

Paddock Wood Town Council **PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
367	Podmore - Water Rates	01/09/2023		Current/Business Rese	DD	Water rates - Podmore	Business Stream	E	117.47		117.47
368	Professional fees	04/09/2023		Current/Business Rese	DD	HR Services	Croner	S	181.96	36.40	218.36
368	Professional fees	04/09/2023		Current/Business Rese	DD	HR Services	Croner	Z	10.72		10.72
369	Fuel	12/09/2023		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	112.29	22.45	134.74
370	software/licenses	18/09/2023		Current/Business Rese	DD	Payroll ~Services	Sage Payroll	S	40.00	8.00	48.00
371	CC Utilities	18/09/2023		Current/Business Rese	DD	Electricity - Community Centre	SSE	S	1,488.28	297.65	1,785.93
372	Loan Repayments	05/09/2023		Current/Business Rese	157	TWBC - Loan	TWBC	E	3,024.66		3,024.66
373	Foal Hurst Wood	05/09/2023		Current/Business Rese	158	Tree Audit	TreeCycle	S	360.00	72.00	432.00
374	software/licenses	05/09/2023		Current/Business Rese	159	Microsoft licences	Symcar	S	108.50	21.70	130.20
375	Security Company FHW	05/09/2023		Current/Business Rese	160	security	Prestige Guarding	S	210.00	42.00	252.00
375	Security company - Memoria	05/09/2023		Current/Business Rese	160	security	Prestige Guarding	S	210.00	42.00	252.00
375	security St Andrews	05/09/2023		Current/Business Rese	160	security	Prestige Guarding	S	210.00	42.00	252.00
376	amendments	05/09/2023		Current/Business Rese	161	refund	P Granger	E	84.00		84.00
377	Workshop - Alarm	05/09/2023		Current/Business Rese	162	Alarm line - Workshop	IDH alarms	S	735.00	147.00	882.00
378	Grants to outside bodies	05/09/2023		Current/Business Rese	163	Grant - Heritage Paddock Woo	Heritage Paddock Wood	E	474.40		474.40
379	Podmore - Public Toilets	05/09/2023		Current/Business Rese	164	Cleaning public toilets	F & C Cleaning	S	50.75	10.15	60.90
380	Putlands	05/09/2023		Current/Business Rese	165	Gang Mowing	Capel Ground Care	S	121.55	24.31	145.86
380	Memorial Pitches	05/09/2023		Current/Business Rese	165	Gang Mowing	Capel Ground Care	S	121.55	24.31	145.86
380	St Andrews Field	05/09/2023		Current/Business Rese	165	Gang Mowing	Capel Ground Care	S	121.55	24.31	145.86
380	Elm Tree Pitches	05/09/2023		Current/Business Rese	165	Gang Mowing	Capel Ground Care	S	121.55	24.31	145.86
380	Green Lane Pitches	05/09/2023		Current/Business Rese	165	Gang Mowing	Capel Ground Care	S	121.55	24.31	145.86
381	CC Cleaning	20/09/2023		Current/Business Rese	166	CC - Cleaning	F & C Cleaning	S	925.00	185.00	1,110.00
382	Professional fees	20/09/2023		Current/Business Rese	167	Planning consultancy fees	dha planning ltd	S	500.00	100.00	600.00
383	CC Facilities Management	20/09/2023		Current/Business Rese	168	Facilities Management Contrac	Baxall	S	4,520.85	904.17	5,425.02
384	Insurance	20/09/2023		Current/Business Rese	169	Insurance	Zurich Municipal	Z	80.89		80.89
385	Play areas	20/09/2023		Current/Business Rese	170	Roundabout parts	Wicksteeds	S	3,029.32	605.86	3,635.18
386	Elm Tree - Alarm	20/09/2023		Current/Business Rese	171	alarm - elm tree	Spy alarms	S	643.00	128.60	771.60
387	Podmore Building Maintenanc	20/09/2023		Current/Business Rese	172	shutters for Podmore	Rite Industrial Doors	S	385.00	77.00	462.00
388	Christmas Lights	20/09/2023		Current/Business Rese	173	Christmas trees	Morleys Farm	E	400.00		400.00
389	Podmore Building Maintenanc	20/09/2023		Current/Business Rese	174	Electrical Repairs	P J Electrical	S	240.00	48.00	288.00
389	Repairs and Maintenance	20/09/2023		Current/Business Rese	174	Electrical Repairs	P J Electrical	S	285.00	57.00	342.00
390	Podmore Building Maintenanc	20/09/2023		Current/Business Rese	175	NP Flyers	Knockout Print	Z	158.00		158.00
391	Vehicle Maintenance	20/09/2023		Current/Business Rese	176	Kubota repairs	Kidmans	S	55.40	11.08	66.48

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392	Vehicle Maintenance	20/09/2023		Current/Business Rese	177	Kubota repairs	Kidmans	S	777.20	155.44	932.64
393	Podmore - Public Toilets	20/09/2023		Current/Business Rese	178	Toilet Supplies	KCS	S	42.99	8.60	51.59
394	Memorial Plaques	20/09/2023		Current/Business Rese	179	Memorial plaque	The Anglia Sign Casting	S	127.15	25.43	152.58
395	Bank interest/fees	12/09/2023		Current/Business Rese	CREDIT CARD	Bank charges	Lloyds Bank	E	3.00		3.00
395	Bank interest/fees	12/09/2023		Current/Business Rese	CREDIT CARD	Bank charges	Lloyds Bank	E	3.00		3.00
396	Professional fees	12/09/2023		Current/Business Rese	CREDIT CARD	Planning fees	TWBC	E	180.00		180.00
397	General expenses	12/09/2023		Current/Business Rese	CREDIT CARD	Hazard Tape	Amazon N Reay	S	30.84	6.16	37.00
398	Podmore - Public Toilets	12/09/2023		Current/Business Rese	CREDIT CARD	Toilet Sign	Safety Shop	S	33.94	6.79	40.73
399	Podmore - Water Rates	18/09/2023		Current/Business Rese	DD	Water rates - Podmore	Castle Water	S	294.62	58.93	353.55
400	Water Rates	19/09/2023		Current/Business Rese	DD	Water Rates - Kent Close	Castle Water	S	98.16	19.63	117.79
401	Rates/Utility Fees	20/09/2023		Current/Business Rese	DD	Water rates - Cemetery	Castle Water	S	9.22	1.85	11.07
402	Memorial - Water Rates	20/09/2023		Current/Business Rese	DD	Water rates - Memorial	Castle Water	S	38.57	7.71	46.28
403	Elm Tree - Water Rates	29/09/2023		Current/Business Rese	DD	Water rates - Elm Tree	Castle Water	S	21.37	4.28	25.65
404	St Andrews - Electricity	22/09/2023		Current/Business Rese	DD	Electricity - St Andrews Hall	Scottish Power	S	321.23	64.25	385.48
405	Green Lane - Water Rates	29/09/2023		Current/Business Rese	DD	Water rates - Green Lane	Castle Water	S	3.79	0.76	4.55
406	Telephones	25/09/2023		Current/Business Rese	DD	Cloud Phone	British Telecommunications L	S	108.84	21.77	130.61
407	Electricity	26/09/2023		Current/Business Rese	DD	Electricity Supplies - Street Lig	NPower	L	67.60	3.38	70.98
408	Fuel	26/09/2023		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	4.50	0.90	5.40
409	Workshop - Telephones	26/09/2023		Current/Business Rese	DD	Estates Broadband & Cloud Ph	British Telecommunications L	S	103.85	20.77	124.62
410	Professional fees	27/09/2023		Current/Business Rese	DD	HR Services	Croner	S	176.76	35.35	212.11
410	Professional fees	27/09/2023		Current/Business Rese	DD	HR Services	Croner	Z	10.55		10.55
411	Salaries	28/09/2023		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25		15.25
411	Salaries	28/09/2023		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25		15.25
412	Podmore - Waste Collection	28/09/2023		Current/Business Rese	DD	Waste collection	Veolia Environmental Service	S	20.85	4.17	25.02
412	Contractors	28/09/2023		Current/Business Rese	DD	Waste collection	Veolia Environmental Service	S	135.62	27.12	162.74
412	Maintenance	28/09/2023		Current/Business Rese	DD	Waste collection	Veolia Environmental Service	S	150.44	30.09	180.53
413	WiFi	29/09/2023		Current/Business Rese	DD	Mobile Phone Contract	Active digital	S	20.00	4.00	24.00
413	Telephones	29/09/2023		Current/Business Rese	DD	Mobile Phone Contract	Active digital	S	11.64	2.33	13.97
413	Workshop - Telephones	29/09/2023		Current/Business Rese	DD	Mobile Phone Contract	Active digital	S	11.54	2.30	13.84
414	CC Utilities	28/09/2023		Current/Business Rese	180	Water Rates - Community Cen	Castle Water	S	177.46	35.49	212.95
415	St Andrews - Electricity	28/09/2023		Current/Business Rese	181	Electricity - St Andrews Hall	Scottish Power	S	321.23	64.25	385.48
416	Office Equipment	28/09/2023		Current/Business Rese	182	Expenses - Laptop Bag	N Reay	S	18.32	3.67	21.99
417	Bank interest/fees	29/09/2023		Current/Business Rese	BACS	Bank charges	Unity bank	E	3.20		3.20
418	Bank interest/fees	30/09/2023		Current/Business Rese	BACS	Bank charges	Unity bank	E	47.10		47.10
419	Salaries	28/09/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	5,359.46		5,359.46

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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
419	Salaries	28/09/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	4,732.87		4,732.87
419	Salary	28/09/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	50.00		50.00
419	CC Salaries	28/09/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	1,881.32		1,881.32
419	Salaries	28/09/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	630.00		630.00
419	Salaries	28/09/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	219.31		219.31
419	Fuel	28/09/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	13.50		13.50
419	Wages - Foal Hurst Wood	28/09/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	72.68		72.68
419	Wages - Watering	28/09/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	975.00		975.00
419	Wages - memorial	28/09/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	79.13		79.13
419	wages St Andrews	28/09/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	79.13		79.13
420	CC Salaries	28/09/2023		Wages Imprest	BACS Tax/NI	Tax/NI	PWTC Wages Imprest Acc	E	705.04		705.04
420	Salaries	28/09/2023		Wages Imprest	BACS Tax/NI	Tax/NI	PWTC Wages Imprest Acc	E	54.80		54.80
420	Salaries	28/09/2023		Wages Imprest	BACS Tax/NI	Tax/NI	PWTC Wages Imprest Acc	E	1,732.89		1,732.89
420	Salaries	28/09/2023		Wages Imprest	BACS Tax/NI	Tax/NI	PWTC Wages Imprest Acc	E	2,398.53		2,398.53
421	Salaries	28/09/2023		Wages Imprest	BACS Pension	Pension	PWTC Wages Imprest Acc	E	623.01		623.01
421	Salaries	28/09/2023		Wages Imprest	BACS Pension	Pension	PWTC Wages Imprest Acc	E	702.99		702.99
421	CC Salaries	28/09/2023		Wages Imprest	BACS Pension	Pension	PWTC Wages Imprest Acc	E	213.84		213.84
422	CC Salaries	28/09/2023		Wages Imprest	BACS Student Loan	Student Loan	PWTC Wages Imprest Acc	E	59.00		59.00
423	Workshop - Office Equipmen	12/09/2023		Current/Business Rese	CREDIT CARD	Printer Ink	HP	S	3.32	0.67	3.99
424	Bank interest/fees	30/09/2023		Wages Imprest	BACS	Bank charges	Unity bank	E	18.00		18.00
Total									43,257.14	3,595.70	46,852.84

Paddock Wood Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
170	Memorial Plaques	22/08/2023		Current/Business Rese	204	Cemetery Fees	Sears Funeral Service	S	75.54	15.11	90.65
171	St Andrews Hall - Maintenanc	07/09/2023		Current/Business Rese	BACS	Hire of St Andrews Hall	Scalliwags Nursery School	S	890.19	178.03	1,068.22
172	Green Lane Pitches	12/09/2023		Current/Business Rese	BACS	Hire of Pitches	Hawkhurst U18's	S	70.75	14.15	84.90
173	Cemetery Admin Fees	08/09/2023		Current/Business Rese	205	Cemetery Fees	Angela Joan Harmer	S	75.54	15.11	90.65
174	Cemetery Admin Fees	08/09/2023		Current/Business Rese	205	Cemetery Fees	Sears Funeral Service	E	60.00		60.00
174	Cemetery Admin Fees	08/09/2023		Current/Business Rese	205	Cemetery Fees	Sears Funeral Service	E	474.00		474.00
174	Cemetery Admin Fees	08/09/2023		Current/Business Rese	205	Cemetery Fees	Sears Funeral Service	E	58.00		58.00
175	Cemetery Admin Fees	08/09/2023		Current/Business Rese	205	Cemetery Fees	Co-Op	E	556.00		556.00
175	Cemetery Admin Fees	08/09/2023		Current/Business Rese	205	Cemetery Fees	Co-Op	E	474.00		474.00
175	Cemetery Admin Fees	08/09/2023		Current/Business Rese	205	Cemetery Fees	Co-Op	E	75.54	15.11	90.65
175	Cemetery Admin Fees	08/09/2023		Current/Business Rese	205	Cemetery Fees	Co-Op	E	120.00		120.00
176	Cemetery Admin Fees	14/09/2023		Current/Business Rese		Cemetery Fees	Sears Funeral Service	E	556.00		556.00
176	Cemetery Admin Fees	14/09/2023		Current/Business Rese		Cemetery Fees	Sears Funeral Service	E	474.00		474.00
176	Cemetery Admin Fees	14/09/2023		Current/Business Rese		Cemetery Fees	Sears Funeral Service	E	120.00		120.00
177	Cemetery Admin Fees	14/09/2023		Current/Business Rese		Cemetery Fees	Sears Funeral Service	S	75.54	15.11	90.65
178	Foal Hurst Wood (Reserves)	21/09/2023		Current/Business Rese	206	Grant - FHW	Waitrose	E	1,000.00		1,000.00
179	Hire Charges	25/09/2023		Current/Business Rese		Hire of Day Centre	Sunday Spiritualists	E	26.80		26.80
179	Hire Charges	25/09/2023		Current/Business Rese		Hire of Day Centre	Sunday Spiritualists	E	26.80		26.80
180	St Andrews Hall - Maintenanc	26/09/2023		Current/Business Rese		Hire of St Andrews Hall	Scalliwags Nursery School	S	890.19	178.03	1,068.22
181	Precept	29/09/2023		Current/Business Rese		Precept	Tunbridge Wells Borough Co	E	378,978.00		378,978.00
182	Cemetery Admin Fees	22/09/2023		Current/Business Rese		Cemetery Fees	Henry Paul Funerals	E	120.00		120.00
183	Bank Interest/fees	30/09/2023		Liquidity Account	BACS	Interest	Unity bank	E	3,276.46		3,276.46
184	amendments	30/09/2023		Current/Business Rese		Adjustment	PWTC	E	-1.00		-1.00
Total									388,472.35	430.65	388,903.00

C75 c)

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 – clerk@paddockwoodtc.co.uk

Application from Title/organisation **Paddock Wood Lights Up Association**

Contact details

Name: **Claire Holly**

Address: **25**

Telephone/e-mail

Aims of the Group

01892 837373

To organise and manage the annual Christmas market with entertainment and light switch on event for Paddock Wood. This is a free community event - open to all

Number of members **7 committee members**

Number or Percentage of Paddock Wood residents who will benefit from this grant?

All residents who choose to attend or participate in the event. Potentially 100%

Amount requested: **£500.00**

Total cost of project: **£9,500.00**

Purpose of the Grant

This grant from PWTC will help towards the cost of the entertainment provided at the event, for 2023 we have booked a stilt walker, gingerbread man, close up magician, costume character, DJ Elf in a mobile sleigh, a disco-ball head dancer and a balloon modeller all to entertain the crowds.

Have you included a copy of the last year end accounts? YES
If not available please explain why.

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

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. [We agree.](#)

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. Funds should be spent within 12 months of receipt of the funds.

Signed.....

Date.....[20/09/2023](#).....

Paddock Wood Lights Up
Christmas Event 2022

	2022	2021
Income	£	£
Event Sponsorship	3,000.00	2,250.00
Market Stalls	1,865.00	1,805.00
Fairground	500.00	500.00
Balloon Seller	-	85.00
Grotto Donations	304.85	307.00
Raffle Ticket Sales / Auction	1,601.00	1,224.00
Bouncy Castles	51.05	225.50
Donations	100.00	100.00
Tesco Bags of Help	-	1,000.00
Persimmon Homes Donation	-	1,000.00
TWBC Welcome Back Fund	-	1,590.00
PWTC Grant	900.00	884.00
KCC Member Grant	2,500.00	
PW Lions Club	200.00	-
Total Income 2022	11,021.90	10,970.50

2021 Event Profit	453.00
2020 Event Profit	689.36
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: 5,782.11

Total Funds available **16,804.01**

	2022	2021
Expenditure	£	£
Stage, DJ & Music Acts	2,110.00	2,920.00
Grotto & Bouncy Castles	1,342.00	1,492.00
Additional Entertainment	1,466.00	860.00
Insurance	395.36	489.80
Advertising	530.94	213.96
Lights and Decorations	-	953.96
Christmas Trees	400.00	384.00
First Aid & Event Security	1,287.48	1,000.29
Road Closure	1,321.96	601.20
Lottery & Music Licences	253.42	201.29
Charity Donation	1,255.35	1,150.00
After Event Meal	250.00	106.78
Lighting Switches	5,220.00	-
Total Expenditure	15,832.51	10,373.28

Balance 971.50

Bank Balance @ 14/06/2023 971.50

Key performance indicators	
use the square for the rating system , axis are to be defined 1 to 25 rating	
SMART - SPECIFIC MEASURABLE ATTAINABLE REALISTIC TIMELY	
	23/24
FUNDING/FINANCE	
Banking and Audit	minimum of 20k in current in account the remainder to be in r reserve to maximise interest. report interest earned to finance. and assure compliance with audit regulation as signed off in audit review
Precept	to set the precept annually, and have a budget ready in January
Providing value for money	The public to be asked at the Annual Town Meeting whether the council provides value for money
Review leases/licences of assets	Leases to be reported to the Council at the Annual Meeting of the Town Council (every May)
Members	
Training for councillors	All Councillors to attend training. New councillors to attend Dynamic Councillor Course within 6 months. Also to familiarise themselves with the Good Councillors Guide.
Audit Councillor and officers skills & interests	to audit councillor skills and interests
Handbook for Councillors	Documents to made avaialbe on line to all councillors
IT Equipment	to be reviewed once digitalisation of council has commenced
Highways improvement plan	An updated HIP to be submitted every year. This is a resident led document which falls under the Terms of Reference of the Planning & Environment committee
Emergency Plan/community resilience	Look to expand the Adverse weather policy
Staff	
Staff training	staff training to be reviewed within 3 months of the Annual Meeting of the Town Council, and to complete necessary training within 6 months
H & S	reviewed every year in May and any failings brought to Personnel Committee & Full Council, improve audit trail.
Staff recruitment	A new Deputy Clerk was appointed in August 2023. Review workloads for current staff - review any overtime taken
Performance management	appraisals to be done in June. half year reviews in December
IT & Communication	Wi-Fi for the Day Centre building using a hub, yearly review if it equipment
Employment Policies	to be kept up to date by Croner policies. Review if to stay with croner long term
Services	
Website	to apply and archive if not up to standard for the Local Council Award
Social media	post regular updates onto social media at the minimum once a month
Annual Report/Newletters	Council update for local publications Committee Chairman to produce committee update every 1/4 for publication. Finance report for April editions. Annual Report for ATM
Other communication	Councillor surgeries

Key performance indicators	
use the square for the rating system , axis are to be defined 1 to 25 rating	
SMART - SPECIFIC MEASURABLE ATTAINABLE REALISTIC TIMELY	
	23/24
Climate Change Management Plan	Progress
Local Council Award Scheme	The Council previous held the Foundation Award but it has now expired. Details of the award can be found at https://www.nalc.gov.uk/our-work/local-council-award-scheme . Aim to renew in 2023/24.
Estates Management	
Projects	Tree planting, redevelopment of Whites Corner, Wild Flower Meadows, Upgrade Skate Park
Foal Hurst Wood Reserve	New Bridges to be installed, Car park re-surface, 5 Year Tree management plan, Support Volunteers
Staffing	Ensure training as required
Protection of green spaces	list all fields owned by town council as protected places
Seek and apply for grant funding	officers and clerks and councillors to bring forward grant funding to be agreed at full council. measured by successful bids
Planning	
Applications	Respond to applications as required. Participate in Local Plan Enquiry with support of Planning consultant.
Neighbourhood Plan	Approved in September 2023. To be reviewed in 6 months
Development	Engage with developers and establish meetings for large scale developments (11+ dwellings)
Community Centre	Liason Meetings, review FM Contract, snagging
Partnerships	
Kent Association of Local Councils	
Bereko	
PW Business Association	
Medway Valley Line	
Hop Pickers line	
NP & Community Centre (See above)	
Chairman's meeting with TWBC	
Paddock Wood Lions	
PW Lights up	
Putlands Liason Meetings	
Kent County Council	
Kent Police	
PW Community Advice Centre	
St Andrews Church	
Royal British Legion	