

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES
COMMITTEE HELD ON 18th MARCH 2009 AT 10.30 a.m.
AT HARTLEY LIBRARY, ASH ROAD**

Present: Cllr Mr L Abraham
Cllr Mr A Barnett
Cllr Mrs J Burns
Cllr Mrs P Cole
Cllr Mr J Gaywood
Cllr Mr B Ramsay (Chairman)

In attendance: Mrs J Hoad (Clerk)
2 members of the public

1. Apologies

Apologies had been received from Cllr Mr C Alford and Cllr Mr V Sewell.

2. Declarations of Interest

Cllr Mr J Gaywood declared a personal interest under minute item 10 in respect of the review of the Council's assets register, as his private residence overlooked Hartley Green.

Cllr Mr L Abraham declared a personal interest under minute item 12 in respect of the review of subscriptions and licences, as he served on the KALC Executive Committee.

3. Minutes

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 4th February 2009 be approved and signed by the Chairman as a correct record.

4. Receipts and payments

The Committee examined a financial report setting out a summary of the Council's receipts and payments for the period 1st April 2008 to 12th March 2009.

RESOLVED: That, the financial report be noted

5. Hartley WI Hall

The Committee was informed of advice from Action with Communities in Rural Kent's legal advisor, who confirmed that if the Parish Council intended to run the building as a village hall then there would be a transfer of land to the Parish Council and the creation of a new charity, with the Parish Council as the sole trustee. The Community Halls Advisor confirmed that the land would not be an asset of the Parish Council, which would be transferred to the new charity. A model Trust Deed for a Village Hall was tabled for Members' consideration. The Committee was advised that there would likely be a charge if any further advice was required from Action with Communities in Rural Kent's legal advisor.

RECOMMENDED: That, a meeting be arranged with Action with Communities in Rural Kent's legal advisor.

6. New Burial Ground

The Committee considered a recommendation from the Burial Ground and Gardens of Remembrance Committee in respect of an extended Tier 1 risk assessment, as contained in the minutes of the meeting of the Burial Ground and Gardens of Remembrance Committee held on 3rd March 2009, (page 5, minute item 12).

RECOMMENDED: That, the quotation for the sum of £2,100 plus VAT from Cemetery Development Services Ltd to undertake an extended Tier 1 risk assessment for submission to the Environment Agency in respect of the provision of a new burial ground at Manor Field be accepted and that expenditure to fund the extended Tier 1 risk assessment be met from the Council's reserves.

7. Parish Office

(a) Non domestic business rates

It was reported that a meeting had taken place on 26th February 2009 with the Valuation Office Agency in respect of the non domestic business rates for the Parish Office in Hartley Library. The Valuer had confirmed that the rating of the Parish Office was too high as it had been assessed as a purpose built new office, whereas it was a converted office with no amenities. The Valuer explained that he would be informing Sevenoaks District Council the rates should be reduced from £1,550 to £1,000 per annum and that the reduced rates would be applied retrospectively to the date of occupation of the new Parish Office in 2005. The Committee was advised that an appeal procedure was available, if the Parish Council was not satisfied with level of reduction.

RECOMMENDED: That, the revised non domestic business rates in respect of the Parish Office be accepted and that no further action be taken.

(b) Carpet tiles

The Committee considered quotations received in respect of the supply and installation of new heavy duty carpet tiles in the Parish Office as set out below:

Kent County Supplies

Supacord carpet tiles	£278.40
Sundries	<u>£448.92</u>
Total	£727.32 plus VAT

Wellington carpet tiles	£348.00
Sundries	<u>£448.92</u>
Total	£796.92 plus VAT

Floors N Walls

To uplift existing and clear away
Move furniture as necessary
Supply and fit Heuga Hawk heavy
contract carpet tile secured with tackifier
adhesive

Total £788.42 plus VAT

RECOMMENDED: That, the quotation for the total sum of £788.42 plus VAT from Floors N Walls to supply and lay new heavy duty carpet tiles in the Parish Office be accepted.

8. Council's banking arrangements

The Committee reviewed the Council's current banking and investment arrangements.

RECOMMENDED: That, the Council's current banking and investment arrangements be maintained and that no further action be taken at this stage.

9. Financial Risk Assessment

The Committee reviewed the Council's Financial Risk Assessment. Subject to minor amendments, the Committee was satisfied that the Council's financial risks were adequately and effectively controlled and managed.

RECOMMENDED: That, the Council's Financial Risk Assessment, as set in appendix 1 attached to these minutes, be adopted and no further action be taken at this stage.

10. Assets Register

The Committee reviewed the Council's assets register showing property and land owned by the Council, other assets and land leased by the Council.

RECOMMENDED: That, the Council's assets register showing property and land owned by the Council, other assets and land leased by the Council, as set out in appendix 2 attached to these minutes, be approved.

11. Insurance

The Committee reviewed the Council's insurance policy.

RESOLVED: That,

(1) quotations from alternative insurance providers be sought and,

(2) advice be obtained from the Council's current insurers on extending the policy to include subsidence cover for the Pavilion.

12. Subscriptions and Licences

The Committee reviewed the Council's subscriptions and licences falling due to be paid annually.

RECOMMENDED: That, the Council's subscriptions and licences falling due to be paid annual, as set out in appendix 3 attached to these minutes, be approved for the year 2009/10.

13. Donations

The Committee reviewed the annual donations to outside bodies.

RECOMMENDED: That, in accordance with powers under Section 137 of the Local Government Act 1972 the annual donations to outside bodies, as set out in appendix 4 attached to these minutes, be approved and any further requests for donations received during the financial year 2009/10 be considered as and when received by the Council.

14. Date of the next meeting

Wednesday 29th April 2009, time to be confirmed.

The meeting closed at 11.45 a.m.

Signed:.....

Date:.....

Chairman of the Finance and General Purposes Committee

<u>HARTLEY PARISH COUNCIL</u>				
<u>Financial Risk Assessment</u>				
INCOME				
Precept	Primary income of the Council	Failure to set a precept could result in insufficient income to meet ongoing financial commitments and liabilities	F.R 2.3 & 2.4	1. Ensure precept is approved by the Council no later than at its January meeting and notify Sevenoaks District Council by the end of January.
Allotments	Rent from allotment holders	Lack of control could result in misappropriation of cash	F.R 9.6 F.R 9.5 F.R 4.1 F.R 4.1 F.R 4.1 F.R. 9.3 F.R 15.5	1. Ensure receipts are issued for all income 2- Bank cash and cheques on weekly basis within 2 working days. 3. Cash recorded on Scribe as cash payment and in paying in book 4. Cheques recorded on Scribe as cheque payment and in paying in book 5. All credits to Council's current bank account reconciled with Scribe on a monthly basis 6. Review charges annually 7. Ensure adequate fidelity guarantee insurance and review fidelity guarantee insurance regularly
Burial Ground fees	Fees charged in connection with interments in the Burial Ground Garden of Remembrance and approvals to memorials, inscriptions and bronze plaques	Lack of controls could result in loss of income; misappropriation of cash	F.R 9.6 F.R.9.5 F.R 4.1 F.R 4.1 F.R 4.1	1. Ensure receipts are issued for all income. 2. Bank cash and cheques on weekly basis within 2 working days 3. Cash recorded on Scribe as cash payment and in paying in book 4. Cheques recorded on Scribe as cheque payment and in paying in book 5. All credits to Council's current bank account reconciled with Scribe on a

Burial Ground cont'd			F.R 9.3 F.R 15.5	<p>monthly basis</p> <p>6. Review charges annually</p> <p>7. Ensure adequate fidelity guarantee insurance and review fidelity guarantee insurance regularly</p>
Hire of sports pitches and Pavilion at Manor Field	Fees charged to hire the Council's facilities at Manor Field	Lack of controls could result in loss of income; misappropriation of cash	F.R 9.6 F.R 9.5 F.R 4.1 F.R 4.1 F.R.4.1 F.R 9.3 F.R 15.5	<p>1. Ensure receipts are issued for all income.</p> <p>2. Bank cash and cheques on weekly basis within 2 working days</p> <p>3. Cash recorded on Scribe as cash payment and in paying in book</p> <p>4. Cheques recorded on Scribe as cheque payment and in paying in book</p> <p>5. All credits to Council's current bank account reconciled with Scribe on a monthly basis</p> <p>6. Review charges annually</p> <p>7. Ensure adequate fidelity guarantee insurance and review fidelity guarantee insurance regularly</p>
Sales from garden waste sacks	Garden waste sacks sold to members of public at Parish Office	Lack of control could result in misappropriation of cash	F.R 9.6 F.R 9.5 F.R 4.1 F.R 6.1 F.R.4.1 F.R 15.5	<p>1. Ensure receipts are issued for all income</p> <p>2. Bank cash and cheques on weekly basis within 2 working days</p> <p>3. Cash recorded on Scribe as cash payment and in paying in book</p> <p>4. Cheques recorded on Scribe as cheque payment and in paying in book</p> <p>5. All credits to Council's current bank account reconciled with Scribe on a monthly basis</p> <p>6. Ensure adequate fidelity guarantee</p>

APPENDIX 1

				insurance and review fidelity guarantee insurance regularly
EXPENDITURE				
Purchase orders	Goods, services and works acquired on behalf of the Council	Failure to observe Standing Orders could lead to overpayment or improper acquisitions	F.R 10.1, 10.2 & 11.1 (h) S.O 42 F.R 3.1, 5.2 & 10.1 to 10.4 F.R 10.1 F.R 17.1	<ol style="list-style-type: none"> 1. Orders for stationery through Kent County Supplies to be entered into purchase order book controlled by the Proper Officer and checked against statement on delivery 2. All orders for the purchase of other goods and services to be approved by Council in compliance with Standing Orders and Financial Regulations 3. All orders for the purchase of goods and services other than stationery to be in confirmed in writing 4. Review Standing Orders and Financial Regulations from time to time
Purchase payment	For goods, services and works on behalf of the Council	Potential for over payment; inappropriate payments and unauthorised withdrawals	F.R 6.2 S.O 42 F.R 5.3 & 5.4 S.O 42 F.R 5.2 S.O 42 F.R 5.3 Requirement of Council's bankers Requirement of Council's banker	<ol style="list-style-type: none"> 1. Invoices for payment shall be examined, verified and certified by Proper Officer 2. Cheques signed by two councillors (cheque stubs countersigned) 3. All payments authorised by resolution at Council meetings unless otherwise provided by Financial Regulation 3.3 4. Ensure Clerk is not a signatory to the Council's bank accounts 5. No blank cheques to be signed 6. Authorised signatories only to administer the bank accounts and make transfers 7. Number of bank signatories restricted to three councillors

Petty Cash	Minor operating expenses of the Council	Inadequate controls could lead to misappropriation of funds; unauthorised expenditure	F.R 6.5 (a) F.R 6.5 (b) F.R 6.5 (c)	<ol style="list-style-type: none"> 1. Undertake monthly reconciliations 2. Maintain vouchers for payments made from petty cash a/c. 3. Ensure income received in not paid into petty a/c 4. Payments from petty cash a/c shown separately on schedule of payments
Payroll	Payment of wages and salaries to Council employees	Failure to deduct correct tax, NI and pension contributions; failure to comply with current legislation on employment terms and conditions; payment of fictitious staff	F.R 4.4 S.O 42 F.R 5.3, 6.1 & 7.2 F.R 7.1	<ol style="list-style-type: none"> 1. Undertake regular internal audits 2. All individual salary payments authorised monthly by resolution at Council meetings and paid by cheque 3. Monthly salary cheques checked against pay slips
AUDIT				
Internal Audit	Review of systems and controls implemented by Council	Failure to secure independent internal audit would contravene Audit Regulations	F.R 4.4 F.R 17.1	<ol style="list-style-type: none"> 1. Appoint independent and competent internal auditor 2. Review Standing Orders and Financial Regulations from time to time
External Audit	Completion of the audit process	Failure to comply with statutory requirements for completion and publication of Audit	F.R 17.1	<ol style="list-style-type: none"> 1. Review Standing Orders and Financial Regulations from time to time
INSURANCE				
Insurance	Insurance cover provided for Council's legal liabilities, assets (where appropriate) and financial activities	Inadequate cover could lead to financial loss and legal claims against the Council	F.R 15.1	<ol style="list-style-type: none"> 1. Review insurance schedule annually 2. Seek competitive quotations from alternative insurers at regular intervals 3. Review value of assets at regular intervals

ASSETS				
Asset Control	Record of Council's assets and investments	Failure to maintain review could result in under insuring Council assets and result in financial loss	F.R 15.1 F.R 5.1	<ol style="list-style-type: none"> 1. Review asset register annually. 2. Review insurance cover annually 3. Review investments regularly
ACCOUNTS				
Book keeping	Record of the Councils receipts and payments	Inaccurate, or failure to maintain records properly could lead to loss of income; overcharging by suppliers or misappropriation of Council funds	F.R 17.1 F.R 4.1 F.R 5.2	<ol style="list-style-type: none"> 1. Review Standing Orders and Financial Regulations from time to time 2. Record all the Councils receipts and payments onto Scribe 3. Report monthly to Council on its net financial position
Bank reconciliation	Check of the Council's transactions in the form of receipts and payments against bank statements	Failure to undertaken monthly reconciliation could result in loss of income, inappropriate payments or misappropriation of funds	F.R 4.1	<ol style="list-style-type: none"> 1. Undertake monthly bank reconciliation of all the Council's accounts
Direct debits	Direct debit to public works loan board half yearly	Fictitious payments		<ol style="list-style-type: none"> 1. All new direct debits to be agreed by Council
Year end accounts	Statement of financial activity of the Council for each year	Failure to provide an accurate statement of the Council's financial transactions for each year.	F.R 4.3	<ol style="list-style-type: none"> 1. Report year end statement indicating the Council's financial activity throughout the year to Finance and General Purposes Committee for consideration before adoption by the Council

BUDGET				
Annual budget	Statement of Council's estimated income and expenditure	Risk of failure to raise adequate funds for services provided by the Council and to honour ongoing financial commitment and liabilities; over/under statement of Precept	F.R 2.1 & 2.3 F.R 2.3 & 2.4 F.R 17.1	<ol style="list-style-type: none"> 1. Finance General Purposes Committee to prepare annual budget in consultation with other Council committees. 2. Budget to be approved by Council in December or January of each year in order that District Council may notified of Precept before the end of January 3. Review Standing Orders and Financial Regulations from time to time
Budget monitoring	Check actual income and expenditure against estimates	Failure to do so could result in Council exceeding its budget allocations	F.R 3.2 F.R 3.2	<ol style="list-style-type: none"> 1. Finance and General Purposes Committee to undertake quarterly regular reviews of actual income/expenditure against estimates and report to Council 2. Net financial position reported monthly at Council meetings
OTHER				
Financial records	Records of Councils financial transactions	Failure to ensure safe keeping and updating of records	F.R 17.1	<ol style="list-style-type: none"> 1. Review Standing Orders and Financial Regulations from time to time 2. Ensure all financial records are held by the Council for the statutory requirement
Data protection	Protection of Council's financial records	Failure to protect could result in lost data		<ol style="list-style-type: none"> 1. Back up Scribe and all computer systems on a weekly basis 2. Ensure one copy of back up systems to be stored outside the Parish Office

Land and property owned by Hartley Parish Council								
Ref No	Description	Title no	Location	Date acquired	Purchase Cost	Acreage	Value	Notes
001	Public Open Space	K299922 K219326 K155120 K152933	Woodland Avenue	1961 - 68	£14,900	1.27	Nil	
002	Public Open Space	K480016	Chantry Avenue	1978 - Dedicated by developer	Nil	1.5	Nil	
003	Public Open Space	K473289	Gorse Wood	1978	£1.00 - Nominal fee to Sevenoaks District Council	2.9	Nil	
004	Public Open Space	K432903	Manor Field	1975	£10,000	10	Nil	
005	Public Open Space	K262385	Longfield Hill	1987- Acquired from Longfield Parish Council following boundary change	Nil	3.23	Nil	
006	Public Open Space	K585532	Rectory Meadow	April 1997	£15,500	5	Nil	
007	Public Open Space	K446939	Billings Hill Shaw	1978 - Bought from developer	£2,450	4	Nil	
008	Village Green (maintained by the Parish Council)	VG77	Hartley Green	1975 - Common land vested in Local Authority	Nil	-	Nil	
009	Green (maintained by the Parish Council)		Hartley Court Green		Nil	-	Nil	

In accordance with Chartered Institute of Public Finance and Accounting community land is valued at nil

Ref No	Description	Title no	Location	Date acquired	Purchase Cost	Acreage	Value	Notes
010	Wood	K894701	Foxborough Wood - Small area of land adjacent to Grange Lane	1939 - Given to Parish Council for Burial Ground but found to unsuitable. First registered on 20th December 2005	Nil	344' x 200' (reducing to 150' adj to highway)	Nil	
011	Pavilion		Manor Field	1993	£110,000 - Building costs. Financed by Sevenoaks District Council with £6,500 contribution from Parish Council, Hartley Village Fete, Hartley Sports Club and Hartley Manor Cricket Club	N/A	£ 201,727.85 (insurance value @ 01/06/2008)	£152,077.23 (insurance value @ 01/06/2002) £161,201.86 (insurance value @ 01/06/2003) £167,649.93 (insurance value @ 01/06/2004) £179,385.42 (insurance value @ 01/06/2005) £182,973.12 (insurance value @ 01/06/2006) £ 192,121.77 (insurance value @ 01/06/2007)
012	Burial Ground	K894736	Church Road	1956. First registered on 20th December 2005	£800	N/A	Nil	
013	Wood	K700099	Hartley Wood	1991	£250	0.5 approx	Nil	

Ref No	Description	Title no	Location	Date acquired	Purchase Cost	Acreage	Value	Notes
014	Wood	K887840	Hartley Wood	2005 - Donated to the Council	Nil	2 approx	Nil	
014A	Hoselands Green	??	Hoselands View	2009 - Awaiting transfer from Sevenoaks District Council	NIL	??	Nil	
					TOTAL VALUE		£201,727.85	
In accordance with Chartered Institute of Public Finance and Accounting community land is valued at nil								

Schedule of assets						
Ref No	Description	Location	Date acquired	Value	Notes	Disposal
015	Playground equipment (Double junior swing, slide, roundabout, play wall, football posts, safety surface & 2 no benches)	Woodland Avenue	Play wall - 1998. Other equipment not known)		
016	Playground equipment (Infant swing, junior swing, 2 rockers, roundabout and slide, basket ball frame, five aside football posts, safety surface & bench)	Chantry Avenue	1998) £2,652.37 * (value of equipment @ 31/3/09)	* Depreciation calculated @ 25% p.a. Value of equipment @ 31/3/02 - £19,870.31 Value of equipment @ 31/3/03 - £14,902.74 Value of equipment @ 31/3/04 - £11,177.06 Value of equipment @ 31/3/05 £8,382.79 Value of equipment @ 31/3/06 £6,287.10 Value of equipment @ 31/3/07 - £4,715.33 Value of equipment @ 31/3/08 - £3,536.50	
017	Playground equipment (Slide, junior swing, safety surface & bench)	Longfield Hill	1987)		

Ref No	Description	Location	Date acquired	Value	Notes	Disposal
018	Youth Shelter	Woodland Avenue	21st September 2005	£2,297.95 * (value @ 31/03/08)	Purchase price £5,447.00 (excl VAT) * Depreciation calculated @ 25 % p. a . Value @ 31/3/07 - £4,085.25 Value @ 31/3/08 - £3,063.94	
019	Fences and gates	Various	-	£1,920 (historical value)		
020	Shed	Burial Ground	Not known	£571.34 (insurance value @ 01/06/2008)	£430.74 (insurance value @ 01/06/2002) £456.58 (insurance value @ 01/06/2003) £474.84 (insurance value @ 01/06/2004) £508.07 (insurance value @ 01/06/2005) £518.23 (insurance value @ 01/06/2006) £544.14 (insurance value @ 01/06/2007)	
021	Gardening tools	Shed @ Burial Ground	Not known	£110.31 (insurance value @ 01/06/2008)	£110.31 (insurance value @ 31/03/2006) £110.31 (insurance value @ 01/06/2007)	

APPENDIX 2

Ref No	Description	Location	Date acquired	Value	Notes	Disposal
022	Chairman's chain of office	Chairman	1998	£1,072.00 (insurance value @ 01/06/2008)	£1,072.00 (insurance value @ 31/03/2006) £1,072.00 (insurance value @ 01/06/2007)	
023	Books	Pavilion, Manor Field	1996	NIL	Written off 13th December 2001 minute ref 13 (b)	
024	Printer - Hewlett Packard 870cxi	Parish Office	Not Known)		Not known
025	Printer - Hewlett Packard 959e	Parish Office	2004)		11/06/2007
025a	Printer HP Office Jet Pro K550	Parish Office	11/06/2007)	Purchase price £69.39	
026	Computer	Parish Office	1995) £12,000 (insurance value @ 01/06/2008)	£12,000 (insurance value @ 01/06/2006) £12,000 (insurance value @ 01/06/2007)	21/03/2003
026a	Computer serial no 3012-59501A-4821	Parish Office	21/03/2003)	Purchase price £789	
027	Computer serial no W000828287	Parish Office	2004)		12/10/2007
027a	Computer Dell serial no 11656075087	Parish Office	12/10/2007)	Purchase price £400	
028	Office furniture (2001 - 2 no pedestal desks, 2 no filing cabinets, 2 no desk chairs 2005 - 1 no filing cabinet, 1 no storage cabinet, 1 no table, 3 chairs, screen)	Parish Office	2001 & 2005)	Purchase price of furniture acquired in 2005 - Filing cabinet (£251), 3no chairs (£100.05), screen (£105.57), storage cabinet (£127.65) & table (£56)	
029	Telephone/fax	Parish Office	1999)		03/01/2007
029a	Telephone/fax (Brother)	Parish Office	03/01/2007)	Purchase price £83.08	

Ref No	Description	Location	Date acquired	Value	Notes	Disposal
029b	2 no UPS	Parish Office	12/10/2007)	Purchase price £178.60	
029c	Air conditioning unit	Parish Office	17/07/2006)	Purchase price £211	
029d	Laminator	Parish Office	14/11/2003)	Purchase price £91.18	
030	Bench	Ash Road (between Hottsfeld & Quakers Close)	Not known			
031	Bench	Junction of Manor Lane/Church Road	Not known			
032	Line marking machine	Stored at Pavilion		£394.00	Purchase cost and insurance value @ 01/06/07 & 01/06/08	
033	Bench 2 no	Manor Field	Not known			
034	Bench 2 no	Hartley Green	Not known			
035	Bench	Rectory Meadow	May-06	£356.72	Purchase cost	
			TOTAL VALUE	£21,374.69		

Land leased by Hartley Parish Council								
Ref No	Description	Location	Title number	Date of commencement of lease/licence	Cost	Acreage	Value	Disposal
036	Public Open Space	Northfield	K416230 K390886 K786773	10th March 1999	£1.00 p.a.	65	Nil	
037	Allotments (under licence from Sevenoaks District Council)	Woodland Avenue		30th July 1982	£200.00 p.a.	Not known	Nil	
					TOTAL VALUE		Nil	

To	Description	Period	Amount (exclusive of VAT) 2008/09 charges
KALC	Annual subscription	1 st April – 31 st March	£985.00
KALC	Local Council Review (2 copies 6 issues per year)	1 st April – 31 st March	£27.00
NALC	Direct Information Service (Fortnightly publication) Agreed to subscribe for a 3 year period commencing April 2007	1 st April to 31 st March	£90.00 (5-10% discount available when subscribing for a 2 or 3 year period. £85.50 for 2 years £81.00 for 3 years)
Action with Communities in Rural Kent (formally KRCC)	Annual subscription	1 st April – 31 st March	£35.00
Ass of Neighbourhood Watches	Quarterly newsletters (14 copies)	1 st April – 31 st March	£7.00*
No longer in North Kent Neighbourhood Watch area	West Kent neighbourhood watch information available via e mail		No charge
Kent County Playing Field Ass	Annual subscription	April – March	£15.00
Open Spaces Society	Annual subscription	1 st May – 30 th April	£30.00
Ass of Burial Authorities	Annual subscription	1 st July – 30 th June	£90.00
ICCM	<i>Subscribe to ICCM rather than ABA at a cost of £80 per annum, (4 issues of journal, membership newsletter and technical advice from ICCM officers)</i>		
Kent Wildlife Trust	Annual subscription	31 st July – 30 th July	£41.00 plus an amount to increase the annual subscription to £50.00
Kent BTCV	Annual subscription	July	£100
Scribe 2000	Licence (accounts software)	1 st November - 31 st October	£245.00

Society of Local Council Clerks	Annual subscription	1 st November – 31 st October	£187.00
South East Regional Play Ass	Annual subscription Invitation to pre-subscribe has not been received.	1st January – 31st December	£20.00
Information Commissioner	Data Protection Notification	14 th January – 13 th January	£35.00
CCL Website Solutions	Hosting charge for website	February	£180.00
Campaign to Protect Rural England	Annual subscription	1 st March – end of Feb	£27.00

Donations to outside bodies 2009/10

	£ p
Victim Support Kent	50.00
Kent Air Ambulance Trust	100.00
Swanley Volunteer Bureau	50.00
Kenward Trust	50.00
Salvation Army	100.00
Swanley & District Citizens Advice	200.00
Rural Age Concern Darent Valley	250.00
Ellenor Lions Hospice	<u>200.00</u>
TOTAL	£1,000.00