

Paddock Wood Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
103 Traveller reserve fund	01/06/2022		Current/Business Rese	BACS	Recharge to TWBC	TWBC	S	1,926.83	385.37	2,312.20
104 Repairs and Maintenance	01/06/2022		Current/Business Rese		Recharge to TWBC	TWBC	S	151.00	30.20	181.20
105 Opening Fee	09/06/2022		Current/Business Rese	260	Re-opening fee	SEARS	E	237.00		237.00
106 Opening Fee	09/06/2022		Current/Business Rese	260	Opening Fee	SEARS	E	237.00		237.00
107 Grants of Right	09/06/2022		Current/Business Rese	260	Grant of Right (Ashes Plot)	SEARS	E	500.00		500.00
108 Memorial Fees	09/06/2022		Current/Business Rese	260	Memorial Fee	Prior	E	83.50		83.50
109 Opening Fee	09/06/2022		Current/Business Rese	260	Opening Fee	Prior	E	237.00		237.00
110 Opening Fee	09/06/2022		Current/Business Rese	260	Re-opening fee	Peter Halfenden	E	474.00		474.00
111 Rents	09/06/2022		Current/Business Rese	260	Allotment Rents	Allotment	E	10.00		10.00
112 Rents	09/06/2022		Current/Business Rese	260	Allotment Rents	Allotment	E	10.00		10.00
113 Elm Tree Pitches & Pavilion	09/06/2022		Current/Business Rese	260	Pitch fees	Paddock Wood Football Club	S	115.53	23.11	138.64
114 Jubilee	09/06/2022		Current/Business Rese	261	Receipts from Hog Roast	Various	E	612.00		612.00
115 Foal Hurst Wood	22/06/2022		Current/Business Rese	BACS	Grazing Agreement	Mr & Mrs Doig	S	80.00	16.00	96.00
116 Traveller reserve fund	08/06/2022		Current/Business Rese	BACS	refund	Wasteway	S	212.90	42.58	255.48
117 St Andrews Hall	28/06/2022		Current/Business Rese	BACS	Hire of St Andrews Hall	Scalliwags Nursery School	S	890.19	178.03	1,068.22
118 Professional fees	30/06/2022		Liquidity Account	BACS	Interest	Unity bank	E	1,232.15		1,232.15
119 Rents	20/06/2022		Current/Business Rese	BACS	Allotment Rents	Allotment	E	12.50		12.50
120 Rents	24/06/2022		Current/Business Rese	280	Allotment Rents	Allotment	E	20.00		20.00
121 Rents	24/06/2022		Current/Business Rese	280	Allotment Rents	Allotment	E	20.00		20.00
122 Rents	24/06/2022		Current/Business Rese	280	Allotment Rents	Allotment	E	10.00		10.00
123 Rents	24/06/2022		Current/Business Rese	280	Allotment Rents	Allotment	E	10.00		10.00
Total								7,081.60	675.29	7,756.89

Paddock Wood Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
269 software/licenses	16/05/2022		Current/Business Rese	DD	Payroll ~Services	Sage Payroll	S	36.50	7.30	43.80
270 Jubilee	27/05/2022		Current/Business Rese	376	Marshalls	Envisage Agency Group	S	960.00	192.00	1,152.00
271 Jubilee	06/06/2022		Current/Business Rese	377	Equipment hire	Arc Sound Ltd	S	172.50	34.50	207.00
272 Jubilee	06/06/2022		Current/Business Rese	378	Equipment hire	Arc Sound Ltd	S	1,145.00	229.00	1,374.00
273 Grants to outside bodies	14/06/2022		Current/Business Rese	379	Grant-	11th Tonbridge Scouts	E	500.00	800.00	500.00
274 Consultants Fees	14/06/2022		Current/Business Rese	380	Professional fees	Troy Planning	S	4,000.00	1,370.09	4,800.00
275 Consultants Fees	14/06/2022		Current/Business Rese	381	Professional fees	Troy Planning	S	6,850.45	1,370.09	8,220.54
276 Security Company FHW	14/06/2022		Current/Business Rese	382	security - FHW	Prestige Guarding	S	294.00	58.80	352.80
277 Security company - Memoria	14/06/2022		Current/Business Rese	382	security - Memorial	Prestige Guarding	S	294.00	58.80	352.80
278 security St Andrews	14/06/2022		Current/Business Rese	382	security -St andrews	Prestige Guarding	S	294.00	58.80	352.80
279 Jubilee	14/06/2022		Current/Business Rese	383	Jubilee Entertainment	Peter Trott	E	90.00	600.00	90.00
280 Professional fees	14/06/2022		Current/Business Rese	384	Professional fees	Minerva Solutions	S	3,000.00	600.00	3,600.00
281 Jubilee	14/06/2022		Current/Business Rese	385	Jubilee Picnic Supplies	Bookers (W. Kent)	S	97.30	7.59	104.89
282 Jubilee	14/06/2022		Current/Business Rese	385	Jubilee Picnic Supplies	Marks & Spencer (N Reay)	S	15.62	3.13	18.75
283 Professional fees	14/06/2022		Current/Business Rese	386	Professional fees	Invicta Law	S	436.96	87.39	436.96
284 Professional fees	14/06/2022		Current/Business Rese	387	Professional fees	FFT	S	1,150.00	230.00	1,380.00
285 Memorial Pitches and Pavilioi	14/06/2022		Current/Business Rese	388	Moving costs	Capel Ground Care	S	115.70	23.14	138.84
286 Green Lane Pavilion and Piti	14/06/2022		Current/Business Rese	388	Moving costs	Capel Ground Care	S	115.70	23.14	138.84
287 St Andrews Field	14/06/2022		Current/Business Rese	388	Moving costs	Capel Ground Care	S	115.70	23.14	138.84
288 Elm Tree Pitches & Pavilion	14/06/2022		Current/Business Rese	388	Moving costs	Capel Ground Care	S	115.70	23.14	138.84
289 Putlands	14/06/2022		Current/Business Rese	388	Moving costs	Capel Ground Care	S	115.70	23.14	138.84
290 youth work	14/06/2022		Current/Business Rese	389	Carnival Fees	Paddock Wood & District Lior	E	20.00	20.00	20.00
291 Professional fees	21/06/2022		Current/Business Rese	390	Professional fees	Invicta Law	E	2,184.80	376.00	2,184.80
292 Electricity	21/06/2022		Current/Business Rese	391	Electricity supply street lights	NPower	L	75.24	3.76	79.00
293 Postage and Stationery	21/06/2022		Current/Business Rese	392	stationery	Viking Direct	S	58.39	11.68	70.07
294 Podmore Building	21/06/2022		Current/Business Rese	394	Cleaning public toilets & windc	F & C Cleaning	S	48.33	9.67	58.00
295 Professional fees	21/06/2022		Current/Business Rese	395	Audit costs	David Buckett	E	628.80	628.80	628.80
296 Podmore Building	21/06/2022		Current/Business Rese	396	Water rates Podmore	Business Stream	E	130.55	130.55	130.55
297 Professional fees	06/06/2022		Current/Business Rese	DD	Consultancy	Croner	S	180.07	34.01	214.08
298 Telephones	06/06/2022		Current/Business Rese	DD	Phone line	British Telecommunications L	S	75.78	15.16	90.94
299 Workshop	22/06/2022		Current/Business Rese	DD	Mobile phone Account Estates	O2	S	21.86	4.37	26.23
300 Telephones	22/06/2022		Current/Business Rese	DD	Mobile phone Account Office	O2	S	24.66	4.93	29.59
301 Fuel	08/06/2022		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	208.09	41.63	249.72
302 Fuel	21/06/2022		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	49.05	9.81	58.86
303 software/licenses	16/06/2022		Current/Business Rese	DD	Payroll ~Services	Sage Payroll	S	36.50	7.30	43.80
304 General expenses	09/06/2022		Current/Business Rese	Credit Card	ID badges	Zazzle	E	15.72	15.72	15.72

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
305 van hire	09/06/2022		Current/Business Res€	Credit Card	Van rental	Ton Hire	S	325.00	65.00	390.00
306 Jubilee	09/06/2022		Current/Business Res€	Credit Card	Plaques	The Workshop Aberfeldy	S	52.00	10.40	62.40
307 software/licenses	09/06/2022		Current/Business Res€	Credit Card	zoom subscription	zoom	S	9.99	2.00	11.99
308 Members allowances	09/06/2022		Current/Business Res€	Credit Card	Training - T Blisdee	NALC	S	32.44	6.49	38.93
309 van hire	09/06/2022		Current/Business Res€	Credit Card	Van rental	Ton Hire	S	325.00	65.00	390.00
310 Bank interest/fees	09/06/2022		Current/Business Res€	Credit Card	Bank charges	Lloyds Bank	E	3.00		3.00
311 Telephones	23/06/2022		Current/Business Res€	DD	Phone line	British Telecommunications L	S	90.12	18.02	106.14
312 Rates/Utility Fees	28/06/2022		Current/Business Res€	DD	Water rates Cemetery	Castle Water	S	4.17	0.83	5.00
313 St Andrews Hall	28/06/2022		Current/Business Res€	DD	Water rates St Andrews	Castle Water	S	26.26	5.25	31.51
314 Elm Tree Pitches & Pavilion	28/06/2022		Current/Business Res€	DD	Water rates Elm Tree	Castle Water	S	9.00	1.80	10.80
315 Water Rates	28/06/2022		Current/Business Res€	DD	Water rates Ringden Allotment	Castle Water	S	67.95	13.59	81.54
316 Memorial Pitches and Pavilion	28/06/2022		Current/Business Res€	DD	Water rates Memorial	Castle Water	S	15.52	3.10	18.62
317 Water Rates	28/06/2022		Current/Business Res€	DD	Water rates Kent close	Castle Water	S	17.50	3.50	21.00
318 Water Rates	28/06/2022		Current/Business Res€	DD	Water rates Badsell Allotments	Castle Water	S	4.17	0.83	5.00
319 Podmore Building	28/06/2022		Current/Business Res€	DD	Water rates Podmore	Castle Water	S	4.17	0.83	5.00
320 Green Lane Pavilion and Pith	28/06/2022		Current/Business Res€	DD	Water rates Green Lane	Castle Water	S	4.17	0.83	5.00
321 Green Lane Pavilion and Pith	28/06/2022		Current/Business Res€	DD	Water rates Green Lane	Castle Water	S	4.17	0.83	5.00
322 Podmore Building	28/06/2022		Current/Business Res€	DD	Waste collection	Castle Water	S	12.08	2.42	14.50
323 Contractors	28/06/2022		Current/Business Res€	DD	Waste collection	Veolia Environmental Service S	S	61.56	12.31	73.87
324 Maintenance	28/06/2022		Current/Business Res€	DD	Waste collection	Veolia Environmental Service S	S	61.56	12.31	73.87
325 Jubilee	28/06/2022		Current/Business Res€	DD	Waste collection	Veolia Environmental Service S	S	58.50	11.70	70.20
326 Professional fees	29/06/2022		Current/Business Res€	DD	Professional fees	Croner	S	173.42	34.68	208.10
327 Salaries	29/06/2022		Current/Business Res€	DD	Pension - fees	Aviva Life	Z	15.25		15.25
328 Salaries	29/06/2022		Current/Business Res€	DD	Pension - fees	Aviva Life	Z	15.25		15.25
329 Foal Hurst Wood	29/06/2022		Current/Business Res€	397	FWW expenses	VR Landscapes	E	2,849.00		2,849.00
330 Electricity	29/06/2022		Current/Business Res€	399	Electricity supply street lights	NPower	L	75.24	3.76	79.00
331 Professional fees	29/06/2022		Current/Business Res€	400	Professional fees	Minerva Solutions	S	2,250.00	450.00	2,700.00
332 Memorial Pitches and Pavilion	29/06/2022		Current/Business Res€	401	signs for Memorial	Knockout Print	S	75.00	15.00	90.00
333 Members allowances	29/06/2022		Current/Business Res€	402	Training - M Flashman	Kent Association of Local Cot	S	50.00	10.00	60.00
334 Bank interest/fees	30/06/2022		Current/Business Res€		Bank charges	Unity bank	E	8.00		8.00
335 Bank interest/fees	30/06/2022		Current/Business Res€		Bank charges	Unity bank	E	55.80		55.80
336 Rents	27/06/2022		Current/Business Res€	280	Allotment Fees	Allotment	E			
337 Rents	27/06/2022		Current/Business Res€	280	Allotment Fees	Allotment	E			
338 Rents	27/06/2022		Current/Business Res€	280	Allotment Fees	Allotment	E			
339 Rents	27/06/2022		Current/Business Res€	280	Allotment Fees	Allotment	E			
340 Salaries	28/06/2022		Wages Imprest	BACS	Wages - Office	PWTC Wages Imprest Acc	E	5,004.67		5,004.67
341 Salaries	28/06/2022		Wages Imprest	BACS	Tax NI Office	PWTC Wages Imprest Acc	E	2,102.67		2,102.67
342 Salaries	28/06/2022		Wages Imprest	BACS	Pension - office	PWTC Wages Imprest Acc	E	635.08		635.08
343 Salary	28/06/2022		Wages Imprest	BACS	Wages NP	PWTC Wages Imprest Acc	E	50.00		50.00

Created by  Scribe

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PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
344 Salaries	28/06/2022		Wages Imprest	BACS	Wages - Estates	PWTC Wages Imprest Acc	E	4,462.25		4,462.25
345 Salaries	28/06/2022		Wages Imprest	BACS	Tax NI Estates	PWTC Wages Imprest Acc	E	2,391.34		2,391.34
346 Salaries	28/06/2022		Wages Imprest	BACS	Pension - Estates	PWTC Wages Imprest Acc	E	624.21		624.21
347 Wages - Watering	28/06/2022		Wages Imprest	BACS	Wages - Estates	PWTC Wages Imprest Acc	E	521.00		521.00
348 Salaries	28/06/2022		Wages Imprest	BACS	Wages - Cemetery	PWTC Wages Imprest Acc	E	630.00		630.00
349 Salaries	28/06/2022		Wages Imprest	BACS	Wages - Day centre	PWTC Wages Imprest Acc	E	210.67		210.67
350 Salaries	28/06/2022		Wages Imprest	BACS	Tax NI - Day Centre	PWTC Wages Imprest Acc	E	52.80		52.80
351 wages St Andrews	28/06/2022		Wages Imprest	BACS	Wages St Andrews	PWTC Wages Imprest Acc	E	98.97		98.97
352 Wages - Foal Hurst Wood	28/06/2022		Wages Imprest	BACS	Wages - FHW	PWTC Wages Imprest Acc	E	98.97		98.97
353 Wages - memorial	28/06/2022		Wages Imprest	BACS	Wages - Memorial	PWTC Wages Imprest Acc	E	90.88		90.88
354 Professional fees	15/06/2022		Liquidity Account	403	Professional fees	Baxall	S	205,330.17	41,066.03	246,396.20
355 Professional fees	15/06/2022		Liquidity Account	DD	CHAPS Fee	Unity bank	E	28.00		28.00
356 materials (Estates)	29/06/2022		Current/Business Res	398	Estates supplies	Paddock Wood Motorist centi	S	111.50	22.30	133.80
357 Jubilee	21/06/2022		Current/Business Res	393	Jubilee Entertainment	Polygon	E	400.00		400.00
358 Bank interest/fees	30/06/2022		Wages Imprest	BACS	Bank charges	Unity bank	E	18.00		18.00
Total								252,852.18	46,183.80	299,035.98

Key performance indicators					
	22/23	23/24	24/25	26/27	27/28
FUNDING/FINANCE					
Banking and Audit	Ensure continued compliance with audit regulations & to maximise returns on deposits/reserves	Ensure continued compliance with audit regulations & to maximise returns on deposits/reserves	Ensure continued compliance with audit regulations & to maximise returns on deposits/reserves	Ensure continued compliance with audit regulations & to maximise returns on deposits/reserves	Ensure continued compliance with audit regulations & to maximise returns on deposits/reserves
Precept	Annual settin gof precept & budget monitoring	Annual settin gof precept & budget monitoring	Annual settin gof precept & budget monitoring	Annual settin gof precept & budget monitoring	Annual settin gof precept & budget monitoring
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	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	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	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	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
Seek and apply for grant funding	Seek grants for new projects - eg skate park improvements, Green initiatives, community centre	Seek grants for new projects - eg skate park improvements, Green initiatives, community centre	Seek grants for new projects - eg skate park improvements, Green initiatives, community centre	Seek grants for new projects - eg skate park improvements, Green initiatives, community centre	Seek grants for new projects - eg skate park improvements, Green initiatives, community centre
Review leases/licences of assets	Set up lease & heads of agreement for community centre. Agreement for Kubota ride on mower expires Aug 22. Seek electric van. Renew annually the licence for land & Foal Hurst Wood	Renew/review leases as they fall due	Renew & review leases as they fall due	Renew & review leases as they fall due	Renew & Review & renew leases as they fall due
Members					
Training for councillors	All Councillors to attend training. New councillors to attend Dynamic Councillor Course as soon as possible after election in May 2023	All Councillors to attend training as appropriate	All Councillors to attend training as appropriate	All Councillors to attend training as appropriate	All Councillors to attend training. New Councillors to attend Dynamic Councillor course (or equivalent) as soon as possible after elections in May 2027
Audit Councillor skills & interests	To be carried out after election in May 2023	keep updated	keep updated	keep updated	To be carried out following elections in 2027
Handbook for Councillors					
IT Equipment	Election due to take place in May 2023 - consider whether to budget for lap tops for members.				Elections to take place in May 2027. review IT needs of members
Highways improvement plan	Keep updated	Keep up dated	Keep updated	Keep updated	Keep updated
Emergency Plan/community resilience	Full council to review the need for an emergency plan				
Staff					
Staff training	Staff training needs to be reviewed in light of H & S review to be carried out by Croner	Staff to attend appropriate training	Staff to attend appropriate training	Staff to attend appropriate training	
H & S	Keep H & s needs updated. Improve audit trail	Keep H & s needs updated	Keep H & s needs updated	Keep H & S needs updated	Keep H & S needs updated

Key performance indicators					
	22/23	23/24	24/25	26/27	27/28
Staff recruitment	Keep Staffing under review & budget for additional member of the Estates Team	Keep under review	Keep under review	Keep under review	Keep under review
Performance management	Appraisals to be carried in good time	Appraisals to be carried in good time	Appraisals to be carried in good time	Appraisals to be carried in good time	Appraisals to be carried in good time
IT & Communication	New computer and office equipment for Estates Office. Review of telephone lines and alarm lines on all premises to be carried out. Mobile contracts for renewal in December. Wifi review for buildings	Review photocopier contract. Review office IT provision			
Employment Policies	To be kept up to date by Croner HR - contract due for renewal after 1 year trial period.	To be kept up to date and under review	To be kept up to date and under review	To be kept up to date and under review	To be kept up to date and under review
Services					
Website	Review criteria for Local Government award and look to renew/higher level	Keep site updated & compliant	Keep site updated & compliant	Keep site updated & compliant	Keep site updated & compliant
Social media	Continue to develop regular presence on Social Media	Continue to develop regular presence on Social Media			
Annual Report	Continue to publish annually	Continue to publish annually			
Other communication	consider magazine sponsored by the council				
Estates Management	New Estates Manager appointed and to review management plan. Tree planting scheme to be implemented	Implement plan as appropriate	Implement plan as appropriate	Implement plan as appropriate	Implement plan as appropriate
Environmental Management plan	Part of environmental review by Climate Change working party	Implement plan as appropriate	Implement plan as appropriate	Implement plan as appropriate	Implement plan as appropriate
Inventory of Assets	Review Council assets annually for Audit purposes	Review Council assets annually for Audit purposes	Review Council assets annually for Audit purposes	Review Council assets annually for Audit purposes	Review Council assets annually for Audit purposes
Foal Hurst Wood Reserve	Resurface car park and create new bridges	Review plans for management plan & species audit			

Key performance indicators					
	22/23	23/24	24/25	26/27	27/28
Staffing	Ensure staff have training & resources required	Ensure staff have training & resources required	Ensure staff have training & resources required	Ensure staff have training & resources required	
Protection of green spaces	Tree surveys due to be carried regularly. Sites secured from incursions Protection from development given by NP	Tree surveys due to be carried regularly. Sites secured from incursions Protection from development given by NP	Tree surveys due to be carried regularly. Sites secured from incursions Protection from development given by NP	Tree surveys due to be carried regularly. Sites secured from incursions Protection from development given by NP	Tree surveys due to be carried regularly. Sites secured from incursions Protection from development given by NP
Leadership					
Planning	Respond to planning application as required. Participate in Local Plan enquiry with support of Planning consultant	Respond to planning application as required, in line with the NP (subject to approval)	Respond to planning application as required, in line with the NP (subject to approval)	Respond to planning application as required, in line with the NP (subject to approval)	Respond to planning application as required, in line with the NP (subject to approval)
Neighbourhood Plan	Project to go to referendum	Keep up dated	Keep updated	Keep updated	Keep updated
Drainage- Southern Water	Upgrade underway	Monitor	Monitor	Monitor	Monitor
Development	Engage with developers and re-establish meetings with developers	Engage with developers	Engage with developers	Engage with developers	Engage with developers
Community Centre	Building due for completion Autumn 2022. Set up Mangement Company to manage site	Monitor & keep under review	Monitor & Keep under review	Monitor & keep under review	Monitor and keep under review
Grants to local groups	Review policy regularly. Funding amount to be reviewed by Finance in November	Review policy regularly. Funding amount to be reviewed by Finance in November	Review policy regularly. Funding amount to be reviewed by Finance in November	Review policy regularly. Funding amount to be reviewed by Finance in November	Review policy regularly. Funding amount to be reviewed by Finance in November
Policies	Review and update polices as required. Governance Committee to meet 4 times per year	Review and update polices as required. Governance Committee to meet 4 times per year	Review and update polices as required. Governance Committee to meet 4 times per year	Review and update polices as required. Governance Committee to meet 4 times per year	Review and update polices as required. Governance Committee to meet 4 times per year
Lobbying	Library re-opened after regrab . Look to Putland engagement				
Climate change	Set up Climate Change working party				
Partnerships					
Kent Association of Local Councils	Attend regular meetings & training to share experiences with other councils	Attend regular meetings & training to share experiences with other councils	Attend regular meetings & training to share experiences with other councils	Attend regular meetings & training to share experiences with other councils	Attend regular meetings & training to share experiences with other councils
Bereko	Attend regular meetings & training to share experiences with other councils	Support website and representative on committee	Ongoing	Ongoing	Ongoing
PW Business Association	Support website and representative on committee	Representative to attend meetings	Ongoing	Ongoing	Ongoing
Medway Valley Line	Representative to attend meetings	Send representative to meeting	Ongoing	Ongoing	Ongoing
Hop Pickers line	Send representative to meeting	Send representative to meeting	Ongoing	Ongoing	Ongoing
NP & Community Centre (See above)	Send representative to meeting		Ongoing	Ongoing	Ongoing
Chairman's meeting with TWBC	Ongoing	Chairman to attend	Ongoing	Ongoing	Ongoing

Key performance indicators					
	22/23	23/24	24/25	26/27	27/28
Paddock Wood Lions	Support Carnival & Fete	Ongoing	Ongoing	Ongoing	
PW Lights up	Carnival re-instated for				
Putlands Liason Meetings	New 3 contract for Christmas lights	Attend quarterly meeting			
Kent County Council	Attend quarterly meeting	Regular liason with CC			
Kent Police	Regular liason with CC	Liase with PCSO's			
	Liase with PCSO's				