

Agenda item C 25(a)

**Paddock Wood Town Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 Rents	01/04/2021		Current/Business Rese	baacs	Allotment Rents	Andrews	Z	10.00	0.00	10.00
2 Rents	01/04/2021		Current/Business Rese	baacs	Allotment Rents	Hooper	Z	20.00	0.00	20.00
3 Rents	01/04/2021		Current/Business Rese	baacs	Allotment Rents	Steward	Z	10.00	0.00	10.00
4 Rents	01/04/2021		Current/Business Rese	baacs	Allotment Rents	Dietsch	Z	20.00	0.00	20.00
5 Rents	01/04/2021		Current/Business Rese	baacs	Allotment Rents	Dunn	Z	20.00	0.00	20.00
6 Rents	01/04/2021		Current/Business Rese	baacs	Allotment Rents	Trevillion	Z	20.00	0.00	20.00
7 Rents	01/04/2021		Current/Business Rese	baacs	Allotment Rents	Moon	Z	5.00	0.00	5.00
8 Rents	01/04/2021		Current/Business Rese	baacs	Allotment Rents	hammond	Z	20.00	0.00	20.00
9 Rents	01/04/2021		Current/Business Rese	baacs	Allotment Rents	Vousden	Z	10.00	0.00	10.00
10 Rents	01/04/2021		Current/Business Rese	baacs	Allotment Rents	Prunty	Z	20.00	0.00	20.00
11 Rents	01/04/2021		Current/Business Rese	baacs	Allotment Rents	Situ-Antunes	Z	10.00	0.00	10.00
12 Rents	01/04/2021		Current/Business Rese	baacs	Allotment Rents	Butcher	Z	20.00	0.00	20.00
13 Rents	06/04/2021		Current/Business Rese	baacs	Allotment Rents	Horn	Z	20.00	0.00	20.00
14 Rents	06/04/2021		Current/Business Rese	baacs	Allotment Rents	Armstrong	Z	20.00	0.00	20.00
15 Rents	06/04/2021		Current/Business Rese	baacs	Allotment Rents	Gray	Z	20.00	0.00	20.00
16 Rents	06/04/2021		Current/Business Rese	baacs	Allotment Rents	Pagany	Z	20.00	0.00	20.00
17 Rents	06/04/2021		Current/Business Rese	baacs	Allotment Rents	Young	Z	25.00	0.00	25.00
18 Rents	06/04/2021		Current/Business Rese	baacs	Allotment Rents	Komianos	Z	5.00	0.00	5.00
19 Rents	06/04/2021		Current/Business Rese	baacs	Allotment Rents	Taylor A	Z	10.00	0.00	10.00
20 Rents	06/04/2021		Current/Business Rese	baacs	Allotment Rents	Hopper	Z	10.00	0.00	10.00
21 Rents	06/04/2021		Current/Business Rese	baacs	Allotment Rents	Waller	Z	10.00	0.00	10.00
22 Rents	06/04/2021		Current/Business Rese	baacs	Allotment Rents	Brazier	Z	20.00	0.00	20.00
23 Rents	07/04/2021		Current/Business Rese	baacs	Allotment Rents	Hutchison	Z	10.00	0.00	10.00
24 Covid Grant	07/04/2021		Current/Business Rese	baacs	Covid Grant	Tunbridge Wells Borough Coi	Z	1,334.00	0.00	1,334.00
25 Green Lane Pavilion and Ptitc	07/04/2021		Current/Business Rese	baacs	Covid Grant	Tunbridge Wells Borough Coi	Z	1,334.00	0.00	1,334.00
26 Green Lane Pavilion and Ptitc	07/04/2021		Current/Business Rese	baacs	Covid Grant	Tunbridge Wells Borough Coi	Z	667.00	0.00	667.00
27 Covid Grant	07/04/2021		Current/Business Rese	baacs	Covid Grant	Tunbridge Wells Borough Coi	Z	667.00	0.00	667.00
28 Green Lane Pavilion and Ptitc	07/04/2021		Current/Business Rese	baacs	Covid Grant	Tunbridge Wells Borough Coi	Z	285.86	0.00	285.86
29 Green Lane Pavilion and Ptitc	07/04/2021		Current/Business Rese	baacs	Covid Grant	Tunbridge Wells Borough Coi	Z	2,001.00	0.00	2,001.00
30 Covid Grant	07/04/2021		Current/Business Rese	baacs	Covid Grant	Tunbridge Wells Borough Coi	Z	2,001.00	0.00	2,001.00
31 Covid Grant	07/04/2021		Current/Business Rese	baacs	Covid Grant	Tunbridge Wells Borough Coi	Z	762.29	0.00	762.29
32 Covid Grant	07/04/2021		Current/Business Rese	baacs	Covid Grant	Tunbridge Wells Borough Coi	Z	4,000.00	0.00	4,000.00
33 Green Lane Pavilion and Ptitc	07/04/2021		Current/Business Rese	baacs	Covid Grant	Tunbridge Wells Borough Coi	Z	4,000.00	0.00	4,000.00
34 Miscellaneous	07/04/2021		Current/Business Rese	baacs	Grant-	OPE	Z	65,000.00	0.00	65,000.00
35 Rents	09/04/2021		Current/Business Rese	baacs	Allotment Rents	Conrad Pickles	Z	10.00	0.00	10.00
36 Rents	09/04/2021		Current/Business Rese	baacs	Allotment Rents	Goldup	Z	20.00	0.00	20.00

Paddock Wood Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
37 Rents	09/04/2021		Current/Business Res€	bacs	Allotment Rents	Stiff	Z	20.00	0.00	20.00
38 Rents	12/04/2021		Current/Business Res€	bacs	Allotment Rents	Bristow	Z	20.00	0.00	20.00
39 Covid Grant	12/04/2021		Current/Business Res€	bacs	Covid Grant	Tunbridge Wells Borough Coi	Z	2,096.00	0.00	2,096.00
40 Green Lane Pavilion and Pitcl	12/04/2021		Current/Business Res€	bacs	Covid Grant	Tunbridge Wells Borough Coi	Z	2,096.00	0.00	2,096.00
41 Foal Hurst Wood	12/04/2021		Current/Business Res€	bacs	Benches	Hodson	Z	535.20	0.00	535.20
42 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Brown	Z	20.00	0.00	20.00
43 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Hatcher E	Z	10.00	0.00	10.00
44 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Burchett	Z	10.00	0.00	10.00
45 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Parks	Z	5.00	0.00	5.00
46 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Cook	Z	10.00	0.00	10.00
47 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Bowden C	Z	20.00	0.00	20.00
48 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Gardner	Z	10.00	0.00	10.00
49 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Jenkins	Z	10.00	0.00	10.00
50 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Kitchenham	Z	20.00	0.00	20.00
51 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Bridges	Z	20.00	0.00	20.00
52 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Taylor M	Z	20.00	0.00	20.00
53 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Hickmott	Z	10.00	0.00	10.00
54 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Hickmott C	Z	20.00	0.00	20.00
55 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Harris	Z	20.00	0.00	20.00
56 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Ross	Z	20.00	0.00	20.00
57 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Smith T	Z	10.00	0.00	10.00
58 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Cummings	Z	10.00	0.00	10.00
59 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Oxley	Z	20.00	0.00	20.00
60 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Timms	Z	20.00	0.00	20.00
61 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Hyland	Z	10.00	0.00	10.00
62 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Wickens	Z	10.00	0.00	10.00
63 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Fidge	Z	10.00	0.00	10.00
64 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Fuller	Z	10.00	0.00	10.00
65 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Wolfe	Z	10.00	0.00	10.00
66 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Finn	Z	5.00	0.00	5.00
67 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Lear	Z	10.00	0.00	10.00
68 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Young	Z	10.00	0.00	10.00
69 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Macdonald	Z	10.00	0.00	10.00
70 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Humphrey	Z	10.00	0.00	10.00
71 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Hewson	Z	10.00	0.00	10.00
72 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Leftley	Z	10.00	0.00	10.00
73 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Mace B	Z	20.00	0.00	20.00
74 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Purton	Z	5.00	0.00	5.00
75 Rents	14/04/2021		Current/Business Res€	000197	Allotment Rents	Adams	Z	10.00	0.00	10.00

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Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
76 Rents	14/04/2021		Current/Business Res	000197	Allotment Rents	Ginger	Z	5.00	0.00	5.00
77 Rents	14/04/2021		Current/Business Res	000197	Allotment Rents	Thom	Z	10.00	0.00	10.00
78 Rents	14/04/2021		Current/Business Res	000198	Allotment Rents	Jeffery	Z	20.00	0.00	20.00
79 Rents	14/04/2021		Current/Business Res	bacs	Allotment Rents	Davies	Z	20.00	0.00	20.00
80 Rents	14/04/2021		Current/Business Res	bacs	Allotment Rents	Carroll	Z	10.00	0.00	10.00
81 Rents	19/04/2021		Current/Business Res	bacs	Allotment Rents	Killick	Z	10.00	0.00	10.00
82 Rents	19/04/2021		Current/Business Res	bacs	Allotment Rents	Gladdy	Z	10.00	0.00	10.00
83 Rents	19/04/2021		Current/Business Res	bacs	Allotment Rents	Easteal	Z	10.00	0.00	10.00
84 Rents	21/04/2021		Current/Business Res	bacs	Allotment Rents	Bryant	Z	20.00	0.00	20.00
85 Rents	21/04/2021		Current/Business Res	bacs	Allotment Rents	Bryant	Z	20.00	0.00	20.00
86 Rents	21/04/2021		Current/Business Res	bacs	Allotment Rents	Bryant	Z	20.00	0.00	20.00
87 Rents	21/04/2021		Current/Business Res	bacs	Allotment Rents	Wang	Z	20.00	0.00	20.00
88 Rents	22/04/2021		Current/Business Res	bacs	Allotment Rents	Neve	Z	20.00	0.00	20.00
89 Rents	26/04/2021		Current/Business Res	bacs	Allotment Rents	Gurney M	Z	30.00	0.00	30.00
90 St Andrews Hall	14/04/2021		Current/Business Res	bacs	Hire of St Andrews Hall	Scalliwags Nursery	S	854.87	170.97	1,025.84
91 Precept	30/04/2021		Current/Business Res	bacs	Precept	Tunbridge Wells Borough Co	Z	230,296.50	0.00	230,296.50
92 Estates Equipment	06/05/2021		Current/Business Res	000246	Sale of field roller	Doig	S	833.33	166.67	1,000.00
93 VAT Refund	06/05/2021		Current/Business Res	000246	VAT Refund	HMRC	R	0.00	28,646.57	28,646.57
94 Rents	06/05/2021		Current/Business Res	000246	Allotment Rents	Sargison	Z	10.00	0.00	10.00
95 Estates Equipment	26/04/2021		Current/Business Res	Credit Card	refund	Lloyds Bank	S	26.72	5.35	32.07
96 Maintenance	26/04/2021		Current/Business Res	bacs	Adjustment	B & Q (songhurst)	S	8.33	1.67	10.00
97 Rents	04/05/2021		Current/Business Res	bacs	Allotment Rents	Robinson	Z	20.00	0.00	20.00
98 Rents	04/05/2021		Current/Business Res	bacs	Allotment Rents	Gregory	Z	10.00	0.00	10.00
99 Rents	04/05/2021		Current/Business Res	bacs	Allotment Rents	Easteal	Z	10.00	0.00	10.00
100 Memorial Pitches and Pavilio	04/05/2021		Current/Business Res	bacs000245	Wayleave agreement	UK Power Networks	Z	17.25	0.00	17.25
101 Grants of Right	04/05/2021		Current/Business Res	000245	Grant of Right (Ashes Plot)/me	Taylor (Sears)	Z	960.00	0.00	960.00
102 Opening Fee	04/05/2021		Current/Business Res	000245	Opening Fee	Taylor (Sears)	Z	456.00	0.00	456.00
103 Grants of Right	04/05/2021		Current/Business Res	000245	Grant of Right (Earthern)	Humphries (Sears)	Z	551.00	0.00	551.00
104 Opening Fee	04/05/2021		Current/Business Res	000245	Opening Fee	Humphries (Sears)	Z	228.00	0.00	228.00
105 Memorial Fees	04/05/2021		Current/Business Res	000245	Memorial Fee	Taylor (Sears)	Z	160.00	0.00	160.00
106 Memorial Fees	04/05/2021		Current/Business Res	000245	Memorial Fee	Hoadley	Z	80.00	0.00	80.00
107 Green Lane Pavilion and Pitc	05/05/2021		Current/Business Res	bacs	Pitch fees	Green Lane FC	S	122.32	24.47	146.79
108 Rents	05/05/2021		Current/Business Res	bacs	Allotment Rents	Norvillene	Z	20.00	0.00	20.00
109 Memorial Pitches and Pavilio	06/05/2021		Current/Business Res	bacs	Pitch fees	Insulators	S	243.54	48.71	292.25
110 St Andrews Hall	06/05/2021		Current/Business Res	bacs	Hire of hall	Scalliwags Nursery	S	854.87	170.97	1,025.84
111 St Andrews Hall	06/05/2021		Current/Business Res	bacs	Refund of telephone bill	Scalliwags Nursery	S	53.51	10.70	64.21
112 Rents	06/05/2021		Current/Business Res	bacs	Allotment Rents	Grist	Z	10.00	0.00	10.00
113 Rents	17/05/2021		Current/Business Res	bacs	Allotment Rents	Taplin	Z	10.00	0.00	10.00
114 Rents	17/05/2021		Current/Business Res	bacs	Allotment Rents	SWAN	Z	10.00	0.00	10.00

Paddock Wood Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
115 Hire Charges	17/05/2021		Current/Business Res	bacs	Hire of Day centre	Sunflower Spiritual Centre	Z	126.00	0.00	126.00
116 Hire Charges	21/05/2021		Current/Business Res	bacs	Hire of Day centre	Tunbridge Wells Borough Co	Z	217.76	0.00	217.76
117 Hire Charges	28/05/2021		Current/Business Res	bacs	Hire of Day centre	Church of god ww Associatio	Z	39.24	0.00	39.24
118 St Andrews Hall	28/05/2021		Current/Business Res	bacs	Hire of St Andrews Hall	Scalliwags Nursery	S	885.72	177.14	1,062.86
119 St Andrews Hall	28/05/2021		Current/Business Res	bacs	Hire of St Andrews Hall	Scalliwags Nursery	S	854.87	170.97	1,025.84
120 Foal Hurst Wood	01/06/2021		Current/Business Res	bacs	Grazing Agreement	Mr & Mrs Doig	S	80.00	16.00	96.00
121 Rents	19/05/2021		Current/Business Res	000199	Allotment Rents	Taylor	Z	20.00	0.00	20.00
122 Rents	19/05/2021		Current/Business Res	000199	Allotment Rents	Fidge	Z	10.00	0.00	10.00
123 Rents	19/05/2021		Current/Business Res	000199	Allotment Rents	Hurford	Z	20.00	0.00	20.00
124 Rents	19/05/2021		Current/Business Res	000199	Allotment Rents	Walton	Z	10.00	0.00	10.00
125 Rents	19/05/2021		Current/Business Res	000199	Allotment Rents	Davies	Z	10.00	0.00	10.00
126 Rents	19/05/2021		Current/Business Res	000199	Allotment Rents	Mcguire	Z	10.00	0.00	10.00
127 Rents	19/05/2021		Current/Business Res	000199	Allotment Rents	Smytherman	Z	20.00	0.00	20.00
128 Rents	19/05/2021		Current/Business Res	000199	Allotment Rents	Ricketts	Z	20.00	0.00	20.00
129 Rents	19/05/2021		Current/Business Res	000199	Allotment Rents	Knight	Z	10.00	0.00	10.00
130 Rents	19/05/2021		Current/Business Res	000199	Allotment Rents	White	Z	5.00	0.00	5.00
131 Rents	19/05/2021		Current/Business Res	000199	Allotment Rents	Elcombe	Z	10.00	0.00	10.00
Total								326,059.18	29,610.19	355,669.37

Agenda Item C25 (b)

**Paddock Wood Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	09/04/2021		Current/Business Res	DD	Copier fees	Insight Systems	S	1,058.81	211.76	1,270.57
2	13/04/2021		Current/Business Res	DD	fuel	Wex Retail Cards	S	18.67	3.73	22.40
3	14/04/2021		Current/Business Res	DD	Refuse Clearance	Lilli Waste	S	4.00	0.80	4.80
4	14/04/2021		Current/Business Res	DD	Refuse Clearance	Lilli Waste	S	175.34	35.07	210.41
5	14/04/2021		Current/Business Res	DD	Refuse Clearance	Lilli Waste	S	151.93	30.39	182.32
6	16/04/2021		Current/Business Res	DD	subscription	Sage Uk Ltd	S	36.50	7.30	43.80
7	21/04/2021		Current/Business Res	DD	Mower Lease	BNP paribas	Z	398.00	0.00	398.00
8	21/04/2021		Current/Business Res	DD	Mobile phone Account Estates	O2	S	20.27	4.06	24.33
9	21/04/2021		Current/Business Res	DD	Mobile phone Account Office	O2	S	21.08	4.22	25.30
10	26/04/2021		Current/Business Res	001	IT fees	Symcar	S	90.10	18.02	108.12
11	26/04/2021		Current/Business Res	002	subscription	Kent Association of Local Cot	S	1,620.00	324.00	1,944.00
12	26/04/2021		Current/Business Res	003	Training course	Kent Association of Local Cot	S	50.00	10.00	60.00
13	26/04/2021		Current/Business Res	004	Cleaning public toilets	F & C Cleaning	S	48.33	9.67	58.00
14	26/04/2021		Current/Business Res	005	stationery	Viking Direct	S	111.32	22.26	133.58
15	26/04/2021		Current/Business Res	006	Padlocks/security	B & Q (PWFC)	S	21.67	4.33	26.00
16	26/04/2021		Current/Business Res	007	Refuse Clearance	Elm Fencing	S	900.00	180.00	1,080.00
17	26/04/2021		Current/Business Res	008	Excavator hire	Skelton Plant Hire	S	212.00	42.40	254.40
18	26/04/2021		Current/Business Res	009	repairs	J D Plumbing	S	107.92	21.58	129.50
19	26/04/2021		Current/Business Res	010	licence fee	Kent County Council	Z	29.00	0.00	29.00
20	26/04/2021		Current/Business Res	011	Estates Materials	Corker Outdoors	S	36.10	7.22	43.32
21	26/04/2021		Current/Business Res	011	Estates Materials	Corker Outdoors	S	70.00	14.00	84.00
22	26/04/2021		Current/Business Res	011	Estates Materials	Corker Outdoors	S	22.33	4.47	26.80
23	26/04/2021		Current/Business Res	011	Estates Materials	Corker Outdoors	S	46.55	9.31	55.86
24	26/04/2021		Current/Business Res	011	Estates Materials	Corker Outdoors	S	46.55	9.31	55.86
25	26/04/2021		Current/Business Res	012	Electricity supply street lights	Eon	S	55.49	2.77	58.26
26	27/04/2021		Current/Business Res	DD	fuel	Wex Retail Cards	S	114.87	22.97	137.84
27	28/04/2021		Current/Business Res	DD	Pension admin costs	Aviva Life	Z	15.25	0.00	15.25
28	28/04/2021		Current/Business Res	DD	Pension admin costs	Aviva Life	Z	15.25	0.00	15.25
29	28/04/2021		Current/Business Res	DD	Water rates Elm Tree	Castle Water	S	12.50	2.50	15.00
30	28/04/2021		Current/Business Res	DD	Water rates Kent close	Castle Water	S	10.00	2.00	12.00
31	28/04/2021		Current/Business Res	DD	Water rates Cemetery	Castle Water	S	9.17	1.83	11.00
32	28/04/2021		Current/Business Res	DD	Water rates Podmore	Castle Water	S	8.33	1.67	10.00
33	28/04/2021		Current/Business Res	DD	Water rates Ringden Allotment	Castle Water	Z	10.00	0.00	10.00
34	28/04/2021		Current/Business Res	DD	Water rates St Andrews	Castle Water	S	20.00	4.00	24.00
35	28/04/2021		Current/Business Res	DD	Water rates Badsell Allotments	Castle Water	S	25.00	5.00	30.00
36	28/04/2021		Current/Business Res	DD	Water rates Day Centre	Castle Water	S	8.33	1.67	10.00

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	28/04/2021		Current/Business Res	DD	Water rates Memorial	Castle Water	S	10.83	2.17	13.00
38	28/04/2021		Current/Business Res	DD	Water rates Green Lane	Castle Water	S	13.33	2.67	16.00
39	28/04/2021		Wages Imprest	bacs	Wages - Office	PWTC Wages Imprest Acc	Z	4,337.29	0.00	4,337.29
40	28/04/2021		Wages Imprest	bacshimrc	Tax NI Office	PWTC Wages Imprest Acc	Z	1,691.48	0.00	1,691.48
41	28/04/2021		Wages Imprest	bacspen	Pension - office	PWTC Wages Imprest Acc	Z	529.46	0.00	529.46
42	28/04/2021		Wages Imprest	bacs	Wages NP	PWTC Wages Imprest Acc	Z	50.00	0.00	50.00
43	28/04/2021		Wages Imprest	bacs	Wages - Estates	PWTC Wages Imprest Acc	Z	4,786.24	0.00	4,786.24
44	28/04/2021		Wages Imprest	bacshimrc	Tax NI Estates	PWTC Wages Imprest Acc	Z	1,853.97	0.00	1,853.97
45	28/04/2021		Wages Imprest	bacspen	Pension - Estates	PWTC Wages Imprest Acc	Z	556.87	0.00	556.87
46	28/04/2021		Wages Imprest	bacs	fuel	PWTC Wages Imprest Acc	Z	40.02	0.00	40.02
47	28/04/2021		Wages Imprest	bacs	Wages - Day centre	PWTC Wages Imprest Acc	Z	103.35	0.00	103.35
48	28/04/2021		Wages Imprest	bacshimrc	Tax NI - Day Centre	PWTC Wages Imprest Acc	Z	25.80	0.00	25.80
49	28/04/2021		Wages Imprest	bacs	Wages - Cemetery	PWTC Wages Imprest Acc	Z	630.00	0.00	630.00
50	28/04/2021		Wages Imprest	bacs	Wages - FHW	PWTC Wages Imprest Acc	Z	89.81	0.00	89.81
51	28/04/2021		Wages Imprest	bacs	Wages - Memorial	PWTC Wages Imprest Acc	Z	97.03	0.00	97.03
52	02/05/2021		Current/Business Res	DD	Electricity supply Day centre	SSE	S	207.97	41.59	249.56
53	02/05/2021		Current/Business Res	DD	Electricity supplies workshop	SSE	S	62.23	12.45	74.68
54	02/05/2021		Current/Business Res	DD	Electricity St Andrews	SSE	S	430.16	86.03	516.19
55	02/05/2021		Current/Business Res	DD	Electricity supplies elm tree	SSE	S	89.87	4.49	94.36
56	02/05/2021		Current/Business Res	DD	Electricity supplies Memorial	SSE	S	23.36	1.17	24.53
57	02/05/2021		Current/Business Res	DD	Electricity Podmore	SSE	S	296.40	14.82	311.22
58	10/05/2021		Current/Business Res	Credit Card	rope	AMazon (N Reay)	S	8.66	1.73	10.39
59	10/05/2021		Current/Business Res	Credit Card	Materials for FHW	Pitchcare	S	368.65	73.73	442.38
60	10/05/2021		Current/Business Res	Credit Card	Van rental	Ton Hire	S	325.00	65.00	390.00
61	10/05/2021		Current/Business Res	Credit Card	Title deeds	Land Registry	Z	6.00	0.00	6.00
62	10/05/2021		Current/Business Res	Credit Card	subscription	zoom	S	9.99	2.00	11.99
63	10/05/2021		Current/Business Res	Credit Card	fees	Unity bank	Z	3.00	0.00	3.00
64	11/05/2021		Current/Business Res	DD	fuel	Wex Retail Cards	S	152.25	30.45	182.70
65	17/05/2021		Current/Business Res	DD	software	Sage Payroll	S	36.50	7.30	43.80
66	17/05/2021		Current/Business Res	DD	Broadband	British Telecommunications L	S	134.30	26.86	161.16
67	17/05/2021		Current/Business Res	DD	Alarm line green lane	British Telecommunications L	S	37.89	7.58	45.47
68	19/05/2021		Current/Business Res	013	Estates Materials	Corker Outdoors	S	35.00	7.00	42.00
69	19/05/2021		Current/Business Res	014	Cleaning costs	F & C Cleaning	S	48.33	9.67	58.00
70	19/05/2021		Current/Business Res	015	security - FHW	Prestige Guarding	S	294.50	58.90	353.40
71	19/05/2021		Current/Business Res	015	security -St andrews	Prestige Guarding	S	294.50	58.90	353.40
72	19/05/2021		Current/Business Res	015	security - Memorial	Prestige Guarding	S	294.50	58.90	353.40
73	19/05/2021		Current/Business Res	016	Mowing costs	Capel Care	S	110.50	22.10	132.60
74	19/05/2021		Current/Business Res	016	Mowing costs	Capel Care	S	110.50	22.10	132.60
75	19/05/2021		Current/Business Res	016	Mowing costs	Capel Care	S	110.50	22.10	132.60

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
76 Putlands	19/05/2021		Current/Business Res#	016	Mowing costs	Capel Care	S	110.50	22.10	132.60
77 St Andrews Field	19/05/2021		Current/Business Res#	016	Mowing costs	Capel Care	S	110.50	22.10	132.60
78 Vehicle Maintenance	19/05/2021		Current/Business Res#	017	service charge	Star Tail Lifts	S	152.60	30.52	183.12
79 General expenses	19/05/2021		Current/Business Res#	018	repair to flag pole	Streetlights	S	41.25	8.25	49.50
80 Electricity	19/05/2021		Current/Business Res#	019	Electricity supply street lights	Eon	S	53.70	2.69	56.39
81 Estates Misc	19/05/2021		Current/Business Res#	020	skip hire	Scrapco	S	200.00	40.00	240.00
82 Estates Misc	19/05/2021		Current/Business Res#	020	skip hire	Scrapco	S	460.00	92.00	552.00
83 Professional fees	19/05/2021		Current/Business Res#	021	PCSA Payment	Baxall	S	24,143.10	4,828.62	28,971.72
84 software/licenses	19/05/2021		Current/Business Res#	022	IT fees	Symcar	S	67.60	13.52	81.12
85 software/licenses	19/05/2021		Current/Business Res#	022	IT fees	Symcar	S	90.10	18.02	108.12
86 Estates Equipment	19/05/2021		Current/Business Res#	023	Equipment hire	Skelton Plant Hire	S	212.00	42.40	254.40
87 Rates/Utility Fees	19/05/2021		Current/Business Res#	024	Business Rates - Cemetery	Tunbridge Wells Borough Co	Z	889.51	0.00	889.51
88 Green Lane Pavilion and Pitc	19/05/2021		Current/Business Res#	024	Business Rates - Green Lane	Tunbridge Wells Borough Co	Z	2,395.20	0.00	2,395.20
89 Business Rates	19/05/2021		Current/Business Res#	024	Business Rates - Day Centre	Tunbridge Wells Borough Co	Z	1,322.35	0.00	1,322.35
90 Podmore Building	19/05/2021		Current/Business Res#	024	Business Rates - Podmore	Tunbridge Wells Borough Co	Z	898.20	0.00	898.20
91 St Andrews Hall	19/05/2021		Current/Business Res#	024	Business Rates St Andrews	Tunbridge Wells Borough Co	Z	898.20	0.00	898.20
92 Mower Lease	21/05/2021		Current/Business Res#	DD	Mower Lease	BNP paribas	Z	398.00	0.00	398.00
93 Workshop	21/05/2021		Current/Business Res#	DD	Mobile phone Account Estates	O2	S	20.28	4.06	24.34
94 Telephones	21/05/2021		Current/Business Res#	DD	Mobile phone Account Office	O2	S	26.50	5.30	31.80
95 Consultants Fees	25/05/2021		Current/Business Res#	025	Consultants fees	Troy Planning	S	1,500.00	300.00	1,800.00
96 Estates Equipment	25/05/2021		Current/Business Res#	026	PPE	Kidmans	S	73.34	14.67	88.01
97 materials (Estates)	25/05/2021		Current/Business Res#	026	Estates supplies	Kidmans	S	87.55	17.51	105.06
98 Foal Hurst Wood	25/05/2021		Current/Business Res#	027	Chain saw parts & servicing	Lamberhurst Engineering	S	93.92	18.79	112.71
99 Foal Hurst Wood	25/05/2021		Current/Business Res#	027	Chain saw parts & servicing	Lamberhurst Engineering	S	81.43	16.29	97.72
100 materials (Estates)	25/05/2021		Current/Business Res#	028	Estates Materials	Jewson Ltd	S	16.04	3.21	19.25
101 Maintenance Contract	25/05/2021		Current/Business Res#	029	Maintenance Contract	Streetlights	S	220.68	44.14	264.82
102 Workshop	25/05/2021		Current/Business Res#	030	Broadband	British Telecommunications L	S	72.40	14.48	86.88
103 Green Lane Pavilion and Pitc	25/05/2021		Current/Business Res#	031	Water rates Green Lane	Business Stream	Z	27.27	0.00	27.27
104 Elm Tree Pitches & Pavilion	25/05/2021		Current/Business Res#	032	repair of pitches	Capel Care	S	1,775.00	355.00	2,130.00
105 Elm Tree Pitches & Pavilion	25/05/2021		Current/Business Res#	032	repair of pitches	Capel Care	S	180.00	36.00	216.00
106 Repairs and Maintenance	25/05/2021		Current/Business Res#	033	Tree work	Kent Gardening & Tree Surge	S	440.00	88.00	528.00
107 Fuel	25/05/2021		Current/Business Res#	DD	fuel	Wex Retail Cards	S	53.37	10.68	64.05
108 Salaries	26/05/2021		Wages Imprest	bags	Wages - Office	PWTC Wages Imprest Acc	Z	4,337.29	0.00	4,337.29
109 Salaries	26/05/2021		Wages Imprest	bags	Tax NI Office	PWTC Wages Imprest Acc	Z	1,691.48	0.00	1,691.48
110 Salaries	26/05/2021		Wages Imprest	bags	Pension - office	PWTC Wages Imprest Acc	Z	529.46	0.00	529.46
111 General expenses	26/05/2021		Wages Imprest	bags	expenses	PWTC Wages Imprest Acc	S	16.66	3.33	19.99
112 Salary	26/05/2021		Wages Imprest	bags	Wages NP	PWTC Wages Imprest Acc	Z	50.00	0.00	50.00
113 Salaries	26/05/2021		Wages Imprest	bags	Wages - Estates	PWTC Wages Imprest Acc	Z	5,069.14	0.00	5,069.14
114 Salaries	26/05/2021		Wages Imprest	bags	Tax NI Estates	PWTC Wages Imprest Acc	Z	1,583.73	0.00	1,583.73

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
115 Salaries	26/05/2021		Wages Imprest	bacs pen	Pension - Estates	PWTC Wages Imprest Acc	Z	556.87	0.00	556.87
116 Estates Equipment	26/05/2021		Wages Imprest	bacs	PPE	PWTC Wages Imprest Acc	S	20.00	4.00	24.00
117 Salaries	26/05/2021		Wages Imprest	bacs	Wages - Day centre	PWTC Wages Imprest Acc	S	86.12	17.23	103.35
118 Salaries	26/05/2021		Wages Imprest	bacshmir	Tax NI - Day Centre	PWTC Wages Imprest Acc	S	21.50	4.30	25.80
119 Salaries	26/05/2021		Wages Imprest	bacs	Wages - Cemetery	PWTC Wages Imprest Acc	S	525.00	105.00	630.00
120 wages St Andrews	26/05/2021		Wages Imprest	bacs	Wages St Andrews	PWTC Wages Imprest Acc	S	80.86	16.17	97.03
121 Wages - Foal Hurst Wood	26/05/2021		Wages Imprest	bacs	Wages - FHW	PWTC Wages Imprest Acc	S	74.84	14.97	89.81
122 Wages - memorial	26/05/2021		Wages Imprest	bacs	Wages - Memorial	PWTC Wages Imprest Acc	S	80.86	16.17	97.03
123 Elm Tree Pitches & Pavilion	28/05/2021		Current/Business Rese	DD	Water rates Elm Tree	Castle Water	S	12.50	2.50	15.00
124 Water Rates	28/05/2021		Current/Business Rese	DD	Water rates Kent close	Castle Water	S	10.00	2.00	12.00
125 Rates/Utility Fees	28/05/2021		Current/Business Rese	DD	Water rates Cemetery	Castle Water	S	9.17	1.83	11.00
126 Podmore Building	28/05/2021		Current/Business Rese	DD	Water rates Podmore	Castle Water	S	8.33	1.67	10.00
127 Water Rates	28/05/2021		Current/Business Rese	DD	Water rates Ringden Allotment	Castle Water	Z	10.00	0.00	10.00
128 St Andrews Hall	28/05/2021		Current/Business Rese	DD	Water rates St Andrews	Castle Water	S	20.00	4.00	24.00
129 Salaries	28/05/2021		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25	0.00	15.25
130 Salaries	28/05/2021		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25	0.00	15.25
131 Water Rates	28/05/2021		Current/Business Rese	DD	Water rates Badsell Allotments	Castle Water	S	25.00	5.00	30.00
132 Water Rates	28/05/2021		Current/Business Rese	DD	Water rates Day Centre	Castle Water	S	8.33	1.67	10.00
133 Memorial Pitches and Pavilion	28/05/2021		Current/Business Rese	DD	Water rates Memorial	Castle Water	S	10.83	2.17	13.00
134 Green Lane Pavilion and Pitc	28/05/2021		Current/Business Rese	DD	Water rates Green Lane	Castle Water	S	13.33	2.67	16.00
135 St Andrews Hall	26/05/2021		Current/Business Rese	DD	Telephone bill	British Telecommunications l	S	54.94	10.99	65.93
136 Podmore Building	26/05/2021		Current/Business Rese	DD	Alarm line podmore	British Telecommunications l	S	37.89	7.58	45.47
137 Green Lane Pavilion and Pitc	26/05/2021		Current/Business Rese	DD	Alarm line green lane	British Telecommunications l	S	40.07	8.01	48.08
138 Workshop	26/05/2021		Current/Business Rese	DD	Workshop alarm line	British Telecommunications l	S	75.78	15.16	90.94
139 Telephones	26/05/2021		Current/Business Rese	DD	Telephone Podmore	British Telecommunications l	S	140.32	28.06	168.38
140 Elm Tree Pitches & Pavilion	26/05/2021		Current/Business Rese	032	Overpayment	Capel Care	S	150.00	30.00	180.00
141 Contractors	28/05/2021		Current/Business Rese	DD	Refuse Collection	Veolia Environmental Service	S	14.25	2.85	17.10
142 Contractors	28/05/2021		Current/Business Rese	DD	Refuse Collection	Veolia Environmental Service	S	14.25	2.85	17.10
143 Contractors	28/05/2021		Current/Business Rese	DD	Refuse Collection	Veolia Environmental Service	S	28.50	5.70	34.20
144 Contractors	28/05/2021		Current/Business Rese	DD	Refuse Collection	Veolia Environmental Service	S	5.75	1.15	6.90
145 Contractors	28/05/2021		Current/Business Rese	DD	Refuse Collection	Veolia Environmental Service	S	28.50	5.70	34.20
146 Memorial Pitches and Pavilion	27/05/2021		Current/Business Rese	bacs	VAT Element of insurance clair	Elm Fencing	S	0.00	176.00	176.00
147 Vehicle Maintenance	15/06/2021		Current/Business Rese	34	Ride on mower repairs	Kidnans	S	913.15	182.63	1,095.78
148 Planning Fees	15/06/2021		Current/Business Rese	35	Planning advice	Troy Planning	S	10,562.50	2,112.50	12,675.00
149 Podmore Building	15/06/2021		Current/Business Rese	36	Cleaning costs	F & C Cleaning	S	48.33	9.67	58.00
150 Security Company FHW	15/06/2021		Current/Business Rese	37	security - FHW	Prestige Guarding	S	266.00	53.20	319.20
151 Security company - Memoria	15/06/2021		Current/Business Rese	37	security - Memorial	Prestige Guarding	S	266.00	53.20	319.20
152 security St Andrews	15/06/2021		Current/Business Rese	37	security -St andrews	Prestige Guarding	S	266.00	53.20	319.20
153 Estates Misc	15/06/2021		Current/Business Rese	38	Bins	Glasdon UK Ltd	S	370.28	74.06	444.34

Paddock Wood Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
154 software/licenses	15/06/2021		Current/Business Res	39	subscription	Symcar	S	90.10	18.02	108.12
155 Trees/Plants	15/06/2021		Current/Business Res	40	Plants	Brookside Garden Centre	S	29.26	5.85	35.11
156 Members allowances	15/06/2021		Current/Business Res	41	Training fees	Kent Association of Local Cot	S	50.00	10.00	60.00
157 website	15/06/2021		Current/Business Res	442	Website maintenance	Netwise	S	50.00	10.00	60.00
158 Podmore Building	15/06/2021		Current/Business Res	43	Electrical Repairs Podmore	P J Electrical	S	241.54	48.31	289.85
159 Electricity	15/06/2021		Current/Business Res	44	Electricity supply street lights	E.ON	S	48.55	9.71	58.26
160 Hanging Baskets	15/06/2021		Current/Business Res	45	fees	Kent County Council	S	23.33	4.67	28.00
161 Mower Lease	15/06/2021		Current/Business Res	DD	Mower Lease	BNP paribas	Z	398.00	0.00	398.00
162 Putlands	15/06/2021		Current/Business Res	46	Mowing costs	Capel Care	S	110.52	22.10	132.62
163 Elm Tree Pitches & Pavilion	15/06/2021		Current/Business Res	46	Mowing costs	Capel Care	S	110.50	22.10	132.60
164 St Andrews Field	15/06/2021		Current/Business Res	46	Mowing costs	Capel Care	S	110.50	22.10	132.60
165 Green Lane Pavilion and Pitches	15/06/2021		Current/Business Res	46	Mowing costs	Capel Care	S	110.50	22.10	132.60
166 Memorial Pitches and Pavilion	15/06/2021		Current/Business Res	46	Mowing costs	Capel Care	S	110.50	22.10	132.60
Total								90,664.90	10,960.62	101,625.52


Paddock Wood Town Council

BALANCE SHEET

31/03/2021

(Last) Year Ended 31 Mar 2020		(Current) Year Ended 31 Mar 2021
£	CURRENT ASSETS	£
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
0.00	Debtors (Net of provision for doubtful debts)	0.00
0.00	Payments in advance	0.00
17,986.61	VAT Recoverable	29,200.05
0.00	Temporary lendings (investments)	0.00
387,958.30	Cash in hand	647,449.56
405,944.91	TOTAL ASSETS	676,649.61
	CURRENT LIABILITIES	
0.00	Creditors	0.00
<u>405,944.91</u>	NET ASSETS	<u>676,649.61</u>
	Represented by:	
405,944.91	General fund Balance	676,649.61
	Reserves:	
0.00	Capital	0.00
0.00	Earmarked	0.00
0.00	Adjustments	0.00
<u>405,944.91</u>		<u>676,649.61</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2021

Signed 
Responsible Financial Officer

Date 15/6/21

Paddock Wood Town Council
Income & Expenditure Account
01/04/2020 to 31/03/2021

<i>(Last) Year Ended</i> 31 Mar 2020		<i>(Current) Year Ended</i> 31 Mar 2021
	<u>Income</u>	
1,300.00	Allotments	1,665.00
5,845.23	Day Centre	633.24
453,000.44	Office/administration	463,490.43
21,982.99	Estates	10,439.22
15,005.50	Cemetery	10,344.35
	Grants and Loans	3,296.88
	Neighbourhood Plan	11,200.00
	Community Centre	394,459.78
	Covid - 19 expenses	3,927.00
<u>£497,134.16</u>		<u>£899,455.90</u>
	<u>Expense</u>	
8,598.70	Day Centre	9,687.86
1,747.96	Footway Lighting	1,461.07
29,778.42	Grants and Loans	33,006.12
47,762.36	Community Centre	199,082.74
1,250.79	Allotments	1,584.70
131,442.03	Office/administration	136,848.51
216,088.82	Estates	183,441.23
7,485.00	Public toilets	7,000.00
2,585.57	Neighbourhood Plan	21,616.18
12,282.22	Cemetery	31,581.83
688.39	Covid - 19 expenses	3,440.96
<u>£459,710.26</u>		<u>£628,751.20</u>
368,521.01	<u>General Fund</u>	405,944.91
<u>497,134.16</u>	Balance at 01 Apr 2020	<u>899,455.90</u>
865,655.17	ADD Total Income	1,305,400.81
<u>459,710.26</u>	DEDUCT Total Expenditure	<u>628,751.20</u>
405,944.91		676,649.61
0.00	DEDUCT Reserves Balance	0.00
<u>£405,944.91</u>	Balance at 31 Mar 2021	<u>£676,649.61</u>

PADDOCK WOOD TOWN COUNCIL
Accounts
For the year ending 31st March 2021
Supporting statement

Assets

The Town Council acquired in 2020/21
1 defibrillator located in the Memorial Pavilion
1 lap top for the use of the Administrative Assistant
1 rocking horse for the St Andrews Play area
A detailed asset register is attached to these notes.

The council disposed of the Renault Partner Van, due to it being uneconomic to repair.

BORROWINGS

At the close of business on 31st March 2021 the following loans from the Public Works Loan Board to the Council were outstanding:

Loan Number	Purpose	Date of Loan	Expiry Date	Amount o/s
232763	Purchase of allotments	February 1954	February 2034	£178.79
493397	Construction of new workshops	June 2007	June 2032	£44,000

ADJUSTMENTS

There were no adjustments made for the Day Centre in respect of underpayments nor for the allotments in respect of prepayments, as these for the most part will be similar, year on year.

RESERVES

There are thirteen funds set up by the Council, which are detailed, in the accompanying schedule, showing all fund movements between 1 April 2020 and 31 March 2021, with closing balances as at year-end, totalling.

SECTION 137 PAYMENTS

Section 137 of the Local Government Act 1972, enables Town and Parish Councils to spend up to the product of £8.12 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for this Council for year ended 31 March 2019 was ££47,729 and there was Section 137 payments made in the year.

Donation for poppy wreath	£50
<u>Leases</u>	
Ricoh Photocopier (Contract commenced December 2018)	£2,520/year
Kubota Ride on Mower (lease commenced May 2017)	£4,776/year
Christmas Light (Lease commenced Dec 2019)	£5000/year

Float holdings as of 31st March 2021 equals £100 petty cash.

Signed: _____
Chairman

Responsible Financial Officer

Date: _____

ASSET REGISTER
PADDOCK WOOD TOWN COUNCIL

Assets are defined as land, buildings, vehicles, plant and equipment. Land has a nominal value of £1.
As of the 31st March 2021 assets owned by Paddock Wood Town Council were as follows:

Land	Location	Date Acquired	Purchase Price	Current Value
Memorial Playing Field	Maidstone Road	1954	£2,400.00	£1.00
St Andrews Play Field	St Andrews road	1954	Transferred from Brenchley PC	£1.00
Elm Tree Playing Field	Pearsons Green Rd	1974		£1.00
Green Lane Playing Field	Green Lane	2002	Transferred from Countryside as part of S106 agreement	£1.00
The Ridings Play area	The Ridings	2008	Transferred from TWBC	£1.00
Foal Hurst Wood	Badsell Road	2001		£1.00
Badsell Road (two meadows)	Badsell Road	2001		£1.00
FHW Entrance Meadow	Badsell Road	2001		£1.00
Badsell Allotments	Badsell Road	1978		£1.00
Ringden Allotments	Ringden Avenue	1954	Included in purchase of Memorial Field	£1.00
Kent Close Allotments	Kent Close			£1.00
Mount Pleasant Corner	Maidstone Road	1981		£1.00
Whites Corner	Commercial Road	2000		£1.00
Alliance Way/Maidstone Rd POS				£1.00
Cobbs Close POS	Cobbs Close			£1.00
Putlands Playing Field	Mascalls Court Road	1986	land transfer from J Hall	£1.00
New Cemetery	Church Road	section A 1954 Section B 1986	£1,000 £23,000	£1,000 £23,000
Closed Church Yard	Church Road	1959	closed in 1959 & transferred to PWTC	£1.00
Fuggles Close POS	Fuggles Close	2016	Transfer from TWBC	£1.00
The Batters	Maidstone Road	2016	Transfer from TWBC	£1.00
		Total	£25,400.00	£24,019.00

ASSET REGISTER
PADDOCK WOOD TOWN COUNCIL

Infrastructure	Location	Date Acquired	Proxy value	Current Insured Value
Memorial Playing Field Pavilion	Maidstone Rd	1952	£71,687.00	£130,431.36
Allotment Store	Maidstone Rd	1952	£55,502.00	£100,983.57
War memorial	Commercial Road	1965	£31,845.00	
Podmore Building (Office)	St Andrews Rd	Renovated in 2001	£176,935.00	£321,930.44
St Andrews Community hall	St Andrews Rd	Renovated in 1998	£124,844.00	£227,149.75
Elm Tree Pavilion	Pearsons Green Rd	Built 1990	£109,238.00	£198,752.15
Tennis Courts, Memorial PF	Maidstone Rd		£1.00	£1.00
Day Centre (Leased land)	Commercial Road	Built 1978	£129,038.00	£234,780.60
New Workshops	Maidstone Rd	built 2008	£205,000.00	£308,129.36
Green Lane pavilion	Green Lane	Built 2000	£158,590.00	£244,330.63
Skateboard Park	Mascalls Court Rd	2008	£64,700.00	£90,018.17
Street Light Columns x 8	Nursery Road x 1 Lucknow Road x 1 St Andrews Rd x 4 St Andrews Field x 2			
Log Climber, Memorial PF	Maidstone Rd	2010	£27,162.00	£14,763.68
Play Equipment, Memorial PF	Maidstone Rd	2016	£20,000.00	£25,844.65
Adult Fitness Equipment	St Andrews Rd	2011	£68,000.00	£69,056.75
Junior Play Equipment	St Andrews Rd	2011	£10,000.00	£12,922.33
Play Equipment,	St Andrews Rd	2012	£23,000.00	£29,721.34
Play Equipment	St Andrews Rd	2000	£58,879.00	£66,268.00
Play Equipment	Clover Way	2000	£15,000.00	
Play Equipment	Green lane	2000	£15,000.00	
Play Equipment	The Ridings	Transferred in 2006	£5,000.00	
Bus Shelters x 2	Maidstone Rd	2006	£8,212.00	£12,922.00
Bus Shelters x 2	Maidstone Rd	2011	£9,770.00	£12,922.00
Defibrillators x 3	Green Lane Podmore Day centre	2019		
Defibrillators x1	Memorial	2020	£4,294.00	£4,774.05
			£1,064.00	£1,064.00
			£1,392,761.00	£2,106,765.83

ASSET REGISTER
PADDOCK WOOD TOWN COUNCIL

Equipment	Location	Date Acquired	Purchase Price	Current Value
Dell computer (Admin Assistant)	Podmore	2010	£786.00	£150.00
Dell Computer(Estates Manager)	Podmore	2005	£738.00	£150.00
HP Computer (Town Clerk)	Podmore	2018	£563.00	£563.00
HP Computer (Deputy Clerk)	Podmore	2018	£563.00	£563.00
HP Lap Top	Podmore	2018	£597.00	£597.00
HP Lap Top	Podmore	2021	£457.00	£457.00
QNAP Nas Device	Podmore	2018	£435.00	£435.00
Miscellaneous Office Equipment	Podmore	2018		£1,000.00
Water Bowser	Workshops		£1,000.00	£1,000.00
BCS Bank Commander Mower	Workshops	2003	£4,484.00	£1,121.00
Case Tractor	Workshops		£2,000.00	£1,000.00
Cricketer Roller	workshops	2006	£2,200.00	£1,000.00
Ransome Certes Mower	workshops	2016	£3,500.00	£3,500.00
Miscellaneous Estates Equipment	Workshops		£22,635.00	£46,310.00
Christmas Lights	Workshops	2019	£5,000.00	£5,000.00
Street Furniture	Various		£4,244.00	£4,000.00
Speedwatch indicator board	Podmore	2010	£2,000.00	£2,229.00
Toyota Drop side Van	Workshops	2011	£7,200.00	£6,000.00
Trailer	Workshops	2013	£2,861.00	£1,500.00
Kubota Ride on Mower	Workshops	2017	LEASED	£23,000.00
			£61,263.00	£76,575.00
		Total value of all assets	£1,479,424.00	£2,207,359.83

ASSET REGISTER
PADDOCK WOOD TOWN COUNCIL

Agenda item C25 (d)

<p>Risk Assessment</p> <p>HIGH 0</p> <p>MEDIUM 1</p> <p>LOW 15</p>	<p style="text-align: center;">Paddock Wood Town Council INTERNAL AUDIT 2020-2021 AUDIT PLAN WITH COMMENTS / FINDINGS</p> <p>I am pleased to report to Members of the Paddock Wood Town Council (the "Council"), that I have completed my year-end internal audit of the Council's records for the twelve month period to 31 March 2021, following my audit visit and subsequent conversations on 13 May 2021.</p> <p>Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.</p> <p>I would like to take this opportunity to thank the Clerk/RFO Ms Nichola Reay for her assistance given to me during my audit visit.</p>	
<p>Area</p>	<p>Item</p>	<p>Comments / Findings</p> <p style="text-align: center;">Year-end Audit 31 March 2021</p>
<p>Previous Audits</p>	<ul style="list-style-type: none"> • Date of last External Audit Certificate or Exemption Certificate for 2019-20 • Comments if any • Publication on website. • Date of last Internal Audit Comments if any • Review of any items outstanding from previous internal / external audit reports. 	<p>PKF Littlejohn signed off the AGAR 2019-20 on 11 Nov 2020. Received by Finance Comm 23 Nov 2020 Min F15 b) Council 21 Dec 2020 (Min C89c).</p> <p>There were no comments.</p> <p>Posted on the website</p> <p>The Internal audit report dated 13 May 2020 was considered by Council on 15 June 2020 Min C14d) and referred to the Finance Comm for action etc – who met on 22 June 2020 Min F4 & F5 noted the amber issue flagged in the report concerning the £312,000 investment with Unity Trust deposit account. Recommended investments with Cambridge Bu.Soc., Nationwide Bu.Soc., Hampshire Trust Bank and NatWest, the last three were "95-day accounts". To endeavour to keep holdings per institution below the FSCS £85k threshold.</p>
<p>Minutes</p>	<ul style="list-style-type: none"> • Scan of the minutes of the Council's meetings and the Finance Committee. • Virtual Meetings ? • General Power of Competence (GPC) ? • Dispensations • S.40 LA&A Act 2014 filming/recording 	<p>Scan of published Minutes on website for 2020-21 and referenced throughout this Report.</p> <p>The Council commenced "Virtual Meetings" in April 2020, Estates Comm 11 May 2020 included reference to safe working for the Estates Staff. A "Virtual Meetings Protocol" was discussed by Council 18 May 2020 and reviewed again 20 July 2020 Min C24 approved suggested amendments. Meeting "log-in" details added to the agenda as reported to PPP 10 Aug 2020 Min PPP 5b)</p> <p>n/a</p>

<p>Code of Conduct/ Acceptance of Office</p>	<ul style="list-style-type: none"> • Date adopted • Any changes in elected/co-opted members since last Audit ? • DPI's complete • DPI's on website or weblink • New Governance Compliance • NEXT ELECTION ? 	<p>13 seats were filled at the start of April 2020. Cllr Hills (East Ward) – resignation 20 July 2020 Min C23 request for an election but cannot be held until 6 May 2021 (TWBC to advise in due course) as reported to Council 20 July 2020 Min C23 Cllr Barrett (West Ward) moved away from the area – date of resignation 17th Sept 2020 By-election East Ward 6 May 2021, No nominations, By-election West Ward 6 May 2021, Mr Henry Atkins elected West Ward vacancy caused by Cllr Thomas resigning - date of resignation 29 April 2021</p> <p>East Ward & West Ward Notice of Election nominations by 27 May 2021, if contested poll to be on 24 June 2021 Post Audit Note: 2 nominations received.</p> <p>DPI's for Cllrs are available via a weblink to the TWBC website. Only 9 sets of DPI's showing. https://democracy.tunbridgewells.gov.uk/ecSDDisplay.aspx?NAME=SD565&ID=565&RPID=17354283</p>
<p>Standing Orders and Financial Regulations</p>	<ul style="list-style-type: none"> • Have they been formally adopted and applied? • Have any changes been made since they were adopted or the last audit? • Have any changes been formally adopted by the Council? • Virtual Meetings / Delegation to Clerk/RFO re Covid -19 ? • Updated re New NALC Models SO's 2018, Fin Regs 2019 ? • Two signature rule still in place? 	<p>May 2023</p> <p>Financial Regs reviewed PPP Comm 25 Jan 2021 Min PPP13</p> <p>Both SO's and Fin Regs to be reviewed at the May 2021 AGM. As per Min C107c) (Council 5 Feb 2021)</p> <p>PPP Comm 26 April 2021 Policy reviews included SO's PPP14a) and Fin Regs PPP14c) Endorsed by Council 5 May 2021 Min C7a) & c)</p> <p>Covid-19 delegations to Town Clerk approved by Council 16 March 2020 Min C139. Scheme of Delegation updated and Council agreed NOT to meet again until 21st June 2021 (following the cessation of "virtual meetings"), when the Covid restrictions were due to be lifted Council 5 May 2021 Min C16</p> <p>Two signature rule in place</p>

<p>Risk Management</p>	<p>The Annual Review of the Risk Management for 2021 was considered by the Council on 5 May 2021</p> <p>Estates Comm receive reports on the Covid re-opening of play areas and the additional safety measures and Inspections. Eg 13 July 2020 Min ES17 and updates of H&S reports in general at each Meeting Eg 12 Oct 2020 ES27</p> <p>Covid-19 Risk Assessment Council 19 Oct 2020 Min C70 and specific to "staff" – Personnel Comm 11 Jan 2021 Min PER8</p> <p>The Council has a 5-year Long-term Agreement with Zurich Municipal which expires on 31 March 2023. The policy includes motor insurance for the Council's fleet.</p> <p>The current level of Fidelity Guarantee is £500,000</p> <p>The Council has an extensive range of policies and procedures in place which are listed on the website at the Annual Meeting 20 May 2019 (Min C7) approved the recommendations from the PPP Comm (23 April 2019) including Standing Orders, Financial Regulations, Terms of Reference, a new H&S Policy, Data Protection, Complaints Procedure, Freedom of Information. Min C8) similarly approved the PPP recommendations of the Employment Policies (4) and Procedures (2)</p> <p>PPP Comm 10 Aug 2020 Min PPP4 policy reviews of H&S, Protocol on recording/filming of Meeting, Press & Media and Training/Learning policies were reviewed AND Min PPP5 considered new policies – Investment Policy and Virtual Meeting Protocol</p> <p>PPP Comm 25 Jan 2021 3 protocols concerning virtual meetings and Review of policies - Complaints Procedure, Email Usage and Personal use of IT equip.</p> <p>PPP Comm 26 April 2021 Policy reviews included SO's PPP14a) and Fin Regs PPP14c) also considered the Employment Policies.</p> <p>All policies are available on the Council's website.</p>
<p>● Risk Assessments – Are they:</p> <ul style="list-style-type: none"> ○ Carried out regularly? ○ Adequate? ○ Reported in the minutes? ○ ANNUAL REVIEW ? <p>● Insurance cover – is it:</p> <ul style="list-style-type: none"> ○ Appropriate/Adequate? ○ LTA in place? ○ Reviewed regularly? ○ Fidelity Guarantee Cover £ (Balances + ½ Precept) <p>● Internal controls – are they:</p> <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Reviewed regularly? ○ Statement of Internal Control (SIC)? <p>● Systems and Procedures – are they:</p> <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Followed? ○ Reviewed regularly? 	

<p>Budgetary Controls</p>	<ul style="list-style-type: none"> • Is the annual budgeting process reported and approved by the Council? <ul style="list-style-type: none"> ○ Budget/Precept amounts minuted? • Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> ○ Compare with Fin Regs? ○ Are significant variances explained in sufficient detail? • Covid-19 implications ? 	<p>Budget 2021-22 – draft figures considered by Finance Comm 23 Nov 2020 Min F17 c) and as part of the 2020-21 Budget Monitoring Review the Clerk was asked to investigate the possibility of a 0% increase in the Precept for 2021-22 Min F16</p> <p>Fin Comm 11 Jan 2021 Min F21 & 22 detailed changes to the tabled proposals for the Budget and Precept 2021-22, recommendation to Council Budget = £535,589, Precept = £460,593 a 0.3% decrease in Precept or 51pence pa for Band D property. Council 18 Jan 2021 C100a) 2021-22 Budget and b) 2021-22 Precept unamended.</p> <p>The Finance Comm 22 June Min F3 considered a report of the impact of Covid-19 on the Budget 2020-21, the Report showed an expected loss of £14,886 in income. The report highlighted requests from two local organisations for reductions in their rents and for a further organisation to be treated in the same way. Rental reductions through to August 2020 were approved increasing the estimated income losses to £17,000, cuts to three Budget headings were made to offset this anticipated loss of income.</p> <p>Only used for the Poppy Wreath £50</p>
<p>Section 137 expenditure</p> <p>£8.32 FOR 2020-21 (£8.12 FOR 2019-20)</p>	<ul style="list-style-type: none"> • What is the cash limit for the year? • Is a separate account/analysis kept? • Has the cash limit been exceeded? • Have the spending powers been properly used and Minuted? 	
<p>Book-keeping</p>	<ul style="list-style-type: none"> • Cashbook - is it: <ul style="list-style-type: none"> ○ Fit for purpose? ○ Up to date? ○ Arithmetically correct? ○ Balanced regularly? 	<p>Scribe Accounts – managed by the Town Clerk.</p> <p>Yes Yes Yes Yes</p>

<p>Petty Cash</p>	<ul style="list-style-type: none"> • Has the amount of petty cash float been agreed? • Are all petty cash entries recorded? • Are payments made from petty cash fully supported by receipts / VAT invoices? • Are petty cash reimbursements signed for? • Date of last petty cash reimbursement ? • Is petty cash balance independently checked regularly 	<p>£100 float held in the Office</p>
<p>Payroll</p>	<ul style="list-style-type: none"> • Who is on the payroll and are contracts of employment in place? • Who is the RFO? • Annual Appraisal in place ? • Have there been any changes to the establishment during the year? • Have there been any changes to individual contracts during the year? • Have new appointments and changes to contracts been approved and minuted? • Do salaries paid agree with those approved by the Council? • Have PAYE/NIC requirements been properly applied and accounted for? • Payroll outsourced? • WORKPLACE PENSION IN PLACE 	<p>COVID-19 – Estates team returned to work full-time from 18 May 2020 (with staggered starts) and Council office staff returned to the Office on 6th April 2021, but initially limited to two staff members at any one time Personnel Comm 29 June 2020 Min PER3&4 Clerk/RFO – full-time 37 hrs pw Deputy Clerk – part-time 22 hrs pw role includes acting as the Cemetery Clerk Admin Asst - part-time 9 hrs pw Estates Manager – full-time 37 hrs pw 2 Groundsmen – full-time 37 hrs pw 2 other workers – Day Centre Cleaner, Gate locker (weekdays)</p> <p>Pay wards for 2020-21 were 2.8% for the Office base staff and 2.5% for the Estates staff. Finance Comm recommended a 2% pay increase be “budgeted for” in 2021-22 Budget to be confirmed when the SLCC pay increases are known. Finance Comm 23 Nov 2020 Min F14.</p> <p>Pay records were inspected and found to be in order with appropriate accounting of the Tax, NI and Pensions</p> <p>In-house Sage 50 payroll software</p> <p>Aviva Pension in place 6 staff are contributors.</p>

<p>Payments</p>	<ul style="list-style-type: none"> • Are all payments recorded and supported by appropriate documentation? • Are payments minuted? • Review of DD's and SO's ? • STAFF costs definition for inclusion in Box 4 for 2020-21, check parity for 2019-20 ? Currently includes salary, tax, NIC & Pension (employee & ers) + taxable benefits (home working allowance, broadband & phone allowance etc NOT incl. • Has VAT been identified, recorded and reclaimed? • Have internal control procedures been adhered to? • Contracts: <ul style="list-style-type: none"> ○ What contracts exist? ○ Compliance with SO's ○ Have any new contracts or contract variations/extensions been awarded in the year? ○ Procedures adopted for letting of contracts ○ Have contract payments been made in accordance with the contract document? 	<p>Payments listing provided to every Council Meeting available on the Council's website under Finances tab. All invoices are checked by the Clerk and by the Estates Manager as required.</p> <p>The variable DD list was approved by Council 15 June 2020 (Min C14g)</p> <p>Staff definition used within Scribe complies with the AGAR definition.</p> <p>VAT claims: 1 April to 30 June 2020 - £5,206 received 13 Aug 2020 1 July to 30 Sept 2020 - £9,140 received 24 Nov 2020 1 Oct to 31 Dec 2019 - £31,518 received 23 Feb 2021 1 Jan to 31 Mar 2021 - £28,647 – submitted in 23 April 2021</p> <p>Most of the large contracts are overseen by the Estates Comm. Eg Min ES 92 – Mowing Contract for 2020-21 Capel Ground Care TWBC – Provision & Mgt of Public Toilets Commercial Services – Grds Mtce Contract Kidmans Ltd – Estate machinery mtce etc. Gen 2 – Technical Project Manager for the Community Centre Project (Mr Dan Deed) Baxalls - PCSA design to RIBA stage 4 Council 17 Aug 2020 Min C40d) Prestige Guarding Ltd – unlock/locking Memorial Grds, St Andrews Road & Foal Hurst Wood toilets at Weekends and Bank Holidays only. F&C Cleaning – Podmore Public Toilets</p>
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<p>Receipts</p>	<ul style="list-style-type: none"> • Are all receipts recorded correctly? • Are all receipts promptly banked? • Precept, CTSG and Sect 136 payments • Are internal controls of cash adequate? • Are invoicing arrangements adequate? • Covid-19 implications? 	<p>Annual Review of Fees & Tariffs for 2021-22 – Finance Comm 23 Nov 2020 recommended a 1% increase (was 3% in 2020-21) Covid-19 grants received totalling £3,927</p> <p>S106 funding from Persimmon Homes for the Community Centre had been received £394,459</p>
<p>Bank reconciliation & PWLB Loans</p>	<ul style="list-style-type: none"> • What current/deposit accounts exist? • FSCS aware and compliant? • Are bank reconciliations regularly carried out for each account? • Level of Balances to Precept ratio • Are the cheque counterfoils, paying-in books and bank statements adequately referenced? • When was the last review of the banking arrangements? • Internet Banking/Corporate Card and if in place Financial Regs updated ? • Signature review (Two signatures required?) • Any PWLB loans ? 	<p>As reported in the Budgetary Controls section of this report income losses were expected early-on in the financial year estimated to be £17,990 in total eg cemeteries lost £4,700 and Estates £11,500 Council advised 5 May 2021 that the Town Council had received £17,051 in "lock-down" grants for the Day Centre and Green Lane Pavilion.</p> <p>Finance Comm for action etc – who met on 22 June 2020 Min F4 & F5 noted the amber issue flagged in the report concerning the £312,000 investment with Unity Trust deposit account. Recommended investments with Cambridge Bu.Soc., Nationwide Bu.Soc., Hampshire Trust Bank and NatWest, the last three were "95-day accounts". To endeavour to keep holdings per institution below the FSCS £85k threshold. NatWest advised that they were not accepting any applications for new accounts 21 Sept 2020 Min C57c). Unfortunately, no transfer of money from the Unity Trust Bank has taken place, due to difficulties obtaining necessary councillor signatures during lock down & temporary closure of branches for face to face meetings as required by some institutions.</p> <p>Post Audit Note: these have now been obtained and the process has been started</p> <p>The balances as at 31 March 2021 were</p> <p>Three accounts are held with Unity Trust Bank.</p> <p>Current a/c (6394) - £61,948 Wages Imprest a/c (6404) - £4,782 Liquidity a/c (6417) - £630,923 TOTAL - £697,653</p> <p>Less unrepresented payments - £50,204 AGAR net balance - £647,449 This is £259,000 higher than 31 March 2020, all invested with the same bank, due to S106 receipt mentioned above.</p> <p>Wex Fuel card in place Lloyds Multipay card – spend limit £1,000 per month approved by Council 21 Sept 2020 C57d)</p> <p>The 6 Cllr signatories for the Unity Trust Bank were unchanged during 2020-21, Cllrs Boyle, M Flashman, Hamilton, Moon, Turk and Williams,</p> <p>2 PWLB Loans in existence the balances outstanding as at 31 March 2021 = £44,179</p>

<p>Assets and Asset Register (AR)</p>	<ul style="list-style-type: none"> • Are all the material assets owned by the Council recorded in an AR ? • Is the AR up to date? • Basis of Asset Values? • Are investments recorded? • Are the valuations regularly reviewed? • Does the AR show the insurance values ? • Digital Photographic evidence? • Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ? 	<p>Community Centre Project - Technical Project Manager (Mr Dan Deed). PCSA contract awarded to Baxall Team - Council 17 Aug 2020 Min C40d)</p> <p>Baxall Team gave presentation on the proposed plans for the Community Centre to Council 8 Dec 2020, Min C87 approved revised RIBA stage 3 designs and Baxall Construction instructed to obtain Planning Permission. Now stage 4 and seeking planning permission.</p> <p>The Town Clerk advised that information regarding the Memorial Playing field has been found confirming the purchase in 1954 and the original purchase price £2,400. The Asset Register has been amended accordingly.</p>
<p>Year-end procedures inc. AGAR</p>	<ul style="list-style-type: none"> • Does the 2020-21 AGAR Statement of Accounts agree with the cashbook? • Is there an audit trail from the financial records to the accounts? • Have debtors and creditors been properly recorded? • Date of approval of 2019-20 AGAR & Certificate of Exemption if applied • PROOF of public rights provision during summer 2020 & website- AIAR ICO L • New governance compliance regime - refer to new Practitioners' Guide 2020 	<p>Accounting records were checked against the figures to be used in the AGAR Statement of Accounts for 2020-21, including the Bank Reconciliation.</p> <p>The AGAR 2019-20 was approved by Council on 15 June 2020 Min C14 (e) & (f), the RFO signed off the Statement of Accounts on 9 June 2020.</p> <p>Date of Announcement – 7 July 2020 Public Inspection period – 20 July to 28 August 2020 Evidence – 11 August 2020 date shown on New website but the original posting was onto the old EiS site.</p>

<p>Additional tests – (as necessary)</p>	<ul style="list-style-type: none"> • Computer systems: <ul style="list-style-type: none"> ○ The procedures for the backing up of computerised records ○ Council owned PC/laptop ? ○ Email security ○ Encryption of data? • Record keeping and the arrangements in place to store previous year's accounts etc. • Annual review of the effectiveness of Internal Audit inc. Appointment of IIA 	<p>There have been no changes to the IT support, back-up and security arrangements. The Council uses Affin IT for support including Cloud back-up services. An additional laptop with Office 365 licence and virus protection to facilitate homeworking.</p> <p>I was re-appointed your IIA for 2020-21 Finance Comm 23 Nov 2020 Min F15 a).</p>
<ul style="list-style-type: none"> • Website host and Webmaster and any changes? • Website functionality & accessibility (23 Sept 2020 deadline) NALC L09-18 		<p>The Council migrated from the old EiS website provided by KCC to a Parish Council website platform provided by NetWise, the Admin Asst (Teresa Maxwell) was leading on the new website development and migration of data. Council 17 Aug 2020 Min C45 advised that the new website was live and a "re-direct" placed on the old one until it was closed.</p> <p>Accessibility Statement last reviewed 7 April 2021</p>
<ul style="list-style-type: none"> • TRANSPARENCY CODE compliant ? • Post GDPR (25 May 2018) <ul style="list-style-type: none"> ○ Privacy Notice ○ Cllr email addresses? ○ Email disclaimer ○ Other matters inc DPO arrangements 		<p>GDPR -info Ltd were retained as the Council's DPO for 2021-22</p> <p>PPP Comm 27 Jan 2020 Min PPP18e Email Policy amended to confirm ONLY official email addresses for Cllrs would be used. EG joie.bloggs@paddockwoodtc.co.uk No change.</p>

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

PADDOCK WOOD TOWN COUNCIL

www.paddockwood-tc.co.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

13/05/2021

Name of person who carried out the internal audit

David Bucket

Signature of person who carried out the internal audit

Date

13/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

PADDOCK WOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2021, that:

	Agreed		'Yes' means that this 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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
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 authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
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 authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
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	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/06/2021

and recorded as minute reference:

C25 (e) MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.paddockwood-tc.co.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

PADDOCK WOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	368,521	405,944	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	451,366	461,642	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	45,767	433,363	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	175,116	173,236	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	6,873	6,650	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	277,719	444,442	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	405,944	676,650	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	387,958	647,450	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	1,444,722	1,479,424	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	48,189	44,179	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, as a body corporate, 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 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

16/06/2021

I confirm that these Accounting Statements were approved by this authority on this date:

21/06/2021

as recorded in minute reference:

C25 (f)

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

PADDOCK WOOD TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Paddock Wood Town Council
 Direct Debit Schedule
 16th June 2021

PAYEE	Goods/Services	Frequency	Amount/Variable
BNP Paribas	Mower lease	Monthly	£398.00
SSE	Electricity all sites	Monthly	Variable
Wex Europe	Fuel (Esso Station)	Monthly	Variable
Insight Systems	Copier lease	Quarterly	Variable
O2	Mobile phones	Monthly	Variable
British Telecom	All Sites	Quarterly	Variable
Aviva	Pension contributions	Monthly	Variable
Sage Software	Licence fee	Monthly	£40.80
Veolia	Refuse Collection	Monthly	Variable
Castle Water	Water Rates	Monthly	Variable
Aviva	Pension Payments	Monthly	Variable

Agenda item C25 (h)

RECEIVED 25 MAY 2021

Grant Application Form.

Please complete this form and attach any other relevant information and send to Paddock Wood Town Council, The Podmore Building, St Andrews Road Paddock Wood, TN12 6HT – 01892 837373 – paddockwoodtc@btconnect.com

Application from Title/organisation PADDOCK WOOD LIGHTS UP ASSOCIATION

Contact details

Name: CLAIRE HOLLY (TREASURER)

Address: ~~BRAMLEY GARDENS~~
PADDOCK WOOD
~~BRAMLEY GARDENS~~

Telephone/e-mail ~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~

Aims of the Group

WE ORGANISE THE ANNUAL CHRISTMAS LIGHT SWITCH ON EVENT WITH ENTERTAINMENT AND CHRISTMAS MARKET.

WE ARE PLANNING THIS EVENT FOR SUNDAY 28TH NOVEMBER 2021 (COVID-19 RESTRICTIONS ALLOWING). WE USUALLY ASK THE LOCAL BUSINESSES FOR SPONSORSHIP BUT FEEL THAT AS SO MANY HAD TO CLOSE DURING LOCKDOWN, WE WILL NOT ASK THIS YEAR AND WILL SEEK FUNDING INSTEAD TO FINANCE THE EVENT.

Number of members

9 COMMITTEE MEMBERS

Percentage who are Paddock Wood residents?

78% (7 MEMBERS)

Amount requested:

£500

Total cost of project:

£9,500

Purpose of the Grant

THE GRANT MONEY RECEIVED WILL BE USED TO PAY FOR THE FIRST AID AND EVENT SECURITY COSTS (£877.06 IN 2019).

Have you included a copy of the last year end accounts? YES/NO - 2019 INCLUDED.
If not available please explain why. DUE TO COVID-19 THERE WAS NO EVENT
IN 2020.

Are there any restrictions placed on who can use/access the services. YES/NO.
If yes, please supply details of the restrictions. A FREE COMMUNITY EVENT.

This application will not be accepted unless the organisation's Equal Opportunities Policy is attached or it agrees to abide by the Town Council's Equal Opportunities Policy.

Statement of understanding.

I have read and understood the Paddock Wood Town Council Grants Policy and Procedure and agree that if a grant is awarded the organisation I represent will abide by the conditions therein outlined.

Signed..........

Date..... 20.05.2021.....

Paddock Wood Lights Up

Christmas Event 2019

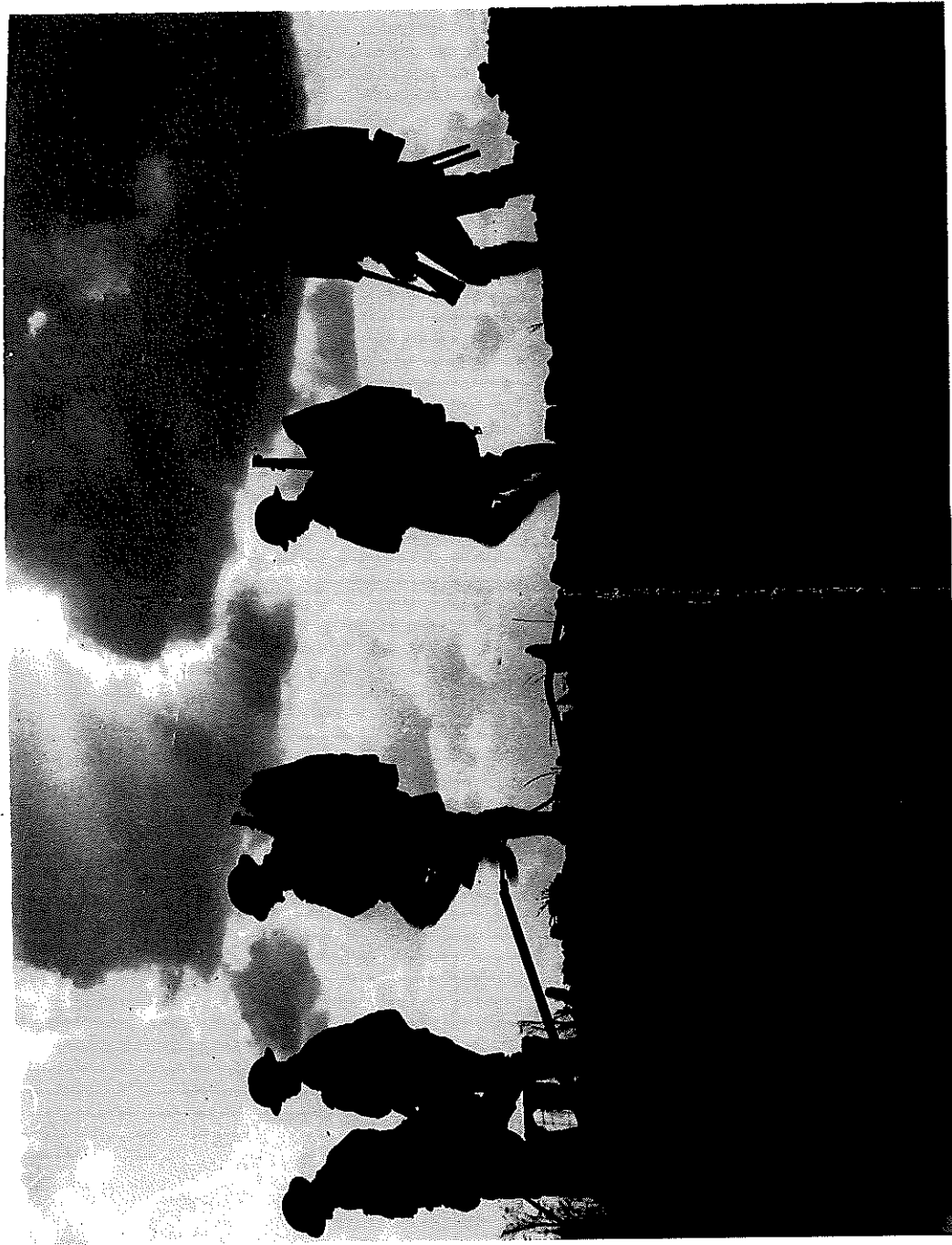
Income	£	Expenditure	£
Event Sponsorship	5,200.00	Stage, DJ & Music Acts	2,350.00
Market Stalls	1,725.00	Grotto & Snowboard Simulator	1,440.00
Fairground	500.00	Additional Entertainment	1,250.00
Balloon Seller	60.00	Insurance	320.00
Grotto Donations	401.37	Advertising	705.43
Raffle Ticket Sales	523.00	Lights and Decorations	264.94
Snowboard Simulator Donations	80.00	Christmas Trees	360.00
TaxAssist Donation	50.00	First Aid & Event Security	877.06
Waitrose Green Tokens	385.00	Road Closure	737.10
Persimmon Homes Donation	1,000.00	Lottery & Music Licences	374.02
PWTC Grant	694.02	Raffle Costs	10.00
PW Carnival collection	47.47	Donation to Tree of Hope	662.87
		After Event Meal	340.68
Total Income 2019	<u>10,665.86</u>	Total Expenditure	<u>9,692.10</u>
2019 Event Profit	973.76		
2018 Event Profit	282.81		
2017 Event Profit	1,798.36		
2016 Event Profit	980.03		
2015 Event Profit	604.79		
Closing Balance:	<u><u>4,639.75</u></u>		

Paddock Wood Lights Up

Bank reconciliation as at 12/03/20

Opening Bank Balance	3,665.99
Total Income	10,264.49
Total Expenditure	9,290.73
Balance	<u>4,639.75</u>
Balance per bank	4,639.75
Difference	-

Agenda item C28(d)



IN HONOURED MEMORY OF THE FALLEN

1914-1918

1939-1945

AND OTHER CONFLICTS

AT THE GOING DOWN OF THE SUN AND IN THE MORNING

WE WILL REMEMBER THEM

LEST WE FORGET

Agenda Item C31

Cllr C Williams proposed and Cllr R Moon seconded the committee recommend to full Council that neither of the two proposals from Southern Water is acceptable but suggest in order to be proactive that the following alternative be taken forward for the reasons outlined:

1. Install the equivalent cubic metreage of foul storage proposed for the Ringden Avenue location in the culvert or foul water underground tank UNDERNEATH the buffer zone within the Berkeley development which has not yet been established .The following reasons apply:
 - a) No reduction of residential amenity value of the same area
 - b) No loss of open space
 - c) No loss or reduction in biodiversity value
 - d) With the 'storage' in place, nothing could ever be built there in future years, thus maintaining the buffer zone to Foal Hurst Wood Local Nature Reserve which would be more or less totally robust
2. In engineering terms this would have the effect of holding Berkeley's foul flows inside Berkeley's site rather than digging up a vital local road to accomodate the same thing. (Example :In south west London, Thames Water have buried reservoirs for fresh water in the same fashion and covered them in selected soil and planted them, even to the extent that there are football and cricket pitches over them.)
3. Then the flow would still go down the same leg of the existing network through and below Ringden Avenue to the Church Farm WPS. PWTC's concerns regarding the capacity of this to accommodate ANY additional flows still remain.
4. Discharge point from Berkeley site would remain the same.
5. This would enable the routing of the discharge from the Mascalls Corner Berkeley pumping station through the underground storage under the buffer zone to the current connection point under Badsell Road to the Goldings.
6. With this only a couple of non-descript manholes at or just below ground level in the buffer zone would be required for access.
7. Berkeley site offices and car park are on a part of the site that is yet to be developed. Therefore this appears the ideal time to get this work done.
8. It will be possible to back connect any part of the new Berkeley site sewer network planned for the site offices and car park area into such underground storage so that the grades, falls and levels work properly – 1:60, 1:80, etc.
9. There would then be NO NEED FOR ANY ADDITIONAL PUMPING STATION, with carbon savings, no mechanical or electrical plant requirements and minimal maintenance costs going forward.
10. All other site surface water drainage and services remain unaffected.

Agenda item C32

DECISIONS TAKEN UNDER DELEGATED POWERS

Submission of Local Plan Comments
Re-open of office to the public
Allow Community Warden to use the office
Submission of Planning Comments following meeting on the 7 th June 2021
Approved the additional payment to Baxall for work required for the community centre £950 for additional technical work for KCC Highways
Change of Specification of E van – the original one chosen by the Estates Committee is no longer available