

# SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

8 December 2023

Dear Councillor

A meeting of Southborough Town Council will be held at the Southborough Civic Centre, 137, London Road, Southborough, Tunbridge Wells, Kent. TN4 0NA on **Thursday 14 December 2023 at 7.00 p.m.** at which your attendance is required.

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 Town Clerk at [clerk@southboroughcouncil.co.uk](mailto:clerk@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 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.

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## 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

The minutes of the Full Council meetings held on the 30 November 2023 need to be agreed and signed as a correct record.

## 5. COMMITTEE PROCEEDINGS

To approve the proceedings of the following committees: -

Planning and Transportation	04 December 2023
Open Spaces and Environment Committee	05 December 2023
Finance and General Purposes	Cancelled.

## 6. TOWN MAYOR'S ENGAGEMENTS

The Chair will verbally update Members on their recent engagements.

## 7. BUDGET 24-25

Members to agree the Budget for 2024 - 25. The tax base rate of 4,435.32 and the band D figure of 154.67 have been provided by Tunbridge Wells Borough Council.

## 8. FINANCE MATTERS.

Members to see the previously supplied financial reports for agreement. These have been supplied to Full Council due to the cancellation of the Finance and General Purposes Committee that was due to be held on 7 December 2024.

- a) **Outstanding Payments** - Previously signed FPI Payments lists have been supplied for Members to note.
- b) **Financial Statements** – Members to note the income and expenditure reports between 1<sup>st</sup> November and 30 November 2023
- c) **Financial Summary** – Members to note the financial summary between 1<sup>st</sup> November 2023 and 30 November 2023
- d) **Civic Centre Income** – Members to note the flow charts and reports for the Civic Centres income.
- e) **NDP Expenditure** – Members to note the previously supplied spreadsheet for the Neighbourhood Plan expenditure.

## 9. TWINNING MATTERS

Members to see the previously supplied S137 application on behalf of SHDOFA for consideration and granting.

## 10. CONFIDENTIAL ITEMS

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) **Confidential Council and Committee Proceedings** - To approve the following confidential minutes: -

Full Council Meeting	30 November 2023
Open Spaces and Environment Committee	05 December 2023
Finance and General Purposes	Cancelled

*TKelly*

Tracy Kelly  
Town Clerk  
8 December 2023

## SOUTHBOROUGH TOWN COUNCIL

Minutes of the Full Council meeting of Southborough Town Council held on **Thursday 30<sup>th</sup> November 2023 at 7.00 p.m.** at the Southborough Civic Centre, 137 London Road Southborough, KENT TN4 0NA.

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**MEMBERS PRESENT:** Councillors Hill (Chair), Bridges, Dury, Elliott, Figget, Francis, J Francis, I Kinghorn, Lewis, Poile, Reeves (Deputy Chair) Spickett and Stewart.

**OFFICER PRESENT:** Paul Gosling (Finance Officer)

### 1. APOLOGIES AND REASONS FOR ABSENCE

Cllrs Bullion, O Kinghorn and Wharton – Health Reasons.  
Cllrs Allen, and Opara - Work Commitments.

**2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – Councillors Hill, Elliott, Frances, J Frances, I Kinghorn, Lewis, Poile, Reeves and Stewart declared an interest in item 9. Councillors Hill, Poile, Lewis and Stewart declared an interest in Item 5 – Open Spaces minutes.

**3. PUBLIC OPEN SESSION** – no Public or Press were present.

**4. MINUTES** – The minutes of the Full Council meeting held on the 26 October 2023 were **AGREED** and signed as a correct record.

### 5. COMMITTEE PROCEEDINGS

Members **RESOLVED to APPROVE** the proceedings of the following committees: -

Planning and Transportation	06 November 2023
Open Spaces and Environment Committee	07 November 2023
Finance and General Purposes	23 November 2023

**6. TOWN MAYOR'S ENGAGEMENTS** – The Chair verbally updated Members of her recent activities which Members **NOTED**.

**7. MEETING DATES 24-25-** Members **APPROVED** the proposed meeting dates for 24/25.

**8. NEIGHBOURHOOD DEVELOPMENT PLAN UPDATE** – Members **NOTED** the update with the alteration to the date recorded for the meeting held at St Thomas Parish Rooms which should have read the 14 November 2023 not 14 September 2023 as originally posted.

**9. TWINNING MATTERS** - Members **AGREED** to defer the discussion surrounding the grant request made by SHDOFA due to the incomplete form being attached. It would be discussed at the upcoming Full Council on 14 December 2023.

## 10. CONFIDENTIAL ITEMS

It was 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) **Confidential Council and Committee Proceedings** – Council Members **AGREED** to the following confidential minutes: -

Full Council Meeting	26 October 2023
Open Spaces and Environment Committee	07 November 2023
Finance and General Purposes	23 November 2023

**There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 7.30 p.m.**

**CHAIR**

## PLANNING AND TRANSPORTATION COMMITTEE

Minutes of the meeting of the **PLANNING AND TRANSPORTATION COMMITTEE** on **4<sup>th</sup> December 2023** at **Bounds Oak, Southborough Civic Centre.**

**MEMBERS PRESENT:** Cllr Dury (Chair), Poile (Deputy Chair), Bridges, Bullion, Elliott, I Kinghorn, Lewis, Stewart, Wharton

**OTHER COUNCILLORS PRESENT:** Cllr Reeves

**OFFICERS PRESENT:** Rebecca Kelly (Office Administrator)

**P1. APOLOGIES AND REASONS FOR ABSENCE:** Cllr Bullion – Ill health

**P2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS -** None Declared

**P3. PUBLIC OPEN SESSION –** Five members of the public were present. Two members of the public spoke in objection to 23/03059/FULL. One member spoke in favour of 23/03059/FULL. One member spoke on 23/02976/FULL of concerns surrounding the design.

**P4. MINUTES OF THE MEETING -** Minutes of the meeting held on Monday 4th November were discussed and approved at Full Council at its meeting on 30th November 2023.

### **P5. PLANNING APPLICATIONS**

PLANNING APPLICATION: PROPOSAL:	23/03059/FULL Provision of a remote control mini electric car racetrack and spectator platform (Retrospective)
LOCATION:	Honnington Farm, Vauxhall Lane, Southborough, Tunbridge Wells, Kent, TN4 0XD
STC COMMENT:	Permission should be <b>REFUSED.</b>
PLANNING APPLICATION: PROPOSAL:	23/02976/FULL Proposed demolition of existing vacated Methodist church & ancillary residential/office accommodation and erection of seven townhouses & one 1-bedroom flat over new carport
LOCATION:	St Johns Methodist Church, Vale Road, Southborough, Tunbridge Wells, Kent, TN4 0QH
STC COMMENT:	Permission should be <b>GRANTED.</b>
PLANNING APPLICATION: PROPOSAL:	23/02885/FULL Ground floor and roof side extension to replace existing garage, with new front dormer, changes to existing fenestration
LOCATION:	5 Pinewood Gardens, Southborough, Tunbridge Wells, Kent, TN4 0NN
STC COMMENT:	Permission should be <b>GRANTED.</b>
PLANNING APPLICATION: PROPOSAL: LOCATION:	23/02946/FULL Proposed front door to existing annexe 5 Garlinge Road, Southborough, Tunbridge Wells, Kent, TN4 0NR
STC COMMENT:	Permission should be <b>GRANTED.</b>
PLANNING APPLICATION: PROPOSAL:	23/03031/TPO Trees: LIQUIDAMBAR (T1) - Reduce height by 6 metres and laterals by 1-2 metres
LOCATION:	Amber House, Holden Road, Southborough, Tunbridge Wells, Kent, TN4 0GD
STC COMMENT:	<b>NOTED.</b>

PLANNING APPLICATION: 23/03137/TPO  
 PROPOSAL: Trees: COPPER BEECH - Prune back overhanging branches to boundary line & crown lift cutting back to max. 6 metres  
 LOCATION: 18 London Road, Southborough, Tunbridge Wells, Kent, TN4 0QB  
 STC COMMENT: **NOTED.**

PLANNING APPLICATION: 23/01710/FULL  
 PROPOSAL: Variation of Condition 2 of Planning Permission 22/02876/FULL. Alterations to brickwork details of all plots, amendment to ground floor windows & changes to second storey window on rear elevation of plots 1- 3, repositioning of first storey window on south elevation of plots 1-3  
 LOCATION: High Croft and The White House, London Road, Southborough, Tunbridge Wells, Kent, TN4 0RQ  
 STC COMMENT: Permission should be **GRANTED.**

PLANNING APPLICATION: 23/03131/FULL  
 PROPOSAL: Single storey side extension to rear of property  
 LOCATION: 48 London Road, Southborough, Tunbridge Wells, Kent, TN4 0PU  
 STC COMMENT: Permission should be **GRANTED.**

**P6. GRANTS AND REFUSALS** – The following documents have been received from Tunbridge Wells Borough Council:

**a): GRANTS**

PLANNING APPLICATION: 23/02443/FULL  
 PROPOSAL: Single-storey rear infill extension to replace the current conservatory; Loft conversion with roof lights and windows to front and rear  
 LOCATION: 76 Yew Tree Road, Southborough, Tunbridge Wells, Kent, TN4 0BN  
 STC COMMENT: (**GRANTED**) Permission was **GRANTED.**

PLANNING APPLICATION: 23/02094/FULL  
 PROPOSAL: Erection of two semi-detached dwellings and associated new access with parking  
 LOCATION: Land Between 7 And 9 Blackthorn Avenue Southborough Tunbridge Wells Kent TN4 9YA  
 STC COMMENT: (**REFUSED**) Permission was **GRANTED.**

PLANNING APPLICATION: 23/02448/FULL  
 PROPOSAL: Proposed loft conversion / extension, garage conversion, rear single storey extension and garden room  
 LOCATION: 18 Hardinge Avenue, Southborough, Tunbridge Wells, Kent, TN4 0TU  
 STC COMMENT: () Permission was **GRANTED.**

PLANNING APPLICATION: 23/02469/FULL  
 PROPOSAL: Replace existing boundary fence with extended trellis on the top  
 LOCATION: 37 Welbeck Avenue, Southborough, Tunbridge Wells, Kent, TN4 9BD  
 STC COMMENT: (**GRANTED**) Permission was **GRANTED.**

PLANNING APPLICATION: 23/02492/FULL  
 PROPOSAL: Addition of rooflight to front elevation, part two storey, part single storey rear extension, including rear dormer and 2 No. rooflights,

LOCATION: repositioning of rear window  
Redwings, 2 Dower House Crescent, Southborough, Tunbridge Wells, Kent, TN4 0TS

STC COMMENT: **(REFUSED)** Permission was **GRANTED**.

PLANNING APPLICATION: 23/02550/FULL  
PROPOSAL: Extension of outbuilding (timber shed) in the rear garden (Retrospective)

LOCATION: 7 Brokes Way, Southborough, Tunbridge Wells, Kent, TN4 0AR  
STC COMMENT: **(GRANTED)** Permission was **GRANTED**.

PLANNING APPLICATION: 23/02574/TPO  
PROPOSAL: Trees: OAK (T6); BIRCH (T7); HAZEL (T8) - remove overhang of road and footpath; ASH (T5) - cut back from garden

LOCATION: 1 Pennington Place, Southborough, Tunbridge Wells, Kent, TN4 0AQ  
STC COMMENT: **(NOTED)** Permission was **GRANTED**.

PLANNING APPLICATION: 23/02656/TPO  
PROPOSAL: Trees: BEECH (T1)-Thin by 30%; BEECH (T2) - Remove x2 small low hanging limbs

LOCATION: 26 Bounds Oak Way, Southborough, Tunbridge Wells, Kent, TN4 0TN  
STC COMMENT: **(NOTED)** Permission was **GRANTED**.

**7. HIGHWAYS IMPROVEMENT PLAN** - It was proposed in the last Planning Committee meeting (6 November) for Members to discuss in greater detail how to progress with a HIP in Southborough and decide on the main projects with the assistance of Highway Improvement Plan Information Pack. Members **AGREED** to place the HIP on hold until the New Year as further evidence is required, and Members would like feedback from the public.

**There being no further business, the Chair thanked Members for their attendance and closed the meeting at 8:20pm.**



## OPEN SPACES & ENVIRONMENT COMMITTEE

Minutes of the **OPEN SPACES AND ENVIRONMENT COMMITTEE** meeting held on **Tuesday 5<sup>th</sup> December 2023 at 7.00 p.m.** at the Southborough Civic Centre, 137 London Road Southborough, KENT TN4 0NA.

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**MEMBERS PRESENT:** Cllrs Lewis (Chair), Kinghorn (Deputy Chair), Elliott, Figgitt, Hill and Stewart.

**Cllr Mrs O Kinghorn has kindly given her seat on this committee to Cllr Spickett.**

**OFFICERS PRESENT:** Carolyn Ripley (Deputy Town Clerk)

### 1. APOLOGIES AND REASONS FOR ABSENCE

Cllr Opara – Another Commitment  
Cllr Wharton – Ill Health

### 2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS

No interests were declared.

### 3. PUBLIC OPEN SESSION

Steph Dowling of KHWP was present in reference to item 6. One member of the public was present in reference to item 8. No members of the press were present.

### 4. MINUTES

Council Members **NOTED** that the minutes of the meeting on 7<sup>th</sup> November 2023 were **APPROVED** at Full Council on 30<sup>th</sup> November 2023.

### 5. INCOME AND EXPENDITURE

Council Members **NOTED** that there were no income and expenditure reports relating to Open Spaces to review when this agenda was sent out. Accounts are generally one month in arrears and November's will not be available until the next Open Spaces Committee.

### 6. KENT HIGH WEALD PROJECT – SOUTHBOROUGH COMMON

Council Members thanked Steph Dowling of the KHWP who attended to discuss the Common Management Plan and wider conservation proposals/ideas. Council Members **AGREED** to bring back any proposals, when more developed, for further discussion of financial support from the Town Council.

### 7. SOUTHBOROUGH CEMETERY – FLORA & FAUNA

Council Members **NOTED** that the Town Council's Ground Staff Team are already aware of wild orchids and mindful when maintaining the cemetery. Council Members **AGREED** to investigate conducting wildlife surveys in the cemetery.

## 8. KING CHARLES III CORONATION COMMEMORATION REQUEST

Council Members **AGREED** to initially investigate replacing the existing cherry tree located on Common Land opposite the Hand & Sceptre that is in a poor condition/dying, and that was planted to commemorate the coronation of Elizabeth II, with a view to a new plaque and double commemoration for both Elizabeth II and Charles III.

## 9. KCC KENT HIGHWAYS – FOOTPATH CONSULTATION

KCC Highways Public Rights of Way Footpath Diversion consultation listed as WS18 Southborough (REF: PROW/WS15/1701). Council Members **AGREED** to respond to the consultation questions accordingly:

- a) The proposed diversion is in the landowner's interest. **We AGREE but:**

With the caveat that we do not agree that the landowner's interests, which are to develop the site with four properties, are a sufficient reason to divert the footpath.

- b) The proposed diversion is not substantially less convenient to the public. **We DO NOT AGREE because:**

The proposed diversion route appears to be constrained by a 6ft high fence on one side and a row of trees on the other, that do not appear to accommodate the proposed 2m pathway. Moreover, the existing narrow pathway on the diversion is at an angle, so would be challenging terrain for differently abled people.

- c) The proposed diversion would not negatively impact upon the public enjoyment of the route. **We DO NOT AGREE because:**

The current pathway is flat, wider, on a gentler slope and is not constrained by trees and a fence.

- d) The new point of termination will not be substantially less convenient to the public. **We AGREE because:**

The point of termination is the same.

### **ADDITIONAL COMMENTS:**

The standard questions are basic and do not permit full feedback. For information, the landowner appears to have blocked off the current public right of way already and restricted it to his property in advance of any decision about the diversion. We question the legality of this, and question the proposed dense development of the land that is the cause of this diversion consultation, although we acknowledge that this was a TWBC planning decision and we were a consultee only.

## 10. SOUTHBOROUGH COMMON BYELAWS

Council Members **NOTED** the previously supplied report and information from the Deputy Town Clerk.

## 11. WEST KENT RURAL GRANTS

Council Members **NOTED** the previously supplied information from West Kent Rural Grants about their funding programme and will consider any potential projects for application. Council

Members **FURTHER NOTED** that the qualifying rural area only includes funding for projects on Southborough Common.

**There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 8.08 p.m.**

**Miss Carolyn Ripley  
Deputy Town Clerk  
6<sup>th</sup> December 2023**

Southborough	0	0	Variance
Enter Parish Precept (£)	651,847	690,533	Enter your budget
Tax base	4,389.75	4,435.32	0
Band D Equivalent	£ 148.49	£ 155.69	Percentage Increase on Bills 4.8
Band A	98.99	103.79	(6/9ths of Band D)
Band B	115.49	121.09	(7/9ths of Band D)
Band C	131.99	138.39	(8/9ths of Band D)
Band D	148.49	155.69	
Band E	181.49	190.29	(11/9ths of Band D)
Band F	214.49	224.89	(13/9ths of Band D)
Band G	247.48	259.48	(15/9ths of Band D)
Band H	296.98	311.38	(18/9ths of Band D)



Southborough Town Council

Budget 2024/25

## Summary Sheet/Precept

Date 24/25

Precept	Totals
Expenditure	
Finance and General Purposes	£652,550
Civic	£188,570
OS&E	£118,215
<b>Total</b>	<b>£959,335</b>
Income	
Finance and General Purposes	£43,000
Civic	£159,177
OS&E	£66,625
<b>Total</b>	<b>£268,802</b>
<b>Budget Requirement</b>	<b>£690,533</b>
Tax Base 24/25	4435.32
Council Tax at Band D 24/25	155.69
Precept requirement -	£690,533
Last year's Council Tax at Band D 23/24	148.49
% Increase - Estimated	4.85%

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




Southborough Town Council

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
1	Salaries	£343,293.64	£332,000.00	£155,966.08	£360,000.00
2	National Insurance	£32,974.10	£33,000.00	£14,074.48	£37,000.00
5	KCC Superannuation	£76,448.39	£68,000.00	£31,824.63	£77,000.00
9	Grants 137				
9/1	Age Concern	£0.00	£500.00	£0.00	£500.00
9/2	C A B	£0.00	£0.00	£0.00	£500.00
9/3	Other	£1,640.00	£1,500.00	£0.00	£1,000.00
9/4	HomeStart	£0.00	£500.00	£0.00	£500.00
9/5	Victim Support	£0.00	£500.00	£0.00	£500.00
9/6	Samaritans	£0.00	£500.00	£0.00	£500.00
<b>Total</b>		<b>£1,640.00</b>	<b>£3,500.00</b>	<b>£0.00</b>	<b>£3,500.00</b>
10	STC Admin				
10/1	Photo Copier	£0.00	£1,200.00	£125.83	£1,200.00
10/2	Millage Allowance	£0.00	£0.00	£0.00	£0.00
10/3	Advertisements	£2,808.48	£4,000.00	£255.00	£4,000.00
10/4	Stationery	£1,331.21	£1,800.00	£555.45	£2,000.00
10/5	Printing	£547.58	£1,000.00	£0.00	£1,000.00
10/6	Office Eqp	£0.00	£500.00	£59.56	£500.00
10/7	Computers	£1,123.95	£2,000.00	£3,032.46	£5,000.00
10/8	Franking Machine	£1,056.08	£1,000.00	£108.33	£1,500.00
10/9	Towel Services	£0.00	£0.00	£0.00	£250.00

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



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



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
	<b>Totals</b>	<b>£ 30,996.25</b>	<b>£ 24,139.55</b>	<b>£ 35,070.42</b>	<b>£ 43,000.00</b>	<b>£10,930.87</b>
	<b>F&amp;GP Total Income</b>	<b>£628,241.25</b>	<b>£675,986.55</b>	<b>£686,917.42</b>	<b>£43,000.00</b>	<b>£10,930.87</b>



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
<b>Total</b>		<b>£193,793.05</b>	<b>£188,570.00</b>	<b>£90,867.36</b>	<b>£188,570.00</b>	<b>£97,702.64</b>



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
	<b>Total</b>	<b>£24,034.40</b>	<b>£36,000.00</b>	<b>£18,383.90</b>	<b>£40,500.00</b>	<b>£17,616.10</b>
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
	<b>Total</b>	<b>£47,567.00</b>	<b>£50,493.00</b>	<b>£24,018.03</b>	<b>£44,960.00</b>	<b>£26,474.97</b>
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
	<b>Total</b>	<b>£51,486.00</b>	<b>£51,000.00</b>	<b>£34,153.19</b>	<b>£70,000.00</b>	<b>£16,846.81</b>
	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
	<b>Total</b>	<b>£4,510.37</b>	<b>£3,500.00</b>	<b>£2,595.71</b>	<b>£4,000.00</b>	<b>£904.29</b>
	Ridgewaye 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
	<b>Total</b>	<b>£1,590.00</b>	<b>£4,000.00</b>	<b>£0.00</b>	<b>£6,000.00</b>	<b>£4,000.00</b>
	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
	<b>Total</b>	<b>£9,228.28</b>	<b>£8,100.00</b>	<b>£4,967.96</b>	<b>£8,100.00</b>	<b>£3,132.04</b>
	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
	<b>Total</b>	<b>£11,215.86</b>	<b>£4,500.00</b>	<b>£3,090.90</b>	<b>£5,500.00</b>	<b>£1,409.10</b>
	All Recreation Areas					£0.00
255/1	General Maintenance	£10,063.39	£7,000.00	£11,972.93	£10,000.00	-£4,972.93
	<b>Total</b>	<b>£10,063.39</b>	<b>£7,000.00</b>	<b>£11,972.93</b>	<b>£10,000.00</b>	<b>-£3,563.83</b>
	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
	<b>Total</b>	<b>£16,176.77</b>	<b>£13,750.00</b>	<b>£15,025.68</b>	<b>£13,750.00</b>	<b>-£2,539.10</b>
	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
	<b>Total</b>	<b>£254.20</b>	<b>£865.00</b>	<b>£60.96</b>	<b>£865.00</b>	<b>£4,834.04</b>
		<b>£104,524.87</b>	<b>£92,715.00</b>	<b>£71,867.33</b>	<b>£118,215.00</b>	<b>£804.04</b>



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
<b>Total</b>		<b>£18,529.36</b>	<b>£22,000.00</b>	<b>£9,866.42</b>	<b>£20,800.00</b>	<b>-£12,133.58</b>
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
<b>Total</b>		<b>£34,325.78</b>	<b>£35,000.00</b>	<b>£23,538.95</b>	<b>£34,200.00</b>	<b>-£11,461.05</b>
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
<b>Total</b>		<b>£5,094.17</b>	<b>£5,570.00</b>	<b>£5,265.74</b>	<b>£5,375.00</b>	<b>-£304.26</b>
	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
<b>208</b>	<b>Total</b>	<b>£17,410.24</b>	<b>£6,500.00</b>	<b>£41,300.72</b>	<b>£6,250.00</b>	<b>£34,800.72</b>
<b>Total</b>		<b>£75,359.55</b>	<b>£69,070.00</b>	<b>£79,971.83</b>	<b>£66,625.00</b>	<b>£10,901.83</b>



Southborough Town Council

Budget 2024/25

Reserves

Accounts 30/11/22	Amount	Estimated Interest 31/03/24	Estimated True Cash Balance
Current Account	£407,894	£40,000	
CCLA	£997,397	1,072,397	
32 Day Cash Holding	£0.00	0	
Tenants Sinking Fund	£68,636.00	£105,302.00	
<b>TOTAL</b>	<b>£1,473,927</b>	<b>£1,217,699</b>	

Spending	Amount
Vehicle Replacement x one (or consider leasing, in light of developing EV technology)	£35,000
Holden Pond Maintenance	£50,000
Environmental Projects	£50,000
Resurfacing of all courts in Pennington Grounds	£25,000
Bench Replacement	£30,000
Basket ball courts resurface	£30,000
Common Management Plan (This is an ongoing project that will involve many issues regarding tree management and wildlife issues – possible phased timescale)	£60,000
Sinking fund investment	£605,302
Football Strategy	£20,000
Allotment Improvements (This balance was raised from the sale of land at 1 Dene Close) and can only be spent on allotments)	£1,443
Christmas lights replacement of stock	£20,000
Restoration work at the Rest Garden High Brooms	£60,000
Southborough in Bloom	£10,000
Community Projects per STC Neighbourhood Development Plan 2022-2027 ongoing	£200,000
Unallocated Balance	£20,954
<b>TOTAL</b>	<b>£1,217,699</b>

Must remain under terms of LTA Grant

Allocated Reserves	Ring Fenced
STC Sinking Fund	£500,000
Tenants Sinking Fund	£105,302
	<b>£605,302</b>

Total Spending	£1,217,699
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TP DM

# Southborough Town Council

## Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details	Invoice
671	ICT563	£191.08 ✓	£31.85	£159.23	15/11/23	Cantium Business Solutions - Phone Charge	ICT563
		<b>£191.08</b>	<b>£31.85</b>	<b>£159.23</b>		<b>Cantium Business Solutions - Total</b>	
680	1905	£1,482.73 ✓	£247.12	£1,235.61	16/11/23	Foster Landscapes Ltd - ROSPA Repair List	1905
683	1913	£7,671.61 ✓	£1,278.60	£6,393.01	29/11/23	Foster Landscapes Ltd - ROSPA Repair List + swings agreed at OSE	1913
		<b>£9,154.34</b>	<b>£1,525.72</b>	<b>£7,628.62</b>		<b>Foster Landscapes Ltd - Total</b>	
682	900182437	£662.40 ✓	£110.40	£552.00	29/11/23	Kent County Council KCC - Audit	900182437
		<b>£662.40</b>	<b>£110.40</b>	<b>£552.00</b>		<b>Kent County Council KCC - Total</b>	
679	4286203	£561.34 ✓	£93.56	£467.78	24/11/23	Kent County Council KCS - Cleaning Items	4286203
		<b>£561.34</b>	<b>£93.56</b>	<b>£467.78</b>		<b>Kent County Council KCS - Total</b>	
674	439404	£996.00 ✓	£166.00	£830.00	13/11/23	Pallet Handling Penhurst Ltd - Ridgeway gate	439404
673	439424	£1,428.00 ✓	£238.00	£1,190.00	13/11/23	Pallet Handling Penhurst Ltd - Allotment gate	439424
672	439450	£2,244.00 ✓	£374.00	£1,870.00	20/11/23	Pallet Handling Penhurst Ltd - Commons Management plan	439450
		<b>£4,668.00</b>	<b>£778.00</b>	<b>£3,890.00</b>		<b>Pallet Handling Penhurst Ltd - Total</b>	
676	25512	£1,728.00 ✓	£288.00	£1,440.00	29/11/23	Poulton Remedial Services Ltd - Damp treatment Pennington Bungalow	25512
		<b>£1,728.00</b>	<b>£288.00</b>	<b>£1,440.00</b>		<b>Poulton Remedial Services Ltd - Total</b>	
666	497	£1,056.00 ✓	£176.00	£880.00	16/11/23	SKF Contractors Ltd - Clear rotten shed at cemetery	497N
681	499N	£3,000.00 ✓	£500.00	£2,500.00	28/11/23	SKF Contractors Ltd - Allotment Clearance	499N
		<b>£4,056.00</b>	<b>£676.00</b>	<b>£3,380.00</b>		<b>SKF Contractors Ltd - Total</b>	
675	49439	£357.00 ✓	£0.00	£357.00	14/11/23	Society Of Local Council Clerks - Membership	49439
		<b>£357.00</b>	<b>£0.00</b>	<b>£357.00</b>		<b>Society Of Local Council Clerks - Total</b>	
667	787	£30.00 ✓	£5.00	£25.00	28/11/23	The Sticky Monkey - Prints for sign	787
		<b>£30.00</b>	<b>£5.00</b>	<b>£25.00</b>		<b>The Sticky Monkey - Total</b>	
668	3404	£1,812.00 ✓	£302.00	£1,510.00	18/11/23	Treework - Christmas Trees	3404
669	3404	£936.00 ✓	£156.00	£780.00	17/11/23	Treework - Tree work	3410

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*[Signature]*

Date

30/11/23

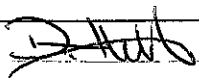
# Southborough Town Council

## Expenditure transactions - approval list

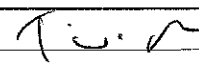
Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
677	3411	£384.00	£64.00	£320.00	17/11/23 Treework - Tree work	3411
		<b>£3,132.00</b>	<b>£522.00</b>	<b>£2,610.00</b>	Treework - Total	
678	32899	£40.80	£6.80	£34.00	08/09/23 Uniserve - IT Assistance	32899
		<b>£40.80</b>	<b>£6.80</b>	<b>£34.00</b>	Uniserve - Total	
<b>Total</b>		<b>£24,580.96</b>	<b>£4,037.33</b>	<b>£20,543.63</b>		

Signature



Signature



Date

Payment authorisation details

Printed 30 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 (£)	Status
1	POULTON REMEDIAL S (52-41-00, 10474471)	25512	ASAP	£1,728.00	
2	UNISERVE (30-92-86, 00012206)	32899	ASAP	£40.80	
3	TREWORK TUNBRIDG (55-70-13, 78021626)	3411/3410/3404	ASAP	£3,132.00	
4	THE STICKY MONKEY (55-70-13, 85559016)	787	ASAP	£30.00	
5	THE SOCIETY OF LOC (60-83-01, 20314459)	49439	ASAP	£357.00	
6	S K F CONTRACTORS (20-88-13, 30577189)	497/499	ASAP	£4,056.00	
7	PALLET HANDLING PE (55-70-13, 78092078)	439404	ASAP	£4,668.00	
8	CSG GLOBAL EDUCATI (60-60-08, 56450435)	C089432	ASAP	£561.34	
9	FOSTER LANDSCAPES (20-45-45, 63287882)	1905/1913	ASAP	£9,154.34	
10	CANTIUM BUSINESS S (60-60-08, 56249314)	ICT563	ASAP	£191.08	
11	KENT COUNTY COUNCI (60-60-08, 00100013)	900182437	ASAP	£662.40	

Creator

Paul Gosling

30 Nov 2023

1st authoriser

Trevor W Poile

30 Nov 2023

2nd authoriser

Dianne Hill

30 Nov 2023

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Final status

Fully authorised

30 Nov 2023

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

TP DH

# 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
		<b>£22,008.25</b>	<b>£3,668.04</b>	<b>£18,340.21</b>		Baxall Construction Ltd - Total	
621	8885	£91.43	£15.24	£76.19	30/08/23	Beechcroft Accountancy Services - Salaries	8885
		<b>£91.43</b>	<b>£15.24</b>	<b>£76.19</b>		Beechcroft Accountancy Services - Total	
642	37403	£304.80	£50.80	£254.00	10/11/23	Edge Designs Ltd - Software Upgrade	37403
		<b>£304.80</b>	<b>£50.80</b>	<b>£254.00</b>		Edge Designs Ltd - Total	
618	CD89432-3	£142.94	£23.82	£119.12	28/09/23	Kent County Council KCS - Printer	KPS3115900
		<b>£142.94</b>	<b>£23.82</b>	<b>£119.12</b>		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
		<b>£2,027.08</b>	<b>£337.84</b>	<b>£1,689.24</b>		Kidman's Ltd - Total	
617	2265405	£3,024.00	£504.00	£2,520.00	31/10/23	Mazars - External Audit	2265405
		<b>£3,024.00</b>	<b>£504.00</b>	<b>£2,520.00</b>		Mazars - Total	
643	196	£956.25	£0.00	£956.25	13/11/23	Mr M Hayden - Fm Works	196
		<b>£956.25</b>	<b>£0.00</b>	<b>£956.25</b>		Mr M Hayden - Total	
622	724	£546.00	£0.00	£546.00	30/10/23	Mrs M L Archer - Refund of grave deed	724
		<b>£546.00</b>	<b>£0.00</b>	<b>£546.00</b>		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
		<b>£4,700.04</b>	<b>£783.34</b>	<b>£3,916.70</b>		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

Signature

*D. H. H.*

Signature

*30/11/2023*

Date

*13/11/23*

*T. W. W.*

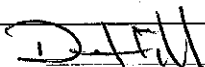
# Southborough Town Council

## Expenditure transactions - approval list

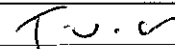
Start of year 01/04/23

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

Signature



Signature



Date

Payment authorisation details

Printed 14 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 (£)	Status
1	WISE STONECRAFT (30-98-77, 03049232)	13/2023	ASAP	£400.00	
2	UNISERVE (30-92-86, 00012206)	32740	ASAP	£41.40	
3	TREWORK 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

Trevor W Poile

13 Nov 2023

2nd authoriser

Dianne Hill

13 Nov 2023

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Final status

Fully authorised

13 Nov 2023

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



# Financial Summary - Cashbook

Summary of receipts and payments between 01/11/23 and 30/11/23 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	£68,563.29
Instant Access / Current Accounts	£410,649.04
Petty Cash	£67.70

## Short Term Investment Accounts

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

RECEIPTS	Net	Vat	Gross
Finance & General Purposes	£7,765.81	£594.24	£8,360.05
Open Spaces & Environment Committee	£130,960.82	£0.00	£130,960.82
Total Receipts	<u>£138,726.63</u>	<u>£594.24</u>	<u>£139,320.87</u>

PAYMENTS	Net	Vat	Gross
Finance & General Purposes	£105,277.70	£7,349.38	£112,627.08
Open Spaces & Environment Committee	£20,966.81	£3,882.55	£24,849.36
Total Payments	<u>£126,244.51</u>	<u>£11,231.93</u>	<u>£137,476.44</u>

Closing Balances

## Ordinary Accounts

Civic Sinking Fund Account	£68,636.53
Instant Access / Current Accounts	£407,894.96
Petty Cash	£49.40
	<u>£476,580.89</u>

## Short Term Investment Accounts

32 Day Holding Account	£0.00
Public Sector Deposit Fund	£997,397.18
	<u>£997,397.18</u>
Total	<u>£1,473,978.07</u>

Signed

Chair

\_\_\_\_\_

Clerk / Responsible Financial Officer

# Paid Expenditure Transactions

paid between 01/11/23 and 30/11/23.

Start of year 01/04/23.

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
BG1 NOV 23	01/11/23	614		£33.94	£5.66	£28.28	British Gas	Home cover - 7112 253/1
TRD NOV 23	01/11/23	615		£63.48	£10.58	£52.90	Trade UK	Tools 249/4
D&G NOV 23	01/11/23	616		£19.99	£3.33	£16.66	D&G Appliance Plan	White goods Pennington 253/1
PC687	02/11/23	687		£2.75	£0.46	£2.29	Tesco	Milk 65/2
BG5 NOV 23	07/11/23	648		£36.40	£6.07	£30.33	British Gas	Home cover - 7356 257/2
PC53	07/11/23	688		£3.10	£0.52	£2.58	Tesco	Milk 65/2
LSC1 NOV 23	08/11/23	602		£64.88	£10.81	£54.07	Lloyds Bank	Service charge 108
EDF6 NOV 23	09/11/23	640		£16.00	£0.76	£15.24	Edf Energy	Elec ST peter's Church - 420 258/3
EDF8 NOV 23	09/11/23	641		£127.00	£6.05	£120.95	Edf Energy	Elec Pavilion 161 253/4
2265405	13/11/23	617		£3,024.00	£504.00	£2,520.00	Mazars	External Audit 20/2
CD89432-3	13/11/23	618		£142.94	£23.82	£119.12	Kent County Council KCS	Printer 10/1
13/2023	13/11/23	619		£400.00	£0.00	£400.00	Wise Stonecraft	Grave Digging 257/11
484N	13/11/23	620		£4,100.04	£683.34	£3,416.70	SKF Contractors Ltd	common foot path 254/1
8885	13/11/23	621		£91.43	£15.24	£76.19	Beechcroft Accountancy Services	Salaries 1
724	13/11/23	622		£546.00	£0.00	£546.00	Treework	Refund of grave deed 257/9
3166	13/11/23	623		£696.00	£116.00	£580.00	Southborough Football Club	Emergency works 249/1
137 Grant	13/11/23	624		£10,000.00	£0.00	£10,000.00	Kidman's Ltd	137 Grant 9/3
W166403	13/11/23	625		£1,842.00	£307.00	£1,535.00	Kidman's Ltd	Mower 249/4
W1664031	13/11/23	626		£101.96	£16.99	£84.97	Kidman's Ltd	Equipment 249/4
W166403-2	13/11/23	627		£83.12	£13.85	£69.27	Kidman's Ltd	Equipment 249/4
32740	13/11/23	628		£41.40	£6.90	£34.50	Uniserve	IT Support 10/13
7631	13/11/23	629		£36.00	£6.00	£30.00	Baxall Construction Ltd	Door key - To Recharge 45/1/2.
7630	13/11/23	630		£8,604.37	£1,434.06	£7,170.31	Baxall Construction Ltd	Turf Rear Bed 18
7628	13/11/23	631		£12,917.88	£2,152.98	£10,764.90	Baxall Construction Ltd	service charges 45/1/1
7629	13/11/23	632		£450.00	£75.00	£375.00	Baxall Construction Ltd	Training 20/6
37403	13/11/23	642		£304.80	£50.80	£254.00	Edge Designs Ltd	Software Upgrade 20/5
196	13/11/23	643		£956.25	£0.00	£956.25	Mr M Hayden	Fm Works 45/14
775	13/11/23	644		£117.60	£19.60	£98.00	The Sticky Monkey	Posters and Leaflets 20/15

# Paid Expenditure Transactions

paid between 01/11/23 and 30/11/23.

Start of year 01/04/23.

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
494N	13/11/23	645		£600.00	£100.00	£500.00	SKF Contractors Ltd	Remembrance 254/1
CCM1 NOV 23	13/11/23	647		£13.20	£2.20	£11.00	Cooke Card Marketing Ltd	Fuel 30/1
ONETNOV 23	14/11/23	646		£30.60	£5.10	£25.50	Lloyds Bank	Cardnet 108
LBBC NOV 23	15/11/23	588		£9.99	£1.67	£8.32	STC Amazon Account	Frame 10/4
LBBC NOV 23	15/11/23	589		£2.94	£0.49	£2.45	STC Amazon Account	USB Extension Lead 10/7
LBBC NOV 23	15/11/23	590		£10.80	£1.80	£9.00	STC Amazon Account	USB extender 10/7
LBBC NOV 23	15/11/23	591		£35.99	£6.00	£29.99	STC Amazon Account	Various Plant Bulbs 249/7
LBBC NOV 23	15/11/23	592		£105.57	£17.59	£87.98	STC Amazon Account	Various Plant Bulbs 249/7
LBBC NOV 23	15/11/23	593		£23.10	£3.85	£19.25	STC Amazon Account	Grave Marker 257/2
LBBC NOV 23	15/11/23	594		£20.16	£3.36	£16.80	STC Amazon Account	Milk Jugs 45/25
LBBC NOV 23	15/11/23	595		£16.99	£2.83	£14.16	STC Amazon Account	Bin 45/25
LBBC NOV 23	15/11/23	596		£34.99	£5.83	£29.16	STC Amazon Account	Punch Pockets 10/4
LBBC NOV 23	15/11/23	597		£5.29	£0.88	£4.41	STC Amazon Account	Mouse Mat 10/4
LBBC NOV 23	15/11/23	598		£11.90	£1.98	£9.92	STC Amazon Account	Warning Signs 10/4
LBBC NOV 23	15/11/23	607		£21.35	£3.56	£17.79	Tesco	Office Coffee supplies 45/25
LBBC NOV 23	15/11/23	608		£42.93	£0.00	£42.93	Party Delights	Tablecloths - NDP 20/15
LBBC NOV 23	15/11/23	609		£9.00	£0.00	£9.00	Campaign Manager	Bulk email client 20/5
LBBC NOV 23	15/11/23	610		£447.84	£74.64	£373.20	Workplace Depot Ltd	Petrol Storage Box 249/4
LBBC NOV 23	15/11/23	633		£2.90	£0.00	£2.90	TIC Tok	Unknown payment - Being Refunded 10/4
LBBC NOV 23	15/11/23	634		£19.00	£0.00	£19.00	Shutterstock	Subscription 20/5
LBBC NOV 23	15/11/23	635		£37.09	£6.18	£30.91	Microsoft	Office 365 FM Officer 20/5
LBBC NOV 23	15/11/23	636		£11.28	£1.88	£9.40	Microsoft	Office 365 FM Officer 20/5
LBBC NOV 23	15/11/23	637		£79.90	£13.32	£66.58	STC Amazon Account	Hi-Viz Vests 45/22
LBBC NOV 23	15/11/23	638		£12.99	£2.17	£10.82	STC Amazon Account	Litter Pickers 45/22
LBBC NOV 23	15/11/23	639		£19.76	£3.29	£16.47	STC Amazon Account	Various Plant Bulbs 249/7
TWBC Cld NOV 23	15/11/23	649		£1,334.00	£0.00	£1,334.00	Tunbridge Wells Borough Council	Business Rates Civic Centre 15/5
TWBC6NOV 23	15/11/23	650		£319.00	£0.00	£319.00	Tunbridge Wells Borough Council	Council Tax Cemetery 257/4

# Paid Expenditure Transactions

paid between 01/11/23 and 30/11/23.

Start of year 01/04/23.

## Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
WP OCT 23	17/11/23	652		£123.94	£20.66	£103.28	Water Plus	45/23
CW7 Nov 23	17/11/23	657		£262.84	£0.00	£262.84	Castle Water SE	40/4
CW2 NOV 23	17/11/23	658		£24.23	£0.00	£24.23	Castle Water SE	250/2
CW10 NOV 23	17/11/23	659		£53.86	£0.00	£53.86	Castle Water SE	250/2
QUID NOV 23	17/11/23	660		£30.00	£5.00	£25.00	Quadient	10/8
BT November 23	20/11/23	651		£765.48	£127.58	£637.90	BT Plc	15/3
CCM2 NOV 23	20/11/23	653		£147.83	£24.64	£123.19	Cooke Card Marketing Ltd	30/1
CW7 NOV 23	22/11/23	665		£14.98	£0.00	£14.98	Castle Water SE	253/5
STC NOV 23	24/11/23	654		£41,860.16	£0.00	£41,860.16	STC Salaries	1
KCC NOV 23	24/11/23	655		£9,154.50	£0.00	£9,154.50	Kent County Council Superannuation Fund	5
HMRC NOV 23	24/11/23	656		£4,521.43	£0.00	£4,521.43	Customs & Excise	2
EDF1 NOV 23	24/11/23	661		£2,654.90	£442.48	£2,212.42	Edf Energy	40/3
PC50	24/11/23	685		£10.90	£0.00	£10.90	Royal Mail	65/1
PC51	24/11/23	686		£1.55	£0.26	£1.29	Tesco	65/2
SEFE1 SEP 23	27/11/23	662		£613.77	£102.30	£511.47	SEFE	45/24
SEFe3 NOV 23	27/11/23	663		£131.36	£6.26	£125.10	SEFE	257/7
V1 NOV 23	28/11/23	664		£2,185.01	£364.17	£1,820.84	Veolia UK Ltd	249/6
497	30/11/23	666		£1,056.00	£176.00	£880.00	SKF Contractors Ltd	257/2
787	30/11/23	667		£30.00	£5.00	£25.00	The Sticky Monkey	18
3404	30/11/23	668		£1,812.00	£302.00	£1,510.00	Treework	249/2
3404	30/11/23	669		£936.00	£156.00	£780.00	Treework	249/2
ICT563	30/11/23	671		£191.08	£31.85	£159.23	Canitium Business Solutions	15/10
439450	30/11/23	672		£2,244.00	£374.00	£1,870.00	Pallet Handling Penshurst	18
439424	30/11/23	673		£1,428.00	£238.00	£1,190.00	Pallet Handling Penshurst	250/1
439404	30/11/23	674		£996.00	£166.00	£830.00	Pallet Handling Penshurst	250/1

# Paid Expenditure Transactions

Start of year 01/04/23.

paid between 01/11/23 and 30/11/23.

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
49439	30/11/23	675		£357.00	£0.00	£357.00	Society of Local Council Clerks	Membership 20/5
25512	30/11/23	676		£1,728.00	£288.00	£1,440.00	Poulton Remedial Services Ltd	Damp treatment Pennington Bungalow 253/6
3411	30/11/23	677		£384.00	£64.00	£320.00	Treework	Tree work 249/2
32899	30/11/23	678		£40.80	£6.80	£34.00	Uniserve	IT Assistance 10/7
4286203	30/11/23	679		£561.34	£93.56	£467.78	Kent County Council KCS	Cleaning Items 45/22
1905	30/11/23	680		£1,482.73	£247.12	£1,235.61	Foster Landscapes Ltd	ROSPA Repair List 249/3
499N	30/11/23	681		£3,000.00	£500.00	£2,500.00	SKF Contractors Ltd	Allotment Clearance 257/2
900182437	30/11/23	682		£662.40	£110.40	£552.00	Kent County Council KCC	Audit 20/2
1913	30/11/23	683		£7,671.61	£1,278.60	£6,393.01	Foster Landscapes Ltd	ROSPA Repair List + swings agreed at OSE 18
SSE NOV 23	30/11/23	684		£2,311.03	£385.17	£1,925.86	SSE Energy	Civic Elec 45/7

## Total

£137,476.44      £11,231.93      £126,244.51

# Received Income Transactions

received between 01/11/23 and 30/11/23.

Start of year 01/04/23.

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
STR1 NOV 23	01/11/23	510		£47.30	£0.00	£47.30	200/3	Stripe
FPI031123IV1	03/11/23	458	SCC360	£198.00	£33.00	£165.00	106/1	Involve
FPI OS NOV	06/11/23	512		£683.00	£0.00	£683.00	200/1	
FPI061123LB	06/11/23	514	SCC385	£15.60	£2.60	£13.00	106/3	Littlebubbles
FPI071123Ap2	07/11/23	515	STC384	£158.40	£26.40	£132.00	106/1	Applause
FPI071123AP	07/11/23	516	STC384	£12.00	£2.00	£10.00	106/6	Applause
CC031123MK	08/11/23	501	SCC378	£63.60	£10.60	£53.00	106/1	
FPI081123TG	08/11/23	505	SCC381	£62.40	£10.40	£52.00	106/2	
EASE1	09/11/23	517		£127,400.00	£0.00	£127,400.00	208	HHJV LIMITED
FPI131123SW	13/11/23	487	SCC366	£26.40	£4.40	£22.00	106/3	Southborough Wheelers
FPI13112371a	13/11/23	518	STCA391	£11.08	£0.00	£11.08	203	Plot 71a Yew Tree
FPI141123b	14/11/23	519	SCC392	£62.40	£10.40	£52.00	106/3	Littlebubbles
FPI151123TW	15/11/23	521	STCSC043	£2,068.33	£344.72	£1,723.61	110/5	Tunbridge Wells Youth Football Club
FPI171123DM	17/11/23	523	SCC394	£31.20	£5.20	£26.00	106/3	D M G Property
FPI171123DM	17/11/23	524	SCC395	£31.20	£5.20	£26.00	106/3	Lambersart
FPI211123TW	21/11/23	530	STCSC044	£177.79	£0.00	£177.79	110/5	Tunbridge Wells Youth Football Club
CHQ000716	22/11/23	496	SCC375	£31.20	£5.20	£26.00	106/3	Lambersart
CC161123RS	22/11/23	520	SCC393	£105.60	£17.60	£88.00	106/2	Bounds Oak
FPI231123DS	23/11/23	492	SCC373	£11.52	£1.92	£9.60	106/3	West Kent Different Strokes
FPI231123BY	23/11/23	532	SCC402	£43.20	£7.20	£36.00	106/2	Being Yoga
FPI231123MA	23/11/23	533	SCC369	£46.80	£7.80	£39.00	106/3	Lambersart
FPI241123IV1	24/11/23	525	SCC396	£192.00	£32.00	£160.00	106/1	Involve
rent Nov 23SR	27/11/23	534		£598.00	£0.00	£598.00	201/1	Unity Hall
FPI OS DEC	27/11/23	535		£683.00	£0.00	£683.00	200/1	Rent

# Received Income Transactions

Start of year 01/04/23.

received between 01/11/23 and 30/11/23.

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
FPI281123BX	28/11/23	485	SCC367	£234.00	£39.00	£195.00	106/1	Unity Hall
FPI281123BX	28/11/23	486	SCC367	£99.60	£16.60	£83.00	106/6	Extras
FPI281123NC	28/11/23	509	SCC383	£72.00	£12.00	£60.00	106/2	Bounds Oak
FPI301123SP	30/11/23	536	STCCB404	£1,538.44	£0.00	£1,538.44	201/2	Interment
CCLA NOV 23	30/11/23	538	Nov	£4,543.57	£0.00	£4,543.57	119/2	Interest
LBSI NOV 23	30/11/23	543		£73.24	£0.00	£73.24	116	Interest on account
<b>Total</b>				£139,320.87	£594.24	£138,726.63		



## 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	£1,642.00	£727.00	£378.00	£328.00	£0.00	£0.00	£3,075.00
Mar-23	£1,675.00	£2,281.00	£361.00	£287.00	£0.00	£0.00	£4,604.00
<b>Total</b>	<b>£8,827.00</b>	<b>£5,303.00</b>	<b>£2,262.00</b>	<b>£1,046.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£17,438.00</b>

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	£705.00	£350.00	£212.80	£0.00	£92.68	£0.00	£1,360.48
Dec-23							£0.00
Jan-24							£0.00
Feb-24							£0.00
Mar-24							£0.00
<b>Total</b>	<b>£7,917.78</b>	<b>£5,288.00</b>	<b>£2,987.00</b>	<b>£6,249.99</b>	<b>£1,308.00</b>	<b>£0.00</b>	<b>£23,750.77</b>
							Minus discount
							<b>£258.00</b>
							<b>£23,492.77</b>

## 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
<b>Total</b>	<b>£4,467.00</b>	<b>£2,547.00</b>	<b>£1,324.00</b>	<b>£6,249.00</b>	<b>£1,053.00</b>	<b>£0.00</b>	<b>£15,640.00</b>

<b>Bulk Booking Discount</b>
<b>-£258.00</b>

<b>Total For 22/23</b>
<b>£17,438.00</b>

22/23  
23/24

£14,189.00 APR-NOV  
£23,492.77 APR-NOV

Rolling %

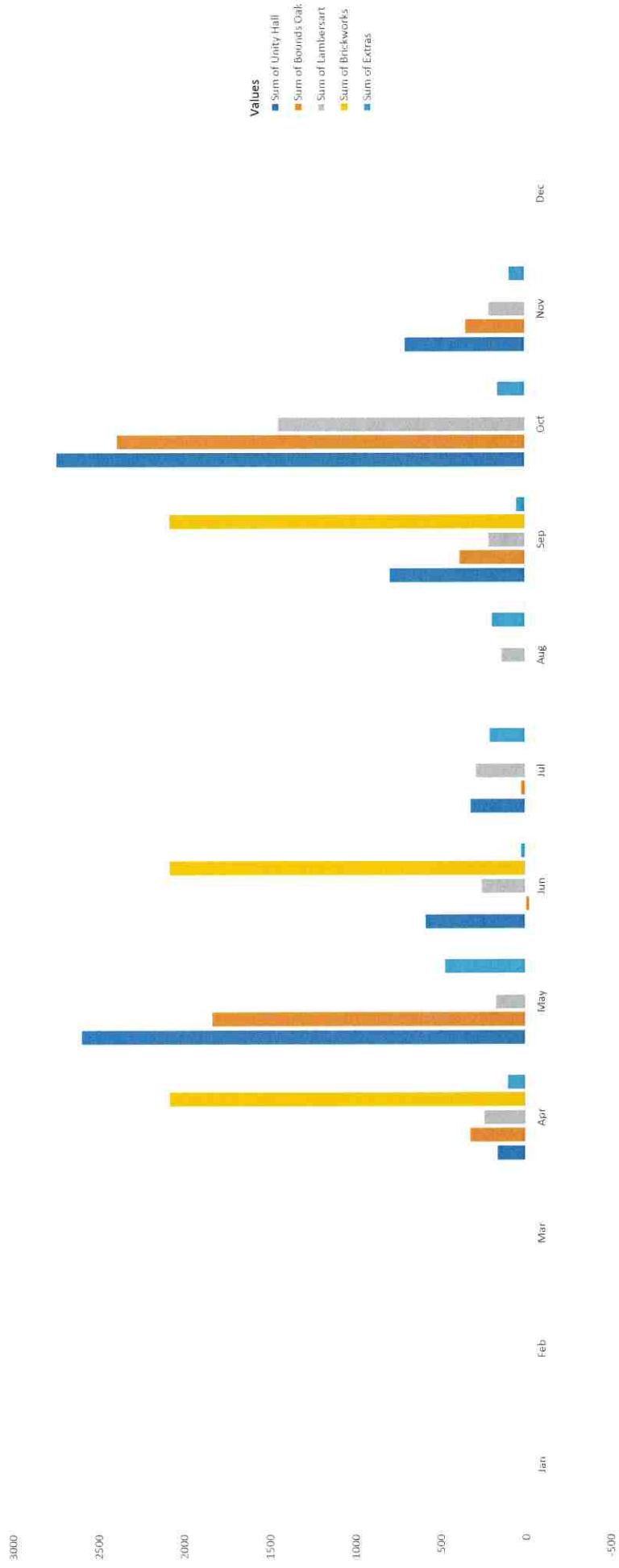
**65.56%**

With Applause

**21.51%**

Without Applause

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



Months (Month ) Month





**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

10. Please provide a set of your organisation's latest accounts, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts, please explain why you are applying for additional funds.

Already provided

**Grant Request**

11. How much grant are you asking for? £ 500.00

12. What is the total cost of the project? N/A

13. What will you use the grant for?  
 We have fixed running costs for Public Liability Insurance and meeting rooms. During 2024 we intend increasing awareness of SHDOFA in the community and to recruit new members we will have a stand at the Winter Fayre and other events we have to facilitate an exchange either of local students or junior football team with Lombesant

14. How many people in the area do you estimate will benefit from the grant? Approx 60 members and local businesses and services we use

15. Have you applied for funds from other sources? If yes, please give details of where, the amount and whether this has been successful No

Source	Amount	Success

16. What other fundraising efforts will your organisation be making?  
 We hold events such as a Summer BBQ two Quiz evenings and a Cheese and Wine These events are priced to produce a small profit

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>			HSSC Current A/c	6871.78	4590.29
Subscriptions	348.00	337.00	HSSC Deposit A/c		1249.35
Bank Interest	0.00	0.10	Petty cash	30.01	30.01
AGM/ lunch	548.00	677.00	Total assets	6901.79	5869.65
Quiz	535.00	368.00			
Quiz Nov	435.00				
Somme Deposits	1725.80	183.40			
BBQ	620.00	661.50			
30 th	1735.00				
Council grant	1206.00	1000.00			
Donation	12.50				
Fete	7179.30	5.00			
		3173.00			
<u>EXPENSES</u>					
AGM	220.43	796.01			
Flowers	255.00	23.00			
BBQ	3304.51	158.35			
30th	144.30				
Meeting room	242.00	201.50			
Quiz	184.00				
Quiz Nov	223.92	220.00			
Insurance	0.00				
Refined	45.00				
Sound system	95.56				
Donation Gerard Tance	1240.79	544.00			
Bank charges	25.00				
Somme trip 2020	100.00				
Stall	6088.51	160.00			
Just Give Refugees	1090.79	2140.86			
Southborough FC wall		1032.14			
Surplus			Plus Surplus	1090.79	1032.14
increase in assets			Total assets	7992.58	6901.79
			HSSC Current A/c	6911.95	5821.16
			Euro Youth Euro Youth	1050.62	1050.62
			Petty cash	30.01	30.01
				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

M F Mansford (Independent Examiner)

Chairman

Treasurer

*Handwritten signature*

*D Forbes*

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.