

Payments List April to June 2019

Agenda Item 8a

<u>Transaction Detail</u>	<u>Date Paid</u>	<u>Net</u>	<u>Payee Name</u>	<u>Additional Information</u>
Kent IT - annual support	01/04/2019		£995.00 Kent IT Maintenance	
Kent IT- annual ipad support	01/04/2019		£2,295.00 Kent IT Maintenance	
Rates - Station Rd. Toilets	01/04/2019		£291.00 Ashford Borough Council	
Photocopier lease - 1.4.19to30.6.19	03/04/2019		£362.19 Grenke Leasing	
Private Server - Apr19	05/04/2019		£240.00 Kent IT Maintenance	
TLC Bin hire 01.04.19	15/04/2019		£105.00 Tenterden Leisure Centre Trust	
E.On electric estimate 31.03.19	15/04/2019		£341.76 E.On	
E.On - gas estimate 31.03.19	15/04/2019		£543.28 E.On	
KALC - subs	17/04/2019		£1,300.00 Kent Assoc of Local Councils	
March 19 fuel	17/04/2019		£158.01 CB Motors	
Cleaning - 25.02.-24.03.19	17/04/2019		£2,706.93 Tenterden Twilight	
Ground Control -rec design	18/04/2019		£4,822.00 Ground Control	
Modern.Gov installation	18/04/2019		£2,500.00 Modern.Gov	
Destination Management Plan - fees	18/04/2019		£1,600.00 Seren Welch	
Electric 01.12.18 to 28.02.19	18/04/2019		£1,207.73 NPower Electricity	
Consultancy fees - March 19	18/04/2019		£1,056.00 Richard Harvey	
Tenterden Run- grant	18/04/2019		£1,150.00 Tenterden Run	
GDPR services - annual chg	18/04/2019		£945.00 GDPR-info Ltd	
Replacement swing parts	18/04/2019		£322.55 Wicksteed	
tools and sundries	18/04/2019		£214.11 Stanley George Ltd.	
Station Rd. toilets- 1.12.18 to 28.02.19	18/04/2019		£299.22 NPower Electricity	
3G pitch hire	18/04/2019		£200.00 Homewood School	
CLT subscription	18/04/2019		£200.00 National CLT Network	
Cllr. group photo	18/04/2019		£200.00 RG Studios	
St. Michael's Toilets - 1.12.18 to 28.02.19	18/04/2019		£168.09 NPower Electricity	
Stationery and toilet supplies	18/04/2019		£129.49 Lyreco UK LTD	
St. Mildred's Church hire - NDP meeting	18/04/2019		£150.00 St. Mildred's Church	
Fix faulty toilet flush	18/04/2019		£91.17 Kent & Sussex Plumbing	
Monthly charge for vehicle servicing	18/04/2019		£246.65 Burden Bros Ltd	
E.On - estimate 4.04.19	23/04/2019		£254.52 E.On	
Cleaning 25.03.19 to 21.04.19	24/04/2019		£2,513.40 Tenterden Twilight	
Station Road toilets	24/04/2019		£591.17 NPower Electricity	

Payments List April to June 2019

St Michael's toilets	24/04/2019	£274.99	NPower Electricity	Most of cost repaid by individuals
Town Hall automatic doors maintenance	24/04/2019	£176.00	Record 247	
Past Mayoral escort badges	30/04/2019	£3,961.15	Fattorini Thomas	
Phone & Broadband	30/04/2019	£185.00	Infinity Technology Solutions	
Town Hall reordering	01/05/2019	£800.00	Price Whitehead	
Rates - Station Rd. Toilets	01/05/2019	£295.00	Ashford Borough Council	
May Fayre - Falconry Display	06/05/2019	£675.00	AR Ames	
May Fayre - attendance	07/05/2019	£200.00	B Company KACF	
Private Server - May19	08/05/2019	£240.00	Kent IT Maintenance	
Stamps	09/05/2019	£202.16	Royal Mail	
Annual subscription	09/05/2019	£340.00	Survey Monkey	
Fuel - Apr 19	13/05/2019	£332.27	CB Motors	
Bin hire	14/05/2019	£105.00	Tenterden Leisure Centre Trust	
Town Hall Gas - estimated 29.4.19	14/05/2019	£153.78	E.On	
Annual Insurance	16/05/2019	£15,021.57	WPS Insurance	
Pavilion re-design	16/05/2019	£1,850.00	KDS	
Consultancy fees - April 19	16/05/2019	£1,056.00	Richard Harvey	
Town Council website additions	16/05/2019	£880.00	WebBox Digital	
Drinking water fountain - rec. ground	16/05/2019	£824.00	Kent&Sussex Plumbing	
3G pitch hire	16/05/2019	£750.00	Homewood School	
Yr End accounts training	16/05/2019	£598.50	Rialtas Business Solutions	
Leaflet delivery	16/05/2019	£341.00	Streets Ahead Leaflets	
Accountants fees	16/05/2019	£253.55	Mulberry & Co	
3G pitch hire	16/05/2019	£250.00	Homewood School	
Replace Bowls Club gate	16/05/2019	£166.66	The Village Forge	
Deputy Mayor - badge bar	16/05/2019	£165.57	Thomas Fattorini Ltd	
Stationery and toilet supplies	16/05/2019	£149.02	Lyreco UK LTD	
Keep Tenterden Green- Banners	16/05/2019	£127.80	Homewood School	
First Responder&medical gazebo	16/05/2019	£145.60	P Wave Medical Ltd	
Maintenance team uniform	16/05/2019	£83.51	JKL Clothing	

Payments List April to June 2019

Replace stolen trailer -
Funded by insurance claim

New Trailer	17/05/2019	£2,650.00	Kent Tractors Ltd	
Monthly charge for vehicle servicing	20/05/2019	£246.65	Burden Bros Ltd	
Official Photography	22/05/2019	£150.00	Ray Bridges	
Cleaning - 22/4/19 to 19/05/19	23/05/2019	£2,686.26	Tenterden Twilight	
Valuation of land off Coombe Lane	23/05/2019	£1,630.19	Batcheller Monkhouse	
Professional fees - NDP	23/05/2019	£866.30	J Boot	
Hanging baskets, troughs & feed	23/05/2019	£290.83	Pinecove Nursery	
May Fayre - expenses claim	23/05/2019	£242.84	Harry Hickmott	
Annual fire and safety check	29/05/2019	£403.92	Chubb Fire and safety	
Phone & Broadband	31/05/2019	£186.97	Infinity Technology Solutions	
Green refuse sacks	31/05/2019	£110.25	KCS Supplies	
Rates - Station Rd. Toilets	01/06/2019	£295.00	Ashford Borough Council	
Private Server - Jun19	05/06/2019	£240.00	Kent IT Maintenance	checked to here
Personal Hygiene - annual chg	05/06/2019	£1,189.34	PHS Group	
waste water-5/10/18-23/5/19	06/06/2019	£557.43	Business Stream-Scottish Water	
May 19 fuel	07/06/2019	£259.45	CB Motors	
Recreation Ground re-design	10/06/2019	£6,935.00	Ground Control	
T. Hall refurbishment-fundraising report/plan	10/06/2019	£2,500.00	Christine Buccella Ltd	
St Michael's recreation ground re-design	10/06/2019	£1,140.00	GPM2Design	
Consultancy fees - May 19	10/06/2019	£1,056.00	Richard Harvey	
Cinema Focus Grp. presentation	10/06/2019	£440.00	Burrell Foley Fischer	
Rialtas Annual Support	10/06/2019	£379.00	Rialtas Business Solutions	
Toilet sundries and stationery supplies	10/06/2019	£307.92	Lyreco UK LTD	
Cinque Ports Annual Subscription	10/06/2019	£320.00	Cinque Ports	
Right Guard Security- TODS	10/06/2019	£242.88	Right Guard Security	Re-invoiced to TODS
Mayor's Robes - Jabot	10/06/2019	£142.00	Michaels Civic Robes	
Rec. Playground 'Aerial runway' parts	10/06/2019	£138.58	Proludic	
MyTenterden-annual fee	10/06/2019	£100.00	MyTenterden	
T. Hall gas - estimated 27/5/19	10/06/2019	£114.19	E.On	
T. Hall electricity - estimated 27/05/2019	10/06/2019	£120.58	E.On	
Replacement urinal cartridge - T.Hall toilets	10/06/2019	£190.00	Gentworks	

Payments List April to June 2019

Annual Membership	10/06/2019	£392.00	Society of Local Council Clerks
Donation - H Edwards retirement	10/06/2019	£132.09	Cancer Research
Office - 365 Annual charge	10/06/2019	£820.80	Microsoft
Flail Kit	10/06/2019	£203.60	Engineering and Hire
Investment review	10/06/2019	£395.00	JR Thornhill
Bin hire June 19	14/06/2019	£105.00	Tenterden Leisure Centre Trust
Cleaning -20.05.19 to 23.06.19	25/06/2019	£3,258.00	Tenterden Twilight
Tenterden Folk Day Trust - annual donation	25/06/2019	£2,500.00	Tenterden Folk Day Trust
Recreation Ground survey	25/06/2019	£1,650.00	William G Dick
Sports surface consultantation	25/06/2019	£1,330.00	TGMS Ltd
InitialHygiene 25.6.19-24.9.19	25/06/2019	£619.64	Initial Systems Ltd
Leaflet drop	25/06/2019	£128.00	Streets Ahead Leaflets
Monthly charge for vehicle servicing	25/06/2019	£246.65	Burden Bros Ltd
Fire Blanket & extinguisher replacement	26/06/2019	£329.70	Chubb Fire and safety
Town Hall architects fees	28/06/2019	£6,800.00	Theis&Khan
Tourism leaflets	28/06/2019	£672.00	Print Junction
Phone & Broadband	28/06/2019	£185.00	Infinity Technology Solutions

A/c Code	4260 General Civic Exps & Events				Annual Budget	4,000
Centre	120 Civic				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	18/04/2019	BACS	Cashbook	RG Studios- Cllr group photo	200.00	
1	25/04/2019	6148	Cashbook	Edwards Henry - Past Mayor's B		189.40
1	30/04/2019	BACS	Cashbook	Fattorini Thomas - badges	3,961.15	
1	30/04/2019	138	Journal	Wine for Annual TC meeting	35.00	
2	30/04/2019	136	Journal	Veterans Lunch contribution	220.00	
2	13/05/2019	014600	Cashbook	cake for coffee morning	6.00	
2	15/05/2019	014607	Cashbook	Winchelsea standing committee	96.00	
2	16/05/2019	BACS	Cashbook	Fattorini- Deputy Mayor Bar	165.57	
2	22/05/2019	014606	Cashbook	Ray Bridges - photography	75.00	
2	28/05/2019	6177	Cashbook	J Weller - Past Mayoress Badge		227.28
3	10/06/2019	DD	Cashbook	H Edward's gift	64.14	
3	10/06/2019	DD	Cashbook	Wine	9.48	
3	14/06/2019	6200	Cashbook	Edwards H -cover vat on badge		37.88
3	17/06/2019	6201	Cashbook	J Kirk-past mayor escort badge		227.28
3	25/06/2019	6207	Cashbook	PSmith-past mayor escort badge		200.00
Account General Civic Exps & Events					Account Totals	4,832.34
Centre Civic					Net Balance Month 5	3,950.50

10/07/2019

Tenterden Town Council

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Detailed Income & Expenditure by Budget Heading 01/07/2019

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Internal							
100 Administration							
1076 Precept	286,879	573,757	286,879			50.0%	
1077 Concurrent Function Grant	1,680	3,360	1,680			50.0%	
1078 Council Tax Support Grant	2,689	5,377	2,689			50.0%	
1090 Interest Received	10,760	0	(10,760)			0.0%	
1100 Grants/S106 Received	0	2,000	2,000			0.0%	
1110 Wayleaves & Licences	0	600	600			0.0%	
1900 Miscellaneous Income	2,305	0	(2,305)			0.0%	
Administration :- Income	304,312	585,094	280,782			52.0%	0
4000 Staff Costs	62,443	210,000	147,557		147,557	29.7%	
4005 Refreshments	92	600	508		508	15.4%	
4010 Gifts	134	500	366		366	26.8%	
4050 Insurance	13,757	15,000	1,243		1,243	91.7%	
4055 Councillor & Staff Training	833	6,000	5,167		5,167	13.9%	
4060 Advertising & Publicity	900	5,000	4,100		4,100	18.0%	
4065 Website	880	1,500	620		620	58.7%	
4070 Printing, Stationery, etc.	384	1,500	1,116		1,116	25.6%	
4075 Photocopier	362	1,500	1,138		1,138	24.1%	
4080 Telephone/Fax/Internet	557	2,200	1,643		1,643	25.3%	
4085 Postage	236	750	514		514	31.5%	
4090 Bank Charges	184	500	316		316	36.8%	
4095 Office Equipment & IT	8,698	25,000	16,302		16,302	34.8%	
4100 Subscriptions	2,512	3,000	488		488	83.7%	
4105 P.R. Consultancy	3,168	13,000	9,832		9,832	24.4%	
4115 GDPR Expenses	945	0	(945)		(945)	0.0%	
4120 Election Expenses	98	0	(98)		(98)	0.0%	
4145 Town Projects	0	30,000	30,000		30,000	0.0%	
4150 Local Council Awards Scheme	0	500	500		500	0.0%	
4160 Community Involvement	0	2,500	2,500		2,500	0.0%	
4165 Youth Projects	0	26,000	26,000		26,000	0.0%	
4900 Miscellaneous Expenditure	28	0	(28)		(28)	0.0%	
Administration :- Indirect Expenditure	96,210	345,050	248,840	0	248,840	27.9%	0
Movement to/(from) Gen Reserve	208,102						
110 Professional Fees							
4205 Consultant/Architect/Surveyors	1,600	45,000	43,400		43,400	3.6%	
4210 Other Professional Fees	2,055	0	(2,055)		(2,055)	0.0%	
4215 Neighbourhood Plan	0	11,000	11,000		11,000	0.0%	
Professional Fees :- Indirect Expenditure	3,655	56,000	52,345	0	52,345	6.5%	0
Movement to/(from) Gen Reserve	(3,655)						

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Civic							
4250 Robes & Uniforms	142	600	458		458	23.7%	
4255 Mayor's Sunday	0	2,000	2,000		2,000	0.0%	
4260 General Civic Exps & Events	3,951	4,000	50		50	98.8%	
4265 Mayoral Engagements	282	4,000	3,718		3,718	7.1%	
	4,375	10,600	6,225	0	6,225	41.3%	0
Civic :- Indirect Expenditure							
Movement to/(from) Gen Reserve	(4,375)						
180 May Fayre							
1180 May Fayre Income	520	0	(520)			0.0%	
	520	0	(520)				0
May Fayre :- Income							
4350 May Fayre Expenditure	2,183	0	(2,183)		(2,183)	0.0%	
	2,183	0	(2,183)	0	(2,183)		0
May Fayre :- Indirect Expenditure							
Movement to/(from) Gen Reserve	(1,663)						
200 Town Hall							
1200 Lettings & Rental	3,799	10,000	6,201			38.0%	
1205 Wedding Income	1,725	3,000	1,275			57.5%	
	5,524	13,000	7,476			42.5%	0
Town Hall :- Income							
4450 Cleaning & Materials	3,558	12,000	8,442		8,442	29.6%	
4455 Repairs & Maintenance	1,132	8,000	6,868		6,868	14.2%	
4460 Rates	153	11,000	10,847		10,847	1.4%	
4465 Gas	838	4,000	3,162		3,162	20.9%	
4470 Electricity	462	4,000	3,538		3,538	11.6%	
4475 Water & Sewage	0	700	700		700	0.0%	
4480 Flower Boxes & Baskets	291	2,000	1,709		1,709	14.5%	
4485 Flags & Accessories	0	500	500		500	0.0%	
4490 Wedding Expenditure	79	1,000	921		921	7.9%	
4495 Security Cover	487	1,500	1,013		1,013	32.5%	
4500 Premises Expenses	119	500	381		381	23.8%	
	7,118	45,200	38,082	0	38,082	15.7%	0
Town Hall :- Indirect Expenditure							
Movement to/(from) Gen Reserve	(1,595)						
210 Pavilion							
1200 Lettings & Rental	1,361	3,500	2,139			38.9%	
	1,361	3,500	2,139			38.9%	0
Pavilion :- Income							
4455 Repairs & Maintenance	750	2,000	1,250		1,250	37.5%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4470 Electricity	255	1,000	745		745	25.5%	
4475 Water & Sewage	557	600	43		43	92.9%	
Pavilion :- Indirect Expenditure	1,562	3,600	2,038	0	2,038	43.4%	0
Movement to/(from) Gen Reserve	(201)						
<u>220 Storage Facility</u>							
4455 Repairs & Maintenance	45	1,500	1,455		1,455	3.0%	
4460 Rates	0	1,000	1,000		1,000	0.0%	
4470 Electricity	30	0	(30)		(30)	0.0%	
Storage Facility :- Indirect Expenditure	75	2,500	2,425	0	2,425	3.0%	0
Movement to/(from) Gen Reserve	(75)						
<u>230 Pebbles</u>							
1200 Lettings & Rental	8,813	35,300	26,488			25.0%	
Pebbles :- Income	8,813	35,300	26,488			25.0%	0
4455 Repairs & Maintenance	0	8,000	8,000		8,000	0.0%	
Pebbles :- Indirect Expenditure	0	8,000	8,000	0	8,000	0.0%	0
Movement to/(from) Gen Reserve	8,812						
<u>240 Public Toilets</u>							
1210 Public Toilets income	19	200	181			9.4%	
Public Toilets :- Income	19	200	181			9.4%	0
4600 Station Road Toilets	5,658	19,000	13,342		13,342	29.8%	
4605 Recreation Ground Toilets	5,158	22,000	16,842		16,842	23.4%	
4610 St Michaels Rec Ground Toilets	2,108	8,000	5,892		5,892	26.3%	
Public Toilets :- Indirect Expenditure	12,923	49,000	36,077	0	36,077	26.4%	0
Movement to/(from) Gen Reserve	(12,904)						
<u>260 General Public Buildings</u>							
4670 Defibrillator Costs	112	500	388		388	22.5%	
General Public Buildings :- Indirect Expenditure	112	500	388	0	388	22.5%	0
Movement to/(from) Gen Reserve	(112)						
<u>300 Highways & Amenities Internal</u>							
1300 Recreation Ground Income	1,750	7,500	5,750			23.3%	
1320 Tennis Courts	91	1,000	909			9.1%	
Highways & Amenities Internal :- Income	1,841	8,500	6,659			21.7%	0

Detailed Income & Expenditure by Budget Heading 01/07/2019

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4245 PPE & Clothing	46	1,000	954		954	4.6%	
4700 Vehicle/Mach. Repairs & Maint	229	1,000	771		771	22.9%	
4705 Vehicle/Mach. Purchases	530	1,000	470		470	53.0%	
4710 Fuel	150	500	350		350	30.0%	
4715 General Grounds Maintenance	1,561	6,000	4,439		4,439	26.0%	
4720 Vehicle Insurance	632	1,000	368		368	63.2%	
4725 Bench Expenditure	0	500	500		500	0.0%	
4730 Children's Play Areas	461	5,000	4,539		4,539	9.2%	
4735 Tools & Sundries	36	600	564		564	5.9%	
4740 Pest Control	50	300	250		250	16.7%	
4755 Trees	0	2,500	2,500		2,500	0.0%	
4765 Vandalism	50	0	(50)		(50)	0.0%	
Highways & Amenities Internal :- Indirect Expenditure	3,745	19,400	15,655	0	15,655	19.3%	0
Movement to/(from) Gen Reserve	(1,904)						
Internal :- Income	322,389	645,594	323,205			49.9%	
Expenditure	131,960	539,850	407,890	0	407,890	24.4%	
Movement to/(from) Gen Reserve	190,429						
Grand Totals:- Income	322,389	645,594	323,205			49.9%	
Expenditure	131,960	539,850	407,890	0	407,890	24.4%	
Net Income over Expenditure	190,429	105,744	(84,685)				
Movement to/(from) Gen Reserve	190,429						

Date: 02/07/2019

Tenterden Town Council

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Bank Reconciliation Statement as at 30/06/2019
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	30/06/2019	883	157,590.35
			0.00
			<u>157,590.35</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
07/11/2018 14543 Smallhythe Cricket Club		1,584.00	
13/05/2019 014599 Pilgrims Hospice		200.00	
22/05/2019 014605 Kent Assoc of Local Councils		72.00	
23/05/2019 014609 Harry Hickmott		242.84	
25/06/2019 014613 HMRC		4,237.89	
			<u>6,336.73</u>
			151,253.62
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			151,253.62
		Balance per Cash Book is :-	151,253.62
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2019
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	03/06/2019		2,438,685.53
			0.00
			<u>2,438,685.53</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			<u>2,438,685.53</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			<u>2,438,685.53</u>
		Balance per Cash Book is :-	2,438,685.53
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2019
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	30/06/2019	131	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

Bank Reconciliation Statement as at 30/06/2019
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	30/06/2019		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
		Balance per Cash Book is :-	250.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/05/2019
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	30/06/2019		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
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2019
for Cashbook 6 - CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA	30/06/2019		0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			<u>0.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	<u>0.00</u>
			<u>0.00</u>
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2019
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	30/06/2019	6	610,144.37
			<u>610,144.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			610,144.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			610,144.37
		Balance per Cash Book is :-	610,144.37
		Difference is :-	0.00

Internal Committee 12th August 2019
Tigers Event on the Recreation Ground
Agenda Item 9

We have received a request for the Tigers to have a social afternoon on the recreation ground over the bank holiday weekend. No alcohol will be served.

The event will attract approximately 75 people. The suggested area is to the side of the pavilion and in view of the fact that young children will be present, the pavilion should be opened to provide toilet facilities, so the kids do not need to go out of sight to the main toilets. The kitchen facilities would also be of use.

This will leave the part of the recreation ground fronting Oaks Rd free for the public.

Although the Tigers disbanded a year or so ago, they now number 40 and membership is increasing. This event will help to consolidate on those gains.

Proposal: That the use of the recreation ground and pavilion be offered FOC to the Tigers



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: Minimal – hire of pavilion FOC

Internal Committee 12th August 2019

Station Rd Toilets

Agenda Item 10

When the plans for the extension/re-ordering of these toilets were last put to council, a request was made for separate entrances for the ladies and gents toilets so that ladies did not have to pass by the gents door.

The latest plans (attached) accommodate this request and have created external access for the plant CCTV room.

Drawings of elevations also attached.

Proposal: That the revised plans are approved for submission of a revised planning application



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: Minimal at this stage

Internal Committee 12th August 2019
Appointed Professional Services for Recreation Ground Project
Agenda Item 11

Cllr Carter has requested a report on the method of appointment of the buildings architect and the independent quantity surveyor on the recreation ground project.

In the case of both the cinema and town hall projects, other professional services apart from the lead architects (Quantity surveyors, heritage consultants, funding advisers, Business consultants etc) were submitted to council for approval as a "package". In other words, the architects selected professionals with whom they had worked in the past and had confidence in their services.

The Recreation Ground Project is rather different in that:

1. The landscape architects (Ground Control) had a professional quantity surveyor on board already.
2. Until a decision was taken regarding the buildings on the recreation ground, it was not appropriate to appoint a buildings architect.

Quantity Surveyor

It was resolved in November of last year to appoint an independent Quantity Surveyor to scrutinise the indicative costings provided by Ground Control. This was put into progress, the specification was provided by Ground Control and I sought 3 quotations in accordance with the financial regulations. Two of the QS candidates approached did not wish to quote and the remaining quote was therefore accepted.

Building Architect

In accordance with other similar projects, I asked Ground Control to request 3 quotations for the youth hub as they would be more familiar with the specification, and like the cinema and Town Hall projects, they needed to be able to work effectively with the chosen professional. 3 quotations were received and compared by Ground Control and I. The quotation chosen was the most reasonably priced and GC felt they could work easily with the buildings architect. I concede that this issue was not referred to council at this point, which was my oversight.

Proposal: Information only



Phil Burgess
Town Clerk

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

Internal Committee 12th August 2019

Recreation Ground Gates

Agenda Item 12

"Flip-over" locking posts have been installed at the recreation ground to allow event vehicles onto the park in a controlled fashion.

These have proved to be far less robust than we expected and two are already defective.

Replacement with a pair of gates and a removable post would seem to be the best solution to this issue. This would again allow larger event vehicles onto the park initially and restriction to smaller vehicles when required.

The gates would be fitted by the maintenance team. Quotation attached for the gates themselves.

Proposal: That the gates should be purchased at £398 as per attached quotation.



Phil Burgess
Town Clerk

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



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Quotation

Quotation for

TENTERDEN TOWN COUNCIL
TOWN HALL
24 HIGH STREET
TENTERDEN

TN30 6AN

TENTCOUNCI

Delivery Address

TENTERDEN TOWN COUNCIL
TOWN HALL
24 HIGH STREET
TENTERDEN

TN30 6AN

Quotation Ref	Quoted By	Date	Quotation Number
METAL GATES	Scott Farris	27/07/2019	BGQ21016

Description	Quantity	Unit Price	Unit	Discount	Amount
PAIR GALV METAL FIELD GATES C/W D LOOP & DROP BOLT 9760mm WIDE O/A	1.00	293.80	Each		293.80
PAIR GALV METAL POSTS C/W HOOKS TO SUIT	1.00	105.00	Each		105.00

AVAILABILITY: APPROX 5 WORKING DAYS

CONTACT: DAVID BOURNER
PHONE: 07703 845327
EMAIL: TOWNHALL@TENTERDEN.GOV.UK

This Quotation is valid for 30 days and subject to suppliers or manufacturers price increases

BACS PAYMENT DETAILS :- HSBC BANK. ACCOUNT - 42104857 SORT CODE -40-08-32

Net Amount	398.80
VAT Amount	79.76
Gross Amount	478.56

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Registered Office: 19-23 Hythe Road, Dymchurch, Kent. TN29 0LN

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Internal Committee 12th August 2019

Sub-committee Regularisation

Agenda Item 13

The following committees may be suitable for merger:

- a) Committee Structure and Standing Orders & Financial Regulations sub-committees. Committee Structure was initially created to handle the changeover to Internal and External committees and now rarely meets. Suggested new name *Procedure and Committee Structure*.

Current Councillor membership Committee Structure: Cllrs. Carter, Crawford, Mrs. Curteis, Mrs Ferguson, Miss Gardner, Knowles, Mulholland, Nelson and Mrs. Smith.

Standing Orders committee: Cllrs. Crawford, Knowles, Mulholland, Nelson, Mrs. Smith & Sugden.

- b) Project Overview and Financial Overview. The latter committee was suggested in order to amend the financial reports to a more understandable format. This can be handled as a one-off meeting with the Accounts Clerk and Town Clerk and a couple of councillors. Further changes if required could be handled by the merged committee.

Current Councillor membership Project Overview: Cllrs. Carter, Crawford, Nelson, Parkin, Quinton, Mrs. Smith and Mrs. Walder

Financial Overview not formed as yet.

- c) Public Engagement and Website committees. The great majority of the work of the latter committee is now complete.

Current Councillor membership Public Engagement: Cllrs. Mrs. Ferguson, Knowles, Mulholland, Nelson, Parkin, Quinton & Sugden.

Website committee: Cllrs. Carter, Knowles, Dr. Lovelidge, Mulholland & Sugden.

Proposal:

1. That the above committees be merged and members re-elected.
2. That Terms of reference should be re-written and agreed at the first meetings of the newly-formed sub-committees subject to this committee's approval



Phil Burgess
Town Clerk

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

Internal Committee 12th August 2019

Lap-top purchase

Agenda Item 14

Cllr Crawford has requested the use of a council lap-top for the green spaces group. This would have Pear Mapping installed and the larger screen would allow viewing of that software in a group.

The lap-top would not be connected to the office secure network and would reduce the risk of any council data inadvertently passing onto a private PC. Any councillor requiring use of the device would need to conform to a specified IT policy.

An additional unit would be useful at times within the office.

Proposal: That a lap-top should be purchased as per the attached quote (fully operational £725)



Phil Burgess
Town Clerk

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

The unit below is ideal, it has a powerful i5 processor, 8GB of RAM and latest solid state drive technology. It is also equipped with 802.11a/b/g/n/ac and Bluetooth 4.2 wireless connectivity, fast USB 3 ports, a WEB Cam and HDMI connectivity. Importantly it also comes with Windows 10 Pro.



Summary

- Intel Core i5-7200U 2.5GHz
- 8GB DDR4 + 256GB SSD
- 15.6" Full HD + DVDRW
- WIFI + Bluetooth
- Windows 10 Pro

£560.00

External wireless mouse

£15.00



Laptop bag for Laptops up to 16"

£15.00

Kent IT pre load and on-site installation £135.00

We can add a new user to your existing Microsoft Office 365 subscription plan, which will include Outlook email and the full Microsoft Office suite, Adobe reader is free and this will be installed as well for you.

As per your requirement, the laptop will be standalone with no access to shared network drives.



GARRY STOCKTON

Director

Kent IT Maintenance

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