

## SOUTHBOROUGH TOWN COUNCIL

Minutes of the Full Council Meeting of Southborough Town Council held on **Thursday 29<sup>th</sup> February 2024 at 7.00 pm** at the Southborough Civic Centre, 137 London Road, Southborough, Kent TN4 0NA.

**MEMBERS PRESENT:** Councillors Hill (Chair), Allen, Bullion, Elliott, Figgett, Francis, J Francis, Kinghorn, O Kinghorn, Lewis, Opara, Poile, Reeves (Deputy Chair), Spickett and Wharton.

**OFFICERS PRESENT:** Catherine Barrett (Assistant Clerk, Speldhurst Parish Council).

### 1. APOLOGIES AND REASONS FOR ABSENCE

Cllr Bridges – work commitments  
Cllr Stewart – holiday

### 2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS

No member wished to declare an interest.

### 3. PUBLIC OPEN SESSION

There were no members of the press or public present.

### 4. MINUTES

The minutes of the Full Council Meeting held on the 14<sup>th</sup> of December 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	8 <sup>th</sup> January and 5 <sup>th</sup> February 2024
Open Spaces and Environment Committee	14 <sup>th</sup> February 2024
Finance and General Purposes	18 <sup>th</sup> January and 22 <sup>nd</sup> February 2024

### 6. TOWN MAYOR'S ENGAGEMENTS

The Chair verbally updated Members of her recent engagements, including a number of Christmas events, which Members **NOTED**.

### 7. COUNCILLOR RESIGNATION POLICY

Cllr Reeves presented the policy and took questions from Members. After some discussion, it was **AGREED** that Cllr Reeves would make amendments to the policy and present the revised draft to Members at the next Finance and General Purposes committee meeting.

### 8. CREATIVE TUNBRIDGE WELLS (CTW)

Cllr Hill informed Members that Officers from Tunbridge Wells Borough Council (TWBC) and APPLAUSE RURAL who had been due to speak about CTW were now unable to attend.

### 9. NEIGHBOURHOOD PLAN UPDATE

The item was deferred.

### 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 a resolution which shall give reasons for the public’s exclusion.”

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

**a) Confidential Council and Committee Proceedings** – Members **RESOLVED** to **APPROVE** the following confidential minutes:

Full Council Meeting	14 <sup>th</sup> December 2023
Open Spaces and Environment Committee	14 <sup>th</sup> February 2024
Finance and General Purposes	18 <sup>th</sup> January and 22 <sup>nd</sup> February 2024

**b) Civic Awards** – Members **RESOLVED** to **APPROVE** the individual nominated for the Civic Award. This award would be presented by the Mayor at the Annual Town Meeting in April.

**c) Staff Recruitment** – Members **RESOLVED** to **APPROVE** that Cllr Reeves progress with the recruitment process as soon as the noted amendments had been made to the job description; this was likely to be early the following week.

**There being no further business, the Chair closed the meeting at 7.51 pm.**

**CHAIR**

**290224 Full Council Notes – Amendments to Minutes:**

**Full Council Minutes 14<sup>th</sup> December 2023:**

**Page 1**

Item 1: Apologies and Reasons for Absence

Cllr Hill's reason for absence should be Mayoral commitment, not work commitment.

Item 2: Declaration of interests – Councillors Frances and J Frances should both be spelt Francis.

**Finance and General Purposes Committee Minutes 22<sup>nd</sup> February 2024:**

**Page 1**

Members Present: Reeve should be Reeves.



## PLANNING AND TRANSPORTATION COMMITTEE

Minutes of the meeting of the **PLANNING AND TRANSPORTATION COMMITTEE** on **4th March 2024** at **Bounds Oak, Southborough Civic Centre, 137 London Road, Southborough, Tunbridge Wells, Kent TN4 0NA.**

**MEMBERS PRESENT:** Cllrs I Kinghorn (Chair), Poile (Deputy Chair), Bullion, Elliott, Stewart, Wharton.

**OTHER COUNCILLORS PRESENT:** N/A

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

**P1. APOLOGIES AND REASONS FOR ABSENCE:** Cllr Bridges & Cllr Lewis – Work Commitments.

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

**P3. PUBLIC OPEN SESSION** – None Present.

**P4. MINUTES OF THE MEETING** - Minutes of the meeting held on Monday 8 January 2024 and Monday 5 February 2024 were discussed and approved at the Full Council Meeting on 29 February 2024.

### **P5. PLANNING APPLICATIONS**

PLANNING APPLICATION: 22/00564/FULL  
PROPOSAL: Addition of rear box dormer  
LOCATION: 14 Holden Corner, Southborough, Tunbridge Wells, Kent, TN4 0LP  
STC COMMENT: Permission should be **GRANTED**.

PLANNING APPLICATION: 24/00334/FULL  
PROPOSAL: Conversion of basement to dwelling, including creation of lower-storey access door to east elevation & windows to north & south elevation  
LOCATION: 11 Norton Road, Southborough, Tunbridge Wells, Kent, TN4 0HE  
STC COMMENT: Permission should be **GRANTED**.

PLANNING APPLICATION: 24/00333/FULL  
PROPOSAL: Proposed single storey rear extension and loft improvements including introduction of side dormer.  
LOCATION: 17 Chestnut Avenue, Southborough, Tunbridge Wells, Kent, TN4 0BS  
STC COMMENT: Permission should be **GRANTED**.

PLANNING APPLICATION: 24/00451/TPO  
PROPOSAL: TREES: Group of OAK (A) - cleanout deadwood over paths on land between 25-27; BEECH (B) - Prune back low branch overhanging garage & higher branches over garden by up to 3m  
LOCATION: 27 Blackthorn Avenue, Southborough, Tunbridge Wells, Kent, TN4 9YA  
STC COMMENT: **NOTED**.

PLANNING APPLICATION: 24/00478/FULL  
PROPOSAL: Alterations to fenestration, including additional windows and doors.  
LOCATION: Orchard House, Orchard Business Centre, North Farm Road, Royal Tunbridge Wells, Kent  
STC COMMENT: Permission should be **GRANTED**.

PLANNING APPLICATION: 24/00438/FULL  
PROPOSAL: Replacement of shop front frames and new brickwork.  
LOCATION: 136 London Road, Southborough, Tunbridge Wells, Kent, TN4 0PL  
STC COMMENT: Permission should be **GRANTED**.

PLANNING APPLICATION: 24/00402/FULL  
PROPOSAL: Demolition to part of garage & side elevation, two-storey rear porch and bay window extensions, raising roof height and alterations to form, including 3 rear dormers and solar panels, and pitched roof to front garage  
LOCATION: 13 Hardinge Avenue, Southborough, Tunbridge Wells, Kent, TN4 0TU  
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: 23/03418/FULL  
PROPOSAL: Removal of existing conservatory and construction of single storey side/rear extension, first floor rear extension, replacement PVCu front door & window configuration  
LOCATION: 31 Holden Park Road, Southborough, Tunbridge Wells, Kent, TN4 0ER  
STC COMMENT: (GRANTED) Permission was GRANTED.

PLANNING APPLICATION: 23/03324/FULL  
PROPOSAL: Replacement of uPVC doors with aluminium doors, uPVC window with aluminium window, and roof lantern with flat rooflight  
LOCATION: Chandlers, London Road, Southborough, Tunbridge Wells, Kent, TN4 0RJ  
STC COMMENT: (GRANTED) Permission was GRANTED.

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) Permission was GRANTED.

PLANNING APPLICATION: 23/03436/FULL  
PROPOSAL: First floor side extension, porch, 4 rooflights and single storey rear extension  
LOCATION: 11 Colonels Way, Southborough, Tunbridge Wells, Kent, TN4 0SZ  
STC COMMENT: (GRANTED) Permission was GRANTED.

PLANNING APPLICATION: 23/03439/FULL  
PROPOSAL: Erection of a single storey outbuilding in the rear garden with the re-building of the existing rear garden wall.  
LOCATION: 48 Holden Park Road, Southborough, Tunbridge Wells, Kent, TN4 0ER  
STC COMMENT: (GRANTED) Permission was GRANTED.

PLANNING APPLICATION: 23/03498/FULL  
PROPOSAL: Two storey rear extension, extension to garage and front porch.  
LOCATION: 7 Harland Way, Southborough, Tunbridge Wells, Kent, TN4 0TQ  
STC COMMENT: (NOTED) Permission was GRANTED.



PLANNING APPLICATION: 24/00079/FULL  
PROPOSAL: Two storey side extension and part single/ two storey rear extension, stores to side. Re-roof dwelling, incorporating a flat upper crown roof. Replace 7 single glazed windows with double glazing.  
LOCATION: The Old Parsonage, 28 Pennington Road, Southborough, Tunbridge Wells, Kent, TN4 0SL  
STC COMMENT: (GRANTED) Permission was GRANTED.

PLANNING APPLICATION: 23/03497/FULL  
PROPOSAL: Single storey side extension.  
LOCATION: Clivers Barn, Stockland Green Road, Speldhurst, Tunbridge Wells, Kent TN3 0TL  
STC COMMENT: (GRANTED) Permission was GRANTED.

**There being no further business, the Chair thanked Members for their attendance and closed the meeting at 7:25pm.**

**2022/23**

Month	Unity	Bounds Oak	Lambertsart	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>

**2023/24**

Month	Unity	Bounds Oak	Lambertsart	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	£3,549.78	£3,192.50	£1,879.60	£2,083.99	£282.82		£10,988.69
Mar-24							£0.00
<b>Total</b>	<b>£8,016.78</b>	<b>£5,739.50</b>	<b>£3,203.60</b>	<b>£8,332.99</b>	<b>£1,335.82</b>	<b>£0.00</b>	<b>£26,628.69</b>

Month	Unity Hall	Bounds Oak	Lambertsart	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	£99.00	£451.50	£216.60	£2,083.99	£28.32	£0.00	£2,879.41
Jan-24	£1,304.70	£283.00	£734.00	£0.00	£255.75	£0.00	£2,577.45
Feb-24	£3,482.57	£338.00	£810.00	£0.00	£99.00	£0.00	£4,729.57
Mar-24							£0.00

<b>£12,804.05</b>	<b>£6,360.50</b>	<b>£4,747.60</b>	<b>£8,333.98</b>	<b>£1,691.07</b>	<b>£0.00</b>	<b>£33,937.20</b>
				Minus discount		<b>£258.00</b>
				<b>Total</b>		<b>£33,679.20</b>

Bulk Booking  
Discount  
-£258.00

**Total For 22/23**

**£17,438.00**

22/23  
23/24

**£16,139.00 APR-FEB**  
**£33,679.20 APR-FEB**

£25,345.22

Rolling %

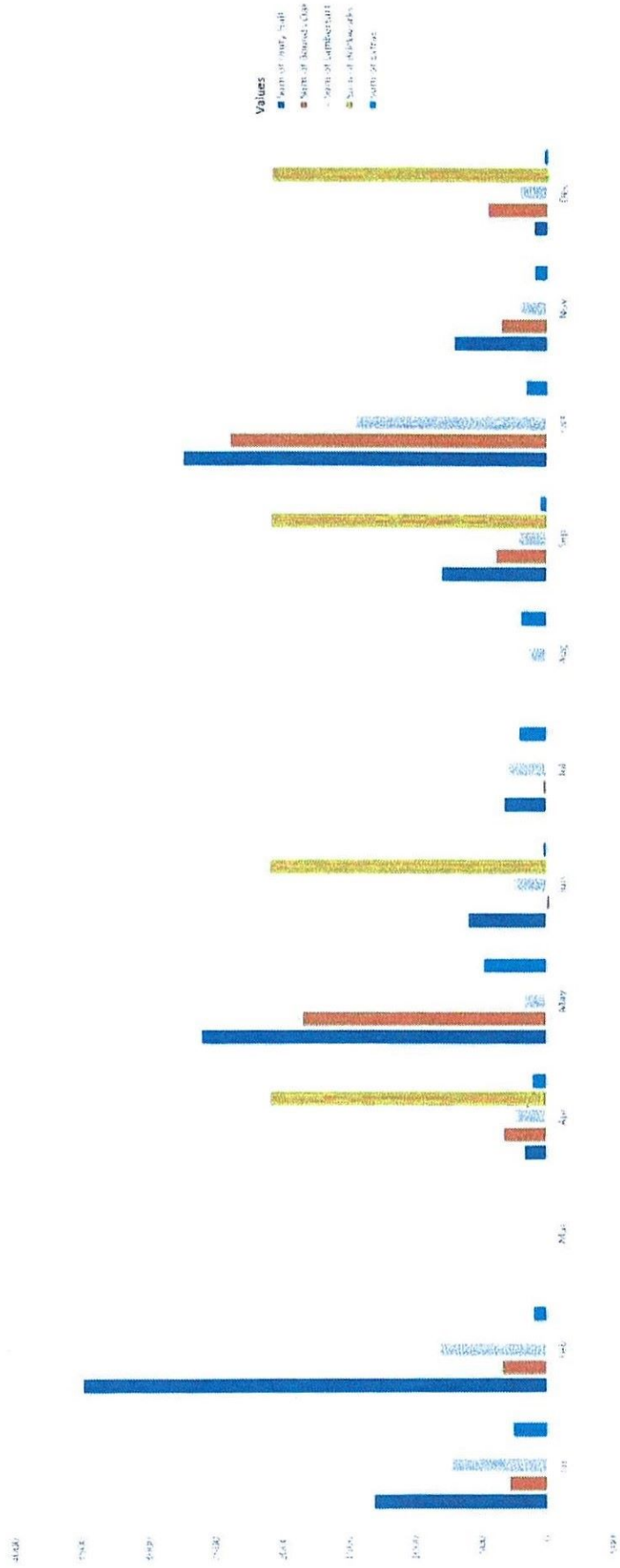
**108.68%**

With Applause

**57.04%**

Without Applause

Sum of Unity Hall Sum of Bounds Oak Sum of Lamberzart Sum of Brickwork's Sum of Extras



Months (Month ) Month



# Southborough Town Council

## Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoic e		Details	Invoice
914	191098	£6,890.40	£1,148.40	£5,742.00	06/03/24	1st Ace Securly - Balance for CCTV Pennington Park	191098
		£6,890.40	£1,148.40	£5,742.00		1st Ace Securly - Total	
917	7717	£12,917.88	£2,152.98	£10,764.90	05/03/24	Baxall Construction Ltd - service charges	7717
918	7718	£724.50	£120.75	£603.75	05/03/24	Baxall Construction Ltd - Road hatching	7718
919	7719	£652.06	£108.66	£543.38	05/03/24	Baxall Construction Ltd - Winter Gritting - Part Recharge	7719
920	7720	£828.00	£138.00	£690.00	05/03/24	Baxall Construction Ltd - Evac Chair Training	7720
921	7721	£2,586.80	£427.80	£2,139.00	05/03/24	Baxall Construction Ltd - Brass Plature Frame	7721
922	7722	£979.80	£163.30	£816.50	05/03/24	Baxall Construction Ltd - Hanging Basket bracket design	7722
923	7723	£122.20	£20.37	£101.83	05/03/24	Baxall Construction Ltd - External electric leads	7723
924	7724	£2,383.73	£397.29	£1,986.44	05/03/24	Baxall Construction Ltd - Deep Clean of floors and seating	7724
928	7725	£1,668.94	£278.16	£1,390.78	05/03/24	Baxall Construction Ltd - Outside Tap Grant Funded	7725
929	7726	£629.81	£104.97	£524.84	05/03/24	Baxall Construction Ltd - Dish washer Repair	7726
		£23,473.72	£3,912.30	£19,561.42		Baxall Construction Ltd - Total	
925	595110	£77.76	£12.96	£64.80	12/03/24	BDR Tech - Phones	595110
		£77.76	£12.96	£64.80		BDR Tech - Total	
904	200	£25.00	£0.00	£25.00	11/10/23	Becol Adwres Design - NDP Website Update	200
		£25.00	£0.00	£25.00		Becol Adwres Design - Total	
915	9197	£91.43	£15.24	£76.19	29/03/24	Beechcroft Accountancy Services - Salaries	9197
		£91.43	£15.24	£76.19		Beechcroft Accountancy Services - Total	
905	NDP4	£740.50	£0.00	£740.50	08/03/24	Jim Boot - NDP Consultant Grant Funded	NDP4
		£740.50	£0.00	£740.50		Jim Boot - Total	
926	KPS343149	£94.43	£15.74	£78.69	13/03/24	Kent County Council KCS - Printer	KPS343149
		£94.43	£15.74	£78.69		Kent County Council KCS - Total	

Signature

Signature

Date

14/03/24



# Southborough Town Council

## Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
909	W167532	£105.95	£17.66	£88.29	06/02/24 Kidman's Ltd - Tools Maintenance	W167532
908	W167545	£282.70	£47.13	£235.56	07/02/24 Kidman's Ltd - Tools Maintenance	W167545
907	W167566	£255.32	£42.55	£212.77	08/02/24 Kidman's Ltd - Tools Maintenance	W167566
906	W167587	£227.90	£37.98	£189.92	09/02/24 Kidman's Ltd - Tools Maintenance	W167587
		£871.98	£145.32	£726.64	Kidman's Ltd - Total	
910	209	£675.00	£0.00	£675.00	11/03/24 Mr M Hayden - Fm Works	210
		£675.00	£0.00	£675.00	Mr M Hayden - Total	
903	Clerk	£70.00	£0.00	£70.00	29/02/24 Mrs CJ Barrett - Clerk Full Council	
		£70.00	£0.00	£70.00	Mrs CJ Barrett - Total	
927	10750	£3,266.00	£876.00	£4,380.00	13/03/24 Swift Surfacing Ltd - Ridgewaye foot path	10750
		£3,266.00	£876.00	£4,380.00	Swift Surfacing Ltd - Total	
913	133572	£40.80	£8.80	£34.00	05/03/24 Uniserve - IT Support	133572
912	133573	£44.40	£7.40	£37.00	05/03/24 Uniserve - IT Support	133573
911	133626	£6.11	£1.02	£5.09	12/03/24 Uniserve - IT Support	133626
		£91.31	£15.22	£76.09	Uniserve - Total	
902	63146	£252.92	£42.15	£210.77	07/03/24 Vaughtons - Community Medal	63146
		£252.92	£42.15	£210.77	Vaughtons - Total	
916	15/2024	£800.00	£0.00	£800.00	31/12/23 Wise Stonecraft - Grave Digging	15/2024
		£800.00	£0.00	£800.00	Wise Stonecraft - Total	
<b>Total</b>		<b>£39,410.43</b>	<b>£6,183.33</b>	<b>£33,227.10</b>		

Signature

Signature

Date

14/03/24

Payment authorisation details

Printed 14 March 2024

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)	15/2024	ASAP	£800.00
2	WH DARBY LTD (16-13-19. 10072622)	63146	ASAP	£252.92
3	UNISERVE (30-92-86. 00012206)	3 Invoices	ASAP	£91.31
4	SWIFT SURFACING LT (30-99-66. 02639145)	10750	ASAP	£5,256.00
5	MRS CATHERINE J BA (40-44-37. 41331213)	STC Clerk	ASAP	£70.00
6	MGF HAYDEN (60-21-05. 55648320)	210	ASAP	£675.00
7	KIDMANS LTD (51-81-07. 83121757)	4 Invoices	ASAP	£871.96
8	KENT COUNTY COUNCI (60-60-08. 00042382)	CD89432	ASAP	£94.43
9	JAMES BOOT (20-02-62. 80040339)	NDP4	ASAP	£740.50
10	BEEHCROFT ACCOUNT (82-19-45. 20010499)	9197	ASAP	£91.43
11	BECCI ANDREWS (04-06-05. 17615374)	200	ASAP	£25.00
12	BDR TECHNICAL SOLU (09-02-22. 10837973)	595110	ASAP	£77.76
13	BAXALL CONSTRUCTIO (54-21-25. 09434232)	10 Invoices	ASAP	£23,473.72
14	1ST ACE SECURITY L (12-24-82. 00350904)	191098	ASAP	£6,890.40



---

Creator

Paul Gosling

14 Mar 2024

1st authoriser

Paul Gosling

DF / TP

# Southborough Town Council

## Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
898	13959	£3,000.00	£500.00	£2,500.00	29/02/24 Black Forge Signs - Town Sign	13959
		£3,000.00	£500.00	£2,500.00	Black Forge Signs - Total	
899	KT16056	£270.00	£45.00	£225.00	31/12/23 Complete Weed Control - Weed Killer	KT16056
		£270.00	£45.00	£225.00	Complete Weed Control - Total	
<b>Total</b>		£3,270.00	£545.00	£2,725.00		

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date

04/03/24

Payment authorisation details

Printed 14 March 2024

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	COMPLETE WEED CONT (54-21-25, 25026267)	KT16056	ASAP	£270.00	
2	BLACK FORGE (40-44-08, 11665553)	13959	ASAP	£3,000.00	

Creator

Paul Gosling

04 Mar 2024

1st authoriser

Daniel Francis

04 Mar 2024

2nd authoriser

Trevor W Polle

04 Mar 2024

Final status

Fully authorised

04 Mar 2024

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	Invo e	Details	Invoice
883	589876	£78.04	£13.01	£65.03	12/01/24	BDR Tech - Phones	589876
884	592490	£77.28	£12.88	£64.40	12/02/24	BDR Tech - Phones	592490
		£155.32	£25.89	£129.43		BDR Tech - Total	
886	Millage	£65.90	£0.00	£65.90	28/02/24	Cllr B Dury - Millage allowance	
		£65.90	£0.00	£65.90		Cllr B Dury - Total	
893	1979	£300.00	£50.00	£250.00	23/02/24	Foster Landscapes Ltd - Inspections	1979
		£300.00	£50.00	£250.00		Foster Landscapes Ltd - Total	
882	17438	£306.00	£51.00	£255.00	28/02/24	Institute Of Cemetery And Crematorium Management - Training	17501
881	17502	£300.00	£50.00	£250.00	15/02/24	Institute Of Cemetery And Crematorium Management - Training	17502
		£606.00	£101.00	£505.00		Institute Of Cemetery And Crematorium Management - Total	
889	900187362	£662.40	£110.40	£552.00	23/02/24	Kent County Council KCC - Audit	900187362
		£662.40	£110.40	£552.00		Kent County Council KCC - Total	
885		£897.60	£149.60	£748.00	14/02/24	Pallet Handling Peshurst Ltd - New Fence Bungalow	440148
895	440297	£1,713.60	£285.60	£1,428.00	28/02/24	Pallet Handling Peshurst Ltd - Cemetery fence	440297
		£2,611.20	£435.20	£2,176.00		Pallet Handling Peshurst Ltd - Total	
888	859	£312.05	£52.01	£260.04	24/02/24	The Sticky Monkey - CCTV Signs Pennington	859
887	860	£720.00	£120.00	£600.00	24/02/24	The Sticky Monkey - Posters and Leaflets	860
		£1,032.05	£172.01	£860.04		The Sticky Monkey - Total	
892	1021	£350.00	£0.00	£350.00	28/02/24	Todd Safety Consultants Ltd - H&S Assessments	1021
		£350.00	£0.00	£350.00		Todd Safety Consultants Ltd - Total	
890	133449	£40.80	£6.80	£34.00	20/02/24	Uniserve - IT Support	133449
		£40.80	£6.80	£34.00		Uniserve - Total	
884	24024	£9,720.00	£1,820.00	£8,100.00	12/02/24	Willis And Wright - New Toilet Doors	24024
		£9,720.00	£1,820.00	£8,100.00		Willis And Wright - Total	

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

29/02/24

# Southborough Town Council

## Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
<b>Total</b>		£15,533.67	£2,521.30	£13,012.37		

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date

29/02/24

Payment authorisation details

Printed 04 March 2024

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	WILLIS & WRIGHT (55-70-13, 16362241)	24024	ASAP	£9,720.00	
2	UNISERVE (30-92-86, 00012206)	133449	ASAP	£40.80	
3	TODD SAFETY CONSUL (60-06-27, 33627894)	1021	ASAP	£350.00	
4	THE STICKY MONKEY (55-70-13, 85559016)	859/860	ASAP	£1,032.05	
5	PALLET HANDLING PE (55-70-13, 78092078)	440148/440297	ASAP	£2,611.20	
6	KENT COUNTY COUNCI (60-60-08, 00100013)	900187362	ASAP	£662.40	
7	INSTITUTE OF CEMET (60-09-09, 90970241)	17501/17502	ASAP	£606.00	
8	FOSTER LANDSCAPES (20-45-45, 63287882)	1979	ASAP	£300.00	
9	BRIAN DURY (30-98-77, 01557575)	Millage	ASAP	£55.90	
10	BDR TECHNICAL SOLU (09-02-22, 10837973)	589676/592490	ASAP	£155.32	

Creator

Paul Gosling

29 Feb 2024

1st authoriser

Trevor W Poile

29 Feb 2024

2nd authoriser

Daniel Francis

29 Feb 2024



---

Final status

Fully authorised

29 Feb 2024

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

# Paid Expenditure Transactions

Start of year 01/04/23.

paid between 01/02/24 and 29/02/24.

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
DVLA1 FEB 24	01/02/24	832		£320.00	£0.00	£320.00	DVLA	Tax GN04NKM 30/2
TRD FEB 24	01/02/24	844		£60.47	£10.08	£50.39	Trade UK	Tools 249/4
D&G FEB 24	01/02/24	851		£19.99	£3.33	£16.66	D&G Appliance Plan	White goods Pennington 253/1
BG1 FEB 24	01/02/24	852		£33.78	£5.63	£28.15	British Gas	Home cover - 7112 253/1
801	07/02/24	819		£3,800.00	£0.00	£3,800.00	PTP	Pond Works Stage 2 18
BG5 FEB 24	07/02/24	853		£36.38	£6.06	£30.32	British Gas	Home cover - 7356 257/2
LSC FEB 24	08/02/24	831		£47.37	£0.00	£47.37	Lloyds Bank	Service charges 108
EDF8 FEB 24	09/02/24	849		£127.00	£6.05	£120.95	Edf Energy	Elec Pavilion 161 253/4
EDF6 FEB 24	09/02/24	850		£16.00	£0.76	£15.24	Edf Energy	Elec ST peter's Church - 420 258/3
WP1 Feb 24	12/02/24	846		£734.70	£122.45	£612.25	Water Plus	Civic Water Billing Brought in line 45/23
CCM1 FEB 24	12/02/24	847		£13.20	£2.20	£11.00	Cooke Card Marketing Ltd	Fuel 30/1
CNET FEB 24	12/02/24	848		£31.26	£5.21	£26.05	Lloyds Bank	Cardnet 108
10740	14/02/24	824		£5,256.00	£876.00	£4,380.00	Swift Surfacing Ltd	Ridgewaye foot path 18
3540	14/02/24	825		£2,736.00	£456.00	£2,280.00	Treework	Tree work 249/1
NDP3	14/02/24	826		£1,440.50	£0.00	£1,440.50	Jim Boot	NDP Consultant Grant Funded 20/15
209	14/02/24	828		£675.00	£0.00	£675.00	Mr M Hayden	Fm Works 45/14
W167281	14/02/24	829		£109.41	£18.23	£91.18	Kidman's Ltd	Strimmer Repairs 249/4
W167267	14/02/24	830		£17.99	£3.00	£14.99	Kidman's Ltd	Rake 249/4
530516189	14/02/24	833		£60.64	£0.00	£60.64	Gallagher insurance	excess payment for new Ride on 20/1
439982	14/02/24	834		£684.00	£114.00	£570.00	Pallet Handling Penshurst	Allotment Fence 250/1
9124	14/02/24	835		£91.43	£15.24	£76.19	Beechcroft Accountancy Services	Salaries 1
3551	14/02/24	836		£456.00	£76.00	£380.00	Treework	Tree work 249/1
Paulco2	14/02/24	837		£3,129.00	£0.00	£3,129.00	Paulco	Christmas Lighting 18
7697	14/02/24	838		£12,917.88	£2,152.98	£10,764.90	Baxall Construction Ltd	service charges 45/1/1
26988	14/02/24	839		£137.40	£22.90	£114.50	Wasteway	Clean up of dead animal 255/1
26802	14/02/24	840		£274.50	£45.75	£228.75	Wasteway	Clean up of dead animal 255/1
33311	14/02/24	841		£41.40	£6.90	£34.50	Uniserve	IT Support 10/13

# Paid Expenditure Transactions

Start of year 01/04/23.

paid between 01/02/24 and 29/02/24.

## Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
592490	14/02/24	842		£77.28	£12.88	£64.40	BDR Tech	Phones 15/10
southo4-01	14/02/24	843		£1,170.00	£195.00	£975.00	Surrey Hills Solicitors	Legal fees 20/14
EDF1 FEB 24	14/02/24	845		£2,044.42	£340.74	£1,703.68	Edf Energy	Pavilion Elec £1525.49 Recharge 40/3
LBBC FEB 24	15/02/24	855		£29.99	£5.00	£24.99	STC Amazon Account	Long Handle Dustpan 10/11
LBBC FEB 24	15/02/24	856		£18.99	£3.17	£15.82	STC Amazon Account	AAA Batteries 10/4
LBBC FEB 24	15/02/24	857		£19.99	£3.33	£16.66	STC Amazon Account	AA Batteries 10/4
LBBC FEB 24	15/02/24	858		£428.82	£71.47	£357.35	Pet wipes UK Ltd	20,000 Poo Bags 255/1
LBBC FEB 24	15/02/24	859		£9.00	£0.00	£9.00	Campaign Manager	Bulk email client 20/5
Lbbc FEB 24	15/02/24	860		£2.50	£0.00	£2.50	Royal Mail	Postage Charge 10/4
LBBC FEB 24	15/02/24	861		£19.00	£0.00	£19.00	Shutterstock	Subscription 20/5
LBBC FEB 24	15/02/24	862		£12.36	£2.06	£10.30	Microsoft	Office 365 FM Officer 20/5
LBBC FEB 24	15/02/24	863		£394.32	£0.00	£394.32	Adebe Systems	Software 20/5
LBBC FEB 24	15/02/24	864		£13.58	£2.26	£11.32	STC Amazon Account	Privacy Film 10/4
LBBC FEB 24	15/02/24	865		£30.59	£5.10	£25.49	STC Amazon Account	Privacy Film 10/4
LBBC FEB 24	15/02/24	866		£13.95	£2.33	£11.62	STC Amazon Account	Frame 10/4
CW1 FEB 24	16/02/24	873		£14.98	£0.00	£14.98	Castle Water SE	Water Pennington 253/5
CW2 Feb 24	16/02/24	874		£53.86	£0.00	£53.86	Castle Water SE	Watter Allotments 250/2
CW3 Feb 24	16/02/24	875		£24.23	£0.00	£24.23	Castle Water SE	Watter Allotments 250/2
CW4 FEB 24	16/02/24	876		£121.52	£0.00	£121.52	Castle Water SE	Water Civic 45/8
QUID FEB 24	19/02/24	877		£30.00	£5.00	£25.00	Quadient	Franking 10/8
CCM2 FEB 24	19/02/24	878		£116.50	£19.42	£97.08	Cooke Card Marketing Ltd	Fuel 30/1
BT FEB 24	20/02/24	854		£948.74	£157.79	£788.95	Bt Plc	One Bill 15/3
STC FEB 24	23/02/24	870		£28,901.53	£0.00	£28,901.53	STC Salaries	Salaries 1
KCC FEB 24	23/02/24	871		£6,302.08	£0.00	£6,302.08	Kent County Council Superannuation Fund	KCC Superannuation 5
HMRC FEB 24	23/02/24	872		£2,733.15	£0.00	£2,733.15	Customs & Excise	National Insurance 2
WP FEB 24	23/02/24	880		£30.95	£5.16	£25.79	Water Plus	Civic Water 45/23
SEFE3 FEB 24	26/02/24	887		£20.23	£0.96	£19.27	SEFE	Cemetery 257/7



# Paid Expenditure Transactions

Start of year 01/04/23.

paid between 01/02/24 and 29/02/24.

## Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
SEFE2 FEB 24	26/02/24	868		£263.84	£12.56	£251.28	SEFE	Cemetery 257/7
SEFE1 FEB 24	26/02/24	869		£2,888.51	£481.42	£2,407.09	SEFE	Civic Elec 45/7
CCM2 FEB 24	26/02/24	879		£81.60	£13.60	£68.00	Cooke Card Marketing Ltd	Fuel 30/1
17502	29/02/24	881		£300.00	£50.00	£250.00	Institute of Cemetery and Crematorium Management	Training 20/6
17438	29/02/24	882		£306.00	£51.00	£255.00	Institute of Cemetery and Crematorium Management	Training 20/6
589876	29/02/24	883		£75.04	£13.01	£65.03	BDR Tech	Phones 15/10
24024	29/02/24	884		£9,720.00	£1,620.00	£8,100.00	Willis and Wright	New Toilet Doors 18
	29/02/24	885		£897.60	£149.60	£748.00	Pallet Handling Penhurst	New Fence Bungalow 253/6
milage	29/02/24	886		£55.90	£0.00	£55.90	Clr B Dury	Milage allowance 20/15
860	29/02/24	887		£720.00	£120.00	£600.00	The Sticky Monkey	Posters and Leaflets 20/15
859	29/02/24	888		£312.05	£52.01	£260.04	The Sticky Monkey	CCTV Signs Pennington 253/1
900187362	29/02/24	889		£662.40	£110.40	£552.00	Kent County Council KCC	Audit 20/2
133449	29/02/24	890		£40.80	£6.80	£34.00	Uniserve	IT Support 10/13
1021	29/02/24	892		£350.00	£0.00	£350.00	Todd Safety Consultants Ltd	H&S Assessments 10/10
1979	29/02/24	893		£300.00	£50.00	£250.00	Foster Landscapes Ltd	Inspections 249/3
592490	29/02/24	894		£77.28	£12.88	£64.40	BDR Tech	Phones 15/10
440297	29/02/24	895		£1,713.60	£285.60	£1,428.00	Pallet Handling Penhurst	Cemetery fence 257/2
V1 FEB 24	29/02/24	896		£3,031.64	£505.27	£2,526.37	Veolia UK Ltd	Waste removal 249/6
CW9 FEB 24	29/02/24	897		£5.00	£0.00	£5.00	Castle Water SE	Water Civic 45/8
<b>Total</b>				<b>£98,652.12</b>	<b>£8,314.59</b>	<b>£90,337.53</b>		

# Received Income Transactions

Start of year 01/04/23

received between 01/02/24 and 29/02/24, for the Finance & General Purposes

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
FPI020224IV2	02/02/24	609	SCC443	£158.40	£26.40	£132.00	106/1	Involve	Unity Hall
FPI020224IV1	02/02/24	610	SCC442	£158.40	£26.40	£132.00	106/1	involve	Unity Hall
CHQ000810	05/02/24	590	SCC438	£127.20	£21.20	£106.00	106/1	Southborough Lions	Unity Hall
CC300124MP	05/02/24	612	SCC440	£140.40	£23.40	£117.00	106/3		Lambersart
FPI050224JK	05/02/24	620	SCC457	£168.00	£28.00	£140.00	106/2	Movement	Bounds Oak
FPI010224CS	07/02/24	618	SCC458	£39.60	£6.60	£33.00	106/3	TW Counselling Centre	Lambersart
DPI010224CS	07/02/24	619	SCC458	£9.60	£1.60	£8.00	106/6	TW Counselling Centre	Extras
FPI080923TF	08/02/24	629	STCSC	£1,742.62	£254.25	£1,488.37	110/5	Tunbridge Wells Youth Football Club	Electric Recharge
FPI080224LB	08/02/24	632	SCC464	£93.60	£15.60	£78.00	106/3	Littlebubbles	Lambersart
FPI140224SS	14/02/24	591	SCC455	£33.60	£5.60	£28.00	106/6	Southborough Society	Extras
FPI140224SS	14/02/24	592	SCC455	£66.00	£11.00	£55.00	106/2	Southborough Society	Bounds Oak
FPI150224IV1	15/02/24	570	SCC423	£198.00	£33.00	£165.00	106/1	involve	Unity Hall
FPI150224IV2	15/02/24	571	SCC422	£198.00	£33.00	£165.00	106/1	involve	Unity Hall
FPI150224MB	15/02/24	627	SCC462	£381.60	£63.60	£318.00	106/1	Kent Indian Cultural Soc	Unity Hall
FPI150224MB	15/02/24	628	SCC462	£42.00	£7.00	£35.00	106/6	Kent Indian Cultural Soc	Unity Hall
FPI160224BY	16/02/24	593	SCC454	£57.60	£9.60	£48.00	106/3	Being Yoga	Lambersart
CC120224NHS	16/02/24	611	SCC441	£1,333.80	£222.30	£1,111.50	106/1	NHS Blood & Transplant	Unity Hall
FPI190224FC	19/02/24	584	SCC431	£79.20	£13.20	£66.00	106/2	TTWCFR	Bounds Oak
FPI190224MF	19/02/24	635	SCC468	£55.80	£9.30	£46.50	106/1		Unity
FPI200224ds1	20/02/24	653	SCC466	£11.52	£1.92	£9.60	106/3	West Kent Different Strokes	Lambersart
FPI120423HS	21/02/24	652	SCC467	£92.16	£15.36	£76.80	106/3	Homestart	Lambersart
FPI220224PF2	22/02/24	625	SCC461	£475.20	£79.20	£396.00	106/1	Pro Fighters	Unity Hall
FPI220224PF1	22/02/24	626	SCC461	£6.00	£1.00	£5.00	106/6	Pro Fighters	Unity Hall
CC190224MP	22/02/24	638	SCC469	£297.60	£49.60	£248.00	106/1		Unity Hall

04/03/24 08:49 AM Vs: 8.96.01

Southborough Town Council

Page 1

# Received Income Transactions

Start of year 01/04/23

received between 01/02/24 and 29/02/24, for the Finance & General Purposes

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
FPI220224RP	22/02/24	637	SCC470	£318.00	£53.00	£265.00	106/1	Unity Hall
FPI220224MA	22/02/24	641	SCC474	£78.00	£13.00	£65.00	106/3	Lambersart
FPI220224RP	22/02/24	651	SCC470	£27.60	£4.60	£23.00	106/6	Unity Hall
FPI280224MHR	28/02/24	605	SCC447	£327.60	£54.60	£273.00	106/3	Mental Health Resource Lambersart
CC220224WK	28/02/24	630	SCC473	£265.04	£44.17	£220.87	106/1	West Kent Mind Unity Hall
FPI280224IB1	28/02/24	634	SCCSC052	£25.00	£4.17	£20.83	104	Replacement Fob
CC220224WK	28/02/24	646	SCC459	£212.04	£35.34	£176.70	106/1	West Kent Mind Unity Hall
FPI280224MZ	28/02/24	660	SCC487	£92.40	£15.40	£77.00	106/2	Bounds Oak
<b>Total</b>				<b>£7,311.58</b>	<b>£1,182.41</b>	<b>£6,129.17</b>		



# Financial Summary - Cashbook

Summary of receipts and payments between 01/02/24 and 29/02/24 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
<b>Total</b>	<b>£1,191,964.15</b>

Balances at start of period

## Ordinary Accounts

Civic Sinking Fund Account	£68,788.33
Instant Access / Current Accounts	£250,730.39
Petty Cash	£95.80

## Short Term Investment Accounts

32 Day Holding Account	£0.00
Public Sector Deposit Fund	£1,053,378.65
<b>Total</b>	<b>£1,372,993.17</b>

RECEIPTS	Net	Vat	Gross
Finance & General Purposes	£11,040.57	£1,182.41	£12,222.98
Open Spaces & Environment Committee	£5,636.58	£0.00	£5,636.58
<b>Total Receipts</b>	<b>£16,677.15</b>	<b>£1,182.41</b>	<b>£17,859.56</b>

PAYMENTS	Net	Vat	Gross
Finance & General Purposes	£80,463.02	£6,419.33	£86,882.35
Open Spaces & Environment Committee	£9,874.51	£1,895.26	£11,769.77
<b>Total Payments</b>	<b>£90,337.53</b>	<b>£8,314.59</b>	<b>£98,652.12</b>

Closing Balances

## Ordinary Accounts

Civic Sinking Fund Account	£68,861.84
Instant Access / Current Accounts	£180,926.43
Petty Cash	£95.80
	<u>£249,884.07</u>

## Short Term Investment Accounts

32 Day Holding Account	£0.00
Public Sector Deposit Fund	£1,042,316.54
	<u>£1,042,316.54</u>
<b>Total</b>	<b>£1,292,200.61</b>



Signed \_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

