

ARCHIVES AND REGALIA SUB COMMITTEE

Minutes of meeting held on Friday 16<sup>th</sup> November at 1pm in Councillors Room

Present: Cllrs. Pam Smith, Henry Edwards, Nikki Gooch and Jean Curteis

Apologies: Cllr Sue Ferguson

Note Taker: Cllr Jean Curteis

We have now received quotations from Fattorini for badges and the following decisions were made.

1. Deputy Mayor's Escort Badge  
Cat. No. B180925.14  
Standard size badge, wording to be amended to Town and Hundred complete with bar and Collarette - Bar to read "Deputy Mayor's Escort"  
  
1No. badge to be ordered @ £237.55
2. Past Mayor's Badge  
Cat. No. B180925.15  
Standard size badge, wording to be amended to Town & Hundred  
  
5No. badges to be ordered @ £237.55 each
3. Past Mayor's Escort Badge  
Size 34mm  
Badge wording Town & Hundred  
Bar to define "Mayoress" or "Mayor's Escort"  
  
3No. 34mm badges to be ordered @£233.16 each
4. Freeman of the Town Badges  
Size 34mm  
Badges – wording at the top to be Town and Hundred and at the base "Freeman"  
  
2No. 34mm badges to be ordered @£233.16 each

As per quotations received no die costs would be incurred if 5No. badges, same size, mixed wording were ordered.

The following points were also made:-

Deputy Mayor Escort badge – a log to be kept to sign in and out this badge at beginning and end of Term of office.

The Mayor Cllr. Pam Smith to speak to the Town Clerk to have a blue paper item at the next meeting of the Internal Committee on Badge & Lanyard use, an explanation and return of said items.

A small amount of progress has been made on the Archives exhibition.

Cllr. Nikki Gooch to make contact with Bruce Davis, Grandson of Alderman Mrs Edith Adams deceased past Mayor of Tenterden regarding original pictures and memorabilia relating to her. He has indicated that he is willing to allow these to be exhibited. Cllr Gooch will also ask if we will be permitted to copy these items to keep in our archives and possibly loan to the museum.

Cllr Gooch has also made contact with Caroline Hickmott Hazell who supplied a large amount of family/archive papers for the last exhibition.

After discussion it was also felt that it will be too much of a task to get this exhibition together for April and do it justice, so it will be postponed until later in the year.

Next Meeting: t.b.a.

**Internal Committee 14<sup>th</sup> January 2019**

**Hireable Spaces**

**Agenda Item 8**

Please see background paper below. The main changes to the web site proposed were deferred at the last Internal Committee meeting.

Item 4.4 below, however, was not considered and relates to an amendment to the web site to accommodate a feature on hireable spaces within Tenterden at a cost of £880.

The matter is referred again for consideration.

**Proposal: Item (iii) below to approve the development cost for the hireable venues addition to the Town Council's website at a cost of £880.00 plus VAT.**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder : None  
Impact on Bio-diversity : None  
Budgetary Impact : Moderate

## Internal Committee 10<sup>th</sup> December 2018

### Website Sub-committee

#### Agenda Item 8c

At the Internal Committee meeting on 12<sup>th</sup> November 2018, the minutes of the Website Sub-committee were **NOTED**. However, there were several recommendations contained in the minutes which required ratification by the Council. Please see the minutes below.

Minutes 4.2 and 4.4 of Website Sub-committee meeting on 29<sup>th</sup> October 2018:

- 4.2 CMS Upgrade/Website Design Refresh – as the website has been up and running for nearly two years, WebBox advised that it would be a good time to consider upgrading the CMS and refreshing the design. They suggest that both come hand in hand because a CMS upgrade would require extensive work, so it would not take much longer to refresh the design at the same time. They have, however, separated the costs below.

**CMS Upgrade – allowing for easier content entry and applying the latest security and speed patches: £2,475.00 plus VAT.**

**Website Design Refresh – this would include a fresh design to bring important pages to the 'front' and take on board the learnings over the past two years: £3,300.00 plus VAT.**

Members discussed the above proposals and agreed that the CMS upgrade should take place, and this would be recommended to the Internal Committee. Claire will find out from WebBox if it is a new platform or just an upgrade to existing platform. With regard to the website design refresh, it was agreed to delay this until the new Council year.\*

- 4.4 Town Venues/Hireable Spaces in Tenterden – Claire had discussed with WebBox ideas on where this new page would be situated on the website. It was suggested that the current 'Bookings' tab could be renamed to 'Hireable Venues' and there would be two options: Town Council Venues and Tenterden Venues. The Town Council Venues page would be as it is now, and the Tenterden Venues page would consist of:

- List of hireable spaces starting with Community venues first;
- An alphabet key which is linked between the venues and a map of Tenterden & St Michaels;
- A 'click here' tab for each venue which would take you to a pdf of the venue's basic details. Ken suggested there being a direct link to the venue's website if they have one.

**The development cost for the above would be £880.00 plus VAT.** Claire would upload the PDFs for each venue.

It was agreed that the above would be referred back to the Virtual Hub Focus Group for approval before going to the External Committee for ratification.

\* I have been in touch with WebBox and they have confirmed that the CMS upgrade would still be using our CMS, but it has been developed significantly since they last implemented our website. It is now even easier to use and has some new features such as drag and drop image uploads.

With regard to the website design refresh, WebBox would not recommend undertaking the CMS upgrade and website design refresh separately, as this would take longer than doing them at the same

time. As WebBox had stated above, "these come hand in hand", therefore it would be best to do this at the same time. The reason behind this is because they would need to re-build our website in order to upgrade the CMS (as there have been extensive changes to the CMS over the past few years) therefore it is cost effective to refresh the design at the same time.

I have also been in touch with all members of the Virtual Hub Focus Group and they have confirmed they are happy to proceed with the proposed layout on the Town Council's website for hireable venues.

- Proposal:**
- (i) to approve the CMS Upgrade at a cost of £2,475.00 plus VAT;**
  - (ii) to reconsider the website design refresh at a cost of £3,300.00 plus VAT;**
  - (iii) to approve the development cost for the hireable venues addition to the Town Council's website at a cost of £880.00 plus VAT.**

*C. Gilbert*

Claire Gilbert  
Deputy Town Clerk

Impact on Crime and Disorder : None  
Impact on Bio-diversity : None  
Budgetary Impact : Unbudgeted cost

# TENTERDEN TOWN COUNCIL

Town Hall, 24 High Street, Tenterden, Kent. TN30 6AN

Website: [www.tenterdentowncouncil.gov.uk](http://www.tenterdentowncouncil.gov.uk)  
Telephone: 01580 762271



Email: [townhall@tenterdentowncouncil.gov.uk](mailto:townhall@tenterdentowncouncil.gov.uk)  
Facsimile: 01580 765647

## **SUB-COMMITTEES MEETING SCHEDULE: FEB 2019 – MAY 2019**

<b>4<sup>th</sup> February 2019 (Mon)</b>	Christmas Lights – 4.00 pm	Mayor's Parlour
<b>6<sup>th</sup> February 2019 (Wed)</b>	Community Transport Scheme at 2.00 pm May Fayre at 6.00 pm	Mayor's Parlour Councillors Room
<b>13<sup>th</sup> February 2019 (Wed)</b>	Standing Orders & Financial Regs at 4.30 pm Staffing & Employment at 6.00 pm*	Mayor's Parlour
<b>15<sup>th</sup> February 2019 (Fri)</b>	Archives & Regalia at 1.00pm Friday Market at 2.30pm	Mayor's Parlour
<b>18<sup>th</sup> February 2019 (Mon)</b>	Project Overview & Section 106 at 5.30 pm	Mayor's Parlour
<b>19<sup>th</sup> February 2019 (Tue)</b>	Tent1 Steering Group at 2.00 pm*	Mayor's Parlour
<b>4<sup>th</sup> March 2019 (Mon)</b>	Donations at 5.00 pm* Website at 6.30 pm	Mayor's Parlour
<b>12<sup>th</sup> March 2019 (Tue)</b>	Tourism and Business & High Street Regeneration at 5.30 pm	Mayor's Parlour
<b>18<sup>th</sup> March 2019 (Mon)</b>	Caretaker Scheme Monitoring at 4.00 pm Kiln Field Reserve & Wildlife Venues at 5.30 pm	Mayor's Parlour
<b>20<sup>th</sup> March 2019 (Wed)</b>	Sports Review at 11.30 am* Community Transport Scheme at 2.00 pm	Mayor's Parlour
<b>25<sup>th</sup> March 2019 (Mon)</b>	Police Forum at 7.00 pm	Mayor's Parlour
<b>1<sup>st</sup> April 2019 (Mon)</b>	Public Engagement at 7.00 pm	Mayor's Parlour
<b>29<sup>th</sup> April 2019 (Mon)</b>	Youth Policy at 6.00 pm*	Mayor's Parlour

***MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND ALL THE ABOVE  
SUB-COMMITTEE MEETINGS, WITH THE EXCEPTION OF THOSE WITH \****

**Internal Committee 14<sup>th</sup> January 2019**

**Refurbishment of old CAB office**

**Agenda Item 10**

Ashford Advice (formerly CAB) will shortly vacate the smaller office off the foyer at the Town Hall.

The office is a useful lettable space and it will require office furniture and redecoration to make it suitable for this purpose.

All labour can be carried out by the maintenance team

**Proposal: That a budget should be allocated of up to £1200 for the refurbishment.**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder : None  
Impact on Bio-diversity : None  
Budgetary Impact : Moderate

Payments List - October to December 2018

Agenda Item 11a

<u>Transaction Detail</u>	<u>Date Paid</u>	<u>Amount (net)</u>	<u>Payee Name</u>	<u>Additional Information</u>
ABC Rates Market & Premises	01/10/2018	143.00	Ashford Borough Council	
Grenke Leasing-1/10/to31/12/18	03/10/2018	362.19	Grenke Leasing	
E.On-read on 18/09/18	03/10/2018	98.62	E.On	
Non-Domestic Rates	03/10/2018	1090.00	Ashford Borough Council	
Rates-Station Rd Toilets	03/10/2018	288.00	Ashford Borough Council	
CB Motors-Sept18 fuel	05/10/2018	307.62	CB Motors	
PHS Group	05/10/2018	125.20	PHS Group	
Kent IT Cloud server Oct18	05/10/2018	240.00	Kent IT Maintenance	
Tenterden Twilight-27/08-30/09	08/10/2018	3417.15	Tenterden Twilight - Laura	
Clague's-St.Rd New WC plans	08/10/2018	2360.26	Clague Architects	
Maylands-St. M. maint building	08/10/2018	1235.00	Maylands Consulting	
Richard Harvey-Sept 18 fee	08/10/2018	1056.00	Richard Harvey	
Garden Restaurant FolkF buffet	08/10/2018	540.00	The Garden Restaurant	
Lyreco -various supplies	08/10/2018	174.20	Lyreco UK LTD	
Intenterden-annual grant	09/10/2018	2500.00	Intenterden	
Smallhythe Cricket Club	09/10/2018	1584.00	Smallhythe Cricket club	
J Nelson- Eventbrite course	09/10/2018	224.95	Barclaycard	
stamps	09/10/2018	225.82	Barclaycard	
PPE clothing	09/10/2018	171.84	Barclaycard	
Cheltenham Mowers-Billygoat	09/10/2018	226.57	Barclaycard	
Roundup,compressor,signs	09/10/2018	367.10	Barclaycard	
The Tuesday's (part-payment)	10/10/2018	7975.10	Mainstage Ltd	
Webbs-sundries&mower	10/10/2018	438.22	Webbs Hardware	
Vitaplay-wetpour repairs St. M	11/10/2018	1388.00	Vitaplay	
Kent IT-New computer+setup	11/10/2018	570.00	Kent IT Maintenance	
Wicksteed-St. M's roundabout	11/10/2018	511.60	Wicksteed	
Right Guard-Folk Festival	11/10/2018	275.50	Right Guard Security	
St Michael's vandalism-repairs	11/10/2018	131.37	Stanley George Ltd.	
Mark Mealham-Fire Beacon	15/10/2018	1050.00	Mark Mealham	
TLC Bins 1/10/18	15/10/2018	105.00	Tenterden Leisure Centre Trust	
Photocopier charges	19/10/2018	433.27	Managed Technology Corporation	
Carers Support -Donations	22/10/2018	1000.00	Carers Support	

Payments List - October to December 2018

Burden Bros- Sep18	22/10/2018	246.65	Burden Bros Ltd
The Stone Shop-War Memorial	24/10/2018	900.00	The Stone Shop
Pinecove-Winter Baskets&Trough	24/10/2018	333.33	Pinecove Nursery
Wicksteed-Revolvea repair St. M	24/10/2018	1508.60	Wicksteed
1066 Archery Club	24/10/2018	1000.00	1066 Archery Club
CARM (Romney Marsh)	24/10/2018	1000.00	CARM
Beacon Signs -Lions&TTC	24/10/2018	747.00	Signs of the Times Ltd
The Wealden Group-advert x2wks	24/10/2018	429.00	The Wealden Group
JR Masefield-KMBRC	24/10/2018	264.00	JR Masefield
Proludic-Bearings for skyrider	24/10/2018	165.16	Proludic
Homeleigh-Rec. posts&fittings	24/10/2018	512.22	Homeleigh
P Haselup-annual gas service	24/10/2018	125.00	P Haselup Heating&Plumbing
LED Tractor /Trailer lights	24/10/2018	100.00	Alexander-Crosson P
NCLTN Membership	24/10/2018	100.00	National CLT Network
Lights4fun-Xmas lights	25/10/2018	4066.50	Lights4fun
RBL - wreaths&donation	26/10/2018	500.00	RBL Poppy Appeal
Phone&Broadband -Oct18	31/10/2018	180.59	Infinity Technology Solutions
ABC Rates- Friday Market	01/11/2018	143.00	Ashford Borough Council
Non-Town Hall Domestic Rates	03/11/2018	1090.00	Ashford Borough Council
Rates-Station Rd Toilets	03/11/2018	288.00	Ashford Borough Council
Tenterden Twilight Cleaning	05/11/2018	2791.17	Tenterden Twilight - Laura
Richard Harvey-invoice 4338	05/11/2018	1056.00	Richard Harvey
Air Quality Unit T.H. office	05/11/2018	730.28	Timberwise
Move sockets/wiring/PIR	05/11/2018	210.00	Electricare
Security for Rec. Beacon	05/11/2018	172.50	Right Guard Security
Robes- 3xwhite cotton gloves	05/11/2018	170.00	Michaels Civic Robes
Door supervisor-24.10&28.10.18	05/11/2018	123.25	Right Guard Security
Hedge Cutting - Groundscare	05/11/2018	2250.00	Groundscare
JCB hire for Rec. Grnd. posts	05/11/2018	315.00	Groundscare
Telehandler re Basket	05/11/2018	180.00	Groundscare
15x Road Closure signs	05/11/2018	210.00	Rother Valley Press
Kent IT - Cloud	05/11/2018	240.00	Kent IT Maintenance
T. Hall- Electric - reading 22/10/18	05/11/2018	149.20	E.On

Payments List - October to December 2018

T. Hall -Gas -reading 22/10/18	05/11/2018	139.49	E.On
Billygoat	07/11/2018	2999.99	E O Culverwell Ltd
Burden Bros-Aug18	07/11/2018	246.65	Burden Bros Ltd
Burden Bros- Oct18	07/11/2018	246.64	Burden Bros Ltd
Ground Control-Rec Design	08/11/2018	5214.00	Ground Control
The Tuesdays-bal of award	08/11/2018	4024.90	The Tuesdays
Rec. Toilets- 8/8/18 to 30/9/18	08/11/2018	278.32	NPower Electricity
Station Rd. Toilets-8/8/18 to 30/9/18	08/11/2018	157.34	NPower Electricity
Young's- Town Beacon Cobbles	08/11/2018	135.00	Young's
Call out for boiler repair	08/11/2018	100.00	Haselup Heating & Plumbing
CB Motors-Oct. Fuel	08/11/2018	278.80	CB Motors
Water leak - electric check	08/11/2018	150.00	Parsons electrical
business cards & clock cards	08/11/2018	105.13	Barclaycard
TLC bin hire 01/11/18	14/11/2018	105.00	Tenterden Leisure Centre Trust
Cancer Research	15/11/2018	100.00	Cancer Research
S Holland - 11/11/18 -Bagpiper	20/11/2018	220.00	S Holland
Photography - 25/10 & 11/11	20/11/2018	120.00	Ray Bridges Photography
Clagues-Station Rd Toilet- plans	20/11/2018	585.00	Clague Architects
Road Closure - 11/11/18	20/11/2018	507.15	Kent Events
Xmas Lights Service- booklets	20/11/2018	232.20	Homewood School
Tenterden Artists event	20/11/2018	186.88	Right Guard Security
PA - 11/11/18	20/11/2018	160.00	Station Media Services
GDPR - Cllr. training	20/11/2018	150.00	GDPR
Burden Bros - Oct 18	20/11/2018	246.65	Burden Bros Ltd
timber support / labour	21/11/2018	186.00	Mark Mealham
Twilight - 29/10 to 25/11/18	29/11/2018	2980.14	Tenterden Twilight - Laura
Kent Events - Xmas road close	29/11/2018	507.15	Kent Events
NALC - spring conf. x2	29/11/2018	420.00	NALC
Right Guard-Xmas Market	29/11/2018	264.50	Right Guard Security
My Mobility- TSH mini bus	30/11/2018	19000.00	My Mobility
Telehandler Hire	30/11/2018	350.00	Groundscare Ltd
Mini digger hire -post holes	30/11/2018	360.00	Groundscare Ltd
Phone&Broadband - Nov 18	30/11/2018	178.37	Infinity Technology Solutions

Delayed DDR claim

Payments List - October to December 2018

Xmas lights switch on -photos	01/12/2018	100.00	Ray Bridges
ABC Rates -Friday Market	01/12/2018	143.00	Ashford Borough Council
T. Hall Non-Domestic Rates	03/12/2018	1090.00	Ashford Borough Council
Rates-Station Rd Toilets	03/12/2018	288.00	Ashford Borough Council
T. Hall -E.On - reading 19/11/18	03/12/2018	223.92	E.On
T. Hall -E.On- read 19/11/18	03/12/2018	212.77	E.On
CS Mitchell -Xmas lights	05/12/2018	12248.32	CS Mitchell Ltd
Pear Mapping	05/12/2018	2000.00	Pear Mapping
Richard Harvey-Nov fee	05/12/2018	1056.00	Richard Harvey
Batcheller M'house-Westwell	05/12/2018	867.12	Batcheller Monkhouse
StationZ-PA Xmas lights	05/12/2018	150.00	StationZ
Pam Smith-Taxi fee to Margate	05/12/2018	100.00	Pam Smith
Refreshments	05/12/2018	285.00	Hush Heath Inn
Kent IT - Dec invoice	05/12/2018	240.00	Kent IT Maintenance
banner/traffic signs	10/12/2018	172.44	Barclaycard
concrete for Town Beacon post	10/12/2018	351.23	Barclaycard
trailer netting/posts	10/12/2018	279.64	Barclaycard
Town Hall - Annual Licence Fee	10/12/2018	180.00	Ashford Borough Council
Tenterden LCT- Bins Dec 18	14/12/2018	105.00	Tenterden Leisure Centre Trust
Pavilion-waste water May to Nov 18	18/12/2018	616.65	Business Stream-Scottish Water
CB Motors -Nov 18 fuel	19/12/2018	174.32	CB Motors
Destination Management Plan	19/12/2018	3000.00	Seren Welch
St. Road Toilets- Initial Hygiene	19/12/2018	347.32	Initial Systems Ltd
Rec. Toilets - Initial Hygiene	19/12/2018	272.32	Initial Systems Ltd
K&ESR - 11/11/2018	19/12/2018	246.33	Kent & East Sussex Railway
Right Guard - w/e 9/12/18	19/12/2018	210.25	Right Guard Security
Auto doors annual maintenance	19/12/2018	176.00	Record
HR Services Nov 18	19/12/2018	100.00	HR Services Partnership
Burden Bros- Nov invoice	20/12/2018	246.65	Burden Bros Ltd
Phone&Broadband - Dec18	31/12/2018	192.00	Infinity Technology Solutions

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2018

Month No: 9

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Internal</b>							
<b>100 Administration</b>							
1076 Precept	415,914	415,914	0			100.0%	
1077 Concurrent Function Grant	3,360	3,360	0			100.0%	
1078 Council Tax Support Grant	5,170	5,170	0			100.0%	
1090 Interest Received	37,022	35,000	(2,022)			105.8%	
1100 Grants/S106 Received	0	2,000	2,000			0.0%	
1110 Wayleaves & Licences	533	600	67			88.8%	
1900 Miscellaneous Income	10	0	(10)			0.0%	
<b>Administration :- Income</b>	<b>462,009</b>	<b>462,044</b>	<b>35</b>			<b>100.0%</b>	<b>0</b>
4000 Staff Costs	157,594	195,000	37,406		37,406	80.8%	
4005 Refreshments	480	600	120		120	80.1%	
4010 Gifts	489	200	(289)		(289)	244.6%	
4050 Insurance	13,195	13,000	(195)		(195)	101.5%	
4055 Councillor & Staff Training	3,404	4,000	596		596	85.1%	
4060 Advertising & Publicity	1,500	5,000	3,500		3,500	30.0%	
4065 Website	195	1,500	1,305		1,305	13.0%	
4070 Printing, Stationery, etc.	1,322	1,000	(322)		(322)	132.2%	
4075 Photocopier	2,218	2,000	(218)		(218)	110.9%	
4080 Telephone/Fax/Internet	1,657	2,000	343		343	82.9%	
4085 Postage	603	1,000	397		397	60.3%	
4090 Bank Charges	327	500	173		173	65.4%	
4095 Office Equipment & IT	9,206	4,000	(5,206)		(5,206)	230.2%	
4100 Subscriptions	2,303	2,000	(303)		(303)	115.1%	
4105 P.R. Consultancy	9,504	13,000	3,496		3,496	73.1%	
4115 GDPR Expenses	1,420	0	(1,420)		(1,420)	0.0%	
4120 Election Expenses	3,672	0	(3,672)		(3,672)	0.0%	
4150 Local Council Awards Scheme	0	500	500		500	0.0%	
4155 Participatory Budgeting	0	1,500	1,500		1,500	0.0%	
4160 Community Involvement	1,206	2,500	1,294		1,294	48.3%	
4165 Youth Projects	6,000	0	(6,000)		(6,000)	0.0%	
4900 Miscellaneous Expenditure	0	1,000	1,000		1,000	0.0%	
<b>Administration :- Indirect Expenditure</b>	<b>216,295</b>	<b>250,300</b>	<b>34,005</b>	<b>0</b>	<b>34,005</b>	<b>86.4%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>245,713</b>						
<b>110 Professional Fees</b>							
4205 Consultant/Architect/Surveyors	36,819	35,000	(1,819)		(1,819)	105.2%	
4210 Other Professional Fees	13,455	0	(13,455)		(13,455)	0.0%	
<b>Professional Fees :- Indirect Expenditure</b>	<b>50,274</b>	<b>35,000</b>	<b>(15,274)</b>	<b>0</b>	<b>(15,274)</b>	<b>143.6%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(50,274)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2018

Month No: 9

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>120 Civic</b>							
1260 Ticket Sales	75	0	(75)			0.0%	
<b>Civic :- Income</b>	<b>75</b>	<b>0</b>	<b>(75)</b>				<b>0</b>
4250 Robes & Uniforms	338	600	262		262	56.4%	
4255 Mayor's Sunday	1,609	2,000	391		391	80.4%	
4260 General Civic Exps & Events	3,911	1,000	(2,911)		(2,911)	391.1%	
4265 Mayoral Engagements	3,202	4,000	798		798	80.1%	
<b>Civic :- Indirect Expenditure</b>	<b>9,061</b>	<b>7,600</b>	<b>(1,461)</b>	<b>0</b>	<b>(1,461)</b>	<b>119.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(8,986)</b>						
<b>180 May Fayre</b>							
1180 May Fayre Income	995	0	(995)			0.0%	
<b>May Fayre :- Income</b>	<b>995</b>	<b>0</b>	<b>(995)</b>				<b>0</b>
4350 May Fayre Expenditure	1,308	0	(1,308)		(1,308)	0.0%	
<b>May Fayre :- Indirect Expenditure</b>	<b>1,308</b>	<b>0</b>	<b>(1,308)</b>	<b>0</b>	<b>(1,308)</b>		<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(313)</b>						
<b>200 Town Hall</b>							
1200 Lettings & Rental	8,526	15,000	6,474			56.8%	
1205 Wedding Income	2,520	4,500	1,980			56.0%	
<b>Town Hall :- Income</b>	<b>11,046</b>	<b>19,500</b>	<b>8,454</b>			<b>56.6%</b>	<b>0</b>
4450 Cleaning & Materials	6,339	12,000	5,661		5,661	52.8%	
4455 Repairs & Maintenance	13,924	8,000	(5,924)		(5,924)	174.0%	
4460 Rates	9,809	11,000	1,191		1,191	89.2%	
4465 Gas	1,965	3,500	1,535		1,535	56.1%	
4470 Electricity	2,019	3,000	981		981	67.3%	
4475 Water & Sewage	379	600	221		221	63.1%	
4480 Flower Boxes & Baskets	1,866	2,000	134		134	93.3%	
4485 Flags & Accessories	253	500	247		247	50.6%	
4490 Wedding Expenditure	436	1,000	564		564	43.6%	
4495 Security Cover	1,861	1,000	(861)		(861)	186.1%	
4500 Premises Expenses	475	500	25		25	95.0%	
4900 Miscellaneous Expenditure	36	0	(36)		(36)	0.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>39,362</b>	<b>43,100</b>	<b>3,738</b>	<b>0</b>	<b>3,738</b>	<b>91.3%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(28,316)</b>						

Detailed Income & Expenditure by Budget Heading 31/12/2018

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>210 Pavilion</b>							
1200 Lettings & Rental	2,619	3,000	381			87.3%	
Pavilion :- Income	<u>2,619</u>	<u>3,000</u>	<u>381</u>			<u>87.3%</u>	<u>0</u>
4450 Cleaning & Materials	208	0	(208)		(208)	0.0%	
4455 Repairs & Maintenance	1,141	2,000	859		859	57.0%	
4470 Electricity	559	600	41		41	93.2%	
4475 Water & Sewage	1,109	500	(609)		(609)	221.7%	
Pavilion :- Indirect Expenditure	<u>3,017</u>	<u>3,100</u>	<u>83</u>	<u>0</u>	<u>83</u>	<u>97.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(398)</u>						
<b>220 Storage Facility</b>							
4455 Repairs & Maintenance	1,089	1,000	(69)		(69)	106.9%	
4460 Rates	821	1,000	179		179	82.1%	
4470 Electricity	98	0	(98)		(98)	0.0%	
Storage Facility :- Indirect Expenditure	<u>1,987</u>	<u>2,000</u>	<u>13</u>	<u>0</u>	<u>13</u>	<u>99.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,987)</u>						
<b>230 Pebbles</b>							
1200 Lettings & Rental	26,438	35,300	8,863			74.9%	
Pebbles :- Income	<u>26,438</u>	<u>35,300</u>	<u>8,863</u>			<u>74.9%</u>	<u>0</u>
4455 Repairs & Maintenance	0	8,000	8,000		8,000	0.0%	
Pebbles :- Indirect Expenditure	<u>0</u>	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>8,000</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>26,438</u>						
<b>240 Public Toilets</b>							
1210 Public Toilets income	163	200	37			81.4%	
Public Toilets :- Income	<u>163</u>	<u>200</u>	<u>37</u>			<u>81.4%</u>	<u>0</u>
4600 Station Road Toilets	14,223	20,000	5,777		5,777	71.1%	
4605 Recreation Ground Toilets	15,943	20,000	4,057		4,057	79.7%	
4610 St Michaels Rec Ground Toilets	4,847	10,000	5,153		5,153	48.5%	
Public Toilets :- Indirect Expenditure	<u>35,013</u>	<u>50,000</u>	<u>14,987</u>	<u>0</u>	<u>14,987</u>	<u>70.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(34,850)</u>						
<b>260 General Public Buildings</b>							
4670 Defibrillator Costs	50	500	450		450	10.0%	
General Public Buildings :- Indirect Expenditure	<u>50</u>	<u>500</u>	<u>450</u>	<u>0</u>	<u>450</u>	<u>10.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(50)</u>						

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2018

Month No: 9

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Highways &amp; Amenities Internal</u>							
1300 Recreation Ground Income	6,125	7,500	1,375			81.7%	
1310 Football Pitch	0	200	200			0.0%	
1320 Tennis Courts	1,406	1,000	(406)			140.6%	
1330 Bowling Green	0	200	200			0.0%	
Highways & Amenities Internal :- Income	<u>7,531</u>	<u>8,900</u>	<u>1,369</u>			<u>84.6%</u>	<u>0</u>
4245 PPE & Clothing	422	1,000	578		578	42.2%	
4455 Repairs & Maintenance	874	0	(874)		(874)	0.0%	
4700 Vehicle/Mach. Repairs & Maint	1,182	900	(282)		(282)	131.3%	
4705 Vehicle/Mach. Purchases	823	1,000	177		177	82.3%	
4710 Fuel	662	200	(462)		(462)	330.9%	
4715 General Grounds Maintenance	5,463	6,000	537		537	91.0%	
4720 Vehicle Insurance	565	250	(315)		(315)	226.1%	
4725 Bench Expenditure	0	500	500		500	0.0%	
4730 Children's Play Areas	3,772	5,000	1,228		1,228	75.4%	
4735 Tools & Sundries	420	500	80		80	84.0%	
4740 Pest Control	0	300	300		300	0.0%	
4755 Trees	1,672	2,500	828		828	66.9%	
4760 Town Beacon	4,508	0	(4,508)		(4,508)	0.0%	
Highways & Amenities Internal :- Indirect Expenditure	<u>20,363</u>	<u>18,150</u>	<u>(2,213)</u>	<u>0</u>	<u>(2,213)</u>	<u>112.2%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(12,832)</u>						
Internal :- Income	<u>510,875</u>	<u>528,944</u>	<u>18,069</u>			<u>96.6%</u>	
Expenditure	<u>376,730</u>	<u>417,750</u>	<u>41,020</u>	<u>0</u>	<u>41,020</u>	<u>90.2%</u>	
Movement to/(from) Gen Reserve	<u>134,145</u>						
Grand Totals:- Income	<u>510,875</u>	<u>528,944</u>	<u>18,069</u>			<u>96.6%</u>	
Expenditure	<u>376,730</u>	<u>417,750</u>	<u>41,020</u>	<u>0</u>	<u>41,020</u>	<u>90.2%</u>	
Net Income over Expenditure	<u>134,145</u>	<u>111,194</u>	<u>(22,951)</u>				
Movement to/(from) Gen Reserve	<u>134,145</u>						

Date: 07/01/2019

Tenterden Town Council

Page 1

Time: 12:22

**Bank Reconciliation Statement as at 31/12/2018  
for Cashbook 1 - Current Bank Account**

User: JCM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 59308249	30/09/2018	812	138,332.57
			0.00
			138,332.57
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
07/11/2018 14543	Smallhythe Cricket Club		1,584.00
15/11/2018 14547	Cancer Research		100.00
05/12/2018 BACS	Hush Heath Inn		285.00
19/12/2018 14557	CB Motors		209.19
19/12/2018 14556	Webbs Hardware		65.10
			2,243.29
			136,089.28
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			0.00
			136,089.28
		<b>Balance per Cash Book is :-</b>	<b>136,089.28</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2018  
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander Savings - 41381306	02/10/2018		2,419,755.42
			0.00
			<u>2,419,755.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,419,755.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,419,755.42
		<b>Balance per Cash Book is :-</b>	<b>2,419,755.42</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2018  
for Cashbook 3 - Mayor's Charity Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity Acc - 96630485	05/06/2018	129	1,513.67
			<u>1,513.67</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
14/05/2018 000169 South East Coast Ambulance		1,513.67	
			<u>1,513.67</u>
			0.00
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2018  
for Cashbook 4 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2018		250.00
			<u>250.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			250.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			250.00
		<b>Balance per Cash Book is :-</b>	<b>250.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 31/12/2018  
for Cashbook 7 - Nationwide

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tenterden Town Council	31/03/2018	5	609,940.50
			<u>609,940.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			609,940.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			609,940.50
		Balance per Cash Book is :-	609,940.50
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/12/2018  
for Cashbook 6 - CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA	31/03/2018		0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00