

AGENDA ITEM 13a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 31st July 2020

	£ p	£ p
Balance in Hand at 01/04/2020		£199,269.17 Cr
As per reconciliation dated 30/06/2020	£1,569,958.56 Cr	
Income during June	£188,602.91 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- June	£0.00 Cr	
Less - Outstanding receipts - July	<u>£731.55 Dr</u>	<u>£1,757,829.92 Cr</u>
		£1,957,099.09 Cr
Less payments made:		
As per Reconciliation dated 30/06/2020	£890,561.39 Dr	
Schedule 4 payments dated 31/07/2020	£203,634.50 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	<u>£1,094,195.89 Dr</u>
		<u>£862,903.20 Cr</u>
Balance at Bank		
Current Account		£83,615.94 Cr
Deposit Account		<u>£779,287.26 Cr</u>
		<u>£862,903.20 Cr</u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
UK Government- DMADF Deposit		<u>£450,000.00</u>
		<u>£1,200,000.00</u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 31st July 2020

Prepared by Alison Spencer

Dated: 4th August 2020

Certified by Martin Ayres

Dated: 4th August 2020

Statement of Cash Balance as at 31st August 2020

	£ p	£ p
Balance in Hand at 01/04/2020		£199,269.17 Cr
As per reconciliation dated 31/07/2020	£1,757,829.92 Cr	
Income during August	£206,417.76 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- July	£731.55 Cr	
Less - Outstanding receipts - August	<u>£3,394.29 Dr</u>	<u>£1,961,584.94 Cr</u>
		£2,160,854.11 Cr
Less payments made:		
As per Reconciliation dated 31/07/2020	£1,094,195.89 Dr	
Schedule 5 payments dated 31/08/2020	£200,617.15 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	<u>£1,294,813.04 Dr</u>
	<u>£1,294,813.04 Dr</u>	
		<u><u>£866,041.07 Cr</u></u>
Balance at Bank		
Current Account		£86,746.76 Cr
Deposit Account		<u>£779,294.31 Cr</u>
		<u><u>£866,041.07 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
UK Government- DMADF Deposit		<u>£450,000.00</u>
		<u><u>£1,200,000.00</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 31st August 2020

Prepared by Alison Spencer

Dated: 10th September 2020

Certified by Martin Ayres

Dated: 10th September 2020

AGENDA ITEM 14)

Agenda Item 14 - Monitoring of Payments

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2021

Payment schedule reported to Council - 14th September 2020

Schedule 4:

The following payments have been made in accordance with Regulations 5 and 6 of the Town Council's Financial Regulations, amounting in aggregate to:

**TWO HUNDRED AND THREE THOUSAND, SIX HUNDRED AND THIRTY FOUR
POUNDS AND FIFTY PENCE**

.....(£203,634.50).....

Swanage Town Council
Schedule of Payments - Month 4

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
10/07/2020	Barclaycard Merchant Services	001884330620	30/06/2020	Barclaycard Charges - June	138.89
01/07/2020	Dorset Council: Revenues & Benefits	300690505	01/07/2020	Rates - July	17,155.00
13/07/2020	Lloyds Bank PLC	313362676	11/06/2020	Bank Charges	51.09
14/07/2020		540436505892703/Jun	30/06/2020	Cardnet Charges - June	103.29
24/07/2020		314533929	06/07/2020	Bank Charges	66.70
					221.08
10/07/2020	Pitney Bowes Finance Ltd	BL06087536	07/07/2020	Franking Machine Hire - TH - Q2	53.76
30/07/2020		BL06095861	27/07/2020	Franking Machine Hire - TIC - Q2	127.74
					181.50
16/07/2020	Sage (UK) Ltd	INV09780154	01/07/2020	Sage Accounts - July	247.80
16/07/2020		INV09780154	01/07/2020	Sage Payroll - July	202.50
					450.30
28/07/2020	Total Gas & Power	216310594/20	10/07/2020	Gas - Depot - June	54.72
28/07/2020		216310605/20	10/07/2020	Gas - TH Annex - June	65.96
28/07/2020		216310616/20	10/07/2020	Gas - TIC - June	35.71
28/07/2020		216310627/20	10/07/2020	Gas - TH - June	114.76
					271.15
Total of Direct Debit & Standing Orders					18,417.92

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
15/07/2020	Charge Card Transactions	927336	03/06/2020	Currys - Webcam x 2	59.98
15/07/2020		INV24867624	06/08/2020	Zoom-Annual Fee	91.43
15/07/2020		00018369	29/06/2020	No BBQ Signage	22.38
					173.79
Total of Chargecard payments					173.79

Debit/Credit Cards

31/07/2020	Barclaycard	Refunds	31/07/2020	Beach Hut Refunds via barclaycard	7,173.97
Total of Refunds					7,173.97

BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
24/07/2020	Ace Office Environments Ltd.	00983826	13/07/2020	TH - Stationery	125.75
31/07/2020		00984252	27/07/2020	TH - Screens (Covid-19)	112.78
					238.53
24/07/2020	Active Publishing	4763	01/04/2020	BG - Advert	330.00
24/07/2020	Alliance Tool Hire Ltd	P126208	30/06/2020	Skate Park - Tool Hire	180.00
24/07/2020	Allied Drinks Devon & Cornwall Ltd	MC-22016	14/07/2020	BG - Coffee For Retail	81.78
24/07/2020		MC-22016	14/07/2020	BG - Take-Away Cup Holders	24.30
					106.08
24/07/2020	AquAid (Southcoast)	366900	30/06/2020	Drinking Water - Annual Charge	179.26
24/07/2020	Aster Group	SINV350907	17/07/2020	Telecare Quarterly Fee - Q2	94.21
21/07/2020	Within The Box	INV-0100	21/07/2020	Safe	550.80
24/07/2020	Be Smart Clothing Ltd	3121	02/07/2020	TIC - Uniforms	(24.30)
24/07/2020		21009	02/07/2020	TIC - Uniforms	124.62
					100.32
24/07/2020	BIPCOM	INV-3012	01/07/2020	Telephone Services	3.07
24/07/2020	Blacknoll Construction Ltd	10533	30/06/2020	North Beach Toilet Works	3,580.86
24/07/2020		10534	30/06/2020	Shore Road Beach Huts	17,265.95
24/07/2020		10535	30/06/2020	Godlingston Chapel Works	3,008.36
24/07/2020		10536	30/06/2020	TH Annex - Damp Alleviation	4,216.46
					28,071.63
24/07/2020	C. Brewer & Sons	PLE/323093	30/06/2020	Stain - Heritage Benches	130.14
24/07/2020		PLE/323094	30/06/2020	Spa - Mural Paint	239.72
					369.86
24/07/2020	Countryside Tree Surgeons Ltd	SI-40	14/06/2020	KGF/Days Park - Tree Works	1,728.00
24/07/2020	DAPTC	20/132	09/07/2020	Agenda & Minutes Training	35.00
24/07/2020	Dorset County Pension Fund	Month 4 Payroll	20/07/2020	Month 4 Pension Contributions	14,802.34
24/07/2020		Month 4 Payroll	20/07/2020	Month 4 CAYS Contributions	215.50
					15,017.84
24/07/2020	Direct-tec Group	1075029	30/06/2020	Olivetti Copy Plan - June	38.87
24/07/2020		1075059	30/06/2020	Toshiba 2555 Copy Plan - June	46.62
24/07/2020		1075491	30/06/2020	TH - Copier Hire Q2	396.00
24/07/2020		1075491	30/06/2020	TIC - Copier Hire Q2	396.00
24/07/2020		1075491	30/06/2020	Depot - Copier Hire Q2	237.60
					1,115.09
24/07/2020	Dorset Plants	027660	18/06/2020	Summer Bedding Plants	1,252.56
24/07/2020	Dorset Council	2800237549	06/07/2020	DC School Crossing Patrol	4,410.79
24/07/2020		1801008186	13/07/2020	Annual Premises Licence Fee	70.00
24/07/2020		1801008190	13/07/2020	Annual Premises Licence Fee	70.00
24/07/2020		1801008192	13/07/2020	Annual Premises Licence Fee	70.00
24/07/2020		1801008193	13/07/2020	Annual Premises Licence Fee	70.00
31/07/2020		2800239852	17/07/2020	Survey - Museum & Heritage Centre	1,470.00
					6,160.79
31/07/2020	Dura-Sport Ltd	5082	20/07/2020	BG - Court Cleaning	1,680.00
24/07/2020	Eagle Plant	BOU2530586	30/06/2020	Secure Storage Container - KGF - June	84.48
07/07/2020	First Payment Merchant Services Ltd	FPMS-MW-011	04/06/2020	EPOS Hardware - BG	900.00

24/07/2020	Four County Services Ltd.	55676	21/06/2020	E-mail Management	42.00	
24/07/2020		55743	02/07/2020	Additional Call Costs - Q1	167.73	
24/07/2020		55792	09/07/2020	TH - Website Services	112.80	
24/07/2020		55801	10/07/2020	Depot - IT Services	283.66	
24/07/2020		55802	10/07/2020	TIC - IT Services	394.58	
31/07/2020		55803	10/07/2020	TH - IT Services	615.06	
24/07/2020		55816	11/07/2020	IT Services	482.78	
24/07/2020		55819	13/07/2020	Depot - IT Cable	15.54	
24/07/2020		55893	21/07/2020	E-mail Management	42.00	
24/07/2020		55900	21/07/2020	Depot - IT Parts	50.94	
24/07/2020		55894	21/07/2020	Domain Renewal	60.00	2,267.09
24/07/2020	Frame Company	35991812345	20/07/2020	TIC - Goods For Retail		129.79
24/07/2020	Gala Tent Ltd	723599	01/07/2020	TIC - Gazebo & Table		564.73
24/07/2020	Greenham Trading Ltd.	04/300164	18/06/2020	Beach Huts - No Smoking Signs	240.00	
24/07/2020		04/301253	22/06/2020	TH - Materials	342.05	
24/07/2020		04/301771	23/06/2020	TH - Materials	24.12	
24/07/2020		04/302953	01/07/2020	Depot - Vacuum Cleaner	192.00	
24/07/2020		04/302953	01/07/2020	Depot - General Materials	402.48	
31/07/2020		04/304980	16/07/2020	Depot - General Materials	29.82	
31/07/2020		04/304980	16/07/2020	Depot - Covid-19 PPE	345.56	
31/07/2020		04/305341	17/07/2020	Market Barriers	273.60	1,849.63
24/07/2020	Hardy Signs	107409	15/06/2020	Signage - Peveril		76.80
24/07/2020	A.R. Harris & Son	28497	18/06/2020	Electrical Works - CCTV (Institute Road)	477.77	
24/07/2020		28515	23/06/2020	TH - Electrical Repairs	186.00	
24/07/2020		28516	23/06/2020	PAT Testing - TH	118.08	
24/07/2020		28577	07/07/2020	Spa Beach Huts - Electrical Works	24.00	805.85
31/07/2020	HMRC	Month 4 Payroll	20/07/2020	PAYE & NI - Month 4		13,174.46
31/07/2020	HMRC VAT		31/07/2020	VAT- Qtr Jun		253.83
24/07/2020	Hunt's Foodservice Ltd	281053	01/07/2020	BG - Tea For Retail	21.90	
24/07/2020		281053	01/07/2020	BG - Food For Retail	175.04	
24/07/2020		281053	01/07/2020	BG - Face Masks	21.99	
24/07/2020		281053	01/07/2020	BG - Hand Gel/Cleaning Materials	80.56	
24/07/2020		299968	15/07/2020	BG - Food For Retail	110.20	409.69
24/07/2020	Inn-Supplies	2475	30/06/2020	BG - Take-Away Cups & Lids		101.98
31/07/2020	Jacobs & Reeves	29443	23/07/2020	Professional Fees		5,080.32
07/07/2020	J.D. Facilities Ltd	INV-0695	01/07/2020	Cleaning - Toilets	5,684.72	
07/07/2020		INV-0696	01/07/2020	Cleaning - TH	218.40	
07/07/2020		INV-0697	01/07/2020	Cleaning - TIC	263.20	
07/07/2020		INV-0697	01/07/2020	Blue Roll - TIC	31.14	
07/07/2020		INV-0698	01/07/2020	Cleaning - Depot	197.59	
07/07/2020		INV-0670	01/07/2020	Cleaning - Spa Beach Huts	120.00	
07/07/2020		INV-0723	01/07/2020	Cleaning - Play Areas	187.20	6,702.25
24/07/2020	JustPark	SWAN-2020-06	30/06/2020	JustPark Fees - June		106.34
24/07/2020	Karitek	INV-3217	11/06/2020	Boat Park - Kayak Rack		987.00
24/07/2020	Keyline Civils Specialist Ltd	1203 AHP068	22/06/2020	KGF Play Area - Surface	188.20	
24/07/2020		1203 AHP069	22/06/2020	Spa - Materials (Step Repairs)	295.32	
31/07/2020		2203 AHP987	08/07/2020	KGF Play Area - Surface Material	2,280.00	2,763.52
31/07/2020	D. & P. Lovell Ltd.	L4190	21/07/2020	Digger Hire - June		369.60
31/07/2020	Maintain UK Drains Limited	INV-29053	21/07/2020	Drain Inspection - Peveril		216.00
24/07/2020	Mark Comms Limited	21006	07/07/2020	Radio Charger		46.80
24/07/2020	Meridian Cooling Ltd	14746	09/06/2020	Depot - Air Conditioning Unit		5,990.40
24/07/2020	Metric Group Ltd.	C55779	30/06/2020	Aslan - July		192.00
24/07/2020	S. Moores	175658	03/07/2020	BG - Biscuits For Retail		57.80
24/07/2020	Newlands Training Ltd	6719	24/06/2020	Depot - Pesticide Training		1,890.00
24/07/2020	Nixons Hardware Ltd	119428	25/06/2020	TIC - Keys		14.00
24/07/2020	Norfolk County Council	1541057	14/07/2020	Legal Fees - June		29.52
31/07/2020	P.J. Notley Ltd.	3110	07/04/2020	Window Cleaning		192.00
24/07/2020	N Power Ltd	LGWHMK6W	16/07/2020	Electricity - Q1	13.43	
24/07/2020		LGWHP86L	17/07/2020	Electricity - June	49.03	
24/07/2020		LGWHP86M	17/07/2020	Electricity - June	33.82	96.28
20/07/2020	Swanage Town Council	Month 4 Payroll	20/07/2020	Net Wages-Month 4		46,115.10
24/07/2020	Purbeck Embroidery Ltd	INV-0031	23/06/2020	Seafrost Advisors - Uniform		181.22
24/07/2020	Purbeck Ice Cream	128614	01/07/2020	BG - Ice Cream For Retail	286.76	
24/07/2020		128876	15/07/2020	BG - Ice Cream For Retail	180.91	467.67
24/07/2020	Recycling Plastic Matters	1426	30/06/2020	Bandstand - Benches (Recycled Plastic)		11,457.79
07/07/2020	Refunds	Refunds	07/07/2020	Beach Hut Refunds	2,597.00	
08/07/2020	Refunds	Refunds	08/07/2020	Beach Hut Refunds	114.00	
23/07/2020	Refunds	Refunds	23/07/2020	Beach Hut Refunds	1,873.00	
31/07/2020	Refunds	Refunds	31/07/2020	Beach Hut Refunds	453.00	
31/07/2020	Refunds	Refunds	31/07/2020	Pavilion Hire-Refund	24.50	
23/07/2020	Reimbursement	Reimbursement	23/07/2020	Reimbursement	44.00	5,105.50
24/07/2020	RoSPA Play safe Team	49864	08/07/2020	Play Inspections		492.60
24/07/2020	R U Secure Systems	126663	03/07/2020	Institute Road - 2 x CCTV Cameras	726.84	
24/07/2020		126664	03/07/2020	Victoria Avenue/Shore Road - CCTV Camer	354.00	1,080.84
24/07/2020	Sign Incorporated	00043	15/07/2020	Spa - Safety Signs		198.00
24/07/2020	Smith of Derby Ltd	0000114487	07/07/2020	Shore Road Clock - Service	300.00	
24/07/2020		0000114488	07/07/2020	TH Clock - Service	264.00	564.00

24/07/2020	Smith Foster	INV00176/11223	15/06/2020	Monument Survey		1,054.25
24/07/2020	St. Michaels Garage	S 17319	18/06/2020	HJ69 LCV - Repairs	210.04	
24/07/2020		1199	30/06/2020	Vehicle Fuel - June	558.08	768.12
24/07/2020	Suez Recycling & Recovery UK Ltd	31944807	30/06/2020	Waste Disposal - June		1,522.03
24/07/2020	Swanage News	1284/Jun	27/06/2020	Newspapers - June	30.40	
31/07/2020		1284/Jul	25/07/2020	Newspapers - July	30.40	60.80
24/07/2020	Telefonica O2 UK Ltd	65130240	24/06/2020	SIM Charges - July		340.20
24/07/2020	TGMS	TGMS/9212	30/06/2020	Professional Fees - Godlingston Extension		1,620.00
24/07/2020	Travis Perkins	9292 ALE110	08/06/2020	Stone Quay - Materials	23.94	
24/07/2020		9292 ALE276	11/06/2020	Heritage - Parts	73.15	
24/07/2020		9292 ALE455	16/06/2020	Nurseries - Materials	42.91	
24/07/2020		9292 ALE454	16/06/2020	Days Park - Materials	29.52	
24/07/2020		1203 AHO929	17/06/2020	North Beach - Materials	67.20	
24/07/2020		9292 ALE574	18/06/2020	TIC - Door Handle	65.41	
24/07/2020		9292 ALE573	18/06/2020	Spa Beach Huts - Materials	101.66	
24/07/2020		9292 ALE794	23/06/2020	TIC - Fire Exit Handle	11.95	
24/07/2020		9292 ALE861	24/06/2020	Bench Repairs - Timber	11.82	
24/07/2020		9292 ALF275	02/07/2020	Spa Repairs - Materials	39.90	
24/07/2020		9292 ALF527	08/07/2020	Benches - Materials	92.76	
24/07/2020		9292 ALF705	13/07/2020	TH - Perspex Screen	617.07	
24/07/2020		9292 ALF780	13/07/2020	Benches - Materials	67.56	
31/07/2020		9292 ALF803	14/07/2020	Heritage Benches - Materials	50.25	
31/07/2020		9292 ALG085	20/07/2020	Spa - Materials	27.31	
31/07/2020		9292 ALG133	20/07/2020	Spa - Materials	12.02	1,334.43
24/07/2020	Third Parties	Month 4 Payroll	20/07/2020	Month 4 Deductions		709.56
31/07/2020	Watson Fuels	I12013935	22/07/2020	Gas Oil x 600L		293.51
24/07/2020	Wilkswood Farm Ltd	2-2020	30/06/2020	Beach Raking/Seaweed Disposal - June		1,938.00
Total of BACS/CHAPS Payments						177,868.82

<u>BACS supplier payment issued 7th July 2020</u>	7,602.25
<u>BACS-Batch refund payments 7th & 8th July 2020</u>	2,711.00
<u>BACS payroll payments issued 20th July 2020</u>	46,115.10
<u>BACS supplier payment issued 21st July 2020</u>	550.80
<u>BACS-Batch refund payments 23rd July 2020</u>	1,917.00
<u>BACS supplier payment issued 24th July 2020</u>	91,988.65
<u>BACS supplier payment issued 31st July 2020</u>	13,078.23
<u>BACS-Batch refund payments 31st July 2020</u>	477.50
<u>HMRC payment issued 31st July 2020</u>	13,174.46
<u>HMRC VAT payment issued 31st July 2020</u>	253.83
	177,868.82

Total of Payments	203,634.50
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14(b)

Agenda Item 14 - Monitoring of Payments

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2021

Payment schedule reported to Council - 14th September 2020

Schedule 5:

The following payments have been made in accordance with Regulations 5 and 6 of the Town Council's Financial Regulations, amounting in aggregate to:

**TWO HUNDRED THOUSAND, SIX HUNDRED AND SEVENTEEN POUNDS AND FIFTEEN
PENCE**

.....(**£200,617.15**).....

Swanage Town Council Schedule of Payments - Month 5

Cheques

Date	A/C	Name	Chq number	Inv Date	Details		Payment Total
17/08/2020		Petty Cash	014993	17/08/2020	Petty Cash Reimbursement-TH	147.06	
17/08/2020		Petty Cash	014994	17/08/2020	Petty Cash Refreshments-TIC	65.72	212.78
Total of Cheques							212.78

Direct Debits & Standing Orders

Date	A/C	Name	Inv Ref	Inv Date	Details		Payment Total
10/08/2020	BARCLAYC	Barclaycard Merchant Services	001884330720	31/07/2020	Barclaycard Charges - July		259.27
03/08/2020	DC1	Dorset Council: Revenues & Benefits	300690505	01/08/2020	Rates - August		17,155.00
14/08/2020	FDMS	First Data Management Services	510615636	14/08/2020	Charges		1.11
11/08/2020	LLOYDS1	Lloyds Bank PLC	316930991	14/07/2020	Bank Charges	12.50	
17/08/2020			316719065	14/07/2020	Bank Charges	123.63	
14/08/2020			540436505892703/Jul	31/07/2020	Cardnet Charges - July	495.19	
24/08/2020			317195559	05/08/2020	Bank Charges	68.30	699.62
17/08/2020	SAGE	Sage (UK) Ltd	INV10073611	01/08/2020	Sage Accounts - August	247.80	
17/08/2020			INV10073611	01/08/2020	Sage Payroll - August	202.50	450.30
26/08/2020	TOTAL	Total Gas & Power	218958338/20	10/08/2020	Gas - TH - July	99.42	
26/08/2020			218958349/20	10/08/2020	Gas - TIC - July	31.38	
26/08/2020			218958350/20	10/08/2020	Gas - TH Annex - July	40.36	
26/08/2020			218958360/20	10/08/2020	Gas - Depot - July	40.43	211.59
Total of Direct Debit & Standing Orders							18,776.89

Lloyds Chargecard

Date	A/C	Name	Inv Ref	Inv Date	Details		Payment Total
17/08/2020		GH Print Management	5587	02/07/2020	TIC - Printing/Signage	72.00	
17/08/2020			5604	10/07/2020	TIC - Printing/Signage	48.00	120.00
Total of Chargecard payments							120.00

Debit/Credit Cards

31/08/2020	Refunds	Barclaycard	Refunds	31/08/2020	Beach Hut Refunds via bardlaycard		4,775.50
Total of Refunds							4,775.50

BACS / CHAPS

Date	A/C	Name	Inv Ref	Inv Date	Details		Payment Total
12/08/2020	ACE	Ace Office Environments Ltd.	00985879	31/07/2020	Stationery - Depot	74.00	
28/08/2020			00986400	10/08/2020	Stationery	22.30	
28/08/2020			00986803	16/08/2020	Depot - Signage	73.92	
28/08/2020			00987602	24/08/2020	Stationery	97.44	
28/08/2020			00988025	24/08/2020	TH - Screens (Covid-19)	169.16	436.82
12/08/2020	ALLIANCE	Alliance Tool Hire Ltd	P128347	31/07/2020	Power Washer - Heritage Square	32.40	
12/08/2020			P128461	31/07/2020	Safety Boots - Depot	754.80	
12/08/2020			P128462	31/07/2020	Safety Glasses - Depot	125.10	912.30
12/08/2020	ALLIED	Allied Drinks Devon & Cornwall Ltd	MC 22110	04/08/2020	BG - Coffee For Retail		64.87
28/08/2020	AMAZON	Amazon	INV-GB-129602981-2020	11/08/2020	TIC - Goods For Retail	15.00	
28/08/2020			INV-GB-134286961-2020	11/08/2020	TIC - Key Fobs	23.99	38.99
12/08/2020	AMBER	Amberwood Graphics	4051	07/08/2020	TIC - Publications For Retail		31.68
28/08/2020	ANDREWS	Andrews Plant Ltd	87130	17/08/2020	Road Sweeper Hire	651.00	
28/08/2020			87184	24/08/2020	Road Sweeper Hire	654.00	1,305.00
28/08/2020	ANGLEBUR	Anglebury Press Ltd	INV-107604	17/08/2020	500 x Residents Parking Permits	148.80	
28/08/2020			INV-107605	17/08/2020	4 x ECN Books (50)	158.40	
28/08/2020			INV-107606	17/08/2020	BG - Putting Cards	204.00	511.20
12/08/2020	AQUAID	AquaAid (Southcoast)	368524	31/07/2020	Drinking Water - Depot - July		204.00
12/08/2020	BIPCOM	BIPCOM	INV-3153	01/08/2020	Telephone Services		3.07
28/08/2020	BLACKNOL	Blacknoll Construction Ltd	10579	06/08/2020	North Beach Toilet Works	33.88	
28/08/2020			10580	06/08/2020	Shore Road Beach Huts - Door Replacement	17,679.77	
28/08/2020			10581	06/08/2020	Godlingston Chapel Works	2,563.06	
28/08/2020			10582	06/08/2020	TH Annex - Damp Alleviation	1,955.71	22,232.42
12/08/2020	BREWER	C. Brewer & Sons	PLE/324510	31/07/2020	Varnish - Heritage Benches		208.08
28/08/2020	BRIT2	British Telecom	Q089 HI	10/08/2020	Phone Bill Q2 - CAB	126.72	
28/08/2020			Q127 IE	24/08/2020	Phone Bill Q2 - TH Wifi	105.12	231.84
12/08/2020	BURTS	Burts Bits	6	14/06/2020	TIC - Stationery/Sundries	20.35	
12/08/2020			7	25/06/2020	TIC - Stationery/Sundries	38.50	
12/08/2020			8	10/07/2020	TIC - Stationery/Sundries	48.50	107.35
28/08/2020	CANFORD	Canford Drains	65738	17/08/2020	Burlington Chine - Drainage Works		714.00
28/08/2020	CLT	National CLT Network CIO	INV-2074	11/08/2020	2020/21 - Start Up Membership		43.75
28/08/2020	COUNTRY1	Countryside Tree Surgeons Ltd	SI-49	15/08/2020	Tree Works - KGF		420.00
12/08/2020	COUNTY	County Epos	229392	25/07/2020	Till Rolls - TIC		33.60
28/08/2020	DCPF	Dorset County Pension Fund	Month 5 Payroll	20/08/2020	Month 5 Pension Contributions	14,325.84	
28/08/2020			Month 5 Payroll	20/08/2020	Month 5 CAYS Contributions	215.50	14,541.34
12/08/2020	DIRECTEC	Direct-tec Group	300678	31/07/2020	Toshiba 2555 Copy Plan - July	101.09	
12/08/2020			300679	31/07/2020	Olivetti Copy Plan - July	38.70	139.79
28/08/2020	DORST1	Dorset Council	2800242527	14/08/2020	Surveyors Fees - Various		7,742.10
12/08/2020	EAGLEPL	Eagle Plant	BOU2543664	31/07/2020	Secure Storage Container - KGF - July		88.32
12/08/2020	ELLIS	Elliswhittam	SINV018543	01/07/2020	Health & Safety Services - Year 2 of 3	6,306.19	
12/08/2020			SINV018697	01/07/2020	Insurance Charges	133.20	6,439.39
28/08/2020	EUREKA	Eureka	2622081	11/08/2020	TIC - First Aid Items	11.95	
28/08/2020			2622081	11/08/2020	TIC - First Aid Items	41.16	53.11

12/08/2020	FERNHILL	Fernhill Wholesale	6461	03/08/2020	TIC - Goods For Retail	125.94	
12/08/2020			6461	03/08/2020	TIC - Publications For Retail	263.13	
28/08/2020			6486	10/08/2020	TIC - Publications For Retail	46.80	
28/08/2020			6505	20/08/2020	TIC - Publications For Retail	23.40	
28/08/2020			6505	20/08/2020	TIC - Goods For Retail	39.46	498.73
12/08/2020	FOUR	Four County Services Ltd.	56038	10/08/2020	Depot - IT Services	283.66	
12/08/2020			56039	10/08/2020	TIC - IT Services	394.58	
12/08/2020			56040	10/08/2020	TH - IT Services	615.06	
28/08/2020			56045	11/08/2020	IT Services	482.78	
28/08/2020			56126	21/08/2020	E-mail Management	42.00	1,818.08
28/08/2020	G4S	G4S Cash Solutions (UK) Ltd	80151516	30/06/2020	Cash Processing Services - June	105.00	
28/08/2020			80151978	31/07/2020	Cash Processing Services - July	783.76	888.76
12/08/2020	GREENH	Greenham Trading Ltd.	04/303952	09/07/2020	Hand Sanitiser	99.54	
12/08/2020			04/304098	09/07/2020	Metal Shovels x 5	97.50	
28/08/2020			04/306263	29/07/2020	Depot - Uniforms/PPE	747.90	
28/08/2020			04/306662	29/07/2020	Depot - Compact Freezer	162.00	
28/08/2020			04/307484	05/08/2020	Enforcement Officers - Uniforms	30.68	
28/08/2020			04/307483	05/08/2020	Depot - General Materials	32.11	
28/08/2020			04/307529	05/08/2020	Depot - PPE	215.92	
28/08/2020			04/307667	06/08/2020	Depot - General Materials	46.26	
28/08/2020			04/307078	10/08/2020	Depot - Uniforms	241.80	
28/08/2020			04/308285	11/08/2020	Depot - Disposable Gloves	52.85	
28/08/2020			04/308664	17/08/2020	Depot - General Materials/Equipment	125.93	
28/08/2020			04/309040	17/08/2020	Depot - Uniforms	30.68	1,883.17
28/08/2020	HARRIS	A.R. Harris & Son	28738	11/08/2020	BG - PAT Testing	50.40	
28/08/2020			28782	25/08/2020	Heritage Toilets - Electric Works	202.18	
28/08/2020			28783	25/08/2020	Mower - Electrical Repairs	66.00	318.58
14/08/2020	HARROW	Harrow House	197-89	14/08/2020	Benches		300.00
28/08/2020	HMRC	HMRC	Month 5 Payroll	20/08/2020	PAYE & NI - Month 5		14,010.69
12/08/2020	HUNTS	Hunt's Foodservice Ltd	312825	23/07/2020	BG - Food/Drink For Retail	70.68	
12/08/2020			327781	03/08/2020	BG - Food/Drink For Retail	98.91	
28/08/2020			342490	10/08/2020	BG - Food/Drink For Retail	199.48	
28/08/2020			342490	10/08/2020	BG - Sundries/Cleaning Materials	27.89	
28/08/2020				11/08/2020	BG - Sundries Refund	(18.34)	378.62
28/08/2020	IDEALS	Ideal Skip Hire Ltd.	84887	23/07/2020	Skip Hire - KGF	528.00	
28/08/2020			84908	27/07/2020	Skip Hire - KGF	528.00	1,056.00
12/08/2020	IMPACT	Impact (Boston) Ltd	111-085472	20/07/2020	Car Park Tickets		467.28
28/08/2020	INNSUP	Inn-Supplies	2446	11/08/2020	BG - Sundries Credit	(5.05)	
28/08/2020			2482	22/07/2020	BG - Sundries	110.03	104.98
28/08/2020	JACOBS	Jacobs & Reeves	29510	12/08/2020	Professional Fees		7,301.40
12/08/2020	JDFACIL	J.D. Facilities Ltd	INV-0725	01/08/2020	Cleaning - Beach Huts	547.20	
12/08/2020			INV-0727	01/08/2020	Cleaning - TH	309.60	
12/08/2020			INV-0735	01/08/2020	Cleaning - Toilets	6,438.20	
12/08/2020			INV-0736	01/08/2020	Cleaning - Depot	197.59	
12/08/2020			INV-0737	01/08/2020	Cleaning - TIC	282.03	7,774.62
12/08/2020	JUSTPARK	JustPark	SWAN-2020-07	31/07/2020	JustPark Fees - July		492.86
12/08/2020	LILY'S	Lily's Produce	Re: PO31833	06/08/2020	BG - Food For Retail	36.00	
12/08/2020			Re: PO31941	06/08/2020	TIC - Food For Retail	198.80	234.80
28/08/2020	LOVELL	D. & P. Lovell Ltd.	L4278	10/08/2020	Digger Hire - July		386.40
12/08/2020	LYRECO	Lyreco UK Limited	6290258880	31/07/2020	TIC - Stationery		151.67
28/08/2020	MAINTAIN	Maintain UK Drains Limited	INV-29118	17/06/2020	Drain Survey - Main Beach Car Park		275.94
12/08/2020	METRIC	Metric Group Ltd.	C56194	31/07/2020	Aslan - August		192.00
12/08/2020	MOORES	S. Moores	176233	31/07/2020	TIC - Food For Retail		105.28
28/08/2020	NIXONS	Nixons Hardware Ltd	119450	02/07/2020	TIC - Keys	16.00	
28/08/2020			119468	07/07/2020	TIC - Keys/Sundries	14.99	
28/08/2020			119468	07/07/2020	BG - Extension Lead	5.99	36.98
28/08/2020	NORFOLK	Norfolk County Council	1542498	10/08/2020	Legal Fees - July		71.04
28/08/2020	NOTLEY	P.J. Notley Ltd.	3212	12/08/2020	Window Cleaning - TIC - Q1		48.00
28/08/2020	NPOWER	N Power Ltd	LGWHYLCK	15/08/2020	Electricity - July	85.64	
28/08/2020			LGWHY3B3	15/08/2020	Electricity - Q1	1,789.05	1,874.69
12/08/2020	NSALG	NSALG	S2821A - 20/21	06/08/2020	Membership Fees - 2020/21		66.00
20/08/2020	PAYROLL	Swanage Town Council	Month 5 Payroll	20/08/2020	Net Wages-Month 5		51,055.80
28/08/2020	PHS	Personnel Hygiene Service	67664343	17/08/2020	Hygiene Services		2,096.48
12/08/2020	PURB-1	Purbeck Print Company	0093	06/08/2020	Design & Print - Swanage Greenspace Flyer		275.00
28/08/2020	PURB22	Purbeck Arts Week Festival Ltd	Grant 20/21	24/08/2020	Grant 2020/21		500.00
28/08/2020	PURB3	Purbeck Embroidery Ltd	INV-0150	10/08/2020	Seafront Advisors - Uniform		38.30
12/08/2020	PURBICE	Purbeck Ice Cream	128934	15/07/2020	BG - Ice Cream For Retail	206.72	
12/08/2020			2012	15/07/2020	Credit	(180.91)	
12/08/2020			129120	21/07/2020	BG - Ice Cream For Retail	136.08	
12/08/2020			129330	28/07/2020	BG - Ice Cream For Retail	209.16	
12/08/2020			129574	04/08/2020	BG - Ice Cream For Retail	141.12	
28/08/2020			129823	11/08/2020	BG - Ice Cream For Retail	248.52	760.69
12/08/2020	PURSTONE	Purbeck Stone Construction	STC001	26/07/2020	Spa - Seating/Path Repairs	480.00	
28/08/2020			STC002	17/08/2020	Northbrook - Wall Repair	340.00	820.00
28/08/2020	RECPM	Recycling Plastic Matters	1440	29/07/2020	Bandstand - Benches (Recycled Plastic)	1,494.00	
28/08/2020			1441	29/07/2020	Bandstand - Benches (Recycled Plastic)	8,354.64	9,848.64
05/08/2020	REFUNDS	Refunds	Refunds	05/08/2020	Beach Hut Refunds	120.00	
26/08/2020			Refunds	26/08/2020	Beach Hut Refunds	1,653.50	1,773.50
28/08/2020	RTA	RTA Associates Ltd	INV-1451	13/08/2020	Parking Order Review		3,570.00
12/08/2020	SAGE	Sage (UK) Ltd	I010017031	13/07/2020	Stationery		167.40
28/08/2020	SOUTHWES	South West Councils	0000066945	17/08/2020	Services		672.00
28/08/2020	STMICH	St. Michaels Garage	1248	31/07/2020	Vehicle Fuel - July	579.74	
28/08/2020			S 17704	13/08/2020	HJ18 NVP - Repairs	128.93	708.67
12/08/2020	SWAN2	Swanage Regatta & Carnival	2020/038	02/08/2020	Agency - Swanage Carnival Raffle Tickets		30.00

28/08/2020	SWAN3	Swanage Dairy Ltd	110	08/07/2020	BG - Food/Drink For Retail	12.10		
28/08/2020			110	08/07/2020	BG - Sundries	15.30		
28/08/2020			304	22/07/2020	BG - Sundries	11.00		
28/08/2020			535	05/08/2020	BG - Sundries	10.30		
28/08/2020			611	12/08/2020	BG - Food/Drink For Retail	12.10	60.80	
12/08/2020	TELEFONI	Telefonica O2 UK Ltd	67500694	24/07/2020	SIM Charges - August		342.04	
12/08/2020	TERMINAT	Terminator Control Ltd	2265	05/08/2020	Wasps Nest Treatment - BG	60.00		
28/08/2020			2286	18/08/2020	Depot - Pest Control	92.00	152.00	
28/08/2020	TGMS	TGMS	TGMS/9266	31/07/2020	Professional Fees - Godlingston Extension		1,884.00	
12/08/2020	TRAVIS	Travis Perkins	9292 ALG145	21/07/2020	Materials - TH Repairs	9.96		
12/08/2020			9292 ALG391	24/07/2020	Safety Barriers - Spa	40.46		
12/08/2020			9292 ALG581	29/07/2020	Materials - Heritage Benches	18.55		
28/08/2020			9292 ALG915	06/08/2020	Depot - Drill & Grinder	402.00		
28/08/2020			9292 ALG993	07/08/2020	Downs - Materials	40.97		
28/08/2020			9292 ALH086	11/08/2020	PAG - Materials	56.10		
28/08/2020			9292 ALH301	14/08/2020	KGF - Materials	81.95		
28/08/2020			9292 ALH324	17/08/2020	Depot - Materials	22.68	672.67	
28/08/2020	TREASURE	Treasure Trails Partners	R19130324	05/08/2020	TIC - Publications For Retail		138.40	
28/08/2020	UKPRINT	UK Printed Mugs	PM2007162	27/07/2020	TIC - Goods For Retail		667.44	
28/08/2020	3rd Parties	Third Parties	Month 5 Payroll	20/08/2020	Month 5 Deductions		709.56	
28/08/2020	VIOLET	Violet Farm Foods Ltd	63820	19/08/2020	TIC - Food For Retail		207.00	
28/08/2020	W&SATC	2185 Wareham & Swanage ATC	Grants 20/21	24/08/2020	Grants 20/21		500.00	
28/08/2020	WESTMADE	Westmade Ltd	1005708	13/08/2020	Main Beach Toilets - Repairs	504.00		
28/08/2020			1005709	13/08/2020	Main Beach Toilets - Repairs	330.00	834.00	
12/08/2020	WILKSWOO	Wilkswood Farm Ltd	3-2020	31/07/2020	Beach Raking - July		1,008.00	
Total of BACS/CHAPS Payments							176,731.98	

<u>BACS-Batch refund payments 5th August 2020</u>	120.00
<u>BACS supplier payment issued 12th August 2020</u>	22,783.54
<u>Faster payment issued 14th August 2020</u>	300.00
<u>BACS payroll payments issued 20th August 2020</u>	51,055.80
<u>BACS-Batch refund payments 26th August 2020</u>	1,653.50
<u>BACS supplier payment issued 28th August 2020</u>	100,819.14
	<u>176,731.98</u>

Total of Payments	200,617.15
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Mr Ayres
Swanage Town Council
Town Hall
High Street
SWANAGE
Dorset
BH19 2NZ

Our ref D00155
SAAA ref SB08300

Email sba@pkf-littlejohn.com

21 August 2020

Dear Mr Ayres

**Swanage Town Council
Completion of the limited assurance review for the year ended 31 March 2020**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Swanage Town Council for the year ended 31 March 2020. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 November, which must include publication on the smaller authority's website. This deadline has been extended from 30 September 2020 for 2019/20 only as a result of the restrictions imposed by the government to prevent the spread of Covid-19. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which the "Notice" must be published. There is no requirement for the "Notice" to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Tel: +44 (0)20 7516 2200 • www.pkf-littlejohn.com

PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference DO0155 or Swanage Town Council as a reference when paying by BACS.

Timetable for 2020/21

The timetable for this year was exceptional due to the impact of Covid-19. Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2021. It is anticipated that the instructions will be sent out during March 2021, subject to arrangements for the 2020/21 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

The timetable amendments introduced as a result of the exceptional Covid-19 circumstances apply to 2019/20 only. The arrangements for next year are expected to revert to those set out in the Accounts and Audit Regulations 2015 but if there are any changes arising from updates to the statutory requirements, you will be notified in good time.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2021, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2021; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2021.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2019/20

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: https://www.pkf-littlejohn.com/sites/default/files/24_satisfaction_survey_2019-20.docx

Yours sincerely



PKF Littlejohn LLP

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **SWANAGE TOWN COUNCIL - DO0155**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

11/08/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

