

# Broadstairs & St. Peter's Town Council

## PLANNING COMMITTEE MINUTES

MONDAY 2<sup>ND</sup> OCTOBER 2023

Present: Cllrs J Bayford, J Bright (Chair), M Garner, E Orhan, K Pressland, S Roberts  
Deputy Town Clerk: Julie Belsey  
Volunteer Tree Warden: Karen McKenzie  
Two members of the public

**Minutes marked \* require a resolution from the Town Council**

### 195 OPENNESS AND TRANSPARENCY

Cllr Bright reminded those present of the right to record, film or broadcast any meetings of the Council, committees and sub-committees is established following the Local Government Audit and Accountability Act 2014

### 196 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Farooki and Moore which were accepted.

### 197 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 198 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 4<sup>th</sup> September 2023. Proposed Cllr M Garner, seconded Cllr J Bayford. Agreed.

### 199 MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

There were no matters arising.

### 200 CORRESPONDENCE

There was no correspondence.

### 201 CHAIR'S REPORT

None

### 202 NEIGHBOURHOOD PLAN BUSINESS

The Deputy Town Clerk informed the Planning Committee that the Neighbourhood Plan Referendum would be taking place on Thursday 26<sup>th</sup> October 2023. Residents will be receiving their voting cards any time now. The Referendum will be the same as any other vote with all polling stations in the area open.

The Neighbourhood Plan will be one of the main topics at the Town Forum on the evening of 16<sup>th</sup> October and there will be an open day on Wednesday 18<sup>th</sup> October between 11am and 2pm at Pierremont Hall with Councillors present.

The Referendum and open day has been advertised on social media, and within the Town Council noticeboards. There have been press releases within the Isle of Thanet News, the Broadstairs Beacon and content has also been sent to Community Ad. Cllr Garner did an interview with Academy FM. He will send the recording out and this can be posted on social media.

*If any of the following planning applications are placed before Thanet District Council's planning committee then 'dual-hatted' members will not be bound by the views of the Town Council and will re-consider the applications afresh taking into account all relevant planning considerations and representations.*

Unconfirmed Planning Minutes 2 October 2023

Subject to Confirmation

At the District Council's planning meetings 'dual-hatted' members will declare a 'significant interest' in the applications made by the Broadstairs and St Peter's Town Council and will leave the room and not participate in the consideration of those matter.

## 203 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

In accordance with Standing Orders 3e, 3f and 3g, Elizabeth Dilkes addressed the Committee speaking 'for' application L/23/1248/DF & 23/1036/DF – Bleak House, Fort Road, Broadstairs CT10 1EY

i) The Committee recommends **NO COMMENT** to the applications listed below:

L/23/1248/DF 23/1036/DF	Bleak House, Fort Road, Broadstairs CT10 1EY The Committee were unable to make a recommendation as the applicant informed the committee that changes had been made to the application. The applicant was advised to contact Thanet District Council Planning for an amended plans application.
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*All members of the public left the meeting.*

ii) The Committee recommends **REFUSAL** to the applications listed below:

23/1203/GD	Wellesley, Hadden Dene School, 114 Ramsgate Road, Broadstairs CT10 2DG The Committee unanimously recommended REFUSAL on the grounds of loss of TPO'd trees, increased traffic pressure and overdevelopment.
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The application is in contravention of Policy SP38 of the Local Plan – Healthy and Inclusive Communities: Proposals will be supported that create greener neighbourhoods and improve biodiversity and access to nature.

The application also goes against Broadstairs & St Peter's Neighbourhood Plan Policy BSP3: Proposals for new developments which would have an adverse impact on protected trees and other significant trees in the Plan area will not be supported.

iii) The Committee recommends **NO OBJECTION** to the applications listed below:

23/1058/GD	Castle Lodge, Joss Gap Road, Broadstairs CT10 3PG The Committee unanimously recommended NO OBJECTION.
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(iv) **No Comment** was made on all other applications on the weekly lists: (All Unanimous)

23/1133/DR	30 Whiteness Green, Broadstairs CT10 3JS
23/1106/DF	9 Queens Avenue, Broadstairs CT10 1EH
23/1053/VK	24 Dumpton Gap Road, Broadstairs CT10 1TA
23/1018/TC	68 St Georges Road, Broadstairs CT10 1NS
23/1182/RB	209 Beacon Road, Broadstairs CT10 3EJ
23/1141/TC	24 Dane Court Gardens, Broadstairs CT10 2SB
23/1229/GD	Fairlight, Reading Street, Broadstairs CT10 3AX
23/1220/TC	Thanet Lodge, Second Avenue, Broadstairs CT10 3LN

## 204 WORKS TO TREES IN CONSERVATION AREAS/TREE PRESERVATION ORDERS/ HEDGEROW REMOVAL APPLICATIONS

RECEIVED the emailed report from the Volunteer Tree Warden.

Unconfirmed Planning Minutes 2 October 2023  
Subject to Confirmation

RESOLVED that the applications be dealt with as detailed below:

(i) The Committee recommends **REFUSAL** to the applications listed below:

TPO/23/1167/MM 1 Hazel Walk, Broadstairs CT10 2LX  
The Committee unanimously recommended REFSUAL on the grounds of possible loss of a TPO'd tree due to the works being in such close proximity.

If Thanet Council does permit the works, the Town Council requests that an Arborist should supervise the works.

(ii) RESOLVED unanimously that the standard response should be sent into all other tree applications on the weekly lists (standard response and applications set out below):

The Planning Committee of the Town Council has considered the applications below and resolved unanimously that the application be subject to inspection by the TDC Biodiversity and Horticulture Officer (Tree Officer).

The Planning Committee request that the stance and recommendations in the TDC Biodiversity and Horticulture Officer report are taken into consideration when deciding applications for tree works and any suggested conditions are clearly stated to the applicant in the consent letter.

The Town Council policy for work on trees is as follows and we would respectfully ask that our recommendations are provided to the tree owner with any permission granted:

- Healthy trees are retained wherever possible.
- Only diseased or dying trees to be felled and only subject to a suitable replacement being planted. Where trees are being felled because of overcrowding, thinning rather than removal of all trees should be considered wherever possible.
- Remedial tree works i.e. Crown lift / Crown thin / Height reduction etc., to be kept to a maximum of 20% and expressed as such in the application.
- Works required for structural reasons i.e. impact of root damage to foundations and drains must be supported by recognized structural engineering evidence as well as a report from the TDC Biodiversity and Horticulture Officer.
- It is a criminal offence under the Wildlife and Countryside Act to disturb nesting birds. However, birds can roost in any month of the year. We require the applicant to check for nesting or roosting birds before undertaking works to trees and if birds are found to be nesting, for works to be postponed until nesting is complete. If birds present on the site are of high conservation concern ('red list'\* or 'amber list' birds\*\*), permission for the works should be refused unless there are overwhelming reasons for it to be given.
- No tree works should be permitted to take place during the main nesting period from mid-March until the end of August. Birds can nest or roost in any month of the year.

\* House Sparrow, Starling, Song Thrush

\*\* Hedge Sparrow (Dunnock)

TPO/23/1153/MM 14 Fitzroy Avenue, Broadstairs CT10 3LS  
TPO/23/1213/MM 24 Harrow Dene, Broadstairs CT10 2XF  
TPO/23/1268/MM 9 Park Avenue, Broadstairs CT10 2YL

## 205 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 6<sup>th</sup> November 2023

Meeting closed at 19:35hrs  
Deputy Town Clerk



# Broadstairs & St Peter's Town Council

Attach 3

## ENVIRONMENTAL COMMITTEE

**Wednesday 27<sup>th</sup> September 2023 Pierremont Hall Council Chamber  
6pm**

Present: Chair Cllr Joanne Bright, vice chair Cllr Kevin Pressland, Steve Roberts.

Civic & Support Officer: Ms. A Barton

Volunteer Tree Warden: Ms. K McKenzie

1 Member of the public- Speaker Paul Verrell

### **66. CHAIRS WELCOME OPENNESS AND TRANSPARENCY**

To remind those present of the following:

The right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

### **67. APOLOGIES**

Apologies were given and accepted for Councillors Colin Kemp.  
Councillors Paul Moore and Charlie Leys were absent.

### **68. DECLARATIONS OF INTEREST**

None received.

### **69. MINUTES OF LAST MEETING**

#### **RESOLVED:**

That the minutes of the meeting held on Wednesday 5<sup>th</sup> July 2023. were **RECEIVED** and **APPROVED**.

### **70. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA**

None.

### **71. HIGHWAY IMPROVEMENT PLAN**

- i. Members RECEIVED and REVEIWED the Town Councils current HIP. Cllr Bright and the Civic and Support Officer updated members regarding a meeting they attended with KCC relating to the HIP.
- ii. Resident Paul Verrall addressed the Council with his concerns with ongoing traffic issues in Luton Avenue and surrounding areas. Mr Verrall requested that the Town Council could investigate 20MPH speed restrictions in the area.

#### **RESOLVED:**

- i. **It was AGREED by all Members that the HIP is to stay as is, until Cllr Bright has received a response from Stone Bay School regarding their highway issues. Once this update has been received, the committee is to add this to the HIP at the next relevant meeting.**
- ii. **It was AGREED by all members that the committee is to revisit the 20s Plenty Campaign. The Civic and Support Officer is to share previous research with committee members.**
- iii. **It was AGREED by all members that the Civic and Support Officer is to create an online form to share with residents and learn of locations where 20mph limits are required in residential areas only.**

## **72. Environmental Action Plan**

- i. Councillors REVIEWED the Environmental Action Plan.
- ii. Councillor Pressland addressed council with a report on the need for memorial trees for residents and potential locations for planting. Further discussions were had regarding tree options and potential prices. It was noted that the land suggested was not owned by the Town Council but Thanet District Council.
- iii. Councillor Bright discussed Ward Councillor litter picks.

### **RESOLVED:**

- i) **It was AGREED by all members that the Environmental Action Plan is to no longer be used as the newly drafted Full Council Action Plan has absorbed this as well as creating new action plan points. It was AGREED that All Environmental related action points/ projects approved by full Council will be actioned by the Environmental Committee.**
- ii) **It was AGREED by all members that Councillor Pressland is to expand the current report to include costs and draft a proposal for TDC. It was AGREED by all members that the new draft of documents is to be shared with the Committee and once approved can be sent to Thanet Distict Council Open Spaces Team.**
- iii) **Members ACKNOWLEDGED the Ward Councillors Litter picks. The Civic and Support Officer is to create content advertising litter pick dates.**

## **73. TREE PLANTING**

Members RECIEVED an update from the Civic and Support Officer regarding Osborn Road tree planting and meadowing. It was noted that an application has been sent to KCC by the Civic & Support Officer for the following trees to be planted:

Walnut tree (*Juglans regia*) and or Black Walnut *Juglans nigra*, as advised by Cllr Pressland.

It was noted that the Civic and Support Officer had requested and received a cultivation permit from KCC to start meadowing the grass areas of Osbourn Road.

**RESOLVED:**

- i) That the Civic and Support Officer is to continue to chase KCC regarding lead time on tree planting.
- ii) The Civic and Support Officer is to complete the Cultivation Permit and to research quotes for readying the ground for the wildflower seeds.
- iii) It was **AGREED** by all members that Osborne Road planting and meadowing will be used as a trial project before Council are to take over other pockets of land for this project.

**74. BROADSTAIRS IN BLOOM**

Members **RECEIVED** and **REVIEWED** the current In Bloom tender document and **DISCUSSED** other uses for the In Bloom budget.

**RESOLVED:**

- i) **After extensive discussions it was AGREED that the tender document is to be updated in line with other Council tender documents.**
- ii) **It was AGREED by all members that the lamp column hanging baskets and bandstand hanging baskets are to be removed from the tender.**
- iii) **It was agreed by all members that the Town Council planters and Traders Baskets scheme are to remain on the Tender with the stipulation that peat free compost be used.**
- iv) **It was to be noted that The Town Council are not to replace the Bandstand Baskets after this season and that a member of the committee is to check on the condition of the basket.**

**75. TAPS & OUTLETS PROJECT**

A verbal update was **RECEIVED** from Councillor Bright and Civic & Support Officer regarding a meeting they attended with TDC officer and project lead – Lisa Collingwood. It was noted that the project had changed drastically from when it was first brought to the Town Council and had developed into a taps and showers project for coastal areas.

Members received a images and costings of tap units and potential locations advised by Ms Collingwood.

**RESOLVED:**

- i) **It was AGREED by all members that the Town Council will pledge further funds to the already agreed £2500 to purchase a ELKAY outdoor bottle refill station with the location of install on Victoria Promenade. (Current guide price of this unit is £3,432)**
- ii) **It was AGREED by all members the Promenade bottle unit will be a trial for possible future units in other locations.**
- iii) **The Civic & Support Officer is to contact Project Lead and TDC Officer Lisa Collingwood to inform her of the decided pledge and to invite her to a meeting as soon as possible.**

**76. WE ARE WATCHING YOU CAMPAIGN**

Members RECEIVED a verbal report from the Civic & Support officer that the signs had now been delivered and will be put in place once the Town Council has received a logo sticker delivery.

**RESOLVED:**

- i) It was AGREED by all members that the Corex Boards and A4 Stickers will be placed by the operations officer and will be used to target one area to begin with.**

**77. LAND ADJACENT TO BROMESTONE ROUNDABOUT- RIVERSIDE HOUSING.**

Members RECEIVED and acknowledged a land design plan from Councillor Pressland.

**RESOLVED:**

- i) After extensive discussions it was agreed that Councillor Pressland would contact Bromestone Primary school and his fellow Ward Councillors in relation to this project.**

**78. BUDGET**

Members DISCUSSED budget requirements for the Civic Year 2024/25

**RESOLVED:**

**After extensive discussions, it AGREED by all members that they will stay with the current budget requirements and will approach Full Council if this committee requires more funding.**

**79. DATE OF NEXT MEETING**

**Date of next meeting: 6pm Wednesday 22<sup>nd</sup> November 2023**

**20:02PM meeting closed.**



# Broadstairs & St Peter's Town Council

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 9 October 2023 at 7pm in The Council Chamber, Pierremont Hall

Present: K Bright, R Farooki, M Garner (Chairman), J Hobson, C Kemp, E Orhan & S Roberts

Town Clerk: Kirsty Holroyd

### 119. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs J Bright, Leys and Rusiecki were received and accepted.

### 120. DECLARATIONS OF INTEREST

None received

### 121. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 11 September 2023.

**RESOLVED: that the minutes be approved as a true record of the meeting and signed by the chairman.**

### 122. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

The Town Clerk reported that the work by the indirect tax consultant had been completed and a meeting would be arranged for the final report to be presented to members.

### 123. BUDGET AND ACCOUNTS 2023-24

i) Members received a summary of Council income and expenditure for Qu 2 2023-24 by cost centre

**RESOLVED: Members agreed to note.**

ii) Members approved virements as proposed by the RFO

**RESOLVED: That budgets be moved to other headings to enable clearer and more efficient calculations of annual running costs and service charges.**

ii) Members received the Transparency Report for Qu 2 2023-24

**RESOLVED: Members agreed to note.**

### 124. OPEN GREEN SPACE AT THE SILVERS

Members received information about the land and considered bidding for it at auction.



**RESOLVED: That the land is not purchased but concerted efforts are made to contact the current owners and remind them of their responsibility to upkeep the appearance of the land.**

**125. BUDGET 2024-25**

Members received and considered the first draft of the budget from the RFO. The RFO explained the budgetary process in detail and illustrated what effect various new projects would have on the precept and the council tax.

**RESOLVED: That certain figures were yet to be ascertained but that once they were received they should be entered into the budget work sheet and an updated version be presented to Council on 30 October for discussion.**

**126. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

Members received a report from the RFO concerning the timetable for the completion of the AGAR. Although the final document should have been published by 1 October, this had not been possible since the external auditor had not returned the document. The RFO had chased it up on 29 September and the completed AGAR had been received on 4 October. It had been published on the notice boards and website at the earliest opportunity on 5 October.

The RFO was therefore able to report that the Town Council's audit procedures for 2022-23 had been concluded, the external auditor had noted that all proper practices had been followed and no matters had given cause for concern that the relevant legislation and regulatory requirement had not been met.

**RESOLVED: Members agreed to note.**

**127. CHRISTMAS MARKET EVENT**

Members considered a brief report from the Town Clerk and a request that funds be made available from other event underspends.

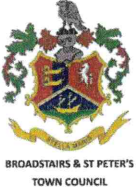
**RESOLVED: That underspends in the Events cost code totalling £2085 be allocated to pump prime this inaugural event.**

**128. DATE OF NEXT MEETING:** Monday 15 January 2024 at 7pm in the Council Chamber, Pierremont Hall

**Meeting closed at 8.05 pm**

Signed \_\_\_\_\_

Date \_\_\_\_\_



# Broadstairs & St Peter's Town Council

## ALLOTMENTS AND LAND COMMITTEE MINUTES Monday 23<sup>rd</sup> October 2023

**Present:** Cllrs J Bright, K Bright, J Hobson (Chair), K Pressland, S Roberts  
Deputy Town Clerk: Julie Belsey  
6 Allotment Plot Holders

### 39. OPENNESS AND TRANSPARENCY

The Chairman reminded those present of the right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

### 40. APOLOGIES FOR ABSENCE

Apologies were received from Cllr E Orhan. These apologies were accepted.

### 41. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 42. ALLOTMENT HOLDERS' OPEN MEETING

A request was made for dogs to be allowed on the allotment sites. Following discussion, it was agreed that dogs will be allowed on site, however they must be kept on leads at all times, be well behaved and kept contained on the plot holders site only. This will be continuously reviewed with permission being withdrawn at any time should there be complaints from other plot holders. This item will also be added to future Allotments & Land Committee Agendas for review.

If any plot holders have any spare seeds/plants, Tasty Planters will be having a Free Giveaway and Share Afternoon on Saturday 25<sup>th</sup> November, between 2 – 3.30pm at The Scout Hut, Belvedere Road, Broadstairs.

*Allotment Tenants left the meeting.*

### 43. MINUTES

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 14<sup>th</sup> August 2023. Proposed Cllr Pressland, seconded Cllr K Bright, agreed.

### 44. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

There were no matters arising.

### 45. NORMAN ROAD AND NASH GARDENS ALLOTMENTS\*

i) The Committee RECEIVED and NOTED the inspection details of the allotments that took place in October. There were no major issues raised. TDC will be contacted, following the tree surveys, for removal of lower tree branches that are entering the allotment site at Norman Road.

Tree Surveys will be taking place shortly and they will be disseminated for members to agree works required.

ii) The Committee received an update on the allotment sites.

Non-recyclable waste removal will be arranged this financial year.

New plot holders are slowly tackling any overgrowth of their plots.

Thanet Wanderers have been asked to store their empty barrels in a more secure location as they were being used to climb on and enter the Norman Road allotments. They were not aware of this situation and have said that they will rectify it.

iii) The Committee AGREED to re-open the waiting lists for both allotment sites. This will be reviewed at the October 2024 meeting. There are currently 24 people on the Norman Road list and 26 people on the Nash Gardens list.

**46. CULMERS AMENITY LAND\***

- i) The Committee RECEIVED and NOTED the inspection details. There were no issues raised.
- ii) The application from 5 Beach Mews for their garden area to be reverted back to local green space has gone through Enforcement and the applicant has now taken this to the Planning Inspectorate.
- iii) Tree Surveys will be taking place shortly and they will be disseminated for members to agree works required.

**47. MOCKETT'S WOOD**

- i) The Committee RECEIVED and NOTED the inspection details. There were no issues raised.
- ii) The Committee were advised that the current Secretary of the Friends of Mockett's Wood would like to gradually take a back seat and eventually step down. They were also advised that there is a need for more Volunteers for the Friends.

The Secretary recently had a display at the St Peter's Village Hall Open Day to encourage more volunteers. This will also be taking place again on 4<sup>th</sup> November.

Suggestions made for the recruitment of more volunteers were as follows:

East Kent College has opened a Forest School  
 Secondary schools encourage students to volunteer  
 Scout Groups  
 Posters to go up on Noticeboards  
 Town Team  
 Kent Wildlife Trust  
 Kent Coast Volunteering

The Deputy Town Clerk will contact the Secretary of the Friends of Mockett's Wood and make arrangements to contact the above.

The Co-op will also be approached to see if a display stand can be put up at the St Peter's store.

- iii) Tree Surveys will be taking place shortly and they will be disseminated for members to agree works required.

**48. PIERREMONT PARK GROUNDS**

- i) A new quote was RECEIVED and previous quotes reviewed for the replacement of the hedging to the Portico area of Pierremont Hall.

It was AGREED that Option 4 from the previous quotes should go ahead:

**Option 4. Ilex Crenata Caroline Upright**

**To create new bed, rotovate, incorporate fresh compost & fertiliser; supply and plant  
 5no.plants/m 2L 20-30cm plants £1,925.00 + VAT**

The contractor will be asked to undertake this work in the new financial year. Members were made aware that there may be a slight increase in costs due to the time delay in putting this in place due to waiting for the new budget year.

- ii) A quote was RECEIVED to open up the central wooded area between the two entrances at the front of Pierremont Hall. This would allow better visibility and would hopefully deter anti social behaviour. Members agreed to the following quote, with a review to take place in a year to see if any further solutions are required.

Remove the hedge, opening the central woodland area; remove all waste

Supply & plant 450no. Narcissi varieties for a flowering period covering January – April; Varieties as follows; Rijnveld's Early Sensation, February Gold, Dutch Master and Golden Dawn. We will need to clear patches in the ivy to create bulb planting areas.

Price

£1,105.00 + VAT

**Members agreed that approval should be sought to transfer money from unused budgets to allow this work to be undertaken in this financial year to allow bulbs etc to be ready for blooming In January onwards.**

iii) Tree Surveys will be taking place shortly and they will be disseminated for members to agree works required.

#### 49. ALLOTMENT AND LAND BUDGET 2024-25

Recommendations were made as follows for the 2024-25 Budget taking into account decisions made during this committee meeting.

Budget Area	2024/2025
Allotments – both sites general maintenance	£2,500
Culmers Amenity Land – Includes rent, grounds maintenance contract and sundry tree works	£10,000
Mockett's Wood – includes volunteer's grant which has been brought in-house, emergency tree works, additional tree maintenance on boundary with Church Court Grove and any additional contractor works due to reduction in volunteers.	£5,500
Tree Survey and Works – for the annual Tree Safety Inspections at Mockett's Wood, Pierremont Hall, Culmer's Amenity Land and Norman Road Allotments.	£3,400
Grounds Maintenance Sundries – for any additional expenses relating to maintenance of the grounds around Pierremont Hall and Culmer's Amenity Land.	£3,000
Pierremont Planting – for any additional planting required at Pierremont Hall.	£3,700
Pierremont Grounds Maintenance – for grounds maintenance Contract	£10,500

#### 50. FORWARD AGENDA ITEMS AND DATE OF NEXT MEETING

The Next meeting will be held on 11<sup>th</sup> March 2024.

Meeting Closed at 8.22pm  
Deputy Town Clerk

## BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
598	25/09/2023		Nat West Current Acct		Rent	CT10 Parochial Charities	Z	1,741.90		1,741.90
599	27/09/2023		Nat West Current Acct		Fee	Barclaycard	S	4.80	0.96	5.76
600	27/09/2023		Nat West Current Acct		mobile phones	02	S	170.56	34.11	204.67
601	27/09/2023		Nat West Current Acct		telephones	Venture Telecoms Ltd	S	75.50	15.10	90.60
602	27/09/2023		Nat West Current Acct		telephones	Venture Telecoms Ltd	S	256.83	51.37	308.20
603	27/09/2023		Nat West Current Acct		telephones	Venture Telecoms Ltd	S	107.22	21.44	128.66
605	27/09/2023		Unity Trust		Works	Westgate Security & Electric	S	766.69	153.34	920.03
606	27/09/2023		Unity Trust		Supplies	VIKING DIRECT	S	60.44	12.09	72.53
607	27/09/2023		Unity Trust		Water	Business Stream	S	27.27	5.46	32.73
610	27/09/2023		Unity Trust		Works	E. Saunders Ltd	S	101.00	20.20	121.20
611	27/09/2023		Unity Trust		Supplies	Screwfix	S	33.33	6.66	39.99
612	27/09/2023		Unity Trust		Works	Clear Flow Drainage	X	50.00		50.00
613	27/09/2023		Unity Trust		Works	Clear Flow Drainage	X	50.00		50.00
615	27/09/2023		Unity Trust		Works	EK Fire Protection	S	1,780.00	356.00	2,136.00
616	27/09/2023		Unity Trust		Works	Westgate Security & Electric	S	65.00	13.00	78.00
617	27/09/2023		Unity Trust		Works	Westgate Security & Electric	S	119.78	23.96	143.74
618	27/09/2023		Unity Trust		Beach security	Marc One Security	S	1,650.00	330.00	1,980.00
619	27/09/2023		Unity Trust		Training	Marc One Security	S	70.00	14.00	84.00
620	27/09/2023		Unity Trust		Payroll	Marc One Security	S	293.37	58.67	352.04
621	27/09/2023		Unity Trust		Supplies - Events	VIKING DIRECT	S	199.77	39.95	239.72
622	27/09/2023		Unity Trust		Fee	Henderson Setterfield	S	2,250.00	450.00	2,700.00
623	27/09/2023		Unity Trust		Training	KALC	S	70.00	14.00	84.00
624	27/09/2023		Unity Trust		Supplies	Page & Sons	S	12.55	2.51	15.06
625	27/09/2023		Unity Trust		Supplies	Page & Sons	S	233.54	46.71	280.25
626	27/09/2023		Unity Trust		Supplies	Page & Sons	S	90.00	18.00	108.00
627	27/09/2023		Unity Trust		Supplies	Page & Sons	S	105.00	21.00	126.00
628	27/09/2023		Unity Trust		Supplies	B&Q	S	31.67	6.33	38.00
629	27/09/2023		Unity Trust		Supplies	VIKING DIRECT	S	89.49	17.90	107.39
604	27/09/2023		Unity Trust		expenses - events	Leanne Hadden	Z	29.33		29.33
608	27/09/2023		Unity Trust		laundry	Star Laundry	Z	79.00		79.00
609	27/09/2023		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
614	27/09/2023		Unity Trust		Works	Clear Flow Drainage	Z	85.00		85.00

Attach 6

## BROADSTAIRS &amp; ST PETER'S TOWN COUNCIL

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
635 Waste removal	29/09/2023		Nat West Current Accr		Waste Services	Business Waste Co Uk	S	1.89	0.38	2.27
636 Finance costs	29/09/2023		Nat West Current Accr		bank charges	NATWEST	Z	10.85		10.85
639 Training & Subscriptions	30/09/2023		Lloyds Corporate Cred		Training	High Speed Training Ltd	S	241.00	48.20	289.20
641 Facilities Team sundry items	30/09/2023		Lloyds Corporate Cred		Supplies	Wickes	S	5.50	1.10	6.60
642 Events - Equipment	30/09/2023		Lloyds Corporate Cred		Supplies	Amazon UK Services Ltd	S	44.98	9.00	53.98
646 Town Mayor	30/09/2023		Lloyds Corporate Cred		Supplies	Simply Ribbons	S	28.26	5.65	33.91
648 Office sundries	30/09/2023		Lloyds Corporate Cred		Supplies	Amazon UK Services Ltd	S	21.29	4.26	25.55
651 Notice Boards	30/09/2023		Lloyds Corporate Cred		Supplies	Halfords	S	7.17	1.44	8.61
652 Office sundries	30/09/2023		Lloyds Corporate Cred		Printer ink	HP Instant Ink Ltd	S	13.74	2.75	16.49
638 Finance costs	30/09/2023		Unity Trust		bank charges	Unity Bank	Z	58.65		58.65
640 Events -Bar	30/09/2023		Lloyds Corporate Cred		Refreshments	CO-OP	Z	7.85		7.85
643 Events -Bar	30/09/2023		Lloyds Corporate Cred		Supplies	Tesco Stores Broadstairs Met	Z	23.80		23.80
644 Events -Bar	30/09/2023		Lloyds Corporate Cred		Supplies	Iceland	Z	4.80		4.80
645 Insurance & Audit	30/09/2023		Lloyds Corporate Cred		mobile phone insurance	Bastion Insurance	Z	54.89		54.89
647 Office sundries	30/09/2023		Lloyds Corporate Cred		Supplies	Amazon UK Services Ltd	Z	57.76		57.76
649 Events -Bar	30/09/2023		Lloyds Corporate Cred		Supplies	CO-OP	Z	5.40		5.40
650 Office sundries	30/09/2023		Lloyds Corporate Cred		Supplies	CO-OP	Z	1.65		1.65
653 Finance costs	30/09/2023		Lloyds Corporate Cred		Fee	Lloyds commercial cards	Z	3.00		3.00
694 Bandstand entertainment	02/10/2023		Nat West Current Accr		Electricity	Edf	S	83.33	16.67	100.00
687 Insurance & Audit	09/10/2023		Nat West Current Accr		Fee	Take Payments Ltd	S	10.00	2.00	12.00
688 Insurance & Audit	09/10/2023		Nat West Current Accr		Fee	Take Payments Ltd	S	12.50	2.50	15.00
690 Finance costs	10/10/2023		Nat West Current Accr		Fee	Barclaycard	S	5.84	1.17	7.01
691 Finance costs	10/10/2023		Nat West Current Accr		Fee	Barclaycard	S	13.77	2.76	16.53
689 Insurance & Audit	11/10/2023		Nat West Current Accr		Fee	Take Payments Ltd	S	30.00	6.00	36.00
665 Training & Subscriptions	12/10/2023		Unity Trust		Subscription	Karen McKenzie - Tree Ward	L	67.29	4.71	72.00
655 Civic Events	12/10/2023		Unity Trust		wreaths - remembrance	Royal British Legion	S	91.67	18.33	110.00
656 November Fireworks	12/10/2023		Unity Trust		first aid cover - nov 5th	BM Ambulance Service Ltd	S	441.00	88.20	529.20
657 Mocketts Wood	12/10/2023		Unity Trust		container hire	Lawrence Container Hire Ltd	S	44.33	8.87	53.20
658 cleaning	12/10/2023		Unity Trust		Cleaning	Total Cleaning Services	S	759.66	151.93	911.59
659 cleaning	12/10/2023		Unity Trust		Cleaning	Total Cleaning Services	S	149.28	29.86	179.14
660 Container hire	12/10/2023		Unity Trust		container hire	Lawrence Container Hire Ltd	S	88.66	17.73	106.39
661 Bathroom items	12/10/2023		Unity Trust		Supplies	Total Supplies Ltd	S	18.30	3.66	21.96
662 Events - Equipment	12/10/2023		Unity Trust		laundry	Star Laundry	S	35.83	7.17	43.00
663 Defibrillators	12/10/2023		Unity Trust		defibrillator supplies	Star Laundry	S	38.59	7.72	46.31

## BROADSTAIRS &amp; ST PETER'S TOWN COUNCIL

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
664	12/10/2023		Unity Trust		Works	E. Saunders Ltd	S	125.00	25.00	150.00
666	12/10/2023		Unity Trust		Stationery	VIKING DIRECT	S	66.47	13.29	79.76
667	12/10/2023		Unity Trust		Fee	LAVAT Consulting Ltd	S	787.50	157.50	945.00
668	12/10/2023		Unity Trust		Grounds Maintenance	Boxgreen Landscapes Ltd	S	123.00	24.60	147.60
668	12/10/2023		Unity Trust		Grounds Maintenance	Boxgreen Landscapes Ltd	S	235.00	47.00	282.00
668	12/10/2023		Unity Trust		Grounds Maintenance	Boxgreen Landscapes Ltd	S	812.08	162.42	974.50
669	12/10/2023		Unity Trust		Works	Westgate Security & Electric	S	70.00	14.00	84.00
670	12/10/2023		Unity Trust		Cleaning	Total Cleaning Services	S	799.64	159.93	959.57
671	12/10/2023		Unity Trust		expenses	Abigail Barton	S	38.12	7.63	45.75
673	12/10/2023		Unity Trust		Fee	Henderson Setterfield	S	570.53	114.11	684.64
671	12/10/2023		Unity Trust		expenses	Abigail Barton	Z	9.70		9.70
671	12/10/2023		Unity Trust		expenses	Abigail Barton	Z	16.30		16.30
672	12/10/2023		Unity Trust		expenses	Kirsty Holroyd	Z	6.74		6.74
672	12/10/2023		Unity Trust		expenses	Kirsty Holroyd	Z	108.60		108.60
692	16/10/2023		Nat West Current Acct		Waste Services	Business Waste Co Uk	S	228.91	45.78	274.69
693	16/10/2023		Nat West Current Acct		Insurance	Bastion Insurance	Z	7.98		7.98
<b>Total</b>								<b>17,297.14</b>	<b>2,946.08</b>	<b>20,243.22</b>

## BROADSTAIRS & ST PETER'S TOWN COUNCIL RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
211	25/09/2023		Unity Trust		Hall hire	Thanet District Council	E	330.00		330.00
212	25/09/2023		Unity Trust		Hall hire	Thanet District Council	S	330.00	66.00	396.00
210	25/09/2023		Unity Trust		Hall hire	Thanet District Council	E	742.50		742.50
213	25/09/2023		Unity Trust		Hall hire	Thanet District Council	S	742.50	148.50	891.00
214	25/09/2023		Nat West Current Accr		bar sales	Various	Z	738.35		738.35
215	25/09/2023		Nat West Current Accr		bar sales	Various	Z	458.20		458.20
226	26/09/2023		Unity Trust		Hall hire	Pam	S	20.00	4.00	24.00
225	26/09/2023		Unity Trust		Hall hire	B-JI KUNDALINI YOGA	S	67.50	13.50	81.00
234	27/09/2023		Unity Trust		Catering	FujiFilm	S	36.67	7.33	44.00
227	27/09/2023		Unity Trust		Allotment Rent	Teresa	E	32.40		32.40
227	27/09/2023		Unity Trust		Allotment Rent	Teresa	E	14.54		14.54
224	28/09/2023		Unity Trust		Hall hire	Daisy Taft & Sam Granger	S	133.33	26.67	160.00
231	28/09/2023		Nat West Current Accr		Allotment Rent	Nicki	E	30.00		30.00
231	28/09/2023		Nat West Current Accr		Allotment Rent	Nicki	E	8.20		8.20
229	30/09/2023		Nat West Business Re		Interest	NATWEST	Z	402.28		402.28
230	30/09/2023		Unity Instant Access S		Interest	Unity Bank	Z	320.21		320.21
241	02/10/2023		Unity Trust		Hall hire	Pam	S	20.00	4.00	24.00
242	02/10/2023		Unity Trust		Hall hire	Yoga Is	S	54.00	10.80	64.80
242	02/10/2023		Unity Trust		Hall hire	Yoga Is	S	54.00	10.80	64.80
242	02/10/2023		Unity Trust		Hall hire	Yoga Is	S	54.00	10.80	64.80
242	02/10/2023		Unity Trust		Hall hire	Yoga Is	S	54.00	10.80	64.80
240	02/10/2023		Unity Trust		Allotment Rent	Mary	E	30.00		30.00
240	02/10/2023		Unity Trust		Allotment Rent	Mary	E	14.53		14.53
243	02/10/2023		Unity Trust		Allotment Rent	Val	E	30.00		30.00
243	02/10/2023		Unity Trust		Allotment Rent	Val	E	11.41		11.41
244	02/10/2023		Unity Trust		Allotment Rent	Shelly	E	30.00		30.00
244	02/10/2023		Unity Trust		Allotment Rent	Shelly	E	16.89		16.89
245	02/10/2023		Unity Trust		Allotment Rent	Alan	E	46.35		46.35
245	02/10/2023		Unity Trust		Allotment Rent	Alan	E	20.81		20.81
254	02/10/2023		Nat West Current Accr		stall hire - xmas event	Various	S	58.33	11.67	70.00
255	02/10/2023		Nat West Current Accr		stall hire - xmas event	Various	S	29.17	5.83	35.00
239	03/10/2023		Unity Trust		Hall hire	Chris	S	20.00	4.00	24.00
239	03/10/2023		Unity Trust		Hall hire	Chris	S	20.00	4.00	24.00

Attach 7



## BROADSTAIRS & ST PETER'S TOWN COUNCIL RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
239 Retort House Bookings	03/10/2023		Unity Trust		Hall hire	Chris [REDACTED]	S	20.00	4.00	24.00
239 Retort House Bookings	03/10/2023		Unity Trust		Hall hire	Chris [REDACTED]	S	20.00	4.00	24.00
239 Retort House Bookings	03/10/2023		Unity Trust		Hall hire	Chris [REDACTED]	S	20.00	4.00	24.00
256 Christmas Event	03/10/2023		Nat West Current Acct		stall hire - xmas event	Various	S	29.17	5.83	35.00
236 Retort House Bookings	04/10/2023		Unity Trust		Hall hire	Katy [REDACTED]	S	20.00	4.00	24.00
249 Sundry Income	04/10/2023		Nat West Current Acct		payment re vandalism	HMCTS	Z	2.14		2.14
250 Sundry Income	04/10/2023		Nat West Current Acct		payment re vandalism	HMCTS	Z	11.43		11.43
235 Allotments	04/10/2023		Unity Trust		Allotment Rent	Sara [REDACTED]	E	30.00		30.00
235 Allotments	04/10/2023		Unity Trust		Allotment Rent	Sara [REDACTED]	E	21.08		21.08
257 Christmas Event	04/10/2023		Nat West Current Acct		stall hire - xmas event	Various	S	116.67	23.33	140.00
262 Allotments	05/10/2023		Unity Trust		Allotment Rent	Maria [REDACTED]	E	30.00		30.00
262 Allotments	05/10/2023		Unity Trust		Allotment Rent	Maria [REDACTED]	E	9.70		9.70
258 Christmas Event	05/10/2023		Nat West Current Acct		stall hire - xmas event	Various	S	66.67	13.33	80.00
259 Christmas Event	06/10/2023		Nat West Current Acct		stall hire - xmas event	Various	S	29.17	5.83	35.00
264 Events Room Hire	09/10/2023		Nat West Current Acct		Room Hire	Andrew [REDACTED] & Georgia [REDACTED]	S	934.17	186.83	1,121.00
270 Retort House Bookings	09/10/2023		Unity Trust		Hall hire	Pam [REDACTED]	S	20.00	4.00	24.00
271 Allotments	09/10/2023		Unity Trust		Allotment Rent	Lella [REDACTED]	E	30.00		30.00
271 Allotments	09/10/2023		Unity Trust		Allotment Rent	Lella [REDACTED]	E	10.67		10.67
260 Christmas Event	09/10/2023		Nat West Current Acct		stall hire - xmas event	Various	S	29.17	5.83	35.00
261 Christmas Event	09/10/2023		Nat West Current Acct		stall hire - xmas event	Various	S	29.17	5.83	35.00
272 Allotments	11/10/2023		Unity Trust		Allotment Rent	Emily [REDACTED]	E	30.00		30.00
272 Allotments	11/10/2023		Unity Trust		Allotment Rent	Emily [REDACTED]	E	19.63		19.63
273 Events - Catering	12/10/2023		Unity Trust		Hall hire	Broadstairs Town Team	S	66.67	13.33	80.00
268 Christmas Event	16/10/2023		Nat West Current Acct		stall hire - xmas event	Various	S	29.17	5.83	35.00
269 Christmas Event	16/10/2023		Nat West Current Acct		stall hire - xmas event	Various	S	116.67	23.33	140.00
279 Events Room Hire	18/10/2023		Unity Trust		Hall hire	The Broadstairs Society	S	108.00	21.60	129.60
274 Allotments	18/10/2023		Unity Trust	CASH 101788	Allotment Rent	Victoria [REDACTED]	E	36.45		36.45
274 Allotments	18/10/2023		Unity Trust	CASH 101788	Allotment Rent	Victoria [REDACTED]	E	16.36		16.36
275 Allotments	18/10/2023		Unity Trust	CASH 101788	Allotment Rent	Stanley [REDACTED]	E	30.00		30.00
275 Allotments	18/10/2023		Unity Trust	CASH 101788	Allotment Rent	Stanley [REDACTED]	E	14.53		14.53
276 Allotments	18/10/2023		Unity Trust		Allotment Rent	Hannah [REDACTED]	E	48.60		48.60
276 Allotments	18/10/2023		Unity Trust		Allotment Rent	Hannah [REDACTED]	E	21.82		21.82
277 Allotments	18/10/2023		Unity Trust		Allotment Rent	Karen [REDACTED]	E	36.45		36.45
277 Allotments	18/10/2023		Unity Trust		Allotment Rent	Karen [REDACTED]	E	16.36		16.36
278 Allotments	18/10/2023		Unity Trust		Allotment Rent	Mrs P. [REDACTED]	E	30.00		30.00
278 Allotments	18/10/2023		Unity Trust		Allotment Rent	Mrs P. [REDACTED]	E	9.71		9.71

**BROADSTAIRS & ST PETER'S TOWN COUNCIL**  
**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
280 Sundry Income	20/10/2023		Nat West Current. Accr		ev charge income	Lancaster Holdings	S	29.06	5.81	34.87
<b>Total</b>								<b>7,108.86</b>	<b>675.41</b>	<b>7,784.27</b>

BROADSTAIRS & ST PETER'S TOWN COUNCIL

Attach 8  
18 October 2023 (2023-2024)

Summary of Receipts and Payments  
All Cost Centres and Codes

To 30-9-23

Qu1 and Qu2

Admin & Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Stationery				1,000.00	458.64	541.36	541.36 (54%)
11	Printer/Photocopier				1,000.00	462.10	537.90	537.90 (53%)
12	Licences				5,000.00	6,532.12	-1,532.12	-1,532.12 (-30%)
13	IT		100.00	100.00	6,000.00	1,719.88	4,280.12	4,380.12 (73%)
14	Running Costs							(N/A)
15	Insurance & Audit				7,350.00	5,389.34	1,960.66	1,960.66 (26%)
16	Professional Fees				50,000.00	25,299.57	24,700.43	24,700.43 (49%)
17	Training & Subscriptions				5,000.00	3,213.57	1,786.43	1,786.43 (35%)
18	Equipment & Furniture				5,000.00	169.00	4,831.00	4,831.00 (96%)
20	Elections				5,000.00		5,000.00	5,000.00 (100%)
84	Office contingencies				1,000.00	291.67	708.33	708.33 (70%)
101	Phones and Internet				3,000.00	3,349.79	-349.79	-349.79 (-11%)
102	Office sundries				5,000.00	1,357.25	3,642.75	3,642.75 (72%)
103	Finance costs				1,000.00	596.70	403.30	403.30 (40%)
104	Container hire				1,000.00	700.70	299.30	299.30 (29%)
105	Council business rates				1,250.00	124.75	1,125.25	1,125.25 (90%)
907	BSPTC service charge							(N/A)
<b>SUB TOTAL</b>			<b>100.00</b>	<b>100.00</b>	<b>97,600.00</b>	<b>49,665.08</b>	<b>47,934.92</b>	<b>48,034.92 (49%)</b>

Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Bandstand Kiosk	10,600.00		-10,600.00	6,000.00	570.59	5,429.41	-5,170.59 (-31%)
27	Notice Boards				1,000.00	1,967.49	-967.49	-967.49 (-96%)
28	Park Lighting							(N/A)
29	Defibrillators				1,000.00	993.27	6.73	6.73 (0%)
30	Street Furniture				2,000.00	256.00	1,744.00	1,744.00 (87%)
31	Viking Bay Lift				2,500.00		2,500.00	2,500.00 (100%)
32	Toilet Extended Opening				2,000.00	590.00	1,410.00	1,410.00 (70%)
34	St Peter's Roundabout				4,000.00		4,000.00	4,000.00 (100%)
35	Decorative Lighting				20,000.00	575.00	19,425.00	19,425.00 (97%)
36	Twinning Sign							(N/A)
37	Flagpole				1,000.00	342.33	657.67	657.67 (65%)
<b>SUB TOTAL</b>		<b>10,600.00</b>		<b>-10,600.00</b>	<b>39,500.00</b>	<b>5,294.68</b>	<b>34,205.32</b>	<b>23,605.32 (47%)</b>

Civic Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Councillor Allowances				9,000.00		9,000.00	9,000.00 (100%)
24	Town Mayor				6,000.00	66.38	5,933.62	5,933.62 (98%)
25	Civic Events				1,000.00	399.17	600.83	600.83 (60%)
<b>SUB TOTAL</b>					<b>16,000.00</b>	<b>465.55</b>	<b>15,534.45</b>	<b>15,534.45 (97%)</b>

Summary of Receipts and Payments

All Cost Centres and Codes

**Community**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Neighbourhood Plan				2,000.00	300.00	1,700.00	1,700.00 (85%)
39	Community Payback				3,000.00	1,316.83	1,683.17	1,683.17 (56%)
53	Beach Security				25,000.00	15,840.00	9,160.00	9,160.00 (36%)
905	Dickens House Matchfunding				5,000.00	5,000.00		(0%)
919	Youth Activities				1,000.00	16.30	983.70	983.70 (98%)
<b>SUB TOTAL</b>					<b>36,000.00</b>	<b>22,473.13</b>	<b>13,526.87</b>	<b>13,526.87 (37%)</b>

**Earmarked reserves**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
921	Retort car park repairs				4,500.00		4,500.00	4,500.00 (100%)
<b>SUB TOTAL</b>					<b>4,500.00</b>		<b>4,500.00</b>	<b>4,500.00 (100%)</b>

**Events**

Code	Title	Receipts			Payments			Net Position			
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend			
40	Bandstand entertainment		10,600.00	10,600.00	16,000.00	15,562.13	437.87	11,037.87 (68%)			
41	Summer Theatre				3,585.00	3,585.00		(0%)			
42	Punch & Judy				2,330.00	2,330.00		(0%)			
43	visitor information kiosk				2,000.00		2,000.00	2,000.00 (100%)			
44	November Fireworks				7,000.00	831.00	6,169.00	6,169.00 (88%)			
46	Broadstairs in Bloom		815.75	815.75	15,000.00	5,991.23	9,008.77	9,824.52 (65%)			
916	coronation		320.00	320.00	10,000.00	8,083.37	1,916.63	2,236.63 (22%)			
<b>SUB TOTAL</b>						<b>11,735.75</b>	<b>11,735.75</b>	<b>55,915.00</b>	<b>36,382.73</b>	<b>19,532.27</b>	<b>31,268.02 (55%)</b>

**Grants**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Grants				60,000.00	68,000.00	-8,000.00	-8,000.00 (-13%)
<b>SUB TOTAL</b>					<b>60,000.00</b>	<b>68,000.00</b>	<b>-8,000.00</b>	<b>-8,000.00 (-13%)</b>

**Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	739,284.00	739,280.00	-4.00				-4.00 (0%)
2	Grants		2,000.00	2,000.00		2,000.00	-2,000.00	(N/A)
3	Bank Interest	2,000.00	2,763.91	763.91				763.91 (38%)
5	B in B Sponsorship							(N/A)
7	VAT Refund							(N/A)
8	Sundry Income		168.88	168.88				168.88 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

917 Overpayment		-1,415.32	-1,415.32				-1,415.32 (N/A)
<b>SUB TOTAL</b>	<b>741,284.00</b>	<b>742,797.47</b>	<b>1,513.47</b>	<b>2,000.00</b>	<b>-2,000.00</b>		<b>-486.53 (-0%)</b>

Open Spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Allotments	1,200.00	1,086.49	-113.51	2,350.00	399.52	1,950.48	1,836.97 (51%)
48	Culmers Amenity Land				10,000.00	4,435.05	5,564.95	5,564.95 (55%)
49	Mocketts Wood				5,500.00	1,517.45	3,982.55	3,982.55 (72%)
50	Tree Survey & Works				3,400.00	90.00	3,310.00	3,310.00 (97%)
51	Tree planting budget				10,000.00		10,000.00	10,000.00 (100%)
52	Environmental Initiatives				10,000.00	1,219.29	8,780.71	8,780.71 (87%)
86	town maintenance (van costs)				2,000.00	484.28	1,515.72	1,515.72 (75%)
87	Facilities Team sundry items				2,500.00	1,474.41	1,025.59	1,025.59 (41%)
<b>SUB TOTAL</b>		<b>1,200.00</b>	<b>1,086.49</b>	<b>-113.51</b>	<b>45,750.00</b>	<b>9,620.00</b>	<b>36,130.00</b>	<b>36,016.49 (76%)</b>

Pierremont Annual Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601	Algae and gutter clearance				900.00	1,280.00	-380.00	-380.00 (-42%)
602	Bathroom items				1,400.00	849.90	550.10	550.10 (39%)
603	Waste removal				2,750.00	1,750.96	999.04	999.04 (36%)
604	Hygiene services				1,500.00	1,481.96	18.04	18.04 (1%)
605	cleaning				10,400.00	6,182.60	4,217.40	4,217.40 (40%)
606	Drain Clearance				600.00	1,100.00	-500.00	-500.00 (-83%)
607	electricity		-397.33	-397.33	13,500.00	5,804.78	7,695.22	7,297.89 (54%)
608	EICR							(N/A)
609	Fire alarms and emergency lighti				1,200.00	1,309.64	-109.64	-109.64 (-9%)
610	Fire doors and extinguisher chec				1,400.00		1,400.00	1,400.00 (100%)
611	Fire drills and assessments				1,350.00	1,780.00	-430.00	-430.00 (-31%)
612	Glass Door maintenance				1,200.00	110.00	1,090.00	1,090.00 (90%)
613	Grounds Maintenance				9,745.00	5,782.98	3,962.02	3,962.02 (40%)
614	intruder alarm				500.00		500.00	500.00 (100%)
615	Legionnaires testing				1,500.00	2,096.75	-596.75	-596.75 (-39%)
616	PAT testing				160.00	160.00		(0%)
617	Roof inspections				1,900.00	500.00	1,400.00	1,400.00 (73%)
618	Site security				10,000.00	3,960.00	6,040.00	6,040.00 (60%)
619	Water rates				1,000.00	295.85	704.15	704.15 (70%)
620	Window cleaning				2,160.00	580.00	1,580.00	1,580.00 (73%)
<b>SUB TOTAL</b>			<b>-397.33</b>	<b>-397.33</b>	<b>63,165.00</b>	<b>35,025.42</b>	<b>28,139.58</b>	<b>27,742.25 (43%)</b>

Pierremont Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Events - Marketing				2,500.00	1,352.33	1,147.67	1,147.67 (45%)
200	Events - Catering		420.01	420.01		43.98	-43.98	376.03 (N/A)
201	Events -Bar		2,576.42	2,576.42		1,485.61	-1,485.61	1,090.81 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

204	Events - Equipment		735.15	735.15		754.93	-754.93	-19.78 (N/A)
205	Events - Council							(N/A)
206	Events - Commercial							(N/A)
903	Events Room Hire	40,000.00	16,168.58	-23,831.42				-23,831.42 (-59%)
904	Events Room Hire - Deposit		414.99	414.99				414.99 (N/A)
912	Christmas Event		533.36	533.36	2,085.00		2,085.00	2,618.36 (125%)
918	Passive room hire							(N/A)
<b>SUB TOTAL</b>		<b>40,000.00</b>	<b>20,848.51</b>	<b>-19,151.49</b>	<b>4,585.00</b>	<b>3,636.85</b>	<b>948.15</b>	<b>-18,203.34 (-40%)</b>

Pierremont Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Planned building works				28,000.00	9,098.54	18,901.46	18,901.46 (67%)
55	Tenants' rent	44,000.00	26,389.92	-17,610.08				-17,610.08 (-40%)
56	Tenants' parking	6,500.00	8,500.00	2,000.00				2,000.00 (30%)
57	Annual maintenance schedule				10,080.00	70.00	10,010.00	10,010.00 (99%)
58	Security							(N/A)
59	Contribution to 7 year paint							(N/A)
60	Water							(N/A)
61	Rates				6,500.00	2,315.06	4,184.94	4,184.94 (64%)
62	Unplanned building works		1,775.09	1,775.09	5,000.00	1,890.97	3,109.03	4,884.12 (97%)
64	Licence				500.00	350.00	150.00	150.00 (30%)
65	Cleaning					799.64	-799.64	-799.64 (N/A)
85	Landscaping and planting				1,455.00	2,280.00	-825.00	-825.00 (-56%)
88	Furniture/equipment				1,500.00	173.62	1,326.38	1,326.38 (88%)
89	Communal charge					188.28	-188.28	-188.28 (N/A)
203	Electricity		3,787.43	3,787.43		4,113.19	-4,113.19	-325.76 (N/A)
906	Waste services							(N/A)
908	Pierremont service charges	28,317.29	17,197.96	-11,119.33				-11,119.33 (-39%)
911	EVCP		181.88	181.88				181.88 (N/A)
<b>SUB TOTAL</b>		<b>78,817.29</b>	<b>57,832.28</b>	<b>-20,985.01</b>	<b>53,035.00</b>	<b>21,279.30</b>	<b>31,755.70</b>	<b>10,770.69 (8%)</b>

PWLB Loan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75	Loan Repayments				35,824.00	17,911.97	17,912.03	17,912.03 (50%)
<b>SUB TOTAL</b>					<b>35,824.00</b>	<b>17,911.97</b>	<b>17,912.03</b>	<b>17,912.03 (50%)</b>

Retort House

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Retort House Bookings	20,000.00	3,054.25	-16,945.75				-16,945.75 (-84%)
67	Retort House Tenants	15,000.00	11,250.00	-3,750.00				-3,750.00 (-25%)
68	Utilities				5,750.00	1,885.46	3,864.54	3,864.54 (67%)
69	Rates				2,750.00		2,750.00	2,750.00 (100%)
70	Annual maintenance schedule				4,500.00	1,090.25	3,409.75	3,409.75 (75%)
71	contribution to 7 year paint							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

72 Licences				1,000.00		1,000.00	1,000.00 (100%)
73 Cleaning				4,500.00	766.40	3,733.60	3,733.60 (82%)
81 Unplanned building works				5,000.00	644.33	4,355.67	4,355.67 (87%)
83 Equipment				2,000.00		2,000.00	2,000.00 (100%)
909 Tenant service charge	3,338.50	1,000.00	-2,338.50				-2,338.50 (-70%)
910 communal charge							(N/A)
915 Security					600.00	-600.00	-600.00 (N/A)
<b>SUB TOTAL</b>	<b>38,338.50</b>	<b>15,304.25</b>	<b>-23,034.25</b>	<b>25,500.00</b>	<b>4,986.44</b>	<b>20,513.56</b>	<b>-2,520.69 (-3%)</b>

Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Salaries				200,000.00	113,022.40	86,977.60	86,977.60 (43%)
22	Pension				10,000.00	6,971.02	3,028.98	3,028.98 (30%)
23	NI & Tax				50,000.00	36,975.19	13,024.81	13,024.81 (26%)
76	Travel and Subsistence				200.00	110.60	89.40	89.40 (44%)
78	Payroll company				1,000.00	548.01	451.99	451.99 (45%)
79	Eye tests and glasses				500.00		500.00	500.00 (100%)
<b>SUB TOTAL</b>					<b>261,700.00</b>	<b>157,627.22</b>	<b>104,072.78</b>	<b>104,072.78 (39%)</b>

YE Adjustments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
900	Debtors						(N/A)	
901	Creditors						(N/A)	
902	Void transactions						(N/A)	
913	Receipts in advance 23-24						(N/A)	
914	Receipts in advance 24-25						(N/A)	
<b>SUB TOTAL</b>							<b>(N/A)</b>	

Summary

<b>NET TOTAL</b>	<b>910,239.79</b>	<b>849,307.42</b>	<b>-60,932.37</b>	<b>799,074.00</b>	<b>434,368.37</b>	<b>364,705.63</b>	<b>303,773.26 (17%)</b>
<b>V.A.T.</b>		<b>56,696.35</b>			<b>27,803.80</b>		
<b>GROSS TOTAL</b>		<b>906,003.77</b>			<b>462,172.17</b>		

**BROADSTAIRS & ST PETER'S TOWN COUNCIL**

Prepared by: *[Signature]*  
Name and Role (Clerk/RFO etc)

Date: 18.10.23

Approved by: *[Signature]*  
Name and Role (RFO/Chair of Finance etc)

Date: 18/10/23

<b>Bank Reconciliation at 30/09/2023</b>			
	Cash in Hand 01/04/2023		1,006,827.14
	<b>ADD</b> Receipts 01/04/2023 - 30/09/2023		891,671.28
			1,898,498.42
	<b>SUBTRACT</b> Payments 01/04/2023 - 30/09/2023		432,081.56
<b>A</b>	<b>Cash in Hand 30/09/2023</b> (per Cash Book)		<b>1,466,416.86</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2023	50.82	
	Unity Instant Access Savings 30/09/2023	250,320.21	
	Lloyds Corporate Credit card 30/09/2023	0.00	
	Unity Trust 30/09/2023	557,416.42	
	Nat West Business Reserve 30/09/2023	344,508.10	
	Nat West Current Account 30/09/2023	25,000.00	
	Nationwide Instant Saver 30/09/2023	304,001.80	
			<b>1,481,297.35</b>
	Less unrepresented payments		14,888.49
			1,466,408.86
	Plus unrepresented receipts		8.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>1,466,416.86</b>
	<b>A = B Checks out OK</b>		



**BROADSTAIRS & ST PETER'S TOWN COUNCIL****Uncashed payments/transfers out (All banks)****(Upto 30/09/2023)**

<b>Voucher</b>	<b>Date</b>	<b>Cheque No.</b>	<b>Description</b>	<b>Total</b>	<b>Bank</b>
409	01/08/2023		annual service	58.18	Unity Trust
444	18/08/2023		tax & ni	4,544.44	Nat West Current Account
481	18/08/2023		delete		Unity Trust
525	31/08/2023		Water	35.58	Unity Trust
541	11/09/2023		Supplies	188.28	Unity Trust
604	27/09/2023		expenses - events	29.33	Unity Trust
605	27/09/2023		Works	920.03	Unity Trust
606	27/09/2023		Supplies	72.53	Unity Trust
607	27/09/2023		Water	32.73	Unity Trust
608	27/09/2023		laundry	79.00	Unity Trust
609	27/09/2023		Window cleaning	110.00	Unity Trust
610	27/09/2023		Works	121.20	Unity Trust
611	27/09/2023		Supplies	39.99	Unity Trust
612	27/09/2023		Works	50.00	Unity Trust
613	27/09/2023		Works	50.00	Unity Trust
614	27/09/2023		Works	85.00	Unity Trust
615	27/09/2023		Works	2,136.00	Unity Trust
616	27/09/2023		Works	78.00	Unity Trust
617	27/09/2023		Works	143.74	Unity Trust
618	27/09/2023		Beach security	1,980.00	Unity Trust
619	27/09/2023		Training	84.00	Unity Trust
620	27/09/2023		Payroll	352.04	Unity Trust
621	27/09/2023		Supplies - Events	239.72	Unity Trust
622	27/09/2023		Fee	2,700.00	Unity Trust
623	27/09/2023		Training	84.00	Unity Trust
624	27/09/2023		Supplies	15.06	Unity Trust
625	27/09/2023		Supplies	280.25	Unity Trust
626	27/09/2023		Supplies	108.00	Unity Trust
627	27/09/2023		Supplies	126.00	Unity Trust
628	27/09/2023		Supplies	38.00	Unity Trust
629	27/09/2023		Supplies	107.39	Unity Trust
<b>Total-----</b>				<b>14,888.49</b>	

**BROADSTAIRS & ST PETER'S TOWN COUNCIL**

Uncashed receipts/transfers in (All banks)

(Upto 30/09/2023)

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Voucher	Date	Cheque No.	Description	Total	Bank
513	31/03/2022		Room Hire	-1,082.00	Unity Trust
589	31/03/2023		Room Hire	1,082.00	Unity Trust
195	12/09/2023		Hall hire	8.00	Unity Trust
			<b>Total-----</b>	<b>8.00</b>	



# Broadstairs and St Peter's Town Council

## Reserves Policy

Adopted by Council 26 September 2022 minute 60ii)

*For review and approval at Council meeting of 30 October 2023*

### **Introduction**

Broadstairs and St Peter's Town Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

### **Types of Reserves**

Reserves can be categorised as **general** or **earmarked**.

**Earmarked** reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

**General** Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

### **Earmarked Reserves**

Earmarked reserves will be established on a "needs" basis, in line with anticipated requirements. Any decision to set up a reserve must be made by the Council. Expenditure from reserves can only be authorised by the Council. Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held. Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

### **General Reserves**

The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of General Reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources. Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in General Reserves at all times.

### **Current level of financial reserves**

The level of financial reserves held by the council will be agreed by the Town Council during the discussions held regarding the setting of the budget for the next financial year. The current level of general reserves to be held by the Council is half of the annual precepted figure.

**BROADSTAIRS & ST PETER'S TOWN COUNCIL**  
**Reserves Balance**  
**2023-2024**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Seven yearly paint	50,000.00	50,000.00			100,000.00
<b>Total Capital</b>	<b>50,000.00</b>	<b>50,000.00</b>			<b>100,000.00</b>
<b>Earmarked</b>					
General Contingencies	15,000.00	71,548.00			86,548.00
Elections	25,000.00				25,000.00 ①
Pierremont Phase 3	350,000.00				350,000.00
Pierremont contingencies	50,000.00				50,000.00
Memory bench	24,000.00				24,000.00 ②
Retort House contingencies	20,000.00	-4,500.00			15,500.00
Future asset refurbishment	160,000.00				160,000.00 ③
six month's running costs	261,602.88	38,398.00			300,000.88
New van (2024-5)		24,000.00			24,000.00 ④
<b>Total Earmarked</b>	<b>905,602.88</b>				<b>1,035,048.88</b>
<b>TOTAL RESERVE</b>	<b>955,602.88</b>				<b>1,135,048.88</b>
<b>GENERAL FUND</b>					<b>337,428.67</b>
<b>TOTAL FUNDS</b>					<b>1,472,477.55</b>

notes

- ① Invoice for May elections due imminently.
- ② To be transferred to Staff Salaries for new Events Supervisor.
- ③ £50K pledged to TDC for Harbour + Prom Lighting.
- ④ New reserve taken from Open Spaces - Town maintenance.

The above levels of reserves were agreed and this document adopted by the Town Council at the meeting on the 30 October 2023 to be reviewed again in a year's time when setting the budget for the financial year 2025/26.

Chairman.....

Town Clerk.....

Date..... Minute number.....

### Admin & Office Costs

**Code Title**

Code Title	Predicted Total spend	Requirement for 2024-25
10 Stationery	900	1000
11 Printer/Photocopier	1000	1000
12 Licences	7000	7000
13 IT	4000	4000
15 Insurance & Audit	7500	8000
16 Professional Fees	46000	50000
17 Training & Subscriptions	5000	5000
18 Equipment & Furniture	2000	4000
20 Elections	5000	5000
84 Office contingencies	1000	1000
101 Phones and Internet	7000	6000
102 Office sundries	3000	3000
103 Finance costs	1000	1000
104 Container hire	1200	1200
105 Council business rates	1250	1250

<b>SUB TOTAL</b>	92,850.00	98450	<b>98,450</b>
	4,750.00		

### Amenities

**Code Title**

4 Bandstand Kiosk	1000	6000
27 Notice Boards	2000	1000
29 Defibrillators	2000	2000
30 Street Furniture	1000	2000
32 Toilet Extended Opening	0	2000
34 St Peter's Roundabout	0	4000
35 Decorative Lighting	18000	18000
37 Flagpole	500	1000

<b>SUB TOTAL</b>	24500	36000	<b>36,000</b>
	15,000.00		

we now have 4  
event loos  
keep

### Civic Costs

**Code Title**

19 Councillor Allowances	9000	9000
24 Town Mayor	2000	6000
25 Civic Events	1000	1000

<b>SUB TOTAL</b>	12000	16000	<b>16,000</b>
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tbd

## Community

### Code Title

38 Neighbourhood Plan	500	1000
39 Community Payback	3000	3000
53 Beach Security	25000	25000
905 Dickens House Matchfunding	5000	5000
919 Youth Activities	1000	1000

### SUB TOTAL

34500  
1,500.00

35,000

tbd  
more requested?

## Earmarked reserves

### Code Title

921 Retort car park repairs	4500
-----------------------------	------

### SUB TOTAL

4500  
0

one off

## Events

### Code Title

40 Bandstand entertainment	15478	16500
41 Summer Theatre	3585	5000
42 Punch & Judy	2330	3000
43 visitor information kiosk	1000	2000
44 November Fireworks	7000	7000
46 Broadstairs in Bloom	8000	15000

### SUB TOTAL

37393  
20,607.00

3000  
51500  
51,500

tbd

## Grants

### Code Title

Sponsorship		60,000
26 Grants	68000	40000

### SUB TOTAL

68000  
0

100000  
100,000

## Income

### Code Title

1 Precept
2 Grants
3 Bank Interest
5 B in B Sponsorship



7 VAT Refund  
 8 Sundry Income  
 917 Overpayment

**SUB TOTAL**

**Open Spaces**

**Code Title**

47 Allotments	1000	2500
48 Culmers Amenity Land	10000	10000
49 Mocketts Wood	5500	5500
50 Tree Survey & Works	3400	3500
51 Tree planting budget	1000	10000
52 Environmental Initiatives	8000	10000
86 town maintenance (van costs)	1000	1000
87 Facilities Team sundry items	2500	2500
Victoria Gardens		5000

**SUB TOTAL**

32400  
 50000  
**50,000**

13,350.00

taps

Tools, equipmen

**Pierremont Annual Main**

**Code Title**

601 Algae and gutter clearance	2400	2500
602 Bathroom items	1500	1500
603 Waste removal	3000	3000
604 Hygiene services	3000	3000
605 cleaning	10400	10800
606 Drain Clearance	2400	2500
607 electricity	13500	13000
608 EICR		
609 Fire alarms and emergency light	1600	1200
610 Fire doors and extinguisher che	1400	1500
611 Fire drills and assessments	3000	3000
612 Glass Door maintenance	1200	1200
613 Grounds Maintenance	10400	10035
614 intruder alarm	500	500
615 Legionnaires testing	3000	3000
616 PAT testing	160	180
617 Roof inspections	1900	1900
618 Site security	10000	10000
619 Water rates	1000	1000
620 Window cleaning	2160	2160

**SUB TOTAL**

72520  
 71975  
**71,975**

-9,355.00

**Pierremont Events**

**Code Title**

45 Events - Marketing  
 200 Events - Catering  
 201 Events -Bar  
 204 Events - Equipment  
 205 Events - Council  
 206 Events - Commercial  
 903 Events Room Hire  
 904 Events Room Hire - Deposit  
 912 Christmas party  
 918 Passive room hire

2500

2500

**SUB TOTAL**

2500

2500

**2,500**

0

**Pierremont Hall****Code Title**

54 Planned building works  
 55 Tenants' rent  
 56 Tenants' parking  
 57 Annual maintenance schedule  
 61 Rates  
 62 Unplanned building works  
 64 Licence  
 85 Landscaping and planting  
 88 Furniture/equipment  
 89 Communal charge  
 203 Electricity  
 911 EVCP

28000

30000

5000

10000

drains

6500

6500

5000

5000

350

400

2280

4000

hedges

1000

1000

203 Electricity

council use only

911 EVCP

**SUB TOTAL**

48130

56900

**56,900**

4905

**PWLB Loan****Code Title**

75 Loan Repayments

35824

35824

**35,824****SUB TOTAL**

35824

**Retort House****Code Title**

66 Retort House Bookings

67 Retort House Tenants

68 Utilities

4000

4000

69 Rates

2750

2750

70 Annual maintenance schedule

4000

4000

72 Licences

0

1000

73 Cleaning	2000	2000	
81 Unplanned building works	3000	3000	
83 Equipment	500	500	
915 Security	1200		
<b>SUB TOTAL</b>	17450	17250	<b>17,250</b>
	8,050.00		

## Staff Costs

### Code Title

21 Salaries	200000	275,000	
22 Pension	11500	15000	
23 NI & Tax	62000	80000	
76 Travel and Subsistence	200	200	
78 Payroll company	1100	1300	
79 Eye tests and glasses	100	200	
<b>SUB TOTAL</b>	274900	371,700	<b>371,700</b>
	-13,200.00		

## YE Adjustments

### Code Title

900 Debtors			
901 Creditors			
902 Void transactions			
913 Receipts in advance 23-24			
914 Receipts in advance 24-25			

**SUB TOTAL**

## Summary

**NET TOTAL** 943,099

**V.A.T.**

**GROSS TOTAL**