

South Willesborough and Newtown Community Council Annual Community Council Meeting

Tuesday 9th May 2023

Minutes

The Current Chair opened the meeting at 7:01pm

In attendance Sue Mullan (SM) Current Chair, Andy Rogers (AR) Current Vice Chair, Cllr Steve Campkin (SC) Paul Bohill (PB) Jacky Godden (JG)

Also, in attendance Sarah Evans Community Council Manager (SE CCM) 7 members of the Public
Quorum of 5 of 8 Members agreed in an uncontested election at opening of the meeting.

80/23 Election of Chair and Vice Chair (Current Chair to preside for this item)

Resolved :- Proposed PB and Seconded AR and agreed unanimously that SM preside as Chair
Proposed PB and Seconded JG and agreed unanimously that AR preside as Vice Chair

81/23 To sign Councillor Declarations of Office

Resolved:- All members signed the Declarations of Office and these were counter signed by the Proper Officer.

82/23 Record attendance and list apologies for absence

Apologies were received from Nirosha Thilagarajan, Andy Hodges and David Smith all were approved

83/23 Declarations of pecuniary, other significant or voluntary interest

None

84/23 To note the requirement to publish Register of Councillors Interests on the SWANCC Website

Resolved:- It was noted and agreed unanimously to publish the required Register of Councillor Interests on the SWANCC website

85/23 Agree Minutes of the Council meeting of 3rd of April 2023 and the Additional Meeting of the 3rd April 2023 and sign

Proposed AR and Seconded PB that the minutes of 3rd April 2023 were a true legal record of the meeting and the Chair Signs them.

Proposed PB and Seconded JG that the minutes of Additional meeting of 3rd April 2023 were a true legal record of the meeting and the Chair Signs them.

86/23 To consider to co-opt Mr David Mullan and Mr Eric Parkinson as Councillors to SWANCC and agree

Resolved:- Agreed Unanimously to Co-Opt Mr David Mullan (DM) and Mr Eric Parkinson (EP) as member councillors.

87/23 To sign and accept the Councillor Code of Conduct

SE CCM highlighted the importance of the code of conduct and the necessity to use these standards in all proceedings.

Resolved:- Agreed unanimously that each member accepted the Code of Conduct and each member signed them

88/23 To sign and accept the SWANCC Standing Orders

Resolved:- It was agreed unanimously to sign and accept the standing orders. All Member Councillors signed them.

89/23 To agree the delegation scheme

Members reviewed the previously circulated delegation scheme and discussed the changes for it.

Resolved:- Proposed AR and Seconded DM and agreed unanimously to devolve the budgets to Communications Working Committee and Allotments Committee and accept the delegation scheme for the year.

90/23 To agree Election of Members to Committees and Outside Bodies

Finance and General Purposes Committee

Planning and Highways Committee

Allotments Committee

Staffing Committee – as current membership

Appeals Committee – as agreed in Delegation scheme

Communications Working Committee

Planting and Bio Diversity Working Group

Living Bus stop Working Group

Events Working Group

Awards Panel

Resolved:- Agreed Unanimously the following memberships

1. 1 Finance and General Purposes Committee
Chair of Committee AR Vice Chair of Committee SM Members SC, NT and JG
2. Planning and Highways Committee
Members PB, AR, EP, AH, SC to increase to 6 members and add DS
3. Allotments Committee
Members NT, PB, AR, SC, DS
4. Staffing Committee – as current membership
SM, AR, DM, EP
5. Appeals Committee – as agreed in Delegation scheme
6. Communications Working Committee
NT, JG, SM, DS, AH
7. Planting and Bio Diversity Working Group
JG, SC and Steve Kellam and Jackie Willis from the public
8. Living Bus stop Working Group
PB, AH
9. Events Working Group
SM, AH, EP, JG
10. Awards Panel
DM, SM, AR, AH

91/23 En bloc agreement to delegations of Responsibilities for the year May 2023 to May 2024

Kent Association of Local Councils – to be advised

Observer - SWAN Community Centre Board – Cllr Bohill

Observer to the Board of Directors for Newtown Railway Works Development -Cllr Rogers

Crime Prevention Champion Cllr Bohil

Environment Champion Cllr Godden

Social Media and Website Moderator – Community Council Manager and Chair of Communications Working Committee

Resolved :- Kent Association of Local Councils – SM and AR would attend next meeting then decide on the future of attendance to the Ashford KALC Committee.

Observer - SWAN Community Centre Board – Cllr Bohill.

Observer to the Board of Directors for Newtown Railway Works Development -Cllr Rogers.

Crime Prevention Champion Cllr Bohil.

Environment Champion Cllr Godden.

Social Media and Website Moderator – Community Council Manager and Chair of Communications Working Committee to be agreed at the next Committee meeting.

92/23 Review and adoption of key Council Policies

- a) Delegation Scheme
- b) Standing Orders
- c) Code of Conduct
- d) Transparency Code
- e) Public Participation policy
- f) Health and Safety Policy
- g) Freedom of Information Policy and Data Subject Access Requests and agree amendments
- h) Equality and Diversity Policy

Resolved:- Proposed AR and Seconded PB and agreed unanimously 1) The Delegation Scheme, The Standing Orders, The Code of Conduct, The Public Participation Policy and The Health and Safety Policy were accepted without change.

2) The Freedom of Information policy was amended to state that it would follow the ICO guidelines and request ID in line with this.

3)The Data Subject Access Requests guidelines within the GDPR policy was amended to allow 30 days to reply and that ID would be required.

4) The Transparency Code was amended to

- a) To publish payments over £500 as the Precept is now above £25000 so the need to disclose payments rises from £100 to £500 and the policy should be updated to reflect this.**
- b) The website needs to updated to reflect clearer Councillor responsibilities item 84/23**
- c) The website needs to reflect the ownership of Gas House Fields Allotments in progress with web designer.**

93/23 To receive and note the minutes of the Finance and General Purposes Committee 24th April 2023

Resolved:- Proposed AR Seconded PB and agreed unanimously to receive and note the minutes of the Finance and General Purposes Committee 24th April 2023.

94/23 To receive the end of year financial report from the Community Council Manager as reviewed by the Finance and General Purposes Committee and agree

Resolved:- Proposed and Seconded PB and agreed unanimously to the following

- 1) To note the bank reconciliation at 31st March 2023 and Year-end bank balance**

	01/04/2022		31/03/2023
	Opening Balances		Closing Balances
Current 1	4080.89	Current 1	14015.03
Current 2	739.76	Current 2	1780.32
Current 3	0	Current 3	0
Deposit	56102.91	Inst Access	61769.47
Total	60923.56	Total	77564.82

- 2) To note March Bank Charges £18 current account £18 allotment account
- 3) To note application of Interest 310.79 to reserve account.
- 4) To agree the application of the Year end bank balance and review reserves
All reserves remain the same, however the Capital Grant received for the Disabled Access project on Gas House Fields Allotments to be an earmarked reserve for transparency and ringfencing the spend. Also it was noted £1600 of the current account balance is Ward Grants for the Railway Event and £350 is ward grant for the Cycling Project.
- 5)

Balance as above

Applied to:

Council tax support	8500	As agreed by Council Jan 22
Emergency Reserve	25000	6- months running cost reserve
Earmarked reserves	20760	All agreed by Council
	54260	Total
	61769.47	Reserve Balance
	7509.47	Unallocated Contingency 2022/2023

EARMARKED RESERVES	
Noticeboard repairs	400
Election Costs	3500
Legal Fees	4000
Speed Indicator Device	6000
Allotments – Key deposits	650
Allotments- Emergency repair	3000
Disabled Access Allotments	2400
Defib maintenance	810
	20760

6) To note and agree Income received and variances on 2021 and 2022

	2022/23	21/22
Precept	70530.00	42945
VAT	3288.09	3235.99
Rents	1771.69	1684.61
Interest	666.56	51.06
Other	8563.00	5646.40
Total	84819.34	53563.06

7) Fixed Asset Register for 2022 2023 was agreed as follows

Item	Item/description	Make/model	Date purchased	Where purchased	Purchase value price	Estimated current value
Items transferred on 19th May 2019						
1	Notice Board - Fairview		Transferred		£1.00	£500.00
2	Notice Board - Earlsworth Rd		Transferred		£1.00	£500.00
3	Notice Board - Newtown Green		Transferred		£1.00	£100.00
4	Notice Board - Bulleid Place		Transferred		£1.00	£500.00
Year end 2019-20 valuation					£4.00	£1,600.00
2020-2021						
5	Ricoh Copier/Printer		01/11/2020	ASL	£1,250.00	£1,000.00
6	Gas House Fields Allotments		Transferred Oct 20		£1.00	£1.00
7	Defibrillator/Cover - Albion Pub		Transferred		£1.00	£700.00
8	Defibrillator/Cover - Alfred Arms Pub		23/03/2022	Hopkins	£1,580.00	£1,580.00
0						
TOTALS	2021-22				£2,836.00	£4,881.00
	Living Bus Stop		Newtown 23/03/2022		£1.00	£1.00

9	Community Shed and tools	1500	1500
10	Litter Picker Shed	1050	1050
11	Litter Picker Trolley	500	500
TOTALS	2022-2023	3050	3051
Overall Total		£5,886.00	£7,932.00

- 8) To accept the explanation of all Variances +/-5%-15% contained within the report and is included in the appendix of these minutes.**

95/23 To agree the date of 7th June 2023 for the Internal Auditor Lionel Robbins

Resolved:- Agreed unanimously to agree the date and booking of the Internal Auditor for Lionel Robbins on 7th June 2023.

96/23 To confirm Internal Audit report 2022/23 will follow at the next available meeting and to review and agree its effectiveness

Resolved: Agreed by unanimous decision that the services of the Internal Audit were effective for 2021 2022 and that Mr Lionel Robbins is reappointed to audit the Council's financial and regulatory affairs. That the internal audit would take place after the Annual Governance Accounting Statements yet as the same processes have been used for the current year so Members were confident to complete the AGAR. However, the Internal Audit to be brought to the next available meeting for review and consideration.

97/23 To complete and approve the 2022/2023 Annual Governance and Accounting Statements by resolution

Resolved Proposed EP and Seconded AR and agreed unanimously by vote to

- a) To approve the 22/23 Annual Governance and Accounting Statements by resolution**

Members worked through each of the stages of the Annual Governance Statement and Accounting Statement in strict order.

- b) Approve the Annual Governance Statement and agree that the Chair signs the statement at this approval meeting**

- I. Approve the Accounting Statement prepared and signed by the Responsible Finance Officer and agree that the Chair counter signs the statement at this approval meeting**
- II. The period of public rights will start on 12th June 2022 -and end 21st July 2022**
- III. To confirm Internal Audit report 2022/2023 to follow**
- IV. Agreed by unanimous decision that members were aware an internal audit would take place 7th June 2022 and a report would follow as soon as possible.**

98/23 To consider and agree to hold cover for the Council Insurance for 2023 2024 until the renewal quotes are arranged.

The Community Council manager advised members that the insurance is due for renewal 28th May 2023 however, the comparative quotes have not yet been received. The Community Council Manager

recommended the Council request the current insurer to hold cover for 10 days whilst this is completed. There may be a possible charge but this would be weighed against the benefits of the comparative quotes.

Resolved:- Agreed unanimously to request Insurer to hold cover and obtain comparative quotes in line with Council procurement policy.

99/23 To receive a report of the Community Council manager on the Annual meeting of Electors and agree recommendations

Members considered a previously circulated report and discussed arrangements for the Annual Meeting of Electors.

Resolved:- Agreed unanimously to the following items and that these would form the running order and Agenda for the Annual Meeting of Electors

- 1) Welcome and Annual Report of the SWAN Community Council
To be drafted and agreed by the Chair and the Clerk
To be presented by the Vice Chair of SWANCC**
- 2) Sign the minutes of the last Annual Meeting of Electors 2022**
- 3) Report of the Responsible Financial Officer Sarah Evans**
- 4) To award K Corbett an Outstanding Young Person award**
- 5) To give an award of Outstanding Contribution for Daniel Kingsley for his contribution to the Living Workshop 46a**
- 6) To consider to advertise for Community Business Award and Community Service Award and agree**
- 7) To consider to invite all community groups and the school to make representations on their activities as previous years. Cllr Rogers to lead this item**
- 8) To invite reports from KCC and Ward Cllrs and a closing statement from previous Ward Cllrs**
- 9) To close the meeting with refreshments to be organised by the Clerk with Cllr Godden and funded by the Event Working Group budget.**

Actions CCM to organise Agenda, Annual Report and Report of Responsible Finance Officer, to invite listed attendees.

AR to Chair meeting, present statements and interviews with Community Representatives.

100/23 To consider dates for the Community Skip days (6 weeks' notice and better weather required)

Resolved:- 1) To Hold these events in September 2023, 2) To investigate possibility of support and supply from AMEY

Actions CCM to liaise with Gina English Social Enterprise Kent and AMEY. CCM to organise dates for September subject to weather and staffing.

101/23 To review the management of the parking situation on Newtown Green Cllr Bohill

PB gave an overview of the continuing issues of parking particularly on Wainwright Place and Alfred Road. Members had a long discussion over the issues which continue.

Resolved:- Proposed SC and Seconded EP to investigate the legal ownership of the car parks on Newtown.

To take steps to address the overgrowth of weeds and brambles and litter in them.

To look at the height of the wall and possibility of its reduction on the Alfred Road car park to encourage residents to use it more.

To investigate the possibility of the Council running the car parks and facilitating their use

To delegate the Planning and Highways Committee to undertake these investigations and report to Council

To investigate the progress of the S106 funding by Brompton Bikes for a Parking Consultation on Newtown.

- Actions 1) Planning and Highways to take forward investigative actions.
2) SE CCM to investigate S106 funding.

102/23 To review a response to FM Conway on the Works on A2070 Cllr Bohill

Members discussed the near completed works and its successful implementation, and considered previously circulated letter of commendation to FM Conway

Resolved:- It was agreed unanimously to send the letter to FM Conway and the Chair signs it.

103/23 To review a report of the Community Council manager regarding invitations to the Railway Vintage Festival

Members considered a previously circulated report on the Railway Vintage Festival

Resolved:- Agreed unanimously to invite the following:-

The Kent High Sheriff Mrs Ahmed and Under Sherriff Catherine Lloyd

Leader of Ashford Borough Council

Former Leader of Ashford Borough Council

Cllr Peter Feacey and Board of Directors for Newtown Railway Works

Ward Councillors and former Ward Councillors

Free Person of the Parish Peter New

Those who have received awards from SWANCC.

Mr Peter Porter and Mrs Porter

The Family of former KCC CLLR George Koowaree

104/23 To agree to the invoice from Roger Crouch for bookings for the Railway Event

Resolved:- Agreed unanimously to pay the invoice for Roger Crouch for the Railway Event.

105/23 Urgent Correspondence

- 1) It was noted that the SWAN Litter Pickers had returned their grant monitoring form and all was correct.
- 2) The invoice for ARES Work Wear had been received for litter picker uniform and it was agreed to be paid and a new beneficiary to be set up on the Council's Internet Banking.
- 3) The invitation from Ashford Borough Council for the Market Place had been received and any members who wished to attend would liaise with the Community Council Manager.

106/23 Forum for Exchange

Members discussed the work of the Litter Picker and the very positive feedback from residents to Council and Staff.

SC advised that a Coffee and Chat with a Foodbank Service is held every Friday morning at the Salvation Army Hall and that on certain weeks an Ashford Borough Council Officer attends to assist residents in person.

107/23 To agree the date of the next meeting June 5th 2023 and items for the Agenda

PB requested invites to the newly elected Ward Councillors, it was advised this would be completed as usual on the regular Agenda for Council.

PB requested the possibility of A Flag Pole on Newtown Green by the Memorial Wheels be investigated.

Representatives from Sevington Parish Council be invited to attend the SWANCC meeting for an inclusive working.

JG requested that the low water levels and lack of frogs be investigated with the Environment Agency and Internal Drainage Board.

JG requested the possibility of a competition for small garden ponds be considered to improve biodiversity.

JG requested Hedgehog friendly gardening be considered.

JG requested that the Spinney be considered with options to restore the existing paths to open it out more and reduce opportunities for Anti-Social behaviour.

JG requested the Copse at the end of the Playpark be considered for options to improve the area to reduce anti-social behaviour.

JG Catalogue of plants to be considered for the ongoing Spring planting.

JG requested investigation into the Planning Requirement for Swifts nesting on the Fairview Estate be completed and Council review its options to progress this.

CCM advised all these items would need to be considered as recommendations from the Planting and Biodiversity Working Group and worked through in a consistent plan and this was agreed.

There being no further business to conduct the Chair closed the meeting at 8:17pm

Signed _____

Date _____

Appendix

Year End Financial Report

Subject – Year-End Financial position 2022-23

9) To note the bank reconciliation at 31st March 2023 and Year-end bank balance

	01/04/2022		31/03/2023
	Opening Balances		Closing Balances
Current 1	4080.89	Current 1	14015.03
Current 2	739.76	Current 2	1780.32
Current 3	0	Current 3	0
Deposit	56102.91	Inst Access	61769.47
Total	60923.56	Total	77564.82

10) To note March Bank Charges £18 current account £18 allotment account

11) To note application of Interest 310.79 to reserve account.

12) To agree the application of the Year end bank balance and review reserves

All reserves remain the same, however the Capital Grant received for the Disabled Access project on Gas House Fields Allotments is recommended to be an earmarked reserve for transparency and ringfencing the spend. Also it should be noted £1600 of the current account balance is Ward Grants for the Railway Event and £350 is ward grant for the Cycling Project.

Balance as above

Applied to:

Council tax support	8500	As agreed by Council Jan 22
Emergency Reserve	25000	6- months running cost reserve
Earmarked reserves	20760	All agreed by Council
	54260	Total
	61769.47	Reserve Balance
		Unallocated Contingency
	7509.47	2022/2023

EARMARKED RESERVES	
Noticeboard repairs	400
Election Costs	3500
Legal Fees	4000
Speed Indicator Device	6000
Allotments – Key deposits	650
Allotments- Emergency repair	3000
Disabled Access Allotments	2400
Defib maintenance	810
	20760

Income received

	2022/23	21/22
Precept	70530.00	42945
VAT	3288.09	3235.99
Rents	1771.69	1684.61
Interest	666.56	51.06
Other	8563.00	5646.40
Total	84819.34	53563.06

Precept increase

The Precept request was increased significantly in 2022. This was following a resident wide consultation and many months of planning to develop the now embedded SWAN Community Plan. A comparatively significant budget of £20,000 was set to allow for improvements over 7 themes encompassing all Council Functions and real improvements to the SWAN area. The budget was named Area Enhancements Budget. £7000 was allocated to Litter Management including the hire of a Litter Picker for 30 hours a month. £7000 was allocated for Planting and £6000 for Public Realm improvements. Also, £5000 was committed for a Community Fun Day for the Platinum Jubilee which received nation wide showcasing from NALC SLCC and the Eden Project Big Jubilee Lunch commissioned to facilitate the nation-wide Street Parties. Grants were increased from £6250 to £9000, Donations from £100 to £400 and Small projects from £1200 to £4500. A costing was also allocated to the Events Working Group for £500 a combined increase of £2905. In total this raised the total Projects and Grants cost from £14495 to £41700. An increase of £27205.

Area Enhancement Budget	£20000
Jubilee	£ 5000
Grants	£ 9000
Donations	£ 400
Small Projects	£ 4500
Events Working Group	£ 500
Capital Allotments Project	£2,300 (expected to Match Fund by SWANCC)
Total	£41700 an increase of £27205 on 2020/2021 budget of £14495

Furthermore, Staffing was reviewed following the national pay award and to commensurate salaries in line with the Local Government Award Salaries recommendations and increase of £1955 including Salary on costs was predicted.

Running Costs were adjusted for best savings where possible, expected to be £14015. Councillor Costs and Training was expected to be £430 and legal costs for Audit And ICO £575 a further £1005.

Aggregated together these decisions brought the Budget up to £85280. The Council Decision January 2022 to apply up to £8500 of its unallocated contingency to support the final Budget to maintain its Community Plan Commitment not to increase the budget to more than £1.10 per week per band D property and support any unprecedented events. Led to the final precept request of £70530

2021	2022	£
Precept 21		42945
Community Plan		20000
Jubilee Event		5000
Staffing Increase		28560

Grants and Projects	16700
Running Costs	14015 a decrease of 3225 on 2021/22 Year on year costs reviewed
Cllr training and costs	£430
Legal Costs	£575
Total predicted expenditure	£85280

Contingency of £8500 unallocated reserve was applied to support the Budget.

Bringing the balance for Precept required to £70530

Council Minute recording Budget agreement

7/22 To receive and note the draft minutes of the Finance and General Purposes Committee of 21st December 2021 and consider the following recommendations

1. To adopt the expenditure budget at £85280 and the Income budget (excluding precept) of £6250 leaving a budget gap of £79030 to be funded by the precept
2. A Precept claim of £79030 would result in an average Band D charge of £63.84 pa which is out of line with the Council's Community Plan commitment to maintain charges at a maximum £57.20
3. That interventions will be necessary to bring the charge down to an acceptable level
4. The Council uses £8500 of its expected year end bank balances to subsidise the expenditure budget such that the precept claims for the year 2022-23 would be set at £70530 (budget papers attached)

PP gave an overview of the Budget and how the Committee has arrived at the detailed recommendations.

Resolved: - 1 To adopt the expenditure budget at £85280 and the Income budget (excluding precept) of £6250 leaving a budget gap of £79030 to be funded by the precept, Proposed AR Seconded SC Unanimous Agreement.

2) A Precept claim of £79030 would result in an average Band D charge of £63.84 pa which is out of line with the Council's Community Plan commitment to maintain charges at a maximum £57.20 Proposed DM Seconded AH Unanimous Agreement.

3) That interventions will be necessary to bring the charge down to an acceptable level Proposed NT Seconded JT Unanimous Agreement.

4) The Council uses £8500 of its expected year end bank balances to subsidise the expenditure budget such that the precept claim for the year 2022-23 would be set at £70530 Proposed NT Seconded JT Unanimous Agreement.

5) To note the draft minutes of the of the Finance and General Purposes Committee of 21st December 2021 Proposed AR Seconded SC Resolved Unanimous agreement

VAT

VAT return was commensurate with spend and activity, however this is not reported as Income for AGAR but noted for reconciliation and transparency purposes. A further VAT return will need to be drafted this year for the second half of March 22 23 Financial year.

Interest Increase

Due to the application of interest on the Councils reserves which year on year have aggregated. However, these are not hoarded for savings sake and are carefully allocated for Council objectives, alongside the prudent need for 6 months running costs and earmarked reserves for possible eventualities and Council Growth towards its own potential premises for Community benefit.

Other Payments Increase

Other payments from Grants were higher than 2021 2022 as grant funding was required for the allotment functions and a Capital Grant received, Ward Grants and Event Reset Grants were received for the Jubilee event and grants for defibrillator projects. Additionally, Member Grants for the Railway Vintage Festival were received. However, members are advised to note that significant volunteer time led this application of Community Projects including the living workshop, Community Allotment and Jubilee Event, which strongly supported the management of costs. As reported to Council over the year.

3)To note and endorse the reasons for significant differences (+ or - 15% or greater) between outcomes in financial years 2021-22 and 2022-23

Outturn of Budget 2022/2023

Precept Request £70530

Council Tax Support Council Reserves £8500

Budget Outturn Synopsis

Budget Header	Budget Set	Budget Spent(figures are rounded on the summary)	+/_
Staffing	28560	31556 +£103 VAT* For AGAR it is £30895 as expenses training and payroll costs are classed as other payments	Additional staffing hours Jubilee, Sickness cover and office management Additional litter picker salaries and on costs
Cllr Costs and Training	430	213 +£4 VAT*	No Cllr training completed
Legal Costs	575	£455 +£60 VAT*	ICO and Audits excess on legal case
Running Costs	14015	£13174+£2115 VAT*	Revised Continually for maximum savings. See spreadsheet for full break down
Grants and Projects including Area Enhancement Budget	41700	£22537+£1553 VAT*	Increase due to AEB, Jubilee, Event WG, Capital Project and Higher grants and spend for Rising Costs support 2023
Total Spend 22/23	£85280	AGAR Total payments in cash book £71778.09 Staffing £30895 All other payments £40883	*There is a small variance in the VAT here reported because the summary sheet rounds figures up or down. It is the same variance year on year and has always been satisfactory for audit as all payments and the VAT reclaim is recorded accurately in Cashbook.

a) Expenditure

PAYMENTS	Budget	Outturn 2022-23	Outturn 2021-22	Diff		Reasons
					STAFFING FOR AUDIT	£30825
Salary- Clerk	25,170	£25,437	£23,779	£1,658		Staffing costs increased due to salary review and national pay award, increase in CCM hours to 40 per week, overtime due to Jubilee and January office cover, plus the additional hire of a Litter Picker for 30 hours a month commencing Feb 2023
Employment taxes	2,835	£3,994	£2,786	£1,208		As above
NEST	405	£1,464	£990	£474		AS above
Clerk-expenses	120	£166	£127	-£79		Expenses account agreed
VAT		£4	£6	-£2		
Clerk-training	150	£40	£120	-£80		Suspension of Cilca Training for 23/23 and less overall training required for Council functions in this financial year
VAT		£8	£24	-£16		
Contingency			£0	£0		
VAT			£0	£0		
Payroll Costs		455		£0		
VAT		91				
Councillor Expenses	210	£213	£163	£50		Increase in cost due to Death of Queen and floral tributes for local deaths, Increase in printing and paper costs due to increase in Council activities.
VAT		£4	£8	-£4		
Councillor Training	220	£0	£10	-£10		No training undertaken
VAT		£0	£2	-£2		
				£0		
External audit	375	£300	£300	£0		
VAT		60	£60	-£60		
Internal Audit Fees	150	£120	£120	£0		
VAT			£0	£0		
Legal costs	50	£35	£35	£0		Legal claim closed and no new cases. Cost refers to ICO £35
VAT			£270	-£270		
				£0		
RUNNING COSTS						Spend £13174
Bank Charges	150	£144	£144	£0		
IT Equipment	250	£152	£487	-£335		Office equipment now up to standard less costs on machines and equipment as becoming an established office

VAT		£25	£98	-£73		
Telecoms/Broadband	405	£250	£479	-£229		Less was spent on telecoms due to review of contract and no additional telephone costs from CE Volunteer
VAT		£50	£96	-£46		
Hosted Application Service	2,000	£1,757	£1,531	£226		More was spent on Microshade due to increase in company charges and additional security related to increase in National Cyber risk.
VAT		£344	£306	£38		
Web hosting fees	105	105	£105	-£105		
VAT		0	£0	£0		
KALC Subscription	1,300	£1,032	£1,040	-£8		Adjusted by KALC reflecting Council Tax Base change by Ashford Borough Council
VAT		£206	£208	-£2		
SLCC Subscription		£0	£0	£0		
Nat Allotment Soc	70	£55	£66	£0		
VAT		11				
Insurance	575	£1,192	£537	£655		
VAT			£0	£0		Increase in premium due to 2021 provider withdrawing from market, additional insurance for allotments including Tenant PLI
Stationery/Equipment	500	£1,163	£1,200	-£37		
VAT		£200	£234	-£34		
Office rental	3,200	£3,063	£2,600	£463		
VAT		£613	£520	£93		New office for further staff and meeting facility
Room hire - meetings	800	£913	£780	£133		
VAT		£0	£18	-£18		Year on year increase plus additional meetings post pandemic
Advertising		£0	£0	£0		
VAT		£0	£0	£0		
Printing & Distribution	3,000	£2,549	£2,825	-£276		
VAT		£510	£461	£49		Lower due to preferred printing costs from supplier
Water charges	300	£565	£407	£158		
VAT		£120	£82	£38		Higher as second year costs were increased by supplier and increased

						activity on allotments post pandemic and higher number of tenants
Site Mtce	500	£45	£1,101	-£1,056		
VAT		£9	£220	-£211		No storm damage and less removal of inherited waste required. Application of Council Green Policy to manage plastic and waste on site reduced costs
Contingency			£1,075	-£1,075		
VAT			£215	-£215		No contingency application required.
Defib Maint	300	£189				
VAT		38				First year of servicing Defibs fitted in prior year.
PROJECTS/GRANTS						Office savings achieved
Grant award	4,000	£2,314	£4,250	-£1,936		
Donations	300	£100	£100	£0		Rising costs budget head adopted adjusting grant allocation
Council Projects	1,200	£1,758	£4,135	-£2,227		Projects budget revised down as budget heads were reallocated for Rising Costs and Area Enhancement Budget to specify Council Activity Spending on projects noted as overspend on budget but includes spend on 2023 event to celebrate 180 years of Ashford Railway
VAT		£288		£138		
	5,500	4,460	8,485	-£4,025		
Council Projects			Adj Budget Heads			
Jubilee Event	5,215	£8,101	£0	£8,101		Additional Service provided by Council first community fun day event
VAT		£519	£0	£519		
Capital Project - GHF	2,300	£1,491	£0	£1,491		2 stage project including £1000 deposit paid balance due 2023
VAT		£252	0	£252		
Events w/g	500	£88	0	£88		new budget head for 22/23
VAT		£8	0	£8		
Area Enhancement	20,000	£3,854	0	£3,854		New budget head for agreed SWAN Community Plan Litter £7,000 Planting Improvements £7,000 Public Realm improvements £6,000. Underspend to be agreed to carry into 2023/2024 for ongoing projects including hire of Litter Picker and Public Spaces Enhancement Officer 2023
VAT		£486		£217		

Rising Cost of Living	£8400	£4,832	0	£4,832
VAT			0	£0
		0	0	

New budget head to allow support for local area in challenging times, £1000
 Eat Well Spend Less Roadshow Grants for After School Club and Salvation Army Community lunches and holiday activities

See overleaf for Fixed Asset Register review

All Fixed assets remain plus the addition of Community shed and Tools, Litter Picker shed and tools should be added for fair representation and correct listing for insurance purposes

Item	Item/description	Make/model	Date purchased	Where purchased	Purchase value price	Estimated current value
Items transferred on 19th May 2019						
1	Notice Board - Fairview		Transferred		£1.00	£500.00
2	Notice Board - Earlsworth Rd		Transferred		£1.00	£500.00
3	Notice Board - Newtown Green		Transferred		£1.00	£100.00
4	Notice Board - Bulleid Place		Transferred		£1.00	£500.00
Year end 2019-20 valuation					£4.00	£1,600.00
2020-2021						
5	Ricoh Copier/Printer		01/11/2020	ASL	£1,250.00	£1,000.00
6	Gas House Fields Allotments		Transferred Oct 20		£1.00	£1.00
7	Defibrillator/Cover - Albion Pub		Transferred		£1.00	£700.00
8	Defibrillator/Cover - Alfred Arms Pub		23/03/2022	Hopkins	£1,580.00	£1,580.00
0						
TOTALS	2021-22				£2,836.00	£4,881.00
	Living Bus Stop		Newtown 23/03/2022		£1.00	£1.00
9	Community Shed and tools				1500	1500
10	Litter Picker Shed				1050	1050
11	Litter Picker Trolley				500	500
TOTALS	2022-2023				3050	3050
Overall Total					£5,886.00	£7,932.00

To
Conclusion

SWANCC has been bold and determined in setting the SWAN Community plan and its successful implementation has been reflected in the application of the Budget. It has been prudent in

running costs seeking year on year savings where possible however risk aware and taken sensible steps to ensure the security of Council Internet and Web provision. It has sought grants and funding to benefit the expansion of Community focused goals particularly the Jubilee event which cost £10500 but costs to Council were only £5215. The withdrawal of the Insurance Provider brought a significant increase to insurance along with the addition of Allotment specific PLI and Allotment Insurance did increase costs however this was mitigated by other savings. The successful management of the Allotments and the implementation of the Green Policy has reduced costs on waste management and the overall reduction of inherited waste from 2020 has been very beneficial in site maintenance costs.

SWANCC has faced the impact of rising costs and maintained its budget management diligently and with upmost transparency and resident consultation. It has also been compassionate and responsive to resident impact by the provision of the Eat Well Spend Less Roadshow and grants to extend the service of the After-School Club and Salvation Army Holiday activities and lunches.

Sarah Evans

Community Council Manager RFO

18/04/2023