

COMMONS CONSERVATORS

Statement No 1

2018/19

Date	Chq No	Payee/ Details	Invoice Item	Invoice Total	Total £
PAYMENTS					
09-Apr	1528	John Harvey flower beds Old Post Office	50.00		
		supply and install posts - various	695.00		
		clear paths, gulleys, ditches various	450.00		1195.00
09-Apr	1529	Gimbles Tree Works reduce red oak			600.00
16-Apr	1530	Tunbridge Wells Borough Council rent 2018/19 depot storage			600.00
16-Apr	1531	John Harvey supply and install tarmac Fir Tree car park	1325.00		
		repair path behind pavilion	850.00		
		scrape paths - other	275.00		
		clear Racecourse culverts	65.00		2515.00
03-May	1532	G Bridgland Ltd roadside tree survey			720.00
03-May	1533	Tunbridge Wells Borough Council meetings	18.00		
		printing	34.66		
		salaries, pension, national ins'Jan/Mar	12079.41		
		payroll processing Jan/Mar	54.00		12186.07
03-May	1534	J Woodgate newspapers, stationery	17.99		
		keys for barrier	22.50		
		bodycam for Warden	139.95		180.44
03-May	1535	Oakbourne litter contract April			2014.00
Total Payments					20,010.51
RECEIPTS					
Total Receipts					-
NET					- 20,010.51
BALANCE BROUGHT FORWARD					-
BALANCE CARRIED FORWARD					- 20,010.51

Tunbridge Wells Commons Conservators
Statement No 2 2018/19

Date	Chq No	Payee/ Details	Invoice Item	Invoice Total	Total £
PAYMENTS					
11-Apr	Bank	O2 mobile telephone			23.66
10-May	Bank	O2 mobile telephone			23.53
11-Jun	Bank	O2 mobile telephone			24.04
11-Jul	Bank	O2 mobile telephone			23.28
13-Jun	1536	Oakbourne litter contract May			2014.00
13-Jun	1537	Michael Dann Strangers Ave clearing etc	480.00		
		Common View -install log bollards	504.00		
		clear, grade, seed Bishops Down/Mt Edg	600.00		1584.00
10-Jul	1538	Oakbourne litter contract June			2,014.00
25-Jul	1539	K R Such Horticultural & Forestry Services spraying bracken, Him' Balsam, Jap' Knot'			408.00
25-Jul	1540	Tunbridge Wells Borough Council meetings	18.00		
		printing	44.72		
		salaries, pension, national ins'Apr/June	12070.32		
		payroll processing Apr/June	54.00		
		postage	8.38		12195.42
25-Jul	1541	John Harvey clear footpaths	250.00		
		restore benches - s106 contribution	1140.00		
		restore benches	810.00		
		clean/repaint bins, remove graffiti	720.00		
		clear drains and culverts	610.00		
		cut paths to seats	90.00		3620.00
01-Aug	1542	Oakbourne litter contract July			2,014.00
03-Sep	1543	The Living Forest Ltd herbicide spraying			142.80
03-Sep	1544	Oakbourne litter contract August			2014.00
Total Payments					26,100.73
RECEIPTS					
09-Apr	Bank	Interest Deposit Account			0.17
27-Apr	Bank	Tunbridge Wells Borough Council precept - first half year			78,000.00
09-May	Bank	Interest Deposit Account			0.16
17-May	Bank	Linden Park Cricket Club			

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	contribution- car park repairs	198.75
11-Jun Bank	Interest Deposit Account	0.18
09-Jul Bank	Interest Deposit Account	0.15
10-Jul Bank	Amberley Homes	
	contribution - works	480.00
23-Jul Bank	Targetfollow	
	contribution - fitness groups	1,000.00
27-Jul Bank	Interest Fixed Term Deposit	22.44
	Total Receipts	79,701.85
	NET	53,601.12
	BALANCE BROUGHT FORWARD	<u>35,236.34</u>
	BALANCE CARRIED FORWARD	88,837.46

TUNBRIDGE WELLS COMMONS CONSERVATORS
2018/19

Receipts and Payments To Date	BUDGET CURRENT YEAR £	ACTUAL To Date £	PROJECTION FOR YEAR £
EXPENDITURE			
SALARIES AND EXPENSES			
Warden and Admin Support- Salary/NI/Pension	49,225	12,070	50,000
General Expenses Allowances	2228	0	2228
Uniform and Protective Clothing	205	140	250
Storage Rental	600	600	600
Car Mileage	50	0	50
Payroll processing charge	216	54	216
Office Equipment	120	0	120
Telephone	300	95	300
Insurances	2675	0	2675
Audit Fees	1000	0	1000
Printing, Stationery, Newspapers etc	275	63	275
Postages	60	8	60
Meetings	75	18	75
Travellers Protocol Contribution	500	0	500
Miscellaneous	0	0	0
	57529	13048	58349

MAINTENANCE OF COMMONS ETC

Litter/Dog Clearance - Contract	22,164	10,070	24,168
Other Litter Collection and Clearance	1000	0	1000
Grasscutting Contract	9345	0	11280
Replacement/maintenance of Litter bins	1000	720	1000
Seat Provision Replacement and Repairs	3500	810	3500
Tree Maintenance/Storm Damage/Stump Cl	19300	600	19300
Maint of Cleared Areas	25700	641	25700
Dog Fouling Clearance -Bags	2500	0	2500
Posts/Barriers etc- provision/repair/replacement	5000	504	5000
Signs - provision/repair/replacement	500	0	500
Repair/Reconstruction of Paths/Surfaces	3000	2,700	3000
Maintenance of Drainage	2000	675	2000
Other Works	0	0	0
Roadside Tree Survey	720	0	720
Maintenance -Dandara Union House Contrib'	500	0	500
Equipment Purchase/Repair	100	23	100

TUNBRIDGE WELLS COMMONS CONSERVATORS
2018/19

Work/purchases funded by contributions etc

Purchase/ repair/placement of seats	0	0	0
Strangers Ave Clearing etc Amberley	0	480	480
Racecourse Improvement -new path West -Freehold Tenants	0	0	2040
Racecourse Improvement -new path East -Freehold Tenants	0	0	1800
Clearance at Fir Tree Pond - Freehold Tenants	0	0	2160
Clearance adjacent to Cabbage Stalk Lane - Freehold Tenants	0	0	665
Clearance Happy Valley - cherry laurel etc Freehold Tenar	0	0	1920
Clearance Happy Valley - remove scrub etc Freehold Tena	0	0	1920

	96329	17222	111253
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NON RECURRING

Litter bins - Hosp' Site Contr'	1700	0	1700
Dispensers - Hosp' Site Contr'	0	0	1900
Racecourse Clearance - Hosp' Site Contr;	0	0	0
St Helena Clearance - Hosp' Site Contr'	1800	0	0
Bench Renovation - Hosp' Site Contr'	1232	1,140	1140

Management Plan

Woodland edges,glades and rides	0	0	0
Ponds	0	0	0
Trees	0	0	0
Heathland	0	0	0
Grassland and Wood Pasture	0	0	0
Rocks	0	0	0

	4,732	1,140	4,740
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CONTINGENCY

	8,000	0	3280
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TOTAL EXPENDITURE

	166590	31410	177622
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INCOME

Contributions-Seats	0	0	0
Contributions- Works and Purchases (see note)	0	679	11848
Other Contributions-General	0	1,000	1000
Administration Fees	0	0	0
Interest	75	23	75
Miscellaneous Income	0	0	0
Tunbridge Wells Borough Council Precept	156,000	78,000	156,000
Natural England - Higher Level Stewardship	1474	0	1474
Planning Agreement Income	0	0	0
Future Maintenance Income	0	0	0

TOTAL INCOME

	157549	79702	170397
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NET EXPENDITURE (Surplus -)

	9041	-48292	7225.00
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RESERVE BROUGHT FORWARD

	45706		40,114
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RESERVE CARRIED FORWARD

	36665		32889
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Tunbridge Wells Commons Conservators
Statement No 3 2018/19

Date	Chq No	Payee/ Details	Invoice Item	Invoice Total	Total £
PAYMENTS					
09-Aug	Bank	O2 mobile telephone			23.52
10-Sep	1545	Green Oak Services (Kent) Ltd flail work			660.00
10-Sep	1546	Zurich Insurance insurance premium			2520.66
11-Sep	Bank	O2 mobile telephone			23.03
20-Sep	1547	R Stone expenses allowance -half year to Sept			717.00
20-Sep	1548	G Levitt expenses allowance -half year to Sept			397.00
24-Sep	1549	PKF Littlejohn LLP external audit fee for 2017/18 accounts			480.00
24-Sep	1550	PCPROTECH computer system repair			90.00
01-Oct	1551	Oakbourne litter contract September			2014.00
22-Oct	1552	One Media and Creative UK Ltd advertisement in Times of Tun Wells			270.00
22-Oct	1553	Tunbridge Wells Borough Council meetings printing salaries, pension, national ins'Jly/Sept payroll processing Jly/Sept	18.00 53.21 12,965.55 54.00		13,090.76
22-Oct	1554	Michael Dann flail mow, cut back, crown raise etc steel bollard, posts entrance to Forum	2,160.00 348.00		2508.00
05-Nov	1555	Honington Farms clearance at Fir Tree Pond-Free' Tenants clearance at Happy Valley-Free' Tenants clearance at Happy Valley-Free' Tenants clearance Cabbage Stalk Ln-Free'Tenants remove hedge Dandara land transfer	1,080.00 1,080.00 1,080.00 664.70 415.30		4,320.00
05-Nov	1556	Oakbourne litter contract October clear growth, ivy, trees etc clear path and steps clear Springs, Britain in Bloom clear fly tipping/camps	1310.00 95.00 130.00 295.00	2014.00 1830.00	3,844.00
12-Nov	1557	S Budden newspapers, stationery padlocks	68.97 177.89		246.86
Total Payments					31,204.83
RECEIPTS					

Tunbridge Wells Commons Conservators
Statement No 3 2018/19

09-Aug Bank	Interest Deposit Account	0.17
10-Sep Bank	Interest Deposit Account	0.17
29-Oct Bank	Tunbridge Wells Borough Council precept - second half year	78,000.00
	Total Receipts	78,000.34
	NET	46,795.51
	BALANCE BROUGHT FORWARD	88,837.46
	BALANCE CARRIED FORWARD	135,632.97

COMMONS CONSERVATORS
STATEMENT NO 4
2018/19

Date	Chq No	Payee/ Details	Invoice Item	Invoice Total	Total £
PAYMENTS					
10-Oct	Bank	O2 mobile telephone			24.29
09-Nov	Bank	O2 mobile telephone			23.78
26-Nov	1558	Treework (Tunbridge Wells)Ltd call out -clear branch			96.00
26-Nov	1559	Green Oak Services (Kent) Ltd clearance- bank adj to Mt Ephraim Rd			360.00
03-Dec	1560	Oakbourne litter contract November			2014.00
12-Dec	Bank	O2 mobile telephone			23.53
17-Dec	1561	G Bridgland Ltd amenity grass cutting contract flail cut areas chip tree waste install 68m surfaced path install 60m surfaced path clear large camp reduce sycamore Bracken Cott fell 2 trees Tea Gdn Lane fell tree Lower Cricket Grnd re-dig ditch Racecourse pollard/clear large Lime Well' Rocks flail cut road verges	11280.00 7200.00 480.00 2,040.00 1,800.00 900.00 1,080.00 1,132.80 648.00 480.00 2,160.00 720.00		29920.80
17-Dec	1562	John Harvey clear camps reposition posts Fir Tree car park clear culverts/drains various new posts various 8 anti parking posts Edgcumbe Dr 50 anti parking posts Inner London Rd	480.00 220.00 710.00 144.00 310.00 980.00		2,844.00
17-Dec	1563	Oakbourne clear fallen trees various install dog bag dispenser fell and clear cherry trees clear trees of scrub cut holly hedge	330.00 80.00 90.00 230.00 500.00		1,230.00
02-Jan	1564	Oakbourne litter contract December			2,014.00
09-Jan	1565	Honnington Farms flailbot 1 day hire with operator			540.00
09-Jan	1566	Broxap Ltd 2 litter bins			766.68
09-Jan	1567	G Bridgland Ltd annual highway tree survey			720.00
09-Jan	1568	S Budden working boots newspapers, etc	159.00 30.69		189.69
09-Jan	Bank	O2 mobile telephone			22.80
04-Feb	1569	Oakbourne			

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STATEMENT NO 4
2018/19

		litter contract January		2014.00
04-Feb	1570	D S Restoration		
		replace/restore damaged iron work		575.00
04-Feb	1571	Tunbridge Wells Borough Council		
		meetings	18.00	
		printing	64.52	
		salaries, pension, national ins'Oct/Dec	12,496.86	
		payroll processing Oct/Dec	54.00	12,633.38
04-Feb	1572	J Woodgate		
		rubber stamp		59.95
06-Feb	1573	Iden Signs		
		15 Bye-law signs/6 posts		917.10
19-Feb	1574	Michael Dann		
		cut, clear tracks/paths etc- various sites	8,910.00	
		cut hedge Common View	270.00	
		supply/install steel bollards - 2	600.00	9,780.00
19-Feb	1575	Kent County Council		
		KHWP - 2 volunteer task days		960.00
Total Payments				67,729.00
 RECEIPTS				
09-Oct Bank		Interest Deposit Account		0.16
29-Oct Bank		Interest Fixed Term Deposit		55.75
08-Nov Bank		Rural Payments Agency		
		higher level stewardship grant		368.62
09-Nov Bank		Interest Deposit Account		0.17
26-Nov Bank		Freehold Tenants		
		clearance Fir Tree, Happy Valley etc		4,320.00
10-Dec Bank		Interest Deposit Account		0.17
12-Dec Bank		C and J Lane		
		admin fee - skip Common View		50.00
09-Jan Bank		Interest Deposit Account		0.16
28-Jan Bank		Freehold Tenants		
		Racecourse improvement 17/18	2040.00	
		Racecourse improvement 17/18	1800.00	3,840.00
Total Receipts				8,635.03
NET				- 59,093.97
BALANCE BROUGHT FORWARD				135,632.97
BALANCE CARRIED FORWARD				76,539.00

COMMONS CONSERVATORS
STATEMENT NO 4
2018/19

Reconciliation

Balance per cash book (as above) 76,539.00

add

Cheques Not Presented and Debit items not
on Bank Statement

Item / Cheque No	Amount
1569	2,014.00
1570	575.00
1571	12,633.38
1572	59.95
1573	917.10
1574	9,780.00
1575	960.00

deduct

debits on Bank statement but not
in Financial Statement

Total 26,939.43

Deduct

Credits not on Bank Statement

Add

Credits on Bank Statement but not
included in Financial Statement

-

Adjusted cash book

103,478.43

Balances per Bank Statement

	Balance Date	Amount
Current A/c	28.01.19	79,495.41

Deposit A/c

9.01.19 3,983.02

Fixed Term Deposits

	Maturity Date	Amount
	29.04.19	20,000.00

Total 103,478.43

Transfers -shown on one statement

Transfer from

Date	Amount
	-

Total -

Total Bank

103,478.43

Difference check

(should be nil)

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COMMONS CONSERVATORS
Statement No 5
2018/19

Date	Chq No	Payee/ Details	Invoice Item	Invoice Total	Total £
PAYMENTS					
11-Feb	Bank	O2 mobile telephone			23.28
04-Mar	1576	Oakbourne litter contract February			2,014.00
	1577	CANCELLED			
13-Mar	Bank	O2 mobile telephone			23.03
21-Mar	1578	R Stone expense allowance half year to March			717.00
21-Mar	1579	G Levitt expense allowance half year to March			397.00
31-Mar	1580	Oakbourne remove rubbish from camp cut and clear fallen trees etc clear cold bath and springs install new litter bins install 4 new signposts install 13 new bye-law signs clear volunteer cuttings litter contract March 2019	50.00 1020.00 50.00 300.00 200.00 300.00 300.00	2220.00 2014.00	4234.00
Total Payments					7,408.31
RECEIPTS					
11-Feb	Bank	Interest Deposit Account			0.18
11-Mar	Bank	Interest Deposit Account			0.15
19-Mar	Bank	Nevill W.I contribution			50.00
25-Mar	Bank	Freehold Tenants KHWP - 2 volunteer task days			960.00
Total Receipts					1,010.33
NET					- 6,397.98
BALANCE BROUGHT FORWARD					76,539.00
BALANCE CARRIED FORWARD					70,141.02