

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

PLEASE NOTE THE EARLIER START TIME OF THIS MEETING

12 April 2024

FINANCE AND GENERAL PURPOSES COMMITTEE

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

Copies to: All other elected Members for information.

You are summoned to attend a **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting on **Thursday 18 April 2024 at 6.00 p.m.** to be held at the Southborough Civic Centre, 137, London Road, Southborough, Tunbridge Wells, Kent. TN4 0NA

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

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

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

AGENDA

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

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

3. PUBLIC OPEN SESSION

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

4. MINUTES OF THE MEETINGS

The Meeting due on the 21 March was cancelled so no minutes apply.

5. CIVIC CENTRE OPERATIONS

Finance Officer to verbally update Members over recent operations.

- a) **Civic Centre Income** – Members to note the flow charts and reports for the Civic Centres income.

6. ACCOUNTS

- a) **Outstanding Payments** - A list of FPI payments requiring authorisation. will be tabled. Previously signed cheques/ FPI Payments lists have been supplied. for Members to note. Members to note the FPI Fact Sheet supplied by the Finance. Officer
- b) **Financial Statements** – Members to note the income and expenditure reports between 1st March and 31st March 2024
- c) **Financial Summary** – Members to note the financial summary between 1st March and 31st March 2024

7. FINANCIAL MATTERS

- a) **NDP Expenditure** – Members to note the previously supplied spreadsheet for the Neighbourhood Plan expenditure.

8. CONFIDENTIAL MATTERS

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

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

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

- a) **Staff Wages** - Members to note the staff wages for March 2024 which were previously supplied.

- b) **Appointment of Deputy RFO** – Members to discuss and decide on the attached report.
- c) **Internal audit cost 24/25** – Member to note cost of the internal audit charges for 2024/25
- d) **Audit Report** – Members to note the official audit report that was carried out on 6th February 2024

P Gosling,
Paul Gosling
Finance Officer
12 April 2024

2022/23

Month	Unity	Bounds Oak	Lambertart	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
Total	£8,827.00	£5,303.00	£2,262.00	£1,046.00	£0.00	£0.00	£17,438.00

2023/24

Month	Unity	Bounds Oak	Lambertart	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	£5,931.27	£1,317.00	£2,147.80	£0.00	£734.35		£10,130.42
Total	£13,948.05	£7,056.50	£5,351.40	£8,332.99	£2,070.17	£0.00	£36,759.11

Month	Unity Hall	Bounds Oak	Lambertart	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	£1,144.00	£696.00	£603.80	£0.00	£379.60	£0.00	£2,823.40

£13,948.05	£7,056.50	£5,351.40	£8,333.98	£2,070.67	£0.00	£36,760.60
					Minus discount	£258.00
					Total	£36,502.60

Bulk Booking Discount
-£258.00

Total For 22/23
£17,438.00

Total For 22/23
£36,502.60

22/23 £17,438.00 APR-MAR
23/24 £36,502.60 APR-MAR

Rolling %

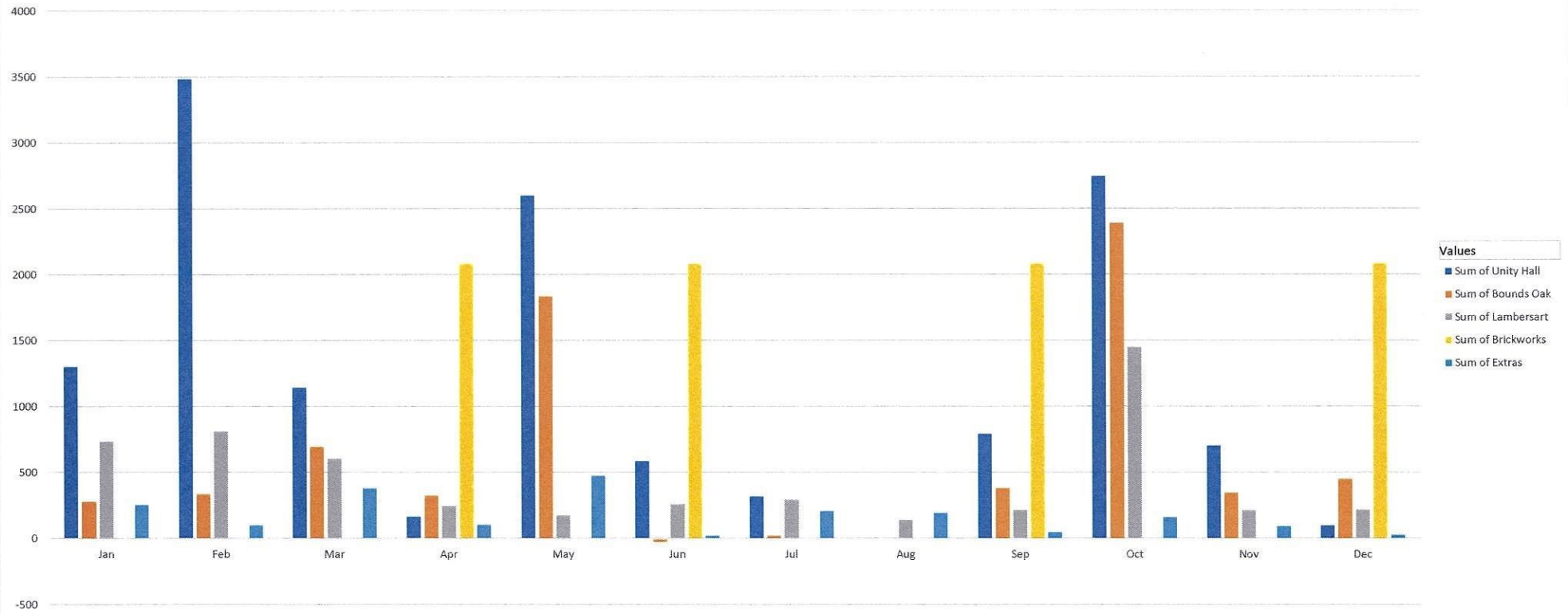
109.33%

With Applause

63.01%

Without Applause

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



Months (Month) Month

Sinking Fund Investment 2021/2022 Statement

Tenant	Amount	Total amount Held
St Andrews	£5,864.00	£5,864.00
NHS England	£16,666.00	£16,666.00
Day Lewis	£476.00	£476.00
TWYFC	£500.00	£500.00
KCC Libraries	£1,531.00	£1,531.00
STC	£9,890.00	£9,890.00
Total To Invest		£34,927.00

Sinking Fund Investment 2022/2023 Statement

Tenant	Amount 22/23	Total amount Held
St Andrews	£5,173.17	£11,037.17
NHS England	£15,953.73	£32,619.73
Day Lewis	£714.00	£1,190.00
TWYFC	£2,000.00	£2,500.00
KCC Libraries	£1,531.00	£3,062.00
STC	£9,890.00	£19,780.00
Total To Invest 22/23	£35,261.90	£70,188.90
		Total Holding
Interest on account 22/23	£451.67	£70,640.57
Spent On Maintenance As Documented	£2,424.30	£68,216.27
	Balance	£68,216.27

Sinking Fund Investment 2023/24 Statement

Tenant	Amount 23/24	Total amount Held
St Andrews	£5,864.00	£16,901.17
NHS England	£16,666.00	£49,285.73
Day Lewis	£714.00	£1,904.00
TWYFC	£2,000.00	£4,500.00
KCC Libraries	£1,531.00	£4,593.00
STC	£9,890.00	£29,670.00
Total To Invest 23/24	£36,665.00	£106,853.90
		Total Holding
Interest on account 23/24	£711.76	£108,017.33
Spent On Maintenance As Documented rolling	£2,424.30	£105,593.03
	Balance	£105,593.03

TK/OH

Southborough Town Council

Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Invoice
939	37717	£1,689.60	£281.60	£1,408.00	15/03/24	Edge Designs Ltd - Finance Software	37714
		£1,689.60	£281.60	£1,408.00		Edge Designs Ltd - Total	
940	98212	£420.00	£70.00	£350.00	15/03/24	JIK Software Limited - Job Adverts	98212
		£420.00	£70.00	£350.00		JIK Software Limited - Total	
945	900168723	£4,950.00	£0.00	£4,950.00	13/02/24	Kent County Council KCC - Commons Management	900186723
		£4,950.00	£0.00	£4,950.00		Kent County Council KCC - Total	
944	3337	£7,420.20	£1,236.70	£6,183.50	27/03/24	Ms A Eardley - NDP Works	0337
		£7,420.20	£1,236.70	£6,183.50		Ms A Eardley - Total	
941	543	£997.50	£166.25	£831.25	11/07/23	SKF Contractors Ltd - Pot Holes common	543
942	546	£1,017.74	£169.62	£848.12	11/07/23	SKF Contractors Ltd - Footpath Common common	545
943	550	£1,176.00	£196.00	£980.00	11/07/23	SKF Contractors Ltd - Ridgeway Footpath	550
		£3,191.24	£531.87	£2,659.37		SKF Contractors Ltd - Total	
Total		£17,671.04	£2,120.17	£15,550.87			

Signature



Signature

Date

27/03/24

Payment authorisation details

Printed 12 April 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	S K F CONTRACTORS (20-88-13, 30577189)	3 Invoices March	ASAP	£3,191.24	
2	ALISON EARDLEY (60-05-11, 87308878)	AEC0337	ASAP	£7,420.20	
3	KENT COUNTY COUNCI (60-60-08, 00100013)	900186723	ASAP	£4,950.00	
4	J I K SOFTWARE LIM (30-95-37, 02989000)	98212	ASAP	£420.00	
5	EDGE IT SYSTEMS LI (56-00-45, 39062473)	37714	ASAP	£1,689.60	

1st authoriser

Tracy L Kelly

27 Mar 2024

2nd authoriser

Dianne Hill

27 Mar 2024

Final status

Fully authorised

27 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 Invoice	Invoice	Details	Invoice
914	191098	£6,890.40	£1,148.40	£5,742.00	06/03/24	1st Ace Security - Balance for CCTV Pennington Park	191098
		£6,890.40	£1,148.40	£5,742.00		1st Ace Security - 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	£108.68	£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	£2,566.80	£427.80	£2,139.00	05/03/24	Baxall Construction Ltd - Brass Picture 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	Becci Address Design - NDP Website Update	200
		£25.00	£0.00	£25.00		Becci Address 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	£282.79	£47.13	£235.66	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
		£871.96	£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	£5,256.00	£876.00	£4,380.00	13/03/24 Swift Surfacing Ltd - Ridgeway foot path	10750
		£5,256.00	£876.00	£4,380.00	Swift Surfacing Ltd - Total	
913	133572	£40.80	£6.80	£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	
Total		£39,410.43	£6,183.33	£33,227.10		

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	
Total		£3,270.00	£545.00	£2,725.00		

Signature _____

Signature _____

Date

04/03/24

Payment authorisation details

Printed 14 March 2024

Southborough Town Council

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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 Poile

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	Invoice	Details	Invoice
883	589876	£78.04	£13.01	£65.03	12/01/24	BDR Tech - Phones	589876
894	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	£55.90	£0.00	£55.90	28/02/24	Cllr B Dury - Millage allowance	
		£55.90	£0.00	£55.90		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 Penshurst Ltd - New Fence Bungalow	440148
895	440297	£1,713.60	£285.60	£1,428.00	28/02/24	Pallet Handling Penshurst Ltd - Cemetery fence	440297
		£2,611.20	£435.20	£2,176.00		Pallet Handling Penshurst 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	26/02/24	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	£1,620.00	£8,100.00	12/02/24	Willis And Wright - New Toilet Doors	24024
		£9,720.00	£1,620.00	£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
Total		£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

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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

Dariel 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.

Received Income Transactions

Start of year 01/04/23.

received between 01/03/24 and 31/03/24.

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
FPI010324IV1	01/03/24	608	SCC444	£132.00	£22.00	£110.00	106/3	Involve Lambersart
FPI010324IB1	01/03/24	666	SCCSC052	£5.00	£0.83	£4.17	104	Replacement Fob
STR MAR 24	01/03/24	668		£32.40	£0.00	£32.40	200/3	Stripe Tennis courts
FPI040324NR	04/03/24	607	SCC445	£57.60	£9.60	£48.00	106/3	Neuro Rehabilitation Lambersart
FPI040324M1	04/03/24	673	SCC490	£156.00	£26.00	£130.00	106/2	Movement Bounds Oak
FPI050324NC	05/03/24	645	SCC477	£432.00	£72.00	£360.00	106/2	NCT (Charity) Bounds Oak
CC290224MB	05/03/24	661	STCCB476	£363.74	£0.00	£363.74	201/2	Interment
CC290224MP	06/03/24	649	SCC480	£124.40	£20.40	£104.00	106/1	Lambersart
FPI060324NR	06/03/24	657	SCC483	£46.08	£7.68	£38.40	106/3	Neuro Rehabilitation Lambersart
FPI060324ER	06/03/24	675	STCCB495	£536.39	£0.00	£536.39	201/2	E R Hickmott & Sons Interment
FPI060324ER	06/03/24	676	STCCB496	£1,604.35	£0.00	£1,604.35	201/2	E R Hickmott & Sons Interment
CC010324LC1	07/03/24	662	STCCB489	£2,745.30	£0.00	£2,745.30	201/2	Interment
FPI070324AP	07/03/24	664	STC3486	£79.20	£13.20	£66.00	106/1	Applause Unity Hall
FPI070324AP	07/03/24	665	STC3486	£12.00	£2.00	£10.00	106/6	Applause Extras
FPI080324IV2	08/03/24	640	SCC472	£158.40	£26.40	£132.00	106/1	Involve Unity Hall
FPI080324TW Council	08/03/24	654	STC482	£120.00	£20.00	£100.00	106/1	Tunbridge Wells Borough Deposit for hall hire.
FPI080324HP	08/03/24	658	STCCB484	£97.29	£0.00	£97.29	201/3	Henry Paul Funerals Interment
FPI080324IV1	08/03/24	667	SCC471	£158.40	£26.40	£132.00	106/1	Involve Unity Hall
FPI110324BM	11/03/24	682	STCCB494	£97.29	£0.00	£97.29	201/3	Burslem Memorials Memorial
FPI110324MY	11/03/24	683	SCC492	£16.50	£2.75	£13.75	106/3	Southborough Wheelers Lambersart
FPI120324DC	12/03/24	678	SCCA499	£2.77	£0.00	£2.77	203	Plot 93a Yew Tree
FPI130324DF	13/03/24	643	STCCB475	£1,444.64	£0.00	£1,444.64	201/2	Southborough Funeral Services Interment
FPI130324TG	13/03/24	648	SCC479	£124.80	£20.80	£104.00	106/3	Lambersart

Received Income Transactions

Start of year 01/04/23.

received between 01/03/24 and 31/03/24.

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
FPI130324MY	13/03/24	684	SCC492	£3.30	£0.55	£2.75	106/3	Southborough Wheelers	Lambersart
CC110324TAH	15/03/24	548	STCCB411	£65.00	£0.00	£65.00	201/4		Transfer of Rights
CHQ300167	19/03/24	679	STCCB497	£65.00	£0.00	£65.00	201/4		Transfer of Rights
CC150324TW	20/03/24	631	SCC465	£129.60	£21.60	£108.00	106/3	TW Counselling Centre	Lambersart
FPI200324BB	20/03/24	672	SCC491	£223.20	£37.20	£186.00	106/1	Broomhill Bank School	Unity Hall
FPI220324AP	22/03/24	685	STC501	£443.52	£73.92	£369.60	106/6	Applause	Bounds Oak
FPI220324BM	22/03/24	695	STCCB505	£164.56	£0.00	£164.56	201/3	Burslem Memorials	Memorial
UKSPF1	22/03/24	701		£44,762.54	£0.00	£44,762.54	208	UKSPF TWBC	Grant Money Field Works
FPI250324FC	25/03/24	670	STCCB493	£3,208.72	£0.00	£3,208.72	201/2	Francis Chappell & Sons	Interment
FPI250324BY	25/03/24	693	SCC508	£62.40	£10.40	£52.00	106/3	Being Yoga	Lambersart
FPI250324LO	25/03/24	698	SCC502	£508.80	£84.80	£424.00	106/1	The Lydian Orchestra	Unity Hall
FPI250324LO	25/03/24	699	SCC502	£211.20	£35.20	£176.00	106/2	The Lydian Orchestra	Bounds Oak
FPI250324LO	25/03/24	700	SCC502	£36.00	£6.00	£30.00	106/2	The Lydian Orchestra	Extras
rent MAR 24	26/03/24	702		£598.00	£0.00	£598.00	201/1		Rent
FPI270324NB	27/03/24	694	SCC507	£52.80	£8.80	£44.00	106/3	Neuro Rehabilitation	Lambersart
FPI OS MAR 24	27/03/24	703		£683.00	£0.00	£683.00	200/1		Rent
FPI280324NB	28/03/24	650	SCC481	£231.00	£38.50	£192.50	106/3	Involve	Lambersart
FPI280324BH	28/03/24	704	STCCB111	£375.55	£62.59	£312.96	204/2	Bright Horizons	Bin Store
Total				£60,370.74	£649.62	£59,721.12			

Paid Expenditure Transactions

Start of year 01/04/23.

paid between 01/03/24 and 31/03/24.

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
TRD MAR 24	01/03/24	930		£270.99	£45.16	£225.83	Trade UK	Tools 249/4
BG1 Mar 24	01/03/24	932		£33.70	£5.62	£28.08	British Gas	Home cover - 7112 253/1
D&G FEB 24	01/03/24	937		£19.99	£3.33	£16.66	D&G Appliance Plan	White goods Pennington 253/1
13959	04/03/24	898		£3,000.00	£500.00	£2,500.00	Black Forge Signs	Town Sign 18
KT16056	04/03/24	899		£270.00	£45.00	£225.00	Complete Weed Control	Weed Killer 249/2
CNSC1 FEB	05/03/24	900		£6.37	£1.06	£5.31	Lloyds Bank	Cardnet service charge invoice STCCB476 10/14
CNSC2 FEB	07/03/24	901		£48.04	£8.01	£40.03	Lloyds Bank	Cardnet service charge invoice STCCB489 10/14
BG5 MAR 24	07/03/24	931		£36.38	£6.06	£30.32	British Gas	Home cover - 7356 257/2
EDF6 MAR 24	11/03/24	933		£16.00	£0.76	£15.24	Edf Energy	Elec ST peter's Church - 420 258/3
EDF8 MAR 24	11/03/24	934		£127.00	£6.05	£120.95	Edf Energy	Elec Pavilion 161 253/4
CCM1 MAR 24	11/03/24	938		£13.20	£2.20	£11.00	Cooke Card Marketing Ltd	Fuel 30/1
LSC MAR 24	12/03/24	935		£50.70	£0.00	£50.70	Lloyds Bank	Service charges 108
63146	14/03/24	902		£252.92	£42.15	£210.77	Vaughtons	Community Medal 16
Clerk	14/03/24	903		£70.00	£0.00	£70.00	Mrs CJ Barrett	Clerk Full Council 1
200	14/03/24	904		£25.00	£0.00	£25.00	Becci Andrews Design	NDP Website Update 20/15
NDP4	14/03/24	905		£740.50	£0.00	£740.50	Jim Boot	NDP Consultant Grant Funded 20/15
W167587	14/03/24	906		£227.90	£37.98	£189.92	Kidman's Ltd	Tools Maintenance 249/4
W167566	14/03/24	907		£255.32	£42.55	£212.77	Kidman's Ltd	Tools Maintenance 249/4
W167545	14/03/24	908		£282.79	£47.13	£235.66	Kidman's Ltd	Tools Maintenance 249/4
W167532	14/03/24	909		£105.95	£17.66	£88.29	Kidman's Ltd	Tools Maintenance 249/4
209	14/03/24	910		£675.00	£0.00	£675.00	Mr M Hayden	Fm Works 45/14
133626	14/03/24	911		£6.11	£1.02	£5.09	Uniserve	IT Support 10/13
133573	14/03/24	912		£44.40	£7.40	£37.00	Uniserve	IT Support 10/13
133572	14/03/24	913		£40.80	£6.80	£34.00	Uniserve	IT Support 10/13
191098	14/03/24	914		£6,890.40	£1,148.40	£5,742.00	1st Ace Security	Balance for CCTV Pennington Park 18
9197	14/03/24	915		£91.43	£15.24	£76.19	Beechcroft Accountancy Services	Salaries 1
15/2024	14/03/24	916		£800.00	£0.00	£800.00	Wise Stonecraft	Grave Digging 257/11

Paid Expenditure Transactions

Start of year 01/04/23.

paid between 01/03/24 and 31/03/24.

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
7717	14/03/24	917		£12,917.88	£2,152.98	£10,764.90	Baxall Construction Ltd	service charges 45/1/1
7718	14/03/24	918		£724.50	£120.75	£603.75	Baxall Construction Ltd	Road hatching 45/1/2
7719	14/03/24	919		£652.06	£108.68	£543.38	Baxall Construction Ltd	Winter Gritting - Part Recharge 45/1/2
7720	14/03/24	920		£828.00	£138.00	£690.00	Baxall Construction Ltd	Evac Chair Training 20/6
7721	14/03/24	921		£2,566.80	£427.80	£2,139.00	Baxall Construction Ltd	Brass Picture Frame 18
7722	14/03/24	922		£979.80	£163.30	£816.50	Baxall Construction Ltd	Hanging Basket bracket design 45/1/2
7723	14/03/24	923		£122.20	£20.37	£101.83	Baxall Construction Ltd	External electric leads 45/1/2
7724	14/03/24	924		£2,383.73	£397.29	£1,986.44	Baxall Construction Ltd	Deep Clean of floors and seating 45/1/2
595110	14/03/24	925		£77.76	£12.96	£64.80	BDR Tech	Phones 15/10
KPS343149	14/03/24	926		£94.43	£15.74	£78.69	Kent County Council KCS	Printer 10/1
10750	14/03/24	927		£5,256.00	£876.00	£4,380.00	Swift Surfacing Ltd	Ridgewaye foot path 18
7725	14/03/24	928		£1,668.94	£278.16	£1,390.78	Baxall Construction Ltd	Outside Tap Grant Funded 45/1/2.
7726	14/03/24	929		£629.81	£104.97	£524.84	Baxall Construction Ltd	Dish Washer Repair 45/1/2
CNET MAR 24	14/03/24	936		£61.65	£10.28	£51.37	Lloyds Bank	Cardnet - service charge 108
CW7 MAR 24	18/03/24	950		£114.19	£0.00	£114.19	Castle Water SE	Water Depot To be recharged 40/4
LBBC MAR 24	18/03/24	953		£14.39	£2.40	£11.99	The Photo Id People	ID Card 10/4
LBBC MAR 24	18/03/24	954		£8.90	£1.48	£7.42	Tesco	Tea supplies for event - recharged 45/25
LBBC MAR 24	18/03/24	955		£26.00	£4.33	£21.67	Tesco	Tea supplies for event - recharged 45/25
LBBC MAR 24	18/03/24	956		£200.35	£24.39	£175.96	Brake Thru	Truck Repairs MOT 30/2
LBBC MAR 24	18/03/24	957		£201.24	£0.00	£201.24	Castle Water SE	Watter Allotments 250/2
LBBC MAR 24	18/03/24	958		£54.00	£0.00	£54.00	Brake Thru	MOT 30/2
LBBC MAR 24	18/03/24	959		£97.04	£16.17	£80.87	The Events Callender	Web-Site Add on 20/5
LBBC MAR 24	18/03/24	960		£9.00	£0.00	£9.00	Campaign Manager	Bulk email client 20/5
LBBC MAR 24	18/03/24	961		£19.00	£0.00	£19.00	Shutterstock	Subscription 20/5
LBBC Mar 24	18/03/24	962		£12.36	£2.06	£10.30	Microsoft	Office 365 FM Officer 20/5
LBBC MAR 24	18/03/24	963		£68.99	£11.50	£57.49	STC Amazon Account	Notice Board 10/4
CW1 Mar 24	19/03/24	951		£10.04	£0.00	£10.04	Castle Water SE	Water Pennington 253/5
BT MAR 24	20/03/24	952		£866.96	£144.49	£722.47	Bt Plc	One Bill 15/3

Paid Expenditure Transactions

Start of year 01/04/23.

paid between 01/03/24 and 31/03/24.

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
WP Mar 24	22/03/24	949		£1,778.20	£296.37	£1,481.83	Water Plus	Civic Water 45/23
STC Mar 24	25/03/24	946		£28,806.82	£0.00	£28,806.82	STC Salaries	Salaries 1
KCC MAR 24	25/03/24	947		£6,340.48	£0.00	£6,340.48	Kent County Council Superannuation Fund	KCC Superannuation 5
HMRC MAR 24	25/03/24	948		£2,720.08	£0.00	£2,720.08	Customs & Excise	National Insurance 2
SEFE1 MAR	25/03/24	964		£1,849.00	£308.17	£1,540.83	SEFE	Civic Gas 45/24
SEFE2 MAR	25/03/24	965		£232.46	£11.07	£221.39	SEFE	Cemetery 257/7
37717	28/03/24	939		£1,689.60	£281.60	£1,408.00	Edge Designs Ltd	Finance Software 20/5
98212	28/03/24	940		£420.00	£70.00	£350.00	JIK Software Limited	Job Adverts 10/3
543	28/03/24	941		£997.50	£166.25	£831.25	SKF Contractors Ltd	Potholes common 254/1
546	28/03/24	942		£1,017.74	£169.62	£848.12	SKF Contractors Ltd	Footpath Common 254/1
550	28/03/24	943		£1,176.00	£196.00	£980.00	SKF Contractors Ltd	Ridgeway Footpath 254/1
3337	28/03/24	944		£7,420.20	£1,236.70	£6,183.50	Ms A Eardley	NDP Works 20/15
900168723	28/03/24	945		£4,950.00	£0.00	£4,950.00	Kent County Council KCC	Commons Management 254/1
CW3 MAR 24	28/03/24	966		£662.85	£0.00	£662.85	Castle Water SE	Water Allotments 250/2
CW9 Mar 24	28/03/24	967		£5.00	£0.00	£5.00	Castle Water SE	Water Civic 45/8
CW10 MAR 24	28/03/24	968		£1,477.50	£0.00	£1,477.50	Castle Water SE	Water Allotments 250/2
RK Mar 24	28/03/24	969		£54.28	£9.05	£45.23	Rentokil	bins Pennington 10/9
V1 Mar 24	28/03/24	970		£2,504.59	£417.43	£2,087.16	Veolia UK Ltd	Waste removal 249/6
CW11 MAR 24	28/03/24	971		£94.50	£0.00	£94.50	Castle Water SE	Water Allotments 250/2
Total				£109,263.71	£10,185.94	£99,077.77		

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/03/24 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
Total	<u>£1,191,964.15</u>

RECEIPTS	Net	Vat	Gross
Finance & General Purposes	£979,818.59	£38,487.57	£1,018,306.16
Open Spaces & Environment Committee	£288,624.32	£3,705.14	£292,329.46
Total Receipts	<u>£1,268,442.91</u>	<u>£42,192.71</u>	<u>£1,310,635.62</u>

PAYMENTS	Net	Vat	Gross
Finance & General Purposes	£1,006,763.20	£86,535.86	£1,093,299.06
Open Spaces & Environment Committee	£145,137.71	£20,855.36	£165,993.07
Total Payments	<u>£1,151,900.91</u>	<u>£107,391.22</u>	<u>£1,259,292.13</u>

Closing Balances

Ordinary Accounts

Civic Sinking Fund Account	£68,861.84
Instant Access / Current Accounts	£132,033.46
Petty Cash	£95.80
	<u>£200,991.10</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>
Total	<u>£1,243,307.64</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

NDP Expenditure and Grants

Budget Net	Remaining Budget Net
£12,805.00	-£538.37

Date	Supplier	Invoice No	Description	Net	Vat	Gross	Rolling Balance	I&E
01 August 2023	STC		Money taken from reserves	£0.00	£0.00	£2,000.00	£2,000.00	In
24 August 2023	The Sticky Monkey	720	Posters and leaflets	£212.00	£42.40	£254.40	£1,788.00	Out
24 August 2023	Groundworks	NPG-13899	Grant Funding	£0.00	£0.00	£9,805.00	£11,593.00	In
05 October 2023	Jim Boot	So01	NDP Business Plan	£1,070.25	£0.00	£1,070.25	£10,522.75	Out
11 October 2023	Party Delights		Plactic Table Cloths	£42.93	£0.00	£42.93	£10,479.82	Out
11 October 2023	Becci Andrews Design	162	NDP Web Site	£541.12	£0.00	£541.12	£9,938.70	Out
26 October 2023	The Sticky Monkey		Posters and leaflets	£171.00	£34.20	£205.20	£9,767.70	Out
26 October 2023	St Matts Church		Hall Hire	£40.00	£0.00	£40.00	£9,727.70	Out
09 November 2023	The Sticky Monkey	775	Posters and leaflets	£98.00	£19.60	£117.60	£9,629.70	Out
07 December 2023	Ryman		A3 Printer Paper	£34.04	£6.81	£40.85	£9,588.85	Out
07 December 2023	The Sticky Monkey	798	Posters and leaflets	£86.20	£17.24	£103.44	£9,485.41	Out
05 February 2024	STC		Money From Reserves	£1,000.00	£0.00	£1,000.00	£10,485.41	In
31 January 2024	Jim Boot		NDP Business Plan	£1,440.50	£0.00	£1,440.50	-£538.37	Out
28 February 2024	Leaflets in Kent		Leaflet delivery	£667.43	£133.49	£800.92	£800.92	Out
29 February 2024	Brian Dury		Millage claim	£55.90	£0.00	£55.90	-£594.27	Out
29 February 2024	The Sticky Monkey	860	Posters and Leaflets	£600.00	£120.00	£720.00	-£268.62	Out
08 March 2024	Jim Boot		NDP Works	£740.50	£0.00	£740.50	-£1,010.25	Out
28 March 2024	Ms A E Eadley	337	NDP Works	£6,183.50	£1,236.70	£7,420.20	-£7,193.75	Out
				£12,983.37				

STC Fund	Grant Fund
£3,000.00	£9,805.00
Remaining	Remaining
-£268.62	-£269.75