

Report on Committee Structure and Frequency

Background

The Town Council has a responsibility to ensure that decision making is as effective as it can be. Councillors should focus on strategic decision-making and have a key role in performance management and financial monitoring, whilst delegating operational decisions to officers.

Committees with duly delegated powers can make the council's decision-making process more efficient. Without them, the whole council must meet whenever it needs to make any decision about council business, responsibility for which has not been formally delegated to staff.

Committees, sub-committees or working groups, can harness the special interests, skills and knowledge of its members.

The council can appoint a committee at any time and does not have to wait until the annual meeting in May.

The members of a committee are not independent of the council. Their collective decision-making responsibilities in the committee are limited by the terms of references of that committee.

A councillor who is not a member of a committee has the same rights to attend a meeting of the committee as a member of the public. He can participate in the meeting if the public can.

There should be no less than three members appointed to a committee, the quorum being three.

Committee Review

Recognised issues:

1. Too many meetings
2. Dates changing – an annual calendar needs to be set
3. Committee members changing
4. Too many committees – same subjects being discussed in more than one

The following table show membership of committees

Name	Membership	Current Frequency
Town Council Meeting	All Members	Monthly
Planning Committee	All Members have the right to attend and vote. Quorum of 5 councillors.	Twice a month
Staffing Committee	Mayor, Deputy, 2 past Mayors	As required
Complaints Committee	Mayor, Deputy, 2 past Mayors or the next senior member if the complaint involves any of the above	As required
Policy and Finance Committee	8 Councillors	Monthly
Public Spaces	5 Councillors, KCC representative, SBC representative, 2 members of the public	Every 2 months
Climate and Biodiversity Committee	8 Councillors	Every 2 months
20's Plenty Committee	Ward Members Community Group Members	Monthly
Community Services Committee	5 Councillors	Every 2 months
Heritage Committee	5 Councillors	Every 2 months

Recommended Responsibilities for Committees

Policy and Finance Committee

Responsibilities to include:

- **Strategic Planning**
 - Preparing and monitoring a business plan covering a minimum of 3 years linked to revenue and capital plans
 - Reviewing and monitoring the effectiveness of all Council operations
 - Operating the Council's performance management system
 - Overseeing the process of service reviews
- **Finance and Budget**
 - Overall control of the Council's finances
 - Budget strategy
 - Crisis management
 - Risk assessments
 - Insurance
 - Banking and Investments
 - Grants and Section 137 Payments
- **Policy**
 - Policy Making and Review
 - Health and Safety
 - Local Council Award Scheme
- **Property and Assets**
 - 12 Market Place – office and exhibition space
 - Guildhall
 - Front Brents and Belvedere Road Jetties
 - Allotments
 - Brents Town Green
 - Asset Register
- **Localism**
 - Transfer of assets from SBC and KCC
 - Transfer of services from SBC and KCC
- **Community Engagement**
 - Twinning Association
 - Youth Forum
 - Local Engagement Forum
 - Community Events
 - KALC Community Award
- **Local Trade**
 - Tourism
 - Businesses/FBP
 - Market
 - Fairtrade

- **Accountability to the Community**

- Annual Town Meeting
- Annual Report
- Newsletter
- Emergency Planning
- Crime
- Litter

Planning Committee

Important or major planning applications could be called in to be heard at a town council meeting.

Responsibilities to include:

- Planning applications
- Tree works applications
- Highways & traffic matters
- Bus shelters
- Street lighting
- Street naming
- Local and regional plans

Public Spaces Committee

Responsibilities to include:

- Preservation and enhancement of the public realm of Faversham, with a particular but not exclusive focus on the conservation area.

20's Plenty Committee

Responsibilities to include:

- Ensure the Town Council's ambition for a town wide 20mph limit is met

Climate and Biodiversity Committee

Responsibilities to include:

- Ensure the Town Council's ambition for climate emergency and biodiversity is met through various actions and activities

Other Meetings and Working Groups etc

Youth Working Group

Town Marketing Working Group

Faversham and District Engagement Forum

Faversham Neighbourhood Plan Steering Group

Faversham Future Forum

Attendance 2019/20

Public Spaces Committee

	25/5/19	25/7/19	26/9/19	5/12/19	23/1/20
KB					
HP					
JS					
ET					
CW					
MK (SBC)					
AP (SBC)					
AB (KCC)					
	4	3	5	4	3

Climate and Biodiversity Committee

	24/6/19	27/8/19	28/10/19	27/1/20	
TM					
BJM					
HP					
JS					
ET					
CW					
	6	6	3	5	

20's Plenty Committee

	1/8/19	2/12/19	20/1/20		
AH					
JI					
CJ					
JS					
ET					
CW					
	5	3	4		

Community Services Committee

	5/6/19	7/8/19	2/10/19	4/12/19	5/2/20
CJ					
JI					
HP					
AR					
CW					
	3	4	4	3	3

Heritage Committee

	1/7/19	3/10/19	4/11/19	2/3/20	
JI			CANCELLED	CANCELLED	
TM					
JS					

Recommendation

1. Community Services Committee and Heritage Committee are disbanded with Policy and Finance Committee taking over responsibility.
2. Public Spaces, 20's Plenty and Climate & Biodiversity Committees meet quarterly (or bi-monthly) with sufficient delegated authority for work to be undertaken during that period and reported back to the meeting.

Example 1 – Public Spaces Committee:

- Walkabouts continue on a regular basis by Ward Members or Committee Members, reporting faults direct to KCC/SBC or for Adam Andrews to report.
- Items can be sent to Adam for inclusion on the HIP and reported at quarterly meetings.
- Projects can be agreed and meetings with Officers implementing the work.

Example 2 – Heritage Committee

- Heritage Committee becomes a Working Group, which enables ad hoc meetings not required to be open to the public.
 - Can report to the Policy & Finance Committee or direct to Full Council for decisions.
3. Five meetings a month could effectively take place on 3 evenings (Public Spaces daytime) – for example quarterly meetings could look like this:

		February		March		April
6.00pm	Working Group	1 st Monday 6pm	Working Group	1 st Monday 6pm	Working Group	1 st Monday 6pm
7.30pm	Climate & Biodiversity	1 st Monday	20's Plenty	1 st Monday	Other	1 st Monday
6.00pm	Planning	2 nd Monday	Planning	2 nd Monday	Planning	2 nd Monday
7.00pm	Town Council	2 nd Monday	Town Council	2 nd Monday	Town Council	2 nd Monday
7.30pm	Policy & Finance	3 rd Monday	Policy & Finance	3 rd Monday	Policy & Finance	3 rd Monday
6.00pm	Planning	4 th Monday	Planning	4 th Monday	Planning	4 th Monday
7.30pm	Other	4 th Monday	Other	4 th Monday	Other	4 th Monday

Meeting Calendar 2020-21

	Start Time	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Full Council (2 nd Monday)	7pm		8 th	13 th		14 th	12 th	9 th	14 th	11 th	8 th	8 th	12 th
Annual Council Meeting	7pm	11 th											
Mayor Making	7pm	18 th											
Youth Council													
Committees													
Planning Committee (2 nd and 4 th Monday)	6pm	11 th , 26 th ¹	8 th , 22 nd	13 th , 27 th	10 th	14 th , 28 th	12 th , 26 th	9 th , 23 rd	14 th	11 th , 25 th	8 th , 22 nd	8 th , 22 nd	12 th , 26 th
Policy and Finance (3 rd Monday)	7:30pm		15 th	20 th		21 st	19 th	16 th		18 th		15 th	19 th
Climate and Biodiversity Committee (4 th Monday)	7:30pm	26 th ¹		27 th		28 th		23 rd		25 th		22 nd	
20's Plenty Committee (1 st Thursday)	7:30pm	7 th	4 th	2 nd		3 rd	1 st	5 th		7 th	4 th	4 th	1 st
Public Spaces (4 th Thursday)	9:30am	28 th		23 rd		24 th		26 th		28 th		25 th	
Staffing Committee (4 th Monday)	7:30pm		22 nd				26 th				22 nd		26 th
Neighbourhood Plan SG (4 th Monday)	7:30pm	26 th ¹	22 nd	27 th		28 th	26 th	23 rd		25 th	22 nd	22 nd	26 th
Complaints Committee	As required												
Working groups	Microsoft teams?												
Equality and Diversity (reports to P&F /Staffing/ Full Council)													
Youth Working Group (report to P&F/ Full Council)													
Heritage Working Group (report to P&F/ Full Council)													
Town Marketing Working Group (report to P&F/ Full Council)													
Other													
Faversham Future Forum	7pm												
Local Engagement Forum	7pm		9 th				13 th			12 th			13 th
Annual Town Meeting	7pm		22 nd				19 th				22 nd	22 nd	19 th

¹ Tuesday after BH

List of Assets of Community Value

Reference	Date nomination submitted	Date of Council decision	Name of Asset	Address of Asset	Name of Nominating Organisation	Boundary map of Asset
12305828	17/02/2016	22/03/2016	Kiln Court (Bensted House	lower Road, Faversham, Kent, ME13	Faversham Town Council	<u>W:\Property\Asset Management\Localism Act\Nominations\Kiln Court aka Bensted House\RegisterPlanK581068.pdf</u>
12306124	17/02/2016	22/03/2016	Faversham Library	Faversham Library, Newton Road, Faversham, ME13 8DY	Faversham Town Council	<u>W:\Property\Asset Management\Localism Act\Nominations\Successful Listings\Faversham Library\RegisterPlanK361201 Faversham library.pdf</u>
12395521	05/05/2016	25/05/2016	Arden Theatre	Leslie Smith Drive, Faversham ME13 8PW	Faversham Town Council	<u>W:\Property\Asset Management\Localism Act\Nominations\Arden Theatre\Arden Theatre map.pdf</u>
12395277	05/05/2016	25/05/2016	Faversham Pool	Leslie Smith Drive, Faversham ME13 8PW	Faversham Town Council	<u>W:\Property\Asset Management\Localism Act\Nominations\Faversham Pools\Swimming Pools map.pdf</u>



Faversham
TOWN · COUNCIL

Grant Making Policy

The aim of the policy and procedures is to provide guidelines for the Town Council when it considers and decides whether or not to fund requests for grants and donations.

INTRODUCTION

Faversham Town Council annually sets a grant aid budget in order to provide financial assistance to a range of organisations, projects and activities which provide services for local residents. Requests are received from voluntary and community organisations. Applicants for funding must meet the main eligibility criteria set out below in order to be considered for grant aid. It is at the discretion of the Town Council as to what extent such requests must meet the supplementary criteria also set out in this document.

The grant aid budget is discretionary funding and as such is separate from any other services which the Town Council may fund under contract to fulfil statutory obligations or the delegated works of its Committees.

In the event of the Town Council receiving more requests for funding, in any one financial year than there are budgeted resources available, only those to which it assigns the highest priority will receive funding. The Town Council reserves the right to reject applications or fund only part.

CATEGORIES OF GRANT OR DONATION

Grants or donations may be categorised into five main types or headings, namely those requested by:-

- Locally based organisations and charities, which in turn subdivide into:-
 - i) Those based in Faversham Town;
 - ii) Those based in the immediate locality but outside Faversham Town;
- National charities and organisations usually with a substantial link to Faversham or its residents.
- Local good causes that have a significant benefit to the town or its residents.
- In exceptional cases a grant to an individual or individuals to take forward a local project.
- Discretionary donations of small amounts can also be made

POLICY FOR CONSIDERING APPLICATIONS FOR GRANTS AND DONATIONS

Before considering whether to make grants and donations to any organisation or project, the policy requires three main checks to be made against the following criteria:-

- The organisation/ project is properly constituted, structured and administered in relation to its financial management and controls. Evidence needs to be

sought that appropriate management mechanisms are in place and that accountability is provided through formally elected or delegated members/managers/trustees. This will require the production of the most recent set of audited accounts or annual income and expenditure information.

- The organisation or project needs to show evidence of efforts made to raise their own funding requirements.
- It is important that the Town Council knows whether other bodies are being asked to award or have already approved awards. The fact that other granting bodies have been asked for, or have made grants/donations, to an organisation or project, does not exclude Faversham Town Council from awarding. Each case should be determined on its own particular merits, after appraisal of the information provided.
- The Town Council reserves its right to withhold repeat applications in year or over a number of years on the basis of equity.

In addition to policy criteria, the Town Council may wish to seek evidence against all or some of the following supplementary criteria:-

- there is clear evidence of local need or demand for the proposed project/activity
- the grant will help provide a facility or service that will be of real and direct benefit to local residents
- local residents will lose, or have significantly diminished, a service if a grant is not awarded
- the applicant does not clearly fall within the remit of some other statutory agency, e.g. hospital, school, parish council.
- the applicant is not seeking funding for significant capital e.g. buildings or major equipment.
- the project/activity has a starting date within nine months of the date of request for grant aid
- the project/activity is properly thought through, is viable, of good quality and will ensure proper use of public funds, providing value for money.
- the organisation/project can demonstrate that it has the experience and competence to undertake what is proposed.
- the project/activity has defined aims, beneficiaries and outcomes.
- mechanisms are in place for monitoring and evaluation of the project/activity
- the organisation/project demonstrates clear knowledge and commitment to equal opportunities, child and adult protection policies (where appropriate) and Health & Safety

APPRAISAL PROCESS

Having complied with policies and such assessment against the supplementary criteria as is deemed appropriate, the Town Council will undertake decision making by

- Not to make grants and donations to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads.
- So far as organisations and charities are concerned, only to make grants and donations to those which are in main run by volunteers.
- Not to make grants and donations to national organisations /charities, unless the request comes from a local branch. In this case there should be clear evidence of the grant being used by that local branch and that there accrues a specific and direct benefit to local residents according to need. Examples of local branches of national organisations/charities, which might fall within this definition, are Age UK, Samaritans, and CAB. The definition would not include such national charities as, for example, Cancer Research, British Heart Foundation where benefit is population based.
- To focus the bulk of the grant/donation expenditure, primarily, upon organisations/projects located within Faversham Town boundary, and recognised as being Faversham-based and predominately serving the local community of Faversham.
- Not to make grants/donations to locally based organisational/charities in the immediate vicinity of Faversham, but outside Faversham Town, unless they meet the criteria for locally based branches of national organisations/charities or have a well defined link and benefit to Faversham residents.

All requests for grant aid are to be received in writing with completed application form to the Town Clerk. Such requests need to address all relevant criteria of this policy. The Clerk will promptly pass such requests to the Town Council or committee to assess the request against the criteria, then with a resolution to the whole Council. The resolution will be debated and voted upon in accordance with standing orders.

BUDGET FOR GRANTS

The Town Council will agree each year an appropriate annual budget for expenditure on grants/donations. Not all of this must be spent in the year, nor the full amount of application be granted to each organisation. Grants can be made of variable

amounts from £50 to £5000. The higher the amount granted the more likely for match funding to be required.

TOWN COUNCIL TIMING FOR MAKING GRANTS

Normally The Town Council will consider applications twice a year. Firstly, at the start of the new financial year in May/June, then in December/January. It is for the charity/organisation to determine when to make application. The amount for grant funding will be divided in equal parts to correspond to the two grant making periods

CLAWBACK/SUSPENSION OF GRANTS

The Town Council reserves the right to claw back a grant awarded, or suspend a grant in the process of being awarded. Such circumstances would arise, for example, where a grant had been used for purposes other than those for which it was awarded.

Should the Town Council become aware of any financial mismanagement, or have other serious concerns regarding the management or running of an organisation/project by the recipient of a grant, or any of the resultant services or activities, it reserves the right to suspend grant aid payments, or in extreme circumstances demand clawback. In such circumstances, the Town Council will, in the first instance, seek explanation and offer to assist in the resolution of such problems/difficulties.

Any grant is for use in the financial year in which it is awarded. If an organisation has not spent all or any of its grant within the financial year, the balance should be returned to the Town Council. If the money is still required, a new application, or a request for an extension, must be made in good time to the Town Clerk.

MONITORING AND EVALUATION

The Town Council will request feedback from all organisations showing that they have spent the grant according to the grant terms and conditions. Such information will assist other applicants in the overall management and development of activities/projects. It is for the organisation receiving the grant to ensure the appropriate level of monitoring. Organisations/Representatives will be invited to attend the Annual Town Meeting to present feedback on their activities/projects.





Faversham Town Council

COMMUNITY GRANTS APPLICATION

The Town Council wants to help local Groups who serve the community in Faversham.
If you need assistance to complete this form please contact the office using the details on page 6

Project Name	
Grant Amount Requested	£

Organisation Name	
Organisation Address	
Telephone Number	
Email Address	
Contact Name	
Position Held in Organisation	

1. About the project you are planning
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1.1. What do you plan to do with the Community Grant funding you are seeking?

1.2. How have you identified this need?

1.3. How will you measure the success of your project?

1.4. What positive legacy will your project leave for future residents of Faversham?

2. Project Funding and Costs

2.1. Please advise of any other organisations you have asked to support your project and indicate whether any funding has been committed by these organisations.

Organisation Name	£	Status - Approved / Awaiting Decision or other support (non-financial)
	£	
	£	
	£	
	£	

Total - Other Funding Requested	£	
Total - Community Grant Funding Requested	£	Should be the same figure provided on page 1
Total funding required for your project	£	

2.2. Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs and not just for one ward (if you are applying to a number of wards)

Expenditure (eg Equipment, Transport etc)	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
Total Project Costs This should match the Total funding required for your project, above.	£

2.3. If the Town Council makes an offer less than the amount requested, how will the project cover the shortfall?

2.4. What plans do you have in place to ensure that your organisation is not reliant on grant funding in the future?

3. About your organisation

3.1. What type of organisation are you?

Please tick the relevant category:

Registered Charity	<input type="checkbox"/>	Registration Number:
Voluntary Organisation	<input type="checkbox"/>	
Limited Company	<input type="checkbox"/>	Company Number:
Community Group	<input type="checkbox"/>	
Other	<input type="checkbox"/>	Please Specify:

3.2. Briefly describe your organisation. Describe your organisation, how many members/users you have, if you charge subscription fees and the usual activities/services you provide. If you are a new organisation please describe the activities/services you plan to provide.

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3.3. Do you have a Constitution or Memorandum of Association? Please state which and include a copy with your application.

3.4. What are your current sources of funding? For example subscriptions, donations, sponsorship, fundraising, grants etc.

3.5. Projects working with children, young people or vulnerable adults must have a safeguarding policy. If you don't have a safeguarding policy or relevant DBS checks in place you can still apply for funding but you will be required to put these in place before any grant is awarded.

Do you have a safeguarding policy?	<input type="checkbox"/>
Do your Staff/Volunteers have valid DBS checks?	<input type="checkbox"/>

3.6. Depending on the nature of your project, you may require public liability insurance.

Do you have public liability insurance?

3.7. Please provide the following details from your most recent annual accounts.

Total Income	£
Less Total Expenditure	£
Surplus / Loss	£
Savings (Reserves, Cash, Investments)	£

Please attach a copy of your most recent audited accounts with your application. If you are a new organisation please include a projected income and expenditure report for the next 12 months.

3.8. Any Other Information. Please provide any other information which you consider to be relevant to your application.

4. Declarations

4.1. To be completed by a senior member of your organisation

I confirm that I am authorised to sign this declaration and that to the best of my knowledge and belief, all replies are true and accurate.

Name

Post Held

Signature

4.2. To be completed by the person completing the application (must be different to above)

I confirm that I am authorised to sign this declaration and that to the best of my knowledge and belief, all replies are true and accurate.

Name	
Post Held	
Signature	

5. Checklist

- Have you answered every question?**
- have all signatures been completed?**
- Have you included a copy of your constitution?**
- Have you included a copy of you accounts?**
- Have you included any other relevant policies?**

Please submit your completed Application Form and Additional Documents to:
Louise.bareham@favershamtc.co.uk

or post to:
Faversham Town Council
Alexander Centre
Preston Street
Faversham
ME13 8NY

12 Market Place
Front Space Specification

Scope of the Project

The creation of a flexible community space, located on the street frontage, allowing for a variety of mixed and shared usage. Linking in with the existing building and proposed Magna Carta Exhibition in the rear downstairs space.

Background

Current uses include:

1. Exhibitions – photographic, art, historical
2. Small theatre
3. Talks and presentations
4. Training sessions
5. Meetings
6. Fairs – networking, crafts

Additional future uses proposed:

1. Educational space
2. Youth café or break out space
3. Retail area
4. Information area, leaflet carousel
5. Shared spaces, for more than one user at a time

Criteria

Requirements are:

Moveable, flexible space, meeting areas, sound proofing, privacy, reception area, cloakroom, folding walls, storage space, coffee machine or hidden kitchenette, touch screen technology, smart, clean, modern, looks engaging to passers-by, maximum floor space, different doors for separate access, better lighting, walls suitable for hanging, staging

Not looking like a charity shop, messy, empty, unattractive

Considerations

- Movement through the front door for visitors to the rear exhibition space, access.
- The current step at internal door area – level of floor
- Access to toilets for users
- Front windows; too big when empty but useful if something is going on





THE GUILDHALL MARKET PLACE, FAVERSHAM

Schedule of Charges

Fees effective from 1 January 2019

Please contact the Deputy Town Clerk, Miss
Adrienne Begent (01795 503 866 or
Adrienne.Begent@favershamtc.co.uk)

Council Chamber

Hirer	Hourly Rate (min 2 hrs)	Daily Rate
Registered Charity	No charge	No charge
Community Group	£15	£45
Commercial	£30	£90

Daily Rate is either 9am to 5pm or 5pm to 11pm. If booking for longer periods the hourly rate will be added.

Numbers are restricted to 50 members of the public per hiring¹

Mayor's Parlour

The Mayor's Parlour is available to hire by special application. Price available on request.

Hire for Weddings or Civil Partnership Ceremonies

Hire costs are for the Council Chamber and the Mayor's Parlour for the day of Ceremony. Additional time required for setting up or clearing on additional days will be charged at the community rates set out above. The venue is suitable for 50 guests.

Mon to Fri	Sat	Sun & BH
£300	£400	£450

All prices include VAT. (VAT. Reg No: 268000523)

¹ Please discuss with the Deputy Town Clerk



A/c Code		1300 Guildhall Lettings			Annual Budget		1,000
Centre		230 The Guildhall			Committed		0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance		0.00
1	04/04/2019	KENTCOUNTY	Sales Ledger	Invoice No:-264			2,250.00
5	13/08/2019	FRIENDSOFE	Sales Ledger	Invoice No:-282			45.00
Account Guildhall Lettings					Account Totals	0.00	2,295.00
Centre The Guildhall					Net Balance Month 12		2,295.00

A/c Code		1750 Guildhall Weddings			Annual Budget		2,000
Centre		230 The Guildhall			Committed		0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance		0.00
1	01/04/2019	202	Journal	19/20 wedding inv 218			91.67
3	13/06/2019	TOLLSIMONE	Sales Ledger	Invoice No:-278			183.33
3	13/06/2019	RCARLISLE	Sales Ledger	Invoice No:-279			333.33
Account Guildhall Weddings					Account Totals	0.00	608.33
Centre The Guildhall					Net Balance Month 12		608.33

A/c Code		1900 Other Income			Annual Budget		0
Centre		230 The Guildhall			Committed		0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance		0.00
6	01/09/2019	FMC001	Sales Ledger	Invoice No:-288			375.00
Account Other Income					Account Totals	0.00	375.00
Centre The Guildhall					Net Balance Month 12		375.00

A/c Code		4200 Rates			Annual Budget		3,000
Centre		230 The Guildhall			Committed		0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance		0.00
1	09/04/2019	320015469	Cashbook	Office & Premises Rates 19/20	3,093.30		
12	02/03/2020	SWALEBORO	Purchase Ledger	Guildhall rates 2020-2021	3,143.70		
Account Rates					Account Totals	6,237.00	0.00
Centre The Guildhall					Net Balance Month 12	6,237.00	

A/c Code		4205 Electricity			Annual Budget	1,500
Centre		230 The Guildhall			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	15/04/2019	DD-EDF	Cashbook	EDF Energy 673128841217	243.81	
2	15/05/2019	DD-EDF	Cashbook	EDF Energy 673128841217	243.81	
3	17/06/2019	DD-EDF	Cashbook	EDF Energy 673128841217	243.81	
4	15/07/2019	EDF1	Purchase Ledger	EDF 673128841217	243.81	
6	02/09/2019	EDF1	Purchase Ledger	673128841217 Guildhall Nov-Aug	1,737.76	
Account Electricity					Account Totals	2,713.00
Centre The Guildhall					Net Balance Month 12	2,713.00

A/c Code		4210 Water			Annual Budget	250
Centre		230 The Guildhall			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
5	02/08/2019	BUSINESSST	Purchase Ledger	Waste Services 2763081	45.35	
6	02/09/2019	CASTLEWATE	Purchase Ledger	Guildhall Water July19-March20	43.76	
Account Water					Account Totals	89.11
Centre The Guildhall					Net Balance Month 12	89.11

A/c Code		4215 Telephone/Alarm Lines			Annual Budget	500
Centre		230 The Guildhall			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
5	01/08/2019	MITEC	Purchase Ledger	Office 365 Business Aug 19	53.00	
7	01/09/2019	MITEC	Purchase Ledger	Talk Talk	53.00	
8	01/10/2019	MJSUPPLIES	Purchase Ledger	Office 365, Antivirus, TalkTal	53.00	
8	01/10/2019	MJSUPPLIES	Purchase Ledger	Invoice on wrong account		53.00
8	01/10/2019	MITEC	Purchase Ledger	Office 365, TalkTalk, Line ren	53.00	
8	01/11/2019	MITEC	Purchase Ledger	Office 365, Antivirus, TalkTal	53.00	
9	01/12/2019	MITEC	Purchase Ledger	Talk Talk	75.50	
10	01/01/2020	MITEC	Purchase Ledger	Office 365, TalkTalk,	53.00	
11	01/02/2020	MITEC	Purchase Ledger	Office 365, Antivirus, TalkTal	53.00	
11	01/02/2020	MITEC	Purchase Ledger	Office 365, Antivirus, TalkTal	98.00	
12	01/03/2020	MITEC	Purchase Ledger	Office 365, Antivirus, talk ta	44.00	
Account Telephone/Alarm Lines					Account Totals	588.50
Centre The Guildhall					Net Balance Month 12	535.50

A/c Code		4300 Clock Maintenance			Annual Budget	250
Centre		230 The Guildhall			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
9	27/11/2019	KJFOXWATCH	Purchase Ledger	Maintaining Guildhall Clock	225.00	
Account Clock Maintenance					Account Totals	225.00
Centre The Guildhall					Net Balance Month 12	225.00

A/c Code		4305 Maintenance			Annual Budget	5,000
Centre		230 The Guildhall			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
2	28/05/2019	TKE	Purchase Ledger	Install spotlight on Guildhall	392.00	
3	08/06/2019	LTMFIRESAF	Purchase Ledger	Fire Safety Risk Assesment Gui	300.00	
5	26/08/2019	LTMFIRESAF	Purchase Ledger	Fire Safety Assessment Guildha	300.00	
7	30/09/2019	SOTHERNLIG	Purchase Ledger	Lightning Protection	145.00	
7	07/10/2019	SASS	Purchase Ledger	Corner protection bracket	280.00	
9	04/12/2019	AMAZON	Purchase Ledger	Wireless Doorbell	19.99	
10	07/01/2020	TKE	Purchase Ledger	Call out to Guildhall-Fault	185.00	
12	20/02/2020	DSBSCARPEN	Purchase Ledger	Works completed	1,240.00	
Account Maintenance					Account Totals	2,861.99
Centre The Guildhall					Net Balance Month 12	2,861.99

A/c Code		4306 Alarm Maintenance			Annual Budget	0
Centre		230 The Guildhall			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	01/04/2019	202	Journal	install fire alarm		1,021.50
1	09/04/2019	54243	Cashbook	Alarm panel works ref P34667	1,021.50	
3	20/06/2019	JCLOCKSAFE	Purchase Ledger	Service & maintenance of alarm	625.00	
4	23/07/2019	KTFIRE	Purchase Ledger	Servicing inspection of fire a	46.00	
9	20/11/2019	JCLOCKSAFE	Purchase Ledger	Service & Maintenance-Guildhal	169.17	
9	26/11/2019	KTFIRE	Purchase Ledger	Servicing/Inspection of alarm	91.50	
11	30/01/2020	KTFIRE	Purchase Ledger	Servicing/Inspection-fire alar	85.00	
12	10/02/2020	KTFIRE	Purchase Ledger	Service/Inspection of fire ala	47.50	
Account Alarm Maintenance					Account Totals	2,085.67
Centre The Guildhall					Net Balance Month 12	1,064.17

A/c Code		4310 Window Cleaning			Annual Budget		400
Centre		230 The Guildhall			Committed		0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
1	09/04/2019	8	Cashbook	Cleaning windows	30.00		
2	15/04/2019	DMILLER	Purchase Ledger	9/1/D Miller-Window Cleaning	30.00		
2	13/05/2019	DMILLER	Purchase Ledger	Window Cleaning	30.00		
3	12/06/2019	DMILLER	Purchase Ledger	Window Cleaning	30.00		
4	08/07/2019	DMILLER	Purchase Ledger	Cleaning windows	30.00		
5	05/08/2019	DMILLER	Purchase Ledger	Cleaning windows	30.00		
6	30/09/2019	DMILLER	Purchase Ledger	Cleaning windows	30.00		
7	04/09/2019	DMILLER	Purchase Ledger	Cleaning Windows at Guildhall	30.00		
8	28/10/2019	DMILLER	Purchase Ledger	Cleaning windows	30.00		
9	02/12/2019	DMILLER	Purchase Ledger	Cleaning windows	30.00		
11	13/01/2020	DMILLER	Purchase Ledger	Cleaning windows	30.00		
12	17/02/2020	DMILLER	Purchase Ledger	Window Cleaning	40.00		
Account Window Cleaning					Account Totals	370.00	0.00
Centre The Guildhall					Net Balance Month 12	370.00	

A/c Code		4325 Guildhall Lift Maintenance			Annual Budget		1,400
Centre		230 The Guildhall			Committed		0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
2	09/05/2019	INVALIDTS	Purchase Ledger	12 months service Guildhall	1,133.00		
5	09/08/2019	ZURICH	Purchase Ledger	YLL272003-7243 Lift Inspection	300.00		
6	24/07/2019	STANNAH	Purchase Ledger	1 x Vertical access lift	173.75		
7	31/10/2019	211	Journal	Stannah-Wrong nominal centre			173.75
Account Guildhall Lift Maintenance					Account Totals	1,606.75	173.75
Centre The Guildhall					Net Balance Month 12	1,433.00	