

Internal Committee 5th June 2017
Standing Orders & Financial Regulations Sub-committee
Agenda Item 8a

This sub-committee used to fall under the remit of Finance and General Purposes committee and included Donations and Loans made by the Town Council.

Always a rather unusual division of duties, the sub-committees have now been split. This Internal Committee sub-committee will deal only with Standing Orders and Financial Regulations. A revised terms of reference document is attached for authorisation.

Proposal: That members should be elected to the new sub-committee under the new terms of reference.



Phil Burgess
Town Clerk

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

TENTERDEN TOWN COUNCIL - TERMS OF REFERENCE

Sub-Committee name:	Standing Orders and Financial Regulations Sub-Committee
Standing Committee:	Internal Committee
Membership and appointment:	<p>Membership is to comprise –</p> <p>(a) any Councillor appointed by the Internal Committee for the period of one year</p> <p>and</p> <p>(c) other Councillors and non-Councillors co-opted by the Sub-Committee for a period of up to one year</p> <p>The Sub-Committee must comprise no less than four Councillor members.</p>
Chairing:	The Sub-Committee shall elect its own chairman for individual meetings on the basis of a vote by the majority of Sub-Committee members in attendance
Frequency of meetings: and quorum:	<p>The Sub-Committee shall meet</p> <p>(a) as often as it deems appropriate to keep abreast of developments relating to its functions and delegated authority</p> <p>or</p> <p>(b) on the advice of the Standing Committee</p>
Quorum:	Half of the Councillor members with a minimum of 3 councillors.
Record of meetings:	<p>If a member of the administrative team is not present, a member of the Sub-Committee shall be appointed at each meeting of the Sub-Committee itself (by majority vote of the members of the Sub-Committee in attendance) to take the minutes of that meeting. Such minutes shall be made publicly available, unless</p> <p>(a) the information therein is of a commercially sensitive nature</p> <p>or</p> <p>(b) doing so would constitute a breach of data protection law</p> <p>Where the Sub-Committee is involved in meetings with third parties and no formal minutes are taken, a member of the Sub-Committee shall report to the Standing Committee on the discussion and the outcome of the meeting. The committee shall decide whether the whole or any part of any such report shall be treated as confidential</p>
Reporting mechanism:	The Sub-Committee shall report to the Committee as often and in such manner as the Sub-Committee deems appropriate in order to keep the Committee informed of progress, and also on request by the Committee. Such reports shall be publicly available unless the Committee or the Council decides otherwise under Standing Order 3d.

**Functions &
delegated authority:**

The role of the Sub-Committee is to –

- review the council's Standing Orders, Financial Regulations, Volunteer Policy and complaints procedure and the members' Code of Conduct ("the Procedural and Policy Documents") in the light of changes in legislation and circumstances
- recommend to the committee (for adoption by the council) any suitable changes to the Procedural and Policy Documents.

Date: 30/05/2017

Tenterden Town Council

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Cashbook 1

User: JCM

Current Bank Account

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/02/2017	Webbs Hardware	14318	174.15		29.02	4735	300	145.13	Maintenance Materials
16/02/2017	Pam Smith	BACS	400.00			4270	120	400.00	Refund Elvis 50's/60's night
24/02/2017	Autopay Wages	DD	10,472.40			4000	100	10,472.40	staff wages Feb 2017
27/02/2017	E.On	DD	249.38		41.56	4470	200	207.82	Electric, Town Hall
27/02/2017	E.On	DD	7.90		0.38	4470	250	7.52	Electric, Kiosk
27/02/2017	E.On	DD	447.00		74.50	4465	200	372.50	Gas, Town Hall
27/02/2017	Ashford Borough Council	DD	84.68			4715	300	84.68	Garage Rent
28/02/2017	Nat West Bank	CHARGES	47.92			4090	100	47.92	Bank Charges
28/02/2017	Infinity Integrated technologi	DD	155.56		25.93	4080	100	129.63	Phone and broadband
02/03/2017	Wallgate	BACS	5,682.51		947.09	4610	240	4,735.42	St. Michaels sanitaryware
02/03/2017	Maylands Consulting	BACS	4,095.00		682.50	4205	110	900.00	East Cross Garden work
						4205	110	2,512.50	East Cross Garden work
02/03/2017	KCC Pension fund	BACS	3,552.00			4000	100	3,552.00	Feb 17 Pensions
02/03/2017	Homeleigh	BACS	1,169.77		194.96	4610	240	974.81	Building supplies
02/03/2017	WS Parsons Ltd.	BACS	1,132.12		188.69	4455	200	943.43	Office lighting
02/03/2017	TreeCycle Tree Care	BACS	1,032.00		172.00	4715	300	860.00	Fell trees, St Ms Rec
02/03/2017	Laser	BACS	710.73		109.69	4600	240	230.16	Electricity procurement
						4605	240	300.81	Electricity procurement
						4610	240	70.07	Electricity procurement
02/03/2017	James Bourner	BACS	200.00			4205	110	200.00	Structural report
02/03/2017	APM Services	BACS	50.00		8.33	1200	200	41.67	Return of deposit
02/03/2017	Lyreco	BACS	43.20		7.20	4600	240	14.40	Toilet consumables
						4605	240	14.40	Toilet consumables
						4610	240	7.20	Toilet consumables
02/03/2017	New Romney Charity Account	BACS	6.00			4265	120	6.00	Intl Womens Day driver meal
02/03/2017	Croft Glass	14316	367.97		61.33	4715	300	306.64	Vine bus shelter glazing
02/03/2017	Kent Assoc of Local Councils	14315	72.00		12.00	4055	100	60.00	Energy seminar attendance
02/03/2017	HMRC	14314	2,251.91			4000	100	2,251.91	Feb tax & NI
02/03/2017	Swaines Clothing	14317	87.97		14.66	4250	120	73.31	Jeans and waterproofs
02/03/2017	Lord Mayor's Ball	14309	15.00			4265	120	15.00	Canterbury Town Sergeant meal
02/03/2017	TG Pollard	14311	75.00			4455	200	75.00	Signwrite boards
02/03/2017	T Jarvis	14308	250.00			4735	300	250.00	Whacker Plate compacter
02/03/2017	Webbs Hardware	14312	22.55		3.76	4735	300	18.79	Hardware
07/03/2017	Initial Systems Limited	BACS	21,000.00		3,500.00	4715	300	17,500.00	St Michaels access
07/03/2017	Sage Payroll	DD	33.60		5.60	4095	100	28.00	Monthly subscription
10/03/2017	Southern Water	DD	367.25			4600	240	367.25	Waste water Station Road
13/03/2017	Post Office Ltd	BARCLAY	55.00			4085	100	55.00	Stamps
13/03/2017	Amazon.co.uk	BARCLAY	4.33		0.72	4070	100	3.61	Wall planner
13/03/2017	Barclaycard	BARCLAY	32.00			4090	100	32.00	Card fee
15/03/2017	Southern Water	DD	93.89			4475	200	93.89	Town Hall waste water
15/03/2017	Southern Water	DD	133.35			4475	210	133.35	Waste water pavilion
15/03/2017	Southern Water	DD	762.34			4605	240	762.34	Waste water Tent Rec toilets
16/03/2017	KCS Supplies	DD	80.88		13.48	4455	210	34.70	Hand towels
						4070	100	32.70	Stationery

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Cashbook 1

User: JCM

Current Bank Account

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/03/2017	St Mildreds PCC	14319	300.00			4325	130	300.00	Annual Donation
16/03/2017	Heathcroft	14320	38.14		6.36	4450	200	31.78	Window Cleaning
16/03/2017	Southern Water	14321	34.11			4610	240	34.11	Waste water St Michaels
16/03/2017	WebBox	BACS	4,267.20		711.20	4065	100	3,556.00	Website Development
16/03/2017	Andy Gill LTD	BACS	3,120.00		520.00	4610	240	1,500.00	St Michaels toilet door
						4455	200	1,100.00	Repairing mistrals gallery sta
16/03/2017	Tenterden Twilight Commercial	BACS	1,662.52			4600	240	779.40	Toilet Cleaning Station Roa
						4455	210	103.72	Cleaning Pavilion
						4605	240	779.40	Toilet cleaning recreation gro
16/03/2017	Initial Washroom Hygiene	BACS	743.56		123.92	4600	240	347.32	Washroom Hygiene Station Road
						4605	240	272.32	Washroom Hygiene Recreation G
16/03/2017	Belhart Cleaning	BACS	728.50			4450	200	728.50	Town Hall Cleaning
16/03/2017	Clague Architects	BACS	710.40		118.40	4205	110	592.00	Architects consultancy fee
16/03/2017	Colonel Stephens Railway Enter	BACS	448.00		20.67	4270	120	427.33	Mayors Charity Cream Tea
16/03/2017	Burden Bros Ltd	BACS	353.99		58.99	4700	300	295.00	Gator Servicing
16/03/2017	Managed Technology Corporation	BACS	299.16		49.86	4075	100	249.30	Photocopier Service
16/03/2017	TLC	BACS	126.00		21.00	4715	300	105.00	Bin Hire
16/03/2017	Confabulate	BACS	120.00		20.00	4100	100	100.00	Subscription
16/03/2017	Start Engineering	BACS	114.00		19.00	4455	200	95.00	Service of buffer floor cleane
16/03/2017	Start Engineering	BACS	102.58		17.10	4455	200	85.48	Floor Cleaner
16/03/2017	Sevenoaks Mayor	BACS	110.00			4265	120	110.00	Chevening Luncheon
16/03/2017	Miss M Bath	BACS	100.00			1205	200	100.00	Refund of deposit
16/03/2017	Medway Mayor	BACS	98.00			4265	120	98.00	Civic Visit Chatham Docks
16/03/2017	Archant Community Media Ltd	BACS	94.50		15.75	4490	200	78.75	A Kentish Ceremony Mar17 issue
16/03/2017	Mayor of Margate Dinner	BACS	70.00			4265	120	70.00	Dinner & Cabaret
16/03/2017	Que	BACS	60.00			4065	100	60.00	Website Updates
16/03/2017	CB Motors	BACS	51.22		8.54	4710	300	42.68	Diesel
16/03/2017	Dover Town Council	BACS	40.00			4265	120	40.00	Tour of Fan Bay & Lighthouse
25/03/2017	Chubb Fire and safety	DD	40.39		6.73	4455	220	3.74	Fire extinguishers
						4455	200	24.31	Fire extinguishers
						4455	210	5.61	Fire extinguishers
31/03/2017	Infinity Integrated technologi	DD	155.56		25.93	4080	100	129.63	Telephones & broadband
31/03/2017	Infinity Integrated technologi	DD	155.20		25.87	4080	100	129.33	Telephone Rentals
Total Payments for Month			69,560.39	0.00	7,862.72			61,697.67	
Balance Carried Fwd			945,507.51						
Cashbook Totals			1,015,067.90	0.00	7,862.72			1,007,205.18	

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Cashbook 1

User: JCM

Current Bank Account

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
31/10/2016	E.On	DD	-10.80		-0.51	4500	200	-10.29	DD not claimed-meter read
01/03/2017	Mayor's Charity Account	14313	82.50			200		82.50	Transfer made by chq 14313
01/03/2017	Pam Smith	14313	82.50			4270	120	82.50	CHARITY DAY CENTRE
02/03/2017	HMRC	14314	-2,251.91			4000	100	-2,251.91	Error /Feb Tax & Nicollection
02/03/2017	HMRC	14314	3,494.51			4000	100	3,494.51	Feb Tax & NI
02/03/2017	Kent Assoc of Local Councils	14315	-72.00		-12.00	4055	100	-60.00	Kent Ass Cnl reversal Mar-Apr
02/03/2017	Kent Assoc of Local Councils	14315	72.00		12.00	4055	100	60.00	Energy seminar attendance
04/03/2017	secamb charity fund	000166	-1,539.85			4270	120	-1,539.85	charity don entered wrong mont
04/03/2017	secamb	000166	1,539.85			4270	120	1,539.85	input error
09/03/2017	Initial Systems Ltd	EBP	1,080.00		180.00	4715	300	900.00	St M's toilets site clearance
15/03/2017	Nat West Bank	BLN	13.20			4090	100	13.20	Bankline Charge
16/03/2017	St Mildreds PCC	14319	-300.00			4325	130	-300.00	St Mildreds reversal Mar to Ap
16/03/2017	Start Engineering	BACS	-102.58		-17.10	4455	200	-85.48	Start Engineering reversal
16/03/2017	St. Mildreds PCC	14319	300.00			4325	130	300.00	annual donation
16/03/2017	Heathcroft Cleaning	14320	-38.14		-6.36	4450	200	-31.78	window cleaning input error
16/03/2017	Heathcroft Cleaning	14320	38.14			4450	200	38.14	window cleaning correction
20/03/2017	Dover Town Council	BAC	-40.00			4265	120	-40.00	Rejected DR Entry Dover TC
20/03/2017	Managed Technology Corporation	EBP	299.16		49.86	4075	100	249.30	invoice paid X2 waiting refund
27/03/2017	Ashford Borough Council	DD	42.34			4715	300	42.34	Garage Store Rental- Chalk Ave
27/03/2017	Ashford Borough Council	DD	42.34			4715	300	42.34	Garage Store Rental- Chalk Ave
28/03/2017	E.On	DD	262.63		43.77	4470	200	218.86	Electricity 12.02- 14.03
28/03/2017	E.On	DD	457.43		76.24	4465	200	381.19	Gas-12.02-14.03
28/03/2017	E.On	DD	8.17		0.39	4470	220	7.78	period 12.02.17-27.02.17
30/03/2017	William Judge Trust	14323	985.50			1340	300	985.50	Allotment Receipts 2017
30/03/2017	Ramsgate Town Council	14322	60.00			4265	120	60.00	Civic Dinner Ramsgate
30/03/2017	Applause Rural Touring	BAC	120.00			4350	180	120.00	Tent May Fayre-Applause Rural
30/03/2017	Kent & East Sussex Railway	BACS	216.00		36.00	4610	240	180.00	St Michael's Skip 17.03.17
30/03/2017	Whitehead Monckton	BACS	453.60		75.60	4205	190	378.00	Tent1 dispursments re boundary
30/03/2017	M D Lawrence Electrical	BACS	466.45			4610	240	466.45	Electrical work Feb/Mar
30/03/2017	WS Parsons Ltd.	BACS	936.73		156.12	4600	240	780.61	Replace light 06.03.17
30/03/2017	NPower Electricity	BACS	1,040.93		160.65	4600	240	337.02	Electric 01.12.16-28.02.17
						4605	240	440.61	Electric 01.12.16-28.02.17
						4610	240	102.65	Electric 01.12.16-28.02.17
30/03/2017	Kent IT Maintenance	BACS	1,996.80		332.80	4095	100	1,664.00	12mths IT support 03.17-03.18
30/03/2017	Initial Systems Ltd	BACS	8,305.20		1,384.20	4610	240	6,921.00	entrance work interim pymt
30/03/2017	Ernest Doe & Sons Ltd	BACS	2,766.70		461.11	4705	300	2,305.59	trimmer/blower/hedge trimmer
30/03/2017	Phonophobia Productions	BACS	2,518.80		419.80	4455	200	2,099.00	PA System Installation
30/03/2017	Batcheller Monkhouse	BACS	2,224.52		370.75	4205	110	1,853.77	Sports Field Investigations
30/03/2017	Property Maintenance-D Hart	BACS	-420.00			4610	240	-420.00	Reversal March to April
30/03/2017	E.On	DD	-47.67		-2.27	4750	300	-45.40	E.On reversal March to April

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Tenterden Town Council

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Cashbook 1

User: JCM

Current Bank Account

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/03/2017	Simple Stationery	BACS	-11.99		-2.00	4070	100	-9.99	Simple Stationery- reversal Mar
30/03/2017	Infinity Technology Solutions	DD	-155.20		-25.87	4080	100	-129.33	infinity reversal March to Apr
30/03/2017	Infinity Technology Solutions	DD	-155.56		-25.92	4080	100	-129.64	infinity reversal Mar to Apr
30/03/2017	Batcheller Monkhouse	BACS	-2,224.52		-370.75	4205	110	-1,853.77	B Monkhouse reversal Mar to Apr
30/03/2017	Phonophobia Productions	BACS	-2,518.80		-419.80	4455	200	-2,099.00	Phonophobia reversal Mar to Apr
30/03/2017	Ernest Doe & Sons Ltd	BACS	-2,766.70		-461.11	4705	300	-2,305.59	Doe & Sons reversal Mar to Apr
30/03/2017	Initial Systems Ltd	BACS	-8,305.20		-1,384.20	4610	240	-6,921.00	Initial reversal Mar to April
30/03/2017	Kent IT Maintenance	BACS	-1,996.80		-332.80	4095	100	-1,664.00	Kent IT reversal Mar to Apr
30/03/2017	NPower Electricity	BACS	-1,040.93		-160.65	4610	240	-880.28	npower reversal Mar to Apr
30/03/2017	WS Parsons Ltd.	BACS	-936.73		-156.12	4600	240	-780.61	WS Parsons reversal Mar to Apr
30/03/2017	Whitehead Monckton	BACS	-453.60		-75.60	4205	190	-378.00	W'Head Monck reversal Mar to A
30/03/2017	Applause Rural Touring	BACS	-120.00			4350	180	-120.00	Applause reversal Mar to Apr
30/03/2017	William Judge Trust	14323	-985.50			1340	300	-985.50	14323 reversal March to April
30/03/2017	Heathcroft Cleaning	14320	-38.14			4450	200	-38.14	Heathcroft reversal Mar to Apr
30/03/2017	M D Lawrence Electrical	BACS	-466.45			4610	240	-466.45	MD Lawrence reversal Mar to Apr
30/03/2017	Kent & East Sussex Railway	BACS	-216.00		-36.00	4610	240	-180.00	Reversal March to April
30/03/2017	Mayor of Ramsgate	14322	-60.00			4265	120	-60.00	reversal Mayor of Ramsgate
30/03/2017	William Judge Trust	14323	985.50			1340	300	985.50	allotment receipts
30/03/2017	Heathcroft Cleaning	14320	38.14			4450	200	38.14	window cleaning
30/03/2017	Mayor of Ramsgate	14322	60.00			4265	120	60.00	civic dinner
31/03/2017	Infinity Technology Solutions	DD	155.20			4080	100	155.20	Phone & Broadband Mar 17
31/03/2017	Simple Stationery	BACS	11.99		2.00	4070	100	9.99	Paper 5XA4
31/03/2017	E.On	BACS	47.67		2.27	4750	300	45.40	Elec 01.03.2016-28.02.2017
31/03/2017	Nat West Bank	CHG	36.23			4090	100	36.23	Nat West CHG 4.02.17-03.03.17
31/03/2017	Autopay Wages	DD	10,193.71			4000	100	10,193.71	Salaries March 2017
31/03/2017	KCS Supplies	DD	148.38		24.73	4450	200	123.65	soap/cloths/toilet roll
31/03/2017	Property Maintenance-D Hart	BACS	420.00			4610	240	420.00	Plumbing St Michael's-15.03.17
31/03/2017	Nat West Bank	CHG	-10.00			4090	100	-10.00	Reversal of charge-not claimed
31/03/2017	Swaines Clothing	14252	-442.88		-73.81	4250	120	-369.07	Swaines closedown unprese chq
10/04/2017	HMRC	014327	3,089.79			4000	100	3,089.79	Form P32(2016) Tax month 12
10/04/2017	HMRC	014327	-3,089.79			4000	100	-3,089.79	Paye march 2017
19/04/2017	Initial Systems Ltd	BACS	15,200.40		2,533.40	4715	300	12,667.00	St Michael's footpath/bollards
19/04/2017	Initial Systems Ltd	BACS	-15,200.40		-2,533.40	4715	300	-12,667.00	St Michaels footpath/ bollarc

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Tenterden Town Council

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Cashbook 1

User: JCM

Current Bank Account

For Month No: 12

Total Payments for Month	14,274.87	0.00	225.42	14,049.45
Balance Carried Fwd	960,327.87			
Cashbook Totals	974,602.74	0.00	225.42	974,377.32

Date: 22/05/2017

Tenterden Town Council

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**Bank Reconciliation Statement as at 28/04/2017
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 59308249	28/04/2017	584	893,776.43
			893,776.43
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/04/2017 14322 Mayor of Ramsgate		60.00	
10/04/2017 014326 Kent Assoc of Local Councils		252.00	
27/04/2017 14332 CB Motors		114.72	
27/04/2017 14337 Ashford Borough Council		195.00	
27/04/2017 14339 Ashford Sea Cadets		200.00	
27/04/2017 14338 HMRC		3,047.49	
27/04/2017 14331 Alan Ames		525.00	
27/04/2017 14333 National Trust		168.75	
27/04/2017 14334 Webbs Hardware		29.15	
27/04/2017 14335 Rye Town Council		24.00	
27/04/2017 14336 Astra Trading		111.00	
27/04/2017 BACS Kent Pension Fund		2,980.22	
27/04/2017 BACS WPS Insurance		1,100.70	
27/04/2017 BACS Clague Architects		1,057.52	
27/04/2017 BACS Property Maintenance-D Hart		920.00	
27/04/2017 BACS Farleys Training Ltd		750.00	
27/04/2017 BACS Belhart Cleaning		705.25	
27/04/2017 BACS Rialtas Business Solutions		636.48	
27/04/2017 BACS NPower Electricity		363.32	
27/04/2017 BACS KM Media Group Ltd		316.80	
27/04/2017 BACS Record 247		204.00	
27/04/2017 BACS Kent & East Sussex Railway		134.40	
27/04/2017 BACS Astec Computing (UK) Ltd		130.80	
27/04/2017 BACS Mayor & Mayoress Tun' Wells		50.00	
27/04/2017 BACS Tenterden & District Museum		33.00	
27/04/2017 BACS Nice Neat		42.00	
27/04/2017 BACS Society of Local Council Clerk		250.00	
27/04/2017 BACS Society of Local Council Clerk		10.00	
27/04/2017 BACS E O Culverwell Ltd		60.50	
27/04/2017 BACS Potters Home Digital Ltd		55.00	
27/04/2017 BACS Start Engineering		102.58	
27/04/2017 BACS Stanley George Ltd.		670.27	
27/04/2017 BACS Stanley George Ltd.		970.83	
27/04/2017 BACS Ashford Borough Council		70.00	
			16,340.78
			877,435.65

Receipts not Banked/Cleared (Plus)

0.00

Date: 22/05/2017

Tenterden Town Council

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**Bank Reconciliation Statement as at 28/04/2017
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 59308249	28/04/2017	584	893,776.43
			893,776.43
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/04/2017 14322	Mayor of Ramsgate	60.00	
10/04/2017 014326	Kent Assoc of Local Councils	252.00	
27/04/2017 14332	CB Motors	114.72	
27/04/2017 14337	Ashford Borough Council	195.00	
27/04/2017 14339	Ashford Sea Cadets	200.00	
27/04/2017 14338	HMRC	3,047.49	
27/04/2017 14331	Alan Ames	525.00	
27/04/2017 14333	National Trust	168.75	
27/04/2017 14334	Webbs Hardware	29.15	
27/04/2017 14335	Rye Town Council	24.00	
27/04/2017 14336	Astra Trading	111.00	
27/04/2017 BACS	Kent Pension Fund	2,980.22	
27/04/2017 BACS	WPS Insurance	1,100.70	
27/04/2017 BACS	Clague Architects	1,057.52	
27/04/2017 BACS	Property Maintenance-D Hart	920.00	
27/04/2017 BACS	Farleys Training Ltd	750.00	
27/04/2017 BACS	Belhart Cleaning	705.25	
27/04/2017 BACS	Rialtas Business Solutions	636.48	
27/04/2017 BACS	NPower Electricity	363.32	
27/04/2017 BACS	KM Media Group Ltd	316.80	
27/04/2017 BACS	Record 247	204.00	
27/04/2017 BACS	Kent & East Sussex Railway	134.40	
27/04/2017 BACS	Astec Computing (UK) Ltd	130.80	
27/04/2017 BACS	Mayor & Mayoress Tun' Wells	50.00	
27/04/2017 BACS	Tenterden & District Museum	33.00	
27/04/2017 BACS	Nice Neat	42.00	
27/04/2017 BACS	Society of Local Council Clerk	250.00	
27/04/2017 BACS	Society of Local Council Clerk	10.00	
27/04/2017 BACS	E O Culverwell Ltd	60.50	
27/04/2017 BACS	Potters Home Digital Ltd	55.00	
27/04/2017 BACS	Start Engineering	102.58	
27/04/2017 BACS	Stanley George Ltd.	670.27	
27/04/2017 BACS	Stanley George Ltd.	970.83	
27/04/2017 BACS	Ashford Borough Council	70.00	
			16,340.78
			877,435.65

Receipts not Banked/Cleared (Plus)

0.00

Date: 22/05/2017

Tenterden Town Council

Page 2

Time: 11:27

Bank Reconciliation Statement as at 28/04/2017
for Cashbook 1 - Current Bank Account

User: JCM

	<u>Amount</u>	<u>Balances</u>
		0.00
		877,435.65
Balance per Cash Book is :-		877,435.64
Difference Excluding Adjustments is :-		0.01
<u>Adjustments to Reconciliation</u>		
16/05/2017 Barclaycar Error in VAT calculation	0.01	
		0.01
Unreconciled Difference is :-		<u>0.00</u>

Date: 22/05/2017

Tenterden Town Council

Page 1

Time: 16:15

User: JCM

Bank Reconciliation Statement as at 28/04/2017
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	31/03/2017		1,557,204.70
			<u>1,557,204.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,557,204.70
<u>Receipts not Banked/Cleared (Plus)</u>			
03/04/2017 Interest		4,138.36	
			<u>4,138.36</u>
			1,561,343.06
		Balance per Cash Book is :-	1,561,343.06
		Difference is :-	0.00

Date: 22/05/2017

Tenterden Town Council

Page 1

Time: 14:31

User: JCM

Bank Reconciliation Statement as at 05/05/2017
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	05/05/2017	121	3,428.34
			<u>3,428.34</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,428.34
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,428.34
		Balance per Cash Book is :-	3,428.34
		Difference is :-	0.00

Date: 30/05/2017

Tenterden Town Council

Page 1

Time: 09:59

User: JCM

Bank Reconciliation Statement as at 01/05/2017
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	31/03/2017		36.09
			<u>36.09</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
05/04/2017 338 Post Office Ltd		2.00	
06/04/2017 337 Waitrose		10.22	
			<u>12.22</u>
			23.87
<u>Receipts not Banked/Cleared (Plus)</u>			
21/04/2017 14328		86.13	
			<u>86.13</u>
			110.00
		Balance per Cash Book is :-	110.00
		Difference is :-	0.00

Date: 22/05/2017

Tenterden Town Council

Page 1

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User: JCM

Bank Reconciliation Statement as at 30/04/2017
for Cashbook 5 - Credit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	30/04/2016		0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Date: 22/05/2017

Tenterden Town Council

Page 1

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Bank Reconciliation Statement as at 30/04/2017
for Cashbook 6 - CCLA

User: JCM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA	31/03/2017		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

Date: 22/05/2017

Tenterden Town Council

Page 1

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User: JCM

Bank Reconciliation Statement as at 30/04/2017
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	30/11/2016		600,000.00
			<u>600,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			600,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			600,000.00
		Balance per Cash Book is :-	600,000.00
		Difference is :-	0.00

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration								
1076 Precept	0	368,093	368,093	0			100.0%	
1077 Concurrent Function Grant	0	3,360	3,360	0			100.0%	
1078 Council Tax Support Grant	0	5,250	5,250	0			100.0%	
1090 Interest Received	0	3,393	1,000	(2,393)			339.3%	
1100 Grants/S106 Received	0	9,955	0	(9,955)			0.0%	
1110 Wayleaves & Licences	1,664	1,803	0	(1,803)			0.0%	
1900 Miscellaneous Income	0	463	0	(463)			0.0%	
1990 Prior Year Adjustments	0	(7,205)	0	7,205			0.0%	
Administration :- Income	<u>1,664</u>	<u>385,113</u>	<u>377,703</u>	<u>(7,410)</u>			<u>102.0%</u>	<u>0</u>
4000 Staff Costs	14,535	175,571	167,000	(8,571)		(8,571)	105.1%	
4050 Insurance	0	13,071	10,000	(3,071)		(3,071)	130.7%	
4055 Councillor & Staff Training	0	3,519	3,000	(519)		(519)	117.3%	
4060 Advertising & Publicity	0	1,254	3,500	2,247		2,247	35.8%	
4065 Website	0	11,640	7,500	(4,140)		(4,140)	155.2%	4,140
4070 Printing, Stationery, etc.	0	1,035	1,000	(35)		(35)	103.5%	
4075 Photocopier	249	2,803	2,000	(803)		(803)	140.2%	
4080 Telephone/Fax/Internet	(130)	2,623	2,400	(223)		(223)	109.3%	
4085 Postage	2	675	800	125		125	84.4%	
4090 Bank Charges	39	869	500	(369)		(369)	173.8%	
4095 Office Equipment & IT	0	6,239	2,500	(3,739)		(3,739)	249.6%	
4100 Subscriptions	0	1,903	3,000	1,097		1,097	63.4%	
4150 Local Council Awards Scheme	0	0	500	500		500	0.0%	
4155 Participatory Budgeting	0	0	1,500	1,500		1,500	0.0%	
4160 Community Involvement	0	0	2,500	2,500		2,500	0.0%	
4165 Youth Projects	0	0	20,000	20,000		20,000	0.0%	
4330 Section 137 Payments	0	400	0	(400)		(400)	0.0%	
4455 Repairs & Maintenance	0	93	0	(93)		(93)	0.0%	
4850 CCLA PROPERTY FUND	750,000	750,000	0	(750,000)		(750,000)	0.0%	
4900 Miscellaneous Expenditure	49	2,203	300	(1,903)		(1,903)	734.4%	
Administration :- Indirect Expenditure	<u>764,745</u>	<u>973,898</u>	<u>228,000</u>	<u>(745,898)</u>	<u>0</u>	<u>(745,898)</u>	<u>427.1%</u>	<u>4,140</u>
Net Income over Expenditure	<u>(763,081)</u>	<u>(588,785)</u>	<u>149,703</u>	<u>738,488</u>				
6000 plus Transfers from EMR	4,140	4,140						
Movement to/(from) Gen Reserve	<u>(758,941)</u>	<u>(584,645)</u>						
110 Professional Fees								
4205 Consultant/Architect/Surveyors	0	18,454	35,000	16,546		16,546	52.7%	
4210 Other Professional Fees	0	4,644	0	(4,644)		(4,644)	0.0%	
Professional Fees :- Indirect Expenditure	<u>0</u>	<u>23,098</u>	<u>35,000</u>	<u>11,902</u>	<u>0</u>	<u>11,902</u>	<u>66.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(23,098)</u>						

Detailed Income & Expenditure by Budget Heading 31.03.2017

Month No: 12

Agenda Item 9c

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Civic								
1120 Mayors Charity Income	(11,004)	0	0	0			0.0%	
1200 Lettings & Rental	0	666	0	(666)			0.0%	
1261 QEII90 Income	0	158	0	(158)			0.0%	
Civic :- Income	(11,004)	824	0	(824)				0
4250 Robes & Uniforms	(369)	866	300	(566)		(566)	288.6%	
4255 Mayor's Sunday	0	1,568	1,500	(68)		(68)	104.5%	
4260 General Civic Exps & Events	0	1,201	1,000	(201)		(201)	120.1%	
4261 QEII90 Events	0	2,741	2,500	(241)		(241)	109.6%	
4265 Mayoral Engagements	20	1,704	3,000	1,296		1,296	56.8%	
4270 Mayors Charity Expenditure	(9,033)	1,861	0	(1,861)		(1,861)	0.0%	
4900 Miscellaneous Expenditure	0	48	0	(48)		(48)	0.0%	
Civic :- Indirect Expenditure	(9,382)	9,988	8,300	(1,688)	0	(1,688)	120.3%	0
Movement to/(from) Gen Reserve	(1,622)	(9,165)						
130 Events & Donations								
4305 Town Events	0	5,500	8,200	2,700		2,700	67.1%	
4320 Twinning	0	500	500	0		0	100.0%	
4325 Ad-hoc Donations	0	3,150	5,000	1,850		1,850	63.0%	
Events & Donations :- Indirect Expenditure	0	9,150	13,700	4,550	0	4,550	66.8%	0
Movement to/(from) Gen Reserve	0	(9,150)						
180 May Fayre								
1180 May Fayre Income	0	80	0	(80)			0.0%	
May Fayre :- Income	0	80	0	(80)				0
4350 May Fayre Expenditure	0	187	0	(187)		(187)	0.0%	
May Fayre :- Indirect Expenditure	0	187	0	(187)	0	(187)		0
Movement to/(from) Gen Reserve	0	(107)						
190 Capital Projects - Tent 1								
1190 Sale of Land	0	3,549,422	3,500,000	(49,422)			101.4%	
Capital Projects - Tent 1 :- Income	0	3,549,422	3,500,000	(49,422)			101.4%	0
4205 Consultant/Architect/Surveyors	0	45,000	250,000	205,000		205,000	18.0%	
4400 Projects	0	0	2,000,000	2,000,000		2,000,000	0.0%	
Capital Projects - Tent 1 :- Indirect Expenditure	0	45,000	2,250,000	2,205,000	0	2,205,000	2.0%	0
Movement to/(from) Gen Reserve	0	3,504,422						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Town Hall</u>								
1200 Lettings & Rental	440	19,964	11,000	(8,964)			181.5%	
1205 Wedding Income	530	5,039	3,500	(1,539)			144.0%	
Town Hall :- Income	<u>970</u>	<u>25,004</u>	<u>14,500</u>	<u>(10,504)</u>			<u>172.4%</u>	<u>0</u>
4450 Cleaning & Materials	131	9,906	13,000	3,094		3,094	76.2%	
4455 Repairs & Maintenance	(73)	11,194	5,000	(6,194)		(6,194)	223.9%	
4460 Rates	0	11,197	11,000	(197)		(197)	101.8%	
4465 Gas	381	2,761	4,500	1,739		1,739	61.4%	
4470 Electricity	219	2,125	3,000	875		875	70.8%	
4475 Water & Sewage	0	589	1,000	411		411	58.9%	
4480 Flower Boxes & Baskets	0	1,236	1,200	(36)		(36)	103.0%	
4485 Flags & Accessories	0	0	500	500		500	0.0%	
4490 Wedding Expenditure	0	556	1,200	644		644	46.3%	
4495 Security Cover	0	1,557	3,200	1,643		1,643	48.6%	
4500 Premises Expenses	(4)	307	1,000	693		693	30.7%	
4900 Miscellaneous Expenditure	0	17	0	(17)		(17)	0.0%	
Town Hall :- Indirect Expenditure	<u>654</u>	<u>41,444</u>	<u>44,600</u>	<u>3,156</u>	<u>0</u>	<u>3,156</u>	<u>92.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>317</u>	<u>(16,441)</u>						
<u>210 Pavilion</u>								
1200 Lettings & Rental	38	2,028	5,000	2,972			40.6%	
Pavilion :- Income	<u>38</u>	<u>2,028</u>	<u>5,000</u>	<u>2,972</u>			<u>40.6%</u>	<u>0</u>
4455 Repairs & Maintenance	0	3,639	2,500	(1,139)		(1,139)	145.6%	
4470 Electricity	0	707	500	(207)		(207)	141.5%	
4475 Water & Sewage	0	694	1,000	306		306	69.4%	
Pavilion :- Indirect Expenditure	<u>0</u>	<u>5,040</u>	<u>4,000</u>	<u>(1,040)</u>	<u>0</u>	<u>(1,040)</u>	<u>126.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>38</u>	<u>(3,012)</u>						
<u>220 Storage Facility</u>								
4455 Repairs & Maintenance	0	42	500	458		458	8.5%	
4460 Rates	0	0	750	750		750	0.0%	
4470 Electricity	8	39	0	(39)		(39)	0.0%	
4500 Premises Expenses	0	63	250	187		187	25.2%	
4900 Miscellaneous Expenditure	0	71	0	(71)		(71)	0.0%	
Storage Facility :- Indirect Expenditure	<u>8</u>	<u>216</u>	<u>1,500</u>	<u>1,284</u>	<u>0</u>	<u>1,284</u>	<u>14.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(8)</u>	<u>(216)</u>						

Detailed Income & Expenditure by Budget Heading 31.03.2017

Month No: 12

Agenda Item 9c

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>230 Pebbles</u>								
1200 Lettings & Rental	0	36,425	35,300	(1,125)			103.2%	
Pebbles :- Income	0	36,425	35,300	(1,125)			103.2%	0
4455 Repairs & Maintenance	0	0	8,000	8,000		8,000	0.0%	
Pebbles :- Indirect Expenditure	0	0	8,000	8,000	0	8,000	0.0%	0
Movement to/(from) Gen Reserve	0	36,425						
<u>240 Public Toilets</u>								
1210 Public Toilets income	0	23	0	(23)			0.0%	
Public Toilets :- Income	0	23	0	(23)				0
4600 Station Road Toilets	(10)	19,537	20,000	463		463	97.7%	
4605 Recreation Ground Toilets	(1,762)	20,673	20,000	(673)		(673)	103.4%	
4610 St Michaels Rec Ground Toilets	(778)	23,784	10,000	(13,784)		(13,784)	237.8%	
Public Toilets :- Indirect Expenditure	(2,549)	63,994	50,000	(13,994)	0	(13,994)	128.0%	0
Movement to/(from) Gen Reserve	2,549	(63,971)						
<u>250 Kiosk</u>								
4470 Electricity	0	92	0	(92)		(92)	0.0%	
Kiosk :- Indirect Expenditure	0	92	0	(92)	0	(92)		0
Movement to/(from) Gen Reserve	0	(92)						
<u>260 General Public Buildings</u>								
4670 Defibrillator Costs	0	358	200	(158)		(158)	179.0%	
General Public Buildings :- Indirect Expenditure	0	358	200	(158)	0	(158)	179.0%	0
Movement to/(from) Gen Reserve	0	(358)						
<u>300 Highways & Amenities</u>								
1300 Recreation Ground Income	0	6,250	6,000	(250)			104.2%	
1310 Football Pitch	0	216	1,000	784			21.6%	
1320 Tennis Courts	800	360	2,000	1,640			18.0%	
1330 Bowling Green	0	367	250	(117)			146.7%	
1340 Allotment Income	(356)	140	150	11			93.0%	
1380 Bench Donations	355	2,860	0	(2,860)			0.0%	
1900 Miscellaneous Income	0	1,500	0	(1,500)			0.0%	
Highways & Amenities :- Income	799	11,693	9,400	(2,293)			124.4%	0
4700 Vehicle/Mach. Repairs & Maint	0	2,046	3,000	954		954	68.2%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4705 Vehicle/Mach. Purchases	0	20,405	5,000	(15,405)		(15,405)	408.1%	2,767
4710 Fuel	0	1,073	1,750	677		677	61.3%	
4715 General Grounds Maintenance	14,452	55,143	18,000	(37,143)		(37,143)	306.3%	28,000
4720 Vehicle Insurance	0	0	700	700		700	0.0%	
4725 Bench Expenditure	0	1,241	1,000	(241)		(241)	124.1%	
4735 Tools & Sundries	0	4,146	3,000	(1,146)		(1,146)	138.2%	
4750 Christmas Lights	0	5,111	3,500	(1,611)		(1,611)	146.0%	
Highways & Amenities :- Indirect Expenditure	14,452	89,165	35,950	(53,215)	0	(53,215)	248.0%	30,767
Net Income over Expenditure	(13,652)	(77,473)	(26,550)	50,923				
6000 plus Transfers from EMR	30,767	30,767						
Movement to/(from) Gen Reserve	17,114	(46,706)						
<u>310 Caretaker Scheme</u>								
1270 ABC Capital Income	15,000	15,000	0	(15,000)			0.0%	15,000
1275 ABC Revenue Income	9,532	9,532	0	(9,532)			0.0%	
1285 KCC Revenue Income	2,137	2,137	0	(2,137)			0.0%	
Caretaker Scheme :- Income	26,669	26,669	0	(26,669)				15,000
6001 plus Transfers to EMR	15,000	15,000						
6001 less Transfers to EMR	15,000	15,000						
Movement to/(from) Gen Reserve	11,669	11,669						
<u>400 Tourism & Business</u>								
4800 Tourism & Business	0	0	5,000	5,000		5,000	0.0%	
Tourism & Business :- Indirect Expenditure	0	0	5,000	5,000	0	5,000		0
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	19,136	4,037,279	3,941,903	(95,376)			102.4%	
Expenditure	767,928	1,261,631	2,684,250	1,422,619	0	1,422,619	47.0%	
Net Income over Expenditure	(748,791)	2,775,647	1,257,653	(1,517,994)				
plus Transfers from EMR	34,907	34,907						
less Transfers to EMR	15,000	15,000						
Movement to/(from) Gen Reserve	(728,884)	2,795,554						

31st March 2016

31st March 2017

	Current Assets	
0	Debtors	708
0	VAT Control Account	23,012
0	Prepayments	630
0	Current Bank Account	960,328
0	Savings Account	1,557,205
0	Mayor's Charity Account	1,540
0	Petty Cash	36
0	Nationwide	600,000
0		3,143,459
0	Total Assets	3,143,459
	Current Liabilities	
0	Accruals	15,757
0	Mayor's Charity Creditor PS	3,428
0		19,185
0	Total Assets Less Current Liabilities	3,124,273
	Represented By	
0	Capital Receipts Reserve	2,799,422
0	General Reserves	140,945
0	EMR Training - staff and counc	4,000
0	EMR Salaries	4,000
0	EMR Uniform - staff and counc	3,000
0	EMR Civic Reception/Events	1,000
0	EMR Donations Surplus	2,850
0	EMR Sports Pavilion	18,805
0	EMR Storage facility	1,570
0	EMR Pebbles Conservation	18,500
0	EMR Toilets	80,000
0	EMR Caretakers Scheme	12,233
0	EMR Website re-design	5,860
0	EMR War Memorial	550
0	EMR Playground Maintenance	30,538
0	EMR Cycle Stands	1,000
0		3,124,273

Printed on : 12/05/2017

Tenterden Town Council

At: 16:30

Balance Sheet as at 31st March 2017

31st March 2016

31st March 2017

The above statement represents fairly the financial position of the authority as at 31st March 2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date: _____

Signed :
Responsible
Financial
Officer

Date: _____

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of

smaller authority here:

Tenterden Town Council

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

Tenterden Town Council

	Year ending		Notes and guidance
	31 March 2016 <i>Restated</i>	31 March 2017 £	
1. Balances brought forward	382351	348626	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	303177	368093	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	117385	3669186	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	149972	175571	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	304315	1086061	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	348626	3124273	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	325782	3119109	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4390904	5160164	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

22/5/17

I confirm that these accounting statements were approved by this smaller authority on:



and recorded as minute reference:



Signed by Chair at meeting where approval is given:



Internal Committee 5th June 2017
Annual Town Meeting Format
Agenda Item 12

Following the Annual Town Meeting, various points were raised regarding potential improvements to the format, procedure and timing of the meeting in order to attract more participation from members of the public.

Publicity

Publicity should be increased. Suggestions include:

- Press release rather than advertisement
- Banner on the recreation ground railings
- A-Board outside the Town Hall for several days before the event
- Outside organisations to be notified at least 1 month in advance (3 months for police)

Layout of the Meeting

Our current layout using a dais for the Mayor and Town Clerk has now been used for two years. Prior to that the Mayor would address the meeting from the stage. The third format tried in recent years used a layout with all councillors seated along the fireplace wall.

I have no experience of the latter format but feel that the format we use at present blends approachability with visibility and the mayor does not seem separated from the audience. Individual councillors can be consulted from the side seating.

Questions

It has been the procedure in the last two meetings for questions to be answered by either the Mayor or the Town Clerk. Written questions prior to the meeting would easily be allocated to certain members to answer. However, almost all questions are impromptu on the night.

If councillors would prefer to answer questions we could perhaps trial a system where councillors raised their hands to answer & if no-one raised their hand the question would be fielded by the Clerk or Mayor.

Date of Meeting

The last meeting clashed with the Easter fortnight (it was held on the Monday of the week containing Good Friday). Cllr Edwards has suggested holding the meeting in the new council year, which would then be hosted by the new Mayor.

Proposals:

- 1. Publicity should be increased as above – with any other suggestions for improvements considered.**
- 2. That the current layout should be maintained.**
- 3. Councillors should raise their hand if they are prepared to answer a question, otherwise these should be addressed by either the Mayor or the Town Clerk.**
- 4. All bank holiday weeks should be avoided. Councillors should decide whether a move from the currently suggested date of 14th May 2018 is required.**



Phil Burgess
Town Clerk

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

Internal Committee 5th June 2017
Station Rd Toilets – Proposed Improvements
Agenda Item 13

I have attached the latest proposals for the Station Rd toilets. These drawings were in response to a request based on minute 2816 of Public Buildings committee to extend the first floor over the walkway (north), bin store (east) and scrub area (south).

If the proposals are to be pursued, a measured survey will be required to ensure that the roof design will accommodate the head height required for the stairs.

Two quotes have been received at £1995 and £750.

Proposals: That a measured survey should be carried out and the final plans referred back to council before the planning application goes ahead.



Phil Burgess

Town Clerk

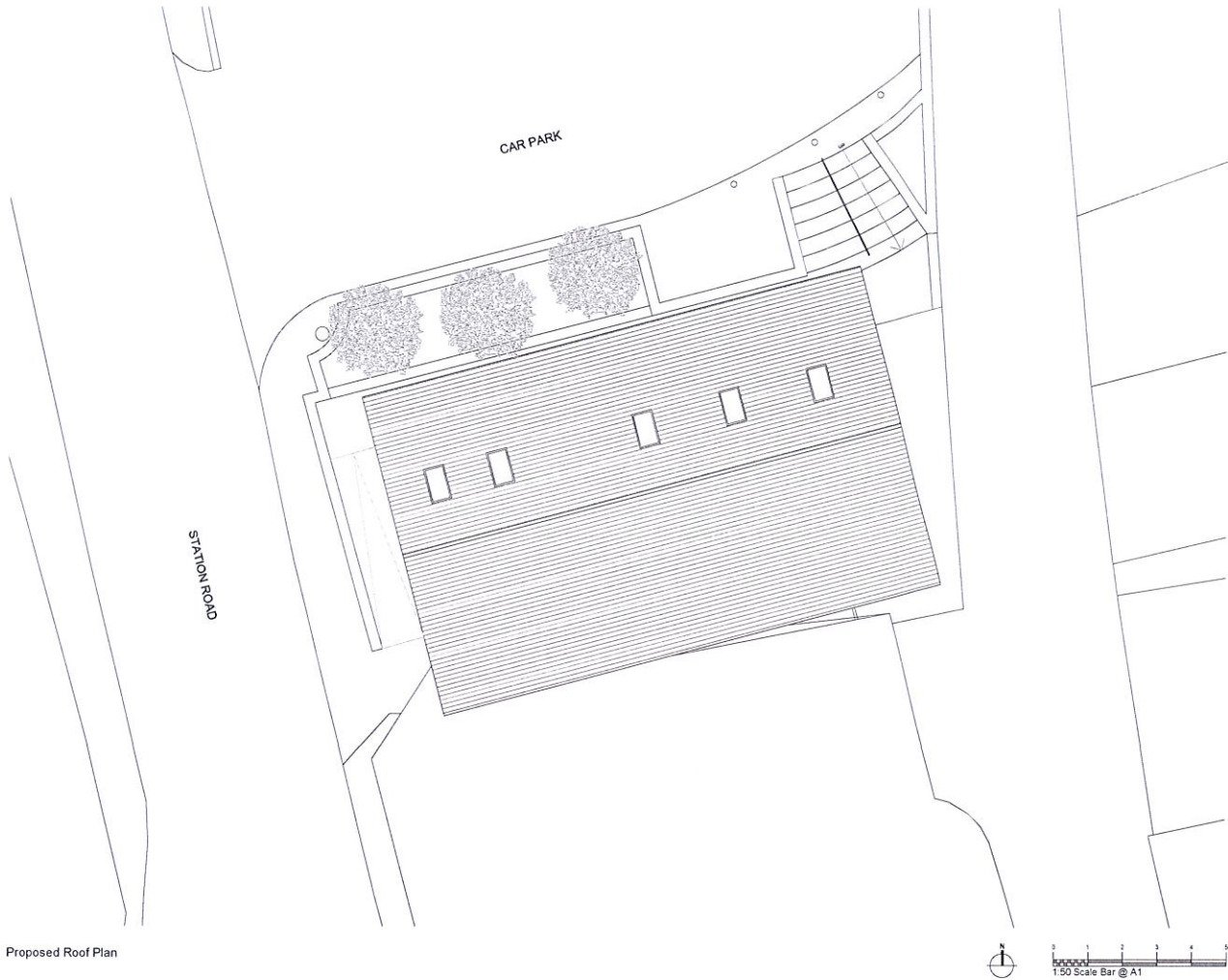
Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Low in comparison with the project as a whole



STATION ROAD

Ordering Number	Design
21883C/102	A





Proposed Roof Plan

NOTES
 1. All dimensions are in millimetres unless otherwise stated.
 2. All dimensions are to the centre of the wall unless otherwise stated.
 3. All dimensions are to the centre of the wall unless otherwise stated.
 4. All dimensions are to the centre of the wall unless otherwise stated.
 5. All dimensions are to the centre of the wall unless otherwise stated.
 6. All dimensions are to the centre of the wall unless otherwise stated.
 7. All dimensions are to the centre of the wall unless otherwise stated.
 8. All dimensions are to the centre of the wall unless otherwise stated.
 9. All dimensions are to the centre of the wall unless otherwise stated.
 10. All dimensions are to the centre of the wall unless otherwise stated.

Rev	Date	Description
1	10/05/2017	Issue for construction

Project Title
 Tenterden Town Council
 Tenterden Town Hall
 24 High Street
 Kent
 TN30 6AN

Design Description
 Conversion of public toilets into unisex public toilets and office space

Roof Plan

Scale	Drawn by
1:50 @ A1 / 1:100 @ A3/B3	JK
Date	Drawn by
May 2017	JK

CLAGUE ARCHITECTS

45 Burgin Chambers
 11 Kingsway Court, Lutter Road
 Harpenden, Hertfordshire AL5 2JL
 4th Floor, 80 Chesham Road
 London EC1A 3BB

0207 742206
 01842 788102
 0203 587811

CATERBURGH LONDON HARPENDEN

Drawn by: 21883C/103
 Project: A

Internal Committee 5th June 2017

Tablet for maintenance staff

Agenda Item 14

The new caretaker scheme requires the maintenance staff to carry around 12 sheets of A3 paper to identify the new areas to be mown. These are both impractical and cumbersome.

The ability of a tablet to zoom in on the maintenance maps would allow the staff faster reference access to the areas requiring attention. This device would be far more easily portable than paper.

In addition, the site manager e-mail is currently out of use as the original desktop computer is not in use. The tablet would allow communication by e-mail and access to the office calendar.

The tablet would not be brought into use until adequate physical security is in place. The tablet will be fully waterproof

These devices are very expensive (Ranging from £700-£2500 depending on operating system and features).

The best buy apparently is:

Conker NS10 - £707.00 exc. Vat

10" Rugged Windows Tablets (IP65 rated=fully waterproof)

Windows 10 Home operating system.

32 ram, 32 gig memory, GPS & Wifi, 3G

(Can be bought on a 30day trial. If returned after 30days in A1 condition get 80% money back)

I would, however, suggest a budget of £1500 should be agreed to enable the administration team to select a sturdier version and better known make if appropriate. The choice of tablet will be discussed with our software support contractor prior to purchase.

Two tablets were originally requested by the Site Manager in order to serve 2 x 2-man teams, but I would prefer to buy and trial the first extensively before we buy the second unit.

Note this has also been referred to the External Committee.

Proposal: That a single tablet should be purchased initially with a maximum budget of £1500



Phil Burgess
Town Clerk

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

Internal Committee 5th June 2017
Maintenance staff – assistance to May Fayre Committee
Agenda Item 15

Cllr Edwards has decided to retire from the committee after giving service to this event since its inception. His contribution has been invaluable and involved a lot of heavy work on the day and in the lead-up to the event.

A publicity campaign will be arranged by the May Fayre committee to invite volunteer assistance but it is likely that help will be required from the Maintenance Team.

This would have the additional advantage of ensuring that all the necessary keys to storage were available on the day.

Proposal: That the maintenance team should be made available to the May Fayre committee to assist with set-up and take-down



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Additional Overtime

Internal Committee 5th June 2017
Civic service - Order of Service
Agenda Item 16

Please note the order of service attached. In particular the declaration by councillors on page 3.

Proposal: None – information only



Phil Burgess
Town Clerk

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

DECLARATION BY THE MEMBERS OF THE TENTERDEN TOWN COUNCIL

*A member of the community addresses the
members of Tenterden Town Council.*

Members of Tenterden Town Council, you have been elected to serve the people of Tenterden, St Michael's and Smallhythe. I ask you to make the following declaration.

*The members of Tenterden Town Council
respond.*

We do solemnly and sincerely declare that we will do our best, during our term of office, to exercise the responsibility committed to us, wisely, diligently and faithfully, mindful of the good of the community and the needs of the people we serve.

The member of the community then asks

People of Tenterden, St Michael's and Smallhythe, will you support the members of our Town Council, and care for them as they work on behalf of the people of our community?

All respond

*** We will.**

*A candle is lit, a symbol of the groups,
organisations, and individual men, women and
children who shine as lights in our locality and,
by so doing, bless our life together.*

THE PRAYERS

N

Father, hear our prayer for those elected to local government in town and borough, our Mayor and Deputy Mayor, all those who serve on the Town Council as our representatives, and all those who plan for the future of the community. Give them insight and honesty
Lord, hear us.

All Lord, graciously hear us.

Father, hear our prayer for the shops and businesses of our community, which attract people to our town and provide employment. Give them security and prosperity.
Lord, hear us.

All Lord, graciously hear us.

Father, hear our prayer for our local schools, their children and teachers, and for those in our community who work for the benefit of our children and young people. Give them inspiration and understanding.
Lord, hear us.

All Lord, graciously hear us.

Father, hear our prayer for the police officers, police community support officers, firefighters, ambulance crews and community warden, who maintain order and keep us safe. Give them courage and resolution.
Lord, hear us.

All Lord, graciously hear us.

Father, hear our prayer for those involved in the voluntary organisations that care for every imaginable need. Give them energy and resilience.
Lord, hear us.

All Lord, graciously hear us.

Father, hear our prayer for the ministers and people of the Christian churches who remind us that you care about our community. Give them vision and generosity.
Lord, hear us.

All Lord, graciously hear us.

Father, hear our prayer for those who are feeling left behind and forgotten, the long-term unemployed, the old, and the isolated; and also the social and medical facilities and all who look after those in need. Give them hope and dedication.
Lord, hear us.

All Lord, graciously hear us.

Father, hear our prayer for those who work to make our town safer and more beautiful. Give them strength and conviction and build up trust within our community.
Lord, hear us.

All Lord, graciously hear us.

Father, we are truly wealthy. Enable us to make our contribution to the community of which we are part, and to be good neighbours, that by love we may serve one another, for the sake of Jesus Christ our Lord.

All Amen.

THE LORD'S PRAYER

Let us pray with confidence as our Saviour has taught us

We pray together

Internal Committee 5th June 2017
Planning Committee - Substitutes
Agenda Item 18

Cllr Lusty has enquired whether substitutes should be appointed for the planning committee.

The following 9 councillors serve on this committee:

M. Carter (West), Mrs. J. Curteis (St Michaels), H. Edwards (North), Miss N. Gooch (South), R. Isworth (South), Dr. L. Lovelidge (South), R. Lusty (West), K. Mulholland (St Michaels) and J. Nelson (North).

Each ward has at least 2 representatives.

A quorum would be 5 councillors, so 5 councillors would need to be absent for the committee to be inquorate. In the case of many declarations of interest which would affect the quorum, I am in a position to issue dispensations so councillors can vote.

If this committee considers that substitutes are appropriate, the matter will be referred to Town Council to appoint substitutes.

Proposal: That this committee should consider whether substitutes are appropriate in this case



Phil Burgess
Town Clerk

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