

# Cinque Port Town of New Romney



Mrs C. Newcombe  
Town Clerk  
and  
Responsible Financial Officer

Town Clerk's Office  
Town Hall  
New Romney  
Kent TN28 8BT

Tel: New Romney 01797 362348

Ref: CN/3005

13<sup>th</sup> January 2021

**A MEETING OF NEW ROMNEY TOWN COUNCIL'S FINANCE & GENERAL PURPOSES COMMITTEE IS TO BE HELD REMOTELY ON WEDNESDAY 20<sup>TH</sup> JANUARY 2021 AT 6.45PM.**

Members of the public are welcome to attend.

Yours sincerely,

*Mrs Tracy Morris*

Mrs C T Morris  
Finance Clerk

Email: [deputy.clerk@newromney-tc.gov.uk](mailto:deputy.clerk@newromney-tc.gov.uk)

**PLEASE NOTE: *The afore-mentioned meeting will be held remotely and will commence at 6.45pm.***

***Members of Public are welcome to join this Zoom meeting live using the relevant meeting invitation link.***

Join Zoom Meeting

<https://zoom.us/j/98685557650?pwd=bUhROEg3N2pRYVNyYVdFRFQ1RTZkdz09>

Meeting ID: 986 8555 7650

Passcode: 489439

Find your local number: <https://zoom.us/u/ab2D0aC1vB>

## **PUBLIC PARTICIPATION AT VIRTUAL TOWN COUNCIL MEETINGS**

### **1. Who can participate in a New Romney Town Council meeting?**

All Members of the Public may follow the Council meeting live via Zoom using the published invitation link. As well as members of the Council (or relevant Council Committee) and Council Officers participating remotely in the meeting, a maximum of TWO members of public may also participate remotely by submitting a question at a meeting. The question must relate to a matter affecting the parish of New Romney and/or its residents. Each submission must last no longer than 3 minutes in total.

Due to current remote working practices, any such question can be delivered by way of a written statement to be submitted by email by midday on the day of the Council meeting - to be read out by the Clerk during the meeting. The question submitted should be mindful of the 3 minute speaking time available. The reading of the question will allow for any mid-sentence delivery to be completed before being stopped at the three minute deadline. If any Member of Public does not have access to email, a question can be submitted by a representative on their behalf.

Any such questions should be emailed to:

[town.clerk@newromney-tc.gov.uk](mailto:town.clerk@newromney-tc.gov.uk) by midday on the day of the Council meeting.

### **2. How and when do I have to let the council know that I want to participate?**

You will need to give written notice (via email) that you would like to participate by 3pm on the Friday before the meeting, providing your name and contact details and a summary of what your question subject will be. No late notifications can be accepted.

### **3. What happens if more than two local residents want to participate by submitting questions to the Council?**

The system will operate on the basis of "first come, first served" as identified by the Clerk. You will be notified as soon as possible after your 'notification of wish to participate' has been received as to whether or not you will be able to participate virtually (by the reading of your submission).

### **4. What will happen at the Council meeting?**

Your question will be read aloud by the Clerk during the agenda item: Public Questions. If it is possible for the Chairman to provide a response to your question at the meeting, he/she will do so. If it is not possible to

provide a response at that time, a response will be provided in writing – usually within 28 days of the meeting taking place.

Agendas and reports for meetings will be available at least 3 working days and usually 7 weekdays before the date of the meeting on the Town Council website. Any supplementary sheets will be available the day before the meeting and can be viewed at [www.newromney-tc.gov.uk](http://www.newromney-tc.gov.uk)

## THE LAWS OF LIBEL AND SLANDER

- These laws are very strict.
- If, in public, you say something about a person that is not true, even if you believe it to be true, you may be sued and have to pay compensation. Therefore, you need to be very careful about any criticism you wish to make of people in any written submission.
- Councillors are able to speak more freely and bluntly while in Council or Committee meetings than members of the public.
- You, as a member of the public, do not have the same protection.

**FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
WEDNESDAY 20<sup>TH</sup> JANUARY 2021 AT 6.45PM**

**AGENDA**

**1. APOLOGIES:**

To receive the apologies of councillors unable to attend and approve reasons for absence.

**2. DISPENSATION TO PARTICIPATE:**

To receive and note any applications granted by the Town Clerk, on behalf of the Town Council, for dispensation to participate in Meetings of New Romney Town Council.

**3. DECLARATIONS OF INTEREST:**

Councillors to declare any Disclosable Pecuniary Interests or Other Significant or Personal Interests they may have in items on the agenda this evening.

**4. ADJOURNMENT OF MEETING:**

To formally adjourn the meeting of the Council for a maximum period of fifteen minutes to allow for an allocated public session.

**5. PUBLIC QUESTIONS:**

Members of the public may put questions to the Chairman of the Council for a period of fifteen minutes regarding matters to do with the town of New Romney and its coastal areas of Littlestone and Greatstone, including items on the agenda. Any Councillors who have declared an "Other Significant Interest" in matters to be discussed at this meeting will also have the opportunity to speak within the session set aside for public participation, in accordance with the Town Council's Code of Conduct Item 5(3)(b), which reads as follows:

" Where you have an Other Significant Interest in any business of the Authority, you may... make representations, answer questions or give evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose."

- 6. RE-CONVENING OF MEETING:**  
To formally re-convene the meeting of the Council.
- 7. MINUTES (Encs\*):**  
**(i)** To approve the minutes of the **Finance & General Purposes Committee Meeting** held on **2<sup>nd</sup> December 2020** (Attached hereto\*)
- 8. FINANCE CLERK'S REPORTS (Encs\*):**  
**(i)** To receive & note the Finance Clerk's Report (Attached hereto\*).  
**(ii)** To receive and note the Finance Clerk's Maintenance Report (Attached hereto\*).
- 9. FINANCIAL MATTERS (Encs\*):**  
**(i)** To receive and note details of expenditure authorised in accordance with Standing Order 49, Schedule of Payment Approved in Advance or Schedule of Delegated Authority (Attached hereto\*) and confirm cost centres.  
**(ii)** To receive and approve the Finance Clerk's 2020/2021 Budget Comparison Report (Attached hereto\*).  
**(iii)** To consider virement of unused 2020/2021 PWLB funding.
- 10. GREEN AGENDA TRAINING:**  
**(i)** To consider sending the Chairman of the Council to the upcoming KALC 'Green Agenda' online training course.
- 11. THE GREENS – SHELTERS:**  
Receive a progress report regarding the proposed refurbishment of the shelters at The Greens and take any such action deemed necessary.
- 12. FH&DC 2020/2021 SCRUTINY PROGRAMME:**  
To consider topics for scrutiny under the FH&DC 2020/2021 Scrutiny Programme.
- 13. RNLI SEAT (NON NRTC)**  
To consider issues raised regarding the condition of the RNLI seat on land adj. to The Greens, Littlestone.

## MINUTES

of

A Remote Meeting of New Romney Town Council's  
Finance and General Purposes Committee  
Held on Wednesday 2<sup>nd</sup> December 2020  
Commencing at 6.45 pm

**PRESENT:** Councillors Mrs P Metcalfe, J Picco, P J Coe,  
Miss J Hiscock, Ms W Nevard, J Rivers and P Thomas

**IN THE CHAIR:** Councillor Rivers

**IN ATTENDANCE:** Finance Clerk - Mrs C T Morris  
Town Clerk - Mrs C Newcombe

### 282/2020-21 **APOLOGIES FOR ABSENCE**

Apologies for absence were received as follows:

Councillor Tillson	-	due to technical difficulties
Councillor Rev Cn McLachlan	-	who had a prior commitment
Councillor Ebrey-Cramp	-	for health reasons
Councillor Rodriguez	-	who was unwell

It was:

**PROPOSED BY:** Councillor Mrs Metcalfe

**SECONDED BY:** Councillor Miss Hiscock

**RESOLVED – that reasons for absence, as detailed above, be approved.**

### 283/2020-21 **DISPENSATION TO PARTICIPATE**

No new requests for Dispensations to Participate had been received by the Town Clerk.

### 284/2020-21 **DECLARATIONS OF INTEREST**

@ 6.47PM Councillor Miss Hiscock declared a Personal Interest in respect of Agenda items 9(i) and 10(i) due to her personal employment of a contractor detailed in these matters (*Minute Refs: 290/2020-21(i) & 291/2020-21(i) refer*).

### 285/2020-21 **ADJOURNMENT OF MEETING**

It was not necessary to adjourn the meeting as there were no members of public present and no questions had been received in writing.

### 286/2020-21 **PUBLIC SESSION**

None.

287/2020-21 **RE-CONVENING OF MEETING**

Not applicable.

288/2020-21 **MINUTES**

(i) The Chairman presented the **Minutes of the Finance and General Purposes Committee meeting held on 21<sup>st</sup> October 2020** a copy of which had been previously circulated to all Councillors.

Having duly considered the afore-mentioned minutes, it was:

**PROPOSED BY:** Councillor Picco

**SECONDED BY:** Councillor Mrs Metcalfe

**RESOLVED – that the Minutes of the Finance & General Purposes Committee Meeting held on 21<sup>st</sup> October 2020, be approved and signed as a true and correct record.**

NB: Councillor Miss Hiscock abstained from voting as she had not been present at the afore-mentioned meeting.

The afore-mentioned minutes are to be signed by the Chairman at the first available opportunity following this meeting.

(ii) The Chairman presented the **Minutes of the Finance and General Purposes Committee Budget meeting held on 25<sup>th</sup> November 2020** a copy of which had been previously circulated to all Councillors.

Having duly considered the afore-mentioned minutes, it was:

**PROPOSED BY:** Councillor Thomas

**SECONDED BY:** Councillor Coe

**RESOLVED – that the Minutes of the Finance & General Purposes Committee Budget Meeting held on 25<sup>th</sup> November 2020, be approved and signed as a true and correct record.**

The afore-mentioned minutes are to be signed by the Chairman at the first available opportunity following this meeting.

289/2020-21 **FINANCE CLERK'S REPORTS**

(i) The Finance Clerk's report was received and noted and read as under:

**Finance Clerk's Report - F&GP Meeting on 2<sup>nd</sup> December 2020**  
**Actions completed since the F&GP Committee meeting held on 21<sup>st</sup> October 2020.**

(i) The unused 2019/2020 PWLB funding has been vired to the Community Hall/Sports Pavilion Project Reserve Fund (*Minute Ref. 192/2020-21(i) refers*).

(ii) An order was place for the replacement of the radiator in the foyer of Town Hall House (*Minute Ref: 194/2020-21(i) refers*).

(vii) Service contracts in respect of grounds maintenance and ditch management, for the three year period 2021/2024, have been issued (*Minute Ref: 194/2020-21(i) refers*).

**Other Matters of Report**

(i) None.

**This concludes my report - Finance Clerk 25<sup>th</sup> November 2020**

**Further Matters of Report**

None.

(ii) The Finance Clerk's maintenance report was not available.

290/2020-21 **FINANCIAL MATTERS**

**(i) Expenditure Authorised in Accordance with Standing Order 49, Schedule of Payments Approved in Advance and/or Schedule of Delegated Authority.**

The Clerk presented her detailed list of quotations accepted/ payments made in accordance with Standing Order 49, Schedule of Payments Approved in Advance and/or Schedule of Delegated Authorities. Following due consideration it was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Thomas

**RESOLVED UNANIMOUSLY – that the afore-mentioned detailed list of quotations accepted/payments made in accordance with Standing Order 49, Schedule of Payments Approved in Advance and/or Schedule of Delegated Authorities, in the sum of £10,867.31 exc. VAT, be received and noted and cost centres be approved.**

**(ii) Reserve Funds**

Consideration was given to making a minor amendment to the definition of the Staffing Provision Reserve Fund, it was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Thomas

**RESOLVED UNANIMOUSLY – that the definition of the Staffing Provision Reserve Fund be amended to read:**

**“To defray the impact incurred within any financial year due to the need for unbudgeted increase in staffing costs”**

**(iii) Allocation of Costs**

Consideration was given to the allocation of ACAS COT3 payments, this matter having been referred by the Personnel Panel.



Following due consideration it was:

**PROPOSED BY:** Councillor Thomas  
**SECONDED BY:** Councillor Mrs Metcalfe

**RESOLVED UNANIMOUSLY – that the ACAS COT3 payments be allocated to 2020/21 Admin & Miscellaneous.**

291/2020-21 **QUOTATIONS**

**(i) Allotment Gardens – 2021/2022 Grounds Maintenance**

Due consideration was given to the quotations received in respect 2021/2022 Grounds Maintenance at the Allotment Gardens.

Following due consideration it was:

It was:

**PROPOSED BY:** Councillor Thomas  
**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that:**

**i) The quotation received in the sum of £720.00 plus VAT to carry out grounds maintenance at the Allotment Gardens during 2021/2022, be accepted and funded from the Allotment Gardens Grounds Maintenance Budget. ii) The Clerk be authorised to settle relevant invoices, when received, first having ascertained all is in order.**

It was therefore resolved that the contract be awarded to M Coleman Arboricultural Service.

The Chairman thanked those present for their attendance and the meeting then concluded **@ 7.02PM**

NB: All documents referred to herein are available at the Town Hall for perusal on request, except for those documents of a sensitive / legal nature discussed in private session, including documents relating to staff matters which remain Private and Confidential in accordance with Data Protection legislation.

Minutes prepared by the Finance Clerk

### **Finance Clerk's Report - F&GP Meeting on 20<sup>th</sup> January 2021**

#### **Actions completed since the F&GP Committee meeting held on 2<sup>nd</sup> December 2020.**

- (i)** Costs incurred in respect of ACAS COT3 payments have been reallocated to the 2020/2021 Admin & Miscellaneous Budget (*Minute Ref: 290/2020-21(iii) refers*).
- (ii)** The definition of the Staffing Provision Reserve Fund has been amended to read "To defray the impact incurred within any financial year due to the need for unbudgeted increase in staffing costs" (*Minute Ref: 290/2020-21(ii) refers*).
- (iii)** A service contract in respect of Allotment Gardens grounds maintenance, for the one year period 2021/2022, has been issued (*Minute Ref: 291/2020-21(i) refers*).

#### **Other Matters of Report**

- (i)** None.

**This concludes my report - Finance Clerk 13<sup>th</sup> January 2021**

## **Finance Clerk's Maintenance Report - F&GP Meeting 20<sup>th</sup> January 2021**

Routine Items of maintenance in respect of all Town Council owned lands and buildings has been carried out since the last report to the Committee as per previously awarded contracts:-

Additional non-routine items of maintenance and repair have also been carried out since the last report to the Committee, as follows:

### **(i) Town Hall**

- (a) 2 x new LED strip lights have been installed in the rear office.
- (b) U/s emergency lighting has been replaced.
- (c) An investigation re: possible wood infestation has been carried out – No concerns were identified, however, advice was received for future prevention.
- (d) An inspection & service of fire safety equipment has taken place.
- (e) An inspection & service of the stair lift has taken place.

#### **In hand:**

None.

### **(ii) Town Hall House and Outbuilding:**

- (a) Light restoration works to entrance lobby being carried out by the Parish Caretaker are ongoing.
- (b) A new 'Victorian' style radiator has been installed in the entrance lobby (*Minute Ref: 194/2020-21(i) refers*).
- (c) An investigation re: possible wood infestation has been carried out - No concerns were identified, however, advice was received for future prevention.
- (d) An inspection & service of fire safety equipment has taken place.

#### **In hand:**

- (a) Installation of conservation roof light (*Minute Ref: 292/2017-18(i)(c) refers*).

### **(iii) Town Hall Garden**

- (a) A tree inspection has been carried out (S/O49) - No works have been recommended.

#### **In hand:**

None.

### **(iv) Public Clock**

- (a) None.

#### **In hand:**

- (a) The clock has currently stopped and is awaiting repair.
- (b) Clock face refurbishment project.

### **(v) Assembly Rooms**

- (a) An inspection & service of fire safety equipment has taken place.
- (b) A tree inspection has been carried out (S/O49) - No works have been recommended.

**In hand:**

None.

**(vi) Community Hall (Nursery)**

**(a)** Roof & rainwater goods inspection.

**In hand:**

**(a)** Replacement of cracked WC and associated plumbing (S/O 49).

**(b)** Re-fixing downpipe and installation of 1 x additional hopper identified during afore-mentioned roof & rainwater goods inspection (S/O 49).

**(c)** Replacement of section of broken guttering identified during afore-mentioned roof & rainwater goods inspection (S/O 49).

**(d)** Replacement of U/S extractor fan (S/O49).

**(vii) Maude Pavilion & Sports Field**

**(a)** A tree inspection has been carried out (S/O 49) - No works have been recommended.

**(b)** A large amount of debris from the dyke adjacent the Sports Field has been removed and disposed of by the caretaking team in conjunction with a licensed waste carrier.

**(c)** Roof & rainwater goods inspection.

**In hand:**

**(a)** Repairs to chimney identified during afore-mentioned roof & rainwater goods inspection (S/O49).

**(viii) Fairfield Road Recreation Ground**

**(a)** The caretaking team carried out a minor repair to the skate park railings.

**(b)** Covid-19 banners and signage have been re-fixed/replaced by the Parish caretaking team on numerous occasions.

**(c)** Regular sanitising of play equipment, benches and bins etc. carried out by the caretaking team.

**(d)** A tree inspection has been carried out (S/O49) - Minor works have been recommended for which a quotation will be sought.

**In hand:**

**(a)** Replacement of mound slide with suitable piece of equipment.

**(b)** Afore-mentioned tree works.

**(ix) The Greens / Hut & Winch Site**

**(a)** The hand bike has been removed by the caretaking team and they are currently refurbishing it.

**(b)** The faulty memorial bench was removed by the caretaking team and has subsequently been collected by the supplier for re-working.

**(c)** The padlock on the Hut & Winch vehicular access gate having seized, was cut off and replaced by the caretaking team.

**(d)** A protruding piece of metalwork was removed by the caretaking team.

**(e)** Regular sanitising of play/outdoor gym equipment carried out by the caretaking team.

**(f)** Construction of base and siting of replacement litter bin by caretaking team.

**In hand:**

**(a)** Re-working of the afore-mentioned memorial bench (under warranty).

**(b)** Refurbishment and re siting of the hand bike.

**(x) Allotment Gardens**

**(a)** Waste removal has been carried out by the caretaking team in conjunction with a licenced waste carrier.

**In hand:**

**(a)** The replacement padlock on the vehicular access gate having failed, alternative options are being investigated by the caretaking team.

**(b)** Plot numbering signage is being manufactured and installed by the caretaking team

**(xi) Flagstaff Land / Princess Diana Memorial Garden**

**(a)** A tree inspection has been carried out (S/O 49) - No works have been recommended.

**In hand:**

None.

**(xii) Coney Banks**

None.

**In hand:**

None.

**(xiii) Garden of Remembrance**

**(a)** The caretaking team have been assisted by members of New Romney Royal British Legion in ensuring the Garden of Remembrance continues to look pristine throughout the year.

**In hand:**

None.

**(xiv) Cinque Ports Place – Town Square**

**(a)** A tree inspection has been carried out (S/O 49) - No works have been recommended.

**In hand:**

None.

**NB:** The caretaking team sited and then subsequently removed and disposed of the Town Christmas tree.

**This concludes my maintenance report - Finance Clerk 13<sup>th</sup> January 2021.**

Payments Approved Under Standing Order 49, SPAA and/or Delegated Authority - F&GP Meeting 20th January 2021											
Date	Supplier/Contractor	Description	Funding Source	Net	VAT	Total					
25.11.20	Business Stream	Drainage	Assembly Rooms - Drainage - Budget	£ 53.52	£ -	£ 53.52	TC	SPAA	Minute Ref: 010/2020-21		
25.11.20	British Gas	Gas	Town Hall - Gas - Budget	£ 110.18	£ 5.50	£ 115.68	TC	SPAA	Minute Ref: 010/2020-21		
25.11.20	British Gas	Gas	Assembly Rooms - Gas - Budget	£ 170.40	£ 8.52	£ 178.92	TC	SPAA	Minute Ref: 010/2020-21		
30.11.20	Veolia ES (UK) Ltd	Waste	Town Hall - Waste - Budget	£ 52.36	£ 10.47	£ 62.83	TC	SPAA	Minute Ref: 010/2020-21		
1.12.20	DJD Electrical	Replacement light fittings	Town Hall - Repairs & Maint - Budget	£ 277.11	£ -	£ 277.11	TC	H&S	S/O 49		
1.12.20	Allotment Tenant	Deposit refund	Allotment Gardens Deposits Reserve Fund	£ 100.00	£ -	£ 100.00	TC	SDA 1)vi) A+B)	Routine business/everyday running		
2.12.20	KALC	Training courses & conference fees	Rec & Training Reserve/Admin & Misc	£ 320.00	£ 64.00	£ 384.00	TC	SDA 1)vi) A+B)	Routine business/everyday running		
2.12.20	Amazon	Socket set	Admin & Misc - Small Tooling - Budget	£ 14.99	£ -	£ 14.99	TC	SDA 1)vi) A+B)	Routine business/everyday running		
2.12.20	EDF Energy	Electricity	The Greens - Electricity - Budget	£ 24.80	£ 1.24	£ 26.04	TC	SPAA	Minute Ref: 010/2020-21		
2.12.20	M Coleman Arboricultural	Grounds maintenance	Grounds Maintenance - Budgets	£ 413.72	£ 82.74	£ 496.46	TC	SPAA	Minute Ref: 010/2020-21		
3.12.20	KCC re: Kent Pension Fund	Pension contributions - Month 8	Personnel - Payroll - Budget	£ 2,307.23	£ -	£ 2,307.23	TC	SPAA	Minute Ref: 010/2020-21		
3.12.20	HM Revenue & Customs	Payroll deductions/contributions M8	Personnel - Payroll - Budget	£ 1,244.21	£ -	£ 1,244.21	TC	SPAA	Minute Ref: 010/2020-21		
4.12.20	New Romney Town Council	Fund transfer from Nat West to Lloyds	Contra	£ 25,000.00	£ -	£ 25,000.00	TC	SDA 1)vi) A+B)	Routine business/everyday running		
4.12.20	Rolfes DIY LLP	Maintenance materials	Departmental - Budgets	£ 33.30	£ 6.66	£ 39.96	TC	SPAA	Minute Ref: 010/2020-21		
4.12.20	Commercial Services Trading	Play/outdoor gym are inspections	F F Rd Rec/ The Greens - Budgets	£ 68.84	£ 13.77	£ 82.61	TC	SPAA	Minute Ref: 010/2020-21		
4.12.20	Cash	Petty cash & postage	Petty Cash - Budget	£ 200.00	£ -	£ 200.00	TC	SDA 1)vi) A+B)	Routine business/everyday running		
7.12.20	Total Computer Services	Domain name	Admin & Misc- Budget	£ 35.00	£ -	£ 35.00	TC	SDA 1)vi) A+B)	Routine business/everyday running		
8.12.20	Invicta Arboriculture	Tree inspections	Departmental - Budgets	£ 525.00	£ -	£ 525.00	TC+C	H&S	S/O 49		
8.12.20	Rolfes DIY LLP	Maintenance mats & Covid 19 supplies	Admin & Misc/Departmental - Budgets	£ 447.55	£ 91.52	£ 539.07	TC	SPAA	Minute Ref: 010/2020-21		
16.12.20	KALC	Conference fees	Admin & Misc - Budget	£ 50.00	£ 10.00	£ 60.00	TC	SDA 1)vi) A+B)	Routine business/everyday running		
16.12.20	Red Alert Ltd	CCTV inspection/service	Admin & Misc - Budget	£ 103.00	£ 20.60	£ 123.60	TC	SPAA	Minute Ref: 010/2020-21		
16.12.20	LexisNexis	Publication	Admin & Misc - Budget	£ 149.99	£ -	£ 149.99	TC	SDA 1)vi) A+B)	Routine business/everyday running		
16.12.20	Kent County Council (KCS)	Printer/copier/scanner rental	Office Equipment - Budget	£ 152.26	£ 30.45	£ 182.71	TC	SPAA	Minute Ref: 010/2020-21		
23.12.20	British Telecommunications	Phone/internet	Admin & Misc - Budget	£ 173.70	£ 34.74	£ 208.44	TC	SPAA	Minute Ref: 010/2020-21		
23.12.20	KCC re: Kent Pension Fund	Pension contributions - Month 9	Personnel - Payroll - Budget	£ 2,417.47	£ -	£ 2,417.47	TC	SPAA	Minute Ref: 010/2020-21		
23.12.20	HM Revenue & Customs	Payroll deductions/contributions M9	Personnel - Payroll - Budget	£ 1,422.18	£ -	£ 1,422.18	TC	SPAA	Minute Ref: 010/2020-21		
16.12.20	Castle Water	Water supply	The Greens - Water - Budget	£ 16.58	£ -	£ 16.58	TC	SPAA	Minute Ref: 010/2020-21		
16.12.20	Castle Water	Water supply	Town Hall - Water - Budget	£ 47.41	£ -	£ 47.41	TC	SPAA	Minute Ref: 010/2020-21		
16.12.20	Castle Water	Water supply	Allotment Gardens - Water - Budget	£ 427.72	£ 85.55	£ 513.27	TC	SPAA	Minute Ref: 010/2020-21		
21.12.20	Castle Water	Water supply	Assembly Rooms - Water - Budget	£ 28.91	£ -	£ 28.91	TC	SPAA	Minute Ref: 010/2020-21		
29.12.20	British Gas	Gas	Town Hall - Gas - Budget	£ 130.84	£ 6.54	£ 137.38	TC	SPAA	Minute Ref: 010/2020-21		
29.12.20	British Gas	Gas	Assembly Rooms - Gas - Budget	£ 206.56	£ 10.32	£ 216.88	TC	SPAA	Minute Ref: 010/2020-21		
31.12.20	Veolia ES (UK) Ltd	Waste	Town Hall - Waste - Budget	£ 52.36	£ 10.47	£ 62.83	TC	SPAA	Minute Ref: 010/2020-21		
4.1.21	Sales@firstaid4less	First aid supplies	Admin & Misc - Budget	£ 55.80	£ -	£ 55.80	TC	SDA 1)vi) A+B)	Routine business/everyday running		
5.1.21	Guild of Macebearers	Subscription	Admin & Misc - Budget	£ 20.00	£ -	£ 20.00	TC	SDA 1)vi) A+B)	Routine business/everyday running		
5.1.21	The Computer Lady Ltd	IT support (Solar Wind)	Admin & Misc - Budget	£ 50.00	£ 10.00	£ 60.00	TC	SPAA	Minute Ref: 010/2020-21		
5.1.21	EDF Energy	Electricity	Festive Light Res/The Greens - Electricity - Budget	£ 110.87	£ 5.54	£ 116.41	TC	SPAA	Minute Ref: 010/2020-21		
5.1.21	M Coleman Arboricultural	Grounds maintenance	Grounds Maintenance - Budgets	£ 413.72	£ 82.74	£ 496.46	TC	SPAA	Minute Ref: 010/2020-21		
5.1.21	SH Bureau	Payroll outsourcing	Admin & Misc - Budget	£ 87.36	£ 17.47	£ 104.83	TC	SPAA	Minute Ref: 010/2020-21		
				£ 37,514.94	£ 608.84	£ 38,123.78					

## New Romney Town Council

### Budget vs Actual - 31.12.20

	BUDGET					ACTUAL				
	F&GP	Amenities	Planning	Personnel	Total	F&GP	Amenities	Planning	Personnel	Total
	£	£	£	£	£	£	£	£	£	£
Expenditure	107,635	25,211	250	116,750	249,846	118,627	22,496	0	84,288	225,411
PWLB Stage 1 & 2	44,500				44,500	0				0
Income	7,317	17,460	0	7,500	32,277	6,042	8,817	0	0	14,859
2020/2021 Net Expenditure	144,818	7,751	250	109,250	262,069	112,585	13,679	0	84,288	210,552
Additions to Reserves (inc. Working Balances)	72,800	10,500	0	21,000	104,300	72,800	10,500	0	21,000	104,300
<b>Total</b>	<b>217,618</b>	<b>18,251</b>	<b>250</b>	<b>130,250</b>	<b>366,369</b>	<b>185,385</b>	<b>24,179</b>	<b>0</b>	<b>105,288</b>	<b>314,852</b>

Prepared by: Mrs C T Morris BSc(Hons) MAAT 11th January 2021

**END**