

4th June 2024

You are hereby summoned to attend a meeting of the **FINANCE AND DELIVERY COMMITTEE** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 10th June 2024 at 7pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/qNNGydnAtB4?feature=share> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Committee Members:

Cllr Tony Clayton (Chair)	Cllr Catherine Daniell (Deputy Leader)
Cllr Nigel Wightman (Leader & Vice-Chair)	Cllr Dr Peter Dixon
Cllr Libby Ancrum (Mayor, ex-officio)	Cllr David Skinner OBE
Cllr Dr Marilyn Canet	Cllr Nicholas Varley

AGENDA

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

1	<p><u>CHAIR AND VICE-CHAIR</u></p> <p>To note that at the Annual Town Council meeting held on 13th May 2024, the following appointments were made:</p> <p style="padding-left: 40px;">Chair: Cllr Tony Clayton</p> <p style="padding-left: 40px;">Vice-Chair: Cllr Nigel Wightman</p>	<p>Town Council Offices Bradbourne Vale Road Sevenoaks Kent TN13 3QG</p>
---	---	--

2	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
3	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
4	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	—
5	<u>MINUTES OF MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE – 22nd APRIL 2024</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 22 nd April 2024 as a true record.	Attached
6	<u>FINANCE REPORTS – YEAR END</u> To receive and consider the Responsible Finance Officer's reports.	All reports attached
6.1	<u>Statement of Accounts – to 31st March 2024</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 31 st March 2024. Including: Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis Appendix 3 – Fund Balances Appendix 4 – Statutory Balance Sheet Appendix 5 – Earmarked Reserves	
6.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the periods: <ul style="list-style-type: none"> 1st to 31st March 2024 	
6.3	<u>List of Payments</u> To note list of payments for: <ul style="list-style-type: none"> Sevenoaks Town Council Nat West Account 1st to 31st March 2024 Mayor's Charity Account: 1st to 31st March 2024 	

6.4

Payroll Account

To confirm payments from the account listed in the schedules for period:

- 1st to 31st March 2024

6.5

Petty Cash Account

To confirm payments from the account listed in the schedules for the period:

- 1st to 31st March 2024

6.6

Hospitality and Gifts Register

To receive and note Hospitality or Gifts received by Councillors or staff for the period to 31st March 2024:

Date of Offer	To	Accepted / Declined	From	For	Estimated Value
25.3.24	Mayor	Accepted	Tarmac	Lunch at SRFC Event	£25
25.3.24	Town Clerk	Declined	Tarmac	Lunch at SRFC Event	£25
25.3.24	Planning Committee Clerk	Declined	Tarmac	Lunch at SRFC Event	£25

6.7

REVIEW OF INTERNAL CONTROLS

To receive and consider:

- Internal Audit Report for the year end Visit
- Financial Regulations 2024/25
- Statement of the System of Internal Control, to be approved and signed by the Chair of the Finance & Delivery Committee and Responsible Finance Officer.

6.8

ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2024

To receive, approve and RECOMMEND the following to full Council for adoption:

- That the Annual Governance Statement 2023/24, signed by the Town Clerk, be approved and signed by the Mayor

	<p>b) That the Accounting Statements 2023/24, signed by the Responsible Finance Officer, be approved and signed by the Mayor</p> <p>c) That the Annual Governance and Accountability Return 2023/24, including the Annual Governance Statement, Statement of Accounts to 31st March 2024, and supporting papers for submission to the External Auditors, be adopted by full Council and</p> <p>d) That the approved accounts be made available for public inspection for 30 working days, from 12th June to 23rd July 2024.</p>	
7	<p><u>FINANCE REPORTS – APRIL 2024</u> To receive and consider the Responsible Finance Officer's reports.</p>	All reports attached
7.1	<p><u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 30th April 2024, including:</p> <p>Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis Appendix 3 – Fund Balances Appendix 4 – Statutory Balance Sheet Appendix 5 – Earmarked Reserves</p>	
7.2	<p><u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period</p> <ul style="list-style-type: none"> • 1st to 30th April 2024 	
7.3	<p><u>List of Payments</u> To note list of payments for:</p> <ul style="list-style-type: none"> • Sevenoaks Town Council Nat West Account: 1st to 30th April 2024 • Mayor's Charity Account: 1st to 30th April 2024 	
7.4	<p><u>Payroll Account</u> To confirm payments from the account listed in the schedules for period:</p> <ul style="list-style-type: none"> • 1st to 30th April 2024 	

7.5	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period <ul style="list-style-type: none"> 1st to 30th April 2024 	
7.6	<u>CIL Report</u> To receive and note CIL update report.	
7.7	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st to 30 th April 2024: None.	
8	<u>REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS</u> To receive and note the following matters in accordance with the Town Council's Standing Orders, adopted at Annual Council Meeting on 13th May 2024 (<i>Minute 96 refers</i>): <ul style="list-style-type: none"> a) <u>Inventory</u> To receive and note inventory of land and other assets including buildings and office equipment. b) <u>Freedom of Information Procedure</u> To note and consider the current Town Council procedure for handling requests made under the Freedom of Information Act 2000. 	Attached Attached
9	<u>BANK SIGNATORIES</u> To amend Sevenoaks Town Council bank signatories in accordance with reviewed committee structure.	Attached
10	<u>20MPH SCHEME</u> To consider finalised funding requirement following KCC design work, subject to receipt from KCC.	To Follow
10.2	To consider recommendation of the Movement & Net Zero Working Group, as agreed on 10 th June 2024 and to be circulated in the AM.	
11	<u>SEVENOAKS TOWN COUNCIL POLICIES</u> To review and adopt: <ul style="list-style-type: none"> a) Equality & Diversity Policy. 	Attached

	b) Safeguarding of Vulnerable Adults Policy	
12	<u>RECOMMENDATIONS FROM YOUTH SERVICES WORKING GROUP</u>	Attached
12.1	To receive and note the minutes of the Youth Services Working Group held on 22 nd May 2024.	
12.2	To consider the following RECOMMENDATIONS of the Working Group: <ul style="list-style-type: none"> a) <u>Swing Doors for House in the Basement Youth Café</u> It was AGREED TO RECOMMEND to the Finance & Delivery Committee that: <ul style="list-style-type: none"> 1) funds are provided to enable the installation of new swing entrance doors to the House in the Basement Youth Café; and 2) Quotation 4, in the sum of £4,223.13 (excl VAT) be accepted. b) <u>Children's Design a Christmas Light Competition 2024</u> It was AGREED TO RECOMMEND to the Finance & Delivery Committee that: <ul style="list-style-type: none"> 1) the Design a Christmas Light Competition be run in 2024/25; and 2) the £695 (+ VAT) cost of the manufacture of the light from the winning design be funded from the Youth Outreach Budget. 	
13	<u>COMMUNICATIONS WORKING GROUP</u> To receive and note the minutes of the Communications Working Group held on 2 nd May 2024.	Attached
14	<u>SEVENOAKS TOWN TEAM</u> To receive and note the minutes of the Town Team meeting held on 5 th June 2024.	To follow
15	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.	—

Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 22nd April 2024 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:

https://youtube.com/live/_gqPZi0kLGQ?feature=share

Meeting commenced: 7:25 pm

Meeting Concluded: 8:52 pm

Present:

Cllr Tony Clayton (Chair)	Present	Cllr Victoria Granville	Apologies
Cllr Nigel Wightman (Leader & Vice-Chair)	Present	Cllr Chloe Gustard	Present
Cllr Libby Ancrum	Present	Cllr Claire Shea, Mayor (ex-officio)	Present
Cllr Dr Marilyn Canet	Present	Cllr David Skinner OBE	Present
Cllr Dr Peter Dixon	Present		

In Attendance: Town Clerk, Responsible Finance Officer/Deputy Town Clerk and Senior Committee Clerk.

Members of Public in Attendance: 0

Representations received from Members of the Public: None

38 Apologies for Absence: As noted above.

39 Dispensations
There were no requests for dispensations.

40 Declarations of Interest
There were no Declarations of Interest.

41 Minutes of the Finance & General Purposes Committee on 26th February 2024
RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 26th February 2024 as a true record.

42 Finance Reports to 29th February 2024

42.1 The Committee received and noted, for the period ended 29th February 2024, the Responsible Finance Officer's (RFO) Report with Income and Expenditure, Variance Analysis, Statutory Balance Sheet, Statement of Fund Balances, Earmarked Reserves and Capital Expenditure and funds.

It was noted that the year-to-date position at the end of February 2024 gave a revenue surplus of £85,417, allowing for adjustment required for Bat & Ball Station Management & Maintenance Reserves movement to be actioned at year end which offsets the Bat & Ball Station year to date deficit of £83,898 YTD.

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024

It was noted that the following was yet to be moved/paid: £20k surplus for general reserves and £12k unbudgeted election costs. This would therefore result in a revenue surplus of £53,417.

The Committee noted the estimated year-end balance of £50-60k, due mainly to staff vacancies, increased bank interest from investments and positive performing income streams, together with approved additional expenditure and unbudgeted items accommodated within the budget and recommendations for the balance considered later in the agenda.

At the last meeting, it was agreed that outstanding debts over £50 and outstanding for three months would be reported to this Committee (*Minute 708, 26.02.24 refers*): it was noted that the Town Council had an outstanding debt of £25 from October 2023.

RESOLVED that:

- 1) the report of the Responsible Finance Officer and Management Accounts to 29th February 2024 be received and accepted; and
- 2) the outstanding debt of £25 be written off.

42.2 The Committee received and approved the following:

Suppliers' Accounts

- 1st to 29th February 2024, total gross invoices £73,324.42

List of Payments - Sevenoaks Town Council Nat West Account:

- 1st to 29th February 2024, total £177,771.59

List of Payments – Mayor's Charity Account

- 1st to 29th February 2024, total £-10.00

Payroll Account

- 1st to 29th February 2024, total £89,141.98

Petty Cash Account

- 1st to 29th February 2024, total payments £164.62

42.3 **Hospitality and Gifts Register:** None

42.4 **Insurance Renewals**

The Committee noted the Town Council's 2024/2025 insurance renewal with Zurich Municipal at a premium of £14,598.15.

The Committee noted the Town Council's 2024/2025 Motor Fleet insurance renewal with First Underwriting at a premium of £5501.80.

RESOLVED: That the Town Council's Insurance Policy Schedule and Motor Fleet Insurance for 2024/2025 be received and noted.

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024

43 Internal Audit Reports

43.1 Sevenoaks Town Council Internal Audit Report – Visit 3

The Committee considered the Town Council's Internal Audit Report Visit 3 and the following minor issues raised therein:

- Inconsistent acquisition of tender values due to the timing of the Standing Orders being reviewed in May, both documents will be reviewed at the May Full Council meeting.
- A variable list of direct debits needs to be agreed bi-annually at the May Full Council meeting.
- One invoice was minus a purchase order and one purchase order was minus a total cost.

Progress on previous issues raised was noted.

Councillors congratulated the Responsible Finance Officer on a good and reassuring internal audit report.

RESOLVED: that the Town Council's Internal Audit Report Visit 3, be received and noted, together with minor issues raised therein and progress on previous issues raised.

43.2 Internal Audit Letter, Letter of Engagement and Works Programme 2024/25

The Committee received the internal auditor letters setting out the proposed fees and Work Programme 2024/25.

RESOLVED that:

- 1) The Internal Auditor letters be received and noted.
- 2) Kent County Council be appointed as Internal Auditors for 2024/25.
- 3) The Internal Audit fee of £2,316 + VAT for 2024/25 be considered and approved.
- 4) The Internal Audit Work Programme 2024/25 be considered and approved.

44 Members' Allowance Policy

Consideration was given to Members' Allowances 2024/25.

It was noted that some Town Councils paid higher rates. Councillors also queried whether the low level of the allowances could deter people considering standing for election as Town Councillors.

RESOLVED that:

- 1) Sevenoaks Town Council Members' parish allowance for 2024/25 be approved at £309 per annum.
- 2) Sevenoaks Mayor's parish allowance for 2024/25 be approved at £6,044 per annum.
- 3) Sevenoaks Mayor's car/travel allowance for 2024/25 be approved at £2,715 per annum.
- 4) The allowances be reviewed during the coming year.

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024

45 Recommendation from the Personnel Committee: Central Services Administration

The Committee considered a recommendation from the Personnel Committee [Minute 775, 25.03.24 refers] regarding operational challenges within the Central Services Administration Team.

RESOLVED that:

- 1) The Town Council offer an Intern post for the summer of 2024.
- 2) The Town Council offer the part-time permanent staff member of the Central Services Team, currently on 3 days per week, an extension to full-time hours.
- 3) The Town Council appoint an administrator for 6 months to assist with development of the Business Improvement District (BID).
- 4) It was noted that items 1) and 3) could be accommodated within the 2023/24 budget underspend.

46 Computer Software for Meetings

Consideration was given to the purchase of computer software for agenda management and the recording of decisions.

RESOLVED: that the Town Council proceeds with obtaining Phase 1 of Cloudy IT Decisions & Meetings software at a cost of £5,800 using underspend of 2023/24 budget.

47 Sevenoaks Town Council Complaints Policy

The Committee considered the reviewed Complaints Policy.

RESOLVED: that Sevenoaks Town Council Complaints Policy (attached as Appendix A) be approved and adopted.

48 Grant Subsidies for Room Hire

The Committee received and noted a report of the grant subsidies for room hire awarded in 2023/24, together with the budget for 2024/25 and a list of organisations proposed to receive free room hire.

RESOLVED to:

- 1) Receive and note grant subsidies for room hire awarded up to March 2024.
- 2) Note the annual Grant Subsidies Room Hire budget for 2024/2025.
- 3) Approve the following organisations to receive grant subsidies for free room hire in 2024/25:

<i>Friends of Rheinbach</i>	<i>Friends of Pontoise</i>
<i>Citizens Advice</i>	<i>Sevenoaks Greensands Common</i>
<i>Tea Dances at Bat & Ball Centre</i>	<i>Dorothy Parrott Trust</i>
<i>Sevenoaks Samaritans</i>	<i>KALC</i>
<i>Darenth Valley Community Rail Partnership</i>	<i>New residents' associations - one free room hire at their establishment</i>

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024

- 4) To review and clarify criteria for free room hire at a future meeting.

49 Grant Awards Policy

The Committee considered and confirmed the Town Council's Grants Award Policy.

RESOLVED: To confirm Sevenoaks Town Council's Grant Awards Policy:

"Sevenoaks Town Council supports local communities and uses the criteria set out in the Guidance Notes for Applicants." (Attached as Appendix B).

50 Sevenoaks Town Council 50 Years



Sevenoaks Town Council was created in the reorganisation relating to the Local Government Act 1972. The new Town Council formally came into being in 1974.

The Committee noted the arrangements to celebrate 50 years of Sevenoaks Town Council and its community:

- Purchase of Longspring Woods – funded by STC and local community.
- Events on the Vine during the Bank Holiday weekend
 - Saturday 4th May Climate Fair
 - Sunday 5th May Children's Theatre – relating to woods.
- STC Social History in Art
Every year the Mayor donates a painting by a local artist of a local scene. This has built up to be a rich Social History in Art form, especially as some of the local scenes no longer exist. The paintings are being photographed and a booklet produced. Thanks to Cllr Granville and Roger Lee for their assistance with this.
- Commemorative badges as per logo above.
- Reception for past Councillors who have given their time voluntary to the Town Council and community during the past 50 years.
- Social History project of Sevenoaks 50 Years ago to now. Public to be asked to provide photographs. Souvenir brochure to be produced.

RESOLVED: To receive and note the report.

51 Sevenoaks Car Club

It was noted that, having reviewed various options to provide a Car Club within Sevenoaks, the most viable was to work with Enterprise.

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024

The Town Council's commitment was to provide two free car parking spaces at the Bat & Ball Centre and joint promotion. Publicity and practical arrangements were being put in place with the aim to commence on 4th May 2024.

52 Sevenoaks Town Council's Thermal Image Camera Loan Scheme

It was noted that as part of the Green Investment Plan, the Town Council had created a Thermal Imaging Scheme to help local residents identify cold and damp spots and where heat is potentially being lost within their home.

Two Thermal Imaging Cameras had been purchased to offer to residents within the Town Council's parish boundary the opportunity to borrow. A user guide was being prepared. The scheme would be launched at the Sevenoaks Climate Fair on 4th May 2024.

RESOLVED: To receive and note the report.

53 KCC Debt Advice Tablet at Bat & Ball Centre

The Committee noted that Kent County Council would be providing a Kent Money Advice Hub tablet to the community in Sevenoaks Town, located at the Bat & Ball Centre, to enable increased access to debt and money advice for local residents. The tablet would be linked to KCC facilities to enable members of the public to receive relevant advice and will be available Monday – Fridays 10.00 a.m. – 3.00 p.m. It was hoped that this would be installed in April 2024.

RESOLVED: To receive and note the report.

54 Sevenoaks Town Team

54.1. Recommendation from Sevenoaks Town Team: Business Improvement District (BID)

Following the decision by Sevenoaks Town Team to proceed with the process to reach a ballot of qualifying business rate payers to decide whether the town would establish a BID, consideration was given to how the process would be administered.

The Town Team would like to proceed with the British Bids "BID Buddy" service which would accompany the town on making a successful plan, at the cost of approx. £10,000 and requested that this Committee consider funding the service.

RESOLVED: That £10,000 be allocated for the funding of the British Bids "Bid Buddy" service to accompany Sevenoaks town on making a successful plan, in the process of creating a Business Improvement District (BID)

54.2 Minutes of the Town Team Meetings -21st February 2024 and 10th April 2024

The Committee noted the Sevenoaks Ground Floor Commercial Premises Occupancy Survey Report 2024 which had been considered at the Town Team meeting on 10th April 2024 and requested that it be circulated to all Councillors.

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024

RESOLVED: That the minutes of the meetings of the Town Team held on 21st February and 10th April 2024 be received and noted.

55 Bat & Ball User Group

RESOLVED:

- 1) That the minutes of the meeting of the Bat & Ball User Group held on 6th March 2024 be received and noted.
- 2) To note that future meetings would be convened as and when necessary.

56 Press Releases

It was agreed that press releases be issued upon the launch of the Sevenoaks Car Club and the Thermal Image Camera Loan Scheme.

57 Private & Confidential

RESOLVED: That under the Public Bodies (Admission of Meetings) Act 1960, the public and press be excluded from the meeting for the following item by reason of the confidential nature of the business.

58 Café on the Vine

The Committee noted the update on the process to move the Café to a concession.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

SEVENOAKS TOWN COUNCIL
CODE OF PRACTICE FOR HANDLING COMPLAINTS

1. Introduction

- 1.1 The Council recognises that it is not subject to the jurisdiction of the Local Government Ombudsman but has adopted this Code to ensure that complainants are properly and fully considered.
- 1.2 The Town Council does not consider formal complaints about councillors. These are subject to the jurisdiction of the Monitoring Officer at Sevenoaks District Council.
- 1.3 All complaints should be addressed to the Town Clerk and will be dealt with within 5 working days.
- 1.4 Only complaints regarding the Town Clerk should be addressed to the Town Mayor.

2. Informal Complaints

- 2.1 The Town Council will seek to resolve all complaints informally prior to a formal complaint being lodged.
- 2.2 An informal complaint is made to the Town Clerk who will liaise with the complainant and relevant members/ officers to seek a resolution.
- 2.3 Should it not be possible to resolve a complaint informally the complainant may escalate the complaint to a formal complaint.
- 2.4 Should, in the opinion of the Town Clerk (or Town Mayor), the complaint be of a serious nature, the complaint shall be escalated to a formal complaint.

3. Formal Complaints

- 3.1 A formal complaint must be submitted in writing to the Town Clerk, (or Town Mayor), as appropriate. The complaint should cover as much detail as possible and enclose any relevant supporting documentation.
- 3.2 The Town Clerk (or Town Mayor) will attempt to acknowledge receipt of the complaint within 5 working days.
- 3.3 On receipt of a complaint the Town Clerk, in consultation with the Leader of the Town Council, will ascertain the category of the complaint and will take the relevant action with reference to the complaint categories detailed in Appendix 1.
- 3.4 The Town Clerk or Mayor will carry out an initial investigation into the

ADOPTED: Finance & General Purposes Committee – 22nd April 2024

complaint, and will, within 10 days, provide the complainant with an update of their findings and/ or a suggested resolution. If the complainant is satisfied with the resolution then the complaint will be considered closed.

- 3.5 If the Town Clerk, (or Town Mayor) is unable to resolve the complaint then the matter will be considered by the panel established for the purposes of hearing complaints.
- 3.6 The panel will consist of three of the following: the Town Mayor/ Deputy Town Mayor, the Chair or Vice Chair of a Town Council Committee.
- 3.7 The complainant shall be invited to attend the meeting of the panel and bring with them a representative.
- 3.8 Seven clear working days prior to the meeting the complainant shall provide the council with copies of any documentation or evidence that they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

4. At the Meeting

- 4.1 The Town Mayor, or in his/her absence the Chair of the panel, to introduce everyone.
- 4.2 The Town Mayor, or in his/her absence the Chair of the panel, to explain procedure.
- 4.3 The complainant (or representative) to outline the grounds for complaint.
- 4.4 Members to ask any question of the complainant.
- 4.5 The Chief Executive/Town Clerk or relevant committee Chair to represent and explain the council's position.
- 4.6 Members to ask any question of the council's representative.
- 4.7 Council representative and complainant or his/her representative to be offered the opportunity of summing up. No further evidence may be introduced at this stage.
- 4.8 Chief Executive/Town Clerk or committee Chair and complainant and his/her representative to be asked to leave the room while the panel decide whether the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
- 4.9 Chief Executive/Town Clerk or committee Chair and complainant and his/her representative return to hear decision or to be advised when decision will be made. The decision of the panel will be by simple majority

and will be final.

5. Vexations and Repeated Complaints

If it appears to the Complaints Committee of the Council that a complaint is:

- a. Trivial*
- b. Vexations*
- c. Repetitive*
- d. Frivolous*

it shall so report to the Finance and General Purposes Committee with a recommendation that no further correspondence related to it be entered into by any members or officers.

6. After the Meeting

- 6.1 Decision confirmed in writing to the complainant within ten working days together with details of any action to be taken.
- 6.2 Any decision on a complaint shall be announced at a Council meeting in public.

Appendix 1

Financial Irregularity	The Town Clerk/ Responsible Finance Officer shall endeavour to provide an explanation. The Town Clerk/ Responsible Finance Officer may need to consult with the auditor/ Audit Commission. If the complainant is not satisfied the Town Clerk should advise the complainant of the local Electors statutory right to object to the councils audit of accounts pursuant to s16 of the Audit Commission Act 1998.
Criminal Activity	The Town Clerk should refer the complainant to the Police.
Member Conduct	If the complaint relates to failure to comply with the Code of Conduct the complainant should be advised to submit the complaint to the Monitoring Officer at Sevenoaks District Council.
Employee Conduct	As in internal disciplinary matter this should be dealt with under the council's disciplinary procedures.
Other	Should be dealt with under this Complaints Procedure.



SEVENOAKS TOWN COUNCIL GRANT AWARDS POLICY

“Sevenoaks Town Council supports local communities and uses the criteria set out in the Guidance Notes”.

GRANTS TO LOCAL VOLUNTARY OR CHARITABLE ORGANISATIONS GUIDANCE NOTES FOR APPLICANTS

Please read these notes carefully when completing the form. It will help to ensure that all the necessary information has been supplied.

ABOUT THE GRANT SCHEME

The Town Council wishes to assist approved Local Voluntary or Charitable Bodies which provide services to residents within the Parish of Sevenoaks Town by making them grants or loans. Applications must be supported by financial statements and/or balance sheets over the previous two years, or business plan as appropriate.

The Council has various powers under which it can fund organisations by way of a grant. The Council can also make grants at its discretion to various organisations provided that **the grant will be spent for the benefit of Sevenoaks Town area or its residents**. Please refer to the maps attached to the application form. **The amount of the grant must be in proportion to that benefit.**

Aims of the Grant Scheme

- To encourage and support the activities of voluntary organisations within Sevenoaks Town
- To promote new community initiatives where real additional benefits are offered to the community

The Grant Scheme is to support projects at local level so applications benefiting the town area will be given priority.

Terms and Conditions of Grant Awards:

Our terms and conditions for grant awards are that:

- grant monies are used for the specific purpose approved only
- grant recipients submit a report to us by the second Friday in January 2024 detailing funds spent on residents of Sevenoaks Town Wards of Wildernes, Town, Northern, St John's, Eastern and Kippington

ADOPTED: Finance & General Purposes Committee – 22nd April 2024

- the Town Council's logo is used to advertise and promote our support
- a representative attend next year's Annual Town Meeting, scheduled for 7pm on 11th March 2024 at Bat & Ball Centre, Sevenoaks. Grant recipients will be asked to provide a stand to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

Where to get further information and an application pack

Application Forms and Guidance Notes are available on our website

www.sevenoakstown.gov.uk/Grant

Or on request from: council@sevenoakstown.gov.uk

COMPLETING THE APPLICATION FORM**PART 1****Who can apply?**

Any organisation which:

- Provides services that will directly benefit the area and residents of Sevenoaks Town Wards: Town, Kippington, St Johns, Eastern, Wilderness and Northern.
- Is independently established for charitable, benevolent, or philanthropic purposes.
- Has a constitution or written document setting out its aims and objectives
- Has a bank or building society account in its own name
- Can provide audited or, for smaller organisations, signed accounts for the last two financial years
- If starting up, has a feasible project or business plan

We will not grant aid

- National organisations, or local bodies with access to funds from national 'umbrella' or 'parent' bodies unless funds are not available from their national bodies, or funds available are inadequate
- Private concerns operated as a business
- Charitable trusts seeking capital to add to their investments
- "Upward funders", i.e. local groups whose total fund raising is sent to their Central HQ for redistribution
- Church Councils or Faith Groups although applications from voluntary groups linked to a church or religious body will be considered
- Individuals seeking sponsorship. [There is a separate Youth Services grant scheme which may be able to assist]
- Parent teacher organisations

Environmental Impact

The Town Council is committed to climate change initiatives, seeking to use practical methods to reduce its carbon footprint within its general operation, including changes to its buildings and assets. The Council would like to hear how your organisation's activities seek to make a positive impact on the environment, and

ADOPTED: Finance & General Purposes Committee – 22nd April 2024

whether you adopt environmental policies for reducing your own carbon footprint and/or increasing biodiversity.

Membership/Beneficiaries

Please give the number of people who live in the Sevenoaks Town area only (exclude those living in the surrounding villages e.g., Riverhead, Seal, Otford, Kemsing etc.)

Please refer to the maps within the application forms.

PART 2

The Grant Scheme could support the following types of expenditure:

- Equipment
- Training
- Hire of premises
- Information or publicity
- Other project costs
- Start-up or development costs for new community groups

Please note that:

- Grants are not made retrospectively.
- The Town Council would not normally support funding the core costs of any organisation.
- Any grant that is not used for the purpose for which it has been made must be repaid

PART 3

If your group benefits people from the surrounding area, please apply to the appropriate Parish Council for assistance and give details on the application form.

The application form asks - Does your Project:

- Cover a geographical area beyond the parish of Sevenoaks Town Council?
- If the answer on the application form is yes, have you also contacted the respective parish councils for grant funding?
- Please provide details of which other parish councils you have contacted.

PART 4

The Council will not normally fund organisations who have reserves in excess of twelve months operating costs.

The Council requires recipients of grants to submit a brief report within six months confirming how the money has been spent and explaining what difference the grant made. Photographs of the project would also be appreciated.

SUBMITTING YOUR APPLICATION**Timetable**

Applications will normally be considered only in September and February/March.

- Please advise which tax year the money is to be used by you in.

ADOPTED: Finance & General Purposes Committee – 22nd April 2024

- The deadline for applications is the **second Friday in August**, for the September meeting and the **second Friday in January**, for the February/March meeting.
NB Late applications received after these dates will be reviewed at the following grants meeting.

All applications must be signed: electronic signature is acceptable.

Applications may be submitted by email to: council@sevenoakstown.gov.uk

or by post to:

Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks TN13 3QG

If you are not sure whether you meet the criteria, please phone Alison Futtit on 01732 459953 or via email to council@sevenoakstown.gov.uk

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

NAME OF CONTACT

ADDRESS OF CONTACT

	POSTCODE
--	----------

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

ARE YOU A REGISTERED CHARITY?

--	--

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	
	B) VOLUNTEERS	
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]		

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£

PLEASE DESCRIBE YOUR PROJECT

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

--

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES / NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

--

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES / NO

IF YES, PLEASE GIVE DETAILS

--

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	
Form signed	
Audited accounts for the last two years	
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/NO
---	--------

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE

DATE

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank
Sort Code
Account No.

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

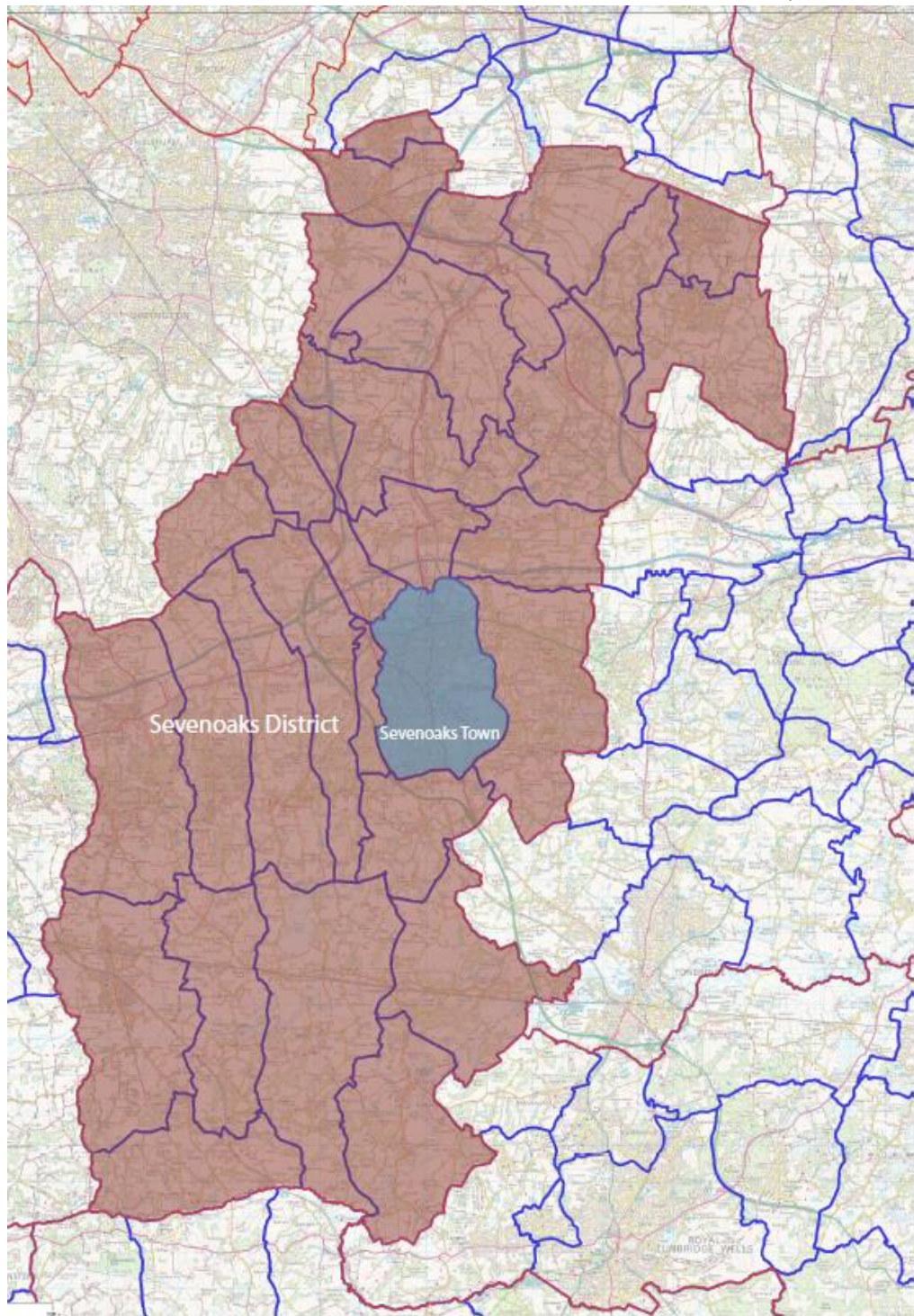
- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

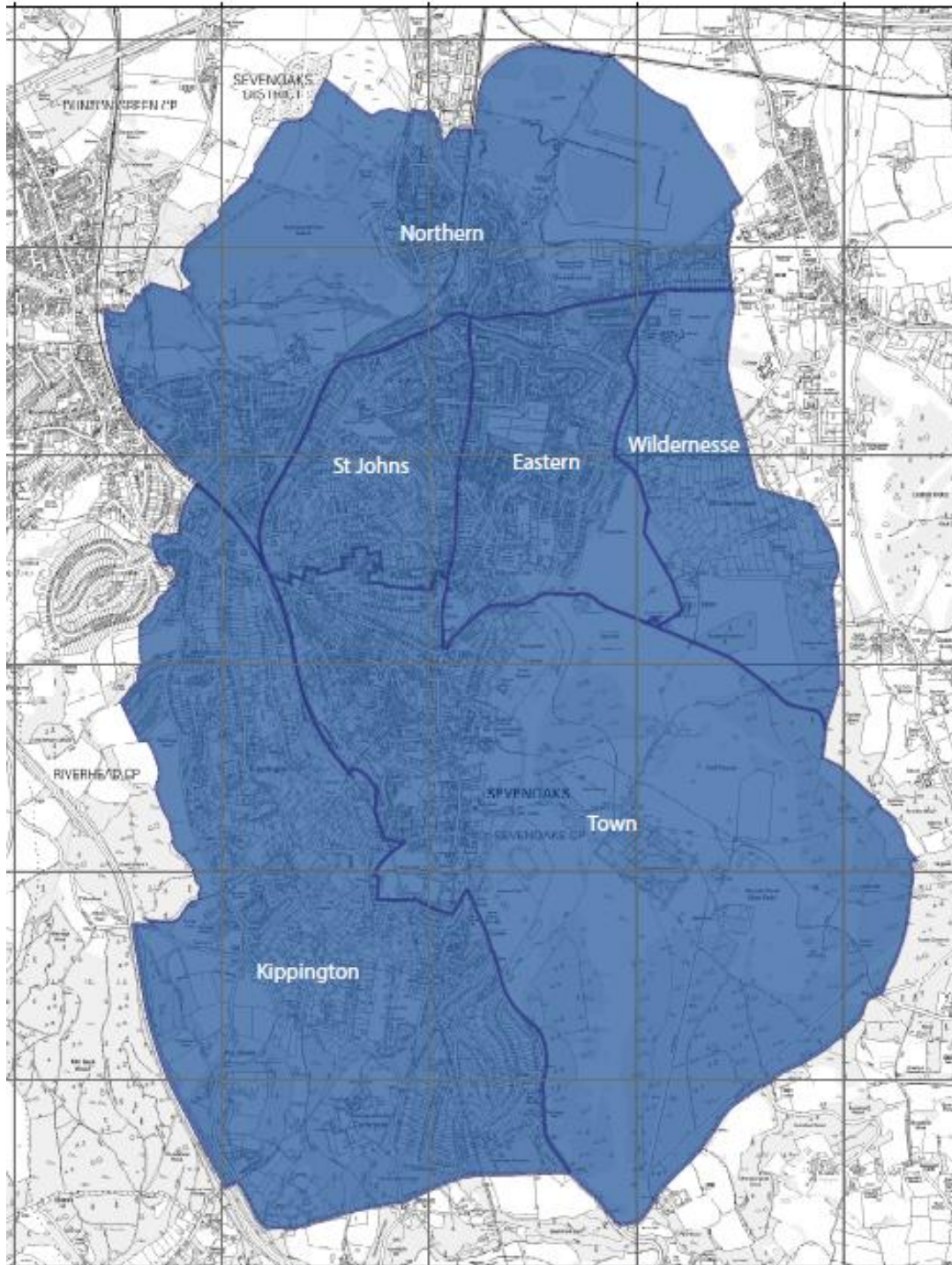
NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.





Sevenoaks Town Council Wards

Sevenoaks Town Council
Finance Officer's Report
Financial report for the year ended 31 March 2024

1. Summary

The 2023/24 budget had been built to deliver a surplus of £20,000, as part of the Town Council's strategy to increase its general reserves, the year-end position at the end of March gives a revenue surplus of £55,450 which was moved into the general reserves.

The biggest variances to budget to date are as follows, with full analysis in Appendix 2:

- £42,000 favourable interest received.
- £4,000 – surplus in income from hires at Bat and Ball Station.
- £10,000 – surplus in income from Bat and Ball Community Centre.
- £12,000 – surplus in income from markets.
- £47,292 – unbudgeted expenditure, due to overtime and increase in member of staff salary.
- £9,000 – unbudgeted expenditure - tree works.
- £35,000 – reduction in income at the Vine Café due to adverse weather conditions.
- £12,000 – increased expenditure on election costs and the by-election cost.
- £20,000 – increased expenditure on costs for IT, this includes new Ipad for councillors, meeting room IT upgrade, upgrading the computer hardware and cloud provision.
- £8,000 – increased electricity charges mainly at the Bat and Ball Station and Community Centre, investigations will take place.

The following Appendices are attached in support of the summary information contained in this report

Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Variance Analysis

Appendix 3 – Statutory Balance Sheet

Appendix 4 - Statement of Funds

Appendix 5 – Ear Marked Reserves

2.0 Income and Expenditure (Appendix 1) & Variance Analysis (Appendix 2)

Highlights of income and expenditure variances full year (+/- £5,000) by cost centre are:

*Positive variances shown as Favourable (F); Negative variances are shown as Adverse (A)

<u>Cost Centre</u>	<u>Name</u>	<u>Variance</u>	<u>Comments</u>
11	Planning	£8,449 (A)	Please refer to the variance report.
21	OSL General	£49,064 (F)	Please refer to the variance report.
22	Cemetery	£15,642 (A)	Please refer to the variance report.
28	Vine Café	£6,845 (A)	Please refer to the variance report.
31	Establishment	£22,516 (F)	Please refer to the variance report.
33	Council Offices	£6,496 (F)	Please refer to the variance report.
36	Bat & Ball Centre	£7,148 (F)	Please refer to the variance report.
60	Markets	£24,150 (F)	Please refer to the variance report.

3.0 Use of Contingency

The 2023/24 budget included Contingency of £69,888.

4010/31	£10,092	Establishments Central Team Overtime
4010/50	£10,083	HitB increase in staff
6930/31	£4,275	Alarm Upgrade
EMR	£15,000	West Kent Housing - Youth Project
5110/21	£4,523	2 hot water cylinders
5015/29	£1,150	Vine Pavilion Sash Window
6930/33	£4,275	New wireless fire alarm system

£20,490 contingency remains unused at year end, which offsets other cost centres.

4.0 Irrecoverable Debts

One debt of £25 was discussed at Full Council and written off as a bad debt.

5.0 Statutory Balance Sheet (Appendix 3)

The total assets to end of March 2024 are £1,821,530, this is an increase of £60,949 from the beginning of the financial year. Revenue (general) reserves have increased by £55,450 leaving an end of year balance of £514,992.

Earmarked Reserves have increased by £29,053 leaving an end of year balance of £1,141,329.

This includes:

1. Longspring Woods donations of £101,192.
2. Bid buddy reserve of £10,000.
3. Increase of £17,000 to the recruitment reserve to account for Bid administrator and summer intern.
4. Movement of £6,000 to an IT reserve for the purchase of meeting software.

The full movement in earmarked reserves is detailed in Appendix 5.

6.0 Capital Expenditure & Funds (Appendix 5)

Expenditure which contributes to service over a number of years is treated as capital spend and is not generally included within the annual budget. Spend is controlled through a programme of approved works within a multi-year capital plan. Capital projects are approved on the basis of affordability and priorities. Earmarked reserves, including Rolling Capital Reserve, Capital Receipts Reserve, and CIL are set up to manage such expenditure.

Capital receipts in the year to 31 March 2024 amounted to £139,881 as follows:

Capital Grants 2002/2121 - Grant for bollard painting	3737.45
Capital Grants 2002/2121 - Grant for bollard painting	1749
Grant from SDC for Kent Wildlife Trust works	5,000
SDC annual repayment of long term debt re sale of Quakers Hall land	29231
CIL income received	100,164

Spend on capital projects was £118,969 as follows:

Capital Project	2023.24 Spend	Funded by		
		CIL	CRR	Grant
Play equipment	417			
Vine area decorating	1,214			
Architect expenses - B&B Centre	1,796			
St John's Hill toilet refurbishment	37,361	37,361		
Bottle filler/ water fountain	3,553	3,553		
Skate Park refurbishment	54,509	54,509		
Cemetery screens	4,000	4,000		
Charterhouse Seed Spreader	9,500	9,500		
Vine WC Doors	4,500	4,500		
Floor scrubber - Bat and Ball Centre	2,120		2,120	

Rolling Capital Programme Revenue Reserve (RCPRR)

At 31 March 2024 the Rolling Capital Reserve balance was £38,263.24, this is all allocated.

Knole Paddock exterior paint and stain	1,718
Open Spaces-Lower St John-restrain external woodwork	1,000
Tree safety reserve	7,315
St Nicholas- Path Repairs East	1,200
Fence To PrOW St Julians Meadow	1,200
War Memorial-Stone Repair repointing	500
Knole Env. Park	5,000
Knole Env. Park - Salary	7,500
Skatepark Maintenance	7,779
Water heaters KP	2,000
Memorial testing (cemetery)	2,299
Public clock repairs	752
Unallocated	-

Community Infrastructure Levy (CIL)

£100,164 CIL was received from SDC. £164,100 was spent on the following approved projects:

Vine WC Doors	4,500
Drinking Fountains	5,375
Skate Park Refurbishment	54,509
Stag solar panel batteries	30,086
Seed spreader for tractor	9,500
Cemetery Chapel Screens	4,071
Stag - LED stage lighting upgrade	14,268
St John's toilet refurbishment	37,361
St Nicholas Church Quinquennial	3,250
Christmas light pillars	1,181

8.0 Grants received in the financial year 2023-24

In total, £18,331 of grants were received during the financial year as follows:

Capital Grants 2002/2121 - Grant for bollard painting	3737.45
Capital Grants 2002/2121 - Grant for bollard painting	1749
Grant from SDC for Kent Wildlife Trust works	5,000
Grant from SDC regarding Vine lighting project	545
Grant from DVCRP regarding mural painting at Bat and Ball Station	2,000
Grant from Kalc for Forget Me Not Café	840
Grant from Kalc - staff salaries for HitB (2024.2025)	1,160
Grant from SDC - Young Person Mentoring Project - HitB (2024.2025)	3,000
Grant from West Kent Housing - Community Chest Trip	300

9.0 Fixed Assets

The Fixed Assets balance at 31 March 2024 is £10,815,508. Full breakdown is available on request.

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>11 Planning - General</u>											
4010 Gross Pay	3,417	2,097	(1,320)	31,066	25,219	(5,847)	25,219		(5,847)	123.2%	
4270 Employers Pension Contribution	122	85	(37)	1,109	1,009	(100)	1,009		(100)	109.9%	
6240 Computer/ Data Base/WP's	34	32	(2)	791	602	(189)	602		(189)	131.4%	
6460 Publicity & Democratic notices	4	0	(4)	4	0	(4)	0		(4)	0.0%	
6630 Professional Fees	230	0	(230)	3,588	863	(2,725)	863		(2,725)	415.8%	
6730 Subscriptions	0	41	41	0	415	415	415		415	0.0%	
Planning - General :- Indirect Expenditure	3,807	2,255	(1,552)	36,557	28,108	(8,449)	28,108	0	(8,449)	130.1%	0
Net Expenditure	(3,807)	(2,255)	1,552	(36,557)	(28,108)	8,449	(28,108)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	3,783	2,652	(1,131)	27,891	28,250	359	28,250			98.7%	
1030 Electricity recharge	589	966	377	3,578	3,861	283	3,861			92.7%	
1316 Raleys Car Park Permits	0	0	0	1,749	1,672	(77)	1,672			104.6%	
1350 Revenue Grant income	0	0	0	5,000	0	(5,000)	0			0.0%	
1550 Insurance Claims	0	0	0	326	0	(326)	0			0.0%	
1850 Log Sales	0	0	0	527	754	227	754			69.8%	
1853 Adopt a Tree income	0	0	0	411	0	(411)	0			0.0%	
1990 Other Income	419	(2)	(421)	1,976	262	(1,714)	262			754.1%	
2002 Capital Grants	0	0	0	5,227	0	(5,227)	0			0.0%	
2003 Asset/equipment sales	0	0	0	2,470	0	(2,470)	0			0.0%	
O/ Spaces & Leisure - General :- Income	4,791	3,616	(1,175)	49,155	34,799	(14,356)	34,799			141.3%	0

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	10,665	15,503	4,838	150,721	185,959	35,238	185,959		35,238	81.1%	
4011 Mileage	0	0	0	695	0	(695)	0		(695)	0.0%	
4012 Expenses	0	0	0	105	0	(105)	0		(105)	0.0%	
4270 Employers Pension Contribution	793	1,183	390	10,610	14,196	3,586	14,196		3,586	74.7%	
5010 Vine Area General Maintenance	28	0	(28)	28	0	(28)	0		(28)	0.0%	
5013 Graffiti Removal	0	0	0	602	1,357	755	1,357		755	44.4%	
5025 Lower St Johns Toilets	6,827	1,327	(5,500)	52,497	15,935	(36,562)	15,935		(36,562)	329.4%	37,361
5026 Greatness Rec Convenience	776	262	(514)	3,617	3,100	(517)	3,100		(517)	116.7%	
5030 St Nicholas Burial Ground	1,298	0	(1,298)	5,071	0	(5,071)	0		(5,071)	0.0%	3,250
5050 Seats And Litter Bins	0	573	573	3,052	2,289	(763)	2,289		(763)	133.3%	
5060 Sevenoaks Common	600	0	(600)	1,150	4,694	3,544	4,694		3,544	24.5%	
5065 Tree Safety Survey	0	0	0	3,783	0	(3,783)	0		(3,783)	0.0%	
5070 Other Woodlands	0	0	0	12,685	3,912	(8,773)	3,912		(8,773)	324.3%	
5110 Knole Paddock & Pavilion	1,038	334	(704)	6,194	7,827	1,633	7,827		1,633	79.1%	
5120 Knole Paddock Pitch & Grnd Mt	0	190	190	3,769	2,280	(1,489)	2,280		(1,489)	165.3%	
5130 Knole Paddock Storage Compound	0	0	0	34	0	(34)	0		(34)	0.0%	
5131 Public Realm	0	0	0	5,227	0	(5,227)	0		(5,227)	0.0%	
5310 Miscellaneous Open Spaces	42	402	360	62,014	4,890	(57,124)	4,890		(57,124)	1268.2%	55,374
5311 Security Open Spaces	2,165	2,080	(85)	25,561	24,927	(634)	24,927		(634)	102.5%	
5316 Skatepark Maintenance	0	0	0	2,472	2,052	(420)	2,052		(420)	120.5%	
5317 Raleys Car Park	37	0	(37)	543	422	(121)	422		(121)	128.6%	
5320 Fertilizers	0	294	294	393	294	(99)	294		(99)	133.7%	
5330 Grass Seed	0	2,000	2,000	789	2,000	1,211	2,000		1,211	39.5%	
5340 Plants	46	688	642	2,887	2,758	(129)	2,758		(129)	104.7%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5410 Repairs & General Maintenance	11	150	139	1,309	1,745	436	1,745		436	75.0%	
5412 Capital Refurbishments	0	1,200	1,200	0	1,200	1,200	1,200		1,200	0.0%	
5500 Equipment Hired and New	68	636	568	15,087	7,676	(7,411)	7,676		(7,411)	196.6%	11,323
5525 Equipment Maintenance	592	3	(589)	5,837	8,374	2,537	8,374		2,537	69.7%	
5550 Vehicle Expenses	1,590	17,500	15,910	3,918	21,371	17,453	21,371		17,453	18.3%	(20,000)
5700 Fuel	325	487	162	4,720	5,877	1,157	5,877		1,157	80.3%	
6010 Light Heat & Cleaning	0	672	672	5,385	8,053	2,668	8,053		2,668	66.9%	
6013 Cleaning	0	0	0	311	0	(311)	0		(311)	0.0%	
6014 Water	19	(1)	(20)	479	935	456	935		456	51.2%	
6101 Telephone	10	13	3	120	145	25	145		25	82.9%	
6104 Mobile Telephone	95	25	(70)	289	322	33	322		33	89.7%	
6105 Broadband wi-fi service	25	0	(25)	299	0	(299)	0		(299)	0.0%	
6200 Printing & Stationery	0	0	0	27	0	(27)	0		(27)	0.0%	
6320 Staff Training	0	750	750	162	3,000	2,838	3,000		2,838	5.4%	
6330 Welfare/Hospitality	0	29	29	448	392	(56)	392		(56)	114.3%	
6460 Publicity & Democratic notices	0	0	0	0	618	618	618		618	0.0%	
6635 Professional Fees Licensing	0	0	0	295	189	(106)	189		(106)	156.1%	
6730 Subscriptions	0	0	0	164	172	8	172		8	95.6%	
6812 Road Dues	0	0	0	1,562	1,076	(486)	1,076		(486)	145.2%	
6900 Sundry Expenses	0	11	11	0	88	88	88		88	0.0%	
6922 Health&Safety/Risk Assessments	0	1,685	1,685	939	1,685	746	1,685		746	55.7%	
6930 Alarm Maintenance	0	0	0	646	817	171	817		171	79.1%	
6931 CCTV Maintenance	0	0	0	0	562	562	562		562	0.0%	
6934 Waste Bin Collection-Dog Bins	655	655	(0)	2,621	2,620	(1)	2,620		(1)	100.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	161	232	71	2,733	2,718	(15)	2,718		(15)	100.6%	
6952 Protective Clothing	0	120	120	758	1,484	726	1,484		726	51.1%	
O/ Spaces & Leisure - General :- Indirect Expenditure	27,866	49,003	21,137	402,610	350,011	(52,599)	350,011	0	(52,599)	115.0%	87,307
Net Income over Expenditure	(23,075)	(45,387)	(22,312)	(353,455)	(315,212)	38,243	(315,212)				
8001 plus Transfer from EMR	6,885			87,307							
Movement to/(from) Gen Reserve	(16,190)			(266,148)							
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	742	6,266	5,524	57,362	75,214	17,852	75,214			76.3%	
O/ Spaces & Leisure - Cemetery :- Income	742	6,266	5,524	57,362	75,214	17,852	75,214			76.3%	0
4010 Gross Pay	7,276	7,754	478	86,587	93,114	6,527	93,114		6,527	93.0%	
4011 Mileage	0	0	0	62	0	(62)	0		(62)	0.0%	
4012 Expenses	0	0	0	26	0	(26)	0		(26)	0.0%	
4270 Employers Pension Contribution	685	641	(44)	7,788	7,747	(41)	7,747		(41)	100.5%	
5210 Cemetery Chapel & Office	0	0	0	518	65	(453)	65		(453)	796.4%	
5230 Cemetery Wshop/Messroom Mtce	0	176	176	497	701	204	701		204	70.9%	
5410 Repairs & General Maintenance	0	91	91	1,938	1,147	(791)	1,147		(791)	169.0%	540
5412 Capital Refurbishments	0	1,328	1,328	3,531	1,328	(2,203)	1,328		(2,203)	265.9%	3,531
5500 Equipment Hired and New	2,895	312	(2,583)	4,823	3,722	(1,101)	3,722		(1,101)	129.6%	
5525 Equipment Maintenance	1,013	6,000	4,987	2,377	9,489	7,112	9,489		7,112	25.0%	
5700 Fuel	25	99	74	851	1,166	315	1,166		315	73.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6000 Rent & Rates	0	874	874	8,675	10,499	1,824	10,499		1,824	82.6%	
6010 Light Heat & Cleaning	(78)	360	438	3,343	4,287	944	4,287		944	78.0%	
6013 Cleaning	0	0	0	423	0	(423)	0		(423)	0.0%	
6014 Water	500	90	(410)	878	1,058	180	1,058		180	82.9%	
6101 Telephone	56	52	(4)	898	580	(318)	580		(318)	154.9%	
6104 Mobile Telephone	0	0	0	0	16	16	16		16	0.0%	
6105 Broadband wi-fi service	10	13	3	120	123	3	123		3	97.6%	
6200 Printing & Stationery	28	0	(28)	483	0	(483)	0		(483)	0.0%	
6210 Postage & Courier	0	0	0	3	0	(3)	0		(3)	0.0%	
6240 Computer/ Data Base/WP's	30	0	(30)	752	666	(86)	666		(86)	113.0%	
6320 Staff Training	0	375	375	630	1,500	870	1,500		870	42.0%	
6330 Welfare/Hospitality	57	24	(33)	367	222	(145)	222		(145)	165.5%	
6500 Goods for Resale	0	15	15	0	125	125	125		125	0.0%	
6720 Books and Periodicals	0	0	0	0	51	51	51		51	0.0%	
6730 Subscriptions	242	0	(242)	242	200	(42)	200		(42)	121.0%	
6802 Trees Plants Turf & Fertilizer	0	828	828	1,771	3,309	1,538	3,309		1,538	53.5%	
6822 Roads Path & Boundaries	360	(2)	(362)	882	814	(68)	814		(68)	108.3%	
6832 Lawn/Wall of Remembrance	29	29	(0)	63	116	53	116		53	53.9%	
6922 Health&Safety/Risk Assessments	0	1	1	202	1,489	1,287	1,489		1,287	13.5%	
6930 Alarm Maintenance	0	0	0	1,423	883	(540)	883		(540)	161.1%	
6932 Cemetery Security	503	492	(11)	6,175	5,882	(293)	5,882		(293)	105.0%	
6935 Waste Bin Disposal-Waste Bins	81	106	25	1,200	1,272	72	1,272		72	94.3%	
6952 Protective Clothing	80	50	(30)	445	644	199	644		199	69.1%	
7611 Contingency provision	0	(1,342)	(1,342)	0	(16,104)	(16,104)	(16,104)		(16,104)	0.0%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	13,791	18,366	4,575	137,972	136,111	(1,861)	136,111	0	(1,861)	101.4%	4,071
Net Income over Expenditure	(13,049)	(12,100)	949	(80,610)	(60,897)	19,713	(60,897)				
8001 plus Transfer from EMR	0			4,071							

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(13,049)			(76,539)							
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	1,256	1,417	161	1,417			88.7%	
1047 QH Allotments Income	30	0	(30)	7,780	7,907	127	7,907			98.4%	
O/ Spaces & Leisure- Allotment :- Income	30	0	(30)	9,036	9,324	288	9,324			96.9%	0
4010 Gross Pay	428	265	(163)	5,280	3,202	(2,078)	3,202		(2,078)	164.9%	
4270 Employers Pension Contribution	51	7	(44)	289	128	(161)	128		(161)	225.5%	
5410 Repairs & General Maintenance	30	(1)	(31)	832	1,355	523	1,355		523	61.4%	
6002 QH Allotments Costs	205	913	708	3,154	3,649	495	3,649		495	86.4%	
6014 Water	10	220	210	(139)	880	1,019	880		1,019	(15.8%)	
6300 Computer Software	0	0	0	14	13	(1)	13		(1)	108.9%	
6730 Subscriptions	0	58	58	0	58	58	58		58	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	68	68	68		68	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	725	1,462	737	9,429	9,353	(76)	9,353	0	(76)	100.8%	0
Net Income over Expenditure	(695)	(1,462)	(767)	(393)	(29)	364	(29)				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	11,824	11,255	(569)	11,824	11,255	(569)	11,255			105.1%	
1990 Other Income	0	200	200	0	200	200	200			0.0%	
1997 In Bloom Income	0	0	0	1,000	0	(1,000)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	11,824	11,455	(369)	12,824	11,455	(1,369)	11,455			112.0%	0

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6861 Public Clock Maintenance	35	0	(35)	1,795	142	(1,653)	142		(1,653)	1263.8%	1,730
6862 Street Lighting	640	1,407	767	19,037	16,939	(2,098)	16,939		(2,098)	112.4%	(638)
6865 In Bloom Costs	45	(1)	(46)	15,011	14,000	(1,011)	14,000		(1,011)	107.2%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	720	1,406	686	35,842	31,081	(4,761)	31,081	0	(4,761)	115.3%	1,092
Net Income over Expenditure	11,104	10,049	(1,055)	(23,018)	(19,626)	3,392	(19,626)				
8001 plus Transfer from EMR	0			1,092							
Movement to/(from) Gen Reserve	11,104			(21,927)							
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	760	3,202	2,442	35,843	71,138	35,295	71,138			50.4%	
1213 Event catering	0	(3)	(3)	2,802	2,829	27	2,829			99.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	760	3,199	2,439	38,645	73,967	35,322	73,967			52.2%	0
4010 Gross Pay	1,974	3,102	1,128	34,388	49,864	15,476	49,864		15,476	69.0%	
4270 Employers Pension Contribution	110	162	52	1,786	2,606	820	2,606		820	68.5%	
5410 Repairs & General Maintenance	32	100	68	521	1,222	701	1,222		701	42.6%	
5500 Equipment Hired and New	0	(1)	(1)	708	2,489	1,781	2,489		1,781	28.4%	
5525 Equipment Maintenance	152	90	(62)	184	360	176	360		176	51.0%	
6000 Rent & Rates	0	0	0	720	825	105	825		105	87.3%	
6010 Light Heat & Cleaning	0	775	775	6,992	9,267	2,275	9,267		2,275	75.5%	
6011 Electricity	0	0	0	1,299	0	(1,299)	0		(1,299)	0.0%	
6013 Cleaning	0	0	0	13	0	(13)	0		(13)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6014 Water	354	330	(24)	582	1,314	732	1,314		732	44.3%	
6101 Telephone	111	28	(83)	672	347	(325)	347		(325)	193.8%	
6200 Printing & Stationery	0	5	5	43	71	28	71		28	60.7%	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	
6320 Staff Training	0	0	0	130	0	(130)	0		(130)	0.0%	
6330 Welfare/Hospitality	0	0	0	20	0	(20)	0		(20)	0.0%	
6500 Goods for Resale	(2,025)	1,028	3,053	10,507	22,839	12,332	22,839		12,332	46.0%	
6505 Cafe consumables	1	65	64	652	1,462	810	1,462		810	44.6%	
6635 Professional Fees Licensing	0	1	1	361	307	(54)	307		(54)	117.5%	
6900 Sundry Expenses	0	12	12	60	42	(18)	42		(18)	142.9%	
6922 Health&Safety/Risk Assessments	0	2	2	1,090	1,021	(69)	1,021		(69)	106.8%	
6930 Alarm Maintenance	0	88	88	1,793	568	(1,225)	568		(1,225)	315.6%	
6935 Waste Bin Disposal-Waste Bins	146	178	32	2,053	2,147	94	2,147		94	95.6%	
6976 Credit card charges	36	71	35	889	1,593	704	1,593		704	55.8%	
7611 Contingency provision	0	(362)	(362)	0	(4,377)	(4,377)	(4,377)		(4,377)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	891	5,674	4,783	65,491	93,967	28,476	93,967	0	28,476	69.7%	0
Net Income over Expenditure	(130)	(2,475)	(2,345)	(26,845)	(20,000)	6,845	(20,000)				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	3	3	1,000	1,407	407	1,407			71.1%	
1350 Revenue Grant income	545	0	(545)	545	0	(545)	0			0.0%	
1550 Insurance Claims	0	0	0	800	0	(800)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	3,500	3,500	0	3,500			100.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1870 Vine Club Insurance Contrib.	440	0	(440)	440	367	(73)	367			120.0%	
O/Spaces & Leisure-Vine Ground :- Income	985	3	(982)	6,285	5,274	(1,011)	5,274			119.2%	0
4010 Gross Pay	1,625	1,748	123	21,261	20,932	(329)	20,932		(329)	101.6%	
4270 Employers Pension Contribution	60	101	41	769	1,256	487	1,256		487	61.2%	
5010 Vine Area General Maintenance	32	205	173	4,723	2,515	(2,208)	2,515		(2,208)	187.8%	865
5015 Vine Pavilion maintenance	0	0	0	2,122	1,283	(839)	1,283		(839)	165.4%	
5020 Vine Public Convenience	819	1,000	181	15,482	12,000	(3,482)	12,000		(3,482)	129.0%	4,500
5410 Repairs & General Maintenance	900	67	(833)	939	782	(157)	782		(157)	120.1%	
5500 Equipment Hired and New	0	2	2	1,823	2,006	184	2,006		184	90.9%	1,823
6014 Water	11	38	27	101	423	322	423		322	23.9%	
6330 Welfare/Hospitality	0	0	0	15	0	(15)	0		(15)	0.0%	
6460 Publicity & Democratic notices	13	62	49	382	62	(320)	62		(320)	616.9%	
6635 Professional Fees Licensing	0	0	0	70	210	140	210		140	33.3%	
6868 Summer Concerts	0	0	0	2,985	3,549	564	3,549		564	84.1%	
6869 Special Events	0	0	0	1,855	139	(1,716)	139		(1,716)	1334.3%	
6922 Health&Safety/Risk Assessments	0	0	0	1,050	0	(1,050)	0		(1,050)	0.0%	
6931 CCTV Maintenance	0	0	0	2,580	730	(1,850)	730		(1,850)	353.4%	
6935 Waste Bin Disposal-Waste Bins	64	76	12	854	868	14	868		14	98.4%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,525	3,299	(226)	57,010	46,755	(10,255)	46,755	0	(10,255)	121.9%	7,188
Net Income over Expenditure	(2,540)	(3,296)	(756)	(50,725)	(41,481)	9,244	(41,481)				
8001 plus Transfer from EMR	0			7,188							
Movement to/(from) Gen Reserve	(2,540)			(43,537)							

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>30 F&G P - Bat & Ball Station</u>											
1022 Letting & Hire of Facilities	(580)	783	1,363	13,566	9,385	(4,181)	9,385			144.5%	
1208 Other Events Income	0	0	0	83	0	(83)	0			0.0%	
1211 Sale of Goods	2,617	3,310	693	40,539	39,720	(819)	39,720			102.1%	
1213 Event catering	570	612	42	10,942	7,355	(3,587)	7,355			148.8%	
1350 Revenue Grant income	2,000	0	(2,000)	2,840	0	(2,840)	0			0.0%	
1550 Insurance Claims	0	0	0	500	0	(500)	0			0.0%	
1990 Other Income	0	0	0	100	0	(100)	0			0.0%	
F&G P - Bat & Ball Station :- Income	4,607	4,705	98	68,570	56,460	(12,110)	56,460			121.4%	0
4010 Gross Pay	7,114	6,536	(578)	87,232	78,410	(8,822)	78,410	(8,822)		111.3%	
4011 Mileage	0	0	0	10	0	(10)	0	(10)		0.0%	
4270 Employers Pension Contribution	253	201	(52)	2,615	2,445	(170)	2,445	(170)		106.9%	
5410 Repairs & General Maintenance	0	636	636	3,869	7,577	3,708	7,577	3,708		51.1%	
5500 Equipment Hired and New	13	171	158	4,382	2,107	(2,275)	2,107	(2,275)		208.0%	
5525 Equipment Maintenance	23	0	(23)	46	0	(46)	0	(46)		0.0%	
6000 Rent & Rates	0	324	324	3,730	3,899	169	3,899	169		95.7%	
6010 Light Heat & Cleaning	0	0	0	29	0	(29)	0	(29)		0.0%	
6011 Electricity	2,802	1,016	(1,786)	15,542	12,203	(3,339)	12,203	(3,339)		127.4%	
6012 Gas	151	149	(2)	1,574	1,766	192	1,766	192		89.1%	
6013 Cleaning	269	351	82	3,709	4,245	536	4,245	536		87.4%	
6014 Water	21	339	318	207	4,101	3,894	4,101	3,894		5.1%	
6020 Insurance Cost	0	921	921	0	921	921	921	921		0.0%	
6101 Telephone	126	24	(102)	977	233	(744)	233	(744)		419.2%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6105 Broadband wi-fi service	0	0	0	28	0	(28)	0		(28)	0.0%	
6200 Printing & Stationery	0	0	0	136	10	(126)	10		(126)	1361.5%	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	
6240 Computer/ Data Base/WP's	0	0	0	599	0	(599)	0		(599)	0.0%	
6241 Website Costs	0	0	0	90	343	253	343		253	26.2%	
6330 Welfare/Hospitality	0	35	35	1,164	453	(711)	453		(711)	256.9%	
6460 Publicity & Democratic notices	0	91	91	137	1,103	966	1,103		966	12.4%	
6500 Goods for Resale	(139)	1,616	1,755	20,717	19,403	(1,314)	19,403		(1,314)	106.8%	
6505 Cafe consumables	0	123	123	1,373	1,454	81	1,454		81	94.4%	
6635 Professional Fees Licensing	0	0	0	295	599	304	599		304	49.2%	
6869 Special Events	358	375	17	1,736	4,500	2,764	4,500		2,764	38.6%	
6900 Sundry Expenses	(1,027)	20	1,047	1,155	284	(871)	284		(871)	406.9%	89,337
6922 Health&Safety/Risk Assessments	0	1	1	1,373	1,213	(160)	1,213		(160)	113.2%	
6930 Alarm Maintenance	0	0	0	2,055	614	(1,441)	614		(1,441)	334.7%	
6931 CCTV Maintenance	0	0	0	184	170	(14)	170		(14)	108.3%	
6935 Waste Bin Disposal-Waste Bins	81	134	53	1,520	1,564	44	1,564		44	97.2%	
6952 Protective Clothing	0	0	0	14	0	(14)	0		(14)	0.0%	
6976 Credit card charges	102	95	(7)	1,482	1,085	(397)	1,085		(397)	136.6%	
F& G P - Bat & Ball Station :- Indirect Expenditure	10,148	13,158	3,010	158,009	150,702	(7,307)	150,702	0	(7,307)	104.8%	89,337
Net Income over Expenditure	(5,541)	(8,453)	(2,912)	(89,439)	(94,242)	(4,803)	(94,242)				
8001 plus Transfer from EMR	89,337			89,337							
Movement to/(from) Gen Reserve	83,796			(102)							

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>31 F & G P - Establishments</u>											
1115 Interest on Deposits	5,542	1,500	(4,042)	60,443	18,000	(42,443)	18,000			335.8%	
1230 Roadside Advertising-Charities	(210)	0	210	600	0	(600)	0			0.0%	
1231 Banner Income	0	0	0	908	0	(908)	0			0.0%	
1232 Town Crier Advertising	0	0	0	550	350	(200)	350			157.1%	
1432 Mayors Charity Receipts	0	0	0	64	0	(64)	0			0.0%	
1889 Waste Sacks Income	478	359	(119)	7,239	4,308	(2,931)	4,308			168.0%	
1990 Other Income	0	0	0	145	0	(145)	0			0.0%	
F & G P - Establishments :- Income	5,810	1,859	(3,951)	69,948	22,658	(47,290)	22,658			308.7%	0
4010 Gross Pay	29,406	26,852	(2,554)	330,250	322,224	(8,026)	322,224		(8,026)	102.5%	2,000
4011 Mileage	53	38	(15)	344	522	179	522		179	65.8%	
4012 Expenses	117	26	(91)	1,454	312	(1,142)	312		(1,142)	466.1%	
4270 Employers Pension Contribution	3,763	3,666	(97)	39,868	43,937	4,069	43,937		4,069	90.7%	
4271 Pension Deficiency	6,413	6,413	0	76,956	77,000	44	77,000		44	99.9%	
5500 Equipment Hired and New	144	104	(40)	1,221	1,193	(28)	1,193		(28)	102.3%	
6020 Insurance Cost	1,035	1,154	119	17,473	18,376	903	18,376		903	95.1%	
6101 Telephone	924	422	(502)	5,894	5,130	(764)	5,130		(764)	114.9%	
6200 Printing & Stationery	4,563	1,374	(3,189)	19,958	16,477	(3,481)	16,477		(3,481)	121.1%	
6210 Postage & Courier	0	248	248	4,331	3,042	(1,289)	3,042		(1,289)	142.4%	
6240 Computer/ Data Base/WP's	1,827	1,431	(396)	37,396	17,117	(20,279)	17,117		(20,279)	218.5%	2,400
6241 Website Costs	0	0	0	491	416	(75)	416		(75)	118.1%	
6242 I.T. Infrastructure	436	676	240	10,059	10,126	67	10,126		67	99.3%	
6300 Computer Software	0	3	3	5,578	5,344	(234)	5,344		(234)	104.4%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6315 Recruitment Costs	0	170	170	4,510	2,084	(2,426)	2,084		(2,426)	216.4%	
6320 Staff Training	2,354	273	(2,081)	4,193	3,287	(906)	3,287		(906)	127.6%	
6321 Investors in People	0	1,335	1,335	0	1,335	1,335	1,335		1,335	0.0%	(1,335)
6330 Welfare/Hospitality	345	311	(34)	4,376	3,765	(611)	3,765		(611)	116.2%	
6410 Civic Exps/Annual Reception	0	0	0	1,550	2,105	555	2,105		555	73.6%	
6415 Gifts/hospitality	127	94	(33)	522	1,117	595	1,117		595	46.8%	
6420 Annual Parish Meeting	(731)	120	851	0	120	120	120		120	0.0%	
6421 Honour Bd. Badges & Insignia	0	0	0	313	139	(174)	139		(174)	224.8%	
6435 Members Expenses	0	0	0	2,473	3,401	928	3,401		928	72.7%	
6460 Publicity & Democratic notices	149	104	(45)	2,247	410	(1,837)	410		(1,837)	548.0%	
6461 Banner Costs	0	109	109	1,566	1,264	(302)	1,264		(302)	123.9%	
6610 Audit Fees	3,052	1	(3,051)	4,683	5,285	603	5,285		603	88.6%	
6611 Quality Parish	0	315	315	0	315	315	315		315	0.0%	(315)
6620 Legal Expenses	4,184	0	(4,184)	4,184	2,617	(1,567)	2,617		(1,567)	159.9%	
6630 Professional Fees	161	0	(161)	203	0	(203)	0		(203)	0.0%	
6635 Professional Fees Licensing	48	395	347	2,131	1,583	(548)	1,583		(548)	134.6%	
6710 Conference Fees & Expenses	163	196	33	3,186	2,374	(812)	2,374		(812)	134.2%	
6720 Books and Periodicals	0	0	0	572	0	(572)	0		(572)	0.0%	
6730 Subscriptions	487	2	(485)	7,386	6,505	(881)	6,505		(881)	113.5%	
6889 Waste Sacks	762	184	(578)	5,016	2,164	(2,852)	2,164		(2,852)	231.8%	
6900 Sundry Expenses	0	46	46	207	552	345	552		345	37.5%	
6922 Health&Safety/Risk Assessments	0	0	0	5,051	5,126	75	5,126		75	98.5%	
6975 Bank Charges	122	132	10	1,457	1,573	116	1,573		116	92.7%	
6976 Credit card charges	157	64	(93)	1,449	702	(747)	702		(747)	206.4%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7010 Election Expenses	32,765	5,252	(27,513)	32,865	5,252	(27,613)	5,252		(27,613)	625.8%	18,106
7611 Contingency provision	0	46,192	46,192	0	36,492	36,492	36,492		36,492	0.0%	(15,000)
7614 Stag reserve	0	1,000	1,000	0	1,000	1,000	1,000		1,000	0.0%	(1,000)
7617 PWLB Loan Repayment	0	0	0	71,602	71,602	0	71,602		0	100.0%	
F & G P - Establishments :- Indirect Expenditure	92,827	98,702	5,875	713,015	683,385	(29,630)	683,385	0	(29,630)	104.3%	4,856
Net Income over Expenditure	(87,017)	(96,843)	(9,826)	(643,067)	(660,727)	(17,660)	(660,727)				
8001 plus Transfer from EMR	23,206			4,856							
Movement to/(from) Gen Reserve	(63,811)			(638,211)							
32 F & G P - General											
1208 Other Events Income	0	0	0	250	0	(250)	0			0.0%	
1490 Christmas Lights Switch On	0	0	0	6,765	6,180	(585)	6,180			109.5%	
1491 Coronation Sponsorship	0	0	0	2,700	0	(2,700)	0			0.0%	
1492 Coronation Donations	0	0	0	196	0	(196)	0			0.0%	
1496 Special events income	0	0	0	1,233	0	(1,233)	0			0.0%	
F & G P - General :- Income	0	0	0	11,144	6,180	(4,964)	6,180			180.3%	0
6490 Christmas Lights Switch On	0	(1)	(1)	29,652	28,681	(971)	28,681		(971)	103.4%	1,181
6491 Remembrance Day/Civic Serv.	0	0	0	5,193	3,940	(1,253)	3,940		(1,253)	131.8%	
6869 Special Events	0	0	0	20,763	17,487	(3,276)	17,487		(3,276)	118.7%	
F & G P - General :- Indirect Expenditure	0	(1)	(1)	55,608	50,108	(5,500)	50,108	0	(5,500)	111.0%	1,181
Net Income over Expenditure	0	1	1	(44,463)	(43,928)	535	(43,928)				
8001 plus Transfer from EMR	0			1,181							
Movement to/(from) Gen Reserve	0			(43,283)							

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>33 F & G P - Council Offices</u>											
1022 Letting & Hire of Facilities	527	992	465	9,448	11,838	2,390	11,838			79.8%	
1030 Electricity recharge	3,571	0	(3,571)	3,571	0	(3,571)	0			0.0%	
1213 Event catering	49	0	(49)	105	0	(105)	0			0.0%	
2003 Asset/equipment sales	67	0	(67)	67	0	(67)	0			0.0%	
F & G P - Council Offices :- Income	4,214	992	(3,222)	13,191	11,838	(1,353)	11,838			111.4%	0
4010 Gross Pay	283	343	60	4,156	4,083	(73)	4,083		(73)	101.8%	
4270 Employers Pension Contribution	21	26	5	225	317	92	317		92	71.1%	
5410 Repairs & General Maintenance	0	53	53	1,549	691	(858)	691		(858)	224.1%	
5500 Equipment Hired and New	0	0	0	24	443	419	443		419	5.4%	
6000 Rent & Rates	0	1	1	26,624	27,891	1,267	27,891		1,267	95.5%	
6010 Light Heat & Cleaning	213	920	707	8,142	10,985	2,843	10,985		2,843	74.1%	
6011 Electricity	0	0	0	1,345	0	(1,345)	0		(1,345)	0.0%	
6012 Gas	0	0	0	1,401	0	(1,401)	0		(1,401)	0.0%	
6014 Water	132	182	50	963	2,195	1,232	2,195		1,232	43.9%	
6104 Mobile Telephone	8	2	(6)	125	57	(68)	57		(68)	219.5%	
6330 Welfare/Hospitality	0	0	0	35	0	(35)	0		(35)	0.0%	
6635 Professional Fees Licensing	0	0	0	295	0	(295)	0		(295)	0.0%	
6900 Sundry Expenses	0	0	0	71	0	(71)	0		(71)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	255	840	585	840		585	30.4%	
6930 Alarm Maintenance	0	0	0	6,703	9,386	2,683	9,386		2,683	71.4%	
6935 Waste Bin Disposal-Waste Bins	66	114	48	1,103	1,302	199	1,302		199	84.7%	
6952 Protective Clothing	0	0	0	67	35	(32)	35		(32)	191.2%	
F & G P - Council Offices :- Indirect Expenditure	723	1,641	918	53,082	58,225	5,143	58,225	0	5,143	91.2%	0
Net Income over Expenditure	3,491	(649)	(4,140)	(39,891)	(46,387)	(6,496)	(46,387)				

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>36 F & G P - Bat & Ball Centre</u>											
1022 Letting & Hire of Facilities	3,723	8,344	4,621	110,236	100,106	(10,130)	100,106			110.1%	
1030 Electricity recharge	1,778	41	(1,737)	1,778	161	(1,617)	161			1104.4%	
1213 Event catering	92	0	(92)	1,258	0	(1,258)	0			0.0%	
1445 Outdoor Activities	25	0	(25)	246	22	(224)	22			1116.9%	
1457 Indoor Activities	640	414	(226)	7,188	4,946	(2,242)	4,946			145.3%	
1550 Insurance Claims	388	0	(388)	15,330	0	(15,330)	0			0.0%	
1990 Other Income	38	0	(38)	194	0	(194)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	6,684	8,799	2,115	136,229	105,235	(30,994)	105,235			129.5%	0
4010 Gross Pay	7,598	5,849	(1,749)	81,168	70,221	(10,947)	70,221		(10,947)	115.6%	
4270 Employers Pension Contribution	245	216	(29)	2,808	2,570	(238)	2,570		(238)	109.3%	
5318 SCC Car Park	0	0	0	0	509	509	509		509	0.0%	
5340 Plants	0	0	0	262	190	(72)	190		(72)	137.9%	
5410 Repairs & General Maintenance	143	383	241	14,698	1,529	(13,169)	1,529		(13,169)	961.3%	5,347
5500 Equipment Hired and New	38	1	(37)	1,138	1,025	(113)	1,025		(113)	111.0%	
6000 Rent & Rates	0	0	0	4,820	5,518	698	5,518		698	87.4%	
6011 Electricity	3,183	1,249	(1,934)	19,932	15,021	(4,911)	15,021		(4,911)	132.7%	
6012 Gas	227	0	(227)	1,638	1,648	10	1,648		10	99.4%	
6013 Cleaning	2,424	214	(2,210)	3,883	2,579	(1,304)	2,579		(1,304)	150.6%	2,120
6014 Water	47	248	201	431	2,987	2,556	2,987		2,556	14.4%	
6101 Telephone	51	48	(3)	669	598	(71)	598		(71)	111.9%	
6104 Mobile Telephone	8	20	12	142	240	98	240		98	59.1%	
6200 Printing & Stationery	0	0	0	0	2	2	2		2	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6240 Computer/ Data Base/WP's	0	116	116	73	1,370	1,297	1,370		1,297	5.3%	
6330 Welfare/Hospitality	0	41	41	580	459	(121)	459		(121)	126.3%	
6520 Refreshments for Resale	235	214	(21)	2,971	2,535	(436)	2,535		(436)	117.2%	
6635 Professional Fees Licensing	0	0	0	180	533	353	533		353	33.8%	
6842 Grounds Maintenance	0	50	50	0	545	545	545		545	0.0%	
6900 Sundry Expenses	0	0	0	153	14	(139)	14		(139)	1094.4%	
6922 Health&Safety/Risk Assessments	0	0	0	3,821	776	(3,045)	776		(3,045)	492.4%	
6930 Alarm Maintenance	0	0	0	535	836	301	836		301	63.9%	
6931 CCTV Maintenance	0	0	0	0	346	346	346		346	0.0%	
6935 Waste Bin Disposal-Waste Bins	116	162	46	1,677	1,966	289	1,966		289	85.3%	
6952 Protective Clothing	0	180	180	121	360	239	360		239	33.7%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	14,315	8,991	(5,324)	141,702	114,377	(27,325)	114,377	0	(27,325)	123.9%	7,467
Net Income over Expenditure	(7,632)	(192)	7,440	(5,472)	(9,142)	(3,670)	(9,142)				
8001 plus Transfer from EMR	2,120			7,467							
Movement to/(from) Gen Reserve	(5,512)			1,994							
<u>38 F & G P - Grants</u>											
6933 Annual Subsidy - Bat & Ball St	220	0	(220)	448	0	(448)	0		(448)	0.0%	
6937 Annual Subsidy-Comm Centre	2,967	455	(2,512)	8,578	5,493	(3,085)	5,493		(3,085)	156.2%	
6938 Annual Subsidy-Council Chamber	576	55	(521)	966	340	(626)	340		(626)	284.2%	
7500 Local Organisations Grants	4,750	0	(4,750)	10,350	12,000	1,650	12,000		1,650	86.3%	(1,488)
7520 Twinning Support	500	0	(500)	500	1,000	500	1,000		500	50.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7552 Youth Outreach	632	3,887	3,255	3,887	3,887	0	3,887		0	100.0%	
7556 Stag Community Arts Centre	0	0	0	71,354	27,000	(44,354)	27,000		(44,354)	264.3%	44,354
7557 Community Rail Partnership	0	0	0	3,000	3,000	0	3,000		0	100.0%	
F & G P - Grants :- Indirect Expenditure	9,645	4,397	(5,248)	99,082	52,720	(46,362)	52,720	0	(46,362)	187.9%	42,866
Net Expenditure	(9,645)	(4,397)	5,248	(99,082)	(52,720)	46,362	(52,720)				
8001 plus Transfer from EMR	0			42,866							
Movement to/(from) Gen Reserve	(9,645)			(56,217)							
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	0	0	0	6,068	5,933	(135)	5,933			102.3%	
1870 Vine Club Insurance Contrib.	(440)	0	440	0	0	0	0			0.0%	
F & G P - Property :- Income	(440)	0	440	6,068	5,933	(135)	5,933			102.3%	0
Net Income	(440)	0	440	6,068	5,933	(135)	5,933				
<u>40 Town Team</u>											
1204 Holly Party	0	0	0	982	0	(982)	0			0.0%	
1206 Business Awards	0	0	0	5,776	7,426	1,650	7,426			77.8%	
1207 Business Show	0	0	0	4,445	4,377	(68)	4,377			101.5%	
Town Team :- Income	0	0	0	11,203	11,803	600	11,803			94.9%	0
6101 Telephone	0	108	108	0	108	108	108		108	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6200 Printing & Stationery	0	11	11	0	110	110	110		110	0.0%	
6240 Computer/ Data Base/WP's	47	68	21	821	827	6	827		6	99.3%	
6241 Website Costs	0	2	2	310	282	(28)	282		(28)	109.9%	
6244 Information Screens	120	337	217	480	1,345	865	1,345		865	35.7%	
6322 Business Awards	0	0	0	5,302	8,116	2,814	8,116		2,814	65.3%	
6323 Business Show	0	0	0	2,356	2,992	636	2,992		636	78.7%	
6325 Holly Party Expense	0	0	0	3,065	0	(3,065)	0		(3,065)	0.0%	
6460 Publicity & Democratic notices	0	0	0	500	0	(500)	0		(500)	0.0%	
6461 Banner Costs	0	201	201	0	807	807	807		807	0.0%	
6730 Subscriptions	0	0	0	0	589	589	589		589	0.0%	
6900 Sundry Expenses	0	60	60	27	786	759	786		759	3.5%	
7000 Reinvestment	0	841	841	0	841	841	841		841	0.0%	
7607 Christmas events	0	0	0	619	0	(619)	0		(619)	0.0%	
Town Team :- Indirect Expenditure	167	1,628	1,461	13,481	16,803	3,322	16,803	0	3,322	80.2%	0
Net Income over Expenditure	(167)	(1,628)	(1,461)	(2,278)	(5,000)	(2,722)	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	125	84	(41)	1,744	1,052	(692)	1,052			165.8%	
1026 Hot Desking Facility	385	334	(51)	7,929	4,008	(3,921)	4,008			197.8%	
1029 Office Pods	1,570	1,310	(260)	14,297	15,687	1,390	15,687			91.1%	
1031 Chamber of Commerce	0	439	439	5,387	5,191	(196)	5,191			103.8%	
Business Hub :- Income	2,080	2,167	87	29,356	25,938	(3,418)	25,938			113.2%	0

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	556	476	(80)	7,012	5,668	(1,344)	5,668		(1,344)	123.7%	
4270 Employers Pension Contribution	0	18	18	0	227	227	227		227	0.0%	
5410 Repairs & General Maintenance	0	12	12	418	166	(252)	166		(252)	251.8%	
5500 Equipment Hired and New	(468)	35	503	(443)	464	907	464		907	(95.4%)	
6000 Rent & Rates	0	(1)	(1)	1,647	2,489	842	2,489		842	66.2%	
6010 Light Heat & Cleaning	3,832	1,268	(2,564)	13,816	15,150	1,334	15,150		1,334	91.2%	
6105 Broadband wi-fi service	142	144	3	1,698	1,739	41	1,739		41	97.6%	
6460 Publicity & Democratic notices	0	0	0	7	0	(7)	0		(7)	0.0%	
6511 Sales commission	0	172	172	0	2,075	2,075	2,075		2,075	0.0%	
6900 Sundry Expenses	99	106	7	1,369	1,206	(163)	1,206		(163)	113.5%	
6922 Health&Safety/Risk Assessments	0	0	0	888	164	(724)	164		(724)	541.5%	
6930 Alarm Maintenance	85	0	(85)	518	243	(275)	243		(275)	213.0%	
6931 CCTV Maintenance	0	0	0	153	153	(0)	153		(0)	100.2%	
6976 Credit card charges	32	23	(9)	405	320	(85)	320		(85)	126.5%	
Business Hub :- Indirect Expenditure	4,278	2,253	(2,025)	27,487	30,064	2,577	30,064	0	2,577	91.4%	0
Net Income over Expenditure	(2,198)	(86)	2,112	1,870	(4,126)	(5,996)	(4,126)				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	0	0	0	3,748	0	(3,748)	0			0.0%	
1752 Quiz Night Income	3,419	0	(3,419)	4,404	0	(4,404)	0			0.0%	
1754 Knole Tour Income	300	0	(300)	300	0	(300)	0			0.0%	
1756 Int'l Women's Day Event Income	759	0	(759)	3,061	0	(3,061)	0			0.0%	
1757 Mayor's Stag event	0	0	0	5,138	0	(5,138)	0			0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1758 Garden Party Income	0	0	0	981	0	(981)	0			0.0%	
2011 Capital Receipts	0	0	0	8,076	0	(8,076)	0			0.0%	8,076
Sevenoaks Town Mayor :- Income	4,478	0	(4,478)	25,709	0	(25,709)	0				8,076
6200 Printing & Stationery	0	0	0	369	0	(369)	0		(369)	0.0%	
6433 Mayors Allowance 2021/22	0	0	0	(36)	0	36	0		36	0.0%	
6437 Mayors Allowance 2022/23	(252)	0	252	0	0	0	0		0	0.0%	
6438 Mayors Car Allowance 2022/23	(1,000)	0	1,000	(1,000)	0	1,000	0		1,000	0.0%	
6441 Mayors Allowance 2023/24	730	481	(249)	5,720	5,805	85	5,805		85	98.5%	
6442 Mayors Car Allowance 2023/24	2,000	210	(1,790)	2,000	2,586	586	2,586		586	77.3%	
7100 Mayoral Charity Donations	0	0	0	13,370	0	(13,370)	0		(13,370)	0.0%	
7202 Quiz Night Expenditure	1,887	0	(1,887)	1,887	0	(1,887)	0		(1,887)	0.0%	
7206 Int'l Women's Day Event Exp.	2,276	0	(2,276)	2,510	0	(2,510)	0		(2,510)	0.0%	
7207 Mayor's Stag Event Exp.	0	0	0	306	0	(306)	0		(306)	0.0%	
7208 Garden Party Exp.	0	0	0	960	0	(960)	0		(960)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	5,641	691	(4,950)	26,086	8,391	(17,695)	8,391	0	(17,695)	310.9%	0
Net Income over Expenditure	(1,162)	(691)	471	(378)	(8,391)	(8,013)	(8,391)				
8002 less Transfer to EMR	0			8,076							
Movement to/(from) Gen Reserve	(1,162)			(8,454)							
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	500	500	0	500		0	100.0%	
Youth Council :- Indirect Expenditure	0	0	0	500	500	0	500	0	0	100.0%	0
Net Expenditure	0	0	0	(500)	(500)	0	(500)				

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>44 Public Realm</u>											
5001 Public Realm signs & panels	0	0	0	300	0	(300)	0		(300)	0.0%	
Public Realm :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>0</u>	<u>(300)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>300</u>	<u>0</u>				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	650	213	(437)	6,227	2,512	(3,715)	2,512			247.9%	
1211 Sale of Goods	296	156	(140)	3,011	1,894	(1,117)	1,894			159.0%	
1350 Revenue Grant income	0	0	0	4,460	0	(4,460)	0			0.0%	
1990 Other Income	0	0	0	150	0	(150)	0			0.0%	
Youth Cafe :- Income	<u>946</u>	<u>369</u>	<u>(577)</u>	<u>13,847</u>	<u>4,406</u>	<u>(9,441)</u>	<u>4,406</u>			<u>314.3%</u>	<u>0</u>
4010 Gross Pay	5,481	3,857	(1,624)	56,099	46,273	(9,826)	46,273		(9,826)	121.2%	
4012 Expenses	0	0	0	16	0	(16)	0		(16)	0.0%	
4270 Employers Pension Contribution	201	130	(71)	1,612	1,505	(107)	1,505		(107)	107.1%	
5410 Repairs & General Maintenance	100	75	(25)	1,366	955	(411)	955		(411)	143.1%	
5500 Equipment Hired and New	0	0	0	593	0	(593)	0		(593)	0.0%	
6010 Light Heat & Cleaning	3	9	6	261	163	(98)	163		(98)	160.4%	
6101 Telephone	111	51	(60)	799	612	(187)	612		(187)	130.6%	
6105 Broadband wi-fi service	28	0	(28)	264	0	(264)	0		(264)	0.0%	
6200 Printing & Stationery	0	20	20	14	273	259	273		259	5.1%	
6210 Postage & Courier	0	0	0	28	31	3	31		3	90.2%	
6240 Computer/ Data Base/WP's	526	28	(498)	727	369	(358)	369		(358)	197.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6241 Website Costs	12	0	(12)	108	0	(108)	0		(108)	0.0%	
6281 Furnishings,Furniture/Eqpt	0	120	120	0	474	474	474		474	0.0%	
6320 Staff Training	0	0	0	20	0	(20)	0		(20)	0.0%	
6330 Welfare/Hospitality	0	0	0	0	1	1	1		1	0.0%	
6340 Staff Uniforms	0	81	81	427	81	(346)	81		(346)	527.0%	
6460 Publicity & Democratic notices	0	7	7	100	7	(93)	7		(93)	1428.6%	
6500 Goods for Resale	289	149	(140)	3,245	1,821	(1,424)	1,821		(1,424)	178.2%	
6505 Cafe consumables	0	19	19	38	73	35	73		35	51.9%	
6635 Professional Fees Licensing	0	0	0	432	444	12	444		12	97.4%	
6900 Sundry Expenses	4	31	27	327	372	45	372		45	88.0%	
6922 Health&Safety/Risk Assessments	0	2	2	1,002	948	(54)	948		(54)	105.7%	
Youth Cafe :- Indirect Expenditure	6,755	4,579	(2,176)	67,479	54,402	(13,077)	54,402	0	(13,077)	124.0%	0
Net Income over Expenditure	(5,809)	(4,210)	1,599	(53,632)	(49,996)	3,636	(49,996)				
60 Markets											
1017 Rental Income Sat Market	2,198	1,636	(562)	24,062	19,588	(4,474)	19,588			122.8%	
1018 Rental Income Wed Market	990	998	8	13,973	11,910	(2,063)	11,910			117.3%	
1019 Rental Income Blighs Market	2,205	1,471	(734)	19,985	17,630	(2,355)	17,630			113.4%	
1033 Rental income Christmas Market	0	0	0	3,165	823	(2,342)	823			384.6%	
Markets :- Income	5,393	4,105	(1,288)	61,185	49,951	(11,234)	49,951			122.5%	0
4010 Gross Pay	154	160	6	1,844	1,898	54	1,898		54	97.2%	
5410 Repairs & General Maintenance	0	29	29	206	116	(90)	116		(90)	177.3%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5420 Saturday market charges	1,120	1,319	199	13,434	17,144	3,710	17,144		3,710	78.4%	
5421 Wednesday Market charges	455	918	463	7,040	11,910	4,871	11,910		4,871	59.1%	
5426 Christmas Market	0	0	0	1,080	0	(1,080)	0		(1,080)	0.0%	
5500 Equipment Hired and New	0	0	0	77	0	(77)	0		(77)	0.0%	
6001 Blighs Market Charges	880	1,064	184	7,041	12,713	5,672	12,713		5,672	55.4%	
6010 Light Heat & Cleaning	0	0	0	512	156	(356)	156		(356)	328.1%	
6635 Professional Fees Licensing	0	0	0	0	195	195	195		195	0.0%	
6730 Subscriptions	0	0	0	60	78	18	78		18	76.9%	
Markets :- Indirect Expenditure	2,609	3,490	881	31,294	44,210	12,916	44,210	0	12,916	70.8%	0
Net Income over Expenditure	2,784	615	(2,169)	29,891	5,741	(24,150)	5,741				
61 Longspring Woods											
1854 Longspring Woods Donations	50,472	0	(50,472)	101,192	0	(101,192)	0			0.0%	101,192
Longspring Woods :- Income	50,472	0	(50,472)	101,192	0	(101,192)	0				101,192
6460 Publicity & Democratic notices	0	0	0	38	0	(38)	0		(38)	0.0%	
Longspring Woods :- Indirect Expenditure	0	0	0	38	0	(38)	0	0	(38)		0
Net Income over Expenditure	50,472	0	(50,472)	101,154	0	(101,154)	0				
8002 less Transfer to EMR	50,472			101,192							
Movement to/(from) Gen Reserve	0			(38)							

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>70 Precept</u>											
1995 Precept	114,171	114,171	0	1,370,074	1,370,074	0	1,370,074			100.0%	
Precept :- Income	114,171	114,171	0	1,370,074	1,370,074	0	1,370,074			100.0%	0
Net Income	114,171	114,171	0	1,370,074	1,370,074	0	1,370,074				
<u>91 Capital Infrastructure Budget</u>											
2011 Capital Receipts	29,231	0	(29,231)	58,729	0	(58,729)	0			0.0%	58,729
2012 CIL income allocation	0	0	0	70,666	0	(70,666)	0			0.0%	70,666
Capital Infrastructure Budget :- Income	29,231	0	(29,231)	129,395	0	(129,395)	0				129,395
9014 Play Areas	0	0	0	417	0	(417)	0		(417)	0.0%	
9053 Vine Area	0	0	0	1,214	0	(1,214)	0		(1,214)	0.0%	
9063 New Community Centre	0	0	0	1,796	0	(1,796)	0		(1,796)	0.0%	
9066 NDP	0	0	0	415	0	(415)	0		(415)	0.0%	
9071 Business Hub	468	0	(468)	0	0	0	0		0	0.0%	
Capital Infrastructure Budget :- Indirect Expenditure	468	0	(468)	3,841	0	(3,841)	0	0	(3,841)		0
Net Income over Expenditure	28,762	0	(28,762)	125,554	0	(125,554)	0				
8002 less Transfer to EMR	29,231			129,395							
Movement to/(from) Gen Reserve	(468)			(3,841)							

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	246,777	161,706	(85,071)	2,220,418	1,880,509	(339,909)	1,880,509			118.1%	
Expenditure	198,901	220,994	22,093	2,135,916	1,959,273	(176,643)	1,959,273	0	(176,643)	109.0%	
Net Income over Expenditure	47,877	(59,288)	(107,165)	84,502	(78,764)	(163,266)	(78,764)				
plus Transfer from EMR	121,548			245,363							
less Transfer to EMR	79,703			238,663							
Movement to/(from) Gen Reserve	89,722			91,203							

March 2024 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable variances

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	(36,557)	(28,108)	8,449	(28,108)	£5,800 overspend on Gross Pay. Computer overspend relates to one off purchase of flashdrives. Professional fees are over due to unbudgeted 20mph analysis at £2.4k.
Open Spaces & Leisure Committee					
General	(266,148)	(315,212)	(49,064)	(315,212)	Sports income has a £400 deficit but income overall has a £15k surplus due to grant funding. £35K favourable pay related, mainly due to ongoing staff vacancy. Unbudgeted tree safety survey and tree works (£9k). Knole Paddock pitch and ground maintenance has overspend, the pitch work alone went over budget for painting, vertidrainning etc.
Cemetery	(76,539)	(60,897)	15,642	(60,897)	£17K lower cemetery income than budget. This is the main driving force behind the adverse variance. 5210 has overspent due to handrails and new chair. Repairs and general maintenance over budget as there were unforeseen works at the beginning of the year - unblocking the sewer - £608. Telephone is slightly over budget due to the purchase of a new mobile. There is a slight overspend on Welfare and Hospitality. Alarm maintenance provision was slightly under budgeted for plus an unbudgeted upgrade to GPRS.
Allotments	(393)	(29)	364	(29)	Negative variance in Pay and pension contributions due to having the Allotment Administrator's successor train under them for several months prior to leaving in September. The Gross Pay (4010) is now £3k over its annual budget.
Street lighting/ general	(21,927)	(19,626)	2,301	(19,626)	£7K streetlighting costs includes maintenance contract billed 6 monthly, as well as higher electricity tariff. £1,5k costs for public clock repairs that were unbudgeted.
Vine Grounds	(43,537)	(41,481)	2,056	(41,481)	Other events income is down/ special events expenditure high due to vegan market Vine area maintenance is nearly £2.3k over budget due to 15 oak posts £900 and two drinking fountains £800. There has also been repairs to the gas boiler flue at the Vine Pavilion. £1.8k on CCTV cameras.

March 2024 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Vine Café	(26,845)	(20,000)	6,845	(20,000)	Sale of Goods/ income is under Budget (£35K). Staff costs are £15,500 lower than budget, partly due to the cafe running with 1 staff member on occasion. With Sales being low, the Costs of Goods is also under budget (£12k) There is an overspend on the telephone budget line this is due to the changing over of the phones to Connectaphone. Alarm maintenance is over budget due to an alarm upgrade. Prior year total spend was £75K - 23/24 is £65k.
Bat & Ball Station	(89,439)	(94,242)	(4,803)	(94,242)	The station has performed favourably to budget on all income lines. Overbudget on gross pay by £8,800. The overspend on Sundry expenses is £2K further payment re the DVCRP Mural, this has been invoiced and reimbursed. £2.7k Timber Bench and freezer £700 responsible for the majority of the overspend in New Equipment Electricity charges are over budget by £3k YTD. The telephone budget line is overspent by £600. The printing and stationery is slightly over budget. The Welfare budget line is overspent due to hot water tap maintenance which was unexpected. Alarm maintenance is £1.4k over budget due to a couple of fire alarm call outs and an alarm upgrade.
Establishments	(638,211)	(660,727)	(22,516)	(660,727)	Interest rates are higher than when budget was set, resulting in a £42k surplus. Gross pay is higher in part due to overtime payments. Expenses is over budget due to higher subsistence claims. Printing and Stationery is £3k over budget. Postage and courier £1k over annual budget. Computer spend is overbudget £20k includes £1.2K new laptop, 10 new ipads and IT computer upgrade and meeting PC equipment, much of which was unbudgeted. Recruitment Costs overspend relates to the recruitment of a new RFO. Publicity and Democratic Notices overspend includes Sev Chronicle ad (£360), QR code generator (£318) and mayor photographs (£220). Professional fees overspend unbudgeted architect for Mill Pond. Conference fees has an adverse variance due to councillor training and having a new council. Waste sacks overspend of £2k but income has increased also. Credit card charges have gone over budget by almost half year to date.

March 2024 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable variances

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
General	(43,283)	(43,928)	(645)	(43,928)	Income favourable due to Coronation sponsorship. Special events expenditure over spend due to Coronation and skatepark workshop
Council Offices	(39,891)	(46,387)	(6,496)	(46,387)	Income slightly down £2k. General Maintenance overspend due to boiler repair £400 and chamber roof repair £430. Mobile telephone has been under budgeted.
Bat & Ball Centre	1,994	(9,142)	(11,136)	(9,142)	Hire of the Centre has improved and has finished £1k over where it was expected to be. Gross pay is over budget by £10,900. Repairs and General Maintenance is £8k over budget due to £2k appliances service, £1k solar panel safety assessment, £1k boiler service, £850 repairs to cladding and £665 kitchen sensor install. Electricity is over budget by £4,900. Welfare and Hospitality has gone over budget due to water machine service. Sundries has an overspend due to the purchase of a Christmas trees and cups/ filter for the water dispenser. Health & Safety/Risk Assessments overspend due to a Metal Bait Safe (£1.6k).
Grants	(56,217)	(52,720)	3,497	(52,720)	All expenditure is where you would expect it to be.
Property	6,068	5,933	(135)	5,933	

March 2024 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	(2,278)	(5,000)	(2,722)	(5,000)	Income is £1.5k down on the business awards. Business Awards expenditure is down £3k.
Business Hub	1,870	(4,126)	(8,108)	(4,126)	Hub use continues to improve. All 5 pods are let. Current overall favourable variance due to lower YTD expenditure and increased Hot Desk income. Gross Pay is £1,300 over budget. There has been £200 spent on guttering clearance and £700 spent on non domestic EPC both of which were unbudgeted.
Sevenoaks Town Mayor	(8,454)	(8,391)	63	(8,391)	
Youth Council	(500)	(500)	-	(500)	Contribution towards the skating event.
Public Realm	(300)	-	300	-	
Youth Cafe	(53,632)	(49,996)	3,636	(49,996)	Use of the HITB is higher than budget, and staffing levels have had to increase. Income has increased. Goods for resale is over budget due to the freezer defrosting twice. Staff uniform expenditure of £427 was unbudgeted.
Markets	29,891	5,741	(24,150)	5,741	Markets have had a stallholder fee increase after several years of flat fees. Performance continues at the level seen at the end of the year, which was favourable to when budgets were set. Expenditure of £152 for door fabrication was unbudgeted. Electricity expenditure has exceeded agreed budget.
Longspring Woods	(38)				£101,192 has been moved to an EMR for the purchase of Longspring Woods, this was made up of donations.
Precept	1,370,074	1,370,074	-	1,370,074	
Revenue Surplus/ (Deficit) Total	5,709	(78,764)	(84,473)	(78,764)	
To be transfered from Bat & Ball Management & Maintenance Reserve	89,439	94,242	4,803	94,242	
Adjusted Revenue Surplus/ (Deficit) Total	95,148	15,478	(79,670)	15,478	

March 2024 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Capital Infrastructure	(3,373)	-	3,373	-	
Total inc Capital	91,775	15,478	(76,297)	15,478	

Summary by Committee:

Planning	(36,557)	(28,108)	8,449	(28,108)
Open spaces & Leisure	(408,544)	(437,245)	(28,701)	(437,245)
Vine Café	(26,845)	(20,000)	6,845	(20,000)
Bat Ball Station	(89,439)	(94,242)	(4,803)	(94,242)
Finance & General Purpose	(802,943)	(869,243)	(66,300)	(869,243)
Precept	1,370,074	1,370,074	-	1,370,074
Capital Infrastructure	(3,373)	-	3,373	-

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council

Statement of Fund Balances as at 31st March 2024

£ (2022/23)		S&P Rating 30/12/2023		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
0	<u>Bank of Scotland</u>						
	Treasury deposit (1m)	A+	A1	0	0	0.00%	
23,097	<u>National Westminster Bank</u>	A+	A1				
811,840	Business Reserve Account			56,451			
1,000	Current Account			114,917			1.45%
1,000	Payroll Account			1,000			
9,949	HITB Youth café			1,000			
3,494	Sevenoaks Town Partnership			9,949			
	Mayors Charity Account			22,587	205,903	12.08%	
50,525	<u>HSBC</u>	A+	A1				
	Business money manager			51,598	51,598	3.03%	1.95%
64,844	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			66,509			2.60%
	35 day notice account			269,802	336,310	19.72%	2.60%
2,820	<u>Nationwide</u>	A+	A1				
10,178	Instant Saver			2,835			0.00%
	Sevenoaks Fund Instant Saver			10,419	13,253	0.78%	2.20%
500,000	<u>CCLA</u>						
	Public Sector Deposit	AAA (Fitch only)		575,000	575,000	33.72%	5.26%
0	<u>Clydesdale</u>						
	Current account	A-	A2	0	0		
1	<u>Virginmoney</u>						
500,570	Current account	BBB-	A3	1			
	95 Day Notice			522,036	522,037	30.62%	4.00%
794	<u>Petty Cash</u>				925	0.05%	
-280	<u>Cashbook suspense</u>				0	0.00%	
2,240,012					1,705,027	100.00%	

Instant access funds

869,310

Three months precept (equivalent to working capital)

342,519

STC strategy requires that funds equivalent to not less than three months' estimated working capital are held in instant access. Capital requirements are retained in current and deposit accounts giving immediate access

Balance Sheet as at 31 March 2024

31 March 2023

31 March 2024

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
	Current Assets			
9,260	Debtors	47,924		
20,307	Miscellaneous Debtors	0		
20,633	SCC Bookings Debtors	23,551		
22,741	Vat Control	15,109		
19,941	Prepayments	23,965		
2,220	Stock	5,953		
212,501	Nat West - Current Account	114,917		
1,000	Payroll Account	1,000		
10,073	Mayors Charity Account	22,587		
1,000	House i/t Basement Youth Cafe	1,000		
9,949	Sevenoaks Town Partnership	9,949		
892	Petty Cash	925		
65,074	Handelsbanken Investment	66,509		
262,558	Handelsbanken Notice Account	269,802		
2,835	Nationwide Instant Saver	2,835		
34,284	Natwest Investment	56,451		
1	Virgin Money Current Account	1		
50,694	HSBC Investment	51,598		
10,225	Nationwide Sevenoaks Fund	10,419		
500,000	CCLA Public Sector Deposit	575,000		
504,395	Virgin Money 90 day Notice	522,036		
1,760,581			1,821,530	
1,760,581	Total Assets			1,821,530
	Current Liabilities			
43,787	Creditors	33,535		
21,159	Miscellaneous Creditors	12,444		
73,315	Accruals	53,929		
0	Superannuation Due	4,546		

Balance Sheet as at 31 March 2024

31 March 2023

31 March 2024

35,777	Receipts in Advance	38,533
5,273	Receipt in Advance-Cemetery	11,353
3,216	Damage Deposit	4,104
277	Key Deposit	408
5,275	QH Allotment Key deposits	5,690
685	BV Allotment key deposits	667
<u>188,762</u>		<u>165,209</u>
1,571,819	Total Assets Less Current Liabilities	1,656,321
	Long Term Liabilities	
<u>0</u>		<u>0</u>
1,571,819	Total Assets Less Long Term Liabilities	1,656,321
	Represented By	
459,542	Revenue Reserve	514,992
1,112,276	Earmarked Reserves	1,141,329
<u>1,571,819</u>		<u>1,656,321</u>

The above statement represents fairly the financial position of the authority as at 31 March 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
313 Youth Council Reserve	1,727.10		1,727.10
314 Council Offices Reserve	1,547.63		1,547.63
315 Pension Reserve	2,814.23		2,814.23
316 Rolling Cap Prog Rev Reserve	42,393.24	-4,130.00	38,263.24
317 Street Lighting Reserve	5,415.59	638.38	6,053.97
319 Stag winding-up reserves	10,000.00	1,000.00	11,000.00
320 Planning Fees Reserve	12,500.00		12,500.00
321 Youth Activities Reserve	1,268.75		1,268.75
327 STP Activities Reserve	8,676.78		8,676.78
328 Non-annual commitments reserve	15,653.00	-13,703.00	1,950.00
329 Staff training reserve	2,890.00		2,890.00
336 Bid Buddy Reserve	0.00	10,000.00	10,000.00
339 Capital Receipts Quaker Hall	87,692.76	29,230.92	116,923.68
340 Capital Receipts Reserve	442,338.88	-21,922.66	420,416.22
343 B&B Management Maint Reserve	132,018.25	-89,337.00	42,681.25
346 Vehicle/machinery replacement	22,829.00	20,000.00	42,829.00
347 Environmental Reserve	6,000.00	-2,000.00	4,000.00
348 B&B Ctr Maintenance Reserve	10,578.00		10,578.00
349 Recruitment reserve	10,000.00	17,000.00	27,000.00
351 IT Reserve	0.00	6,000.00	6,000.00
360 CIL Earmarked reserve	209,821.84	-49,480.08	160,341.76
370 No 8 bus reserve	78,808.26		78,808.26
374 Mayor's Charity Reserve	7,303.02		7,303.02
376 Mayor's Regalia Reserve	0.00	8,075.99	8,075.99
377 WKH Reserve - Youth Service	0.00	15,000.00	15,000.00
378 Longspring Wood Donations	0.00	101,192.00	101,192.00
379 Samaritans Reserve	0.00	1,488.00	1,488.00
	1,112,276.33	29,052.55	1,141,328.88

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/03/2024	2024-003	35376	ALL ABOARD CLUB	ALL006	300.00	0.00	300.00	6869	30	300.00	Heritage event
31/03/2024	1/IN4627	35472	ALTOOFFICE	ALTO001	28.00	5.60	33.60	6200	22	28.00	toner
29/02/2024	29/02/24	35354	AMEX	AME001	0.28	0.00	0.28	6976	31	0.28	credit card chg
20/03/2024	20/03/24	35360	ANN WHITE	ANN001	286.00	0.00	286.00	7202	42	286.00	Mayors Quiz expenses
03/03/2024	010	35299	ANTHONY CHARLES WILL	ANT001	120.00	0.00	120.00	6244	40	120.00	quartely screen fee
14/03/2024	14/3/24	35342	ART IN JUNE	ART001	500.00	0.00	500.00	7500	38	500.00	Art in June grant
14/03/2024	14/3/24	35347	BABY UMBRELLA	BAB001	500.00	0.00	500.00	7500	38	500.00	Baby Umbrella
15/03/2024	15/03/24	35429	BANKLINE	BANKL01	80.90	0.00	80.90	6975	31	80.90	bank chgs
23/03/2024	01	35375	BECKY WALSH	BEC001	450.00	0.00	450.00	6320	31	450.00	AI training
29/02/2024	242016438	35392	BP FUEL	BPF001	160.46	32.10	192.56	5700	22	12.50	fuel
								5700	21	147.96	fuel
05/03/2024	242019270	35293	BP FUEL	BPF001	17.37	0.00	17.37	5700	21	17.37	fuel
12/03/2024	242020407	35393	BP FUEL	BPF001	68.65	13.73	82.38	5700	21	68.65	fuel
12/03/2024	242020408	35335	BP FUEL	BPF001	8.36	0.00	8.36	5700	21	8.36	fuel
19/03/2024	242022197	35394	BP FUEL	BPF001	7.51	0.00	7.51	5700	21	7.51	fuel
31/03/2024	242025984	35466	BP FUEL	BPF001	12.52	2.50	15.02	5700	22	12.52	fuel
29/02/2024	SVO/371274	35336	BREWERS	BREW001	20.07	4.01	24.08	5410	28	20.07	paint
18/03/2024	SVO/371381	35435	BREWERS	BREW001	11.75	2.35	14.10	5410	28	11.75	paint
25/03/2024	851257238	35437	BRITISH GAS	BRI001	151.37	7.56	158.93	6012	30	151.37	gas chg 2/2-20/3
20/03/2024	844878043	35407	BRITISH GAS	BRIT007	161.01	8.05	169.06	6010	33	161.01	gas chg 15/2-14/3
14/03/2024	814524056	35373	BRITISH GAS	BRIT008	227.28	45.45	272.73	6012	36	227.28	gas chg 12/2-11/3
25/03/2024	64693	35470	BRODEX TRIDENT	BROT001	1,037.74	207.55	1,245.29	5110	21	1,037.74	tank drainage
28/03/2024	2024.006	35432	CHARTERED INSTITUTE	CIH001	242.00	0.00	242.00	6730	22	242.00	CIH membership 2024/25
13/03/2024	388129	35320	COLIN TOMKINS	COL004	1,200.00	0.00	1,200.00	5030	21	1,200.00	wall repair
06/03/2024	153927	35355	CONNECTAPHONE	CON001	560.98	112.20	673.18	6101	50	50.98	Feb telephone chg
								6101	22	50.98	Feb telephone chg
								6101	28	50.98	Feb telephone chg
								6101	36	51.23	Feb telephone chg

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6101	30	50.98	Feb telephone chg
								6101	31	305.83	Feb telephone chg
31/03/2024	INV440378	35469	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	March glass collection chg
31/03/2024	INV441541	35468	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	March glass collection chg
21/03/2024	O79380	35439	CPRE	CPRE001	59.40	0.60	60.00	6730	31	59.40	CPRE subs
13/03/2024	9.1.24CORR	35323	DARRYL GARDINER	DAR004	100.00	0.00	100.00	5410	50	100.00	decorating work
07/03/2024	912049	35312	ERNEST DOE	DOE001	705.86	141.17	847.03	5525	22	705.86	Dumper truck service
07/03/2024	912050	35327	ERNEST DOE	DOE001	297.75	59.55	357.30	5525	22	297.75	JCB service
01/03/2024	000018428976	35305	EDF ENERGY	EDF002	1,583.24	316.65	1,899.89	6011	36	1,583.24	Feb electric chg
01/03/2024	000018440316	35303	EDF ENERGY	EDF004	1,632.10	326.42	1,958.52	6010	41	1,632.10	Feb electric chg
08/03/2024	000018497430	35350	EDF ENERGY	EDF009	243.01	12.15	255.16	6010	22	243.01	Feb electric chg
08/03/2024	000018498742	35349	EDF ENERGY	EDF009	-513.29	-102.65	-615.94	6010	22	-513.29	Jan electric credit
08/03/2024	000018498767	35351	EDF ENERGY	EDF009	192.49	9.62	202.11	6010	22	192.49	Jan electric chg
01/03/2024	000018405916	35306	EDF ENERGY	EDF011	1,101.87	220.38	1,322.25	6011	30	1,101.87	Feb electric chg
07/03/2024	14032155	35308	ELITE	EFS001	89.61	0.00	89.61	6500	30	89.61	goods for resale
21/03/2024	14036568	35369	ELITE	EFS001	128.80	7.92	136.72	6500	30	128.80	goods for resale
15/03/2024	15/03/24	35377	EMAP	EMAP001	416.00	0.00	416.00	6730	31	416.00	Local Gov Chronicle subs
01/03/2024	99239	35334	ATLAS FM/EMPRISE SVS	EMP001	502.52	100.50	603.02	6932	22	502.52	March lock up chg
01/03/2024	99240	35333	ATLAS FM/EMPRISE SVS	EMP001	1,298.90	259.78	1,558.68	5311	21	1,298.90	March lock up chgs
01/03/2024	99241	35388	ATLAS FM/EMPRISE SVS	EMP001	866.14	173.23	1,039.37	5311	21	866.14	March lock up chgs
20/03/2024	2993934	35374	EVERFLOW WATER	EVE002	597.29	0.00	597.29	6002	23	204.77	water chg 19/4-18/5
								5025	21	96.91	water chg 19/4-18/5
								6014	33	131.72	water chg 19/4-18/5
								6014	36	47.32	water chg 19/4-18/5
								6014	30	21.32	water chg 19/4-18/5
								6014	21	19.16	water chg 19/4-18/5
								6014	28	54.24	water chg 19/4-18/5
								6014	29	11.36	water chg 19/4-18/5
								6014	23	10.49	water chg 19/4-18/5

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/03/2024	CASV133807	35311	EXPRESS FACTORS	EXPR001	6.73	1.35	8.08	5525	21	6.73	connectors
06/02/2024	0063/04304349	35330	FAIRALLS	FAIR001	7.20	1.44	8.64	5310	21	7.20	bolts
13/02/2024	0063/04317419	35332	FAIRALLS	FAIR001	35.12	7.02	42.14	5310	21	35.12	maint equip
16/02/2024	0063/04325257	35457	FAIRALLS	FAIR001	28.09	5.62	33.71	5010	21	28.09	bench parts
01/03/2024	0063/04353917	35331	FAIRALLS	FAIR001	6.39	1.28	7.67	5410	21	6.39	maint equip
17/03/2024	170	35387	K M FINCH	FINC001	360.00	72.00	432.00	6822	22	360.00	fencing
22/03/2024	I033967	35395	FORGE GARAGE	FORG001	1,267.80	244.57	1,512.37	5550	21	1,267.80	GU14 XKZ service
08/03/2024	2040	35313	FOUR HANDS	FOU001	75.00	15.00	90.00	6415	31	75.00	Mayor leaving gift
14/03/2024	14/3/24	35340	FRIENDS OF PONTOISE	FRIE001	250.00	0.00	250.00	7520	38	250.00	Friends Of Pontoise grant
14/03/2024	14/3/24	35341	FRIENDS OF RHEINBACH	FRIE002	250.00	0.00	250.00	7520	38	250.00	Friends Of Rheinbach grant
12/03/2024	INV546002	35337	GAZA TIMBER	GAZA001	98.34	19.66	118.00	5030	21	98.34	timber
15/03/2024	148177	35389	GODFREYS	GOD001	6.00	1.20	7.20	5525	22	6.00	pull cord
15/03/2024	148178	35390	GODFREYS	GOD001	74.98	14.99	89.97	5700	21	74.98	fuel
06/03/2024	05/167042	35385	GREENHAM	GREE001	67.86	13.57	81.43	5500	21	67.86	safety signs
06/03/2024	91066	35310	HERBERT & WARD	HAW001	135.00	0.00	135.00	6500	30	135.00	goods for resale
14/03/2024	91182	35438	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	coffee machine rental
19/03/2024	91227	35371	HERBERT & WARD	HAW001	54.00	0.00	54.00	6500	30	54.00	goods for resale
01/03/2024	22665	35294	HELIOCENTRIX	HELI001	18.00	3.60	21.60	6240	31	18.00	hitb domain renewal
31/03/2024	22987	35471	HELIOCENTRIX	HELI001	30.00	6.00	36.00	6240	22	30.00	laptop charger
31/03/2024	23008	35461	HELIOCENTRIX	HELI001	1,984.24	396.85	2,381.09	6240	31	1,548.38	March IT support chg
								6242	31	435.86	March IT support chg
31/03/2024	T3089	35440	HELIOCENTRIX	HELI001	356.41	71.28	427.69	6101	31	141.50	Mar wifi chgs
								6101	21	10.01	Mar wifi chgs
								6105	41	141.50	Mar wifi chgs
								6105	22	10.00	Mar wifi chgs
								6105	21	24.95	Mar wifi chgs
								6105	50	28.45	Mar wifi chgs
29/02/2024	INV-042613	35353	HGS	HGS001	116.94	23.39	140.33	6013	36	116.94	cleaning equip
29/02/2024	INV-042617	35352	HGS	HGS001	2,120.00	424.00	2,544.00	6013	36	2,120.00	Floor scrubber

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								340		-2,120.00	Floor scrubber
								8001	36	2,120.00	Floor scrubber
26/03/2024	0586332	35456	HOLLYBUSH LAUNDRY	HOL002	150.00	0.00	150.00	6013	36	150.00	Tablecloth laundry
01/03/2024	INV-4524	35263	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	plannign tracker support
06/03/2024	1007813	35383	KALL KWIK	KALL001	476.00	95.20	571.20	6200	31	476.00	Annual reports printing
27/03/2024	900189763	35401	KENT COUNTY COUNCIL	KCC002	552.00	110.40	662.40	6610	31	552.00	3rd audit visit 2023/24
21/03/2024	14334764	35384	KCC KCS	KCC003	53.97	10.79	64.76	6200	31	53.97	stationery
24/03/2024	14336011	35361	KCC KCS	KCC003	36.99	7.40	44.39	5500	31	36.99	noticeboard
07/03/2024	8206208	35309	KFF	KFF001	99.24	19.84	119.08	6500	30	99.24	goods for resale
18/03/2024	8215271	35372	KFF	KFF001	131.09	2.85	133.94	6500	30	131.09	goods for resale
14/03/2024	1169023979	35378	KONICA MINOLTA	KMB001	220.35	44.07	264.42	6240	31	220.35	Bizhub printer 29.02-30.05
20/03/2024	1169077198	35406	KONICA MINOLTA	KMB001	555.88	111.18	667.06	6200	31	555.88	bizhub print chg 19.12-29.2
12/03/2024	INV-0037	35321	MAMMOTH SIGNS AND GR	MAM001	38.00	7.60	45.60	5500	36	38.00	signs for doors
12/03/2024	INV-0043	35318	MAMMOTH SIGNS AND GR	MAM001	585.00	117.00	702.00	5525	21	585.00	FV70 UFR van print
12/03/2024	INV-0044	35322	MAMMOTH SIGNS AND GR	MAM001	45.00	9.00	54.00	6865	26	45.00	seed swap vinyl
26/03/2024	203395	35408	MANAGED TECHNOLOGY	MAN002	99.87	19.97	119.84	6200	31	99.87	Canon print chg 18/3-17/6
25/03/2024	419459	35402	NATIONAL LEAFLET CO	NAT010	3,377.00	0.00	3,377.00	6200	31	3,377.00	Town Crier print chgs
07/03/2024	NEREODBS12789	35356	NEREO	NER001	48.00	2.00	50.00	6635	31	48.00	DSB check E.C
28/03/2024	UKSPS00132000	35403	NEXUDUS SL	NEX001	99.44	19.89	119.33	6900	41	99.44	Hub booking chg
04/03/2024	0001/00172771	35328	OBM	OBM001	2.81	0.56	3.37	5410	36	2.81	hinges
08/03/2024	0001/00173145	35329	OBM	OBM001	2.25	0.45	2.70	5010	29	2.25	screws
14/03/2024	0001/00173611	35391	OBM	OBM001	30.39	6.08	36.47	5410	23	30.39	taps
31/03/2024	INV-10415	35431	OFFSET ARCHITECTS	OFA001	503.20	100.64	603.84	5026	21	503.20	play area arhitect fees
20/03/2024	2-24-SC	35400	OLA INTU	OLG001	380.00	0.00	380.00	6900	30	380.00	station mural painting
28/02/2024	28/FEB24/ROS	35458	ONECARD	ONE002	-33.56	0.00	-33.56	6975	31	-33.56	bank chgs
28/03/2024	28/MAR24/ANN	35460	ONECARD	ONE002	1,335.77	54.42	1,390.19	6869	30	7.99	Event ticket fee
								7206	42	41.50	IWD Event expenditure
								6500	28	3.33	good for resale
								6500	28	67.51	good for resale

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	28	-2.25	good for resale
								6500	30	84.22	good for resale
								6500	50	31.71	good for resale
								6500	50	37.49	good for resale
								5500	31	-6.00	D day flags
								6104	21	8.34	Town Warden mobile
								6104	36	8.34	KW mobile
								6240	40	47.48	Creative Cloud Subs
								6240	31	16.64	Acrobat Pro DC
								6241	50	12.00	website maintenance
								6710	31	65.36	conference fee Cllrs
								6710	31	32.68	conference fee G.E
								6460	29	1.48	Vegan Market ad
								6460	11	3.55	Planning Community ad
								6460	29	12.00	Vegan Market ad
								6630	31	161.00	NW AAT subs 2024/25
								6630	11	210.50	Chantry Planning app fee
								5550	21	322.50	GU14 XKZ Road tax
								6101	22	5.00	AC mobile
								7202	42	68.00	Quiz Night expenses
								7202	42	76.05	Quiz Night expenses
								7202	42	-50.50	Quiz Night expenses
								6832	22	29.18	engraving
								6900	50	4.17	batteries
								5317	21	36.50	car parking permits
28/03/2024	28/MAR24/LIN	35455	ONECARD	ONE002	1,505.36	145.49	1,650.85	6630	11	19.99	Survey subscription
								6240	11	10.95	Acrobat Standard Licence
								6240	31	10.83	Software design subs
								6240	11	12.49	laptop charger

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6240	50	16.64	Adobe Illustrator - HITB
								6240	31	9.99	laptop charger
								6240	31	3.14	HDMI cable
								6104	21	5.00	O/S team iPad
								6104	33	8.34	Caretaker mob
								6104	21	5.00	Town Warden mobile
								6104	21	77.08	O/S manager phone
								6500	50	5.83	Goods for resale
								6500	50	44.94	Goods for resale
								6500	30	133.24	Goods for resale
								6500	28	38.30	Goods for resale
								6500	28	9.58	Goods for resale
								6500	30	129.28	Goods for resale
								6500	50	20.75	Goods for resale
								6500	50	40.25	Goods for resale
								6500	28	86.75	Goods for resale
								6500	28	22.46	Goods for resale
								6710	31	32.68	conference fee Cllrs
								6710	31	32.68	conference fee Cllrs
								7206	42	15.70	IWD Event expenditure
								7206	42	88.00	IWD Event expenditure
								7206	42	78.90	IWD Event expenditure
								6415	31	52.00	flowers for E.R
								6101	31	16.67	Town Clerk ipad
								5410	36	13.75	door handle
								5025	21	225.99	baby changer
								6330	31	28.00	meeting sandwiches
								6330	31	28.00	meeting sandwiches
								6330	31	14.60	cakes

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6010	50	2.92	cleaning eq
								5500	30	13.45	picture frames
								5500	31	113.32	projector
								6013	36	36.62	cleaning eq
								6505	28	1.25	consumables
11/03/2024	0037951	35316	PERFECT CUISINE CATE	PER001	1,942.50	0.00	1,942.50	7206	42	1,942.50	IWD catering
25/03/2024	215367	35436	PREMIER ALARMS	PREM001	85.00	17.00	102.00	6930	41	85.00	alarm callout
19/03/2024	223191	35386	PROVENDER	PRO002	48.67	8.58	57.25	5525	22	2.92	plants
								5340	21	45.75	plants
04/03/2024	I326594	35302	Q CATERING	QCA001	195.55	0.00	195.55	6500	30	195.55	goods for resale
15/03/2024	I328503	35368	Q CATERING	QCA001	84.60	0.00	84.60	6500	30	84.60	goods for resale
21/03/2024	I329182	35370	Q CATERING	QCA001	103.95	0.00	103.95	6500	30	103.95	goods for resale
21/03/2024	80356	35382	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	monthly till chg
28/03/2024	80608	35404	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	monthly till chg
13/03/2024	451734440	35433	REXEL	REX001	51.66	10.33	61.99	6010	33	51.66	light bulbs
01/03/2024	31330	35301	RIALTAS	RIAL001	267.50	53.50	321.00	6320	31	267.50	Accounts consultancy G.J
11/03/2024	PAYMENT 4	35319	RIVERSIDE CON.	RIVE001	6,468.93	1,293.78	7,762.71	5025	21	6,468.93	Toilet refurbishment
21/03/2024	20870	35397	RWE RURAL SERVICES	RWE001	600.00	120.00	720.00	5060	21	600.00	Tree work
16/02/2024	SEVENOAKSTC16	35359	RYANSWAY HR CONSULTARY	RYA002	730.60	140.00	870.60	6320	31	730.60	supervisor training
30/03/2024	SEVENOAKSTC30	35473	RYANSWAY HR CONSULTARY	RYA002	870.60	0.00	870.60	6320	31	870.60	Design workshop 2
25/03/2024	STC001	35405	RYANSWAY HR CONSULTARY	RYA002	-730.60	-140.00	-870.60	6320	31	-730.60	Design workshop
20/03/2024	1477358722	35434	SCREWFIX	SCREW001	39.99	0.00	39.99	6952	22	39.99	boots
28/03/2024	1480331015	35465	SCREWFIX	SCREW001	74.97	7.00	81.97	6952	22	39.99	boots
								5025	21	34.98	grab bar
04/03/2024	2088137	35300	SDC	SDC001	1,574.92	0.00	1,574.92	5421	60	455.38	March market rent
								5420	60	1,119.54	March market rent
08/03/2024	2088193	35396	SDC	SDC001	23,205.78	0.00	23,205.78	7010	31	23,205.78	Election chgs
								328		-23,205.78	Election chgs
								8001	31	23,205.78	Election chgs

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/03/2024	2088196	35379	SDC	SDC001	9,559.11	0.00	9,559.11	7010	31	9,559.11	Election fees
11/03/2024	2088214	35315	SDC	SDC001	643.50	5.50	649.00	6889	31	643.50	waste sacks
18/03/2024	2088263	35381	SDC	SDC001	118.00	22.00	140.00	6889	31	118.00	waste sacks
25/03/2024	2088455	35363	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 26/02-24/03
25/03/2024	2088546	35367	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 04/12-31/12
25/03/2024	2088547	35365	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 26/02-24/03
25/03/2024	2088548	35362	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 26/02-24/03
25/03/2024	2088555	35366	SDC	SDC001	100.75	0.00	100.75	6935	36	100.75	bin collection 26/02-24/03
25/03/2024	2088556	35364	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	bin collection 26/02-24/03
26/03/2024	2088759	35413	SDC	SDC001	655.20	131.04	786.24	6934	21	655.20	bin bin waste chg Jan-Mar2024
28/03/2024	29891	35399	SEEMP	SEEMP001	400.00	80.00	480.00	110	0	400.00	SEE subs 24/25
14/03/2024	14/3/24	35343	SOUTH EAST OPEN	SEO001	250.00	0.00	250.00	7500	38	250.00	South East Open Studios grant
20/03/2024	93037	35467	SETON	SET001	125.94	25.19	151.13	5410	36	125.94	traffic sign pole
14/03/2024	14/3/24	35346	SEV VOLUNTEER TRANSP	SEV023	1,000.00	0.00	1,000.00	7500	38	1,000.00	Sev Volunteer Transport grant
14/03/2024	14/3/24	35344	SEV THREE ARTS	SEV026	600.00	0.00	600.00	7500	38	600.00	Sevenoaks Three Arts grant
14/03/2024	14/3/24	35348	SEVENOAKS BOWLING CL	SEV061	1,000.00	0.00	1,000.00	7500	38	1,000.00	Sevenoaks Bowling Club
17/07/2023	BK211398-1	35358	SLCC	SLCC001	35.00	7.00	42.00	6320	31	35.00	Social Media training M.R
14/03/2024	14/03/24	35409	SEVENOAKS SUMMER	SSF001	600.00	0.00	600.00	6868	29	600.00	Bandstand show funding
26/03/2024	26/03/24	35410	SEVENOAKS SUMMER	SSF001	5,000.00	0.00	5,000.00	7502	38	5,000.00	Sevenoaks Summer Fest grant
26/03/2024	26/03/24REV	35421	SEVENOAKS SUMMER	SSF001	-5,000.00	0.00	-5,000.00	7502	38	-5,000.00	Sevenoaks Summer Festival gran
14/03/2024	35409REV	35420	SEVENOAKS SUMMER	SSF001	-600.00	0.00	-600.00	6868	29	-600.00	Bandstand shows funding
26/03/2024	26/03/24	35411	STAG	STAG002	4,000.00	0.00	4,000.00	7500	38	4,000.00	Stag Community Arts grant
26/03/2024	26/03/24REV	35422	STAG	STAG002	-4,000.00	0.00	-4,000.00	7500	38	-4,000.00	Stag Community Arts grant
21/03/2024	6651	35357	STAG	STAG002	509.08	101.82	610.90	6240	50	509.08	computer equip
01/03/2024	2405	35298	SUFFRAGETTES OF KENT	SUF001	50.00	0.00	50.00	6869	30	50.00	Suffragette talk
07/03/2024	07/03/24	35307	MAYOR OF SWALE	SWA003	30.00	0.00	30.00	6441	42	30.00	Swales Elvis & Kresse Workshop
12/03/2024	000084	35430	TRADITIONAL FISH LTD	TRA004	1,507.90	0.00	1,507.90	7202	42	1,507.90	Food for Quiz Night
10/03/2024	SIA457134	35339	REACH PLC	TRM	149.00	29.80	178.80	6460	31	149.00	ATM advertising
04/03/2024	C37540	35398	TUCKWELLS	TUC001	2,894.52	578.90	3,473.42	5500	22	2,894.52	Mower,batteries,charger

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/03/2024	4002901	35338	VALUE PRODUCTS LTD	VAL002	29.33	5.86	35.19	5010	29	29.33	water refill sign
09/03/2024	OSL001	35314	V.C HANDYMAN	VCH001	880.00	176.00	1,056.00	6001	60	880.00	Feb market set up chg
25/03/2024	3023642	35419	WARNERS SOLICITORS	WARN001	1,050.00	210.00	1,260.00	6620	31	1,050.00	Fees for advice
31/03/2024	3023853	35415	WARNERS SOLICITORS	WARN001	2,128.00	425.60	2,553.60	6620	31	2,128.00	Solicitor fee re various sites
28/03/2024	3023854	35414	WARNERS SOLICITORS	WARN001	1,006.00	201.20	1,207.20	6620	31	1,006.00	Solicitor fee re Football Ass
26/03/2024	26/03/24	35412	WEST KENT MIND	WES004	2,500.00	0.00	2,500.00	7500	38	2,500.00	West Kent Mind grant
26/03/2024	26/03/24REV	35423	WEST KENT MIND	WES004	-2,500.00	0.00	-2,500.00	7500	38	-2,500.00	West Kent Mind
14/03/2024	14/3/24	35345	WEST KENT MED	WEST008	900.00	0.00	900.00	7500	38	900.00	West Kent Mediation grant
31/03/2024	155804	35464	WETTON CLEANING SERV	WET001	1,343.72	268.74	1,612.46	6013	30	268.74	March clean & lock up chg
								5026	21	268.75	March clean & lock up chg
								5020	29	806.23	March clean & lock up chg
31/03/2024	155805	35463	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	March hygiene unit clean
								5020	29	12.95	March hygiene unit clean
31/03/2024	300017149	35503	WORLDPAY	WOR001	102.04	15.18	117.22	6976	30	102.04	March card trans chg
31/03/2024	300031602	35504	WORLDPAY	WOR001	70.57	10.99	81.56	6976	31	70.57	March card trans chg
31/03/2024	300097194	35505	WORLDPAY	WOR001	36.43	4.93	41.36	6976	28	36.43	March card trans chg
31/03/2024	300146481	35506	WORLDPAY	WOR001	86.46	0.07	86.53	6976	31	86.46	March card trans chg
01/03/2024	01549619	35295	YU ENERGY	YUE001	42.59	2.13	44.72	6862	26	42.59	Feb electric chg
01/03/2024	01549620	35297	YU ENERGY	YUE001	6.68	0.33	7.01	6862	26	6.68	Feb electric chg
01/03/2024	01549621	35296	YU ENERGY	YUE001	590.38	118.08	708.46	6862	26	590.38	Feb electric chg
12/03/2024	531622946	35326	ZURICH INSURANCE	ZUR001	14,598.15	0.00	14,598.15	110	0	14,598.15	Insurance Policy Apr24-25
TOTAL INVOICES					112,025.43	8,161.05	120,186.48			112,025.43	

This page has been left blank intentionally

This page has been left blank intentionally

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2024	Reach PLC	DD01/MAR24	11.92		March Sev Chronicle subs
04/03/2024	British Gas - Community Centre	DD02	308.36		gas chg 12/01-11/02
04/03/2024	EDF ENERGY - B&B Station	DD03	1,418.22		Jan electric chg
05/03/2024	BP Fuel	DD04	3.97		fuel
06/03/2024	BACS P/L Pymnt Page 6578	BACS Pymnt	38,250.86		BACS P/L Pymnt Page 6578
06/03/2024	M.B	BACS/06/03	30.00		Allot key refund
06/03/2024	NATWEST ONE CARD	DD05	4,031.68		Ann Onecard Feb
06/03/2024	NATWEST ONE CARD	DD05	-33.56		Feb onecard Ros
07/03/2024	Nexodus S.L	DD06	119.57		Hub booking chg
07/03/2024	BP Fuel	DD07	201.15		fuel
08/03/2024	YU ENERGY	DD08	44.72		Feb electric chg
08/03/2024	YU ENERGY	DD09	7.01		Feb electric chg
08/03/2024	YU ENERGY	DD10	708.46		Feb electric chg
08/03/2024	British Gas - Offices	DD11	199.39		gas chg 14/01/24-14/02/24
11/03/2024	EDF ENERGY - Cemetery	DD12	615.94		Jan electric chg
12/03/2024	BP Fuel	DD13	17.37		fuel
14/03/2024	BACS P/L Pymnt Page 6589	BACS Pymnt	24,299.89		BACS P/L Pymnt Page 6589
14/03/2024	BACS P/L Pymnt Page 6595	BACS Pymnt	0.02		BACS P/L Pymnt Page 6595
14/03/2024	B.W	BACS14/03	20.00		Allot key refund
14/03/2024	K.S	BACS14-03	30.00		Allot key refund
14/03/2024	W.F	BACS14<03	30.00		Allot key refund
14/03/2024	American Express Payment Servi	DD14	0.28		credit card chg
14/03/2024	Connectaphone	DD15	673.18		Feb telephone chg
14/03/2024	British Gas - B&B St	DD16	25.13		gas chg 22/01-21/02
14/03/2024	Billi	FP RETURN	60.56		hot water tap maint chg
14/03/2024	AJ Correction	CORRECTION	10.00		AJ Correction
15/03/2024	Petty Cash	001975	342.44		petty cash top up
15/03/2024	EDF Energy - Business Hub	DD17	1,958.52		Feb electric chg
15/03/2024	WorldPay	DD18	135.16		Feb card trans chgs
15/03/2024	Establishments	001976	500.00		Mayor's Quiz float
15/03/2024	NatWest Bankline	bln	80.90		bank chgs
19/03/2024	WorldPay	DD19	51.32		Feb card trans chgs
19/03/2024	WorldPay	DD20	66.53		Feb card trans chgs
19/03/2024	WorldPay	DD21	78.10		Feb card trans chgs
20/03/2024	WorldPay	DD23	11.94		Purchase Ledger DDR Payment
21/03/2024	Reposs Ltd	DD25	27.82		monthly till chg
21/03/2024	EDF Energy - High Street Marke	DD26	51.64		Feb electric chg
21/03/2024	Reposs Ltd	DD24	38.11		monthly till chg
22/03/2024	EDF Energy - Bat and Ball Cent	DD28	1,899.89		Feb electric chg
22/03/2024	BP Fuel	DD22	90.74		fuel
22/03/2024	Campaign to Protect Rural Engl	DD27	60.00		CPRE subs
25/03/2024	BACS P/L Pymnt Page 6606	BACS Pymnt	-870.60		BACS P/L Pymnt Page 6606
25/03/2024	Employees	BACS25/3	171.26		Staff Salary Payment March '24
25/03/2024	Payroll A/c	BACS25/3	55,062.67		March Employee payments
26/03/2024	BP Fuel	DD29	7.51		fuel
26/03/2024	Payroll A/c	BACS26/2	29,285.57		March HMRC/KCC payments
28/03/2024	BACS P/L Pymnt Page 6599	BACS Pymnt	69,043.04		BACS P/L Pymnt Page 6599

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/03/2024	Everflow Water	DD30	597.29		water chg 19/4-18/5
28/03/2024	Country Style Recycling	DD31	94.97		Feb bin collection chg
28/03/2024	NatWest	BNKCHRGMAR	75.00		Q4 NatWest Charges
Total Payments			<u>229,943.94</u>		

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/03/2024	Traditional Fish LTD	000084	1,507.90		Food for Quiz Night
Total Payments			<u>1,507.90</u>		

Receipts for Month 12				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 25/03/2024	55,062.67						
BACS25/3	Nat West - Current Account	55,062.67			201		55,062.67	March Employee payments
	Banked: 26/03/2024	29,285.57						
BACS26/2	Nat West - Current Account	29,285.57			201		29,285.57	March HMRC/KCC payments
Total Receipts for Month		84,348.24	0.00	0.00			84,348.24	
Cashbook Totals		85,348.24	0.00	0.00			85,348.24	

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/03/2024	Councillors	BACS25/3	200.00			520		200.00	March Mayor's Allowance
25/03/2024	Employees	BACS25/3-	54,862.67			520		54,862.67	March Wages payments
26/03/2024	HMRC/KCC	BACS26/3	29,238.61			515		17,520.79	March HMRC Payment
						516	0	11,717.82	March KCC Payment
26/03/2024	HMRC	BACS26/3-	46.96			515		46.96	March HMRC Additional payment
Total Payments for Month			84,348.24	0.00	0.00			84,348.24	
Balance Carried Fwd			1,000.00						
Cashbook Totals			85,348.24	0.00	0.00			85,348.24	

Receipts for Month 12				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	922.37					922.37	
	Banked: 15/03/2024	342.44						
001975	Nat West - Current Account	342.44			201		342.44	petty cash top up
	CORR Banked: 31/03/2024	0.12						
	CORR Cashbook Suspense	0.12			299		0.12	Rev. correction
Total Receipts for Month		342.56	0.00	0.00			342.56	
Cashbook Totals		<u>1,264.93</u>	<u>0.00</u>	<u>0.00</u>			<u>1,264.93</u>	

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2024	Establishments	1084	16.65			6330	31	16.65	refreshments
05/03/2024	Establishments	1085	31.38			6330	31	31.38	refreshments
05/03/2024	Establishments	1086	1.45			6330	31	1.45	refreshments
05/03/2024	Cemetery	1087/A	52.23			6330	22	52.23	refreshments
05/03/2024	Cemetery	1087/B	6.00		1.00	6330	22	5.00	refreshments
05/03/2024	Open Spaces	1087/C	5.00		0.83	5410	21	4.17	battery
05/03/2024	Bat and Ball Cafe	1088/A	75.32			6500	30	75.32	goods for resale
07/03/2024	Bat and Ball Cafe	1088/B	7.90		1.32	6500	30	6.58	goods for resale
13/03/2024	Mayoral Event	1089	109.00			7206	42	109.00	IWD refreshments
21/03/2024	Establishments	1091/A	32.40			6330	31	32.40	refreshments
21/03/2024	Establishments	1091/B	2.20		0.37	6330	31	1.83	refreshments
Total Payments for Month			339.53	0.00	3.52			336.01	
Balance Carried Fwd			925.40						
Cashbook Totals			1,264.93	0.00	3.52			1,261.41	

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council

INTERNAL AUDIT REPORT – Visit 4 (2023/24)

Date: 29th May 2024

Report Author: Louise Taylor

Reviewed by: Edward Ashworth

The information contained within this report is strictly private and confidential. It may contain details of weaknesses in internal control including financial controls. If this information were to be available to unauthorised persons, this would create a greater exposure to the risk of fraud or irregularity. Therefore, this report is not for reproduction, publication, or disclosure by any means to unauthorised persons without the permission of the Head of Internal Audit.

1 SUMMARY

Under the requirements of local government legislation, Section 151 of the Local Government Act 1972 and the Accounts and Audit (Amendment) Regulations 2006, the Town Council has a statutory responsibility to prove an adequate and effective system of internal audit.

The role of the Internal Auditor is to provide an independent review and appraisal of the Council's system of internal control. The Internal Auditor must be independent of the activities they audit in order to remain impartial and effect professional judgements and recommendations.

In accordance with the agreed audit plan (Appendix A) and following Internal Audit's visit on 14th May 2024, we tested the Internal Control Objective shown in the table below.

Details of new issues raised on progress made on existing issues can be found in section 2.

Internal Control Objective title	Visit 4 23/24
A. Accounting Records	✓
B. Compliance with Financial Regulations <ul style="list-style-type: none"> VAT <p>Note: The rest of the testing for this internal control objective was completed at visit 3.</p>	✓
E. Income <ul style="list-style-type: none"> Precept VAT <p>Note: The rest of the testing for this internal control objective was completed at visit 2.</p>	✓
H. Assets	✓
I. Bank Reconciliations	✓
J. Accounting Statements	✓
K. Publication of information on website	✓

Our findings informed the completion of the Internal Audit Report section of the 2023/24 AGAR form, which is attached to the covering email along with this report.

2 ISSUES IDENTIFIED

New Issue Raised - None

Progress on Previous Issues Raised

Original Issue raised	Date raised	Status
Members Allowance Sevenoaks Town Council pays Members Allowances as identified by the Sevenoaks District Council's Independent Remuneration Panel, but this policy has not been published on the Town Council's website. The RFO has drafted a procedure note in line with the Members Allowance Act 2003, which will be published on the Town Council's website once it has been approved by Members.	Visit 1 2023/2024	Resolved - The Members' Allowance Policy was approved at the April 2024 F&GP meeting and has been published on the Town Council website.
Inconsistent Acquisition of tender values The acquisition values for Financial Regulations and Standing Orders are no longer in alignment, these will be re-aligned in May 2024 when the Standing Orders are reviewed.	Visit 3 2023/24	Resolved – The Standing Orders adopted in May 2024 and the 2024/25 Financial Regulations align.
Direct Debit approvals The Financial Regulations state that the approval of the use of variable direct debits should be renewed by resolution of the Council at least every two years, but this approval process has been overlooked for all direct debits.	Visit 3 2023/24	Resolved – The use of variable direct debits was approved at the May 2024 Full Council meeting.
Purchase Orders for cheque payments Cheque sample testing found one instance where a Purchase Order was not raised as expected by the Financial Regulations and a Purchase Order without a payment amount.	Visit 3 2023/24	Resolved - The RFO is checking that Purchase Orders have been raised and are being completed as expected when checking the invoices.

Appendix A – Audit Programme 2023/24

The Amendments to the Accounts and Audit Regulations 2006 require that an internal audit plan is prepared for your Council to consider and formally approve.

The Internal Audit work programme is aligned with the National Association of Local Councils Joint Panel on Accountability and Governance Practitioner's Guide (March 2021) and will be amended upon the publication of revised guidance.

The internal audits review the authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in the authority's Annual Governance and Accountability Return (AGAR) for 2023. The controls will be evaluated across the financial year and not at every visit.

Internal Audit will review whether the controls in place adequately mitigate risks. Implementation of controls will be verified by evaluating evidence to confirm that expected outcomes have been achieved. Sample testing of a sufficient number of transactions is carried out to gain assurance that the systems of control work effectively and provide accurate information to support the Council's activities.

A review of the following AGAR Internal Audit Control objectives is carried out to ensure they are being achieved to a standard adequate to meet the needs of the Council:

- Appropriate accounting records have been properly kept throughout the year.
- This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.
- This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.
- Where applicable, Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.
- Asset and investment registers were complete and accurate and properly maintained. This section/assurance should be extended to include loans to or by the authority.

- Periodic bank account reconciliations were properly carried out during the year.
- Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.
- If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.
- The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation.
- The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.
- The authority complied with the publication requirements for the prior year AGAR.
- Trust funds (including charitable) - the Council met its responsibilities as a trustee.

If there are any matters that the Council would like to be included in the audit programme, or greater emphasis given to an item, then notify your Auditor and our testing schedule can be re-prioritised accordingly.

This page has been left blank intentionally

This page has been left blank intentionally



FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council for the financial year 2024/25 at its meeting held on

Signed by the Mayor

Sevenoaks Town Council Financial Regulations

Contents

1. General	3
2. Risk management and internal control	4
3. Accounts and audit	5
4. Budget and precept	6
5. Procurement	7
6. Banking and payments	9
7. Electronic payments	10
8. Cheque payments	12
9. Payment cards	12
10. Petty Cash	12
11. Payment of salaries and allowances	13
12. Loans and investments	13
13. Income	14
14. Payments under contracts for building or other construction works	15
15. Stores and equipment	15
16. Assets, properties and estates	15
17. Insurance	16
18. [Charities]	16
19. Suspension and revision of Financial Regulations	16
Appendix 1 - Tender process	18

These Financial Regulations were adopted by the council at its meeting held on 10th June 2024.

1. General

- 1.1 These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2 Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4 In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in The Practitioners' Guide
 - Practitioners' Guide refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and bold text refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5 The Responsible Finance Officer (RFO) holds a statutory office, appointed by the council. The Responsible Finance Officer;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6 The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7 In addition, the council shall:

- **determine and regularly review the bank mandate for all council bank accounts;**
- **authorise any grant or single commitment in excess of £5,000.**

2. Risk management and internal control

2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2 The Town Clerk, with the Responsible Finance Officer shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3 When considering any new activity, the Town Clerk, with the Responsible Finance Officer shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5 The accounting control systems determined by the Responsible Finance Officer must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6 At least once in each quarter, and at each financial year end, a member shall be appointed to verify bank reconciliations (for all accounts) produced by the Responsible Finance Officer. The member shall sign the reconciliations as evidence of verification.

- 2.7 Back-up copies are ongoing via the cloud system. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1 All accounting procedures and financial records of the council shall be determined by the Responsible Finance Officer in accordance with the Accounts and Audit Regulations.
- 3.2 The accounting records determined by the Responsible Finance Officer must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4 The Responsible Finance Officer shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Responsible Finance Officer shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5 The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6 Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the Responsible Finance Officer, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7 The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8 The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11 The Responsible Finance Officer shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12 The Responsible Finance Officer shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1 Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and minuted. The Responsible Finance Officer will inform committees of any salary implications before they consider their draft their budgets.

4.3 No later than November each year, the Responsible Finance Officer shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

- 4.5 Each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance & Delivery Committee not later than the end of November each year.
- 4.6 The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & Delivery Committee and a recommendation made to the council.
- 4.7 Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9 The Responsible Finance Officer shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11 Earmarked reserves are agreed by the Council and withdrawals for the agreed purpose are delegated to the Town Clerk and Responsible Finance Officer. If the funds are required to be spent on alternative projects approval would be needed from the Finance and Delivery Committee.

5. Procurement

- 5.1 Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers **and consideration given to the Green Community Investment Plan and social value.**
- 5.2 The Responsible Finance Officer should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used **is reported to the meeting at which the order is authorised and also recorded in the minutes. This is not being done do you want to leave it in.**
- 5.3 Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

~~5.6 For contracts estimated to exceed £60,000 including VAT, the Town Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.~~

5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

5.8 For contracts greater than £3,000 excluding VAT the Town Clerk or Responsible Finance Officer shall seek at least 3 fixed-price quotes;

5.9 where the value is between £500 and £3,000 excluding VAT, the Town Clerk or Responsible Finance Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10 For smaller purchases, the clerk or Responsible Finance Officer shall seek to achieve value for money.

5.11 Contracts must not be split into smaller lots to avoid compliance with these rules.

5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or Finance & Delivery Committee. Avoidance of competition is not a valid reason.

5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Town Clerk or Responsible Finance Officer, under delegated authority, for any items below £5,000 excluding VAT.
- the Council for all items over £5,000 – two councillors to agree via email to the Finance Department;

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

such authority is to be evidenced by a purchase order (unless the order is under a contract, or of a de minimis value, and then a purchase order will not be required) and financial report to the Finance & General Purposes Committee.

- 5.16 No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the Town Clerk/ ~~Responsible Finance Officer, in consultation with the Chair and Vice Chair of the Finance and Delivery Committee,~~ may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to councillors as soon as ~~possible and to the council as soon as~~ practicable thereafter.
- 5.19 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21 Any ordering system can be misused and access to them shall be controlled by the Finance Department.

6. Banking and payments

- 6.1 The council's banking arrangements, including the bank mandate, shall be made by the Responsible Finance Officer and authorised by the council in line with its Investment Policy; ~~banking arrangements shall not be delegated to a committee. The council has resolved to bank with National Westminster Bank. The arrangements shall be reviewed annually for security and efficiency.~~
- 6.2 The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Responsible Finance Officer.

6.4 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5 All payments shall be made by online banking ~~or~~ cheque, or credit card in accordance with a resolution of the council unless the council resolves to use a different payment method.

6.6 For each financial year the Responsible Finance Officer may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or the Finance & Delivery Committee may authorise in advance for the year.

6.7 ~~A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made to reduce the risk of duplicate payments. The regular payments are dual authorised for every payment.~~

6.8 A list of such payments shall be reported to the next appropriate meeting of the Finance and Delivery Committee for information only.

6.9 The Town Clerk, Deputy Clerk and Responsible Finance Officer shall have delegated authority to authorise payments ~~(only) in the following circumstances:~~

- ~~i. (any payments of up to [£500] excluding VAT, within an agreed budget).~~
 - ~~ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.~~
 - ~~iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 (or to comply with contractual terms), where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council (or finance committee).~~
 - ~~iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council (or finance committee).~~
- 6.10 ~~The Responsible Finance Officer shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council (or finance committee). The council (or committee) shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting. The Responsible Finance Officer shall present a schedule of payments at every Finance and Delivery Committee meeting for noting.~~

Formatted: Justified, Indent: Left: 0.6 cm, Hanging: 0.9 cm, No bullets or numbering

7. Electronic payments

- 7.1 Where internet banking arrangements are made with any bank, the Responsible Finance Officer shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of officers/members who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2 All authorised signatories shall have access to view the council's bank accounts online.
- 7.3 No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4 The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories.
- 7.5 In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6 Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7 Evidence shall be retained showing which officers approved the payment online.
- 7.8 A full list of all payments made in a month shall be provided to the next Finance & Delivery Committee meeting.
- 7.9 With the approval of the Finance & Delivery Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two bank signatories and reported to the Finance and Delivery Committee. The approval of the use of each variable direct debit shall be reviewed by the Finance & Delivery at least every two years.
- 7.10 Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Finance and Delivery Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11 If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two bank signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance & Delivery Committee at least every two years.

~~7.12 Account details for suppliers may only be changed upon written notification by the supplier verified by the Town Clerk, Deputy Clerk or Responsible Finance Officer. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.~~

- 7.13 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14 Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.
- 7.15 Cards and card readers for the purposes of internet banking payments should be pin and password protected and kept in the safe when not in use. Passwords shall be changed regularly. Access to any internet banking accounts will be directly to the access page, and not through a search engine or email link. Remembered or saved passwords facilities should not be used on any computer.

8. Cheque payments

- 8.1 Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two signatories.
- 8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- ~~9.1 Any Debit Card issued for use will be specifically restricted to the Town Clerk, Deputy Clerk and Responsible Finance Officer and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or Finance and Delivery Committee in writing before any order is placed.~~
- ~~9.2 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and Delivery Committee. Transactions and purchases made will be reported to the Finance and Delivery Committee and authority for topping-up shall be at the discretion of the committee.~~
- 9.3 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Town Clerk, Deputy Clerk and Responsible Finance Officer and any balance shall be paid in full each month. Other members of the finance team will have access to the corporate credit card for making payments on line or over the telephone but only upon instructions from either the Town Clerk, Deputy Clerk or the Responsible Finance Officer.
- 9.4 Personal credit or debit cards of members or staff shall not be used.

10. Petty Cash

10.1 The finance department shall maintain a petty cash float for the purpose of defraying operational and other expenses. The total aggregate amount of the petty cash float across all committees must not exceed £1,000.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3 Salary rates shall be agreed annually by the council, or a duly delegated committee/Town Clerk. ~~No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council (or relevant committee).~~

11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance and Delivery Committee to ensure that the correct payments have been made.

11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8 Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

- 12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4 All investment of money under the control of the council shall be in the name of the council.
- 12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the Responsible Finance Officer.
- 12.6 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the Responsible Finance Officer.
- 13.2 The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk. The Responsible Finance Officer shall be responsible for the collection of all amounts due to the council.
- 13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Responsible Finance Officer and shall be written off in the year. The council's approval shall be shown in the ~~accounting records~~Minutes.
- 13.4 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Responsible Finance Officer considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5 Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6 The Responsible Finance Officer shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7 Where significant sums of cash are regularly received by the council, the Responsible Finance Officer shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

- 13.8 Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1 Where contracts provide for payment by instalments the Responsible Finance Officer shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2 Any variation of, addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4 The Responsible Finance Officer shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1 The Town Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2 The Responsible Finance Officer shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case

(including an adequate level of consultation with the electorate where required by law).

- 16.5 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1 The Responsible Finance Officer shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2 The Town Clerk shall give prompt notification to the Responsible Finance Officer of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3 The Responsible Finance Officer shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Finance & Delivery Committee at the next available meeting. The Responsible Finance Officer shall negotiate all claims on the council's insurers in consultation with the Town Clerk.
- 17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

18. Charities

- 18.1 Where the council is sole managing trustee of a charitable body the Town Clerk and Responsible Finance Officer shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and Responsible Finance Officer shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1 The council shall review these Financial Regulations annually and following any change of Town Clerk or Responsible Finance Officer. The Town Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been

presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

- 19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

STATEMENT ON THE SYSTEM OF INTERNAL CONTROL

Scope of responsibility

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the council's functions and which includes arrangements for the management of risk.

Purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has continued to operate at the Council throughout this financial year and accords with proper practice.

The internal control environment

The system of internal control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision, and a system of delegation and accountability. Development and maintenance of the system is undertaken by managers within the Council. In particular, the system includes:

- comprehensive budgeting systems;
- setting targets to measure financial and other performance;
- the preparation of regular financial reports which indicate actual expenditure against the forecasts;
- clearly defined capital expenditure guidelines;
- risk appraisal programmes to identify and manage risks and hazards in all the Council's areas of operation; and
- as appropriate, formal project management disciplines.

The council has contracted for the internal audit function to be carried out by Kent County Council's Corporate Services department (KCC). A member of KCC's internal audit staff visits the council a minimum of four times a year, and reports prepared by KCC are supplied to both the Town Clerk, the Responsible Finance Officer and the Chair of the Finance & General Purposes Committee. All reports are presented to the council's Finance & General Purposes

Committee for comment and approval. KCC also provides the Council with advice on risk assessment, statistical analysis and operating standards.

The internal auditor provides the Council with an independent opinion on the adequacy and effectiveness of internal control.

Review of effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review and effectiveness of the system of internal control is informed by:

- the work of managers within the council;
- the work of the internal auditor as described above; and
- the external auditors in their annual audit letter and other reports.

In the year to 31st March 2024, no significant weaknesses in the council's systems were identified.

Approval of statement

This statement was approved on 10th June 2024 at a meeting of the Council's Finance & Delivery Committee.

Signed _____

Councillor Clayton
Chairman Finance & Delivery Committee

Signed _____

Mrs Georgina Jackson
Responsible Finance Officer

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

Not exempt

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE *LE Taylor*

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not 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 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Sevenoaks Town Council
Bank Reconciliation
Financial year ending 31 March 2024

Prepared by
Date

Georgina Jackson (RFO)

Balance per bank statements as at 31 March 2024	£	£
Natwest Current accounts(Business Current Account)	3,875.00	
Natwest Current accounts(Liquidity Account)	111,041.52	
Natwest payroll account	1,000.00	
Natwest Investment (Direct Reserve)	56,451.00	
Virginmoney current account	1.00	
Virginmoney 90 day notice	522,035.69	
HSBC Deposit Bond	51,598.29	
Handelsbanken Deposit account	66,508.80	
Handelsbanken Notice account	269,801.67	
Nationwide Instant Saver	2,834.53	
Mayors Charity Account	22,586.67	
House in the Basement Youth Café	1,000.00	
Sevenoaks Town Partnership	9,948.60	
Nationwide Sevenoaks Funds	10,418.57	
CCLA	575,000.00	
		1,704,101
Petty Cash float		925
Add: any un-banked cash at 31 March 2024		-
Net balances as at 31 March 2024 (Box 8)		<u><u>1,705,026</u></u>

Sevenoaks Town Council

Financial year ending 31 March 2024

DRAFT UNAUDITED ANNUAL RETURN

Explanation of Variances

Full explanations, including numerical figures are to be provided for the following:

Variances of more than 15% between totals for individual boxes (except variances of less than £200) are to be explained;

A breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2		Year ending		Variance		Explanation required?	Detailed explanation of variance (with amounts £)	
		31/03/2023		31/03/2024				
		£		£	£	%		
Box 1	Balances b/fwd	1,677,639		1,571,819	(105,820)	6.31%	YES	£99K Bat & Ball station maintenance & management reserves have been used, £38K capital reserves have been spent & £20K CIL reserves have been spent. This is offset by an increase in revenue reserves of £21K, creation of £11K Bat & Ball centre maintenance reserve & £10K recruitment reserve, & increase of rolling capital programme reserve of £9K - see attached breakdown
Box 2	Annual Precept	1,295,675		1,370,074	74,399	5.74%	NO	Increase in line with budget expectations
Box 3	Total other receipts	817,269		850,344	33,075	4.05%	NO	Bat & Ball Community Centre has increased income of £16k, Market income has increased by £8k, interest on deposits higher than expected by £40k, income down by £16k at Vine Café, £101k received in donations for the purchase of woodland - this was moved to an EMR for the purchase.
Box 4	Staff Costs	987,827		1,043,498	55,671	5.64%	NO	The RFO role became FT incorporating the role of Deputy Clerk as well, minimum wage increase, set increase of £1,925 FTE permanent salary
Box 5	Loan interest/capital repayments	71,602		71,602	0	0.00%	NO	Relates to Public Works Loan, commenced in 2019/20.
Box 6	All other payments	1,159,335		1,020,816	-138,519	11.95%	YES	Public realm improvements had been completed so no further expenditure, decrease in expenditure at Sevenoaks Common (-£6k), decrease in repairs and general maintenance expenditure (-£33k), market charges decreased (-20k), allotment costs decreased (-£7k), cafe income decreased so the expenditure decreased (-£8k), street lighting costs decreased (-£4k) and a play area was purchased in the previous year £87k accounting for higher expenditure in 2022/2023
Box 7	Balances C/fwd	1,571,819		1,656,321	84,502	5.38%	NO	Additional EMR holding £101k of donations for the purchase of woodland - conveyance is progressing.
Box 8	Cash and short term investments	1,665,479		1,705,027	39,548	2.37%	NO	
Box 9	Total fixed assets and LT investments	10,691,724		10,815,508	123,784	1.16%	NO	Please see attached tabs for purchases and disposals. The print out is also included in the papers.
Box 10	Total borrowings	1,243,702		1,196,989	(46,713)	3.76%	NO	Amount outstanding on Public Works Loan

Explanation for 'high' reserves

Reserves at year end are less than twice the precept figure

24/04/2024

Sevenoaks Town Council

Page 1

09:13

ASSETS ACQUIRED BETWEEN 01/04/2023 AND 31/03/2024

User: 6700.G.JACKSON

Acq. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
19/04/2023	E21242	Freezer -Polar C-Series - 365Ltr	699.99	699.99	699.99
30/04/2023	E21224	HP Probook 440 G9 14" Notebook for Town Clerk	1,167.60	1,167.60	1,167.60
17/05/2023	E21229	iPad 10.2inch 9th generation - for LL	413.75	413.75	413.75
17/05/2023	E21230	iPad 10.2inch 9th generation - for Councillor 2	294.17	294.17	294.17
17/05/2023	E21231	iPad 10.2inch 9th generation - for Councillor 3	294.17	294.17	294.17
17/05/2023	E21232	iPad 10.2inch 9th generation - for Councillor 4	294.17	294.17	294.17
17/05/2023	E21233	iPad 10.2inch 9th generation - for Councillor 5	294.17	294.17	294.17
17/05/2023	E21234	iPad 10.2inch 9th generation - for Councillor 6	294.17	294.17	294.17
17/05/2023	E21235	iPad 10.2inch 9th generation - for Councillor 7	294.17	294.17	294.17
17/05/2023	E21236	iPad 10.2inch 9th generation - for Councillor 8	294.17	294.17	294.17
17/05/2023	E21237	iPad 10.2inch 9th generation - for Councillor 9	294.17	294.17	294.17
17/05/2023	E21238	iPad 10.2inch 9th generation - for Councillor 10	294.17	294.17	294.17
22/05/2023	E21227	Sevenoaks Environmental Park Gate	9,522.00	9,522.00	9,522.00
25/05/2023	E21240	Outdoor bottle filler - green finish	1,822.50	1,822.50	1,822.50
25/05/2023	E21241	Outdoor bottle filler - green finish	1,822.50	1,822.50	1,822.50
30/05/2023	E21228	iPad 10.2inch 9th generation - for Councillor 1	315.36	315.36	315.36
15/06/2023	E21243	AED Defibrillator	1,050.00	1,050.00	1,050.00
23/06/2023	E21244	MINIPLAZA RECYCLED BLACK litter bins x 3	730.02	730.02	730.02
29/06/2023	E21247	King's Coronation Bench Seat	1,887.00	1,887.00	1,887.00
30/06/2023	E21245	3 CCTV cameras	1,885.00	1,885.00	1,885.00
14/07/2023	E21246	Strimmer - Husqvarna 535 RX	475.00	475.00	475.00
28/07/2023	E21248	metal bait safe with autogate	1,617.40	1,617.40	1,617.40
28/07/2023	E21251	Brushcutter 535IRXT	540.00	540.00	540.00
02/08/2023	E21252	Chaterhouse 1575	9,500.00	9,500.00	9,500.00
25/08/2023	E21249	7 X SLD LED lanterns	4,894.12	4,894.12	4,894.12
28/08/2023	E21253	Galvanised bollard	275.56	275.56	275.56
29/08/2023	E21250	Chainsaw	367.62	367.62	367.62
05/09/2023	E21256	Drinking fountain	865.00	865.00	865.00
05/09/2023	E21257	Drinking fountain	865.00	865.00	865.00

25/09/2023	E21254	HP Probook 445 G10 Notebook	599.40	599.40	599.40
25/09/2023	E21255	HP Probook 445 G10 Notebook	599.40	599.40	599.40
18/11/2023	E21261	Christmas light control boxes x 4	2,380.00	2,380.00	2,380.00
20/11/2023	E21258	9.4AH 36V lithium battery	290.00	290.00	290.00
20/11/2023	E21259	Longreach hedge trimmer	448.00	448.00	448.00
20/11/2023	E21260	Battery blower	350.00	350.00	350.00
30/11/2023	E21265	RFO PC upgade	599.41	599.41	599.41
04/12/2023	E21262	VENTURO BENCH c/w Black Aluminium Seat & Black Ends x 2	918.32	918.32	918.32
07/12/2023	E21263	Painting chosen by Mayor	500.00	500.00	500.00
13/12/2023	E21264	Christmas light competition angel	695.00	695.00	695.00
19/12/2023	E21266	Samsung "The frame" display screen	1,765.48	1,765.48	1,765.48
19/12/2023	E21267	Samsung "The frame" display screen	1,765.48	1,765.48	1,765.48
19/12/2023	E21267	Samsung "The frame" display screen	1,765.48	1,765.48	1,765.48
16/01/2024	E21268	HP Probook 445 G10 Notebook - Finance Officer	582.29	582.29	582.29
16/01/2024	E21269	HP Probook 445 G10 Notebook - Senior Committee Clerk	582.29	582.29	582.29
16/01/2024	E21270	HP Probook 445 G10 Notebook - Purchase Ledger Clerk	582.29	582.29	582.29
16/01/2024	E21271	HP Probook 445 G10 Notebook - Sales Ledger Clerk	582.29	582.29	582.29
16/01/2024	E21272	HP Probook 445 G10 Notebook - Town Team Facilitator	582.29	582.29	582.29
16/01/2024	E21273	HP Probook 445 G10 Notebook - Administrator Officer	582.29	582.29	582.29
16/01/2024	E21274	HP Probook 445 G10 Notebook - Cemetery Supervisor	582.29	582.29	582.29
16/01/2024	E21275	HP Probook 445 G10 Notebook - Bat and Ball Cafe laptop	582.29	582.29	582.29

24/04/2024

Sevenoaks Town Council

Page 2

09:13

ASSETS ACQUIRED BETWEEN 01/04/2023 AND 31/03/2024

User: 6700.G.JACKSON

Acq. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
-----------	------------	-------------	---------------	---------------	-----------------

16/01/2024	E21276	HP Pro Mini 400 G9 Desktop Computer - Access Control PC	414.12	414.12	414.12
05/02/2024	E21278	Cavendish 1800 Bench	843.00	843.00	843.00
06/02/2024	E21277	Meeting camera and audio equipment	2,969.67	2,969.67	2,929.67
29/02/2024	E21279	Floor scrubber - Numatic TT 4055G Twintec scrubber dryer	2,120.00	2,120.00	2,120.00
01/03/2024	LSDC	Compensation from District - QH allotments	337,165.57	337,165.57	0.00
04/03/2024	E21281	Walk behind mower - AS 510E	2,145.00	2,145.00	2,145.00
04/03/2024	E21282	Battery 10ah - Ego10	342.10	342.10	342.10
04/03/2024	E21283	Battery 10ah - Ego10	342.10	342.10	342.10
21/03/2024	E21280	Microphone system - Sennheiser EM100 G4 E Band	281.67	281.67	281.67
TOTAL			<u>405,554.99</u>	<u>405,554.99</u>	<u>68,349.42</u>

ASSETS DISPOSED BETWEEN 01/04/2023 AND 31/03/2024

Disp. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
15/06/2023	E1510	HP small form factor PC	539.00	539.00	539.00
27/06/2023	E18173	Acer P1502 DLP 1080p Projector	449.99	449.99	449.99
04/09/2023	E1413	OKI MC5462MFP printer and photocopier for finance office. Serial number AK26009725.	799.00	799.00	799.00
13/11/2023	E1202	Husquarna Pro 53cm Mower M535. 7oaks mowers	575.00	575.00	575.00
13/11/2023	E1549	1x STIHL MS181 31.8CC 14" bar chainsaw SN 501097124 -Knole Paddock	183.33	183.33	183.33
13/11/2023	E1554	1 x STIHL 37.7cc cowhorn handle trimmer SN 178964131-Knole Paddock	516.00	516.00	516.00
13/11/2023	E1564	Husqvarna 525.RXT Brush Cutters SN 20141700290	320.00	320.00	320.00
13/11/2023	E1582	Kubota Cabbed Tractor GN64 DYM	29,396.00	29,396.00	24,155.00
13/11/2023	E1653	KU M6060 Weight Kit for tractor	1,095.00	1,095.00	1,095.00
13/02/2024	E0716	2 x HP DC5700 PC WITH XPPRO, DVDRW,	1,037.50	1,037.50	1,037.50
13/02/2024	E1207	HP SFF Desktop intel i3 computer (committee Clerk)	436.80	436.80	436.80
13/02/2024	E1411	HP Small Form Factor PC for Andrew Cotterill. Serial number CZC3253J17. Supplied by Heliocentrix.	500.40	500.40	500.40
13/02/2024	E1412	21.5" LED Monitor (1920x1080/VGA) for Andrew Cotterill. Supplied by Heliocentrix.	78.68	78.68	78.68
13/02/2024	E1424	27inch Apple mac for Youth Magazine work. Supplied by Apple Store.	1,314.00	1,314.00	1,314.00
13/02/2024	E1541	HP small form factor PC (replacement clerical PC)	538.80	538.80	538.80
13/02/2024	E1833	Desktop Computer (HP i5, 256GB SSD, 8GB RAM)	498.00	498.00	498.00
13/02/2024	E1878	Desktop Computer (HP i3, 500GB HD, 4GB RAM)	384.00	384.00	384.00
13/02/2024	E21124	Lenovo Laptop - Windows 10 Pro, 8GB RAM, Core i5 7200U and a 256GB SSD - Encrypted	750.00	750.00	750.00
28/03/2024	E1530	Acer P1500 3000 Lumens 1080p Projector	396.00	396.00	396.00

28/03/2024	E18159	HP 250 G6 (Core i5 7200U/2,5GHz, 8GB RAM) Laptop	561.25	561.25	561.25
		TOTAL	<u>40,368.75</u>	<u>40,368.75</u>	<u>35,127.75</u>

Sevenoaks Town Council
Breakdown of reserves
Financial year ending 31 March 2024

	31-Mar-23	Movement	31-Mar-24
General Funds			
Revenue Reserves	459,542	55,450	514,992
Earmarked/Designated Funds			
Youth Council Reserve	1,727		1,727
Council Offices Reserve	1,548		1,548
Pension Reserve	2,814		2,814
Rolling Capital Prog Revenue Reserve	42,393	-4,130	38,263
Street Lighting Reserve	5,416	638	6,054
Stag Winding Up Reserve	10,000	1,000	11,000
Planning Fees Reserve	12,500		12,500
Youth Activities Reserve	1,269		1,269
STP Activities Reserve	8,677		8,677
Non-annual commitments reserve	15,653	-13,703	1,950
Staff training reserve	2,890		2,890
Bid Buddy Reserve	-	10,000	10,000
Capital Receipts Quaker Hall	87,693	29,231	116,924
Capital Receipts Reserve	442,339	-21,923	420,416
Bat & Ball Station Management & Maintenance reserve	132,018	-89,337	42,681
Vehicle/ Machinery replacement reserve	22,829	20,000	42,829
Environmental reserve	6,000	-2,000	4,000
Bat & Ball Center Maintenance reserve	10,578		10,578
Recruitment reserve	10,000	17,000	27,000
IT Reserve	-	6,000	6,000
CIL Earmarked Reserve	209,822	-49,480	160,342
No 8 bus Reserve	78,808		78,808
Mayor's Charity Reserve	7,303		7,303
Mayor's Regalia Reserve	-	8,076	8,076
WKH Reserve - Youth Service	-	15,000	15,000
Longspring Wood Donations	-	101,192	101,192
Samaritans	-	1,488	1,488
Total Earmarked/ Designated funds	1,112,276	29,053	1,141,329
Total Reserves	1,571,819		1,656,321

Sevenoaks Town Council**Financial year ending 31 March 2024****Box 7 & 8 reconciliation**

	2023 £	2024 £	Movement £
Balance per box 8 (Cash balances)	1,665,479	1,705,027	(39,548)
Add			
Stock	2,220	5,953	(3,733)
Debtors			
Trade debtors	29,893	71,475	(41,582)
Miscellaneous debtors	20,307	-	20,307
VAT Control	22,741	15,109	7,632
Prepayments	19,941	23,965	(4,024)
	<hr/> 92,882	<hr/> 110,550 -	<hr/> 21,401
 Creditors			
Trade creditors	(43,787)	(33,535)	(10,252)
Accruals	(73,315)	(53,929)	(19,386)
Sundry creditors	(21,159)	(12,444)	(8,715)
Super Annuation Due	-	(4,546)	4,546
BV Allotment deposit	(685)	(667)	(19)
QH Allotment deposit	(5,275)	(5,690)	415
Damage deposits	(3,493)	(4,512)	1,019
	<hr/> (147,713)	<hr/> (115,323)	<hr/> (32,391)

Receipts in advance	(41,049)	(49,886)	8,837
			-
Balance per box 7 (Reserves)	<u>1,571,819</u>	<u>1,656,321 -</u>	<u>84,503</u>

Local council name: Sevenoaks Town Council

Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31st March 2024

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: (a) Wednesday 12th June</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2023 these documents will be available on reasonable notice on application to:</p> <p>(b) Linda Larter, Town Clerk Sevenoaks Town Council, Bradbourne Vale Road, Sevenoaks, Kent</p> <p>commencing on (c) 12/06/2024</p> <p>and ending on (d) 23/07/2024</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none">the opportunity to question the auditor about the accounts; andthe right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by:</p> <p>(e) Georgina Jackson, Responsible Finance Officer</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 3 July 2023.</p> <p>(e) Insert name and position of person placing the notice</p>
---	---

Councils' Accounts: A Summary of Public Rights

The basic position

By law any interested person has the right to inspect a council's/meeting's accounts. If you are entitled and registered to vote in local council elections then you (or your representative) have additional rights to ask the appointed auditor questions about the Council's accounts or object to an item of account contained within them.

The right to inspect the accounts

When your council has finalised its accounts for the previous financial year it must advertise that they are available for people to inspect. Having given the Council reasonable notice of your intentions, you then have 30 working days to look through the accounting statements in the Annual Return and any supporting documents. By arrangement, you will be able to inspect and make copies of the accounts and the relevant documents. You may have to pay a copying charge.

The right to ask the auditor questions about the accounts

You can only ask the appointed auditor questions about the accounts. The auditor does not have to answer questions about the council's policies, finances, procedures or anything else not related to the accounts. Your questions must be about the accounts for the financial year just ended. The auditor does not have to say whether they think something the Council has done, or an item in its accounts, is lawful or reasonable.

The right to object to the accounts

If you think that the council has spent money that it should not have, or that someone has caused a loss to the council deliberately or by behaving irresponsibly, you can request the auditor to apply to the courts for a declaration that an item of account is contrary to law. You do this by sending a formal '*notice of objection*' to the auditor at the address below. **The notice must be in writing and copied to the council.** In it, you must tell the auditor why you are objecting and what you want the auditor to do about it. The auditor must reach a decision on your objection. If you are not happy with that decision, you can appeal to the courts.

You may also object if you think that there is something in the accounts that the auditor should discuss with the Council or tell the public about in a '*public interest report*'. You must follow the same procedure as outlined in the previous paragraph. The auditor must then decide whether to take any action. The auditor does not have to, but usually will, give reasons for his/her decision and you cannot appeal to the courts. More information is available on the National Audit Office website (see contact details below).

You may not use this 'right to object' to make a personal complaint or claim against your council. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or your solicitor. You may also be able to approach the Standards Committee of your local principal authority if you believe that a member of the council has broken the Code of Conduct for Members.

What else you can do

Instead of objecting, you can give the auditor information that is relevant to his/her responsibilities. For example, you can simply tell the auditor if you think that something is wrong with the accounts or about waste and inefficiency in the way the Council runs its services. You should make it clear that you are providing information rather than making a formal objection. You do not have to follow any set time limits or procedures. The auditor does not have to give you a detailed report of any subsequent investigation, but will usually tell you the outcome.

A final word

Councils, and so local taxpayers, must meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved. The auditor will only continue with the objection if it is in the public interest to do so. If you appeal to the courts, you might have to pay for the action yourself.

Who should you contact?

For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – a guide to your rights are available by calling the National Audit Office on 020 7798 7000 or downloading from the website <https://www.nao.org.uk/>

If you wish to contact your Council's appointed external auditor please write to:

Cameron Waddell, Partner, Mazars LLP,
local.councils@mazars.co.uk

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council

Finance Officer's Report

Financial report for the period ended 30th April 2024

1. Summary

The year-to-date position at the end of April gives a revenue deficit of £13,658, the budget year to date allowed for a deficit of £24k.

The biggest variances to budget to date are as follows, with full analysis in Appendix 2:

- Cemetery: there has been higher income in April, £8k was invoiced in March and moved across to April which accounts for the favourable variance.
- Bat and Ball Centre: Income has increased and expenditure is under budget.
- Business Hub: Income is where it should be but there has been 50% less expenditure in April.

The following Appendices are attached in support of the summary information contained in this report

Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Variance Analysis

Appendix 3 – Fund Balances.

Appendix 4 – Statutory Balance Sheet

Appendix 5 – Ear Marked Reserves

2. Income and Expenditure (Appendix 1) & Variance Analysis (Appendix 2)

Income and expenditure variances (+/- £5,000) by cost centre: **Favourable (F); Negative/Adverse (A)*

<u>Cost Centre</u>	<u>Name</u>	<u>Variance £</u>	
22	Cemetery	£8,969 (F)	Please refer to the variance report.
36	Bat and Ball Centre	£12,521 (F)	Please refer to the variance report.
41	Business Hub	£8,108 (F)	Please refer to the variance report.

3. Statutory Balance Sheet

The total assets year to date are £2,522,762. Revenue (general) reserves have decreased by £10,100 leaving a year-to-date balance of £504,892.

Earmarked Reserves have increased by £98,592 leaving a year-to-date balance of £1,239,921.

This includes:

1. CIL payments of approximately £7,500 towards the St John's Hill toilet refurbishment.
2. Received £111,001.96 in CIL payment from Sevenoaks District Council.

The full movement in earmarked reserves is detailed in Appendix 4.

4. Investments

The Insignis Portal is now being used and the following investments have been made.

- Santander Financial Services (3 Months) - £265,331.33.
- Emirates NBD (9 Months) - £250,000.

5. Outstanding Debts

It was agreed at the February F&GP Committee meeting that any debt over £50 and outstanding for three months will be reported to the Committee.

Nothing to report.

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>11 Planning - General</u>											
4010 Gross Pay	2,985	2,417	(568)	2,985	2,417	(568)	29,000		26,015	10.3%	
4270 Employers Pension Contribution	107	100	(7)	107	100	(7)	1,200		1,093	8.9%	
6240 Computer/ Data Base/WP's	699	650	(49)	699	650	(49)	650		(49)	107.5%	
6630 Professional Fees	20	0	(20)	20	0	(20)	900		880	2.2%	
6730 Subscriptions	0	50	50	0	50	50	600		600	0.0%	
Planning - General :- Indirect Expenditure	3,811	3,217	(594)	3,811	3,217	(594)	32,350	0	28,539	11.8%	0
Net Expenditure	(3,811)	(3,217)	594	(3,811)	(3,217)	594	(32,350)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	10,256	10,000	(256)	10,256	10,000	(256)	29,663			34.6%	
1030 Electricity recharge	0	0	0	0	0	0	4,054			0.0%	
1316 Raleys Car Park Permits	1,838	1,672	(166)	1,838	1,672	(166)	1,672			109.9%	
1850 Log Sales	0	0	0	0	0	0	754			0.0%	
1853 Adopt a Tree income	0	0	0	0	0	0	100			0.0%	
1990 Other Income	66	45	(21)	66	45	(21)	270			24.3%	
O/ Spaces & Leisure - General :- Income	12,159	11,717	(442)	12,159	11,717	(442)	36,513			33.3%	0
4010 Gross Pay	12,288	16,581	4,293	12,288	16,581	4,293	198,977		186,689	6.2%	
4270 Employers Pension Contribution	846	1,266	420	846	1,266	420	15,190		14,344	5.6%	
5013 Graffiti Removal	0	0	0	0	0	0	1,357		1,357	0.0%	
5025 Lower St Johns Toilets	13,882	1,167	(12,715)	13,882	1,167	(12,715)	14,000		118	99.2%	12,273
5026 Greatness Rec Convenience	0	258	258	0	258	258	3,100		3,100	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5030 St Nicholas Burial Ground	0	0	0	0	0	0	100		100	0.0%	
5050 Seats And Litter Bins	0	0	0	0	0	0	2,300		2,300	0.0%	
5060 Sevenoaks Common	5,672	0	(5,672)	5,672	0	(5,672)	5,000		(672)	113.4%	
5065 Tree Safety Survey	0	0	0	0	0	0	4,000		4,000	0.0%	
5070 Other Woodlands	330	1,000	670	330	1,000	670	4,000		3,670	8.3%	
5110 Knole Paddock & Pavilion	0	0	0	0	0	0	3,500		3,500	0.0%	
5120 Knole Paddock Pitch & Grnd Mt	1,270	1,500	230	1,270	1,500	230	2,500		1,230	50.8%	
5310 Miscellaneous Open Spaces	346	433	87	346	433	87	5,200		4,854	6.6%	
5311 Security Open Spaces	2,347	2,083	(264)	2,347	2,083	(264)	25,000		22,653	9.4%	
5316 Skatepark Maintenance	0	0	0	0	0	0	2,000		2,000	0.0%	
5317 Raleys Car Park	0	0	0	0	0	0	422		422	0.0%	
5320 Fertilizers	429	500	71	429	500	71	1,500		1,071	28.6%	
5330 Grass Seed	2,681	2,500	(181)	2,681	2,500	(181)	2,500		(181)	107.2%	
5340 Plants	558	700	142	558	700	142	3,000		2,442	18.6%	
5410 Repairs & General Maintenance	3	150	147	3	150	147	1,800		1,797	0.2%	
5412 Capital Refurbishments	0	833	833	0	833	833	10,000		10,000	0.0%	
5500 Equipment Hired and New	1,131	583	(548)	1,131	583	(548)	7,000		5,869	16.2%	
5525 Equipment Maintenance	2,116	2,200	84	2,116	2,200	84	8,000		5,884	26.4%	
5550 Vehicle Expenses	338	1,792	1,455	338	1,792	1,455	21,500		21,163	1.6%	
5700 Fuel	549	492	(57)	549	492	(57)	5,900		5,351	9.3%	
6010 Light Heat & Cleaning	2,116	2,200	84	2,116	2,200	84	8,500		6,384	24.9%	
6013 Cleaning	32	50	18	32	50	18	600		568	5.3%	
6014 Water	47	83	36	47	83	36	1,000		953	4.7%	
6101 Telephone	11	12	1	11	12	1	145		134	7.9%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6104 Mobile Telephone	33	28	(5)	33	28	(5)	340		307	9.8%	
6105 Broadband wi-fi service	29	25	(4)	29	25	(4)	300		271	9.6%	
6320 Staff Training	0	0	0	0	0	0	3,000		3,000	0.0%	
6330 Welfare/Hospitality	0	52	52	0	52	52	625		625	0.0%	
6635 Professional Fees Licensing	0	0	0	0	0	0	300		300	0.0%	
6730 Subscriptions	164	180	16	164	180	16	180		16	91.3%	
6812 Road Dues	0	0	0	0	0	0	1,100		1,100	0.0%	
6851 Bus Shelter Maintenance	0	17	17	0	17	17	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	7	7	80		80	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,700		1,700	0.0%	
6930 Alarm Maintenance	0	0	0	0	0	0	880		880	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	600		600	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	3,000		3,000	0.0%	
6935 Waste Bin Disposal-Waste Bins	161	225	64	161	225	64	2,700		2,539	6.0%	
6952 Protective Clothing	250	131	(119)	250	131	(119)	1,575		1,325	15.9%	
O/ Spaces & Leisure - General :- Indirect Expenditure	47,629	37,048	(10,581)	47,629	37,048	(10,581)	374,671	0	327,042	12.7%	12,273
Net Income over Expenditure	(35,470)	(25,331)	10,139	(35,470)	(25,331)	10,139	(338,158)				
8001 plus Transfer from EMR	12,273	0	(12,273)	12,273	0	(12,273)	0				
Movement to/(from) Gen Reserve	(23,197)	(25,331)	(2,134)	(23,197)	(25,331)	(2,134)	(338,158)				

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	13,953	6,581	(7,372)	13,953	6,581	(7,372)	78,975			17.7%	
O/ Spaces & Leisure - Cemetery :- Income	13,953	6,581	(7,372)	13,953	6,581	(7,372)	78,975			17.7%	0
4010 Gross Pay	8,045	8,303	258	8,045	8,303	258	99,632		91,587	8.1%	
4270 Employers Pension Contribution	727	691	(36)	727	691	(36)	8,290		7,563	8.8%	
5210 Cemetery Chapel & Office	0	0	0	0	0	0	150		150	0.0%	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	700		700	0.0%	
5410 Repairs & General Maintenance	9	100	92	9	100	92	1,200		1,192	0.7%	
5500 Equipment Hired and New	0	333	333	0	333	333	4,000		4,000	0.0%	
5525 Equipment Maintenance	0	750	750	0	750	750	9,000		9,000	0.0%	
5700 Fuel	72	100	28	72	100	28	1,200		1,128	6.0%	
6000 Rent & Rates	851	875	24	851	875	24	10,500		9,649	8.1%	
6010 Light Heat & Cleaning	0	175	175	0	175	175	2,100		2,100	0.0%	
6013 Cleaning	157	0	(157)	157	0	(157)	1,000		843	15.7%	
6014 Water	0	92	92	0	92	92	1,100		1,100	0.0%	
6101 Telephone	56	67	11	56	67	11	800		744	7.0%	
6104 Mobile Telephone	0	2	2	0	2	2	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	10	12	2	150		140	6.7%	
6240 Computer/ Data Base/WP's	39	60	21	39	60	21	670		631	5.9%	
6320 Staff Training	0	0	0	0	0	0	1,500		1,500	0.0%	
6330 Welfare/Hospitality	0	25	25	0	25	25	300		300	0.0%	
6460 Publicity & Democratic notices	25	0	(25)	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	10	10	0	10	10	125		125	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6720 Books and Periodicals	0	0	0	0	0	0	50		50	0.0%	
6730 Subscriptions	195	200	5	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	89	0	(89)	89	0	(89)	3,000		2,911	3.0%	
6822 Roads Path & Boundaries	0	220	220	0	220	220	850		850	0.0%	
6832 Lawn/Wall of Remembrance	36	0	(36)	36	0	(36)	120		84	29.6%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,500		1,500	0.0%	
6930 Alarm Maintenance	0	0	0	0	0	0	1,700		1,700	0.0%	
6932 Cemetery Security	563	500	(63)	563	500	(63)	6,000		5,437	9.4%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	81	108	27	1,300		1,219	6.2%	
6952 Protective Clothing	129	58	(71)	129	58	(71)	700		571	18.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,084	12,681	1,597	11,084	12,681	1,597	157,862	0	146,778	7.0%	0
Net Income over Expenditure	2,869	(6,100)	(8,969)	2,869	(6,100)	(8,969)	(78,887)				
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	26	0	(26)	26	0	(26)	1,559			1.7%	
1047 QH Allotments Income	13	0	(13)	13	0	(13)	8,342			0.2%	
O/ Spaces & Leisure- Allotment :- Income	39	0	(39)	39	0	(39)	9,901			0.4%	0
4010 Gross Pay	402	317	(85)	402	317	(85)	3,800		3,398	10.6%	
4270 Employers Pension Contribution	56	15	(41)	56	15	(41)	180		124	31.1%	
6014 Water	(672)	0	672	(672)	0	672	950		1,622	(70.7%)	
6300 Computer Software	0	0	0	0	0	0	20		20	0.0%	
6730 Subscriptions	0	0	0	0	0	0	60		60	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6900 Sundry Expenses	280	0	(280)	280	0	(280)	0		(280)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	66	332	266	66	332	266	5,080	0	5,014	1.3%	0
Net Income over Expenditure	(26)	(332)	(306)	(26)	(332)	(306)	4,821				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	0	12,043			0.0%	
1990 Other Income	0	0	0	0	0	0	1,000			0.0%	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	0	0	0	13,043			0.0%	0
5410 Repairs & General Maintenance	2,013	2,013	1	2,013	2,013	1	2,013		1	100.0%	
6861 Public Clock Maintenance	29	0	(29)	29	0	(29)	200		171	14.4%	
6862 Street Lighting	2,180	1,417	(763)	2,180	1,417	(763)	17,000		14,820	12.8%	
6865 In Bloom Costs	306	412	106	306	412	106	14,000		13,694	2.2%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	4,527	3,842	(685)	4,527	3,842	(685)	33,213	0	28,686	13.6%	0
Net Income over Expenditure	(4,527)	(3,842)	685	(4,527)	(3,842)	685	(20,170)				
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	3,175	0	(3,175)	3,175	0	(3,175)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	3,175	0	(3,175)	3,175	0	(3,175)	0				0
4010 Gross Pay	2,659	0	(2,659)	2,659	0	(2,659)	0		(2,659)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Employers Pension Contribution	114	0	(114)	114	0	(114)	0		(114)	0.0%	
5410 Repairs & General Maintenance	31	0	(31)	31	0	(31)	0		(31)	0.0%	
5525 Equipment Maintenance	32	0	(32)	32	0	(32)	0		(32)	0.0%	
6000 Rent & Rates	70	0	(70)	70	0	(70)	0		(70)	0.0%	
6010 Light Heat & Cleaning	11	0	(11)	11	0	(11)	0		(11)	0.0%	
6011 Electricity	(52)	0	52	(52)	0	52	0		52	0.0%	
6014 Water	162	0	(162)	162	0	(162)	0		(162)	0.0%	
6101 Telephone	51	0	(51)	51	0	(51)	0		(51)	0.0%	
6200 Printing & Stationery	3	0	(3)	3	0	(3)	0		(3)	0.0%	
6500 Goods for Resale	957	0	(957)	957	0	(957)	0		(957)	0.0%	
6505 Cafe consumables	87	0	(87)	87	0	(87)	0		(87)	0.0%	
6922 Health&Safety/Risk Assessments	85	0	(85)	85	0	(85)	0		(85)	0.0%	
6935 Waste Bin Disposal-Waste Bins	146	0	(146)	146	0	(146)	0		(146)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	4,357	0	(4,357)	4,357	0	(4,357)	0	0	(4,357)		0
Net Income over Expenditure	(1,182)	0	1,182	(1,182)	0	1,182	0				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	460	250	(210)	460	250	(210)	1,500			30.7%	
1805 Tea Kiosk Rental & Pavilion	875	875	0	875	875	0	3,500			25.0%	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	367			0.0%	
O/Spaces & Leisure-Vine Ground :- Income	1,335	1,125	(210)	1,335	1,125	(210)	5,367			24.9%	0
4010 Gross Pay	1,771	1,866	95	1,771	1,866	95	22,398		20,627	7.9%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Employers Pension Contribution	65	112	47	65	112	47	1,344		1,279	4.9%	
5010 Vine Area General Maintenance	9	208	199	9	208	199	2,500		2,491	0.4%	
5015 Vine Pavilion maintenance	0	0	0	0	0	0	200		200	0.0%	
5020 Vine Public Convenience	274	1,000	726	274	1,000	726	12,000		11,726	2.3%	
5410 Repairs & General Maintenance	0	67	67	0	67	67	800		800	0.0%	
5500 Equipment Hired and New	0	334	334	0	334	334	2,006		2,006	0.0%	
6014 Water	111	42	(69)	111	42	(69)	500		389	22.3%	
6635 Professional Fees Licensing	0	0	0	0	0	0	210		210	0.0%	
6868 Summer Concerts	600	600	0	600	600	0	3,600		3,000	16.7%	
6869 Special Events	781	140	(641)	781	140	(641)	140		(641)	558.1%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,100		1,100	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	730		730	0.0%	
6935 Waste Bin Disposal-Waste Bins	80	80	(0)	80	80	(0)	960		880	8.4%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,693	4,449	756	3,693	4,449	756	48,488	0	44,795	7.6%	0
Net Income over Expenditure	(2,358)	(3,324)	(966)	(2,358)	(3,324)	(966)	(43,121)				
<u>30 F&G P - Bat & Ball Station</u>											
1022 Letting & Hire of Facilities	2,778	1,000	(1,778)	2,778	1,000	(1,778)	12,000			23.1%	
1211 Sale of Goods	3,046	0	(3,046)	3,046	0	(3,046)	0			0.0%	
1213 Event catering	695	0	(695)	695	0	(695)	0			0.0%	
F&G P - Bat & Ball Station :- Income	6,518	1,000	(5,518)	6,518	1,000	(5,518)	12,000			54.3%	0
4010 Gross Pay	6,322	1,583	(4,739)	6,322	1,583	(4,739)	19,000		12,678	33.3%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Employers Pension Contribution	216	83	(133)	216	83	(133)	1,000		784	21.6%	
5410 Repairs & General Maintenance	525	583	58	525	583	58	7,000		6,475	7.5%	
5500 Equipment Hired and New	0	83	83	0	83	83	1,000		1,000	0.0%	
5525 Equipment Maintenance	251	0	(251)	251	0	(251)	0		(251)	0.0%	
6000 Rent & Rates	469	333	(136)	469	333	(136)	4,000		3,531	11.7%	
6011 Electricity	0	625	625	0	625	625	7,500		7,500	0.0%	
6012 Gas	498	118	(380)	498	118	(380)	1,420		922	35.1%	
6013 Cleaning	3	292	290	3	292	290	3,500		3,498	0.1%	
6014 Water	67	250	183	67	250	183	3,000		2,933	2.2%	
6020 Insurance Cost	0	0	0	0	0	0	1,000		1,000	0.0%	
6101 Telephone	51	42	(9)	51	42	(9)	500		449	10.2%	
6200 Printing & Stationery	10	0	(10)	10	0	(10)	0		(10)	0.0%	
6241 Website Costs	0	0	0	0	0	0	400		400	0.0%	
6330 Welfare/Hospitality	90	0	(90)	90	0	(90)	0		(90)	0.0%	
6460 Publicity & Democratic notices	19	0	(19)	19	0	(19)	0		(19)	0.0%	
6500 Goods for Resale	1,880	0	(1,880)	1,880	0	(1,880)	0		(1,880)	0.0%	
6505 Cafe consumables	45	0	(45)	45	0	(45)	0		(45)	0.0%	
6635 Professional Fees Licensing	0	0	0	0	0	0	600		600	0.0%	
6730 Subscriptions	300	0	(300)	300	0	(300)	0		(300)	0.0%	
6869 Special Events	65	0	(65)	65	0	(65)	0		(65)	0.0%	
6922 Health&Safety/Risk Assessments	85	325	240	85	325	240	1,300		1,215	6.6%	
6930 Alarm Maintenance	0	58	58	0	58	58	700		700	0.0%	
6931 CCTV Maintenance	85	0	(85)	85	0	(85)	170		85	50.0%	
6935 Waste Bin Disposal-Waste Bins	109	67	(42)	109	67	(42)	800		691	13.6%	
F& G P - Bat & Ball Station :- Indirect Expenditure	11,089	4,442	(6,647)	11,089	4,442	(6,647)	52,890	0	41,801	21.0%	0
Net Income over Expenditure	(4,571)	(3,442)	1,129	(4,571)	(3,442)	1,129	(40,890)				

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>31 F & G P - Establishments</u>											
1115 Interest on Deposits	2,899	2,500	(399)	2,899	2,500	(399)	30,000			9.7%	
1230 Roadside Advertising-Charities	270	33	(237)	270	33	(237)	400			67.5%	
1231 Banner Income	278	0	(278)	278	0	(278)	1,000			27.8%	
1232 Town Crier Advertising	150	200	50	150	200	50	600			25.0%	
1889 Waste Sacks Income	741	458	(283)	741	458	(283)	5,500			13.5%	
1990 Other Income	15	0	(15)	15	0	(15)	0			0.0%	
F & G P - Establishments :- Income	4,353	3,191	(1,162)	4,353	3,191	(1,162)	37,500			11.6%	0
4010 Gross Pay	31,656	29,201	(2,455)	31,656	29,201	(2,455)	350,410		318,754	9.0%	
4011 Mileage	15	46	31	15	46	31	559		544	2.6%	
4012 Expenses	78	83	5	78	83	5	1,000		922	7.8%	
4270 Employers Pension Contribution	3,960	3,475	(485)	3,960	3,475	(485)	41,700		37,740	9.5%	
4271 Pension Deficiency	6,663	6,667	4	6,663	6,667	4	80,000		73,337	8.3%	
5500 Equipment Hired and New	981	83	(898)	981	83	(898)	1,000		19	98.1%	
6020 Insurance Cost	19,510	19,295	(215)	19,510	19,295	(215)	19,295		(215)	101.1%	
6101 Telephone	464	458	(6)	464	458	(6)	5,490		5,026	8.5%	
6200 Printing & Stationery	269	1,417	1,148	269	1,417	1,148	17,000		16,731	1.6%	
6210 Postage & Courier	1,198	1,000	(198)	1,198	1,000	(198)	4,000		2,802	30.0%	
6240 Computer/ Data Base/WP's	1,671	1,500	(171)	1,671	1,500	(171)	18,000		16,329	9.3%	
6241 Website Costs	0	0	0	0	0	0	600		600	0.0%	
6242 I.T. Infrastructure	319	733	414	319	733	414	11,000		10,681	2.9%	
6300 Computer Software	4,428	4,500	72	4,428	4,500	72	5,500		1,072	80.5%	
6315 Recruitment Costs	0	167	167	0	167	167	2,000		2,000	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6320 Staff Training	98	275	177	98	275	177	3,300		3,202	3.0%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	226	333	107	226	333	107	4,000		3,774	5.6%	
6410 Civic Exps/Annual Reception	0	0	0	0	0	0	2,100		2,100	0.0%	
6415 Gifts/hospitality	75	100	25	75	100	25	1,200		1,125	6.3%	
6421 Honour Bd. Badges & Insignia	0	0	0	0	0	0	200		200	0.0%	
6435 Members Expenses	0	0	0	0	0	0	3,500		3,500	0.0%	
6460 Publicity & Democratic notices	0	0	0	0	0	0	500		500	0.0%	
6461 Banner Costs	0	108	108	0	108	108	1,300		1,300	0.0%	
6610 Audit Fees	0	0	0	0	0	0	5,500		5,500	0.0%	
6620 Legal Expenses	0	1,000	1,000	0	1,000	1,000	2,000		2,000	0.0%	
6635 Professional Fees Licensing	245	0	(245)	245	0	(245)	1,500		1,255	16.3%	
6710 Conference Fees & Expenses	165	208	43	165	208	43	2,500		2,335	6.6%	
6720 Books and Periodicals	0	0	0	0	0	0	400		400	0.0%	
6730 Subscriptions	2,019	3,427	1,408	2,019	3,427	1,408	6,600		4,581	30.6%	
6889 Waste Sacks	664	275	(389)	664	275	(389)	3,300		2,636	20.1%	
6900 Sundry Expenses	86	42	(44)	86	42	(44)	500		414	17.2%	
6922 Health&Safety/Risk Assessments	3,900	4,000	100	3,900	4,000	100	5,200		1,300	75.0%	
6975 Bank Charges	121	133	12	121	133	12	1,600		1,479	7.6%	
6976 Credit card charges	20	67	47	20	67	47	800		780	2.5%	
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	0.0%	
7611 Contingency provision	0	(2,013)	(2,013)	0	(2,013)	(2,013)	67,987		67,987	0.0%	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617 PWLB Loan Repayment	0	0	0	0	0	0	71,602		71,602	0.0%	
F & G P - Establishments :- Indirect Expenditure	78,830	76,580	(2,250)	78,830	76,580	(2,250)	750,143	0	671,313	10.5%	0
Net Income over Expenditure	(74,477)	(73,389)	1,088	(74,477)	(73,389)	1,088	(712,643)				

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>32 F & G P - General</u>											
1490 Christmas Lights Switch On	0	0	0	0	0	0	6,000			0.0%	
F & G P - General :- Income	0	0	0	0	0	0	6,000			0.0%	0
6490 Christmas Lights Switch On	0	0	0	0	0	0	28,000		28,000	0.0%	
6491 Remembrance Day/Civic Serv.	0	0	0	0	0	0	5,000		5,000	0.0%	
6869 Special Events	2,301	3,333	1,032	2,301	3,333	1,032	20,000		17,699	11.5%	
F & G P - General :- Indirect Expenditure	2,301	3,333	1,032	2,301	3,333	1,032	53,000	0	50,699	4.3%	0
Net Income over Expenditure	(2,301)	(3,333)	(1,032)	(2,301)	(3,333)	(1,032)	(47,000)				
<u>33 F & G P - Council Offices</u>											
1022 Letting & Hire of Facilities	2,030	1,036	(994)	2,030	1,036	(994)	12,429			16.3%	
F & G P - Council Offices :- Income	2,030	1,036	(994)	2,030	1,036	(994)	12,429			16.3%	0
4010 Gross Pay	1,176	364	(812)	1,176	364	(812)	4,369		3,193	26.9%	
4270 Employers Pension Contribution	53	28	(25)	53	28	(25)	340		287	15.6%	
5410 Repairs & General Maintenance	448	58	(390)	448	58	(390)	700		252	64.0%	
6000 Rent & Rates	2,841	2,800	(41)	2,841	2,800	(41)	28,000		25,159	10.1%	
6010 Light Heat & Cleaning	166	396	230	166	396	230	4,754		4,588	3.5%	
6011 Electricity	(289)	250	539	(289)	250	539	3,000		3,289	(9.6%)	
6012 Gas	0	250	250	0	250	250	3,000		3,000	0.0%	
6014 Water	416	196	(220)	416	196	(220)	2,349		1,933	17.7%	
6104 Mobile Telephone	8	6	(2)	8	6	(2)	75		67	11.1%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	900		900	0.0%	
6930 Alarm Maintenance	0	0	0	0	0	0	1,000		1,000	0.0%	
6935 Waste Bin Disposal-Waste Bins	142	117	(25)	142	117	(25)	1,400		1,258	10.2%	
6952 Protective Clothing	0	0	0	0	0	0	100		100	0.0%	
F & G P - Council Offices :- Indirect Expenditure	4,962	4,465	(497)	4,962	4,465	(497)	49,987	0	45,025	9.9%	0
Net Income over Expenditure	(2,932)	(3,429)	(497)	(2,932)	(3,429)	(497)	(37,558)				
<u>36 F & G P - Bat & Ball Centre</u>											
1022 Letting & Hire of Facilities	20,239	9,000	(11,239)	20,239	9,000	(11,239)	108,000			18.7%	(137)
1030 Electricity recharge	0	0	0	0	0	0	169			0.0%	
1213 Event catering	23	0	(23)	23	0	(23)	0			0.0%	
1445 Outdoor Activities	125	0	(125)	125	0	(125)	200			62.3%	
1457 Indoor Activities	544	441	(103)	544	441	(103)	5,293			10.3%	
1990 Other Income	43	0	(43)	43	0	(43)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	20,973	9,441	(11,532)	20,973	9,441	(11,532)	113,662			18.5%	(137)
4010 Gross Pay	7,187	6,842	(345)	7,187	6,842	(345)	82,100		74,913	8.8%	
4270 Employers Pension Contribution	241	275	34	241	275	34	3,300		3,059	7.3%	
5340 Plants	0	0	0	0	0	0	200		200	0.0%	
5410 Repairs & General Maintenance	80	0	(80)	80	0	(80)	2,000		1,920	4.0%	
5500 Equipment Hired and New	281	250	(31)	281	250	(31)	1,000		719	28.1%	
5525 Equipment Maintenance	33	0	(33)	33	0	(33)	0		(33)	0.0%	
6000 Rent & Rates	532	600	68	532	600	68	6,000		5,468	8.9%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6011 Electricity	0	1,167	1,167	0	1,167	1,167	14,000		14,000	0.0%	
6012 Gas	128	441	313	128	441	313	1,764		1,636	7.2%	
6013 Cleaning	432	167	(265)	432	167	(265)	2,000		1,568	21.6%	
6014 Water	56	266	210	56	266	210	3,197		3,141	1.8%	
6101 Telephone	52	50	(2)	52	50	(2)	600		548	8.6%	
6104 Mobile Telephone	0	20	20	0	20	20	240		240	0.0%	
6240 Computer/ Data Base/WP's	0	33	33	0	33	33	400		400	0.0%	
6330 Welfare/Hospitality	43	42	(1)	43	42	(1)	500		457	8.6%	
6520 Refreshments for Resale	238	83	(155)	238	83	(155)	1,000		763	23.8%	
6635 Professional Fees Licensing	0	0	0	0	0	0	500		500	0.0%	
6900 Sundry Expenses	0	0	0	0	0	0	50		50	0.0%	
6922 Health&Safety/Risk Assessments	142	0	(142)	142	0	(142)	2,000		1,858	7.1%	
6930 Alarm Maintenance	0	0	0	0	0	0	902		902	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	400		400	0.0%	
6935 Waste Bin Disposal-Waste Bins	113	175	62	113	175	62	2,100		1,987	5.4%	
6952 Protective Clothing	0	0	0	0	0	0	250		250	0.0%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	9,559	10,411	852	9,559	10,411	852	124,503	0	114,944	7.7%	0
Net Income over Expenditure	11,415	(970)	(12,385)	11,415	(970)	(12,385)	(10,841)				
8002 less Transfer to EMR	(137)	0	137	(137)	0	137	0				
Movement to/(from) Gen Reserve	11,551	(970)	(12,248)	11,551	(970)	(12,248)	(10,841)				

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>38 F & G P - Grants</u>											
7500 Local Organisations Grants	6,500	6,500	0	6,500	6,500	0	15,000		8,500	43.3%	
7502 Sevenoaks Summer Festival	5,000	5,000	0	5,000	5,000	0	5,000		0	100.0%	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	0.0%	
7552 Youth Outreach	1,940	2,000	60	1,940	2,000	60	8,000		6,060	24.3%	
7556 Stag Community Arts Centre	0	0	0	0	0	0	27,000		27,000	0.0%	
7557 Community Rail Partnership	0	0	0	0	0	0	3,000		3,000	0.0%	
7558 Green Sands Common	0	0	0	0	0	0	4,000		4,000	0.0%	
F & G P - Grants :- Indirect Expenditure	13,440	13,500	60	13,440	13,500	60	63,000	0	49,560	21.3%	0
Net Expenditure	(13,440)	(13,500)	(60)	(13,440)	(13,500)	(60)	(63,000)				
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	1,949	1,950	1	1,949	1,950	1	6,500			30.0%	
F & G P - Property :- Income	1,949	1,950	1	1,949	1,950	1	6,500			30.0%	0
Net Income	1,949	1,950	1	1,949	1,950	1	6,500				
<u>40 Town Team</u>											
1206 Business Awards	0	0	0	0	0	0	7,426			0.0%	
1207 Business Show	4,615	4,377	(238)	4,615	4,377	(238)	4,377			105.4%	
Town Team :- Income	4,615	4,377	(238)	4,615	4,377	(238)	11,803			39.1%	0
6101 Telephone	0	9	9	0	9	9	108		108	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6200 Printing & Stationery	0	9	9	0	9	9	110		110	0.0%	
6240 Computer/ Data Base/WP's	332	300	(32)	332	300	(32)	827		495	40.2%	
6241 Website Costs	0	70	70	0	70	70	282		282	0.0%	
6244 Information Screens	0	0	0	0	0	0	1,345		1,345	0.0%	
6322 Business Awards	0	0	0	0	0	0	8,116		8,116	0.0%	
6323 Business Show	68	0	(68)	68	0	(68)	2,992		2,924	2.3%	
6461 Banner Costs	0	0	0	0	0	0	807		807	0.0%	
6730 Subscriptions	150	189	39	150	189	39	589		439	25.5%	
6900 Sundry Expenses	0	66	66	0	66	66	786		786	0.0%	
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%	
Town Team :- Indirect Expenditure	550	643	93	550	643	93	16,803	0	16,253	3.3%	0
Net Income over Expenditure	4,065	3,734	(331)	4,065	3,734	(331)	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	120	108	(12)	120	108	(12)	1,300			9.2%	
1026 Hot Desking Facility	539	433	(106)	539	433	(106)	5,200			10.4%	
1029 Office Pods	1,308	1,372	64	1,308	1,372	64	16,471			7.9%	
1031 Chamber of Commerce	1,050	908	(142)	1,050	908	(142)	5,451			19.3%	
Business Hub :- Income	3,018	2,821	(197)	3,018	2,821	(197)	28,422			10.6%	0
4010 Gross Pay	738	558	(180)	738	558	(180)	6,700		5,962	11.0%	
4270 Employers Pension Contribution	0	20	20	0	20	20	243		243	0.0%	
5410 Repairs & General Maintenance	0	25	25	0	25	25	300		300	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5500 Equipment Hired and New	0	42	42	0	42	42	500		500	0.0%	
6000 Rent & Rates	162	300	138	162	300	138	3,000		2,838	5.4%	
6010 Light Heat & Cleaning	0	1,351	1,351	0	1,351	1,351	16,211		16,211	0.0%	
6105 Broadband wi-fi service	142	150	9	142	150	9	1,800		1,659	7.9%	
6900 Sundry Expenses	100	83	(17)	100	83	(17)	1,000		900	10.0%	
6922 Health&Safety/Risk Assessments	32	0	(32)	32	0	(32)	170		138	18.8%	
6930 Alarm Maintenance	0	0	0	0	0	0	300		300	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	160		160	0.0%	
6976 Credit card charges	32	29	(3)	32	29	(3)	350		318	9.0%	
Business Hub :- Indirect Expenditure	1,205	2,558	1,353	1,205	2,558	1,353	30,734	0	29,529	3.9%	0
Net Income over Expenditure	1,813	263	(1,550)	1,813	263	(1,550)	(2,312)				
<u>42 Sevenoaks Town Mayor</u>											
1754 Knole Tour Income	533	0	(533)	533	0	(533)	0			0.0%	
1756 Int'l Women's Day Event Income	38	0	(38)	38	0	(38)	0			0.0%	
Sevenoaks Town Mayor :- Income	571	0	(571)	571	0	(571)	0				0
6441 Mayors Allowance 2023/24	200	0	(200)	200	0	(200)	0		(200)	0.0%	
6443 Mayors Allowance 2024/2025	35	504	469	35	504	469	6,044		6,009	0.6%	
6444 Mayors Car Allowance 2024/2025	0	226	226	0	226	226	2,715		2,715	0.0%	
7204 Knole Tour Expenditure	362	0	(362)	362	0	(362)	0		(362)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	597	730	133	597	730	133	8,759	0	8,162	6.8%	0
Net Income over Expenditure	(26)	(730)	(704)	(26)	(730)	(704)	(8,759)				

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	0	0	0	500		500	0.0%	
Youth Council :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(500)</u>				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	398	258	(140)	398	258	(140)	3,100			12.8%	
1211 Sale of Goods	122	167	45	122	167	45	2,000			6.1%	
1350 Revenue Grant income	1,160	0	(1,160)	1,160	0	(1,160)	0			0.0%	
Youth Cafe :- Income	<u>1,680</u>	<u>425</u>	<u>(1,255)</u>	<u>1,680</u>	<u>425</u>	<u>(1,255)</u>	<u>5,100</u>			<u>32.9%</u>	<u>0</u>
4010 Gross Pay	5,075	4,342	(733)	5,075	4,342	(733)	52,100		47,025	9.7%	
4270 Employers Pension Contribution	212	158	(54)	212	158	(54)	1,900		1,688	11.2%	
5410 Repairs & General Maintenance	361	83	(278)	361	83	(278)	1,000		639	36.1%	
5500 Equipment Hired and New	20	42	22	20	42	22	500		480	4.0%	
6010 Light Heat & Cleaning	8	17	9	8	17	9	200		192	4.2%	
6101 Telephone	51	58	7	51	58	7	700		649	7.3%	
6105 Broadband wi-fi service	33	0	(33)	33	0	(33)	200		167	16.4%	
6200 Printing & Stationery	0	17	17	0	17	17	200		200	0.0%	
6240 Computer/ Data Base/WP's	17	25	8	17	25	8	300		283	5.5%	
6241 Website Costs	12	0	(12)	12	0	(12)	200		188	6.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	0	0	500		500	0.0%	
6320 Staff Training	0	0	0	0	0	0	100		100	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6340 Staff Uniforms	0	0	0	0	0	0	200		200	0.0%	
6460 Publicity & Democratic notices	35	0	(35)	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	142	167	25	142	167	25	2,000		1,858	7.1%	
6505 Cafe consumables	7	0	(7)	7	0	(7)	0		(7)	0.0%	
6635 Professional Fees Licensing	133	150	18	133	150	18	450		318	29.4%	
6900 Sundry Expenses	3	33	30	3	33	30	400		397	0.7%	
6922 Health&Safety/Risk Assessments	85	111	26	85	111	26	1,000		915	8.5%	
Youth Cafe :- Indirect Expenditure	6,193	5,203	(990)	6,193	5,203	(990)	61,950	0	55,757	10.0%	0
Net Income over Expenditure	(4,513)	(4,778)	(265)	(4,513)	(4,778)	(265)	(56,850)				
60 Markets											
1017 Rental Income Sat Market	1,940	1,714	(226)	1,940	1,714	(226)	20,567			9.4%	
1018 Rental Income Wed Market	1,038	1,042	5	1,038	1,042	5	12,506			8.3%	
1019 Rental Income Blighs Market	1,534	1,543	9	1,534	1,543	9	18,512			8.3%	
Markets :- Income	4,512	4,299	(213)	4,512	4,299	(213)	51,585			8.7%	0
4010 Gross Pay	166	169	3	166	169	3	2,031		1,865	8.2%	
5410 Repairs & General Maintenance	7	0	(7)	7	0	(7)	200		193	3.7%	
5420 Saturday market charges	1,120	1,668	548	1,120	1,668	548	17,345		16,225	6.5%	
5421 Wednesday Market charges	464	865	401	464	865	401	11,244		10,780	4.1%	
6001 Blighs Market Charges	441	1,000	559	441	1,000	559	12,000		11,559	3.7%	
6010 Light Heat & Cleaning	51	50	(1)	51	50	(1)	200		149	25.4%	
6635 Professional Fees Licensing	0	0	0	0	0	0	200		200	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6730 Subscriptions	0	100	100	0	100	100	100		100	0.0%	
Markets :- Indirect Expenditure	2,249	3,852	1,603	2,249	3,852	1,603	43,320	0	41,071	5.2%	0
Net Income over Expenditure	2,263	447	(1,816)	2,263	447	(1,816)	8,265				
<u>61 Longspring Woods</u>											
1854 Longspring Woods Donations	300	0	(300)	300	0	(300)	0			0.0%	
Longspring Woods :- Income	300	0	(300)	300	0	(300)	0				0
Net Income	300	0	(300)	300	0	(300)	0				
<u>70 Precept</u>											
1995 Precept	119,801	119,801	0	119,801	119,801	0	1,437,614			8.3%	
Precept :- Income	119,801	119,801	0	119,801	119,801	0	1,437,614			8.3%	0
Net Income	119,801	119,801	0	119,801	119,801	0	1,437,614				
<u>91 Capital Infrastructure Budget</u>											
2012 CIL income allocation	111,002	0	(111,002)	111,002	0	(111,002)	0			0.0%	111,002
Capital Infrastructure Budget :- Income	111,002	0	(111,002)	111,002	0	(111,002)	0				111,002
9066 NDP	17,350	0	(17,350)	17,350	0	(17,350)	0		(17,350)	0.0%	
Capital Infrastructure Budget :- Indirect Expenditure	17,350	0	(17,350)	17,350	0	(17,350)	0	0	(17,350)		0
Net Income over Expenditure	93,652	0	(93,652)	93,652	0	(93,652)	0				
8002 less Transfer to EMR	111,002	0	(111,002)	111,002	0	(111,002)	0				
Movement to/(from) Gen Reserve	(17,350)	0	(204,654)	(17,350)	0	(204,654)	0				

Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	311,983	167,764	(144,219)	311,983	167,764	(144,219)	1,866,414			16.7%	
Expenditure	223,490	187,286	(36,204)	223,490	187,286	(36,204)	1,907,253	0	1,683,763	11.7%	
Net Income over Expenditure	88,493	(19,522)	(108,015)	88,493	(19,522)	(108,015)	(40,839)				
plus Transfer from EMR	12,273	0	(12,273)	12,273	0	(12,273)	0				
less Transfer to EMR	110,865	0	(110,865)	110,865	0	(110,865)	0				
Movement to/(from) Gen Reserve	(10,100)	(19,522)	(9,422)	(10,100)	(19,522)	(9,422)	(40,839)				

This page has been left blank intentionally

This page has been left blank intentionally

April 2024 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable variances

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	(3,811)	(3,217)	594	(32,350)	Software charges slightly above budget. Gross pay slightly overbudget due to overtime payments.
Open Spaces & Leisure Committee					
General	(23,197)	(25,331)	(2,134)	(338,158)	Income quite high for first month as Cricket has been invoiced their annual invoice. Sevenoaks Common is overbudget due to the grant being invoiced in the last financial year. I am looking at how to correct this from general reserves. Knole Paddock has had its annual pitch marking accounting for 50% of the budget. Fertiliser and grass seed has gone slightly over budget.
Cemetery	2,869	(6,100)	(8,969)	(78,887)	Higher income than expected for April - £8k was invoiced in March for April and moved across into this financial year.
Allotments	(26)	(332)	(306)	4,821	There has been a credit on the water account. Invoicing for allotments takes place in September.
Street lighting/ general	(4,527)	(3,842)	685	(20,170)	Repairs and general maintenance has been covered by the contingency, this was the cost of pigeon removal from the public clock by Toni and Guy.
Vine Grounds	(2,358)	(3,324)	(966)	(43,121)	Special events is over budget due to vegan market expenditure - banners.

April 2024 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable variances

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Vine Café	(1,182)	-	1,182	-	Income for April is £3,175 which is double this time last year. A new member of staff will be opening the Vine Café on Mondays and Tuesdays on a short term contract until September to try to maximise income through the summer months.
Bat & Ball Station	(4,571)	(3,442)	1,129	(94,242)	A new member of staff will be opening the café on Saturday and Sunday to try to maximise the income at the station café.
Establishments	(74,477)	(73,389)	1,088	(712,643)	Interest on deposits is recorded quarterly. Equipment hired and new has used 98% of its budget on thermal imaging cameras and office chair. The annual insurance cost has been paid.
General	(2,301)	(3,333)	(1,032)	(47,000)	No income has been received yet - this will be in the second quarter of the year.
Council Offices	(2,932)	(3,429)	(497)	(37,558)	Income favourable for this time of year. Repairs and general maintenance - spent 64% of the budget on tree work over the chamber.
Bat & Ball Centre	11,551	(970)	(12,521)	(63,000)	Income is quite high due to £8k bookings carried over from March. Overall expenditure is slightly under budget.
Grants	(13,440)	(13,500)	(60)	(63,000)	All expenditure is where you would expect it to be.
Property	1,949	1,950	1	6,500	

April 2024 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable variances

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	(4,065)	(3,734)	331	(5,000)	The Business Show income is where it should be. Overall expenditure is slightly under budget.
Business Hub	1,813	263	(8,108)	(2,312)	Income is where it should be - all pods are taken. There has been a few new member that have signed up in the last couple of months. Expenditure is 50% less than anticipated year to date.
Sevenoaks Town Mayor	(26)	(730)	(704)	(8,759)	
Youth Council	-	(500)	(500)	(500)	
Youth Cafe	(4,513)	(4,778)	(265)	(56,850)	Grant income has been received for this financial year. A National Lottery application has also been submitted for £10k which we are awaiting a decision. There has been light repairs and plant purchases under Repairs and General Maintenance. Gross pay is slightly over budget but the grant income is to offset this.
Markets	2,263	447	(1,816)	8,265	Income is in line with the budget. Overall expenditure is under budget.
Longspring Woods	300	-	(300)	-	£300 donations received - to be moved to EMR.
Precept	119,801	119,801	-	1,437,614	
Revenue Surplus/ (Deficit) Total	(879)	(27,490)	(26,611)	(146,350)	
To be transferred from Bat & Ball Management & Maintenance Reserve	4,571	3,442	(1,129)	40,839	
Adjusted Revenue Surplus/ (Deficit) Total	3,692	(24,048)	(27,740)	(105,511)	
Capital Infrastructure	(17,350)	-	17,350	-	

April 2024 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Total inc Capital	(13,658)		(10,390)	(40,839)	

Summary by Committee:

Planning	(3,811)	(3,217)	594	(32,350)
Open spaces & Leisure	(27,239)	(38,929)	(11,690)	(475,515)
Vine Café	(1,182)	-	1,182	-
Bat Ball Station	(4,571)	(3,442)	1,129	(94,242)
Finance & General Purpose	(84,178)	(101,703)	(17,525)	(981,857)
Precept	119,801	119,801	-	1,437,614
Capital Infrastructure	(17,350)	-	17,350	-

Sevenoaks Town Council

Statement of Fund Balances as at 30th April 2024

£ (2022/23)		S&P Rating 30/04/2024		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
0	<u>Bank of Scotland</u>						
	Treasury deposit (1m)	A+	A1	0	0	0.00%	
23,097	<u>National Westminster Bank</u>	A1	A+				
811,840	Business Reserve Account			58,205			
1,000	Current Account			1,522,165			1.45%
1,000	Payroll Account			1,000			
9,949	HITB Youth café			1,000			
3,494	Sevenoaks Town Partnership			9,949			
	Mayors Charity Account			23,182	1,615,500	66.39%	
50,525	<u>HSBC</u>	A+	A1				
	Business money manager			51,598	51,598	2.12%	1.95%
64,844	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			66,509			2.60%
	35 day notice account			269,802	336,310	13.82%	2.60%
2,820	<u>Nationwide</u>	A+	A1				
10,178	Instant Saver			2,835			0.00%
	Sevenoaks Fund Instant Saver			10,419	13,253	0.54%	2.20%
500,000	<u>CCLA</u>						
	Public Sector Deposit	AAA (Fitch only)		410,000	410,000	16.85%	5.26%
0	<u>Clydesdale</u>						
	Current account	A-	A2	0	0		
1	<u>Virginmoney</u>						
500,570	Current account	BBB-	A3	1			
	95 Day Notice			5,672	5,673	0.23%	4.00%
794	<u>Petty Cash</u>				919	0.04%	
-280	<u>Cashbook suspense</u>				0	0.00%	
2,240,012					2,433,254	100.00%	

Instant access funds

2,113,313

Three months precept (equivalent to working capital)

342,519

STC strategy requires that funds equivalent to not less than three months' estimated working capital are held in instant access. Capital requirements are retained in current and deposit accounts giving immediate access

31 March 2023

31 March 2024

Current Assets		
47,924	Debtors	40,209
23,551	SCC Bookings Debtors	25,627
15,109	Vat Control	10,180
23,965	Prepayments	7,515
5,953	Stock	5,953
114,917	Nat West - Current Account	1,522,165
1,000	Payroll Account	1,000
22,587	Mayors Charity Account	23,182
1,000	House i/t Basement Youth Cafe	1,000
9,949	Sevenoaks Town Partnership	9,949
925	Petty Cash	919
66,509	Handelsbanken Investment	66,509
269,802	Handelsbanken Notice Account	269,802
2,835	Nationwide Instant Saver	2,835
56,451	Natwest Investment	58,205
1	Virgin Money Current Account	1
51,598	HSBC Investment	51,598
10,419	Nationwide Sevenoaks Fund	10,419
575,000	CCLA Public Sector Deposit	410,000
522,036	Virgin Money 90 day Notice	5,672
0	Cash Book Suspense	0
0	Union Dues	23

1,821,530

2,522,762

1,821,530 Total Assets

2,522,762

Current Liabilities		
33,535	Creditors	79,558
12,444	Miscellaneous Creditors	12,444
53,929	Accruals	45,582

Balance Sheet as at 31 March 2024

31 March 2023

31 March 2024

4,546	Superannuation Due	4,753	
38,533	Receipts in Advance	621,267	
11,353	Receipt in Advance-Cemetery	3,011	
4,104	Damage Deposit	4,569	
408	Key Deposit	408	
5,690	QH Allotment Key deposits	5,690	
667	BV Allotment key deposits	667	
<u>165,209</u>		<u>777,949</u>	
<u>1,656,321</u>	Total Assets Less Current Liabilities	<u>1,744,814</u>	
	Long Term Liabilities		
<u>0</u>		<u>0</u>	
<u>1,656,321</u>	Total Assets Less Long Term Liabilities	<u>1,744,814</u>	
	Represented By		
514,992	Revenue Reserve	504,892	
1,141,329	Earmarked Reserves	1,239,921	
<u>1,656,321</u>		<u>1,744,814</u>	

The above statement represents fairly the financial position of the authority as at 31 March 2024 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial

Date : _____

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
313 Youth Council Reserve	1,727.10		1,727.10
314 Council Offices Reserve	1,547.63		1,547.63
315 Pension Reserve	2,814.23		2,814.23
316 Rolling Cap Prog Rev Reserve	38,263.24		38,263.24
317 Street Lighting Reserve	6,053.97		6,053.97
319 Stag winding-up reserves	11,000.00		11,000.00
320 Planning Fees Reserve	12,500.00		12,500.00
321 Youth Activities Reserve	1,268.75		1,268.75
327 STP Activities Reserve	8,676.78		8,676.78
328 Non-annual commitments reserve	1,950.00		1,950.00
329 Staff training reserve	2,890.00		2,890.00
336 Bid Buddy Reserve	10,000.00		10,000.00
339 Capital Receipts Quaker Hall	116,923.68		116,923.68
340 Capital Receipts Reserve	420,416.22		420,416.22
343 B&B Management Maint Reserve	42,681.25		42,681.25
346 Vehicle/machinery replacement	42,829.00		42,829.00
347 Environmental Reserve	4,000.00		4,000.00
348 B&B Ctr Maintenance Reserve	10,578.00		10,578.00
349 Recruitment reserve	27,000.00		27,000.00
351 IT Reserve	6,000.00		6,000.00
360 CIL Earmarked reserve	160,341.76	98,729.25	259,071.01
370 No 8 bus reserve	78,808.26		78,808.26
374 Mayor's Charity Reserve	7,303.02		7,303.02
376 Mayor's Regalia Reserve	8,075.99		8,075.99
377 WKH Reserve - Youth Service	15,000.00		15,000.00
378 Longspring Wood Donations	101,192.00		101,192.00
379 Samaritans Reserve	1,488.00	-136.67	1,351.33
	1,141,328.88	98,592.58	1,239,921.46

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
17/04/2024	1159	35598	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
30/04/2024	1/IN5056	35616	ALTOOFFICE	ALTO001	44.00	8.80	52.80	6200	31	44.00	print chg
29/04/2024	17665	35662	ARK TRADING	ARK001	178.24	35.65	213.89	6952	21	49.25	staff uniform
								6952	22	128.99	staff uniform
15/04/2024	15/04/2024	35523	BANKLINE	BANKL01	94.80	0.00	94.80	6975	31	94.80	bank chgs
05/04/2024	SI-1533	35476	BAT & BALL SPORTS	BAT001	20.00	4.00	24.00	5500	50	20.00	2 pool cues
04/04/2024	3597952	35475	BOOKER	BOOK001	210.00	6.62	216.62	6500	28	205.31	goods for resale
								6505	28	4.69	consumables
19/04/2024	3598475	35556	BOOKER	BOOK001	200.11	20.42	220.53	6500	28	177.76	goods for resale
								6505	28	22.35	consumables
26/03/2024	242023438	35654	BP FUEL	BPF001	128.35	25.67	154.02	5700	22	59.25	fuel
								5700	21	69.10	fuel
26/03/2024	242023439	35653	BP FUEL	BPF001	8.98	0.00	8.98	5700	21	8.98	fuel
31/03/2024	242025985	35608	BP FUEL	BPF001	6.74	0.00	6.74	5700	21	6.74	fuel
09/04/2024	242029208	35481	BP FUEL	BPF001	3.98	0.00	3.98	5700	21	3.98	fuel
16/04/2024	242030354	35576	BP FUEL	BPF001	226.36	45.27	271.63	5700	21	226.36	fuel
16/04/2024	242030355	35609	BP FUEL	BPF001	5.38	0.00	5.38	5700	21	5.38	fuel
23/04/2024	242032218	35612	BP FUEL	BPF001	111.07	22.21	133.28	5700	21	111.07	fuel
23/04/2024	242032219	35655	BP FUEL	BPF001	5.60	0.00	5.60	5700	21	5.60	fuel
30/04/2024	242033382	35610	BP FUEL	BPF001	49.06	9.81	58.87	5700	21	49.06	fuel
30/04/2024	242033383	35611	BP FUEL	BPF001	3.25	0.00	3.25	5700	21	3.25	fuel
30/04/2024	242035602	35657	BP FUEL	BPF001	65.00	13.00	78.00	5700	22	12.75	fuel
								5700	21	52.25	fuel
30/04/2024	242035603	35656	BP FUEL	BPF001	7.05	0.00	7.05	5700	21	7.05	fuel
17/04/2024	SVO/371684	35575	BREWERS	BREW001	30.90	6.18	37.08	5410	28	30.90	paint
03/04/2024	281124672	35496	BRITISH GAS	BRI001	84.38	16.87	101.25	6012	30	84.38	gas chg 21-31 March
10/04/2024	811320167	35530	BRITISH GAS	BRI001	394.12	78.82	472.94	6012	30	394.12	gas chg 1/4-8/4
30/04/2024	817722976	35668	BRITISH GAS	BRI001	96.43	19.28	115.71	6012	30	96.43	gas chg 9/4-21/4

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/04/2024	841677764	35526	BRITISH GAS	BRIT007	297.02	59.40	356.42	6010	33	297.02	gas chg 15/3-4/4
09/04/2024	841677763	35525	BRITISH GAS	BRIT008	127.81	6.39	134.20	6012	36	127.81	gas chg mar12-Apr8
19/04/2024	19/4/24	35531	A CHEESMAN	CHE001	25.97	0.00	25.97	6865	26	25.97	plants
04/04/2024	191444	35451	HW COLDBREATH	COL003	89.90	0.00	89.90	6500	30	89.90	goods for resale
04/04/2024	154029	35479	CONNECTAPHONE	CON001	561.29	112.26	673.55	6101	50	50.98	March telephone chg
								6101	22	50.98	March telephone chg
								6101	28	50.98	March telephone chg
								6101	36	51.54	March telephone chg
								6101	30	50.98	March telephone chg
								6101	31	305.83	March telephone chg
15/04/2024	27754	35539	COPPARD	COP001	5,000.00	1,000.00	6,000.00	5060	21	5,000.00	Drainage project
30/04/2024	INV449520	35660	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	29	80.20	Apr glass collection
30/04/2024	INV450132	35661	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Apr glass collection
11/01/2024	W25154A	35533	DE JAGER & SONS	DEJAG001	-42.10	-8.42	-50.52	5340	21	-42.10	plant
11/01/2024	W25154REV	35532	DE JAGER & SONS	DEJAG001	-42.10	-8.42	-50.52	5340	21	-42.10	plant
15/04/2024	14406	35521	STREETLIGHTS	DIR001	41.25	8.25	49.50	6862	26	41.25	Wildernesse light repair
16/04/2024	14492	35522	STREETLIGHTS	DIR001	1,482.43	296.49	1,778.92	6862	26	1,482.43	Stret lighting maint contract
03/04/2024	913262	35538	ERNEST DOE	DOE001	135.49	27.09	162.58	5525	21	135.49	mower service
12/04/2024	913760	35579	ERNEST DOE	DOE001	29.80	5.96	35.76	5525	21	29.80	blade
02/04/2024	000018717564	35501	EDF ENERGY	EDF002	1,492.78	298.56	1,791.34	6011	36	1,492.78	March electric chg
02/04/2024	000018677702	35500	EDF ENERGY	EDF003	50.71	2.54	53.25	6010	60	50.71	March electric chg
02/04/2024	0000186	35498	EDF ENERGY	EDF004	1,113.88	208.37	1,322.25	6011	30	1,113.88	March electric chg
02/04/2024	000018678301	35497	EDF ENERGY	EDF004	1,631.43	326.28	1,957.71	6010	41	1,631.43	March electric chg
02/04/2024	000018689705REV	35534	EDF ENERGY	EDF004	-1,113.88	-208.37	-1,322.25	6011	30	-1,113.88	March electric chg
23/04/2024	000018918567	35561	EDF ENERGY	EDF005	1,053.67	52.68	1,106.35	6011	28	1,053.67	electric chg 07/01-02/04
23/04/2024	000018918643	35560	EDF ENERGY	EDF005	-1,053.67	-52.68	-1,106.35	6011	28	-1,053.67	electric chg 07/01-02/04
23/04/2024	000018918650	35562	EDF ENERGY	EDF005	1,038.50	51.92	1,090.42	6011	28	1,038.50	electric chg 07/01-31/03
23/04/2024	000018918978	35564	EDF ENERGY	EDF006	274.49	13.73	288.22	5025	21	274.49	electric chg 07/01-31/03
23/04/2024	000018918978REV	35645	EDF ENERGY	EDF006	-274.49	-13.73	-288.22	5025	21	-274.49	electric chg 7/1-31/3

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/04/2024	000018929096	35628	EDF ENERGY	EDF006	1,569.99	314.00	1,883.99	5025	21	1,569.99	electric chg 7/1-3/4
23/04/2024	00018918978	35644	EDF ENERGY	EDF007	274.49	13.73	288.22	5020	29	274.49	electric chg 7/1-31/3
01/04/2024	000018667274	35499	EDF ENERGY	EDF008	28.71	1.44	30.15	6861	26	28.71	Electric chg 24/12-23/03
04/04/2024	000018790892	35502	EDF ENERGY	EDF009	411.82	20.59	432.41	6010	22	411.82	March electric chg
18/04/2024	000018902194	35583	EDF ENERGY	EDF010	1,447.02	289.41	1,736.43	6011	33	1,447.02	electric chg 7/1-6/4
02/04/2024	000018689705	35535	EDF ENERGY	EDF011	1,041.84	208.37	1,250.21	6011	30	1,041.84	March electric chg
23/04/2024	000018922687	35563	EDF ENERGY	EDF012	2,116.31	423.25	2,539.56	6010	21	2,116.31	electric chg 14/01-13/04
22/04/2024	14046334	35544	ELITE	EFS001	104.28	0.00	104.28	6500	30	104.28	goods for resale
23/04/2024	14046709	35543	ELITE	EFS001	194.77	0.00	194.77	6500	28	194.77	goods for resale
29/04/2024	18003733	35622	ELITE	EFS001	-176.21	0.00	-176.21	6500	28	-176.21	goods for resale
18/04/2024	SV367985	35582	ELS	ELS001	52.40	10.48	62.88	5500	21	45.00	maint equip
								5410	60	7.40	maint equip
19/04/2024	100747	35578	ATLAS FM/EMPRISE SVS	EMP001	562.82	112.56	675.38	6932	22	562.82	April lock up chg
19/04/2024	100748	35577	ATLAS FM/EMPRISE SVS	EMP001	1,407.90	281.58	1,689.48	5311	21	1,407.90	Pontoise April lock up chg
19/04/2024	100749	35615	ATLAS FM/EMPRISE SVS	EMP001	938.70	187.74	1,126.44	5311	21	938.70	Apr H.Street lock up chg
26/04/2024	3225701	35618	EVERFLOW WATER	EVE002	-546.81	0.00	-546.81	6002	23	-1,177.63	water chg 19/3-18/4
								5025	21	105.17	water chg 19/3-18/4
								6014	33	256.04	water chg 19/3-18/4
								6014	36	-29.45	water chg 19/3-18/4
								6014	30	22.01	water chg 19/3-18/4
								6014	21	8.93	water chg 19/3-18/4
								6014	28	41.19	water chg 19/3-18/4
								6014	29	72.75	water chg 19/3-18/4
								6014	23	154.18	water chg 19/3-18/4
19/04/2024	3225762	35619	EVERFLOW WATER	EVE002	513.41	0.00	513.41	6002	23	71.50	water chg 19/4-18/5
								5025	21	104.86	water chg 19/4-18/5
								6014	23	152.29	water chg 19/4-18/5
								6014	36	40.41	water chg 19/4-18/5
								6014	30	22.22	water chg 19/4-18/5

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2024	3239368	35617	EVERFLOW WATER	EVE002	538.53	0.00	538.53	6014	21	17.67	water chg 19/4-18/5
								6014	28	58.55	water chg 19/4-18/5
								6014	29	19.14	water chg 19/4-18/5
								6014	23	26.77	water chg 19/4-18/5
								6002	23	73.96	water chg 19/5-18/6
								5025	21	108.59	water chg 19/5-18/6
								6014	33	159.65	water chg 19/5-18/6
								6014	36	45.11	water chg 19/5-18/6
								6014	30	22.36	water chg 19/5-18/6
								6014	21	20.17	water chg 19/5-18/6
								6014	28	62.33	water chg 19/5-18/6
								6014	29	19.45	water chg 19/5-18/6
								6014	23	26.91	water chg 19/5-18/6
02/04/2024	0063/04415072	35494	FAIRALLS	FAIR001	10.50	2.10	12.60	5525	21	10.50	drill bits
25/04/2024	06315377	35557	FILMBANK	FILM001	132.50	26.50	159.00	6635	50	132.50	Screening Licence 2024-25
08/04/2024	SI238242	35541	FLEET LINE	FLEE001	1,270.00	254.00	1,524.00	5120	21	1,270.00	pitch marker 500ML
10/04/2024	2047	35477	FOUR HANDS	FOU001	75.00	15.00	90.00	6415	31	75.00	gift to A.W 30 year service
11/04/2024	INV548017	35571	GAZA TIMBER	GAZA001	9.21	1.83	11.04	5010	29	9.21	maint equip
27/04/2024	221	35597	GLENN BALL	GLE001	4,505.02	0.00	4,505.02	5025	21	4,505.02	Architect expenses
27/04/2024	222	35603	GLENN BALL	GLE001	244.64	0.00	244.64	6635	31	244.64	Market sign architect fees
04/04/2024	04/04/24	35442	MAYOR OR GREENWICH	GRE006	100.00	0.00	100.00	6441	42	100.00	Greenwich Cutty Sark 22/04
08/04/2024	91443	35485	HERBERT & WARD	HAW001	228.00	45.60	273.60	5525	30	228.00	coffee machine service
10/04/2024	91488	35490	HERBERT & WARD	HAW001	120.50	10.60	131.10	6500	28	67.50	goods for resale
10/04/2024	91496	35486	HERBERT & WARD	HAW001	174.00	7.80	181.80	6505	28	53.00	consumables
								6500	30	135.00	goods for resale
								6505	30	39.00	consumables
30/04/2024	23270	35605	HELIOCENTRIX	HELI001	1,962.95	392.59	2,355.54	6240	31	1,643.67	Apr IT support chg
30/04/2024	T3124	35667	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6242	31	319.28	Apr IT support chg
								6101	31	141.50	Apr wifi chg

Purchase Ledger for Month No 1

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6101	21	11.48	Apr wifi chg
								6105	41	141.50	Apr wifi chg
								6105	22	10.00	Apr wifi chg
								6105	21	28.69	Apr wifi chg
								6105	50	32.72	Apr wifi chg
11/04/2024	INV-043801	35484	HGS	HGS001	17.99	3.60	21.59	6013	36	17.99	cleaning equip
11/04/2024	INV-043802	35483	HGS	HGS001	76.00	15.22	91.22	6013	36	76.00	cleaning equip
19/04/2024	INV-044106	35600	HGS	HGS001	162.99	32.60	195.59	6013	36	162.99	cleaning equip
25/04/2024	0586335	35599	HOLLYBUSH LAUNDRY	HOL002	140.00	0.00	140.00	6013	36	140.00	tablecloth laundry
01/04/2024	INV-4814	35449	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
01/04/2024	3967/2024/25	35480	ICCM	ICCM001	95.00	0.00	95.00	6730	22	95.00	A.C ICCM subs 2024/25
01/04/2024	4306/2024/25	35540	ICCM	ICCM001	100.00	0.00	100.00	6730	22	100.00	A.C ICCM subs 2024-25
01/04/2024	29269	35450	INSTITUTE OF GROUNDS	INST001	164.35	10.65	175.00	6730	21	164.35	Grounds managements subs 24/25
03/04/2024	SEVE02FL02/15/04	35454	INVICTA INSURANCE	INV003	5,501.80	0.00	5,501.80	6020	31	5,501.80	Fleet insurance 24/25
06/04/2024	23	35453	KENT YOUTH JAZZ	JAZZ001	500.00	0.00	500.00	7552	38	500.00	Kent Youth Jazz grant
25/04/2024	0001276664	35629	JAMES BUCKLAND LTD	JBU001	73.32	7.07	80.39	6500	30	73.32	goods for resale
10/04/2024	241660	35529	J S ELECTRICAL	JSE001	146.50	29.30	175.80	5410	50	146.50	light repair
15/04/2024	1007869	35524	KALL KWIK	KALL001	757.00	132.60	889.60	6869	32	132.00	Coronation banners
								6869	30	65.00	forget me not leaflets
								6869	29	441.00	vegan market banners
								6200	30	10.00	cafe menu
								6460	22	25.00	posters x 2
								6460	50	35.00	silent disco leaflets
								6323	40	49.00	leaflets
18/04/2024	I4341175	35514	KCC KCS	KCC003	129.68	25.94	155.62	6010	33	21.98	cleanin eq
								6200	31	107.70	stationery
20/04/2024	I4342645	35585	KCC KCS	KCC003	115.76	23.15	138.91	6010	33	83.77	cleaning equip
								6200	31	31.99	stationery
23/04/2024	I4343349	35584	KCC KCS	KCC003	2.95	0.59	3.54	6010	33	2.95	cleaning equip

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
24/04/2024	I4344056	35613	KCC KCS	KCC003	188.70	37.74	226.44	6013	21	31.60	cleaning equip
								6013	22	157.10	cleaning equip
29/04/2024	I4346341	35665	KCC KCS	KCC003	189.99	38.00	227.99	5500	31	189.99	office chair
29/04/2024	I4346342	35623	KCC KCS	KCC003	90.67	18.13	108.80	6200	31	32.99	stationery
								6010	33	57.68	cleaning eq
15/04/2024	8237450	35528	KFF	KFF001	175.98	0.00	175.98	6500	30	175.98	goods for resale
15/04/2024	8239227	35546	KFF	KFF001	-21.07	0.00	-21.07	6500	30	-21.07	goods for resale
25/04/2024	8247736	35547	KFF	KFF001	82.21	0.00	82.21	6500	30	82.21	goods for resale
18/04/2024	132585	35569	LANDSCAPE SUPPLY CO	LAND001	137.56	27.51	165.07	6952	21	137.56	PPE
10/04/2024	2023/406	35474	LISTENING ROOM	LIST001	300.00	0.00	300.00	6869	29	300.00	Vegan market musician
18/04/2024	738643	35568	LISTER WILDER	LIST002	340.93	68.19	409.12	5525	21	340.93	Mower cover
24/04/2024	738965	35614	LISTER WILDER	LIST002	1,070.00	214.00	1,284.00	5500	21	1,070.00	gardening equip
30/04/2024	739538	35607	LISTER WILDER	LIST002	1,423.89	284.77	1,708.66	5525	21	1,423.89	GN64DYM service
23/04/2024	05670GR	35664	LOCUM LOCKS	LOC003	226.90	45.38	272.28	5025	21	226.90	lock supply & installation
18/04/2024	INV-0060	35508	MAMMOTH SIGNS AND GR	MAM001	190.00	38.00	228.00	5025	21	190.00	toilet sign
18/04/2024	INV-0061	35567	MAMMOTH SIGNS AND GR	MAM001	81.40	16.28	97.68	5310	21	81.40	railing clamps & clips
01/04/2024	146	35443	NABMA	NABMA001	434.00	0.00	434.00	6730	31	434.00	NABMA subscription
19/04/2024	3162375	35566	NATIONAL TRUST	NAT006	70.83	14.17	85.00	7204	42	70.83	Knole House Tour guide
19/04/2024	3162376	35565	NATIONAL TRUST	NAT006	81.38	16.28	97.66	7204	42	81.38	Knole House Tour refreshments
15/04/2024	419457/0	35596	NATIONAL LEAFLET CO	NAT010	1,194.87	238.37	1,433.24	6210	31	1,194.87	Town Crier delivery fee
10/04/2024	M-335228	35520	NEW HADEN PUMPS	NEW001	395.00	79.00	474.00	5410	30	395.00	pump service
28/04/2024	UKSPS00134406	35626	NEXUDUS SL	NEX001	99.60	19.92	119.52	6900	41	99.60	Hub booking chg
11/04/2024	28771055	35489	NISBETS	NIS001	21.52	4.30	25.82	6922	36	21.52	fire blanket
10/04/2024	Q521929	35491	NLA MEDIA	NLA001	332.80	66.56	399.36	6730	31	332.80	NLA Licence subs 2024/25
09/04/2024	1001288	35574	OAKS PLANT HIRE	OAKS001	16.48	3.30	19.78	5500	21	16.48	torch and drill bit
23/04/2024	0001/00176349	35581	OBM	OBM001	8.50	1.70	10.20	5410	22	8.50	sealant
28/04/2024	28/APR24/ANN	35588	ONECARD	ONE002	4,134.61	533.19	4,667.80	6832	22	35.53	Engraving
								6240	11	10.95	Acrobat Standard Licence
								6240	31	10.83	Software design subs

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6240	50	16.64	Adobe Illustrator - HITB
								6240	40	47.48	Creative Cloud Subs
								6240	31	16.64	Acrobat Pro DC
								6240	11	24.47	Simplemind Pro for Windows
								6500	30	124.71	Goods for resale
								6500	50	20.36	Goods for resale
								6500	50	27.08	Goods for resale
								6500	28	74.03	Goods for resale
								6500	28	20.62	Goods for resale
								6500	30	103.10	Goods for resale
								6500	30	12.62	Goods for resale
								6500	30	-1.60	Goods for resale
								6500	30	80.90	Goods for resale
								6500	30	9.62	Goods for resale
								6500	28	71.67	Goods for resale
								6500	28	12.29	Goods for resale
								6500	50	21.84	Goods for resale
								6500	50	29.50	Goods for resale
								6500	30	141.39	Goods for resale
								6500	30	14.42	Goods for resale
								6500	30	-5.92	Goods for resale
								6500	28	90.09	Goods for resale
								6500	28	46.15	Goods for resale
								6500	50	36.18	Goods for resale
								6500	50	6.79	Goods for resale
								6500	30	110.75	Goods for resale
								6500	30	10.50	Goods for resale
								6500	28	91.69	Goods for resale
								6500	28	22.37	Goods for resale

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6104	21	8.33	Town Warden mobile
								6104	33	8.34	Caretaker mob
								6104	21	8.34	Town Warden mobile
								6104	21	8.34	O/S manager mobile
								6104	21	8.34	KW mobile
								5525	21	87.56	puncture proof wheels
								5525	21	87.56	puncture proof wheels
								6010	50	1.50	cleaning eq
								6010	28	2.15	cleaning eq
								6010	50	2.50	cleaning eq
								6010	50	4.46	cleaning eq
								6010	28	8.08	cleaning eq
								6505	28	2.50	consumables
								6505	30	4.29	consumables
								6505	30	-4.29	consumables
								6505	28	4.37	consumables
								6505	50	4.29	consumables
								6505	30	5.50	consumables
								6505	50	2.50	consumables
								5500	31	379.00	Thermal imaging camera
								5500	31	379.00	Thermal imaging camera
								5500	31	149.00	office chair
								5500	31	31.95	3 plastic boxes
								5500	31	-149.00	office chair
								5500	31	1,144.16	D Day statues & signs
								5500	31	1.00	D Day statues & signs
								6320	31	65.36	staff finance training
								6320	31	32.68	Course for Councillor
								6443	42	62.00	Mayor's concert tickets

Purchase Ledger for Month No 1

Order by Supplier A/c

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6330	31	28.00	meeting sandwiches
								6330	31	28.00	meeting sandwiches
								5550	21	337.50	GK19 BYV vehicle tax
								6241	50	12.00	website maintenance
								6323	40	6.52	Facebook advertising
								6323	40	12.00	Facebook advertising
								6101	22	5.00	AC mobile
								6101	31	16.67	Town Clerk ipad
								6013	30	2.50	cleaning eq
								6900	50	2.92	battery
28/04/2024	28/APR24/GEO	35589	ONECARD	ONE002	26.25	0.00	26.25	6975	31	26.25	bank chg
28/04/2024	28/APR24/LIN	35590	ONECARD	ONE002	449.66	89.94	539.60	6630	11	20.01	survey subscription
								6730	31	259.80	Zoom subs 2024-25
								6013	36	31.66	cleaning eq
								6900	31	86.05	Car Club stencils
								6200	31	52.14	name badges, marker pens
26/04/2024	SIN058267	35595	ONLINE PLAYGROUNDS	ONP001	264.17	52.83	317.00	5310	21	264.17	cement & binder
11/04/2024	151775	35587	PALMSTEAD	PALM002	378.11	75.62	453.73	5340	21	378.11	plants
08/04/2024	SEV-37620-BAT	35495	PARISH SERVICES LTD	PAR006	19.00	0.00	19.00	6460	30	19.00	Business directory listing
01/04/2024	13722	35493	PARKERS	PARK001	1,128.60	85.80	1,214.40	5330	21	699.60	fertilizer
								5320	21	429.00	fertilizer
01/04/2024	13723	35492	PARKERS	PARK001	1,981.28	0.00	1,981.28	5330	21	1,981.28	fertilizer
17/04/2024	0037157	35519	PERFECT CUISINE CATE	PER001	210.00	0.00	210.00	7204	42	210.00	Knole House Tour catering
13/04/2024	700103	35516	PIN BINS	PINB001	280.00	56.00	336.00	6002	23	280.00	skip hire
24/04/2024	216026	35604	PREMIER ALARMS	PREM001	85.00	17.00	102.00	6931	30	85.00	CCTV maint
02/01/2024	5856	35659	PRIMO	PRIMO001	110.00	0.00	110.00	6330	31	110.00	coffee
24/04/2024	227509	35620	PROVENDER	PRO002	97.41	17.68	115.09	5410	50	97.41	plants
26/04/2024	227838	35621	PROVENDER	PRO002	94.50	18.30	112.80	5410	50	94.50	plants
05/04/2024	I330796	35487	Q CATERING	QCA001	146.30	3.15	149.45	6500	30	146.30	goods for resale

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/04/2024	I331139	35488	Q CATERING	QCA001	96.10	0.00	96.10	6500	30	96.10	goods for resale
17/04/2024	I331925	35509	Q CATERING	QCA001	88.80	0.00	88.80	6500	30	88.80	goods for resale
25/04/2024	I333167	35559	Q CATERING	QCA001	109.44	0.00	109.44	6500	30	109.44	goods for resale
30/04/2024	I333803	35602	Q CATERING	QCA001	111.40	0.00	111.40	6500	30	111.40	goods for resale
03/04/2024	22128394	35482	RENTOKIL	RENT001	280.76	56.15	336.91	5500	36	280.76	electric fly trap
21/04/2024	81155	35586	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	till maintenance
28/04/2024	81376	35630	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	till maint
05/02/2024	451455748	35536	REXEL	REX001	22.77	4.56	27.33	5410	50	22.77	light bulbs
01/04/2024	SM30252	35418	RIALTAS	RIAL001	424.00	84.80	508.80	6300	31	424.00	Rialtas software support
01/04/2024	SM30253	35417	RIALTAS	RIAL001	3,737.00	747.40	4,484.40	6300	31	3,737.00	Rialtas subs & maint contract
17/04/2024	PAYMENT 5	35517	RIVERSIDE CON.	RIVE001	7,350.79	1,470.16	8,820.95	5025	21	7,350.79	Toilet refurbishment pymnt 5
02/04/2024	SEV/018/24	35416	SAFER SEVENOAKS	SAFE004	200.00	0.00	200.00	110	0	200.00	Crime radio hire 2024/25
12/04/2024	1484971329	35572	SCREWFIX	SCREW001	39.99	0.00	39.99	6952	21	39.99	boots
29/04/2024	1490601074	35606	SCREWFIX	SCREW001	8.52	1.71	10.23	5025	21	8.52	toilet sign
04/04/2024	2088832	35444	SDC	SDC001	1,583.85	0.00	1,583.85	5421	60	464.31	April maket rent
								5420	60	1,119.54	April maket rent
18/04/2024	2088913	35507	SDC	SDC001	48.00	0.00	48.00	6889	31	48.00	waste sacks
24/04/2024	2089013	35551	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection chg 25/3-21/4
24/04/2024	2089104	35553	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection chg 01/01-28/01
24/04/2024	2089105	35554	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection chg 25/3-21/4
24/04/2024	2089106	35550	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection chg 25/3-21/4
24/04/2024	2089113	35549	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection chg 25/3-21/4
24/04/2024	2089114	35552	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	bin collection chg 25/3-21/4
25/04/2024	2089331	35548	SDC	SDC001	616.00	0.00	616.00	6889	31	616.00	waste sacks
26/04/2024	9303749753	35627	SETON	SET001	31.94	6.39	38.33	6922	41	31.94	first aid kit
12/04/2024	GAC59591	35573	SETYRES	SETY001	33.34	6.66	40.00	5525	36	33.34	2 barrow tyres
22/04/2024	INV-001053	35555	SEVENOAKS HOCKEY	SEV049	1,000.00	0.00	1,000.00	6869	32	1,000.00	Events marque hire
15/04/2024	114988	35542	SEVENOAKS GARDEN CEN	SEV062	92.30	18.46	110.76	5340	21	92.30	plants
05/04/2024	238418	35478	SEVENOAKS GARDEN CEN	SEV062	261.30	52.26	313.56	5340	21	171.90	plants

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6802	22	89.40	plants
19/04/2024	2564	35580	SGE	SGE001	23.54	4.71	28.25	6952	21	23.54	gloves
24/04/2024	1286	35601	SG PLUMBING AND HEAT	SGP001	130.00	26.00	156.00	5410	30	130.00	toilet repair
16/04/2024	3763	35518	SOUTHBLOOM	SSEB001	280.00	0.00	280.00	6865	26	280.00	In Bloom entry fee
03/04/2024	14/03/24A	35424	SEVENOAKS SUMMER	SSF001	600.00	0.00	600.00	6868	29	600.00	Bandstand shows funding
03/04/2024	26/03/24A	35425	SEVENOAKS SUMMER	SSF001	5,000.00	0.00	5,000.00	7502	38	5,000.00	Sevenoaks Summer Fest grant
03/04/2024	26/03/24A	35426	STAG	STAG002	4,000.00	0.00	4,000.00	7500	28	4,000.00	Stag Community Arts grant
15/04/2024	6691	35515	STAG	STAG002	75.00	15.00	90.00	6710	31	75.00	conference room hire
29/04/2024	6740	35624	STAG	STAG002	90.00	18.00	108.00	6710	31	90.00	conference fees
04/04/2024	04/04/24	35441	SWANLEY TOWN COUNCIL	SWA002	22.00	0.00	22.00	6441	42	22.00	Swanley Picnic 25/04
19/04/2024	19/04/24	35510	MAYOR OF SWALE	SWA003	100.00	0.00	100.00	6441	42	100.00	Swale's boats, trains & planes
16/04/2024	16/04/24	35511	MAYOR OF TONBRIDGE	TON001	20.00	0.00	20.00	6441	42	20.00	Tonbridge Cheesemakers 01/05
06/04/2024	06/04/24	35452	TOWN CRIER	TOW001	40.40	0.00	40.40	6869	29	40.40	Town Crier Vegan Market app
24/04/2024	7OAKS24041	35558	TRAIL TALE	TRA002	150.00	30.00	180.00	6730	40	150.00	Trail Tale subs 2024-25
16/04/2024	INV-5643	35593	TREE ABILITY	TREE001	672.00	134.40	806.40	5060	21	672.00	tree work
22/04/2024	INV-5651	35594	TREE ABILITY	TREE001	448.00	89.60	537.60	5410	33	448.00	tree work
29/04/2024	INV-5666	35663	TREE ABILITY	TREE001	330.00	66.00	396.00	5070	21	330.00	tree work
30/04/2024	0860	35658	URBAN STUDIO	UIS001	17,350.00	3,470.00	20,820.00	9066	91	17,350.00	NDP consultancy
11/04/2024	1867	35513	VACANT EVENT HIRE	VAC002	25.00	5.00	30.00	6869	32	25.00	Summer shows Loo hire deposit
03/04/2024	26/03/24A	35427	WEST KENT MIND	WES004	2,500.00	0.00	2,500.00	7500	38	2,500.00	West Kent Mind grant
16/04/2024	17189	35537	WILLOWS PEST CONTROL	WIL004	2,012.50	402.50	2,415.00	5410	26	2,012.50	pigeon removal
17/04/2024	17/04/24	35512	WOMEN OF KENT	WOM001	35.00	0.00	35.00	6443	42	35.00	Women Of Kent Luncheon 15/5
01/03/2024	WM12316464	35666	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Feb card trans chg
01/04/2024	WM12334816	35448	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Mar card trans chgs
29/04/2024	SINV065259	35591	WORKNEST	WOR002	3,900.00	780.00	4,680.00	6922	31	3,900.00	HR annual consultancy fee
29/04/2024	SINV065260	35592	WORKNEST	WOR002	973.75	17.00	990.75	6020	31	973.75	HR legal insurance
03/04/2024	01618728	35447	YU ENERGY	YUE001	44.28	2.21	46.49	6862	26	44.28	Mar electricity chg
03/04/2024	01618730	35446	YU ENERGY	YUE001	604.50	120.90	725.40	6862	26	604.50	Mar electricity chg
03/04/2024	2000126027	35445	YU ENERGY	YUE001	7.15	0.36	7.51	6862	26	7.15	Mar electricity chg

Purchase Ledger for Month No 1				Order by Supplier A/c							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
				TOTAL INVOICES	114,802.60	15,311.48	130,114.08			114,802.60	

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2024	EDF ENERGY - B&B Station	DD08	1,322.25		Feb electric chg
02/04/2024	Sevenoaks District Council	DD01/APR24	851.00		April Business Rates
02/04/2024	Sevenoaks District Council	DD02/APR24	2,841.00		April Business Rates
02/04/2024	Sevenoaks District Council	DD03/APR24	532.37		April Business Rates
02/04/2024	Sevenoaks District Council	DD04/APR24	70.03		April Business Rates
02/04/2024	Sevenoaks District Council	DD05/APR24	161.70		April Business Rates
02/04/2024	Sevenoaks District Council	DD06/APR24	468.54		April Business Rates
02/04/2024	BP Fuel	DD07	163.00		fuel
02/04/2024	Payroll A/c	DD2/4	4,546.10		March Legal & General Tfr
03/04/2024	Reach Publishing	DD09/JUNE2	11.92		April Sev Chronicle subs
04/04/2024	BACS P/L Pymnt Page 6613	BACS Pymnt	30,589.96		BACS P/L Pymnt Page 6613
04/04/2024	NATWEST ONE CARD	DD10	3,041.04		Ann Onecard March
04/04/2024	British Gas - Community Centre	DD11	272.73		gas chg 12/2-11/3
05/04/2024	Nexodus S.L	DD12	119.33		Hub booking chg
05/04/2024	EDF ENERGY - Cemetery	DD13	255.16		Feb electric chg
05/04/2024	YU ENERGY	DD16	7.51		Mar electricity chg
08/04/2024	BP Fuel	DD14	21.76		fuel
10/04/2024	YU ENERGY	DD17	725.40		Mar electricity chg
10/04/2024	British Gas - Offices	DD18	169.06		gas chg 15/2-14/3
10/04/2024	YU ENERGY	DD15	46.49		Mar electricity chg
12/04/2024	BACS P/L Pymnt Page 6615	BACS Pymnt	10,002.26		BACS P/L Pymnt Page 6615
15/04/2024	British Gas - B&B St	DD19	158.93		gas chg 2/2-20/3
15/04/2024	NatWest Bankline	bln	94.80		bank chgs
16/04/2024	Connectaphone	DD20	673.55		March telephone chg
16/04/2024	BP Fuel	DD21	3.98		fuel
18/04/2024	BACS P/L Pymnt Page 6618	BACS Pymnt	7,654.03		BACS P/L Pymnt Page 6618
18/04/2024	BACS P/L Pymnt Page 6620	BACS Pymnt	-101.04		BACS P/L Pymnt Page 6620
19/04/2024	Petty Cash	001977	294.47		petty cash top up
19/04/2024	WorldPay	DD22	117.22		March card trans chg
19/04/2024	WorldPay	DD23	41.36		March card trans chg
19/04/2024	WorldPay	DD24	81.56		March card trans chg
19/04/2024	WorldPay	DD25	86.53		March card trans chg
19/04/2024	WorldPay	DD26	11.94		Mar card trans chgs
22/04/2024	Public Clock	DD29	30.15		Electric chg 24/12-23/03
22/04/2024	British Gas - B&B St	DD30	101.25		gas chg 21-31 March
22/04/2024	Reposs Ltd	DD27	38.11		till maint
22/04/2024	Reposs Ltd	DD28	27.82		till maintenance
23/04/2024	EDF Energy - Bat and Ball Cent	DD31	1,791.34		March electric chg
23/04/2024	EDF ENERGY - B&B Station	DD33	1,250.21		March electric chg
23/04/2024	EDF Energy - Business Hub	DD34	1,957.71		March electric chg
23/04/2024	EDF Energy - High Street Marke	DD35	53.25		March electric chg
23/04/2024	BP Fuel	DD32	277.01		fuel
25/04/2024	BACS P/L Pymnt Page 6621	BACS Pymnt	15,773.74		BACS P/L Pymnt Page 6621
25/04/2024	EDF ENERGY - Cemetery	DD36	18.58		March electric chg
25/04/2024	Payroll A/c	BACS25/4	58,003.06		April Monthly Salaries Tfr
26/04/2024	BACS P/L Pymnt Page 6630	BACS Pymnt	5,600.00		BACS P/L Pymnt Page 6630
26/04/2024	British Gas - Community Centre	DD37	134.20		gas chg mar12-Apr8

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/04/2024	British Gas - Offices	DD38	356.42		gas chg 15/3-4/4
26/04/2024	Payroll A/c	BACS26/4	30,945.63		April HMRC/KCC Tfr
29/04/2024	EMAP Publishing Ltd	DD39	416.00		Local Gov Chronicle subs
29/04/2024	Country Style Recycling	DD40	94.97		March glass collection chg
29/04/2024	British Gas - B&B St	DD41	472.94		gas chg 1/4-8/4
30/04/2024	BP Fuel	DD42	138.88		fuel
Total Payments			182,817.21		

Receipts for Month 1				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00
	Banked: 02/04/2024	4,546.10					
DD2/4	Nat West - Current Account	4,546.10			201		4,546.10 March Legal & General Tfr
	Banked: 25/04/2024	58,003.06					
BACS25/4	Nat West - Current Account	58,003.06			201		58,003.06 April Monthly Salaries Tfr
	Banked: 26/04/2024	30,945.63					
BACS26/4	Nat West - Current Account	30,945.63			201		30,945.63 April HMRC/KCC Tfr
Total Receipts for Month		93,494.79	0.00	0.00			93,494.79
Cashbook Totals		94,494.79	0.00	0.00			94,494.79

Payments for Month 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/04/2024	Legal & General	DD2/4	4,546.10			516		4,546.10	March Legal & General Payment
25/04/2024	Employees	BACS25/4	57,803.06			520		57,803.06	April Employee payments
25/04/2024	Councillors	BACS25/4-	200.00			520		200.00	April Mayor's Allowance
26/04/2024	HMRC/KCC	BACS26/4	164.62			515		164.62	April HMRC - Add. payment
26/04/2024	Employees	BACS26/4-	270.77			520		270.77	April Wages - additional payme
26/04/2024	HMRC/KCC	BACS26/4/	30,510.24			515		18,281.35	April HMRC Payments
						516	0	12,228.89	April KCC Payments
Total Payments for Month			93,494.79	0.00	0.00			93,494.79	
Balance Carried Fwd			1,000.00						
Cashbook Totals			94,494.79	0.00	0.00			94,494.79	

Receipts for Month 1				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Balance Brought Fwd :	925.40					925.40
	Banked: 19/04/2024	294.47					
001977	Nat West - Current Account	294.47			201		294.47 petty cash top up
Correction	Banked: 30/04/2024	0.36					
Correction	Suspense	0.36			299		0.36 Corrections - Voucher 1096
Rev Corr	Banked: 30/04/2024	-0.36					
Rev Corr	Suspense	-0.36			299		-0.36 Reverse correction voucher 109
Total Receipts for Month		294.47	0.00	0.00			294.47
Cashbook Totals		1,219.87	0.00	0.00			1,219.87

Payments for Month 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/04/2024	Establishments	1092	3.45			6210	31	3.45	postage
03/04/2024	Council Offices	1093	1.55			6330	31	1.55	milk
04/04/2024	Vine Cafe	1094/A	54.62			6500	28	54.62	goods for resale
04/04/2024	Vine Cafe	1094/B	5.50		0.91	6500	28	4.59	goods for resale
04/04/2024	Vine Cafe	1094/C	1.00		0.17	6010	28	0.83	cleaning eq
04/04/2024	Vine Cafe	1094/D	4.00		0.66	6200	28	3.34	stationery
04/04/2024	Vine Cafe	1094/E	0.20		0.03	6505	28	0.17	consumables
04/04/2024	Bat and Ball Centre	1095/A	3.40			6330	36	3.40	refreshments
04/04/2024	Bat and Ball Centre	1095/B	4.38		0.73	6013	36	3.65	cleaning eq
04/04/2024	Vine Cafe	1094/CREV	-1.00		-0.17	6010	28	-0.83	cleaning eq
04/04/2024	Vine Cafe	1094/C/A	1.00		0.16	6010	28	0.84	cleaning eq
16/04/2024	Bat and Ball Cafe	1096/A	76.02			6500	30	76.02	goods for resale
16/04/2024	Bat and Ball Cafe	1096/B	14.40		2.40	6500	30	12.00	goods for resale
16/04/2024	Council Offices	1097/A	14.15			6330	31	14.15	refreshments
16/04/2024	Open Spaces	1097/B	3.80		0.63	5410	31	3.17	maintenance equip
16/04/2024	Bat and Ball Centre	1098/A	66.00		11.00	5410	36	55.00	maintenance equip
16/04/2024	Bat and Ball Centre	1098/B	24.99			5410	36	24.99	plants
16/04/2024	Open Spaces	1097/B/REV	-3.80		-0.63	5410	31	-3.17	maintenance equip
16/04/2024	Open Spaces	1097/B/A	3.80		0.63	5410	21	3.17	maintenance equip
25/04/2024	Council Offices	1099	15.30			6330	31	15.30	refreshments
30/04/2024	Council Offices	1100	7.45			6330	31	7.45	refreshments
30/04/2024	Suspense	CORRECTION	0.36			299		0.36	Correction re voucher 1096
Total Payments for Month			300.57	0.00	16.52			284.05	
Balance Carried Fwd			919.30						
Cashbook Totals			1,219.87	0.00	16.52			1,203.35	

Sevenoaks Town Council**CIL Report****1. CIL Update**

The remaining projects for CIL as at May 2024 are as follows:-

			<u>End of May</u>
Public Realm Town Ward		22401	
Judd's piece resurfacing		2,000	
Woodside Rd - fencing		1,000	
Greatness CCTV		9,000	
Vine Garden crazy paving		10,000	
St John's Toilets		2,681	
knole paddock front barn doo		2,000	
Vine Gardens Play Area		4,478	
Green Link Feasibility		15,000	
Masterplan Town Centre		47,650	
			116210.4

2. STC Community Infrastructure Levy (CIL) Receipts

The reported total unallocated sum to be used for infrastructure projects as at the Finance & General Purposes Committee meeting in February 2024 was £86,234.10.

Since then, Sevenoaks Town Council has agreed the following allocation of CIL

Current Balance	£241,721
Less agreed projects	£116,210
Total Unallocated Balance	£125,511
Add current SDC CIL balance (CIL collections April 2024 to date), to be paid October 2024	£16,456
Projected Unallocated Balance Oct 2024	£141,967

3. Commitments for future CIL Income

Greatness Recreation Ground Pavilion	£87,500
20 mph hand Dartford Road Crossing.	£150,000

Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024

Sevenoaks Town Council – Land and Buildings

Reference Number	Description	Owner	Date of Acquisition	Cost of Acquisition	Address	Freehold/ Leasehold	With / without buildings
STC01	Land by RFC Building	Sevenoaks Town Council	01/04/1982	Unknown	Knole Paddock Sevenoaks Kent	Lease of Land	Building
STC02	Vine Cricket Ground Pavilion	Sevenoaks Town Council	01/04/1974	Unknown	The Vine, Holly Bush Lane Sevenoaks, Kent TN13 3UH	Freehold	Building and Land
STC03	Tea Kiosk	Sevenoaks Town Council	01/04/1974	Unknown	The Vine, Holly Bush Lane Sevenoaks, Kent TN13 3UH	Freehold	Building
STC04	Raleys Field/ Car Park and Knole Paddock	Sevenoaks Town Council	01/04/1982	Unknown	Knole Paddock Sevenoaks Kent	Freehold	Land and Buildings
STC05	Town Council Offices	Sevenoaks Town Council	01/04/1974	Unknown	Bradbourne Vale Road Sevenoaks Kent TN13 3QG	Freehold	Building and Land
STC06	Vine Café	Sevenoaks Town Council	01/04/1974	Unknown	The Vine, Holly Bush Lane Sevenoaks, Kent TN13 3UH	Freehold	Building

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

STC07	Garages – Block of Five	Sevenoaks Town Council	01/04/1974	Unknown	Greatness Park Cemetery Seal Road Sevenoaks Kent TN14 5AA	Freehold	Building and Land
STC08	Bat & Ball Centre	Sevenoaks Town Council	12/09/2015	£2,800,000	Bat and Ball Centre Cramptons Road Sevenoaks Kent TN14 5DN	Freehold	Building and Land
STC09	Vine Toilets	Sevenoaks Town Council	01/04/1974	Unknown	The Vine, Holly Bush Lane Sevenoaks, Kent TN13 3UH	Freehold	Building
STC10	House in the Basement/ Youth Cafe	Sevenoaks Town Council	01/04/2017	Unknown	London Road, Sevenoaks Kent TN13 1ZZ	Leasehold	Building
STC11	Sevenoaks Business Hub	Sevenoaks Town Council	31/03/2021	£335,200.00	Bradbourne Vale Road Sevenoaks Kent TN13 3QG	Freehold	Building
STC12	St Johns Toilets	Sevenoaks Town Council	17/06/2013	Unknown	St John's Hill Sevenoaks Kent	Leasehold	Building

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

					TN13 3QQ		
SCT13	Allotments – Bradbourne Vale Road	Sevenoaks Town Council	01/04/1974	Unknown	Bradbourne Vale Road Sevenoaks Kent TN13 3DL	Freehold	Land
STC14	Allotments and Allotment Building – Quaker Hall	Sevenoaks Town Council	01/04/1974	Unknown	Quaker Hall Road Sevenoaks Kent TN13 3UZ	Leasehold	Land
STC15	Brittains Common	Sevenoaks Town Council	18/07/2008	£30,000	Brittains Common Sevenoaks Kent	Freehold	Land
STC16	Judds Piece Woodland	Sevenoaks Town Council	01/04/1974	Unknown	Judds Piece Sevenoaks Kent	Freehold	Land
STC17	Middlings Wood	Sevenoaks Town Council	01/04/1985	Unknown	Middlings Wood Sevenoaks Kent	Freehold	Land
STC18	Mill Pond Wood	Sevenoaks Town Council	01/04/1974	Unknown	Millpond Wood Sevenoaks Kent	Freehold	Land
STC19	Rheinback Gardens	Sevenoaks Town Council	Unknown	Unknown	Off St John's Hill Sevenoaks	Freehold	Land

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

					Kent		
STC20	Sevenoaks Common	Sevenoaks Town Council	01/04/1974	Unknown	Sevenoaks Common Sevenoaks Kent	Freehold	Land
STC21	Upper High Street Gardens	Sevenoaks Town Council	01/04/1974	Unknown	Off High Street Sevenoaks Kent	Freehold	Land
STC22	Woodside Road Open Space	Sevenoaks Town Council	01/04/1974	Unknown	Woodside Road Sevenoaks Kent	Freehold	Land
STC23	Buckhurst Lane Play Area	Sevenoaks Town Council	01/04/2015	Unknown	Buckhurst Lane Sevenoaks Kent	Leasehold	Land
STC24	Greatness Recreation Ground and Play Area	Sevenoaks Town Council	01/04/2007	Unknown	Seal Road Sevenoaks Kent	Freehold	Land
STC25	Hillingdon Rise Play Area and Green	Sevenoaks Town Council	01/04/2006 and 15/07/2008	Unknown	Hillingdon Rise Sevenoaks Kent	Freehold	Land
STC26	Julians Meadow and Play Area	Sevenoaks Town Council	01/04/2006	Unknown	Julians Meadow Sevenoaks Kent	Freehold	Land

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

STC27	Mount Close Play Area and Open Space	Sevenoaks Town Council	01/04/1974	Unknown	Mount Close Sevenoaks Kent	Freehold	Land
STC28	Pontoise Close Play Area and Open Space	Sevenoaks Town Council	01/04/1974	Unknown	Pontoise Close Sevenoaks Kent	Freehold	Land
STC29	Bat and Ball Station Building	Sevenoaks Town Council	01/04/2017	Unknown	Bat and Ball Station Bat and Ball Road Sevenoaks Kent	Leasehold	Land and Buildings
STC30	Jubilee Clock	Sevenoaks Town Council	1974	Unknown	High Street Sevenoaks Kent	Freehold	Clock
STC31	Warren Clock	Sevenoaks Town Council	Unknown	Unknown	Above Brewers	Freehold	Clock
STC32	Bethel Road Burial Ground	Sevenoaks Town Council	01/04/1974	Unknown	Burial Ground Bethel Road Sevenoaks	Freehold	Land
STC33	Brittains Lane Wood	Sevenoaks Town Council	01/04/1974	Unknown	Brittains Woods Sevenoaks Kent	Freehold	Land
STC34	Land at Letterbox Lane	Sevenoaks Town Council	24/04/1986	Unknown	Land at Letterbox Lane Sevenoaks Kent	Freehold	Land

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

STC35	Land at Littlewood	Sevenoaks Town Council	27/09/2005	Unknown	Land at Littlewood Sevenoaks Kent	Freehold	Land
STC36	Land at Tonbridge Road	Sevenoaks Town Council	02/12/2002	Unknown	Land at Tonbridge Road Sevenoaks Kent	Freehold	Land
STC37	Stag Theatre and Cinema	Sevenoaks Town Council	23/12/2009	Unknown	Stag Theatre and Cinema London Road Sevenoaks Kent TN13 1ZZ	Leasehold	Land and Buildings
STC38	The Pound	Sevenoaks Town Council	01/04/1974	Unknown	Land at the Pound	Freehold	Land
STC39	The War Memorial	Sevenoaks Town Council	01/04/1974	Unknown	Dartford Road Sevenoaks Kent TN13 3TB	Freehold	Land and War Memorial
STC40	White Heart Beeches	Sevenoaks Town Council	01/04/1974	Unknown	White Heart Beaches Sevenoaks Kent	Freehold	Land

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

STC41	Greatness Park Cemetery, Chapel & Depot	Sevenoaks Town Council	01/04/1974	Unknown	Seal Road Sevenoaks Kent TN14 5AA	Freehold	Land and Buildings
STC42	Longspring Woods	Sevenoaks Town Council	In conveyance			Freehold	Land

1 APRIL 2021

LTN 37 | FREEDOM OF INFORMATION

What does the Freedom of Information Act 2000 do?

1. S. 1 of the Freedom of Information Act 2000 (“the 2000 Act”) gives a general right of access to all types of recorded information held by public authorities. It also sets out exemptions from that right and places a number of obligations on public authorities. Local councils are subject to the 2000 Act. The Information Commissioner’s Office (ICO) is the regulator of the freedom of information regime. The ICO guidance on the 2000 Act is recommended to councils as an up-to-date source of information and [guidance](#).

Who is covered by the Act?

2. A detailed list of public authorities is contained in Schedule 1 of the 2000 Act. This includes local authorities (including local councils and parish meetings), Government departments, the Police and the House of Commons.
3. Schedule 1 also contains a long list of other public bodies ranging from various official advisory and expert committees to regulators. There is a provision in the 2000 Act for other authorities to be named at a later date and for organisations to be named as public authorities for relevant parts of their work.

What are the rights for requesters?

4. S.1(1) of the 2000 Act gives applicants two related rights:
 - to be told whether the information exists, and
 - to receive the information.
5. The right to access information held by public authorities can be exercised by anyone, both natural and legal persons (e.g. a corporate body) worldwide. Applicants are able to exercise their right of access to the information held by public authorities. They are able to ask for information recorded both before and after the Act was passed, that is, it is fully retrospective. The 2000 Act is purpose and motive blind, meaning that

councils cannot refuse a request on the basis they do not agree with or like the reason for the request.

How can requests be made?

6. Applicants are not required to mention the 2000 Act when making a request for information. However, the request must be in writing (including in email form), in a legible form and capable of being used for subsequent reference. Requests sent using pseudonyms are not validly made requests (e.g. Mr Santa Claus, North Pole Lane). Councils should give the benefit of doubt if unsure.

How do councils respond to requests?

7. Before a public authority is required to respond, a request has to satisfy certain conditions, for example it must be in permanent form and must include sufficient information to enable the authority to identify the information requested (s.8 of the 2000 Act and see paragraph 6 above). Authorities do not have to comply with vexatious requests or repeated requests if the authority has recently responded to an identical or substantially similar request from the same person (s.14). The ICO has produced [guidance](#) on refusing requests. However public authorities are under a duty to provide advice and assistance to anyone making a request (s.16). The ICO has issued [guidance](#) on the duty.
8. Under s.12 of the 2000 Act an authority is not required to comply with a request if to do so means exceeding an appropriate cost limit as set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (the 2004 Regulations). This is £450 for local authorities, equivalent to 18 hours' work at £25 per hour regardless of actual hourly rates. Public authorities can only include certain activities when estimating whether responding to a request would breach the £450 cost limit. These are: establishing whether information is held, locating and retrieving information and extracting relevant information from the document containing it. Councils in such cases that refuse to disclose the requested information can discuss with the requester whether they would like to modify their request so as to reduce costs to below the £450 limit.
9. A charge may also be made for dealing with a request over the cost limit. The authority should however issue a refusal notice stating that it is relying on s.12 of the 2000 Act. A charge may also be made if disbursement costs

apply for dealing with a request that comes within the £450 limit e.g. printing and photocopying costs. A fees notice will be issued and it is the actual cost that can only be charged. The details of the charging regime are set out in ICO guidance on [fees that may be charged when the cost of compliance exceeds the appropriate limit](#) and [fees that may be charged when the cost of compliance does not exceed the appropriate limit](#).

10. In accordance with s.11 of the 2000 Act, where possible, information must be provided to the applicant in the manner requested, e.g. a requester may request a response by email, or the applicant may ask to inspect the record in person. Applicants are not entitled to information to which any of the exemptions in the 2000 Act applies. However, information covered by an exemption must still be released if it is in the public interest to do so - exemptions and the issue of public interest are considered in detail later in this note.
11. S.10 of the 2000 Act requires public authorities to respond to requests not covered by an exemption promptly but no later than 20 working days following its receipt. The first day starts the day after a valid request is received by the authority. The date on which a request is received is the day on which it arrives or, if this is not a working day, the first working day following its arrival. Non-working days include weekends and public holidays anywhere in the UK. Councils cannot rely on their staff being part-time and not seeing the request in terms of the clock starting. It is advisable for councils to have a central address/ contact point to which FOI requests can be made, e.g. an email address not linked to any individual and which is routinely monitored by the council. The “promptly” point is important to bear in mind as it is not just a case of waiting until the last day to respond and the ICO may not look favourably on such a delay.
12. A public authority may ask for further information which it reasonably requires in order to identify and locate the information requested. Where a public authority issues a fees notice (see paragraph 9 above) in order to comply with s.1 (1) of the 2000 Act, the applicant has three months to pay. If the payment is not made within this time, the public authority does not have to answer the request (s.9 (2) of the 2000 Act).
13. Where an authority decides not to release the information requested because it considers an exemption applies, it must give reasons for its decision and must inform the applicant if they have a right to complain to

the authority about the handling of the request (e.g. through a complaints or other procedure and give details of the procedure), or state that there is no procedure, and of their right to complain to the ICO (s.17 of the 2000 Act). In cases where an exemption applies, but an authority is then required to release the information because it determines it is in the public interest to do so, it must disclose the information requested within a reasonable timescale.

14. Councils must not delete information further to receiving a request, even when they believe they can do so in reliance of an exemption (e.g. s.22 of the 2000 Act - information intended for future publication).

What are the exemptions under the 2000 Act and what is the Public Interest?

15. In the majority of cases where an exemption applies, to some or all of the information requested, the public authority has to consider whether it must override the exemption because it is in the public interest to release the information. The public interest test involves considering the circumstances of each particular case and the exemption that covers the information. The balance lies in favour of disclosure, in that information can only be withheld if the public interest in withholding it is greater than the public interest in releasing it.

The Exemptions

16. Whilst the 2000 Act creates a general right of access to information held by public bodies, it then sets out specific exemptions where that right is either disapplied or qualified. The categories of exemption are described below.
17. Apart from vexatious or repeated requests, to which an authority need not respond, there are two general categories of exemptions - those where, even though an exemption exists, a public authority has a duty to consider whether disclosure is required in the public interest and those where there is no duty to consider the public interest.

A) Exemptions where the public interest test applies (“qualified exemptions”)

18. The majority of exemptions fall into this category:

- s.22 Information intended for future publication;
- s.24 National security (other than information supplied by or relating to named security organisations, where the duty to disclose in the public interest does not arise);
- s.26 Defence;
- s.27 International relations;
- s.28 Relations within the United Kingdom;
- s.29 The economy;
- s.30 Investigations and proceedings conducted by public authorities;
- s.31 Law enforcement;
- s.33 Audit Functions;
- s.35 Formulation of government policy, etc;
- s.36 Prejudice to effective conduct of public affairs (except information held by the House of Commons or the House of Lords);
- s.37 Communications with Her Majesty, etc and honours;
- s.38 Health and Safety;
- s.39 Environmental information;
- s.40 Personal information of a third party (i.e. not data relating to the requester). An exemption will stand or fall on whether disclosure of the information to a member of the public would be unfair, taking into account all the circumstances involved, in particular how the information was obtained; the likely expectations of the data subject regarding the disclosure of the information; the effect which disclosure would have on the data subject; and the public interest in disclosure of the information. If disclosure of personal data to a member of the public would be unfair then the request is likely to need to be refused under the 2000 Act insofar as it relates to that personal data.
- s.42 Legal Professional Privilege – (communications between a lawyer and their client);
- s.43 Commercial interests.

To establish that the information falls within the terms of a qualified exemption, it is necessary to consider whether the public interest nevertheless requires that the information should be released. The central

question to consider is whether the public interest in withholding the information outweighs the public interest in disclosing the information.

19. Where a public authority considers that the public interest in withholding the information requested outweighs the public interest in releasing it, the authority must inform the applicant of its reasons, unless to do so would mean releasing the exempt information. The powers of the ICO in respect of disclosures in the public interest are considered later in this note.

B) The Absolute Exemptions

20. There are exemptions where, if the exemption applies, it is not necessary to go on to consider disclosure in the public interest:

- s.21 Information accessible to applicant by other means;
- s.23 Information supplied by, or relating to, bodies dealing with security matters;
- s.32 Court records etc;
- s.34 Parliamentary privilege;
- s.36 Prejudice to effective conduct of public affairs (only applies to information held by House of Commons or House of Lords);
- s.40 Personal information - where the applicant is the subject of the information, the applicant already has the right of subject access under the Data Protection Act 2018 (the 2018 Act); where the information concerns a third party and disclosure would breach one of the data protection principles or other conditions as set out in s.40 apply.
- s.41 Information provided in confidence;
- s.44 Prohibitions on disclosure where a disclosure is prohibited by an enactment or would constitute contempt of court;

What other responsibilities do public authorities have?

Publication Schemes

21. The 2000 Act places a duty on public authorities to adopt and maintain publication schemes which must be approved by the ICO. Such schemes must set out:

- the types of information the authority publishes,
- the manner in which the information is published, and

- details of any charges.

22. Once approved, it will be up to the authority to decide how to publish its scheme. S.19 of the 2000 Act requires public authorities to review publication schemes periodically. In deciding what information should be included in the scheme, public authorities must have regard to the public interest in allowing access to information and the public interest in the publication of reasons for decisions made by the authority. Schemes may either be designated for particular bodies or may be generic. A model publication scheme applies to local councils and parish meetings without a separate parish council.

23. Information is exempt from the 2000 Act if it is accessible to the applicant by other means (see s.21 of the 2000 Act). Where information is already accessible because it is covered by the authority's publication scheme, the authority will not then be required to provide the information in response to an individual request.

Codes of Practice

24. The Government issues a Code of Practice under s.45 of the 2000 Act. This provides guidance to public authorities on the discharge of their functions and responsibilities under Part I (Access to information held by public authorities) of the 2000 Act. The latest 2018 code of Practice.

25. The Information Commissioner also has a statutory duty to promote good practice by public authorities, including following this Code of Practice. The Commissioner can issue practice recommendations where he or she considers that public authorities have not conformed with the guidance set out in the Code. The Commissioner can also refer to non-compliance with the Code in decision and enforcement notices.

What does the ICO do?

26. The ICO is an independent regulator and the Information Commissioner is a public official reporting directly to Parliament. In respect of the 2000 Act, the Commissioner has a duty to:

- approve / revoke publication schemes;
- promote good practice;
- promote public authorities' compliance with the 2000 Act;

- disseminate information and give advice about the 2000 Act;
- assess, with the consent of a public authority, whether a public authority is following good practice; and
- report annually to Parliament.

Enforcement

27. A person who has made a request for information may apply to the ICO for a decision as to whether the request has been dealt with by the public authority according to the 2000 Act. In response the ICO may serve a decision notice on the public authority and applicant setting out any steps which the public authority is required to take in order to comply with their duties (s.50 of the 2000 Act). The Commissioner also has the power to serve information notices and enforcement notices on public authorities (s.51 and s.52 of the 2000 Act).

28. In certain circumstances when notices are served, for example, on a government department, or a public authority specifically designated by the Secretary of State, the ICO can issue a decision or enforcement notice requiring disclosure of information in the public interest. However, this may be subject to an executive override. In such a case the public authority has 20 days from receipt of the notice to obtain a signed certificate from a Cabinet Minister overriding the ICO's notice (s.53 of the 2000 Act).

Appeals

29. There is no right of appeal against the Ministerial Certificate although it may be possible to mount a Judicial Review claim against the minister in respect of it. Decision, information and enforcement notices may be appealed to the independent Information Tribunal (s.57 of the 2000 Act). When serving a notice of any kind, the Information Commissioner must at the same time explain the appeals mechanism.

30. Where a notice has been served earlier, the complainant or the public authority may appeal to the Information Tribunal which may uphold, overturn or vary the notice (s.58 of the 2000 Act).

What is the relationship between freedom of information and data protection?

31. The 2000 Act extends access rights set out under the 2018 Act (incorporating the UK GDPR). A request by an individual for information

about themselves will be exempt under the 2000 Act and will continue to be handled as a subject access request under the 2018 Act. In certain circumstances such a request may involve the release of associated third party information.

32. Where an applicant specifically requests information about a third party, the request falls within the remit of the 2000 Act (see paragraph 20 above. However, the authority must apply the data protection principles (see Legal Topic Note 38) when considering the disclosure of information relating to living individuals. An authority must not release third party information, if to do so would mean breaching one of the above principles.

What other advice and guidance is available for local councils?

33. Individual enquiries in aspect of the 2000 Act can be addressed to the ICO via their helpline (0303 123 1113) or chat function on their [website](#). The postal address is Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

LTN	Title	Relevance
38	Data Protection	Sets out the circumstances in which personal data should not be disclosed.
40	Local Councils' Documents and Records	Sets out the documentation councils should retain for legal and other purposes.

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

The Freedom of Information Act came into force at the beginning of 2005 and encourages greater openness and transparency across the public sector. The Act provides individuals or organisations with the right to request information held by a public authority.

The Act requires Sevenoaks Town Council to adopt a Guide to Information. This document specifies what information the Council will routinely publish, in what format that information will be available, and whether the Council will charge for providing the information and if so the level of charge.

Information to be published	How the information can be obtained
Class 1: Council Internal Practice and Procedure	
Minutes of council, committees and sub-committee meetings – limited to the last 2 years	STC website / STC Council Offices
Video recordings of council and committee meetings – available until the Minutes of that meeting have been accepted by the next Town Council meeting	STC YouTube channel Link available from related Agenda and Minutes
Procedural Standing Orders	STC website/ STC Council Offices
Councils Annual Report to Parish Meeting	STC website/ STC Council Offices
Class 2: Code of Conduct	
Members Declaration of Acceptance of Office	STC website/ STC Council Offices
Members register of Interests	STC website/ STC Council Offices
Register of Interests Book	STC website/ STC Council Offices
Class 3: Periodical Electoral Review	
Information relating to the last Periodic Electoral Review of the council area	STC Council Offices
Information relating to the last boundary review of the council area	STC Council Offices

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Class 4: Employment Practice and Procedure	
Terms and Condition of Employment	STC Council Offices
Job descriptions	STC Council Offices
Class 5: Planning Documents	
Responses to planning applications	STC Council Offices / Website
Class 6: Audit and Accounts	
Annual Return Form – limited to the last financial year	STC website/ STC Council Offices
Annual Statutory Report by auditor (internal and external) – limited to the last financial year	STC Council Offices
Receipt / Payment reports, receipt books of all kinds, bank statements from all accounts – limited to the last financial year	STC Council Offices
Precept request – limited to last financial year	STC website/ STC Council Offices
VAT records – limited to the last financial year	STC Council Offices
Financial Standing Orders and Regulations	STC website/ STC Council Offices
Assets Register – this will include details of commons / village greens owned by the Council including management schemes for commons as well as community centres and recreation ground.	STC Council Offices
Risk Assessments	STC Council Offices
Class 7: Development and Implementation of Policy	
Policy Statements issued by Council	STC Council Offices / Website
Responses made by council to consultation papers	STC Council Offices
Analysis of responses received to public consultation by the Council	STC Council Offices
Complaints handling procedure	STC Council Offices/ Website
Class 8: Byelaws	Not applicable

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Class 9: Council Circulars / Newsletters	
Town Guide	STC Council Offices
History of town	STC Council Offices / STC Website
Town Crier	STC website/ STC Council Offices
Class 10: Arts, Entertainment & Tourist Information	
Details relating to the Stag Community Arts Centre	STC Council Offices / Website / Stag
Details relating to the Tourist Information Centre	STC Council Offices / Website
Class 11: Allotments	
Plans	STC Council Offices
Standard Tenancy Agreement	STC Council Offices
Class 12: Burial Grounds	
Plans	STC Council Offices / Greatness Park Cemetery
General Policies	STC Council Offices / Greatness Park Cemetery

Contact Details:

Sevenoaks Town Council, Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG

Tel: 01732 459953 Fax: 01732 742577 Email: council@sevenoakstown.gov.uk

Website: www.sevenoakstown.gov.uk

Fees and Charges

Upon request one paper copy of each document will be photocopied and posted free of charge to residents of Sevenoaks Town.

For non residents documents will be photocopied at £0.10 per page and charged normal rate of postage.

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

Sevenoaks Town Council Bank Signatories

At the Annual Town Council Meeting held on 15th May 2023, the following was agreed:

Minute 90

BANK SIGNATORIES

RESOLVED: that arrangements be made for the following current elected Councillors to be added as Sevenoaks Town Council bank signatories:

- The Mayor
- Chairman & Vice-Chairman of the Finance & General Purposes Committee
- Chairman of Community Infrastructure Committee
- Chairman of Open Spaces & Leisure Committee

In the light of the review of the Committee structure adopted at this year's Annual Town Council meeting held on 13th May 2024, it is proposed that the bank signatories be updated to reflect the new Committee structure.

RECOMMENDATION:

That arrangements be made for the following current elected Councillors to be added as Sevenoaks Town Council bank signatories:

- The Mayor & Deputy Mayor
- Chair & Vice-Chair of the Finance & Delivery Committee
- Chair & Vice-Chair of the Community and Wellbeing Committee

This page has been left blank intentionally

This page has been left blank intentionally



Sevenoaks Town Council Equality and Diversity Policy

Our commitment	2
The law	2
Types of unlawful discrimination	2
Equal opportunities in employment	3
Dignity at work	4
People not employed by the council	4
Training	4
Your responsibilities	5
Grievances	5
Monitoring and review	5

Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable

adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

Council Members will promote good relations between communities in communications and address negative stereotyping of any groups.

The Council will encourage council members to demonstrate personal leadership in equality and inclusion and provide them with appropriate training and development opportunities.

The Council will promote and encourage diversity among election candidates to aim for the Council to have representative membership that reflects the local community they support.

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of all staff/ members engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law, and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

**Sevenoaks Town Council
Safeguarding of Vulnerable Adults Policy & Procedure**

Safeguarding Adults Policy Statement

This policy will enable Sevenoaks Town Council to demonstrate its commitment to keeping safe the vulnerable adults who use its services.

Sevenoaks Town Council acknowledges that it has a duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, volunteers, service users and carers and Councillors can work to prevent abuse and know what to do in the event of abuse.

**The Policy Statement and Procedures have been produced in order to enable the
Sevenoaks Town Council to**

- Promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- To ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the abuse is supported.
- To stop abuse occurring.

**The Policy and Procedures relate to the safeguarding of vulnerable adults.
Vulnerable adults are defined as**

- People aged 18 or over
- Who are receiving or may need community care services because of learning, physical or mental disability, age or illness.
- Who are or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

In order to implement the Policy Sevenoaks Town Council will work

- To promote the freedom and dignity of the person who has or is experiencing abuse.
- To promote the rights of all people to live free from abuse and coercion.

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

- To ensure the safety and well being of people who do not have the capacity to decide how they want to respond to abuse they are experiencing.
- To manage services in a way which promotes safety and prevents abuse.
- Recruit staff and volunteers safely, ensuring all necessary checks are made.
- Provide effective management for staff and volunteers through supervision, support and training.

Sevenoaks Town Council will

- Ensure that all senior management, staff and volunteers are familiar with this policy and procedures.
- Will work with other agencies where necessary in line with this policy.
- Will act confidentially and will usually gain permission from service users before sharing information about them with another agency.
- Will pass information to an adult social services department where necessary.
- Will inform service users that, where a person is in danger, or a crime has been committed then a decision may be taken to pass information to another agency without the service users permission.
- Will endeavour to keep up to date with national developments relating to preventing abuse and for the welfare of adults.
- Will ensure that the Safeguarding Officer (s) understands their responsibility to refer incidents of adult abuse to the relevant statutory agencies e.g. police or adult social services.

The Designated Named Person for Safeguarding Adults in Sevenoaks Town Council is:

Linda Larter Town Clerk 01732 459953

townclerk@sevenoakstown.gov.uk

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

1. Introduction

Sevenoaks Town Council provides a range of services which may be used by vulnerable adults. This policy has been designed to ensure the welfare and protection of any adult who accesses services provided by Sevenoaks Town Council. The procedures recognise that adult abuse can be a difficult subject for workers and volunteers to deal with. It is believed that the protection of vulnerable adults from harm and abuse is everybody's responsibility, and the aim of these procedures is to ensure that staff, councillors and volunteers act appropriately in response to any concern about adult abuse.

2. Preventing Abuse

Sevenoaks Town Council is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within its services it offers and that all those involved with Sevenoaks Town Council will be treated with respect.

Therefore, this policy also needs to be considered in conjunction with the following:

- Sevenoaks Town Council Employee Handbook
- Sevenoaks Town Council Volunteer Policy
- Sevenoaks Town Council Equality Policy
- Sevenoaks Town Council Whistle blowing Policy
- Sevenoaks Town Council's Data Protection Policies

Sevenoaks Town Council is committed to safer recruitment policies and practices for paid staff and volunteers. This will include Disclosure and Barring Service checks for staffs and volunteers for appropriate roles. Also ensuring references are taken up and adequate training on Safeguarding Adults is provided for staff and volunteers.

Sevenoaks Town Council will work within the current legal framework for reporting staff or volunteers that are abusers.

Service users will be encouraged to become involved with the running of the town council facilities. This policy will be placed on Sevenoaks Town Council website for all users of the town council's facilities to view.

3. Recognising the signs and symptoms of abuse

"Abuse is a violation of an individual's human and civil rights by any other person or persons" (No Secrets: Department of Health, 2000)

Abuse includes:

- Physical abuse including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint.

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

- Sexual abuse including rape, indecent assault, inappropriate touching and exposure to pornographic material.
- Psychological or emotional abuse including belittling, name calling, threats of harm, intimidation, isolation.
- Financial or material abuse including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits.
- Neglect and acts of omission including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs.
- Discriminatory abuse including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment.
- Institutional or organisational abuse including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment.
- Lack of self-care to an extent that it threatens personal health and safety, such as not taking prescribed medication or not eating properly. Neglecting to care for one's personal hygiene, or surroundings, inability or unwillingness to manage one's personal affairs.

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

4. Working with vulnerable adults – specific guidelines for volunteers and staff

Risk assessments should be performed before anyone works with vulnerable adults. Sevenoaks Town Council has public liability insurance for this and other services.

Assignments or activities involving vulnerable adults should be supervised by someone competent in planning for the age group and ability of the participants.

Volunteers should avoid working alone with a vulnerable adult wherever possible.

Staff and volunteers should not enter into any social or other non-work related arrangements with a vulnerable adult they are working with.

The exchange of gifts is not appropriate and could be considered as a bribe or inducement and give rise to allegations of improper conduct.

Physical contact is not acceptable unless it is to prevent accident or injury or provide medical assistance. The consent of the affected person and, where appropriate, consent from those with caring responsibility should be obtained before treatment is given.

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

5. Responding to people who have experienced or are experiencing abuse

Sevenoaks Town Council recognises that it has a duty to act on reports or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy. The following advice is given to anyone witnessing or receiving a disclosure of abuse from the individual concerned:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told / witnessed as soon as possible.
- Remain calm and do not show shock or disbelief.
- Tell that the information will be treated seriously.
- Don't start to investigate or ask detailed or probing questions.
- Don't promise to keep it a secret.

If you witness abuse or abuse had just taken place the priorities will be:

- To call an ambulance if required.
- To call the police if a crime has been committed.
- To preserve evidence.
- To keep yourself, staff, volunteers and service users safe.
- To inform the Town Clerk as the Designated Named Person in Sevenoaks Town Council.

All situations of abuse or alleged abuse must be reported to the Town Clerk or Deputy Town Clerk who will record the incident and save the document in a protected manner.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, the Designated Named Person or their deputy will make a referral (alert) to the adult social care team with the local authority relevant to the individual.

If the individual experiencing abuse does not have the capacity to consent, a referral will be made without that person's consent, in their best interests.

If staff, councillors or volunteers feels unable to raise this concern with the Designated Named Person (Town Clerk) then concerns can be raised directly with an adult social care department.

The Designated Named Person will take advice from the appropriate adult social care department (local to the at risk individual) and / or other advice giving organisations such as the police.

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

Steps taken by Sevenoaks Town Council when abuse is reported.

1. Incident is reported to the Designated Named Person (Town Clerk) or their Deputy either verbally, email or in writing.
2. The Designated Named Person or their Deputy will contact adult social services team responsible for the individual and complete a referral form provided by social services if required.
3. The Designated Named Person or their Deputy will implement any actions recommended by the authorities supporting the case. In most cases no further action will be required by Sevenoaks Town Council.

6. Managing allegations made against members of staff or volunteers.

Sevenoaks Town Council will ensure that any allegations made against members of staff will be dealt with swiftly.

Where a member of staff or volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role, or any other role within the council, whilst the investigation is undertaken. The Town Clerk has delegated powers in these circumstances to suspend whilst investigation takes place if necessary.

The Designated Named Person will liaise with the relevant adult social care team to discuss the best course of action and to ensure that the Sevenoaks Town Council's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

Sevenoaks Town Council has a Whistle Blowing Policy within its Employee Handbook and staff will be supported using this policy.

7. Recording and managing confidential information

Sevenoaks Town Council is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know. Sevenoaks Town Council has a Privacy Policy.

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

All allegations / concerns will be recorded in a protected manner within the town council's filing system. Access to the file will be restricted to the Town Clerk and Deputy Town Clerk.

The information will be factual and not based on opinions, including a record of what the person has said, what has been seen, and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection regulations.

8. Disclosure and Barring Service (DBS) checks

The Disclosure and Barring Service identifies certain activities as regulated. An employee involved in regulated activity with vulnerable adults will be subject to a DBS check.

Sevenoaks Town Council uses the DBS checking service to help assess the suitability of applicants for relevant positions of trust.

Sevenoaks Town Council complies with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council
Minutes of the Meeting of the Youth Services Working Group
Held on 22nd May 2024 at the Town Council Offices

Meeting Commenced: 2.20 p.m.

Meeting Concluded: 3.04 p.m.

Present:

Cllr Chloe Gustard (Chair)	Present	Cllr Dr Marilyn Canet	Present
Cllr Catherine Daniell (Vice-Chair, Deputy-Leader)	Present	Cllr Gareth Willis	Apologies

Co-opted members

Sevenoaks Youth Council: Harry King Madeleine Politzer	Apologies	Sevenoaks District Council: Maxine Quinton	Present
Kent County Council: Vacant	–	West Kent Communities: Richard Dowling	Apologies
Sevenoaks Area Youth Trust: Peter Robinson	Apologies	National Trust: Amy Sabine	Apologies

In attendance: Cllr Tony Clayton, Responsible Finance Officer & Deputy Town Clerk, Senior Committee Clerk and House in the Basement Youth Café Manager.

1. Chair and Vice-Chair

Noted that at the Annual Town Council meeting held on 13th May 2024, the following appointments were made:

Chair: Cllr Chloe Gustard
Vice-Chair: Cllr Catherine Daniell

2. Revised Committee and Working Group System

2.1 Noted that at the Annual Town Council meeting held on 13th May 2024, the Town Council approved a revised Committee and Working Group system.

It was noted that the aim of the Working Groups was to be able to develop ideas involving members of the community and stakeholders with oversight from the committees. The Chair commented on how useful the former Youth Services Committee had been in this regard, enabling collaborative working with the co-opted members. It was suggested that schools be invited to send representatives to the meetings.

It was noted that some of this Working Group meetings had been scheduled for 2pm, which may be difficult for some of the Co-opted members to attend, but that this was under review.

The Working Group agreed that it would be useful to have a Work Plan for the Group, identifying future items for consideration.

Sevenoaks Town Council
Minutes of the Meeting of the Youth Services Working Group
Held on 22nd May 2024 at the Town Council Offices

2.2 The Terms of Reference for the Youth Services Working Group were received and noted.

3. Apologies for Absence: Received and accepted as noted above.

4. Requests for Dispensations: There were no requests for dispensations.

5. Declarations of Interest: There were no declarations of interest.

6. Minutes of Youth Services Committee held on 20th March 2024
It was agreed to receive and accept the minutes as a true record.

7. Minutes of Sevenoaks Youth Council meeting held on 20th March 2024
It was noted that representatives of the Youth Council's nominated charity, Friends for Families, had attended the meeting last week: the HitB Manager advised that this had been well received. It was suggested that perhaps a Climate Change speaker could be invited to a future meeting and an officer to talk about the Council structure at the Town Council and Sevenoaks District Council.

It was agreed that the Minutes of the Youth Council meeting held on 20th March 2024 be received and noted.

8. House in the Basement Youth Café (HitB)

8.1 Manager's Report

Daren Mountain, HitB Manager, presented his report. He advised that numbers for the NEET (Not in Education, Employment or Training) Programme were small but that it was really helping those attending. The programme would run until the school summer holidays and consideration be given to whether to continue in September.

Numbers attending HitB were steady, with approximately 15 new young people attending each month.

Daren had been undertaking detached work with Ben Reynolds, West Kent Youth Worker, on Thursdays, sometimes joined by Andy from Kenward Trust. It provided a good opportunity to engage with more young people and promote HitB. Daren commented on the strong working partnership with West Kent this year, particularly as they now visited Sevenoaks Town twice a week.

Daren also reported that the Skateboard sessions for girls had been a great success.

8.2 Finance Cost Centre Reports, February and March 2024

The Finance Cost Centre reports for the House in the Basement Youth Café for February and March 2024 were received and noted.

Sevenoaks Town Council
Minutes of the Meeting of the Youth Services Working Group
Held on 22nd May 2024 at the Town Council Offices

9. Reports from Co-opted Partners

The following reports from Co-opted Partners were noted:

(i) Sevenoaks District Council, Community Safety

Maxine Quinton advised that there had been a few incidents over the last few months at the Town Centre Car Park and Leisure Centre, Bat & Ball Railway Station and Sainsbury's Local, with groups of young people causing problems. They had been identified and acceptable behaviour statements drawn up; the young people and their families would be visited.

There had also been some issues on trains; the Transport Police were considering placing some restrictions on travel.

The thing in common with the groups was one school. The child centred police team was to visit the school to talk to staff and maybe hold an assembly.

It was noted that there had been a significant instance of graffiti this week, over a quite wide area. It had been reported to the District Council, and the Direct Services Team hoped to remove by the end of the week. Maxine reported that they had photographs of the tag and were working on identifying those responsible.

The issues in the Town Centre Car Park involved older young people gathering in their cars. Reporting and identifying was improving, and they had been advised that if they were caught their cars would be seized.

It was noted that the Bat & Ball Station toilets had been vandalised three times recently and that the Café on the Vine was finding broken glass on occasion. Maxine requested that incidents be reported to the Community Safety team so that they are aware.

Maxine also reported that the Family Fun Day leaflets were being finalised and that Kelly Webb was organising a community art mural, working with the landowner and a student from Sevenoaks School.

(ii) West Kent Youth Services (WKYS)

Richard Dowling had been unable to attend the meeting but provided a written report, which was received and noted.

It was noted that WKYS had funding of £1,500 to provide six workshops for young people to improve health and wellbeing. Following conversations with young people while on detached work and at HitB, preparation was underway for the first two workshops - street dance and photography.

Sevenoaks Town Council
Minutes of the Meeting of the Youth Services Working Group
Held on 22nd May 2024 at the Town Council Offices

10. Swing Doors for House in the Basement Youth Café

Consideration was given to quotations received for the installation of new swing entrance doors at House in the Basement Youth Café, part of the Stag theatre building. Four quotations (excl VAT) had been obtained by the Stag:

- a) £5,693.95
- b) £6,387.21
- c) £7,000.00
- d) £4,223.13

It was AGREED TO RECOMMEND to the Finance & Delivery Committee that:

- 1) funds are provided to enable the installation of new swing entrance doors to the House in the Basement Youth Café; and
- 2) Quotation 4, in the sum of £4,223.13 (excl VAT) be accepted.

11. Children's Design a Christmas Light Competition 2024

Consideration was given to running the Design a Christmas Light competition, for young people aged 11 and under, for the third year running and to funding the manufacture of the winning designed light from the Youth Outreach Budget.

It was AGREED TO RECOMMEND to the Finance & Delivery Committee that:

- 1) the Design a Christmas Light Competition be run in 2024/25; and
- 2) the £695 (+ VAT) cost of the manufacture of the light from the winning design be funded from the Youth Outreach Budget.

12. Climate Change Youth Forum

It was noted that whilst discussing cycle routes, the Youth Forum commented that some schools did not have secure storage for many bicycles. The Youth Forum also noted that not all families had access to bikes as they were expensive, and asked that consideration be given to donation, bike swap or rent a bike schemes.

The Working Group agreed that ways of enabling affordable cycling be explored, suggesting that local bike shops, the Abacus Project (who ran a cycle repair & recycling scheme prior to Covid) and the Sevenoaks Cycle Forum be consulted. It was also queried whether a call for bikes could be made at next year's Climate Fair.

It was agreed that the Minutes of the Climate Change Youth Forum meeting held on 17th April 2024 be received and noted.

13. Press Release

It was agreed that a press release be issued when the Christmas Light competition is launched.

There being no further business the Chair closed the meeting.

Signed
Chair

Dated

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

**Sevenoaks Town Council
Minutes of the Communication Working Group**

Held at 11.00 a.m. on Thursday 2nd May 2024 at Bat & Ball Centre

Present: Cllr Varley (Chair), Cllr Granville, Cllr Gustard, Town Clerk and Community Engagement Manager.

Absent: Cllr Dr Canet and Cllr Layne.

1. Notes of the Previous Meeting 14th December 2023

These were agreed as a true record.

It was also noted that the planned meeting for 22nd February 2024 did not take place due to insufficient quorum.

2. 20 mph

It was noted that it was hoped that the final arrangements for the implementation for the installation of the 20 mph project in Sevenoaks would be signed off on 28th May 2024 for installation at the beginning of September.

The Community Engagement Manager would prepare Communications Programme for the project to include:

- Q & A document for STC website and social media (How, When, Where and Benefits)
- Social Media coverage
- Contact to schools
- Local press.

3. Town Crier

Ongoing from past meetings discussion took place about the future of the Town Crier publication noting and agreeing the following:

- On the recruitment of the new Community Engagement Manager some short term changes and improvements had been made to the publication.
- The next issue goes to print on 20th May 2024.
- The purpose of the publication is to inform residents of the town about the activities of the Town Council and how public funds are spent.
- The publication cannot be commercially sustained with advertising due to legislation.
- Cllrs would be asked again for the view on any specific requirements to change the Town Crier, including name. A short timescale for response would be requested.

**Sevenoaks Town Council
Finance & Delivery Committee – 10th June 2024**

- The Community Engagement Manager will be asked to take on board comments and bring some concept ideas to the next meeting in June.
- It was hoped that a ‘new look’ publication would be issued in September.
- Plans were being put in place to have a ‘button’ on the front page of the website for viewing current edition (turn the page option) and subscribing to receive digitally.

4. Update from Community Engagement Manager, Helen Cook

Helen had been in post for six weeks. Initial tasks had included producing the April edition of the Town Crier and increasing engagement on social media and providing information about Sevenoaks Town Council’s 50th Year.

It was noted that in the short space of six weeks social engagement had increased significantly it was hoped that this would translate into more people using the Town Council’s facilities, engaging in surveys, and attending events.

Longer term a review of the Town Council’s branding and style would be considered. Cllr Varley offered to provide the link to Sevenoaks District Council’s forty five page Branding Policy to review.

At future Working Group meetings a three monthly report relating to community engagement statistics would be provided.

5. Councillors Surgeries

It was noted that these had not been successful in encouraging people to attend.

It was agreed that the next two would take place on 8th June and 13th July 10 – 11.00 a.m. at Café on the Vine.

A new advert and poster would be designed. Cllrs liked the Swanley version.

6. Next Meeting

The next meeting will take place 2 p.m. on Wednesday 12th June 2024 in the Council Chamber.

There being no further business the meeting closed at 12 p.m.