

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



Southborough Civic
Centre,
Council Offices,
137, London Road,
Southborough,
Kent TN4 0NA

PLEASE NOTE THE EARLIER START TIME OF THIS MEETING

17 November 2023

FINANCE AND GENERAL PURPOSES COMMITTEE

TO: MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE: Councillors Allen, Bridges, Dury, Francis, J Francis, Hill, I Kinghorn, Poile and Reeves

Copies to: All other elected Members for information.

You are summoned to attend a **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting on **Thursday 23 November 2023 at 6.00 p.m.** to be held at the Southborough Civic Centre, 137, London Road, Southborough, Tunbridge Wells, Kent. TN4 0NA

All meetings and agenda are open to the public except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

Seating for the public will be allocated on a first come-first-serve basis and cannot be guaranteed. If you intend to attend the meeting in person, please advise the Clerk at finance@southboroughcouncil.co.uk or call 01892 529176.

Members of the public may speak under the Public Open Session as long as 24 hours' notice of their wish to do so has been given the Clerk, and that the subject is relevant to this Committee. No speech may be for longer than five minutes except by resolution of the Committee or Council.

AGENDA

- 1. APOLOGIES AND REASON FOR ABSENCE**
- 2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS**

Members who have a Disclosable Pecuniary or Other Significant Interest within the meaning of the Kent Code of Conduct 2012 in any matter appearing on the agenda, are invited to declare that interest at this stage and sign the register accordingly.

3. PUBLIC OPEN SESSION

Standing Order 3(d). Members of the public may speak under this item as long as 24 hours' notice of their wish to do so has been given the Town Clerk, and that the subject is relevant to this Committee. No speech may be for longer than five minutes except by resolution of the Committee or Council.

4. MINUTES OF THE MEETINGS

The minutes of the meeting held on Thursday 19 October 2023 were approved by Full Council at its meeting on 26 October 2023

5. CIVIC CENTRE OPERATIONS

Members to be verbally updated by the Finance Officer over recent events at the Civic centre and see the accompanying reports.

- a) **Civic Centre Income** – Members to note the flow charts and reports for the Civic Centres income.
- b) **RVH Signage** - Members to see the final draft for approval. It is hoped that with approval at this meeting this hopefully should be installed before the Christmas Fayre.

6. ACCOUNTS

- a) **Outstanding Payments** - A list of FPI payments requiring authorisation will be tabled. Previously signed cheques/ FPI Payments lists have been supplied for Members to note. Members to note the FPI Fact Sheet supplied by the Finance Officer
- b) **Financial Statements** – Members to note the income and expenditure reports between 1st October and 31 October 2023
- c) **Financial Summary** – Members to note the financial summary between 1st October 2023 and 31 October 2023

7. FINANCIAL MATTERS

- a) **NDP Expenditure** – Members to note the previously supplied spreadsheet for the Neighbourhood Plan expenditure.
- b) **S137 Grant request SHDOFA** – Members to see the attached S137 application form for consideration and possible granting.
- c) **Investments**–Members to see the previously supplied report for discussion and decision concerning its investments that now require reviewing.

8. BUDGET 24/25

Members to note the previous supplied draft copy budget. Officers are still awaiting the tax base from TWBC which is due around the end of November before being able to submit the final budget provision for 2024/2025 for discussion and decision.

9. CHRISTMAS CLOSING

Members to note the previously supplied notice of the Council Offices and ground staff closing during the Christmas period. The Facilities team will be unavailable on 23 and 24 December 2023, Christmas day 25th, and Boxing Day 26th, But will be covering the building at other times during this period.

10. CONFIDENTIAL MATTERS

It is proposed that during the consideration of the following items the public and press shall be temporarily excluded (Standing Order 3 (c)): -

“Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.”

These items are considered confidential for the following reason(s)
Information relating to the financial and personnel affairs of the Council.

- a) **Staff Wages** - Members to note the staff wages for October 2023 which were previously supplied. Members to note the agreed NJC pay award which was previously supplied. These will be back dated to the 1st April 2023
- b) **External Annual Audit** - Members to see the previously supplied completed annual external audit for discussion and noting. Members will also note the email concerns raised by Officers over the standard of the conducted audit. Officers would request Members permission to contact SAAA and follow their complaints procedure.
- c) **Civic Centre** - Members to see the previously supplied report for discussion and noting.
- d) **Charges – Possible increases for 2024- 25.** Members to discuss and decide if charges are to be increased for the following: - Any increases agreed will take effect from 1 April 2024.

Community Centre – Members to see the previously supplied copy of the hire charges for the Community Centre. Members need note that the building is currently leased but the council will need to keep the possible hire charges current and for its use as a polling station hire.

Southborough Civic Centre hire – Members to see the previously supplied copy of the current charges for the hire of the Civic Centre, Members to decide if to increase at this time.

Paul Gosling
Paul Gosling
Finance Officer
17 November 2023

2022/23

Month	Unity	Bounds Oak	Lambersart	Brickworks	Extras	Town Sq	Total
Jun-22	£3,856.00	£1,241.00	£838.00	£144.00	£0.00	£0.00	£6,079.00
Sep-22	£1,654.00	£1,054.00	£685.00	£287.00	£0.00	£0.00	£3,680.00
Dec-22							
Mar-23							
Total	£5,510.00	£2,295.00	£1,523.00	£431.00	£0.00	£0.00	£9,759.00

2023/24

Month	Unity	Bounds Oak	Lambersart	Brickworks	Extras	Town Sq	Total
Jun-23	£3,351.00	£2,139.00	£677.00	£4,166.00	£601.00	£0.00	£10,934.00
Sep-23	£1,116.00	£408.00	£647.00	£2,083.00	£452.00		£4,706.00
Dec-23							£0.00
Mar-24							£0.00
Total	£4,467.00	£2,547.00	£1,324.00	£6,249.00	£1,053.00	£0.00	£15,640.00

Month	Unity Hall	Bounds Oak	Lambersart	Brickworks	Extras	Town Sq	Total
Apr-23	£165.00	£326.00	£244.00	£2,083.00	£104.00	£0.00	£2,922.00
May-23	£2,600.00	£1,837.00	£175.00	£0.00	£474.00	£0.00	£5,086.00
Jun-23	£586.00	-£24.00	£258.00	£2,083.00	£23.00	£0.00	£2,926.00
Jul-23	£321.00	£24.00	£292.00	£0.00	£208.00	£0.00	£845.00
Aug-23	£0.00	£0.00	£140.00	£0.00	£194.50	£0.00	£334.50
Sep-23	£795.00	£384.00	£215.00	£2,083.99	£50.00	£0.00	£3,527.99
Oct-23	£2,745.78	£2,391.00	£1,450.20	£0.00	£161.82	£0.00	£6,748.80
Nov-23							£0.00
Dec-23							£0.00
Jan-24							£0.00
Feb-24							£0.00
Mar-24							£0.00

£7,212.78	£4,938.00	£2,774.20	£6,249.99	£1,215.32	£0.00	£22,390.29
				Minus discount		£258.00
				Total		£22,132.29

Bulk Booking Discount
-£258.00

Total For 22/23
£18,973.00

22/23 **£13,161.00** APR-OCT
 23/24 **£22,132.29** APR-OCT

Rolling %

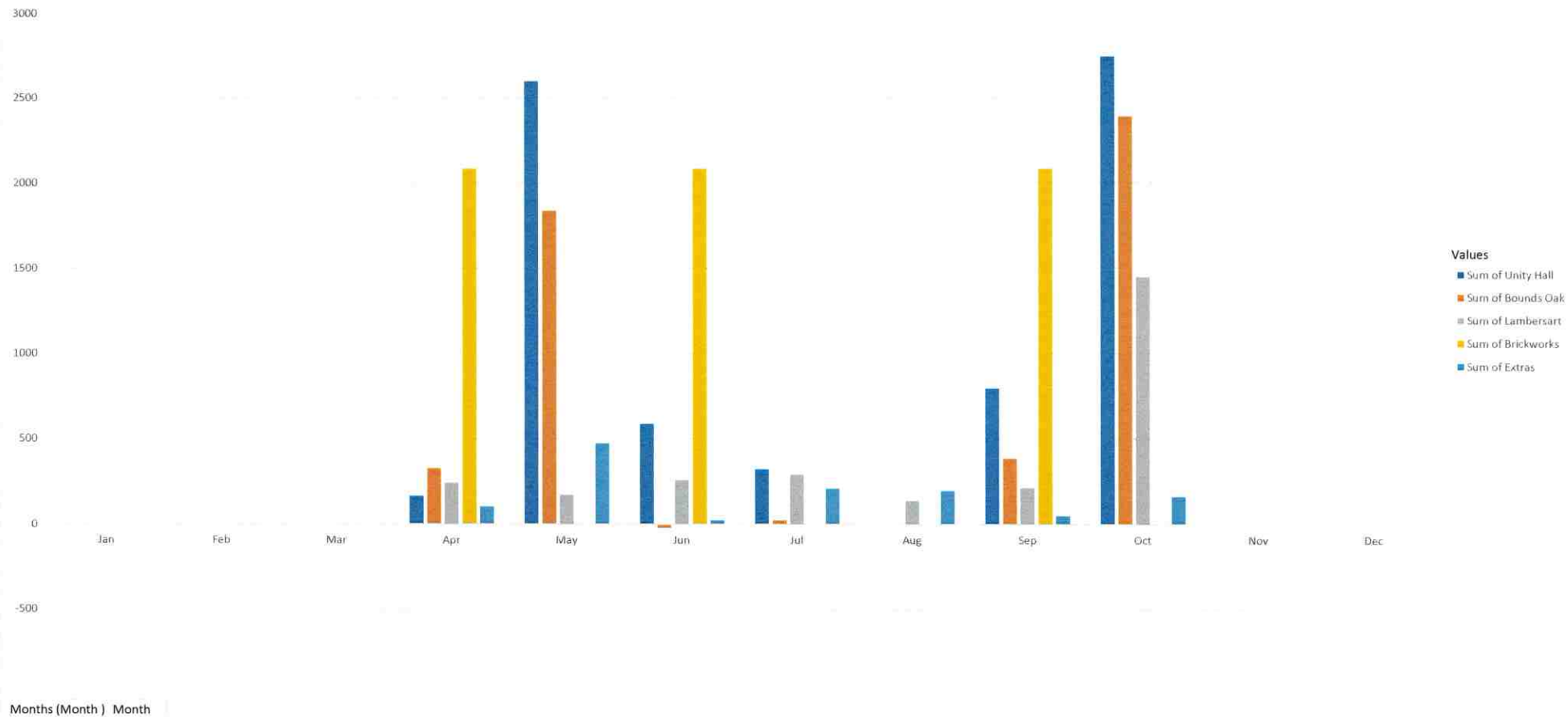
68.17%

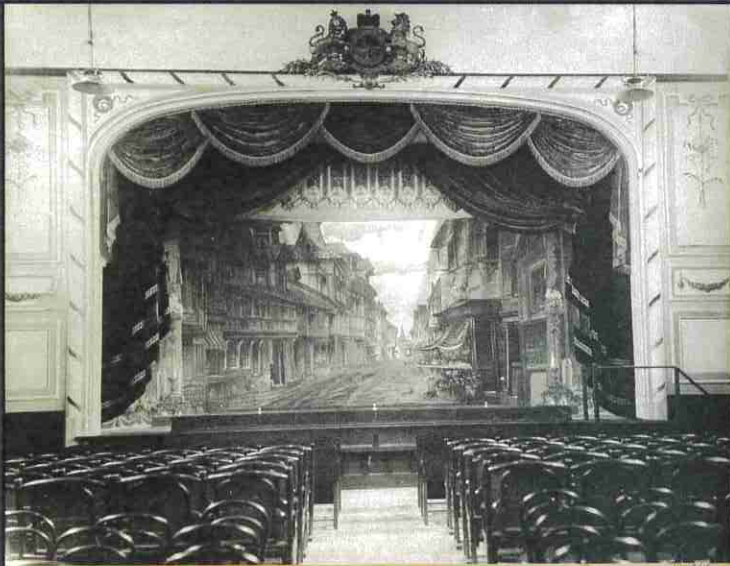
With Applause

22.64%


Without Applause

Sum of Unity Hall Sum of Bounds Oak Sum of Lambersart Sum of Brickworks Sum of Extras





Proscenium of the Royal Victoria Hall, Southborough


ROYAL VICTORIA HALL SOUTHBOROUGH

THIS HALL WAS ERRECTED IN 1898 TO COMMEMORATE THE DIAMOND JUBILEE OF QUEEN VICTORIA'S REIGN. THREE QUARTERS OF THE COST OF THE HALL WAS CONTRIBUTED BY SIR DAVID LIONEL SALOMONSON, BARONET OF BROOMHILL (THE REMAINDER BY THE URBAN DISTRICT COUNCIL) ON THE CONDITION THAT THE HALL SHOULD BE UNDER THE CONTROL OF THE URBAN DISTRICT COUNCIL FOR THE BENEFIT OF THE INHABITANTS OF SOUTHBOROUGH.

HER MAJESTY GRANTED A LICENSE TO USE THE ROYAL ARMS ON THE 5TH SEPTEMBER 1899.

THE HALL WAS OPENED ON WEDNESDAY 17TH JANUARY 1900 WITH TWO PATRIOTIC CONCERTS IN AID OF THE TRANSVAAL WAR FUND.

ROYAL VICTORIA HALL

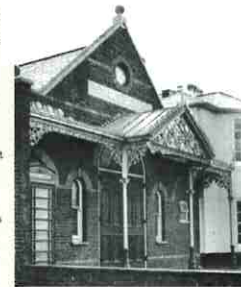
It stood on London Road, Southborough, Kent and opened on 17 January 1900 to celebrate the Diamond Jubilee of Queen Victoria. The theatre was built as a result of a gift of the late Sir David Lionel Goldsmid-Stern-Salomons, who gave £3000 of the £5000 to build the hall to provide theatrical and other rational amusements to people who could not afford to go to theatres in the adjoining towns.

"Especially for purposes of amusement, whether it be stage plays, tableaux vivants, amateur theatricals, concerts, burlesques, dances or other entertainments or meetings, political or otherwise" It was supported by Southborough Urban District Council whose surveyor William Harmes designed it, but it was said that "the plans were really Sir David's own".

It was conceived as a chapel like building, with a design similar to Sir David's notable Science Theatre at Broomhill with a decorative cast iron canopy and seating inside the auditorium providing for 178 in the stalls and 90 in the circle. The stage was 27 feet deep and unusually, Sir David was able to obtain permission to use the Royal Coat of Arms for the theatre on the proscenium, such above the stage due to his royal connections.

A DETAILED DESCRIPTION OF THE INTERIOR, PUBLISHED IN DEE'S SOUTHBOROUGH, JANUARY 1900

"The Royal Victoria Hall is at last ready to open its doors. For months past we have watched its erection with feelings of considerable anxiety, and now that it is finished these feelings have turned to wonderment. A glance at the somewhat austere looking building gives no idea of the really beautiful and costly work which the Hall contains, it is a marvel of neatness, comfort, and we almost said, elegance. Objection has in some quarters been taken to the word theatre, but anyone who views Southborough's new building cannot fail to be of the opinion that a much better name would be impossible to find. There is not a thing wanting, not a single item has been overlooked, the stage is made on the latest and most approved principles, the scenery and furniture would do credit to a building three or four times as large, whilst the general arrangement of the whole place is calculated to give every satisfaction."



After considerable protest and a petition of over 10,000 signatures to save it Southborough Town Council took the decision to close the Royal Victoria Hall on 5th January 2015 and it was demolished in 2017.

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Southborough's new building cannot fail to be of the opinion that a nicer little theatre it would be impossible to find. There is not a thing wanting; not a single item has been overlooked; the stage

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After considerable protest and a petition of over 10,000 signatures to save it Southborough Town

Council took the decision to close the Royal Victoria Hall on 5th January 1915 and it was demolished in 2017.

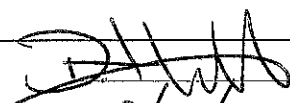
Southborough Town Council

Expenditure transactions - approval list

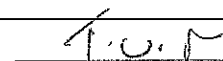
Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details	Invoice
537 ✓	7602	£12,767.88	£2,127.98	£10,639.90	13/09/23	Baxall Construction Ltd - service charges	7602
		£12,767.88	£2,127.98	£10,639.90		Baxall Construction Ltd - Total	
545 ✓	062	£541.12	£0.00	£541.12	11/10/23	Becci Address Design - NDP Website	162
		£541.12	£0.00	£541.12		Becci Address Design - Total	
538	8814	£91.43	£15.24	£76.19	30/08/23	Beechcroft Accountancy Services - Salaries	8814
		£91.43	£15.24	£76.19		Beechcroft Accountancy Services - Total	
527	147906	£2,400.00 ✓	£400.00	£2,000.00	14/09/23	Brackets - Laqnd Valuation - to be recharged	147906
		£2,400.00	£400.00	£2,000.00		Brackets - Total	
535	45/2023	£1,035.84 ✓	£172.64	£863.20	04/10/23	British Fire Advisory Service - Fire Risk assesment	45/2023
		£1,035.84	£172.64	£863.20		British Fire Advisory Service - Total	
529	16894	£168.00 ✓	£28.00	£140.00	02/10/23	Institute Of Cemetery And Crematorium Management - Training	16894
		£168.00	£28.00	£140.00		Institute Of Cemetery And Crematorium Management - Total	
528	1908	£804.00 ✓	£134.00	£670.00	06/10/23	Intrinsic - OTISS Software Sub	1908
		£804.00	£134.00	£670.00		Intrinsic - Total	
531	So01	£1,070.25 ✓	£0.00	£1,070.25	05/10/23	Jim Boot - NDP Planning Grant Funded	so01
		£1,070.25	£0.00	£1,070.25		Jim Boot - Total	
526	CD89432-1	£930.38 ✓	£155.06	£775.32	02/10/23	Kent County Council KCS - Printer Back Payments	KPS318196
530	CD89432-2	£225.56 ✓	£37.59	£187.97	28/09/23	Kent County Council KCS - Printer	KPS3115900
		£1,155.94	£192.65	£963.29		Kent County Council KCS - Total	
534	W166037	£86.11 ✓	£14.35	£71.76	20/09/23	Kidman's Ltd - Mower Repairs	W166037
533	W166072	£63.08 ✓	£10.51	£52.57	20/09/23	Kidman's Ltd - Tool Repairs	W1660725
532	W166164	£434.21 ✓	£72.37	£361.84	20/09/23	Kidman's Ltd - Strimmer	W166164
		£583.40	£97.23	£486.17		Kidman's Ltd - Total	
525	1562	£95.00 ✓	£0.00	£95.00	03/10/23	Mr M Baker - Bungalow Maintenance	1562

Signature


Date 13/10/23

Signature



Southborough Town Council

Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
		£95.00	£0.00	£95.00	Mr M Baker - Total	
546	190	£675.00 ✓	£0.00	£675.00	11/10/23 Mr M Hayden - Fm Works	190
		£675.00	£0.00	£675.00	Mr M Hayden - Total	
543	S21305	£66.00 ✓	£11.00	£55.00	10/10/23 NSALG - Allotment membership	s21305
		£66.00	£11.00	£55.00	NSALG - Total	
524	27	£1,584.00 ✓	£264.00	£1,320.00	29/09/23 Pierson Agriculture - Hedhe Cutting	27
		£1,584.00	£264.00	£1,320.00	Pierson Agriculture - Total	
542	785	£8,800.00 ✓	£0.00	£8,800.00	29/09/23 PTP - Pond Works Stage 1	785
		£8,800.00	£0.00	£8,800.00	PTP - Total	
539	2008658	£705.60 ✓	£117.60	£588.00	02/10/23 SES Secure Ltd - Escrows	2008658
540	2008658-1	£705.60 ✓	£117.60	£588.00	02/10/23 SES Secure Ltd - Escrows	2008657
		£1,411.20	£235.20	£1,176.00	SES Secure Ltd - Total	
536	32545	£41.40 ✓	£6.90	£34.50	02/10/23 Uniserve - IT Support	uni32545
		£41.40	£6.90	£34.50	Uniserve - Total	
541	62590	£1,791.46 ✓	£298.58	£1,492.88	29/09/23 Vaughtons - Mayors Medals	62590
		£1,791.46	£298.58	£1,492.88	Vaughtons - Total	
Total		£35,081.92	£3,983.42	£31,098.50		

Signature

Signature

Date

12/10/23

Payment authorisation details

Printed 16 October 2023

Southborough Town Council

These payment details were correct at the time of printing. This page is not an official bank copy.

Payment authorisation details are included below.

From

Southborough Town Council

Business Account (30-98-77, 01764538)

	Recipient	Reference	Date	Amount (£)	Status
1	WH DARBY LTD (16-13-19, 10072622)	62590	ASAP	£1,791.46	
2	UNISERVE (30-92-86, 00012206)	32545	ASAP	£41.40	
3	SES SECURE LIMITED (01-01-14, 32713193)	32545	ASAP	£1,411.20	
4	P. J. BIRCHALL (60-09-25, 57578958)	785	ASAP	£8,800.00	
5	SIMON PIERSON (60-21-28, 55105173)	27	ASAP	£1,584.00	
6	NSALG (08-92-99, 67270048)	21305	ASAP	£66.00	
7	MGF HAYDEN (60-21-05, 55648320)	190	ASAP	£675.00	
8	MARTIN BAKER (30-98-77, 44769460)	1562	ASAP	£95.00	
9	KIDMANS LTD (51-81-07, 83121757)	3 Invoices	ASAP	£583.40	
10	KENT COUNTY COUNCIL (60-60-08, 00042382)	CD89432	ASAP	£1,155.94	
11	JAMES BOOT (20-02-62, 80040339)	so01	ASAP	£1,070.25	
12	INTRINSICA TECHNOL (20-41-12, 10326208)	1908	ASAP	£804.00	
13	INSTITUTE OF CEMET (60-09-09, 90970241)	16894	ASAP	£168.00	
14	BRITISH FIRE ADVIS (60-60-08, 77993691)	45/2023	ASAP	£1,035.84	
15	BRACKETTS (55-70-13, 71652647)	147906	ASAP	£2,400.00	
16	BEEHCROFT ACCOUNT (82-19-45, 20010499)	8814	ASAP	£91.43	
17	BECCI ANDREWS (04-06-05, 17615374)	162	ASAP	£541.12	

Recipient	Reference	Date	Amount (£)	Status
18 BAXALL CONSTRUCTIO (54-21-25, 09434232)	7602	ASAP	£12,767.88	

Creator

Paul Gosling

13 Oct 2023

1st authoriser

Trevor W Poile

13 Oct 2023

2nd authoriser

Dianne Hill

13 Oct 2023

Final status

Fully authorised

13 Oct 2023

Please note: this payment has been fully authorised but may not have been paid yet.

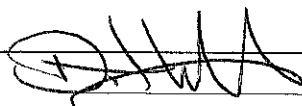
Southborough Town Council

Expenditure transactions - approval list

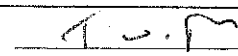
Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details	Invoice
509	SICB139	£191.03	£31.84	£159.19	21/09/23	Cantium Business Solutions - Phones	SICB139
		£191.03	£31.84	£159.19		Cantium Business Solutions - Total	
510	166530	£95.76	£15.96	£79.80	21/09/23	Haynes - Tractor repairs	166530
		£95.76	£15.96	£79.80		Haynes - Total	
514	0780	£813.00	£0.00	£813.00	26/09/23	HDH Electrical Ltd - Emergency Electrical works	0780
		£813.00	£0.00	£813.00		HDH Electrical Ltd - Total	
521	KPS315900	£225.56	£37.59	£187.97	28/09/23	Kent County Council KCS - Printer	KPS315900
		£225.56	£37.59	£187.97		Kent County Council KCS - Total	
511	296	£300.00	£50.00	£250.00	25/09/23	Mark Luck Ltd - Clay for holden pond	296
		£300.00	£50.00	£250.00		Mark Luck Ltd - Total	
520	75107	£108.00	£18.00	£90.00	29/09/23	Play Safety ROSPA - Play Ground Inspections	75107
		£108.00	£18.00	£90.00		Play Safety ROSPA - Total	
512	461N	£908.10	£151.35	£756.75	15/09/23	SKF Contractors Ltd - Sinkhole repairs pennington	461N
513	466N	£582.00	£97.00	£485.00	21/09/23	SKF Contractors Ltd - Pothole repairs Commons Car Park	466N
		£1,490.10	£248.35	£1,241.75		SKF Contractors Ltd - Total	
519	465708	£1,320.00	£220.00	£1,100.00	03/08/23	Thomson Snell and Passmore - Legal fees	465708
		£1,320.00	£220.00	£1,100.00		Thomson Snell and Passmore - Total	
522	12/2023	£800.00	£0.00	£800.00	30/09/23	Wise Stonecraft - Grave Digging	12/2023
		£800.00	£0.00	£800.00		Wise Stonecraft - Total	
Total		£5,343.45	£621.74	£4,721.71			

Signature


Date 02/10/23

Signature



Payment authorisation details

Printed 10 October 2023

Southborough Town Council

These payment details were correct at the time of printing. This page is not an official bank copy.

Payment authorisation details are included below.

From

Southborough Town Council

Business Account (30-98-77, 01764538)

	Recipient	Reference	Date	Amount (£)	Status
1	WISE STONECRAFT (30-98-77, 03049232)	12/2023	ASAP	£800.00	
2	THOMSON SNELL PASS (16-10-18, 10003570)	465708	ASAP	£1,320.00	
3	S K F CONTRACTORS (20-88-13, 30577189)	464/466	ASAP	£1,490.10	
4	PLAYSAFETY LTD (60-22-31, 70525366)	75107	ASAP	£108.00	
5	MARK LUCK LTD (20-37-63, 83096940)	296	ASAP	£300.00	
6	KENT COUNTY COUNCI (60-60-08, 00042382)	CD89432	ASAP	£225.56	
7	HDH ELECTRICAL LTD (40-44-37, 82318970)	0780	ASAP	£813.00	
8	HAYNES BROS LTD (60-60-08, 46511539)	166530	ASAP	£95.76	
9	CANTIUM BUSINESS S (60-60-08, 56249314)	SICB139	ASAP	£191.03	

Creator

Paul Gosling

02 Oct 2023

1st authoriser

Trevor W Poile

02 Oct 2023

2nd authoriser

Dianne Hill

02 Oct 2023

Final status

Fully authorised

02 Oct 2023


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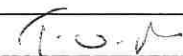
Southborough Town Council

Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details	Invoice
581	ICT415	£188.98	£31.50	£157.48	18/10/23	Cantium Business Solutions - Phones	ICT415
		£188.98	£31.50	£157.48		Cantium Business Solutions - Total	
583	1559	£180.00	£0.00	£180.00	03/10/23	Mr M Baker - Bungalow Maintenance	1559
		£180.00	£0.00	£180.00		Mr M Baker - Total	
585	439186	£732.00	£122.00	£610.00	12/10/23	Pallet Handling Penshurst Ltd - Cemetery fence	439186
		£732.00	£122.00	£610.00		Pallet Handling Penshurst Ltd - Total	
578	37597	£1,928.00	£0.00	£1,928.00	24/10/23	Quality Sussex Plants - Winter Bedding	37597
		£1,928.00	£0.00	£1,928.00		Quality Sussex Plants - Total	
587	251023	£40.00	£0.00	£40.00	25/10/23	St Matthews Church - NDP Meeting	251023
		£40.00	£0.00	£40.00		St Matthews Church - Total	
586	southo4-03	£999.00	£166.50	£832.50	24/10/23	Surrey Hills Solicitors - Legal fees- recharged to easement holder	southo4-03
		£999.00	£166.50	£832.50		Surrey Hills Solicitors - Total	
584	751	£205.20	£34.20	£171.00	13/10/23	The Sticky Monkey - Posters and Leaflets	751
		£205.20	£34.20	£171.00		The Sticky Monkey - Total	
582	3316	£216.00	£36.00	£180.00	17/10/23	Treework - Emergency	3316
		£216.00	£36.00	£180.00		Treework - Total	
579	26539	£336.00	£56.00	£280.00	20/10/23	Weed Management - Knotweed Spraying	26539
		£336.00	£56.00	£280.00		Weed Management - Total	
580	5939	£289.43	£48.24	£241.19	25/10/23	Wells Spa - Bungalow Shower replacement	5939
		£289.43	£48.24	£241.19		Wells Spa - Total	
Total		£5,114.61	£494.44	£4,620.17			

Signature 
 Date 26/10/23

Signature 

Payment authorisation details

Printed 26 October 2023

Southborough Town Council

These payment details were correct at the time of printing. This page is not an official bank copy.

Payment authorisation details are included below.

From

Southborough Town Council

Business Account (30-98-77, 01764538)

	Recipient	Reference	Date	Amount (£)
1	WELLS INDUSTRIES L (09-01-28, 80513844)	5939	ASAP	£289.43
2	WEED MANAGEMENT (40-31-06, 91842897)	26539	ASAP	£336.00
3	TREWORK TUNBRIDG (55-70-13, 78021626)	3316	ASAP	£216.00
4	THE STICKY MONKEY (55-70-13, 85559016)	751	ASAP	£205.20
5	SURREY HILLS SOLIC (30-90-09, 40505760)	SOUTH04-03	ASAP	£999.00
6	ST MATTHEWS CHURCH (30-98-77, 01187905)	251023	ASAP	£40.00
7	QUALITY SUSSEX PLA (20-88-13, 63630129)	37597	ASAP	£1,928.00
8	PALLET HANDLING PE (55-70-13, 78092078)	439186	ASAP	£732.00
9	MARTIN BAKER (30-98-77, 44769460)	1559	ASAP	£180.00
10	CANTIUM BUSINESS S (60-60-08, 56249314)	ICT415	ASAP	£188.98

Creator

Paul Gosling

26 Oct 2023

1st authoriser

Paul Gosling

Southborough Town Council

Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details	Invoice
631	7628	£12,917.88	£2,152.98	£10,764.90	08/11/23	Baxall Construction Ltd - service charges	7628
632	7629	£450.00	£75.00	£375.00	08/11/23	Baxall Construction Ltd - Training	7629
630	7630	£8,604.37	£1,434.06	£7,170.31	08/11/23	Baxall Construction Ltd - Turf Rear Bed	7630
629	7631	£36.00	£6.00	£30.00	08/11/23	Baxall Construction Ltd - Door key - To Recharge	7631
		£22,008.25	£3,668.04	£18,340.21		Baxall Construction Ltd - Total	
621	8885	£91.43	£15.24	£76.19	30/08/23	Beechcroft Accountancy Services - Salaries	8885
		£91.43	£15.24	£76.19		Beechcroft Accountancy Services - Total	
642	37403	£304.80	£50.80	£254.00	10/11/23	Edge Designs Ltd - Software Upgrade	37403
		£304.80	£50.80	£254.00		Edge Designs Ltd - Total	
618	CD89432-3	£142.94	£23.82	£119.12	28/09/23	Kent County Council KCS - Printer	KPS3115900
		£142.94	£23.82	£119.12		Kent County Council KCS - Total	
625	W166403	£1,842.00	£307.00	£1,535.00	06/10/23	Kidman's Ltd - Mower	W166403
626	W1664031	£101.96	£16.99	£84.97	06/10/23	Kidman's Ltd - Equipment	W166403
627	W166403-2	£83.12	£13.85	£69.27	05/10/23	Kidman's Ltd - Equipment	W166403
		£2,027.08	£337.84	£1,689.24		Kidman's Ltd - Total	
617	2265405	£3,024.00	£504.00	£2,520.00	31/10/23	Mazars - External Audit	2265405
		£3,024.00	£504.00	£2,520.00		Mazars - Total	
643	196	£956.25	£0.00	£956.25	13/11/23	Mr M Hayden - Fm Works	196
		£956.25	£0.00	£956.25		Mr M Hayden - Total	
622	724	£546.00	£0.00	£546.00	30/10/23	Mrs M L Archer - Refund of grave deed	724
		£546.00	£0.00	£546.00		Mrs M L Archer - Total	
620	484N	£4,100.04	£683.34	£3,416.70	21/09/23	SKF Contractors Ltd - common foot path	484N
645	494N	£600.00	£100.00	£500.00	12/11/23	SKF Contractors Ltd - Remembrance	494N
		£4,700.04	£783.34	£3,916.70		SKF Contractors Ltd - Total	
624	137 Grant	£10,000.00	£0.00	£10,000.00	27/10/23	Southborough Football Club - 137 Grant	137 Grant

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Southborough Town Council

Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
		£10,000.00	£0.00	£10,000.00	Southborough Football Club - Total	
644	775	£117.60	£19.60	£98.00	09/11/23 The Sticky Monkey - Posters and Leaflets	775
		£117.60	£19.60	£98.00	The Sticky Monkey - Total	
623	3166	£696.00	£116.00	£580.00	04/08/23 Treework - Emergency	3166
		£696.00	£116.00	£580.00	Treework - Total	
628	32740	£41.40	£6.90	£34.50	02/10/23 Uniserve - IT Support	uni132740
		£41.40	£6.90	£34.50	Uniserve - Total	
619	13/2023	£400.00	£0.00	£400.00	30/09/23 Wise Stonecraft - Grave Digging	13/2023
		£400.00	£0.00	£400.00	Wise Stonecraft - Total	
Total		£45,055.79	£5,525.58	£39,530.21		

Signature _____

Signature _____

Date _____

Payment authorisation details

Printed 13 November 2023

Southborough Town Council

These payment details were correct at the time of printing. This page is not an official bank copy.

Payment authorisation details are included below.

From

Southborough Town Council

Business Account (30-98-77, 01764538)

	Recipient	Reference	Date	Amount (£)
1	WISE STONECRAFT (30-98-77, 03049232)	13/2023	ASAP	£400.00
2	UNISERVE (30-92-86, 00012206)	32740	ASAP	£41.40
3	TREEWORK TUNBRIDG (55-70-13, 78021626)	3166	ASAP	£696.00
4	THE STICKY MONKEY (55-70-13, 85559016)	775	ASAP	£117.60
5	SOUTHBOROUGH FOOTB (30-98-77, 00156364)	137 Grant	ASAP	£10,000.00
6	S K F CONTRACTORS (20-88-13, 30577189)	484/494	ASAP	£4,700.04
7	M L ARCHER (09-01-33, 62909601)	Refund of Plot	ASAP	£546.00
8	MGF HAYDEN (60-21-05, 55648320)	196	ASAP	£956.25
9	MAZARS (40-11-60, 10123889)	2265405	ASAP	£3,024.00
10	KIDMANS LTD (51-81-07, 83121757)	3 INVOICES	ASAP	£2,027.08
11	KENT COUNTY COUNCI (60-60-08, 00042382)	CD89432	ASAP	£142.94
12	EDGE IT SYSTEMS LI (56-00-45, 39062473)	37403	ASAP	£304.80
13	BEEHCROFT ACCOUNT (82-19-45, 20010499)	8885	ASAP	£91.43
14	BAXALL CONSTRUCTIO (54-21-25, 09434232)	4 Invoices	ASAP	£22,008.25

Creator

Paul Gosling

13 Nov 2023

1st authoriser

Paul Gosling

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/10/23 and 01/11/23

Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
SICB139	02/10/23	509		£191.03	£31.84	£159.19	Cantium Business Solutions	Phones 15/10
166530	02/10/23	510		£95.76	£15.96	£79.80	Haynes	Tractor repairs 30/3
296	02/10/23	511		£300.00	£50.00	£250.00	Mark Luck Ltd	Clay for Holden pond 18
461N	02/10/23	512		£908.10	£151.35	£756.75	SKF Contractors Ltd	Sinkhole repairs Pennington 253/1
466N	02/10/23	513		£582.00	£97.00	£485.00	SKF Contractors Ltd	Pothole Repairs Commons Car Park 254/1
0780	02/10/23	514		£813.00	£0.00	£813.00	HDH Electrical Ltd	Emergency Electrical works 257/2
465708	02/10/23	519		£1,320.00	£220.00	£1,100.00	Thomson Snell and Passmore	Legal fees 20/14
75107	02/10/23	520		£108.00	£18.00	£90.00	Play Safety ROSPA	Play Ground Inspections 249/3
KPS315900	02/10/23	521		£225.56	£37.59	£187.97	Kent County Council KCS	Printer 10/1
12/2023	02/10/23	522		£800.00	£0.00	£800.00	Wise Stonecraft	Grave Digging 257/11
TRD OCT 23	02/10/23	572		£53.96	£8.99	£44.97	Trade UK	Water proofs 249/4
D&G OCT 23	02/10/23	573		£15.41	£2.57	£12.84	D&G Appliance Plan	White goods Pennington 253/1
BG1 OCT 23	02/10/23	574		£33.94	£5.66	£28.28	British Gas	Home cover - 7112 253/1
EDF6 SEP 23	03/10/23	576		£44.36	£2.11	£42.25	Edf Energy	Elec st peter's Church - 420 258/3
CNSC9 OCT	03/10/23	577		£1.64	£0.27	£1.37	Lloyds Bank	Cardnet service charge invoice Scc347 10/14
CCM2 OCT 23	09/10/23	567		£13.20	£2.20	£11.00	Cooke Card Marketing Ltd	Fuel 30/1
BG5 OCT 23	09/10/23	575		£36.40	£6.07	£30.33	British Gas	Home cover - 7356 257/2
LSC1 OCT 23	10/10/23	544		£51.04	£8.51	£42.53	Lloyds Bank	Service charge 108
EDF8 Oct 23	11/10/23	570		£127.00	£6.05	£120.95	Edf Energy	Elec Pavilion 161 253/4
EDF6 SEP 23	11/10/23	571		£16.00	£0.76	£15.24	Edf Energy	Elec st peter's Church - 420 258/3
27	13/10/23	524		£1,584.00	£264.00	£1,320.00	Pierson Agriculture	Hedge Cutting 255/1
1562	13/10/23	525		£95.00	£0.00	£95.00	Mr M Baker	Bungalow Maintenance 253/6
CD89432-1	13/10/23	526		£930.38	£155.06	£775.32	Kent County Council KCS	Printer Back Payments 10/1
147906	13/10/23	527		£2,400.00	£400.00	£2,000.00	Brackets	Land Valuation - to be recharged 18
1908	13/10/23	528		£804.00	£134.00	£670.00	Intrinsic	OTISS Software Sub 20/5
16894	13/10/23	529		£168.00	£28.00	£140.00	Institute of Cemetery and Crematorium Management	Training 20/6
CD89432-2	13/10/23	530		£225.56	£37.59	£187.97	Kent County Council KCS	Printer 10/1

01/11/23 07:54 AM Vs: 8.90.00

Southborough Town Council

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Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/10/23 and 01/11/23

Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
So01	13/10/23	531		£1,070.25	£0.00	£1,070.25	Jim Boot	NDP Planning Grant Funded 20/15
W166164	13/10/23	532		£434.21	£72.37	£361.84	Kidman's Ltd	Strimmer 249/4
W166072	13/10/23	533		£63.08	£10.51	£52.57	Kidman's Ltd	Tool Repairs 249/4
W166037	13/10/23	534		£86.11	£14.35	£71.76	Kidman's Ltd	Mower Repairs 249/4
45/2023	13/10/23	535		£1,035.84	£172.64	£863.20	British Fire Advisory Service	Fire Risk assessment 45/1/2
32545	13/10/23	536		£41.40	£6.90	£34.50	Uniserve	IT Support 10/13
7602	13/10/23	537		£12,767.88	£2,127.98	£10,639.90	Baxall Construction Ltd	service charges 45/1/1
8814	13/10/23	538		£91.43	£15.24	£76.19	Beechcroft Accountancy Services	Salaries 1
2008658	13/10/23	539		£705.60	£117.60	£588.00	SES Secure Ltd	Escrows 20/5
2008658-1	13/10/23	540		£705.60	£117.60	£588.00	SES Secure Ltd	Escrows 20/5
62590	13/10/23	541		£1,791.46	£298.58	£1,492.88	Vaughtons	Mayors Medals 16
785	13/10/23	542		£8,800.00	£0.00	£8,800.00	PTP	Pond Works Stage 1 18
S21305	13/10/23	543		£66.00	£11.00	£55.00	NSALG	Allotment membership 20/5
062	13/10/23	545		£541.12	£0.00	£541.12	Becci Andrews Design	NDP Website 20/15
190	13/10/23	546		£675.00	£0.00	£675.00	Mr M Hayden	FM Works 45/1/4
CNET OCT 23	13/10/23	566		£51.17	£8.53	£42.64	LLoyds Bank	Cardnet 108
PC 6	13/10/23	611		£6.00	£1.00	£5.00	Asda	Air Freshener 65/2
LBBC Oct 23	16/10/23	503		£18.50	£3.08	£15.42	STC Amazon Account	Label Cassettes 10/4
LBBC OCT 23	16/10/23	505		£84.97	£14.16	£70.81	British Legion Poppy Appeal	Wreaths 254/2
TWBC CIV OCT 23	16/10/23	547		£1,334.00	£0.00	£1,334.00	Tunbridge Wells Borough Council	Business Rates Civic Centre 15/5
TWBC6 OCT	16/10/23	548		£319.00	£0.00	£319.00	Tunbridge Wells Borough Council	Council Tax Cemetery 257/4
LBBC OCT 23	16/10/23	549		£276.00	£46.00	£230.00	Trueplan Uk Limited	Land Survey 255/1
LBBC OCT 23	16/10/23	550		£19.00	£0.00	£19.00	Shutterstock	Subscribe 20/5
LBBC OCT 23	16/10/23	551		£11.28	£1.88	£9.40	Microsoft	Office 365 FM Officer 20/5
LBBC OCT 23	16/10/23	552		£10.50	£1.75	£8.75	STC Amazon Account	Frame 10/4
LBBC Oct 23	16/10/23	553		£44.40	£7.40	£37.00	Kent Association of Local Councils	Training 20/6

01/11/23 07:54 AM Vs: 8.90.00

Southborough Town Council

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Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/10/23 and 01/11/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
LBBC Oct 23	16/10/23	554		£44.40	£7.40	£37.00	Kent Association of Local Councils	Training 20/6
LBBC OCT 23	16/10/23	555		£3.70	£0.00	£3.70	TIC Tok	Unknown payment - under investigation 10/4
LBBC OCT 23	16/10/23	556		£9.00	£0.00	£9.00	Campaign Manager	Bulk email client 20/5
CCM1 OCT 23	16/10/23	568		£280.61	£46.77	£233.84	Cooke Card Marketing Ltd	Fuel 30/1
PC08	16/10/23	612		£1.55	£0.26	£1.29	Tesco	Milk 65/2
BS1 OCT 23	17/10/23	562		£154.65	£0.00	£154.65	Business Stream - Southern Water	Water 253/3
WP OCT 23	17/10/23	563		£120.91	£20.15	£100.76	Water Plus	Civic Water 45/23
CW1 OCT 23	17/10/23	564		£55.95	£0.00	£55.95	Castle Water SE	Water Allotments 250/2
CW2 OCT 23	17/10/23	565		£21.76	£0.00	£21.76	Castle Water SE	Water Allotments 250/2
PC10	19/10/23	613		£3.45	£0.00	£3.45	Royal Mail	Postage 65/1
CNSC3 OCT 23	20/10/23	560		£2.06	£0.34	£1.72	LLoyds Bank	Cardnet service charge invoice STCCS55/SCC368 10/14
BT Oct 23	20/10/23	561		£675.55	£112.59	£562.96	Bt Plc	One Bill 15/3
SSE OCT 23	23/10/23	569		£1,933.95	£322.32	£1,611.63	SSE Energy	Civic Elec 45/7
STC OCT 23	25/10/23	557		£27,014.76	£0.00	£27,014.76	STC Salaries	Salaries 1
HMRC OCT 23	25/10/23	558		£2,469.13	£0.00	£2,469.13	Customs & Excise	National Insurance 2
KCC SEP 23	25/10/23	559		£5,879.69	£0.00	£5,879.69	Kent County Council Superannuation Fund	KCC Superannuation 5
37597	26/10/23	578		£1,928.00	£0.00	£1,928.00	Quality Sussex Plants	Winter Bedding 249/2
26539	26/10/23	579		£336.00	£56.00	£280.00	Weed Management	Knotweed Spraying 249/2
5939	26/10/23	580		£289.43	£48.24	£241.19	Wells Spa	Bungalow Shower replacement 253/6
ICT415	26/10/23	581		£188.98	£31.50	£157.48	Cantium Business Solutions	Phones 15/10
3316	26/10/23	582		£216.00	£36.00	£180.00	Treework	Emergency works 249/1
1559	26/10/23	583		£180.00	£0.00	£180.00	Mr M Baker	Bungalow Maintenance 253/6
751	26/10/23	584		£205.20	£34.20	£171.00	The Sticky Monkey	Posters and Leaflets 20/15
439186	26/10/23	585		£732.00	£122.00	£610.00	Pallet Handling Penshurst	Cemetery fence 257/2
southo4-03	26/10/23	586		£999.00	£166.50	£832.50	Surrey Hills Solicitors	Legal fees- recharged to easement holder 20/14
251023	26/10/23	587		£40.00	£0.00	£40.00	St Matthews Church	NDP Meeting 20/15

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/10/23 and 01/11/23

Payment									
Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details		Heading
SEFe2 OCT	27/10/23	599		£14.28	£0.68	£13.60	SEFE	Cemetery	257/7
SEFE1 SEP	27/10/23	600		£247.78	£41.30	£206.48	SEFE	Civic Gas	45/24
SEFe3 OCT	27/10/23	601		£70.38	£3.35	£67.03	SEFE	Cemetery	257/7
V1 OCT 23	30/10/23	603		£2,207.78	£367.96	£1,839.82	Veolia Uk Ltd	Waste removal	249/6
CCM3 OCT 23	30/10/23	604		£119.02	£19.84	£99.18	Cooke Card Marketing Ltd	Fuel	30/1
CN10 OCT 23	30/10/23	605		£1.14	£0.19	£0.95	Lloyds Bank	Cardnet service charge invoice SCCCB379	10/14
LR1 OCT 23	31/10/23	606		£18.00	£0.00	£18.00	H M Land Registry	Subscription	20/5
Total				£89,457.25	£6,169.74	£83,287.51			

Received Income Transactions

Start of year 01/04/23.

received between 01/10/23 and 31/10/23.

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
FPI021023BH	02/10/23	362	STCCB319	£868.48	£144.75	£723.73	204/2	Bright Horizons Bin Store
FPI020923A1	02/10/23	406	STTSC342	£156.38	£26.06	£130.32	205/1	Armada Football Club Land Lease Paid short still owes £158.38.
OR1	02/10/23	439		£0.05	£0.00	£0.05	204/1	Openreach Wayleave
OR5	02/10/23	440		£0.10	£0.00	£0.10	204/1	Openreach Wayleave
OR2	02/10/23	441		£0.37	£0.00	£0.37	204/1	Openreach Wayleave
OR4	02/10/23	442		£0.15	£0.00	£0.15	204/1	Openreach Wayleave
OR3	02/10/23	443		£0.37	£0.00	£0.37	204/1	Openreach Wayleave
STR1 OCT 23	02/10/23	499		£8.64	£0.00	£8.64	200/3	Stripe Tennis courts
FPI031023KC C	03/10/23	373	STCSC039	£13,401.60	£2,233.60	£11,168.00	107/2	KCC Libraries Service Charges
FPI031023NC T2	03/10/23	385	SCC336	£312.00	£52.00	£260.00	106/2	NCT (Charity) Bounds Oak
FPI031023NC T1	03/10/23	386	SCC336/1	£302.40	£50.40	£252.00	106/2	NCT (Charity) Unity Hall
CC031023MP	03/10/23	412	SCC347	£93.60	£15.60	£78.00	106/3	Lambersart
FPI031023JK1	03/10/23	429	SCC353	£57.60	£9.60	£48.00	106/3	Movement Lambersart
FPI031023JK2	03/10/23	434	SCC353	£120.00	£20.00	£100.00	106/3	Movement Bounds Oak
CC290923NHS	04/10/23	324	SCC292	£1,474.20	£245.70	£1,228.50	106/1	NHS Blood & Transplant Unity Hall
FPI041023LT	04/10/23	392	STCSC329	£3,600.00	£600.00	£3,000.00	102/1	The Little Learning Tree Lease Payment
FPI OS OCT 23	04/10/23	435		£683.00	£0.00	£683.00	200/1	Rent
FPI051023SA 2Centre	05/10/23	374	STCSC040	£7,297.30	£1,216.22	£6,081.08	109/1	NHS St Andrews Medical Service Charges
FPI051023SA 1Centre	05/10/23	391	STCSC324	£5,000.00	£833.33	£4,166.67	109/2	NHS St Andrews Medical NHS Rent
FPI061023DG	06/10/23	368	SCC323	£381.60	£63.60	£318.00	106/1	Unity Hall
FPI031023DG	06/10/23	369	SCC323/1	£232.80	£38.80	£194.00	106/1	Unity Hall
FPI061023SK	06/10/23	431	STCCB354	£3,090.60	£0.00	£3,090.60	201/2	Simple Kent Funerals Interment
FPI061023B!	06/10/23	457	STCW01	£1.11	£0.00	£1.11	204/1	Barnardo's Wayleave from 01/04/21- 31/03/24

Received Income Transactions

Start of year 01/04/23.

received between 01/10/23 and 31/10/23.

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
FPI10102376a	10/10/23	419	STCA349	£16.62	£0.00	£16.62	203	Ms N O'Millervan	Plot 76a Yew Tree
OR6	11/10/23	444		£0.15	£0.00	£0.15	204/1	Openreach	Wayleave
OR7	11/10/23	445		£0.25	£0.00	£0.25	204/1	Openreach	Wayleave
OR8	11/10/23	446		£0.05	£0.00	£0.05	204/1	Openreach	Wayleave
OR10	11/10/23	447		£0.15	£0.00	£0.15	204/1	Openreach	Wayleave
OR11	11/10/23	448		£0.10	£0.00	£0.10	204/1	Openreach	Wayleave
OR12	11/10/23	449		£0.37	£0.00	£0.37	204/1	Openreach	Wayleave
OR9	11/10/23	450		£0.37	£0.00	£0.37	204/1	Openreach	Wayleave
OR13	11/10/23	451		£0.05	£0.00	£0.05	204/1	Openreach	Wayleave
OR114	11/10/23	452		£0.37	£0.00	£0.37	204/1	Openreach	Wayleave
OR115	11/10/23	453		£0.37	£0.00	£0.37	204/1	Openreach	Wayleave
OR16	11/10/23	454		£0.37	£0.00	£0.37	204/1	Openreach	Wayleave
OR17	11/10/23	455		£0.75	£0.00	£0.75	204/1	Openreach	Wayleave
FPI111023NR 1	11/10/23	456	SCC358	£57.60	£9.60	£48.00	106/3	Neuro Rehabilitation	Lambersart
fpi121023O	12/10/23	430	ScC357	£66.00	£11.00	£55.00	106/2	Ouma	Bounds Oak
FPI12102328	12/10/23	463	STCA362	£13.85	£0.00	£13.85	203		Plots 28a,28d
FPI131023LB	12/10/23	482	SCC365	£15.60	£2.60	£13.00	106/3	Littlebubbles	Lambersart
UKP2	13/10/23	464		£17.66	£0.00	£17.66	204/1	UK Power Networks	Wayleave
UKP1	13/10/23	465		£13.13	£0.00	£13.13	204/1	UK Power Networks	Wayleave
OR18	13/10/23	466		£0.50	£0.00	£0.50	204/1	Openreach	Wayleave
OR19	13/10/23	467		£0.05	£0.00	£0.05	204/1	Openreach	Wayleave
OR20	13/10/23	468		£0.10	£0.00	£0.10	204/1	Openreach	Wayleave
OR21	13/10/23	469		£0.37	£0.00	£0.37	204/1	Openreach	Wayleave
OR22	13/10/23	470		£0.05	£0.00	£0.05	204/1	Openreach	Wayleave
OR23	13/10/23	471		£0.05	£0.00	£0.05	204/1	Openreach	Wayleave
OR24	13/10/23	472		£0.05	£0.00	£0.05	204/1	Openreach	Wayleave
OR25	13/10/23	473		£1.50	£0.00	£1.50	204/1	Openreach	Wayleave
OR26	13/10/23	474		£0.37	£0.00	£0.37	204/1	Openreach	Wayleave

Received Income Transactions

Start of year 01/04/23.

received between 01/10/23 and 31/10/23.

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
OR27	13/10/23	475		£0.50	£0.00	£0.50	204/1	Openreach	Wayleave
OR28	13/10/23	476		£0.37	£0.00	£0.37	204/1	Openreach	Wayleave
OR29	13/10/23	477		£0.75	£0.00	£0.75	204/1	Openreach	Wayleave
OR30	13/10/23	478		£0.75	£0.00	£0.75	204/1	Openreach	Wayleave
OR31	13/10/23	479		£0.05	£0.00	£0.05	204/1	Openreach	Wayleave
OR32	13/10/23	480		£0.75	£0.00	£0.75	204/1	Openreach	Wayleave
OR33	13/10/23	481		£0.37	£0.00	£0.37	204/1	Openreach	Wayleave
FPI121023DS	13/10/23	483	SCC341A	£11.52	£1.92	£9.60	106/3	West Kent Different Strokes	Lambersart
FPI161023OM	16/10/23	425	STCCB348	£113.40	£18.90	£94.50	205/2		Land Hire
HMRC Q3 23	16/10/23	438		£22,319.59	£0.00	£22,319.59	105	H M Customs & Excise	VAT refund 01/07/23 - 30/09/23
CHQ101423	17/10/23	433	STCCB356	£65.00	£0.00	£65.00	201/4		Transfer Orf Rights
FPI171023BX 2	17/10/23	460	SCC363	£187.20	£31.20	£156.00	106/1	Baxall	Unity Hall
FPI171023BX 1	17/10/23	461	SCC363	£75.60	£12.60	£63.00	106/6	Baxall	Extras
FPI171023MA	17/10/23	489	SCC369	£78.00	£13.00	£65.00	106/3		Lambersart
FPI171023NT 1	17/10/23	497	SCC334	£72.00	£12.00	£60.00	106/2	NCT (Charity)	Unity Hall
FPI19102387a	19/10/23	498	STCA370	£13.85	£0.00	£13.85	203		Plot 87a Yew Tree
CC171023EM	20/10/23	432	STCCB355	£65.00	£0.00	£65.00	201/4		Transfer Orf Rights
CC171023DF	20/10/23	488	SCC368	£52.80	£8.80	£44.00	106/3	SHDOFA	Lambersart
FPI241023JK1	24/10/23	490	SCC371	£121.20	£20.20	£101.00	106/2	Movement	Bounds Oak
FPI251023SS S!	25/10/23	502	SCC377	£254.40	£42.40	£212.00	106/1	S S S Group T Wells	Unity Hall
FPI251023SS S	25/10/23	503	SCC377	£18.00	£3.00	£15.00	106/6	S S S Group T Wells	Extras
FPI251023BY	25/10/23	506	SCC380	£57.60	£9.60	£48.00	106/2	Being Yoga	Lambersart
rent OCT 23SR	25/10/23	507		£598.00	£0.00	£598.00	201/1		Rent
FPI261023AT	26/10/23	484	SCC364	£67.20	£11.20	£56.00	106/2		Bounds Oak
FPI271023IV1	27/10/23	459	SCC359	£118.80	£19.80	£99.00	106/1	Involve	Unity Hall
CHQ000548	30/10/23	427	SCC352	£31.20	£5.20	£26.00	106/3		Lambersart

Received Income Transactions

Start of year 01/04/23.

received between 01/10/23 and 31/10/23.

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
CC251023IPW	30/10/23	504	STCCB379	£65.00	£0.00	£65.00	201/4		Transfer of Rights
FPI311023HS	31/10/23	493	SCC374	£48.00	£8.00	£40.00	106/2	Homestart	Bounds Oak
3									
FPI311023HS	31/10/23	494	SCC374	£24.00	£4.00	£20.00	106/6	Homestart	Extras
2									
Fpi311023HS1	31/10/23	495	SCC374	£92.16	£15.36	£76.80	106/3	Homestart	Lambersart
FPI311023BM	31/10/23	500	STCCB376	£97.29	£0.00	£97.29	201/3	Burslem Memorials	Memorial
FPI311023CA	31/10/23	508	SCC382	£75.00	£12.51	£62.49	106/6	Charlies Angels	Kitchen Hire
Total				£62,014.55	£5,822.55	£56,192.00			

Financial Summary - Cashbook

Summary of receipts and payments between 01/10/23 and 31/10/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Civic Sinking Fund Account	£35,016.55
Instant Access / Current Accounts	£67,974.43
Petty Cash	£87.16

Short Term Investment Accounts

32 Day Holding Account	£71,318.60
Public Sector Deposit Fund	£1,017,567.41
Total	<u>£1,191,964.15</u>

Balances at start of period

Ordinary Accounts

Civic Sinking Fund Account	£68,487.64
Instant Access / Current Accounts	£428,080.74
Petty Cash	£78.70

Short Term Investment Accounts

32 Day Holding Account	£0.00
Public Sector Deposit Fund	£998,765.14
Total	<u>£1,495,412.22</u>

RECEIPTS	Net	Vat	Gross
Finance & General Purposes	£54,647.85	£5,632.84	£60,280.69
Open Spaces & Environment Committee	£5,708.27	£189.71	£5,897.98
Total Receipts	<u>£60,356.12</u>	<u>£5,822.55</u>	<u>£66,178.67</u>
PAYMENTS	Net	Vat	Gross
Finance & General Purposes	£71,954.92	£4,815.56	£76,770.48
Open Spaces & Environment Committee	£11,332.59	£1,354.18	£12,686.77
Total Payments	<u>£83,287.51</u>	<u>£6,169.74</u>	<u>£89,457.25</u>

Closing Balances

Ordinary Accounts

Civic Sinking Fund Account	£68,563.29
Instant Access / Current Accounts	£410,649.04
Petty Cash	£67.70
	<u>£479,280.03</u>

Short Term Investment Accounts

32 Day Holding Account	£0.00
Public Sector Deposit Fund	£992,853.61
	<u>£992,853.61</u>
Total	<u>£1,472,133.64</u>

Signed _____

Chair

Clerk / Responsible Financial Officer



**SOUTHBOROUGH TOWN COUNCIL
GRANTS APPLICATION FORM**

Your Details

1. Name of Organisation; SOUTHBOROUGH, HIGH BROOMS & DISTRICT
OVERSEAS FRIENDSHIP ASSOCIATION
2. Charity No. (if applicable); N/A
3. Name and Address of Contact (to whom all correspondence will be sent).
MR DAVID FORBES (TREASURER)
22 FERNHURST CRESCENT, SOUTHBOROUGH, TN4 0TD
4. Contact Number; 01892 522943
5. Email; christine m forbes 54 @ gmail. com
6. Position in Organisation; Treasurer

Your Organisation

7. Year Organisation Established; 1992 Twinning Charter
8. What does your organisation do? Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.
To maintain friendly relations, encourage exchange visits, and promote mutual understanding and respect with our Twinned Town of Lambertsart
We pursue these aims on behalf of STC
9. What area is being served by your organisation; Southborough & High Brooms

17. Please indicate the age range of the beneficiaries of any award, e.g. young children/ youth/ adult/ senior citizens

Age Range	
Under 5 Years	Yes/No
5 – 16 Years	Yes/No
16 – 25 Years	Yes/No
25 – 65 Years	Yes/No
65 +	Yes/No
All of the Above	Yes/No

Statement in Support of Grant Request

18. Please use the space below to include a statement in support of your request. (This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack sent to you with this form

We wish to encourage an exchange of young people between the two towns, participation in a soccer tournament and a visit of 'A' Level students to their peers in France

Certification

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Southborough Town Council

Signed: D Forbes Date: 5/11/2023

If successful, the Council will expect to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of conditions attached.

Southborough High Brooms & District Overseas Friendship Association

Receipts and expenditure

1 January 2022 to 31 December 2022	2022	2021	Assets at start of year	2022	2021
<u>Income</u>			HSBC Current A/c	6871.78	4590.29
Subscriptions	348.00	337.00	HSBC Deposit A/c		1249.35
Bank interest	0.00	0.10	Petty cash	<u>30.01</u>	<u>30.01</u>
AGM lunch	548.00	677.00	Total assets	6901.79	5869.65
Quiz	535.00	369.00			
Quiz Nov	435.00				
Somme Deposits	1725.80	183.40			
BBC	620.00	601.50			
30 th	1755.00				
Council grant	1200.00	1000.00			
Donation	12.50				
Fete		<u>5.00</u>			
	7179.30	3173.00			
<u>Expenses</u>					
AGM	220.43	796.01			
Flowers		23.00			
BBC	255.00	158.35			
30th	3304.51				
Meeting room	144.30				
Quiz	242.00	201.50			
Quiz Nov	184.00				
Insurance	223.92	220.00			
Refunds	0.00				
Sound system	45.00				
Donation Gerard Tancre		98.00			
Bank charges	95.56				
Somme trip 2020	1240.79	544.00			
Stall	25.00				
Just Give Refugees	100.00				
Southborough FC wall		<u>100.00</u>			
	<u>6088.51</u>	<u>2140.86</u>			
Surplus	1090.79	1032.14	Plus Surplus	1090.79	1032.14
Increase in assets			Total assets	7992.58	6901.79
			HSBC Current A/c	6911.95	5821.16
			Euro Youth Euro Youth	1050.62	1056.62
			Petty cash	<u>30.01</u>	<u>30.01</u>
				7992.58	6901.79
			Assets at end of year	2022	2021

Report of the Independent Examiner to the members of SHDOFA

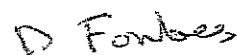
I have examined the above Receipts and Expenditure accounts for the year ended 31/12/2022 and confirm they are in accordance with the records

Mr F Monckton (Independent Examiner)

Chairman



Treasurer



Accounts to 31/12/2023

Opening bank a/c		7962.57	Cash	30.01
Incoming				
Memberships	246.00			
AGM	932.00			
BBQ	484.00			
Quiz	475.00			
Cheese & win	144.00			
Quiz Nov	24.00			
Purchases Alison David F	47.00			
Cash paid in	<u>30.01</u>			
	2382.01	2382.01		
Outgoing				
Bank charges	78.18			
AGM				
Hall	126.00			
Catering	123.00			
French lunch	60.00			
Gift Indep Examiner	5.50			
Entertainers	<u>50.00</u>			
	364.50	364.50		
Quiz				
Hall	90.00			
Catering	140.00			
Prizes	<u>27.00</u>			
	257.00	257.00		
Room hire	72.00			
BBQ exp	136.97			
30th gifts	109.00			
Flowers Di	35.00			
Refunds Small Jenkins	30.00			
Pub liability Ins	224.92			
Cheese & Wine				
Cheeses	139.59			
STC room hire	52.80			
Lidls	<u>45.72</u>			
	238.11	238.11		
November Quiz				
Hall hire	60.00	60.00		
Travel subsidy	57.00			
Stall Lions	25.00			
Ukraine	90.00			
Picture frames	<u>6.00</u>			
	1783.68	<u>1783.68</u>		
Balance at 14/10/2023		8560.90		

Notes

Ukraine donation £100 less J M Pannacoucke sub £10.

Southborough Town Council

Finance and General Purposes

23 November 2023

Investment Proposal

Summary

This report relates to the investment of council funds.

FOR INFORMATION

Council Members will be aware that the Council currently holds its investment funds with the CCLA. The Council recently received its payment from an easement over common land the amount being £125,000.00. Officers are suggesting investing £75,000.00 with the CCLA at this current time. You will see attached the recent investment rates supplied by Lloyds Bank which would be an alternative option.

It is suggested that some monies are withheld at this time due to the various committed works that are currently being carried out (see supporting paperwork). This will stop the constant movement of funds between investments and business accounts. Risks on the business account are considered low due to the two signatory authorisation using any transaction method with Lloyd's banking which gives some surety surrounding fraud.

RECOMMENDED – Members to discuss the information and decide how they wish to proceed and instruct the Finance Officer accordingly.

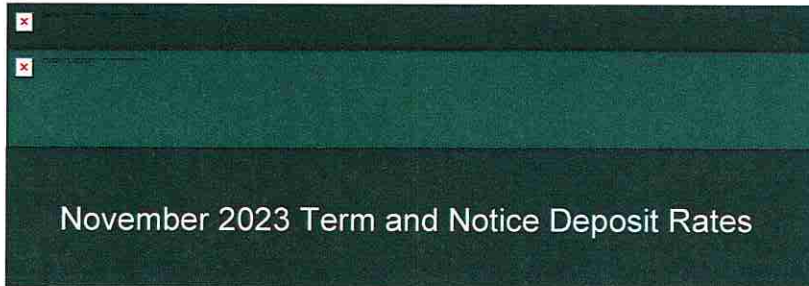
Paul Gosling
FINANCE OFFICER.

Total			£51,937.00

Clerk

From: Jon Dockerill <info@commercialemails.lloydsbank.com>
Sent: 03 November 2023 09:02
To: Clerk
Subject: November 2023 Deposit Rates

We want you to recognise a fraudulent email if you receive one, so we will always greet you personally using your title, last name and the last four digits of your bank account number: xxxx-4538



Dear Ms Kelly,,

From flexible accounts that give you access to your funds when you need them, to longer-term accounts with a fixed rate, our range of deposit accounts allows you to build funds in a way that suits your business.

[View details and apply here](#)

Take a look at our latest rates below:

DEPOSIT ACCOUNTS	TERM	GROSS* p.a. INTEREST RATE	AER** p.a. INTEREST RATE	INTEREST PAYMENT
Instant Access Account	Instant Access	From 1.30% to 1.90% dependent on balance (Managed Rate)	From 1.31% to 1.92% dependent on balance (Managed Rate)	Calculated daily and paid monthly
32 Day Notice Call Account	32 days	2.60% (Managed Rate)	2.63% (Managed Rate)	Calculated and paid daily

95 Day Notice Call Account	95 days	2.95% (Managed Rate)	2.99% (Managed Rate)	Calculated and paid daily
3 Month Fixed Term Deposit	3 months	2.00% (fixed)	2.02% (fixed)	At maturity
6 Month Fixed Term Deposit	6 months	3.50% (fixed)	3.53% (fixed)	At maturity
12 Month Fixed Term Deposit	12 months	3.60% (fixed)	3.60% (fixed)	At maturity
14 / 15 Month Tranche Fixed Term Deposit (maturity date 14/02/2025)	14 / 15 months	5.08% (fixed)	5.08% (fixed)	At maturity

***Gross Rate** – Gross Rate means that no tax will be automatically deducted from interest on your behalf. You are responsible for paying any tax due to HM Revenue and Customs. Please note that the duration of your deposit will affect the amount of interest that you are paid.

****AER** – The AER stands for Annual Equivalent Rate and is the notional rate which illustrates the gross rate as if paid and compounded on an annual basis. As every advert for a savings product will contain an AER you will be able to compare more easily what return you can expect from your savings over time.

The interest rates stated are available from 3rd November 2023 and expire on 14th December 2023. Lloyds Bank maintains the right to withdraw rates at our discretion during the offer period.

Information about the accounts

- The interest rates for the Instant Access Account and 32 & 95 Day Notice Accounts are managed rates set by Lloyds Bank and subject to change. If the rate changes, and it is not to your advantage, Lloyds Bank will provide you notice in line with the product Terms & Conditions.
- The minimum balance for the Instant Access Account is £1 up to a maximum balance of £5,000,000. Term Deposits and 32 & 95 Day Notice Accounts minimum is £10,000 up to a maximum balance of

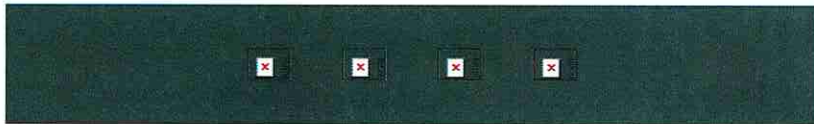
£50,000,000 - larger amounts may be available, subject to our discretion.

- The interest accrued on our Term Deposits is paid on maturity, unless the Term Deposit has a term of more than one year, in which case, accrued interest is paid annually and any remaining interest is paid at maturity.
- You must hold the Fixed Term Deposit (FTD) until the Maturity Date and you may not withdraw all or part of the Deposit prior to the Maturity Date. The Principal is committed for the duration of the FTD and your financial position must allow you to be able to cover any cash flow requirements you may have during the fixed term.
- Terms and conditions apply; please contact me for further information.

You can [apply for these products here](#), or contact me for further details or to discuss any wider banking queries.

Kind regards,

Jon Dockerill
Relationship Manager
07385 364039
jon.dockerill@lloydsbanking.com



Security Information

Please note that Lloyds Bank NEVER send emails that ask for confidential or security information. We'll never send you an email asking for your log on details, or direct you to a web page that asks for this information. Visit our online [security pages](#) for more details. Please note that any data sent via email is not secure and could be read by others.

For operational and security reasons, we cannot accept email for payment instructions or any other time critical messages.

If you no longer wish to receive any marketing communications from Lloyds Bank using this email address please click [here](#)

Please note:

1. Unsubscribing means we will no longer email you about products, offers, events or insights that we feel may be relevant and beneficial to your business.
2. If you receive marketing communications for any other companies you are associated with via this email address, you will need to unsubscribe separately for each company.
3. If your business as a whole wishes to unsubscribe from receiving marketing communications sent by Lloyds Bank to individuals acting on its behalf, please contact your Relationship Manager or telephony support team.
4. If you decide to unsubscribe from marketing communications, you will continue to receive important information relating to your products and services that we need to make you aware of.

Our service promise

If you experience a problem, we will always try to resolve it as quickly as possible. Please bring it to the attention of any member of staff. Our complaints procedures are published at lloydsbank.com/business/contact-us

If you have a hearing or speech impairment you can use Relay UK. More information on the Relay UK Service can be found at relayuk.bt.com/

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.

Lloyds Banking Group is a financial services group that incorporates a number of brands including Lloyds Bank. More information on Lloyds Banking Group can be found at lloydsbankinggroup.com

DISCLAIMER

This email has been prepared by Lloyds Bank plc ("Lloyds Bank") for information purposes only. It summarises the key features, risks and benefits associated with making a deposit of this nature. The information provided within this factsheet is subject to change without notice. The level or rates of interest applicable to a deposit will be agreed at account opening and are subject to change.

This email does not imply any commitment on the part of Lloyds Bank or constitute an offer or solicitation of any kind.

CDR_SME_LB_DS_1123



Southborough Town Council

Budget 2024/25

Summary Sheet/Precept

F&GP Expenditure	22/23	23/24	Actuals 23/24	budget 24/25
F&GP Expenditure	£1,863,671.28	£619,700.00	£418,277.90	£652,550.00
Civic Expenditure	22/23	23/24	Actuals 23/24	budget 24/25
Civic Expenditure	£193,793.05	£188,570.00	£90,867.36	£188,570.00
OS&E Expenditure	22/23	23/24	Actuals 23/24	budget 24/25
OS&E Expenditure	£104,524.87	£92,715.00	£71,867.33	£118,215.00
F&GP Income	22/23	23/24	Actuals 23/24	budget 24/25
F&GP Income	£30,996.25	£24,139.55	£35,070.42	£43,000.00
Civic Centre Income	22/23	23/24	Actuals 23/24	budget 24/25
Civic Income	£184,255.59	£186,063.00	£101,070.53	£159,177.00
OS&E Income	22/23	23/24	Actuals 23/24	budget 24/25
OS&E Income	£75,359.55	£69,070.00	£79,971.83	£66,625.00

Date 24/25

Precept	Totals
Expenditure	
Finance and General Purposes	£652,550
Civic	£188,570
OS&E	£118,215
Total	£959,335
Income	
Finance and General Purposes	£43,000
Civic	£159,177
OS&E	£66,625
Total	£268,802
Budget Requirement	£690,533
Tax Base 22/23	4391
Council Tax at Band D 24/25	157.26
Precept requirement -	£690,533
Last year's Council Tax at Band D 23/24	148.49
% Increase - Estimated	5.91%



Southborough Town Council

Budget Budget 2024/25

FG&P Expenditure

Total FM Contract 22/23	£	127,679.00
Total FM Contract 22/24	£	127,679.00
Minus KCC Library Clean	-£	19,500.00

Heading	Description	22/23	23/24	6 month review	budget 24/25	Balance
1	Salaries	£343,293.64	£332,000.00	£155,966.08	£360,000.00	£176,033.92
2	National Insurance	£32,974.10	£33,000.00	£14,074.48	£37,000.00	£18,925.52
5	KCC Superannuation	£76,448.39	£68,000.00	£31,824.63	£77,000.00	£36,175.37
9	Grants 137					£0.00
9/1	Age Concern	£0.00	£500.00	£0.00	£500.00	£500.00
9/2	C A B	£0.00	£0.00	£0.00	£500.00	£0.00
9/3	Other	£1,640.00	£1,500.00	£0.00	£1,000.00	£1,500.00
9/4	HomeStart	£0.00	£500.00	£0.00	£500.00	£500.00
9/5	Victim Support	£0.00	£500.00	£0.00	£500.00	£500.00
9/6	Samaritans	£0.00	£500.00	£0.00	£500.00	£500.00
Total		£1,640.00	£3,500.00	£0.00	£3,500.00	£3,500.00
10	STC Admin					£0.00
10/1	Photo Copier	£0.00	£1,200.00	£125.83	£1,200.00	£1,074.17
10/2	Millage Allowance	£0.00	£0.00	£0.00	£0.00	£0.00
10/3	Advertisements	£2,808.48	£4,000.00	£255.00	£4,000.00	£3,745.00
10/4	Stationery	£1,331.21	£1,800.00	£555.45	£2,000.00	£1,244.55
10/5	Printing	£547.58	£1,000.00	£0.00	£1,000.00	£1,000.00
10/6	Office Eqp	£0.00	£500.00	£59.56	£500.00	£440.44
10/7	Computers	£1,123.95	£2,000.00	£3,032.46	£5,000.00	-£1,032.46
10/8	Franking Machine	£1,056.08	£1,000.00	£108.33	£1,500.00	£891.67
10/9	Towel Services	£0.00	£0.00	£0.00	£250.00	£0.00

10/10	H&S Consultant	£2,184.16	£3,000.00	£0.00	£3,000.00	£3,000.00
10/11	Cleaning Items	£354.60	£1,000.00	£0.00	£1,000.00	£1,000.00
10/12	V S Warden	£0.00	£1,000.00	£0.00	£0.00	£1,000.00
10/13	IT Support	£0.00	£0.00	£0.00	£4,000.00	£0.00
10/14	Cardnet	£226.91	£500.00	£68.01	£500.00	£431.99
Total		£9,632.97	£17,000.00	£4,204.64	£23,950.00	£12,795.36
15	STC Office					£0.00
15/1	General Maintenance	£14.71	£0.00	£52.02	£0.00	-£52.02
15/3	Onebill/emails /wifi	£2,037.04	£7,000.00	£2,324.93	£8,000.00	£4,675.07
15/5	Rates	£11,601.75	£11,600.00	£8,006.01	£13,500.00	£3,593.99
15/10	Telephones	£8,897.16	£2,000.00	£3,464.93	£2,000.00	-£1,464.93
Total		£22,550.66	£20,600.00	£13,847.89	£23,500.00	£6,752.11
16	Contingency	£3,122.37	£5,000.00	£377.40	£5,000.00	£4,622.60
17	Capital Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00
18	Reserves	£1,235,048.02	£0.00	£118,671.26	£0.00	-£118,671.26
20	Establishment Charges					£0.00
20/1	Insurances	£81,667.73	£85,000.00	£50,433.13	£55,000.00	£34,566.87
20/2	Audit	£4,379.00	£3,500.00	£1,526.50	£5,000.00	£1,973.50
20/3	Mayors Allowance	£1,100.00	£1,100.00	£1,100.00	£1,100.00	£0.00
20/4	Community Outlay	£2,763.50	£0.00	£0.00	£0.00	£0.00
20/5	Subscriptions	£10,893.03	£9,000.00	£5,468.76	£12,000.00	£3,531.24
20/6	Training	£1,758.09	£4,000.00	£3,050.79	£6,000.00	£949.21
20/7	Coat Of Arms	£0.00	£0.00	£0.00	£0.00	£0.00
20/8	Newsletter	£160.00	£500.00	£0.00	£500.00	£500.00
20/10	Election Expenses	£0.00	£6,000.00	£0.00	£5,000.00	£6,000.00
20/11	Christmas Lights	£0.00	£1,500.00	£0.00	£0.00	£1,500.00
20/13	Twinning	£0.00	£500.00	£0.00	£500.00	£500.00
20/14	Solicitors	£5,160.87	£10,000.00	£3,889.82	£10,000.00	£6,110.18
20/15	Neighbourhood Plan	£0.00	£0.00	£212.00	£5,000.00	-£212.00
Total		£107,882.22	£121,100.00	£65,681.00	£105,100.00	£55,419.00
25	Events	£114.98	£0.00	£0.00	£1,000.00	£0.00
	Vehicles					£0.00
30/1	Fuel	£2,945.48	£4,500.00	£1,909.33	£5,000.00	£2,590.67

30/2	Licences	£2,650.60	£2,500.00	£320.00	£2,800.00	£2,180.00
30/3	Repairs and Maintenance	£3,249.26	£5,000.00	£3,075.52	£5,000.00	£1,924.48
Total		£8,845.34	£12,000.00	£5,304.85	£12,800.00	£6,695.15
40	Works Depot					£0.00
40/1	General Maintenance	£3,432.63	£0.00	£0.00	£0.00	£0.00
40/2	Waste Water	£0.00	£500.00	£0.00	£500.00	£500.00
40/3	Electricity	£8,574.01	£3,000.00	£4,651.01	£4,000.00	£-1,651.01
40/4	Water	£980.07	£500.00	£484.49	£500.00	£15.51
40/5	Clothing	£717.62	£2,000.00	£807.46	£2,000.00	£1,192.54
Total		£13,704.33	£6,000.00	£5,942.96	£7,000.00	£57.04
50	Crundwell Road					£0.00
50/1	General maintenance		£500.00	£71.00	£500.00	£429.00
50/2	Rates	£3,903.72	£0.00	£111.25	£0.00	£-111.25
50/4	Electricity	£3,082.02	£0.00	£1,664.22	£0.00	£-1,664.22
50/5	Water	£342.09	£0.00	£166.15	£0.00	£-166.15
Total		£7,327.83	£500.00	£2,012.62	£500.00	£-1,512.62
65	Petty cash					£0.00
65/1	Postage	£19.35	£50.00	£0.00	£50.00	£50.00
65/2	General	£235.52	£250.00	£105.83	£250.00	£144.17
108	Bank Charges	£831.56	£700.00	£264.26	£900.00	£435.74
		£1,086.43	£1,000.00	£370.09	£1,200.00	£629.91
Total		£1,863,671.28	£619,700.00	£418,277.90	£652,550.00	£201,422.10
						£0.00
Total		£1,863,671.28	£619,700.00	£418,277.90	£652,550.00	£201,422.10



Southborough Town Council

Budget 2024/25

FG&P Income

Total FM Contract 22/23	£	127,679.00
Total FM Contract 22/24	£	127,679.00
Minus KCC Library Clean	-£	19,500.00

Heading	Description	22/23	23/24	6 Month review	Budget 24/25	Balance
100	Precept	£597,245.00	£651,847.00	£651,847.00		£0.00
102	Community Centre					£0.00
102/1	Lease	£12,793.50	£12,000.00	£6,000.00	£12,500.00	£-6,000.00
104	miscellaneous FG&P	£536.47	£0.00	£9,805.00	£0.00	£9,805.00
105	Vat Recoverable	£0.00	£0.00	£0.00	£0.00	£0.00
111	Christmas Lights	£0.00	£0.00	£0.00	£0.00	£0.00
116	Sinking Fund Interest	£98.87	£0.00	£235.80	£500.00	£235.80
117	News Letter	£0.00	£0.00	£0.00	£0.00	£0.00
116	Interest on 32 Day	£0.00	£139.55	£139.55	£0.00	£0.00
119	CCLA					£0.00
119/1	Deposit CCLA	£0.00	£0.00	£0.00	£0.00	£0.00
119/2	Interest CCLA	£17,567.41	£12,000.00	£18,890.07	£30,000.00	£6,890.07
	Totals	£ 30,996.25	£ 24,139.55	£ 35,070.42	£ 43,000.00	£10,930.87
						£0.00
	F&GP Total Income	£628,241.25	£675,986.55	£686,917.42	£43,000.00	£10,930.87



Southborough Town Council

Budget 2024/25

FG&P Expenditure Civic

Total FM Contract 22/23	£	127,679.00
Total FM Contract 22/24	£	127,679.00
Minus KCC Library Clean	-£	19,500.00

Heading	Description	22/23	23/24	6 month review	budget 24/25	Balance
45	Civic Centre					£0.00
45/1	*General maintenance*					£0.00
45/1/1	General maintenance	£133,717.97	£127,679.00	£56,037.00	£127,679.00	£71,642.00
45/1/2	Variations	£12,895.34	£0.00	£14,208.80	£5,000.00	£-14,208.80
45/7	Electricity	£24,970.53	£20,000.00	£9,472.33	£20,000.00	£10,527.67
45/8	Water	£168.71	£1,000.00	£0.00	£0.00	£1,000.00
45/14	Management fees STC	£9,950.00	£7,500.00	£5,775.00	£7,500.00	£1,725.00
45/15	Sinking Fund	£0.00	£9,891.00	£0.00	£9,891.00	£9,891.00
45/19	Alcohol Licence	£119.99	£0.00	£0.00	£0.00	£0.00
45/20	Waste Water	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00
45/22	Cleaning Sups	£133.77	£1,000.00	£452.52	£1,000.00	£547.48
45/23	Water	£527.16	£0.00	£640.75	£1,000.00	£-640.75
45/24	Gas	£10,545.79	£20,000.00	£4,155.31	£15,000.00	£15,844.69
45/25	Kitchen Equipment	£502.79	£500.00	£92.65	£500.00	£407.35
45/26	Refund of Deposit	£261.00	£0.00	£33.00	£0.00	£-33.00
45/27	Events	£0.00	£0.00	£0.00	£0.00	£0.00
45/28	Bar Supplies	£0.00	£0.00	£0.00	£0.00	£0.00
Total		£193,793.05	£188,570.00	£90,867.36	£188,570.00	£97,702.64



Southborough Town Council

Budget 2024/25

FG&P Income

Total FM Contract 22/23	£	127,679.00
Total FM Contract 22/24	£	127,679.00
Minus KCC Library Clean	-£	19,500.00

Heading	Description	22/23	23/24	6 Month review	24/25	Balance
106	Southborough Civic					£0.00
106/1	Unity Hall	£11,173.55	£14,000.00	£5,005.28	£14,000.00	£8,994.72
106/2	Bounds Oak	£7,003.00	£10,000.00	£4,066.00	£10,000.00	£5,934.00
106/3	Lambersart	£3,245.20	£5,000.00	£2,265.80	£5,000.00	£2,734.20
106/4	Brickworks	£1,861.83	£5,000.00	£6,249.99	£8,500.00	£-1,249.99
106/5	Town Sq	£0.00	£2,000.00	£0.00	£2,000.00	£2,000.00
106/6	Extras	£467.49	£0.00	£1,054.83	£1,000.00	£-1,054.83
106/7	Refundable Deposit	£200.00	£0.00	£0.00	£0.00	£0.00
106/8	Deposit for hire	£83.33	£0.00	£0.00	£0.00	£0.00
106/9	STC Events	£0.00	£0.00	£0.00	£0.00	£0.00
106/10	Bar Takings	£0.00	£0.00	£0.00	£0.00	£0.00
106/11	Discount for bulk booking	£0.00	£0.00	£-258.00	£0.00	£258.00
						£0.00
	Total	£24,034.40	£36,000.00	£18,383.90	£40,500.00	£17,616.10
107	Library					£0.00
107/2	Service Charge	£47,567.00	£31,191.00	£24,018.03	£33,182.00	£7,172.97
107/4	Fees	£0.00	£7,867.00	£0.00	£3,466.00	£7,867.00
107/8	Utilities	£0.00	£9,904.00	£0.00	£6,781.00	£9,904.00
107/20	Sinking Fund	£0.00	£1,531.00	£0.00	£1,531.00	£1,531.00
	Total	£47,567.00	£50,493.00	£24,018.03	£44,960.00	£26,474.97
108	Retail					£0.00
108/1	Lease Charge	£20,854.08	£22,000.00	£11,250.00	£25,000.00	£10,750.00



Southborough Town Council

Budget 2024/25

OS&E Expenditure

Heading	Description	22/23	23/24	6 Month review	budget 23/24	Balance
	Centralised Amenities					£0.00
249/1	Tree Surgery	£17,370.00	£15,000.00	£14,780.00	£20,000.00	£220.00
249/2	Plants& Fertilizer	£5,319.58	£6,000.00	£3,022.70	£8,000.00	£2,977.30
249/3	Playground Inspections	£325.50	£500.00	£347.50	£1,500.00	£152.50
249/4	Improvements	£5,623.39	£5,000.00	£1,784.68	£5,000.00	£3,215.32
249/5	Travellers Fund	£0.00	£500.00	£0.00	£500.00	£500.00
249/6	Waste Removal STC	£22,847.53	£24,000.00	£14,218.31	£30,000.00	£9,781.69
249/7	South in Bloom	£0.00	£0.00	£0.00	£5,000.00	£0.00
	Total	£51,486.00	£51,000.00	£34,153.19	£70,000.00	£16,846.81
	Allotments					£0.00
250/1	General Maintenance	£4,248.00	£2,500.00	£750.00	£2,500.00	£1,750.00
250/2	Water	£246.39	£1,000.00	£1,645.01	£1,500.00	-£645.01
250/3	Refund OF Plot	£15.98	£0.00	£200.70	£0.00	-£200.70
	Total	£4,510.37	£3,500.00	£2,595.71	£4,000.00	£904.29
	Ridgeway Playing Fields					£0.00
251/1	General Maintenance	£1,590.00	£2,000.00	£0.00	£3,000.00	£2,000.00
	Yew Tree Road Playing Fields					£0.00
252/1	General Maintenance	£0.00	£2,000.00	£0.00	£3,000.00	£2,000.00
	Total	£1,590.00	£4,000.00	£0.00	£6,000.00	£4,000.00
	Pennington grounds					£0.00
253/1	General Maintenance	£7,060.42	£3,000.00	£3,797.22	£3,000.00	-£797.22
253/2	Pavilion Lease Refund	£0.00	£0.00	£0.00	£0.00	£0.00

253/3	Waste water	£456.65	£800.00	£209.08	£800.00	£590.92
253/4	Electricity	£1,711.21	£3,500.00	£886.28	£3,500.00	£2,613.72
253/5	Water	£0.00	£500.00	£75.38	£500.00	£424.62
253/6	Bungalow	£0.00	£300.00	£0.00	£300.00	£300.00
253/7	Car Park	£0.00	£0.00	£0.00	£0.00	£0.00
	Total	£9,228.28	£8,100.00	£4,967.96	£8,100.00	£3,132.04
	Common					£0.00
254/1	General Maintenance	£1,190.37	£1,500.00	£3,090.90	£2,500.00	-£1,590.90
254/2	War Memorial	£28.33	£500.00	£0.00	£500.00	£500.00
254/3	Holden Pond	£9,817.16	£2,500.00	£0.00	£2,500.00	£2,500.00
254/4	Bus shelter	£180.00	£0.00	£0.00	£0.00	£0.00
	Total	£11,215.86	£4,500.00	£3,090.90	£5,500.00	£1,409.10
	All Recreation Areas					£0.00
255/1	General Maintenance	£10,063.39	£7,000.00	£11,972.93	£10,000.00	-£4,972.93
	Total	£10,063.39	£7,000.00	£11,972.93	£10,000.00	-£3,563.83
	Cemetery					£0.00
257/1	Maintenance - Cottage	£0.00	£0.00	£0.00	£500.00	£0.00
257/2	General maintenance	£2,475.59	£1,500.00	£1,068.98	£1,000.00	£431.02
257/4	Rates	£2,749.64	£2,750.00	£1,917.60	£2,750.00	£832.40
257/5	Waste water	£175.65	£200.00	£510.97	£200.00	-£310.97
257/6	Electricity	£99.53	£500.00	£0.00	£500.00	£500.00
257/7	Gas	£7,910.36	£600.00	£904.72	£600.00	-£304.72
257/8	Water	£0.00	£200.00	£6,344.84	£200.00	-£6,144.84
257/9	Reimbursement Of Fees	£216.00	£0.00	£808.57	£0.00	-£808.57
257/10	Memorial Repairs	£0.00	£500.00	£0.00	£500.00	£500.00
257/11	Grave Digging	£2,550.00	£7,500.00	£3,470.00	£7,500.00	£4,030.00
	Total	£16,176.77	£13,750.00	£15,025.68	£13,750.00	-£2,539.10
	St peters Churchyard					£0.00
258/1	General Maintenance	£0.00	£50.00	£0.00	£50.00	£50.00
258/3	Electricity	£241.70	£300.00	£60.96	£300.00	£239.04
258/4	Upkeep	£12.50	£15.00	£0.00	£15.00	£15.00
258/5	Memorial Repairs	£0.00	£500.00	£0.00	£500.00	£500.00
	Total	£254.20	£865.00	£60.96	£865.00	£4,834.04

		£104,524.87	£92,715.00	£71,867.33	£118,215.00	£804.04
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Southborough Town Council

Budget 2024/25

OS&E Income

Heading	Description	22/23	23/24	6 month Review	budget 23/24	Balance
	Pennington					
200/1	Bungalow Rent	£8,196.00	£10,000.00	£4,098.00	£8,200.00	-£5,902.00
200/2	Pavilion Lease	£10,333.36	£12,000.00	£5,558.34	£12,500.00	-£6,441.66
200/3	Tennis Courts	£0.00	£0.00	£210.08	£100.00	£210.08
Total		£18,529.36	£22,000.00	£9,866.42	£20,800.00	-£12,133.58
201	Cemetery					£0.00
201/1	Cottage Rent	£7,176.00	£8,000.00	£3,588.00	£7,200.00	-£4,412.00
201/2	Burial fees	£26,090.29	£25,000.00	£17,990.32	£25,000.00	-£7,009.68
201/3	Memorials	£833.44	£1,500.00	£1,700.63	£1,500.00	£200.63
201/4	Transfer of Rights	£226.05	£500.00	£260.00	£500.00	-£240.00
Total		£34,325.78	£35,000.00	£23,538.95	£34,200.00	-£11,461.05
202	*Playing Fields *	£0.00	£0.00	£0.00		£0.00
203	Allotments	£5,019.87	£5,500.00	£5,161.49	£5,000.00	-£338.51
204	The Common					£0.00
204/1	Wayleaves	£74.30	£70.00	£104.25	£75.00	£34.25
204/2	Lease	£0.00	£0.00	£0.00	£300.00	£0.00
Total		£5,094.17	£5,570.00	£5,265.74	£5,375.00	-£304.26
	Playing Fields General					£0.00
205/1	Football	£4,736.00	£6,000.00	£5,078.40	£6,000.00	-£921.60
205/2	Other Charges	£174.00	£500.00	£189.00	£250.00	-£311.00
208	Miscellaneous OS&E	£12,500.24	£0.00	£36,033.32	£0.00	£36,033.32
208	Total	£17,410.24	£6,500.00	£41,300.72	£6,250.00	£34,800.72
						£0.00
Total		£75,359.55	£69,070.00	£79,971.83	£66,625.00	£10,901.83



**The Town Council Offices will be
closed for the Christmas period
from
Friday 22 December 2023
until Mid-day only**

**The Office will re-open on
Tuesday 2 January 2024 at
9.00am**

**Phone line 01892 529176 will be checked
for urgent messages during this time.**