilities are being upgraded. Shots of materials deliveries and work being done are all great content. Before-and-after shots are also excellent. Just don't forget to take a picture of your old facilities before the work begins!
4. If you're not on social media yet, why not **set up an account**. Your new facilities could be a cause to start one running, but it's a great way to connect with players and the community and promote your organisation. Find a social media savvy member to run the account and to post regularly.
5. Organise and publicise a **launch event** for your new facilities. Invite local media and dignitaries, do a ribbon-cutting ceremony – and take lots of pictures!
6. If your local radio station doesn't cover your press release or attend your launch event, try using your phone to **record an audio interview** with a senior figure at your organisation. Send it in. The station may use a clip as part of its sports news.
7. Find someone in your organisation with basic video editing skills and **publish a video on your organisation's social media accounts**. Some of your members may well be good at producing social media videos on their phone with relatively little effort.
8. Ask about your members' jobs. Anyone who works in **marketing or communications** almost certainly has the skills to help and to generate even more creative ideas to show off your club!

Win prizes for your efforts!

Don't forget to share the results of your activity with the ECB. We'll be awarding prizes - from England match tickets to signed merchandise to hang in your clubhouse - for the top five grassroots PR campaigns. We'll judge the results for each year in November. Email your results to facilitynews@ecb.co.uk

Questions or advice about your publicity plans?

We're always here to help. Email media@ecb.co.uk and we'll get back to you ASAP.

Example Press Release – Please amend the yellow highlighted sections, or tailor as you see fit with details of your project.

Date Month Year
For Immediate Release

[Local area] cricketers receive boost with completion of [improvement work] at [organisation name / cricket club]

Players, members and visitors at [organisation / cricket club name] are celebrating after receiving a grant for [detail the improvement works] which will give a valuable boost to the local community and sets up the [organisation / club] for ongoing success.

The [organisation / club] was awarded a [£value] grant from the Grass Pitch Improvement Fund (GPIF), financed by the Sport England Lottery Fund and administrated by the England and Wales Cricket Board (ECB).

The Grass Pitch Improvement Fund aims to tackle inequalities by providing improved access to good quality, safe playing facilities for targeted groups, such as women and girls, ethnically diverse communities, disabled cricketers and low social-economic groups, and will help to ensure an improved experience for cricketers in the local area.

[Insert any extra details about the specifics of the project here].

[Name], [job title] at [organisation / cricket club], said: "We're proud of our role at the heart of the local community, and these latest improvements are another mark of our ongoing commitment to providing the best possible facilities for everyone who visits our [organisation / club].

"Cricket is such an incredible sport with amazing powers to bring together all walks of life. Our thanks go to Sport England and the ECB for providing financial support and we look forward to many years of success to come."

Bruce Cruse, Director of Facilities at the ECB, said: "We're always delighted to be able to support grassroots cricket and we're delighted to have provided funding for this project at [organisation / cricket club].

"Our focus is on making cricket the most welcoming and inclusive sport. New and improved grass pitch facilities help to do exactly that by providing a brilliant space for all members of the community to play or watch sport and develop friendships that last for life."

[ENDS]

Notes for editors:

Free-to-use pictures of the recent improvements at [organisation / cricket club] are attached.

For more information, please contact [Name] on [telephone number] or [email address].

Example Letter to local councillors / MPs / partners - please amend the yellow highlighted sections, or tailor as you see fit with details of your project.

Dear [Name]

I'm writing on behalf of [organisation / cricket club] to share the good news of our recent grass pitch improvement works, and to invite you to see for yourself the fine impact cricket has on the entire local community.

The [organisation / club] was awarded a [£value] grant from the Grass Pitch Improvement Fund (GPIF), financed by the Sport England Lottery Fund and administrated by the England and Wales Cricket Board (ECB), which will help to ensure an improved experience for cricketers in the local area.

The Grass Pitch Improvement Fund aims to tackle inequalities by providing improved access to good quality, safe playing facilities for targeted groups, such as women and girls, ethnically diverse communities, disabled cricketers and low social-economic groups, and will help to ensure an improved experience for cricketers in the local area.

It's crucial for [organisations / grassroots clubs] like ours are working hand-in-hand with the ECB to help make cricket the country's most welcoming and inclusive sport.

We know cricket is an incredible pastime with amazing powers to bring together all walks of life. Members of the local community initially head to [organisation / cricket club] to play or watch sport, but instead end up developing friendships that last for life.

Could we add you to our ranks? You're always more than welcome to visit at a time that suits your diary.

If you'd like to see our [new / improved] playing facilities first-hand, please do drop me a line. I can be contacted on [email] or [phone].

On behalf of the entire [organisation / cricket club], I look forward to welcoming you soon.

Yours sincerely

Name

Position

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