



**PADDOCK WOOD TOWN COUNCIL**  
**MEMBERS OF COMMITTEES and other bodies**  
*Updated May 2021*

Chairman –  
Vice Chairman –

1. PLANNING & ENVIRONMENT COMMITTEE (Quorum 50% + 1)  
Cllr M Ridger  
Cllr D Sargison  
Cllr C Williams
2. ESTATES COMMITTEE (Quorum 50% + 1)  
Cllr R Atkins  
Cllr M Flashman  
Cllr D Sargison
3. PERSONNEL COMMITTEE (Quorum 50% + 1)  
Cllr M Flashman  
Cllr C Williams
4. FINANCE COMMITTEE (Quorum 50% + 1)  
Cllr R Atkins  
Cllr M Flashman  
Cllr S Hamilton  
Cllr C Williams
5. POLICY, PROCEDURES & PROTOCOL COMMITTEE (Quorum 50% + 1)  
Cllr R Atkins  
Cllr M Flashman  
Cllr S Hamilton  
Cllr C Williams

6. OTHER BODIES

REPRESENTATIVES

Allotments

Medway Valley Line

Cllr D Sargison

Foal Hurst Wood Officers

KALC

Cllr M Flashman, Chairman of Council

Joint Transportation  
Board

Vacancy

The Hop Pickers Line

Cllr D Sargison

PW Business Association

Cllr M Flashman

Speedwatch

Cllr

Bereko Link

Cllr

Neighbourhood Plan  
Steering Group

Cllrs M Flashman,

Community Centre Board

Chairman of Council, Chairman of P & E and  
Chairman of Estates.

Youth Council

Cllr C Williams

Community Centre Working  
Group

Vice Chairman of Council, Cllr  
D Sargison

Putlands Liaison

Cllr C Williams

Persimmon

Cllr M Flashman

**PADDOCK WOOD TOWN COUNCIL**  
**2021/2022 DATES FOR MEETINGS OF COUNCIL AND COMMITTEES.**

	Proposed Date	
<b><u>May-21</u></b>		
Planning and Environment	* Tuesday 4th May	at 7:30pm
Estates	Monday 10th May	at 7:30pm
Planning	Monday 17th May	at 7:15pm
Annual Meeting of the Town Council	Monday 17th May	at 7:30pm
	Thursday 6th May	at 7:30pm
	Cancelled	
	Wednesday 5th May	at 7:30pm
<b><u>June-21</u></b>		
Planning & Environment	Monday 7th June	at 7:30pm
Estates	Monday 14th June	at 7:45pm
Planning	Monday 21st June	at 7:00pm
Council	Monday 21st June	at 7:30pm
5 Year Plan Working Group	Wednesday 23rd June	at 7:30pm
PPP	Monday 28th June	at 6:30pm
Personnel	Monday 28th June	at 6:45pm
Finance	Monday 28th June	at 7:45pm
	To be held at a physical meeting	
	Cancelled	
	To be reviewed	
	To be reviewed	
	Cancelled	
	Cancelled	
	To be reviewed	
<b><u>July-21</u></b>		
Planning & Environment	Monday 5th July	at 7:45pm
Estates	Monday 12th July	at 7:45pm
Planning	Monday 19th July	at 7:15pm
Council	Monday 19th July	at 7:45pm
<b><u>August-21</u></b>		
Planning & Environment	Monday 2nd August	at 7:45pm
PPP	Monday 9th August	at 7:45pm
Planning	Monday 16th August	at 7:15pm
Council	Monday 23rd August	at 7:45pm
<b><u>September-21</u></b>		
Planning & Environment	Monday 6th September	at 7:45pm
Estates	Monday 13th September	at 7:45pm
Planning	Monday 20th September	at 7:15pm
Council	Monday 20th September	at 7:45pm
<b><u>October-21</u></b>		
Planning & Environment	Monday 4th October	at 7:45pm
5 Year Plan Working Group	Wednesday 6th October	at 7:45pm
Estates	Monday 11th October	at 7:45pm
Planning	Monday 18th October	at 7:15pm
Council	Monday 18th October	at 7:45pm
PPP	Monday 25th October	at 7:45pm
<b><u>November-21</u></b>		
Personnel	Monday 8th November	at 6:45pm
Planning & Environment	Monday 8th November	at 7:45pm
Estates	Monday 15th November	at 7:45pm
Planning	Monday 22nd November	at 7:15pm
Council	Monday 22nd November	at 7:45pm
Finance	Monday 30th November	at 7:45pm
<b><u>December-21</u></b>		
Planning & Environment	Monday 6th December	at 7:45pm
Estates	Monday 13th December	at 7:45pm
Planning	Monday 20th December	at 7:15pm
Council	Monday 20th December	at 7:45pm
<b><u>January-22</u></b>		
Planning & Environment	* Tuesday 4th January	at 7:45pm
Finance	Monday 10th January	at 7:45pm
Planning	Monday 17th January	at 7:15pm
Council	Monday 17th January	at 7:45pm
5 Year Plan Working Group	Wednesday 19th January	at 7:45pm
PPP	Monday 24th January	at 7:45pm
<b><u>February-22</u></b>		
Planning & Environment	Monday 7th February	at 7:45pm
Estates	Monday 14th February	at 7:45pm
Planning	Monday 21st February	at 7:15pm
Council	Monday 21st February	at 7:45pm
<b><u>March-22</u></b>		
Planning & Environment	Monday 7th March	at 7:45pm
Estates	Monday 14th March	at 7:45pm
Planning	Monday 21st March	at 7:15pm
Council	Monday 21st March	at 7:45pm
5 Year Plan Working Group	Wednesday 23rd March	at 7:45pm
<b><u>April-22</u></b>		
Planning & Environment	Monday 4th April	at 7:45pm
Annual Town Meeting**	Wednesday 6th April	at 7 pm
Estates	Monday 11th April	at 7:45pm
Planning	* Tuesday 19th April	at 7:15pm
Council	* Tuesday 19th April	at 7:45pm
PPP	Monday 25th April	at 7:45pm

\* Meetings moved to Tuesday due to Bank Holidays

Dates and times are subject to change when required by other Council business

**Paddock Wood Town Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
857 Salaries	26/02/2021		Wages Imprest	baacs/hmrc	Tax NI - Day Centre	PWTC Wages Imprest Acc	Z	25.80	0.00	25.80
858 Putlands	15/02/2021		Current/Business Rese	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
859 Elm Tree Pitches & Pavilion	15/02/2021		Current/Business Rese	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
860 St Andrews Field	15/02/2021		Current/Business Rese	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
861 Green Lane Pavilion and Pitcl	15/02/2021		Current/Business Rese	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
862 Memorial Pitches and Pavilion	15/02/2021		Current/Business Rese	157	Mowing costs	Capel Care	S	108.32	21.67	129.99
863 Grants to outside bodies	26/02/2021		Current/Business Rese	310	Grant-	Community Store House	Z	500.00	0.00	500.00
864 Memorial Plaques	12/03/2021		Current/Business Rese	311	Plaques	Anglian Sign Casting	S	59.57	11.91	71.48
865 Grants to outside bodies	12/03/2021		Current/Business Rese	312	Grant-	Paddock Wood Rangers	Z	500.00	0.00	500.00
866 Consultants Fees	12/03/2021		Current/Business Rese	313	Consultancy	Troy Planning	S	1,250.00	250.00	1,500.00
867 Professional fees	12/03/2021		Current/Business Rese	314	PCSA Payment	Baxall	S	21,614.73	4,322.95	25,937.68
868 Foal Hurst Wood	12/03/2021		Current/Business Rese	315	General Expenses	British Garden Centres	S	62.50	12.50	75.00
869 Foal Hurst Wood	12/03/2021		Current/Business Rese	315	sleepers	Corker Outdoors	S	107.92	21.58	129.50
870 Subscriptions	12/03/2021		Current/Business Rese	317	subscription	Symcar	S	67.60	13.52	81.12
871 Security Company FHW	12/03/2021		Current/Business Rese	319	security - FHW	Prestige Guarding	S	152.00	30.40	182.40
872 security St Andrews	12/03/2021		Current/Business Rese	319	security -St andrews	Prestige Guarding	S	152.00	30.40	182.40
873 Security company - Memoria	12/03/2021		Current/Business Rese	319	security - Memorial	Prestige Guarding	S	152.00	30.40	182.40
874 Contractors	12/03/2021		Current/Business Rese	320	Tree maintenance	Kent Gardening & Tree Surgt	S	3,021.00	604.20	3,625.20
875 Podmore Building	23/03/2021		Current/Business Rese	321	Toilet cleaning	F & C Cleaning	S	40.00	8.00	48.00
876 Memorial Plaques	23/03/2021		Current/Business Rese	322	Plaques	Anglia sign casting	S	59.47	11.89	71.36
877 Memorial Plaques	23/03/2021		Current/Business Rese	322	Plaques	Anglia sign casting	S	59.47	11.89	71.36
878 Insurance	23/03/2021		Current/Business Rese	323	Insurance Premium	Zurich Municipal	Z	9,158.84	0.00	9,158.84
879 Members allowances	23/03/2021		Current/Business Rese	324	Councillor expenses	Kent Association of Local Cou	S	35.00	7.00	42.00
880 Members allowances	23/03/2021		Current/Business Rese	324	staff training	Kent Association of Local Cou	S	35.00	7.00	42.00
881 website	23/03/2021		Current/Business Rese	325	Website maintenance	Netwise	S	165.83	33.17	199.00
882 Green Lane ponds & spinney	23/03/2021		Current/Business Rese	326	Tree work	Kent Gardening & Tree Surgt	S	2,625.00	525.00	3,150.00
883 Foal Hurst Wood	23/03/2021		Current/Business Rese	327	Estates Materials	B & Q (PC)	S	29.80	5.96	35.76
884 Subscriptions	23/03/2021		Current/Business Rese	328	Membership fees	Grounds Management Associ	E	90.32	0.00	90.32
885 Subscriptions	23/03/2021		Current/Business Rese	328	Membership fees	Grounds Management Associ	S	45.64	9.13	54.77
886 Grants to outside bodies	23/03/2021		Current/Business Rese	329	Grant-	11th Tonbridge Scout group	Z	500.00	0.00	500.00
887 Grants to outside bodies	23/03/2021		Current/Business Rese	330	Grant-	Paddock Wood FC	Z	500.00	0.00	500.00
888 Grants to outside bodies	23/03/2021		Current/Business Rese	331	Grant-	Hi Kent	Z	500.00	0.00	500.00
889 Office Equipment	12/03/2021		Current/Business Rese	credit card	Office equipment	AMazon (N Reay)	S	43.22	8.65	51.87
890 Office Equipment	12/03/2021		Current/Business Rese	credit card	Office equipment	AMazon (N Reay)	S	-12.51	-2.50	-15.01
891 Office Equipment	12/03/2021		Current/Business Rese	credit card	Office equipment	AMazon (N Reay)	S	23.32	4.67	27.99
892 van hire	12/03/2021		Current/Business Rese	credit card	Van rental	Ton Hire	S	325.00	65.00	390.00

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
893 van hire	12/03/2021		Current/Business Rese	credit card	deposit	Ton Hire	Z	250.00	0.00	250.00
894 Subscriptions	12/03/2021		Current/Business Rese	credit card	subscription	zoom	Z	11.99	0.00	11.99
895 Bank interest/fees	12/03/2021		Current/Business Rese	credit card	Card fees	Unity bank	Z	3.00	0.00	3.00
896 Consultants Fees	30/03/2021		Current/Business Rese		Professional fees	Troy Planning	S	3,000.00	600.00	3,600.00
897 Professional fees	30/03/2021		Current/Business Rese		Professional fees	Gen2	S	2,625.00	525.00	3,150.00
898 Members allowances	30/03/2021		Current/Business Rese		Members training	Kent Association of Local Cou	S	35.00	7.00	42.00
899 Professional fees	30/03/2021		Current/Business Rese		PCSA Payment	Baxall	S	25,707.25	5,141.45	30,848.70
900 Electricity	28/02/2021		Current/Business Rese	DD	Electricity supply Day centre	SSE	S	204.27	40.86	245.13
901 Workshop	28/02/2021		Current/Business Rese	DD	Electricity supplies workshop	SSE	S	90.14	4.51	94.65
902 St Andrews Hall	28/02/2021		Current/Business Rese	DD	Electricity St Andrews	SSE	S	630.53	126.11	756.64
903 Elm Tree Pitches & Pavilion	28/02/2021		Current/Business Rese	DD	Electricity supplies elm tree	SSE	S	78.40	3.92	82.32
904 Memorial Pitches and Pavilion	28/02/2021		Current/Business Rese	DD	Electricity supplies Memorial	SSE	S	40.93	2.05	42.98
905 Podmore Building	28/02/2021		Current/Business Rese	DD	Electricity Podmore	SSE	S	421.69	21.08	442.77
906 Telephones	08/03/2021		Current/Business Rese	DD	Alarm line office	British Telecommunications L	S	37.89	7.58	45.47
907 Subscriptions	09/03/2021		Current/Business Rese	DD	Annual fee	Information commissioner Of	Z	35.00	0.00	35.00
908 Contractors	15/03/2021		Current/Business Rese	DD	Refuse Collection	Lilli Waste	S	4.00	0.80	4.80
909 Contractors	15/03/2021		Current/Business Rese	DD	Refuse Collection	Lilli Waste	S	4.00	0.80	4.80
910 Contractors	15/03/2021		Current/Business Rese	DD	Refuse Collection	Lilli Waste	S	36.00	7.20	43.20
911 Contractors	15/03/2021		Current/Business Rese	DD	Refuse Collection	Lilli Waste	S	99.25	19.85	119.10
912 Contractors	15/03/2021		Current/Business Rese	DD	Refuse Collection	Lilli Waste	S	83.20	16.64	99.84
913 Contractors	15/03/2021		Current/Business Rese	DD	Refuse Collection	Lilli Waste	S	99.25	19.85	119.10
914 Fuel	16/03/2021		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	90.57	18.12	108.69
915 Subscriptions	16/03/2021		Current/Business Rese	DD	subscription	Sage Uk Ltd	S	36.50	7.30	43.80
916 Mower Lease	22/03/2021		Current/Business Rese	DD	Mower Lease	BNP paribas	Z	398.00	0.00	398.00
917 Telephones	22/03/2021		Current/Business Rese	DD	Mobile phone Account Office	O2	S	20.88	4.18	25.06
918 Workshop	22/03/2021		Current/Business Rese	DD	Mobile phone Account Estates	O2	S	21.25	4.25	25.50
919 Fuel	02/03/2021		Current/Business Rese	DD	fuel	Wex Retail Cards	S	92.28	18.46	110.74
920 Salaries	02/03/2021		Current/Business Rese	DD	Pension - fees	Aviva Life	S	12.71	2.54	15.25
921 Salaries	02/03/2021		Current/Business Rese	DD	Pension - fees	Aviva Life	S	12.71	2.54	15.25
922 Electricity	29/03/2021		Current/Business Rese	DD	Electricity supply Day centre	SSE	S	194.37	38.88	233.25
923 Workshop	29/03/2021		Current/Business Rese	DD	Electricity supplies workshop	SSE	S	68.23	3.41	71.64
924 St Andrews Hall	29/03/2021		Current/Business Rese	DD	Electricity St Andrews	SSE	S	531.53	106.31	637.84
925 Elm Tree Pitches & Pavilion	29/03/2021		Current/Business Rese	DD	Electricity supplies elm tree	SSE	S	70.28	3.51	73.79
926 Memorial Pitches and Pavilion	29/03/2021		Current/Business Rese	DD	Electricity supplies Memorial	SSE	S	57.88	2.89	60.77
927 Podmore Building	29/03/2021		Current/Business Rese	DD	Electrical Repairs Podmore	SSE	S	368.32	18.42	386.74
928 Elm Tree Pitches & Pavilion	29/03/2021		Current/Business Rese	DD	Water rates Elm Tree	Castle Water	S	12.50	2.50	15.00
929 Water Rates	29/03/2021		Current/Business Rese	DD	Water rates Kent close	Castle Water	S	10.00	2.00	12.00
930 Rates/Utility Fees	29/03/2021		Current/Business Rese	DD	Water rates Cemetery	Castle Water	S	9.17	1.83	11.00
931 Podmore Building	29/03/2021		Current/Business Rese	DD	Water rates Podmore	Castle Water	S	8.33	1.67	10.00

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
932 Water Rates	29/03/2021		Current/Business Res#	DD	Water rates Ringden Allotment	Castle Water	Z	10.00	0.00	10.00
933 St Andrews Hall	29/03/2021		Current/Business Res#	DD	Water rates St Andrews	Castle Water	S	20.00	4.00	24.00
934 Water Rates	29/03/2021		Current/Business Res#	DD	Water rates Badsell Allotments	Castle Water	S	25.00	5.00	30.00
935 Water Rates	29/03/2021		Current/Business Res#	DD	Water rates Day Centre	Castle Water	S	8.33	1.67	10.00
936 Memorial Pitches and Pavilion	29/03/2021		Current/Business Res#	DD	Water rates Memorial	Castle Water	S	10.83	2.17	13.00
937 Green Lane Pavilion and Pitches	29/03/2021		Current/Business Res#	DD	Water rates Green Lane	Castle Water	S	13.33	2.67	16.00
938 Bank interest/fees	31/03/2021		Current/Business Res#		Bank charges	Unity bank	Z	42.90	0.00	42.90
939 Bank interest/fees	31/03/2021		Current/Business Res#		Handling fees	Unity bank	Z	3.30	0.00	3.30
940 Putlands	31/03/2021		Current/Business Res#	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
941 Elm Tree Pitches & Pavilion	31/03/2021		Current/Business Res#	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
942 St Andrews Field	31/03/2021		Current/Business Res#	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
943 Green Lane Pavilion and Pitches	31/03/2021		Current/Business Res#	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
944 Memorial Pitches and Pavilion	31/03/2021		Current/Business Res#	157	Mowing costs	Capel Care	S	108.32	21.67	129.99
945 Estates Equipment	31/03/2021		Current/Business Res#	330	Estates tools	Jewson Ltd	S	12.35	2.47	14.82
946 Electricity	31/03/2021		Current/Business Res#	331	Electricity supply street lights	Eon	S	43.86	8.77	52.63
947 Publicity	31/03/2021		Current/Business Res#	332	Printing	Typecast colour	Z	373.00	0.00	373.00
948 Putlands Subsidy	31/03/2021		Current/Business Res#	333	fees	Tunbridge Wells Borough Council	S	4,904.74	980.95	5,885.69
949 Maintenance	31/03/2021		Current/Business Res#	334	roofing felt	B & Q ( songhurst)	S	40.83	8.17	49.00
950 Christmas Lights	31/03/2021		Current/Business Res#	335	Christmas lights contract	Gela Lights	S	2,000.00	400.00	2,400.00
951 website	31/03/2021		Current/Business Res#	336	Website maintenance	Netwise	S	50.00	10.00	60.00
952 Play areas	31/03/2021		Current/Business Res#	337	Playground spares	Wicksteeds	S	271.25	54.25	325.50
953 Play areas	31/03/2021		Current/Business Res#	337	Playground spares	Wicksteeds	S	302.06	60.41	362.47
954 Professional fees	31/03/2021		Current/Business Res#	338	Professional fees	Gen2	S	1,500.00	300.00	1,800.00
955 Security Company FHW	31/03/2021		Current/Business Res#	339	security - FHW	Prestige Guarding	S	152.00	30.40	182.40
956 Security company - Memorial	31/03/2021		Current/Business Res#	339	security - Memorial	Prestige Guarding	S	152.00	30.40	182.40
957 security St Andrews	31/03/2021		Current/Business Res#	339	security -St andrews	Prestige Guarding	S	152.00	30.40	182.40
958 Subscriptions	31/03/2021		Current/Business Res#	340	antivirus	Symcar	S	7.50	1.50	9.00
959 Subscriptions	31/03/2021		Current/Business Res#	340	antivirus	Symcar	S	7.50	1.50	9.00
960 Contractors	31/03/2021		Current/Business Res#	341	Waste clearance	Wasteway	S	426.69	85.34	512.03
961 General expenses	31/03/2021		Current/Business Res#	credit card	Title deeds	Land Registry	Z	42.00	0.00	42.00
962 Estates Equipment	31/03/2021		Current/Business Res#	credit card	PPE	AMazon (N Reay)	S	91.96	18.39	110.35
963 Postage and Stationery	31/03/2021		Current/Business Res#	credit card	Postage - large letter	Post office	Z	15.20	0.00	15.20
964 van hire	31/03/2021		Current/Business Res#	credit card	Van rental	Ton Hire	S	325.00	65.00	390.00
965 Subscriptions	31/03/2021		Current/Business Res#	credit card	subscription	zoom	S	9.99	2.00	11.99
966 Foal Hurst Wood	31/03/2021		Current/Business Res#	credit card	Materials for FHW	Pitchcare	S	352.15	70.43	422.58
967 Bank interest/fees	31/03/2021		Current/Business Res#	credit card	fees	Lloyds Bank	Z	3.00	0.00	3.00
968 Putlands	31/03/2021		Current/Business Res#	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
969 Elm Tree Pitches & Pavilion	31/03/2021		Current/Business Res#	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
970 St Andrews Field	31/03/2021		Current/Business Res#	159	Mowing costs	Capel Care	S	108.33	21.67	130.00

## Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
971 Green Lane Pavilion and Pitch	31/03/2021		Current/Business Res€	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
972 Memorial Pitches and Pavilions	31/03/2021		Current/Business Res€	157	Mowing costs	Capel Care	S	108.32	21.67	129.99
973 Salaries	26/03/2021		Wages Imprest	bacshmic	Tax XII Office	PWTC Wages Imprest Acc	Z	1,686.06	0.00	1,686.06
974 Salaries	26/03/2021		Wages Imprest	bacspen	Pension - office	PWTC Wages Imprest Acc	Z	529.46	0.00	529.46
975 Salary	26/03/2021		Wages Imprest	bacspen	Wages NP	PWTC Wages Imprest Acc	Z	50.00	0.00	50.00
976 Salaries	26/03/2021		Wages Imprest	bacspen	Wages - Estates	PWTC Wages Imprest Acc	Z	4,780.44	0.00	4,780.44
977 Salaries	26/03/2021		Wages Imprest	bacshmic	Tax XII Estates	PWTC Wages Imprest Acc	Z	1,861.84	0.00	1,861.84
978 Salaries	26/03/2021		Wages Imprest	bacshmic	Pension - Estates	PWTC Wages Imprest Acc	Z	556.87	0.00	556.87
979 Fuel	26/03/2021		Wages Imprest	bacspen	fuel	PWTC Wages Imprest Acc	Z	40.02	0.00	40.02
980 Salaries	26/03/2021		Wages Imprest	bacspen	Wages - Day centre	PWTC Wages Imprest Acc	Z	103.35	0.00	103.35
981 Salaries	26/03/2021		Wages Imprest	bacshmic	Tax XII - Day Centre	PWTC Wages Imprest Acc	Z	25.80	0.00	25.80
982 Salaries	26/03/2021		Wages Imprest	bacspen	Wages - Cemetery	PWTC Wages Imprest Acc	Z	630.00	0.00	630.00
983 Wages - Fowl Hurst Wood	26/03/2021		Wages Imprest	bacspen	Wages - FHW	PWTC Wages Imprest Acc	Z	89.81	0.00	89.81
984 Wages - memorial	26/03/2021		Wages Imprest	bacspen	Wages - Memorial	PWTC Wages Imprest Acc	Z	97.03	0.00	97.03
985 Bank interest/fees	31/03/2021		Wages Imprest	bacspen	Bank charges	Unity bank	Z	18.00	0.00	18.00
986 Annual Rent	12/03/2021		Current/Business Res€	318	Ground Rent	Tunbridge Wells Borough Council	Z	100.00	0.00	100.00
987 Subscriptions	23/03/2021		Current/Business Res€	328	Membership fees	Grounds Management Associ	Z	4.91	0.00	4.91
988 Fuel	30/03/2021		Current/Business Res€	dd	fuel	Wex Retail Cards	S	24.67	4.93	29.60
989 Members allowances	30/03/2021		Current/Business Res€	dd	Printer cartridge - PC	M A Flasman	S	48.67	9.73	58.40
990 Chairmans allowance	30/03/2021		Current/Business Res€	dd	flowers	M A Flasman	S	29.17	5.83	35.00
991 Water Rates	30/03/2021		Current/Business Res€	dd	Water rates Day Centre	Business Stream	Z	410.37	0.00	410.37
992 Memorial Pitches and Pavilions	30/03/2021		Current/Business Res€	dd	Electrical Repairs Memorial	P J Electrical	Z	230.86	0.00	230.86
993 Rents	31/03/2021		Current/Business Res€	dd	reverse payment	Situ-Antunes	Z	10.00	0.00	10.00
994 Rents	31/03/2021		Current/Business Res€	dd	reverse payment	Marshall	Z	20.00	0.00	20.00
995 Opening Fee	31/03/2021		Current/Business Res€	dd	reverse payment	Brookman (Sears)	Z	228.00	0.00	228.00
996 Opening Fee	31/03/2021		Current/Business Res€	dd	reverse payment	Homes	Z	228.00	0.00	228.00
997 Grants of Right	31/03/2021		Current/Business Res€	dd	reverse payment	Homes	Z	551.00	0.00	551.00
998 Hire Charges	31/03/2021		Current/Business Res€	dd	reverse payment	Paddock Wood Flower Club	Z	72.00	0.00	72.00
999 Hire Charges	31/03/2021		Current/Business Res€	dd	reverse payment	PW Rainbows	Z	108.00	0.00	108.00
1,000 Hire Charges	31/03/2021		Current/Business Res€	dd	reverse payment	Paddock Wood Historical Soc	Z	54.00	0.00	54.00
1,001 Salaries	28/03/2021		Wages Imprest	bacspen	Wages - Office	PWTC Wages Imprest Acc	Z	4,344.09	0.00	4,344.09
<b>Total</b>								<b>107,326.93</b>	<b>15,327.66</b>	<b>122,654.59</b>

## Paddock Wood Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
193 St Andrews Hall	26/02/2021		Current/Business Rest	bacs	Hire of hall	Scalliwags Nursery	S	917.51	183.50	1,101.01
194 Opening Fee	23/02/2021		Current/Business Rest	bacs	Refund of opening fee	Mummy	Z	228.00	0.00	228.00
195 Memorial Plaques	23/02/2021		Current/Business Rest	bacs	Plaques	Mummy	Z	71.36	0.00	71.36
196 Memorial Plaques	23/02/2021		Current/Business Rest	bacs	Additional inscription fee	Mummy	Z	0.00	0.00	0.00
197 Memorial Plaques	23/02/2021		Current/Business Rest	bacs	Additional inscription fee	Mummy	Z	51.50	0.00	51.50
198 St Andrews Hall	26/03/2021		Current/Business Rest	bacs	Hire of hall	Scalliwags Nursery	S	854.87	170.97	1,025.84
199 Rents	30/03/2021		Current/Business Rest	bacs	Allotment Rents	watson	Z	10.00	0.00	10.00
200 Rents	30/03/2021		Current/Business Rest	bacs	Allotment Rents	Sayer	Z	20.00	0.00	20.00
201 Rents	30/03/2021		Current/Business Rest	bacs	Allotment Rents	Tovey	Z	20.00	0.00	20.00
202 Rents	30/03/2021		Current/Business Rest	bacs	Allotment Rents	Hurley	Z	10.00	0.00	10.00
203 Rents	30/03/2021		Current/Business Rest	bacs	Allotment Rents	Metcalfe	Z	30.00	0.00	30.00
204 Rents	30/03/2021		Current/Business Rest	bacs	Allotment Rents	Halls	Z	10.00	0.00	10.00
205 Rents	30/03/2021		Current/Business Rest	bacs	Allotment Rents	Wang	Z	20.00	0.00	20.00
206 Estates Equipment	31/03/2021		Current/Business Rest		reverse payment	N Reay (amazon)	Z	84.00	0.00	84.00
207 Vehicle Maintenance	31/03/2021		Current/Business Rest	115	reverse payment	East Peckham MOT station	S	37.50	7.50	45.00
208 Workshop	31/03/2021		Current/Business Rest	DD	reverse payment	British Telecommunications L	S	37.89	7.58	45.47
209 Podmore Building	31/03/2021		Current/Business Rest	157	reverse payment	British Telecommunications L	S	388.00	77.60	465.60
210 Podmore Building	31/03/2021		Current/Business Rest	157	reverse payment	British Telecommunications L	S	84.67	16.93	101.60
211 Loan Repayments	31/03/2021		Current/Business Rest	157	reverse payment	PWLB	S	2,747.40	549.48	3,296.88
212 Salaries	31/03/2021		Wages Imprest		reverse payment	PWTC Wages Imprest Acc	Z	57.97	0.00	57.97
213 General expenses	31/03/2021		Wages Imprest		reverse payment	PWTC Wages Imprest Acc	Z	59.87	0.00	59.87
214 Salaries	31/03/2021		Wages Imprest		reverse payment	PWTC Wages Imprest Acc	Z	556.87	0.00	556.87
215 Salaries	31/03/2021		Wages Imprest		reverse payment	PWTC Wages Imprest Acc	Z	512.37	0.00	512.37
<b>Total</b>								<b>6,809.78</b>	<b>1,013.56</b>	<b>7,823.34</b>



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**MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held  
on Wednesday 3<sup>rd</sup> March VIA ZOOM AT 7 pm**

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PRESENT: Cllr M Flashman, in the Chair,  
D Boyle Cllr C Williams  
Mrs N Reay (Town Clerk) Mr J White (Project Manager)  
Mr D Deed  
Borough Cllr C Mackconochie (After item CCB104 b)

Apologies: Mrs D Haylett (TWBC Head of Facilities & Community Hubs)

CCB102      **MINUTES OF THE PREVIOUS MINUTES**  
The minutes of the meeting held on 3<sup>rd</sup> February 2021 were APPROVED.

CCB103      **PROJECT UPDATE**

a)            The Working party had met to discuss the results of the Design Team meeting and were looking at colours & kitchen layout. The group's views were forwarded to the Design Team for inclusion in the plans. A further design team meeting is scheduled for the 4<sup>th</sup> March 2021.

b)            A meeting is due to be held on the 5<sup>th</sup> March 2021 with the planners to discuss the issues raised during the planning consultation process. Members will be updated at the next meeting. The FAQ's would also be updated to include the concerns which had been raised during the planning process. They will be presented to the Working Party for agreement at their next meeting.

c)            The site of the police houses was up for auction 9<sup>th</sup> March with a guide price of £750,000. The site has permission for 6 houses.

CCB104      **PROGRAMME AND FINANCIAL UPDATE**

a)            DD advised that he was still working on the figures with Baxall and the QS, to bring the project in on budget. The numbers will be confirmed once the procurement process begins. The Town Council has not yet appointed a contractor for the upgrade of the tennis courts which will be funded separately. A decision on the contract for the tennis courts will need to be made shortly. A £95K de-carbonisation grant has been agreed, the final sign off of the Terms and Conditions should take place shortly. This will allow for air source heat pumps to be installed and do away with the need for gas boilers. With the aid of the grant the building will be almost carbon neutral.

In order to receive the grant completion of the build must be by March 2022.

JW updated members on the cashflow.

- b) The application had been submitted to the County Association for borrowing approval. The paperwork has passed their checks and has been submitted to the Ministry of Housing, Communities and Local Government. A decision will take 3 – 6 weeks. (Note: it would normally only take 3 weeks, but I have been advised that applications are taking longer at present)
- c) The Deputy Clerk is applying to UK Power Networks for their Green Recovery Grant. This will cover the cost of connecting to the grid if PWTC allows the electric car chargers to be accessible to the public, which they will be. The closing date for application is the 19<sup>th</sup> March 2021.

CCB105

**COVID 19 RISK REGISTER**

Members reviewed the register. The additional houses on the Berkley Homes site were added to the register. A further 60 homes were also be put forward for the Church Farm site.

CCB106

**RISK REGISTER**

It was agreed that JW & NR would review the risk register.

CCB107

**BYELAWS**

The byelaws which exist for the Memorial Field were created in 1958, and state that the gates should be closed ½ hour after sunset. To be able to keep the Community Centre open later the byelaw needs to be revoked.

Advice had previously sought from Mid Kent Legal on the process.

The council does not need the involvement of the Ministry of Housing, Communities and Local Government.

Details of how to revoke the byelaw were attached. Members agreed that this should be deferred until the planning application had been determined and contracts were signed.

CCB108

**ANY OTHER BUSINESS**

There were not other matters to consider.

CCB109

**DATE OF NEXT MEETING**

The next meeting is due to be held on Wednesday 7<sup>th</sup> April 2021.

CHAIRMAN

Key performance indicators		20/21	Year end review	21/22
<b>FUNDING/FINANCE</b>				
Banking and Audit	Ensure continued compliance with audit regulations. Credit card application in hand		Credit card obtained. Audit completed with no issues	Three year insurance term expires end of 21/22 review alternative provider. Ensure compliance with audit regulations
Precept	Annual setting of precept & budget monitoring		Budget review in June 2020 0.3% reduction in the precept for 21/22. Improve public awareness of Council finances	Annual setting of precept and budget monitoring -. Use Social Media to further improve public awareness
Providing value for money	Delivery & monitoring against 5 year plan 4 times a year by committee chairman. Update & review at end of year by Finance Committee. Annual internal & external audit		Monitoring of the 5 year plan has been limited due to the Covid 19 restriction & other commitments. Internal audit booked for 10th May 2021. Annual Return to be completed by 30 the June 2021	Delivery & monitoring against 5 year plan 4 times a year by committee chairmen. Update & review at end of year by Finance Committee. Annual internal & external audit
Seek and apply for grant funding	Seek grants for community centre project		Grants applications submitted for green infrastructure for community centre	Seeks grants for new projects
Review leases/licences	Bowls Club Lease for renewal		New 25 year lease underway	
<b>Members</b>				
Training for councillors	All councillors to attend training as appropriate		Training has been limited during the year due to Covid 19 restrictions. Details of those courses attended are attached.	All councillors to attend training as appropriate - new councillors to attend Dynamic Councillor course as soon as possible after election.
Audit Councillor skills & interests	Deferred			Progress
Handbook for Councillors	New website will have capacity to publish online for easy access		New website in progress	Documents can be published on the website to allow easy access for members