



27th August 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 2nd September 2024 at the conclusion of the Sevenoaks Town Council meeting which commences 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/p8Lsl4qPitA?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.

Deputy 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

Committee Members – Quorum minimum of three members

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.

AGENDA

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
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Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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Town Clerk

2	<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).	-
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	—
4	<u>MINUTES OF MEETING OF FINANCE & DELIVERY COMMITTEE – 22ND JULY 2024</u> To receive, adopt and sign the Minutes of the meeting of the Finance & Delivery Committee held on 22 nd July 2024 as a true record.	Attached
5	<u>FINANCE REPORTS – JULY 2024</u> To receive and consider the Responsible Finance Officer's reports.	All reports attached
5.1	<u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 31 st July 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	
5.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period <ul style="list-style-type: none"> 1st to 31st July 2024 	
5.3	<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 July 2024 Mayor's Charity Account: 1st to 31st July 2024 - None 	
5.4	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for period: <ul style="list-style-type: none"> 1st to 31st July 2024 	

5.5	<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 31st July 2024 	
5.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st to 31 st July 2024: None.	
6	<u>WEBSITE FOR BUSINESS IMPROVEMENT DISTRICT (BID)</u> To consider allocating a maximum of £5k from the contingency budget for a website for the Business Improvement District.	-
7	<u>SEVENOAKS TOWN COUNCIL POLICIES</u> To consider and adopt the following policies: <ul style="list-style-type: none"> Information Security – IT Information Security – Card Readers 	Attached Attached
8	<u>COMMUNICATIONS WORKING GROUP</u> To receive and note the minutes of the Communications Working Group held on 24 th July 2024.	Attached
9	<u>CURRENT MATTERS</u> To receive and note updates on Current Matters	Attached
10	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.	–

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Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 22nd July 2024
Held in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:
<https://youtube.com/live/d78nB2xlez0?feature=share>

Meeting commenced: 7:12 pm

Meeting Concluded: 7:40 pm

Present:

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

Substitute	For
Cllr Sally Layne	Cllr Tony Clayton

In attendance: Cllr Claire Shea, Town Clerk, Responsible Finance Officer and Senior Committee Clerk.

Representations received from Members of the Public: None

220 Apologies for Absence

As noted above.

221 Dispensations: There were no requests for dispensations.

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

223 Minutes of the Finance & Delivery Committee on 10th June 2024

RESOLVED: to receive and sign the Minutes of the Finance and Delivery Committee held on 10th June 2024 as a true record.

224 Management Accounts to 30th June 2024

224.1 The Committee received and noted, for the period ended 30th June 2024, the Responsible Finance Officer's Report with Income and Expenditure by Cost Centre, Variance Analysis, Fund Balances, Statutory Balance Sheet and Earmarked Reserves.

It was noted that the year-to-date position at the end of June 2024 gave a revenue surplus of £44,054; the budget year to date allowed for a deficit of £26,000. The surplus was in part due to an increase in income.

Earmarked reserves had decreased by £11,885 due to expenditure on works including the Bat & Ball Centre flooring, deposit towards four new CCTV cameras at Bat & Ball Centre and maintenance contract, and payment ringfenced for memorial stone stability testing.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 22nd July 2024

CIL Funds Update

The Responsible Finance Officer also gave an update report on CIL income and expenditure.

It was noted that the projected unallocated balance as at October 2024 was £194,450. The following commitments for future CIL income were noted:

- Greatness Recreation Ground Pavilion £87,500
- Dartford Road Crossing £153,000

RESOLVED:

- 1) To accept the Management Accounts 1st to 30th June 2024.
- 2) To receive and note the update on CIL income and expenditure.

224.2 The Committee received and noted:

Suppliers Accounts

- 1st to 30th June 2024, total gross invoices £111,028.14

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 30th June 2024, total £166,703.42

List of Payments Mayor's Charity Account:

- 1st to 30th June 2024, total £17,000.00

Payroll Accounts

- 1st to 30th June 2024, total payments £94,642.92

Petty Cash Accounts for:

- 1st to 30th June 2024, total payments £400.66

224.3 Hospitality and Gifts Register

Noted that no hospitality or gifts had been received by Councillors or staff for the periods 1st to 30th June 2024.

225 Management Accounts to 31st May 2024

225.1 The Committee received and noted, for the period ended 31st May 2024, the Responsible Finance Officer's Report with Income and Expenditure by Cost Centre, Variance Analysis, Fund Balances, Statutory Balance Sheet and Earmarked Reserves.

It was noted that the year-to-date position at the end of May 2024 gave a revenue surplus of £34,025; the budget year to date allowed for a deficit of £2,500.

RESOLVED: to accept the Management Accounts 1st to 31st May 2024.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 22nd July 2024

225.2 The Committee received and noted:

Suppliers Accounts

- 1st to 31st May 2024, total gross invoices £52,705.56

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 31st May 2024, total £1,440,573.61

List of Payments Mayor's Charity Account:

- 1st to 31st May 2024, total £5,331.00

Payroll Accounts

- 1st to 31st May 2024, total payments £100,655.00

Petty Cash Accounts for:

- 1st to 31st May 2024, total payments £464.78

225.3 Hospitality and Gifts Register

Noted that no hospitality or gifts had been received by Councillors or staff for the periods 1st to 31st May 2024.

226 Draft Ethical Banking Report

The Committee received and considered the report prepared by the Responsible Finance Officer providing an ethical review of the Town Council's banking arrangements.

RESOLVED: That when reviewing potential new banking and investment opportunities, a review takes place of the ethical background to the bank and investing opportunity.

227 Sevenoaks Town Council Risk Assessment

The Committee received and considered the Town Council's Risk Assessment and noted that there was an Action Plan in place in relation to one risk: Financial Management (risk of County or District Council going bankrupt). The Town Council aimed to control this risk by increasing its revenue reserves by £20,000 per year.

RESOLVED: that the Sevenoaks Town Council Risk Assessment be received and accepted, together with the Action Plan in relation to the Financial Management Risk of the County or District Council going bankrupt.

228 Parking and Beat Surveys for St John's Hill Area

The Committee considered the project and fee proposal for a parking and beat survey of the St John's area, to be delivered in tandem with the Town Centre and St John's Masterplans and by the same traffic consultants, together with the recommendations of the Planning and Environment Committee thereon. (*Minute 194, P&E, 01.07.24 refers*)

Sevenoaks Town Council

Minutes of the meeting of the Finance & Delivery Committee – 22nd July 2024

It was noted that the Planning & Environment Committee had recommended approval of the cost of £15,466 but had also requested that the scheme be expanded to include Hollybush Lane, Quakers Hall Lane, Wickenden Road and Cedar Terrace. An update was provided setting out the additional cost of including these roads, resulting in a total cost of £17,913 + VAT.

It was noted that the Planning & Environment Committee had also considered including a pedestrian survey, but the consultants had recommended this be carried out at a later date to understand the implication of any Masterplan recommendations.

RESOLVED:

- 1) That the cost of £17,913 + VAT be approved for a traffic and beat survey to be conducted in the St John's area, with the caveat that it be conducted during termtime unless consultants are confident that this would not impact the data input. This with the accepted implication that undertaking the surveys during termtime would delay the Masterplan projects by 2-3 months.
- 2) To be funded from £10,000 Planning Consultants Earmarked Reserves and £7,913 from contingency.

229 Communications Working Group

RESOLVED: To receive and note the minutes of the Communications Working Group held on 12th June 2024.

230 Community Asset Working Group held on 17th July 2024

The Committee received and noted the minutes of the Community Asset Working Group held on 17th July 2024 and considered the recommendations therein.

The recommendations in relation to the following were noted:

- Obtaining of quotations for securing headstones which have failed the stability testing after all methods of contacting family members have failed
- Granting permission for Sevenoaks Day Nursery to extend its current building into land leased to them within the current peppercorn rent agreement
- To withdraw from the funding agreement for Greensands Common project and divert budget to Sevenoaks Common/Longspring Woods.

Consideration was given to the recommendation to this Committee in respect of allotment rents.

RESOLVED:

- 1) To receive and note the minutes of the meeting of the Community Asset Working Group held on 17th July 2024.
- 2) That 2025/2026 allotment rents for Quakers Hall Allotments be increased by no more than 5% i.e. to 24p per square metre for the Quakers Hall site.
- 3) That 2025/2026 allotment rents for Bradbourne Vale Allotments be increased by no more than 5% to 23p per square metre.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 22nd July 2024

231 Current Matters & Priorities

RESOLVED: That updates on the following be received and noted:

- Current Matters
- Sevenoaks Town Council Priorities

232 Vine Tree Lighting Project

The Committee considered costings for the Vine Tree Lighting project.

It was noted that £10,000 had been allocated via Sevenoaks District Council from the UKSP Fund which would be spent on the project, with the remainder to be met from Public Realm Earmarked Reserves (allocated from CIL monies).

A quotation of £23,923.50 + VAT from a known contractor who completed other works on the Vine was noted.

RESOLVED: That £13,923.50 be allocated from the Public Realm Earmarked Reserves towards the Vine Tree Lighting Project.

233 Press Release: It was agreed that a press release be issued in respect of the St John's Hill parking and beat survey.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

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Sevenoaks Town Council
Finance Officer's Report
Financial report for the period ended 31st July 2024

1. Summary

The year-to-date position at the end of July gives a revenue deficit of £17,876. Allowing for the Bat & Ball Station reserves movement which offsets some of the Bat & Ball Station £18,040 year-to-date deficit, the adjusted position is a £164 surplus.

The Vine Café has not been budgeted for in this financial year and is currently running at a deficit of £3,786. As this is weather dependent the deficit may start to increase more rapidly after September.

The Bat & Ball Café has also not been budgeted for in this financial year and is set within the Station budget, the Station is currently running at a deficit of £18,040 against a budgeted £13,618.

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

- St Nicholas Burial Ground - £480 for tree works.
- Allotment software costs - £800 for update to allotment software to enable better use of the package.
- Staff management training of £2,100 as advised by the Investors in People assessment.
- Interest on deposits is positive, income of £18,625 against a budgeted £10k.
- Café on the Vine – The current income year to date is £23k whereas the annual income at the end of the last financial year was £35k.
- The service contract for the mechanicals at the Bat and Ball Centre - £2,200.
- An additional CCTV camera and upgrade to the system at Bat and Ball Centre - £4,000.

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>	
21	Open Spaces	£24,956 (F)	Please refer to the variance report.
22	Cemetery	£7,297 (F)	Please refer to the variance report.
33	General	£9,728 (F)	Please refer to the variance report.
36	Bat and Ball Centre	£7,444 (F)	Please refer to the variance report.
50	Youth Café	£6,522 (F)	Please refer to the variance report.
31	Establishments	£26,306 (A)	Please refer to the variance report.

Please note that although Establishments is being reported as adverse the bank interest is mainly reported quarterly so I am expecting this position to improve.

3. Statutory Balance Sheet

The total assets year to date are £1,858,554. Revenue (general) reserves have decreased by £70,681 leaving a year-to-date balance of £475,626.

Earmarked Reserves have decreased by £171,049 leaving a year-to-date balance of £1,027,267.

This includes:

1. £21k moved from the general reserve and ear marked for the 20mph scheme.
2. £185k moved from ear marked reserves for the purchase of Longspring Woods.

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

4. 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.

There are no outstanding debts to report at this meeting.

5. Insurance Claim

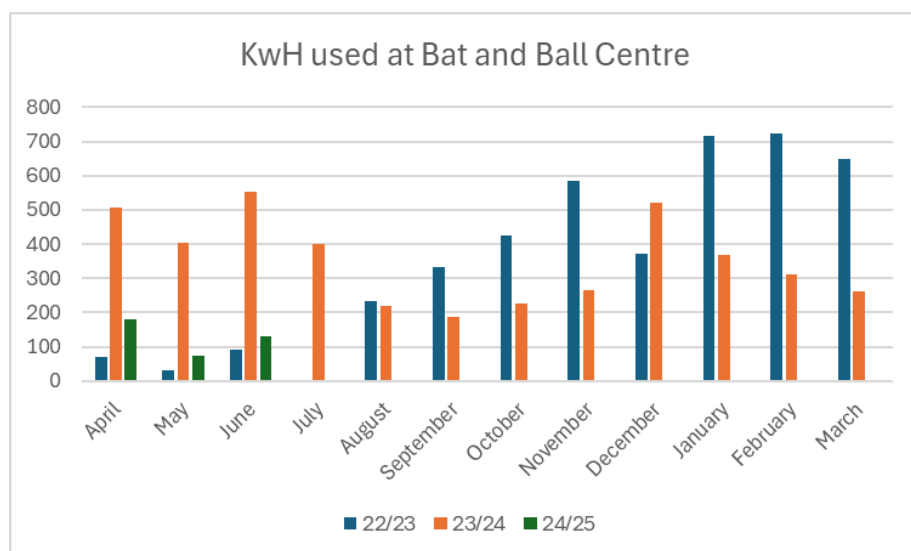
The vehicle insurance claim against STC is proceeding, there was a witness statement from a driver travelling behind the STC vehicle that hit the claimant's car. The accident happened near Hollybush and there was damage to the claimant's front bumper and wheelarch.

6. Grants

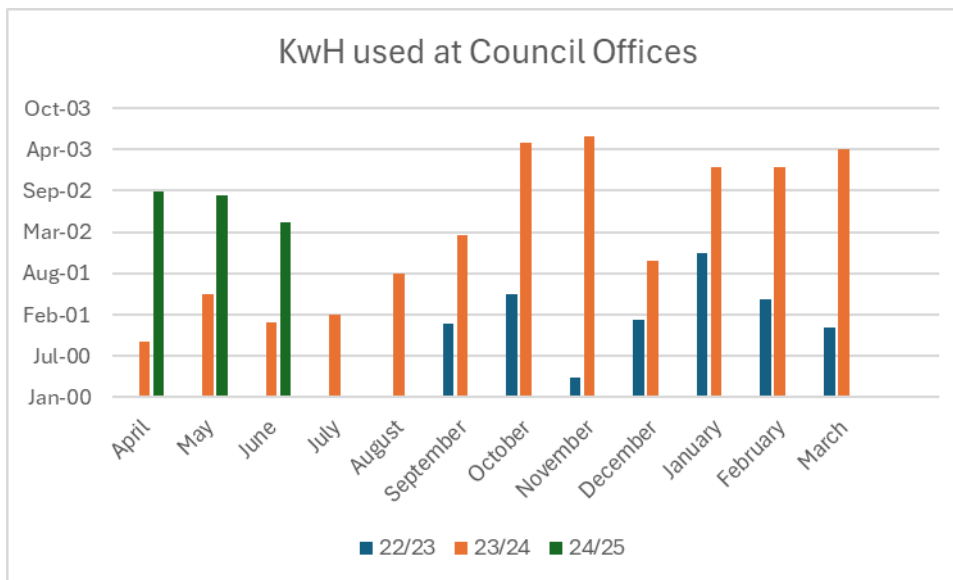
In March the Council allocated part of a grant request (£4,000) to The Stag for the Stag Arts Festival that was hoped to be scheduled in the Autumn. Unfortunately, the Stag were unable to raise the rest of the grant plus the additional second phase of the funds needed. They have returned the funds to STC for reallocation.

7. Car Charging at B&B Centre and Town Council Offices

The usage of the car charging has significantly dropped at the Bat & Ball Centre.



Month	22/23	23/24	24/25
April	70.4	505.5	182
May	31.9	404.3	73
June	90.2	553.1	129
July	0.6	300	
August	232.2	220	
September	331.7	187.8	
October	426.2	225.6	
November	584.1	265	
December	371.6	520.8	
January	717.2	370	
February	724.7	311.2	
March	647.8	260.7	



Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	2,746	2,417	(329)	12,113	9,668	(2,445)	29,000		16,887	41.8%	
4270 Employers Pension Contribution	99	100	1	433	400	(33)	1,200		767	36.1%	
6240 Computer/ Data Base/WP's	70	0	(70)	908	650	(258)	650		(258)	139.7%	
6320 Staff Training	50	0	(50)	50	0	(50)	0		(50)	0.0%	
6630 Professional Fees	6	0	(6)	207	450	243	900		693	23.0%	
6730 Subscriptions	0	50	50	0	200	200	600		600	0.0%	
Planning - General :- Indirect Expenditure	2,970	2,567	(403)	13,710	11,368	(2,342)	32,350	0	18,640	42.4%	0
Net Expenditure	(2,970)	(2,567)	403	(13,710)	(11,368)	2,342	(32,350)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	0	1,788	1,788	10,309	15,364	5,055	29,663			34.8%	
1030 Electricity recharge	523	0	(523)	523	1,000	477	4,054			12.9%	
1316 Raleys Car Park Permits	0	0	0	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	16	0	(16)	148	90	(58)	270			54.6%	
O/ Spaces & Leisure - General :- Income	539	1,788	1,249	12,817	18,126	5,309	36,513			35.1%	0
4010 Gross Pay	14,866	16,581	1,715	53,082	66,324	13,242	198,977		145,895	26.7%	
4011 Mileage	125	0	(125)	342	0	(342)	0		(342)	0.0%	
4270 Employers Pension Contribution	899	1,266	367	3,161	5,064	1,903	15,190		12,029	20.8%	
5010 Vine Area General Maintenance	0	0	0	2	0	(2)	0		(2)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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
5013 Graffiti Removal	200	352	152	200	652	452	1,357		1,157	14.7%	
5025 Lower St Johns Toilets	890	1,167	277	17,348	4,668	(12,680)	14,000		(3,348)	123.9%	13,838
5026 Greatness Rec Convenience	1,306	258	(1,048)	3,188	1,032	(2,156)	3,100		(88)	102.8%	
5030 St Nicholas Burial Ground	0	100	100	483	100	(383)	100		(383)	483.0%	
5050 Seats And Litter Bins	0	0	0	0	574	574	2,300		2,300	0.0%	
5060 Sevenoaks Common	0	1,600	1,600	1,468	1,600	132	5,000		3,532	29.4%	
5065 Tree Safety Survey	0	0	0	0	4,000	4,000	4,000		4,000	0.0%	
5070 Other Woodlands	1,120	1,000	(120)	1,780	2,000	220	4,000		2,220	44.5%	
5110 Knole Paddock & Pavilion	0	340	340	0	680	680	3,500		3,500	0.0%	
5120 Knole Paddock Pitch & Grnd Mt	332	100	(232)	1,952	1,800	(152)	2,500		548	78.1%	
5310 Miscellaneous Open Spaces	185	433	248	2,153	1,732	(421)	5,200		3,047	41.4%	
5311 Security Open Spaces	2,425	2,083	(342)	10,029	8,332	(1,697)	25,000		14,971	40.1%	
5316 Skatepark Maintenance	0	500	500	84	1,500	1,416	2,000		1,916	4.2%	
5317 Raleys Car Park	0	0	0	0	422	422	422		422	0.0%	
5320 Fertilizers	0	0	0	457	1,000	543	1,500		1,043	30.5%	
5330 Grass Seed	116	0	(116)	2,797	2,500	(297)	2,500		(297)	111.9%	
5340 Plants	57	700	643	1,086	1,400	314	3,000		1,914	36.2%	
5410 Repairs & General Maintenance	17	150	133	109	600	491	1,800		1,691	6.0%	
5412 Capital Refurbishments	0	833	833	0	3,332	3,332	10,000		10,000	0.0%	
5500 Equipment Hired and New	174	583	409	2,242	2,332	90	7,000		4,758	32.0%	
5525 Equipment Maintenance	96	600	504	2,674	4,000	1,326	8,000		5,326	33.4%	
5550 Vehicle Expenses	647	1,792	1,145	2,733	7,168	4,435	21,500		18,767	12.7%	
5700 Fuel	627	492	(135)	1,779	1,968	189	5,900		4,121	30.2%	
6010 Light Heat & Cleaning	0	500	500	2,116	4,200	2,084	8,500		6,384	24.9%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	768	0	(768)	(509)	0	509	0		509	0.0%	
6013 Cleaning	0	50	50	152	200	48	600		448	25.4%	
6014 Water	582	83	(499)	696	332	(364)	1,000		304	69.6%	
6101 Telephone	11	12	1	46	48	2	145		99	31.7%	
6104 Mobile Telephone	17	28	11	83	112	29	340		257	24.5%	
6105 Broadband wi-fi service	29	25	(4)	115	100	(15)	300		185	38.3%	
6320 Staff Training	0	0	0	1,950	750	(1,200)	3,000		1,050	65.0%	
6330 Welfare/Hospitality	6	52	46	412	208	(204)	625		213	65.9%	
6635 Professional Fees Licensing	0	300	300	0	300	300	300		300	0.0%	
6730 Subscriptions	0	0	0	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	68	68	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	28	28	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	280	280	379	280	(99)	880		501	43.1%	
6931 CCTV Maintenance	0	0	0	0	0	0	600		600	0.0%	
6934 Waste Bin Collection-Dog Bins	692	0	(692)	692	700	8	3,000		2,308	23.1%	
6935 Waste Bin Disposal-Waste Bins	484	225	(259)	1,167	900	(267)	2,700		1,533	43.2%	
6952 Protective Clothing	265	131	(134)	672	524	(148)	1,575		903	42.7%	
O/ Spaces & Leisure - General :- Indirect Expenditure	26,935	32,640	5,705	117,283	133,710	16,427	374,671	0	257,388	31.3%	13,838
Net Income over Expenditure	(26,396)	(30,852)	(4,456)	(104,466)	(115,584)	(11,118)	(338,158)				
8001 plus Transfer from EMR	0	0	0	13,838	0	(13,838)	0				
Movement to/(from) Gen Reserve	(26,396)	(30,852)	(4,456)	(90,628)	(115,584)	(24,956)	(338,158)				

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	1,456	6,581	5,125	33,968	26,324	(7,644)	78,975			43.0%	
O/ Spaces & Leisure - Cemetery :- Income	1,456	6,581	5,125	33,968	26,324	(7,644)	78,975			43.0%	0
4010 Gross Pay	9,304	8,303	(1,001)	36,007	33,212	(2,795)	99,632		63,625	36.1%	
4011 Mileage	23	0	(23)	33	0	(33)	0		(33)	0.0%	
4270 Employers Pension Contribution	781	691	(90)	3,486	2,764	(722)	8,290		4,804	42.0%	
5210 Cemetery Chapel & Office	0	0	0	211	0	(211)	150		(61)	141.0%	
5213 Memorial Stone Testing	0	0	0	5,921	0	(5,921)	0		(5,921)	0.0%	2,299
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	175	175	700		700	0.0%	
5410 Repairs & General Maintenance	171	100	(71)	249	400	151	1,200		951	20.8%	
5500 Equipment Hired and New	86	333	247	581	1,332	751	4,000		3,419	14.5%	
5525 Equipment Maintenance	22	750	728	225	3,000	2,775	9,000		8,775	2.5%	
5700 Fuel	61	100	39	212	400	188	1,200		988	17.7%	
6000 Rent & Rates	848	875	27	3,395	3,500	105	10,500		7,105	32.3%	
6010 Light Heat & Cleaning	0	175	175	0	700	700	2,100		2,100	0.0%	
6011 Electricity	127	0	(127)	466	0	(466)	0		(466)	0.0%	
6013 Cleaning	0	0	0	219	400	181	1,000		781	21.9%	
6014 Water	0	92	92	0	368	368	1,100		1,100	0.0%	
6101 Telephone	56	67	11	224	268	44	800		576	28.0%	
6104 Mobile Telephone	0	2	2	0	8	8	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	40	48	8	150		110	26.7%	
6240 Computer/ Data Base/WP's	39	60	21	(1,208)	240	1,448	670		1,878	(180.3%)	
6320 Staff Training	0	0	0	0	375	375	1,500		1,500	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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
6330 Welfare/Hospitality	0	25	25	255	100	(155)	300		45	85.2%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	10	10	0	40	40	125		125	0.0%	
6720 Books and Periodicals	0	0	0	0	0	0	50		50	0.0%	
6730 Subscriptions	0	0	0	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	84	0	(84)	730	800	70	3,000		2,270	24.3%	
6822 Roads Path & Boundaries	0	220	220	0	440	440	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	36	30	(6)	120		84	29.6%	
6922 Health&Safety/Risk Assessments	255	0	(255)	255	375	121	1,500		1,246	17.0%	
6930 Alarm Maintenance	422	425	3	925	850	(75)	1,700		775	54.4%	
6932 Cemetery Security	563	500	(63)	2,251	2,000	(251)	6,000		3,749	37.5%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	474	432	(42)	1,300		826	36.5%	
6952 Protective Clothing	0	58	58	129	232	103	700		571	18.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	12,934	12,906	(28)	55,335	52,689	(2,646)	157,862	0	102,527	35.1%	2,299
Net Income over Expenditure	(11,478)	(6,325)	5,153	(21,367)	(26,365)	(4,998)	(78,887)				
8001 plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(11,478)	(6,325)	5,153	(19,068)	(26,365)	(7,297)	(78,887)				
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	26	0	(26)	1,559			1.7%	
1047 QH Allotments Income	0	0	0	53	0	(53)	8,342			0.6%	
O/ Spaces & Leisure- Allotment :- Income	0	0	0	79	0	(79)	9,901			0.8%	0

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	499	317	(182)	1,646	1,268	(378)	3,800		2,154	43.3%	
4270 Employers Pension Contribution	68	15	(53)	225	60	(165)	180		(45)	124.9%	
5410 Repairs & General Maintenance	677	0	(677)	1,013	0	(1,013)	0		(1,013)	0.0%	1,013
6002 QH Allotments Costs	(213)	0	213	(65)	0	65	0		65	0.0%	
6014 Water	6	0	(6)	(613)	238	851	950		1,563	(64.5%)	
6300 Computer Software	268	0	(268)	803	0	(803)	20		(783)	4012.5%	
6730 Subscriptions	0	0	0	0	0	0	60		60	0.0%	
6900 Sundry Expenses	0	0	0	280	0	(280)	0		(280)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	70	70	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,305	332	(973)	3,289	1,636	(1,653)	5,080	0	1,791	64.7%	1,013
Net Income over Expenditure	(1,305)	(332)	973	(3,210)	(1,636)	1,574	4,821				
8001 plus Transfer from EMR	677	0	(677)	1,013	0	(1,013)	0				
Movement to/(from) Gen Reserve	(628)	(332)	296	(2,197)	(1,636)	561	4,821				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	7	0	(7)	7	0	(7)	12,043			0.1%	
1990 Other Income	0	0	0	0	0	0	1,000			0.0%	
1997 In Bloom Income	0	0	0	1,200	0	(1,200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	7	0	(7)	1,207	0	(1,207)	13,043			9.3%	0
5410 Repairs & General Maintenance	0	0	0	3,250	3,251	1	3,251		1	100.0%	
6861 Public Clock Maintenance	360	0	(360)	353	0	(353)	200		(153)	176.6%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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
6862 Street Lighting	485	1,417	932	3,782	5,668	1,886	17,000		13,218	22.2%	
6865 In Bloom Costs	4,040	4,118	78	7,107	7,824	717	14,000		6,893	50.8%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	4,885	5,535	650	14,492	16,743	2,251	34,451	0	19,959	42.1%	0
Net Income over Expenditure	(4,877)	(5,535)	(658)	(13,285)	(16,743)	(3,458)	(21,408)				
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	7,877	0	(7,877)	23,452	0	(23,452)	0			0.0%	
1213 Event catering	396	0	(396)	1,188	0	(1,188)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	8,273	0	(8,273)	24,640	0	(24,640)	0				0
4010 Gross Pay	4,520	0	(4,520)	14,177	0	(14,177)	0		(14,177)	0.0%	
4270 Employers Pension Contribution	141	0	(141)	651	0	(651)	0		(651)	0.0%	
5410 Repairs & General Maintenance	75	0	(75)	133	0	(133)	0		(133)	0.0%	
5500 Equipment Hired and New	150	0	(150)	202	0	(202)	0		(202)	0.0%	
5525 Equipment Maintenance	272	0	(272)	969	0	(969)	0		(969)	0.0%	
6000 Rent & Rates	74	0	(74)	292	0	(292)	0		(292)	0.0%	
6010 Light Heat & Cleaning	6	0	(6)	65	0	(65)	0		(65)	0.0%	
6011 Electricity	1,361	0	(1,361)	1,309	0	(1,309)	0		(1,309)	0.0%	
6014 Water	235	0	(235)	294	0	(294)	0		(294)	0.0%	
6101 Telephone	58	0	(58)	151	0	(151)	0		(151)	0.0%	
6200 Printing & Stationery	160	0	(160)	163	0	(163)	0		(163)	0.0%	
6500 Goods for Resale	2,431	0	(2,431)	7,813	0	(7,813)	0		(7,813)	0.0%	
6505 Cafe consumables	200	0	(200)	603	0	(603)	0		(603)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	0	0	0	0	0	(0)	0		(0)	0.0%	
6922 Health&Safety/Risk Assessments	200	0	(200)	456	0	(456)	0		(456)	0.0%	
6935 Waste Bin Disposal-Waste Bins	146	0	(146)	737	0	(737)	0		(737)	0.0%	
6976 Credit card charges	183	0	(183)	411	0	(411)	0		(411)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	10,212	0	(10,212)	28,426	0	(28,426)	0	0	(28,426)		0
Net Income over Expenditure	(1,940)	0	1,940	(3,786)	0	3,786	0				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	(708)	250	958	30	1,000	970	1,500			2.0%	
1805 Tea Kiosk Rental & Pavilion	0	875	875	1,750	1,750	0	3,500			50.0%	
1870 Vine Club Insurance Contrib.	0	0	0	462	367	(95)	367			126.0%	
O/Spaces & Leisure-Vine Ground :- Income	(708)	1,125	1,833	2,242	3,117	875	5,367			41.8%	0
4010 Gross Pay	2,195	1,866	(329)	8,414	7,464	(950)	22,398		13,984	37.6%	
4270 Employers Pension Contribution	77	112	35	299	448	149	1,344		1,045	22.3%	
5010 Vine Area General Maintenance	0	208	208	758	832	74	2,500		1,742	30.3%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	2,290	1,000	(1,290)	3,677	4,000	324	12,000		8,324	30.6%	
5410 Repairs & General Maintenance	23	67	44	23	268	245	800		777	2.8%	
5500 Equipment Hired and New	0	334	334	0	1,336	1,336	2,006		2,006	0.0%	
6014 Water	(12)	42	54	141	168	27	500		359	28.2%	
6200 Printing & Stationery	385	0	(385)	385	0	(385)	0		(385)	0.0%	
6635 Professional Fees Licensing	0	135	135	70	210	140	210		140	33.3%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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
6868 Summer Concerts	475	0	(475)	1,075	1,200	125	3,600		2,525	29.9%	
6869 Special Events	(781)	0	781	0	140	140	140		140	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	1,100	1,100	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	144	80	(64)	208	320	112	960		752	21.7%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	4,796	3,844	(952)	15,050	17,686	2,636	48,488	0	33,438	31.0%	0
Net Income over Expenditure	(5,503)	(2,719)	2,784	(12,807)	(14,569)	(1,762)	(43,121)				
<u>30 F&G P - Bat & Ball Station</u>											
1022 Letting & Hire of Facilities	1,419	1,000	(419)	8,686	4,000	(4,686)	12,000			72.4%	
1211 Sale of Goods	3,448	0	(3,448)	13,821	0	(13,821)	0			0.0%	
1213 Event catering	1,145	0	(1,145)	4,298	0	(4,298)	0			0.0%	
F&G P - Bat & Ball Station :- Income	6,012	1,000	(5,012)	26,806	4,000	(22,806)	12,000			223.4%	0
4010 Gross Pay	6,529	1,583	(4,946)	25,701	6,332	(19,369)	19,000		(6,701)	135.3%	
4270 Employers Pension Contribution	203	83	(120)	830	332	(498)	1,000		170	83.0%	
5410 Repairs & General Maintenance	0	583	583	2,300	2,332	32	7,000		4,700	32.9%	
5500 Equipment Hired and New	0	83	83	66	332	266	1,000		934	6.6%	
5525 Equipment Maintenance	23	0	(23)	321	0	(321)	0		(321)	0.0%	
6000 Rent & Rates	54	333	279	572	1,332	760	4,000		3,428	14.3%	
6011 Electricity	937	625	(312)	1,843	2,500	657	7,500		5,657	24.6%	
6012 Gas	284	118	(166)	934	472	(462)	1,420		486	65.8%	
6013 Cleaning	561	292	(269)	1,261	1,168	(93)	3,500		2,239	36.0%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	25	250	225	136	1,000	864	3,000		2,864	4.5%	
6020 Insurance Cost	0	0	0	0	0	0	1,000		1,000	0.0%	
6101 Telephone	51	42	(9)	129	168	39	500		371	25.8%	
6200 Printing & Stationery	10	0	(10)	20	0	(20)	0		(20)	0.0%	
6240 Computer/ Data Base/WP's	0	0	0	8	0	(8)	0		(8)	0.0%	
6241 Website Costs	0	0	0	285	300	15	400		115	71.3%	
6330 Welfare/Hospitality	90	0	(90)	362	0	(362)	0		(362)	0.0%	
6460 Publicity & Democratic notices	19	0	(19)	57	0	(57)	0		(57)	0.0%	
6500 Goods for Resale	1,823	0	(1,823)	7,538	0	(7,538)	0		(7,538)	0.0%	
6505 Cafe consumables	5	0	(5)	227	0	(227)	0		(227)	0.0%	
6635 Professional Fees Licensing	0	200	200	0	200	200	600		600	0.0%	
6730 Subscriptions	0	0	0	300	0	(300)	0		(300)	0.0%	
6869 Special Events	28	0	(28)	255	0	(255)	0		(255)	0.0%	
6922 Health&Safety/Risk Assessments	491	325	(166)	746	650	(96)	1,300		554	57.4%	
6930 Alarm Maintenance	0	58	58	0	232	232	700		700	0.0%	
6931 CCTV Maintenance	0	0	0	85	0	(85)	170		85	50.0%	
6935 Waste Bin Disposal-Waste Bins	81	67	(14)	558	268	(290)	800		242	69.8%	
6976 Credit card charges	99	0	(99)	310	0	(310)	0		(310)	0.0%	
F& G P - Bat & Ball Station :- Indirect Expenditure	11,313	4,642	(6,671)	44,846	17,618	(27,228)	52,890	0	8,044	84.8%	0
Net Income over Expenditure	(5,301)	(3,642)	1,659	(18,040)	(13,618)	4,422	(40,890)				

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	4,810	2,500	(2,310)	18,625	10,000	(8,625)	30,000			62.1%	
1230 Roadside Advertising-Charities	0	33	33	360	132	(228)	400			90.0%	
1231 Banner Income	0	0	0	90	0	(90)	1,000			9.0%	
1232 Town Crier Advertising	0	0	0	450	600	150	600			75.0%	
1350 Revenue Grant income	0	0	0	2,000	0	(2,000)	0			0.0%	
1889 Waste Sacks Income	829	458	(371)	3,761	1,832	(1,929)	5,500			68.4%	
1990 Other Income	0	0	0	15	0	(15)	0			0.0%	
F & G P - Establishments :- Income	5,639	2,991	(2,648)	25,301	12,564	(12,737)	37,500			67.5%	0
4010 Gross Pay	33,681	29,201	(4,480)	131,937	116,804	(15,133)	350,410		218,473	37.7%	2,000
4011 Mileage	62	46	(16)	97	184	87	559		462	17.3%	
4012 Expenses	79	83	4	373	332	(41)	1,000		627	37.3%	
4270 Employers Pension Contribution	4,026	3,475	(551)	15,926	13,900	(2,026)	41,700		25,774	38.2%	
4271 Pension Deficiency	6,663	6,667	4	26,652	26,668	16	80,000		53,348	33.3%	
5500 Equipment Hired and New	19	83	64	1,175	332	(843)	1,000		(175)	117.5%	
6020 Insurance Cost	0	0	0	19,510	19,295	(215)	19,295		(215)	101.1%	
6101 Telephone	464	458	(6)	1,406	1,832	426	5,490		4,084	25.6%	
6200 Printing & Stationery	260	1,417	1,157	6,445	5,668	(777)	17,000		10,555	37.9%	
6210 Postage & Courier	0	1,000	1,000	2,393	2,000	(393)	4,000		1,607	59.8%	
6240 Computer/ Data Base/WP's	4,567	1,500	(3,067)	16,883	6,000	(10,883)	18,000		1,117	93.8%	5,045
6241 Website Costs	0	200	200	423	600	177	600		177	70.4%	
6242 I.T. Infrastructure	415	1,467	1,052	1,436	3,666	2,230	11,000		9,564	13.1%	
6300 Computer Software	267	100	(167)	5,480	4,800	(680)	5,500		20	99.6%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	167	167	0	668	668	2,000		2,000	0.0%	
6320 Staff Training	1,501	275	(1,226)	3,793	1,100	(2,693)	3,300		(493)	114.9%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	92	333	241	1,989	1,332	(657)	4,000		2,011	49.7%	2,310
6410 Civic Exps/Annual Reception	0	0	0	560	1,100	540	2,100		1,540	26.7%	
6415 Gifts/hospitality	98	100	2	173	400	227	1,200		1,027	14.4%	
6421 Honour Bd. Badges & Insignia	0	0	0	702	200	(502)	200		(502)	350.9%	
6435 Members Expenses	0	0	0	0	0	0	3,500		3,500	0.0%	
6460 Publicity & Democratic notices	0	0	0	1,748	125	(1,623)	500		(1,248)	349.6%	
6461 Banner Costs	192	108	(84)	1,159	432	(727)	1,300		141	89.2%	
6610 Audit Fees	552	0	(552)	572	1,222	650	5,500		4,928	10.4%	
6620 Legal Expenses	0	0	0	0	1,000	1,000	2,000		2,000	0.0%	
6630 Professional Fees	0	0	0	2,310	0	(2,310)	0		(2,310)	0.0%	
6635 Professional Fees Licensing	0	0	0	245	375	130	1,500		1,255	16.3%	
6710 Conference Fees & Expenses	1,190	208	(982)	1,876	832	(1,044)	2,500		624	75.0%	
6720 Books and Periodicals	0	0	0	0	0	0	400		400	0.0%	
6730 Subscriptions	103	381	278	5,507	4,316	(1,191)	6,600		1,093	83.4%	
6889 Waste Sacks	116	275	159	1,380	1,100	(280)	3,300		1,920	41.8%	
6900 Sundry Expenses	62	42	(20)	230	168	(62)	500		270	46.1%	
6922 Health&Safety/Risk Assessments	158	100	(58)	4,106	4,300	195	5,200		1,095	79.0%	
6975 Bank Charges	87	133	46	496	532	36	1,600		1,104	31.0%	
6976 Credit card charges	127	67	(60)	494	268	(226)	800		306	61.8%	
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	0.0%	(5,000)
7611 Contingency provision	0	(4,224)	(4,224)	0	(7,475)	(7,475)	62,525		62,525	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617 PWLB Loan Repayment	35,801	35,801	0	35,801	35,801	0	71,602		35,801	50.0%	
F & G P - Establishments :- Indirect Expenditure	90,580	79,463	(11,117)	293,275	249,877	(43,398)	744,681	0	451,406	39.4%	4,355
Net Income over Expenditure	(84,940)	(76,472)	8,468	(267,974)	(237,313)	30,661	(707,181)				
8001 plus Transfer from EMR	(4,000)	0	4,000	4,355	0	(4,355)	0				
Movement to/(from) Gen Reserve	(88,940)	(76,472)	12,468	(263,619)	(237,313)	26,306	(707,181)				
<u>32 F & G P - General</u>											
1350 Revenue Grant income	1,000	0	(1,000)	1,000	0	(1,000)	0			0.0%	
1490 Christmas Lights Switch On	0	0	0	0	0	0	6,000			0.0%	
F & G P - General :- Income	1,000	0	(1,000)	1,000	0	(1,000)	6,000			16.7%	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	950	3,333	2,383	4,604	13,332	8,729	20,000		15,397	23.0%	
F & G P - General :- Indirect Expenditure	950	3,333	2,383	4,604	13,332	8,729	53,000	0	48,397	8.7%	0
Net Income over Expenditure	50	(3,333)	(3,383)	(3,604)	(13,332)	(9,729)	(47,000)				
<u>33 F & G P - Council Offices</u>											
1022 Letting & Hire of Facilities	668	1,036	368	4,542	4,144	(398)	12,429			36.5%	
1030 Electricity recharge	671	0	(671)	671	0	(671)	0			0.0%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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
1213 Event catering	0	0	0	35	0	(35)	0			0.0%	
F & G P - Council Offices :- Income	1,339	1,036	(303)	5,248	4,144	(1,104)	12,429			42.2%	0
4010 Gross Pay	362	364	2	1,546	1,456	(90)	4,369		2,823	35.4%	
4270 Employers Pension Contribution	21	28	7	181	112	(69)	340		159	53.2%	
5410 Repairs & General Maintenance	252	58	(194)	716	232	(484)	700		(16)	102.3%	
6000 Rent & Rates	2,839	2,800	(39)	11,358	11,200	(158)	28,000		16,642	40.6%	
6010 Light Heat & Cleaning	132	396	264	667	1,584	917	4,754		4,087	14.0%	
6011 Electricity	45	250	205	(244)	1,000	1,244	3,000		3,244	(8.1%)	
6012 Gas	79	250	171	170	1,000	830	3,000		2,830	5.7%	
6014 Water	(104)	196	300	620	784	164	2,349		1,729	26.4%	
6104 Mobile Telephone	66	6	(60)	91	24	(67)	75		(16)	121.1%	
6922 Health&Safety/Risk Assessments	264	300	36	264	300	36	900		636	29.3%	
6930 Alarm Maintenance	0	200	200	673	1,000	327	1,000		327	67.3%	
6935 Waste Bin Disposal-Waste Bins	66	117	51	491	468	(23)	1,400		909	35.1%	
6952 Protective Clothing	0	0	0	0	0	0	100		100	0.0%	
F & G P - Council Offices :- Indirect Expenditure	4,022	4,965	943	16,533	19,160	2,627	49,987	0	33,454	33.1%	0
Net Income over Expenditure	(2,683)	(3,929)	(1,246)	(11,285)	(15,016)	(3,731)	(37,558)				
36 F & G P - Bat & Ball Centre											
1022 Letting & Hire of Facilities	4,458	9,000	4,542	49,414	36,000	(13,414)	108,000			45.8%	(137)
1030 Electricity recharge	91	0	(91)	91	42	(49)	169			54.1%	
1213 Event catering	(19)	0	19	159	0	(159)	0			0.0%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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
1445 Outdoor Activities	0	50	50	125	50	(75)	200			62.3%	
1457 Indoor Activities	492	441	(51)	2,252	1,764	(488)	5,293			42.5%	
1990 Other Income	0	0	0	158	0	(158)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	5,023	9,491	4,468	52,198	37,856	(14,342)	113,662			45.9%	(137)
4010 Gross Pay	7,672	6,842	(830)	30,426	27,368	(3,058)	82,100		51,674	37.1%	
4270 Employers Pension Contribution	267	275	8	1,045	1,100	55	3,300		2,255	31.7%	
5340 Plants	31	0	(31)	31	0	(31)	200		169	15.6%	
5410 Repairs & General Maintenance	2,793	0	(2,793)	3,073	500	(2,573)	2,000		(1,073)	153.7%	
5500 Equipment Hired and New	0	250	250	319	500	181	1,000		681	31.9%	
5525 Equipment Maintenance	31	0	(31)	64	0	(64)	0		(64)	0.0%	
6000 Rent & Rates	530	600	70	2,122	2,400	278	6,000		3,878	35.4%	
6011 Electricity	944	1,167	223	3,272	4,668	1,396	14,000		10,728	23.4%	
6012 Gas	81	441	360	461	882	421	1,764		1,303	26.1%	
6013 Cleaning	32	167	135	788	668	(120)	2,000		1,212	39.4%	
6014 Water	(72)	266	338	(8)	1,064	1,072	3,197		3,205	(0.3%)	
6101 Telephone	51	50	(1)	206	200	(6)	600		394	34.4%	
6104 Mobile Telephone	8	20	12	33	80	47	240		207	13.9%	
6240 Computer/ Data Base/WP's	0	33	33	8	132	124	400		392	2.1%	
6330 Welfare/Hospitality	43	42	(1)	171	168	(3)	500		329	34.2%	
6520 Refreshments for Resale	381	83	(298)	1,190	332	(858)	1,000		(190)	119.0%	
6635 Professional Fees Licensing	23	0	(23)	203	250	47	500		297	40.6%	
6900 Sundry Expenses	0	0	0	6	0	(6)	50		44	12.5%	
6922 Health&Safety/Risk Assessments	506	0	(506)	1,875	0	(1,875)	2,000		125	93.8%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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
6930 Alarm Maintenance	0	0	0	0	0	0	902		902	0.0%	
6931 CCTV Maintenance	2,126	0	(2,126)	4,024	0	(4,024)	400		(3,624)	1006.0%	1,898
6935 Waste Bin Disposal-Waste Bins	136	175	39	633	700	67	2,100		1,467	30.1%	
6952 Protective Clothing	0	0	0	0	0	0	250		250	0.0%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	15,583	10,411	(5,172)	49,945	41,012	(8,933)	124,503	0	74,558	40.1%	1,898
Net Income over Expenditure	(10,560)	(920)	9,640	2,253	(3,156)	(5,409)	(10,841)				
8001 plus Transfer from EMR	0	0	0	1,898	0	(1,898)	0				
8002 less Transfer to EMR	0	0	0	(137)	0	137	0				
Movement to/(from) Gen Reserve	(10,560)	(920)	9,640	4,288	(3,156)	(7,170)	(10,841)				
38 F & G P - Grants											
7500 Local Organisations Grants	(4,000)	0	4,000	2,500	6,500	4,000	15,000		12,500	16.7%	
7502 Sevenoaks Summer Festival	0	0	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	0	0	0	2,408	2,000	(408)	8,000		5,592	30.1%	
7553 West Kent Housing - Youth Prov	3,750	0	(3,750)	7,500	0	(7,500)	0		(7,500)	0.0%	3,750
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	100.0%	
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	(250)	0	250	44,408	40,500	(3,908)	63,000	0	18,592	70.5%	3,750
Net Expenditure	250	0	(250)	(44,408)	(40,500)	3,908	(63,000)				
8001 plus Transfer from EMR	0	0	0	3,750	0	(3,750)	0				
Movement to/(from) Gen Reserve	250	0	(250)	(40,658)	(40,500)	158	(63,000)				

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	0	938	938	2,886	2,888	2	6,500			44.4%	
F & G P - Property :- Income	0	938	938	2,886	2,888	2	6,500			44.4%	0
6014 Water	(12)	0	12	(12)	0	12	0		12	0.0%	
F & G P - Property :- Indirect Expenditure	(12)	0	12	(12)	0	12	0	0	12		0
Net Income over Expenditure	12	938	926	2,898	2,888	(10)	6,500				
<u>40 Town Team</u>											
1206 Business Awards	0	0	0	0	0	0	7,426			0.0%	
1207 Business Show	0	0	0	5,255	4,377	(878)	4,377			120.1%	
Town Team :- Income	0	0	0	5,255	4,377	(878)	11,803			44.5%	0
6101 Telephone	0	9	9	0	36	36	108		108	0.0%	
6200 Printing & Stationery	183	9	(174)	183	36	(147)	110		(73)	166.4%	
6240 Computer/ Data Base/WP's	0	50	50	350	450	100	827		477	42.3%	
6241 Website Costs	0	70	70	0	140	140	282		282	0.0%	
6244 Information Screens	0	0	0	120	336	216	1,345		1,225	8.9%	
6322 Business Awards	0	0	0	0	0	0	8,116		8,116	0.0%	
6323 Business Show	1,360	0	(1,360)	4,309	2,992	(1,317)	2,992		(1,317)	144.0%	
6325 Holly Party Expense	90	0	(90)	90	0	(90)	0		(90)	0.0%	
6461 Banner Costs	0	0	0	0	202	202	807		807	0.0%	
6730 Subscriptions	0	0	0	150	189	39	589		439	25.5%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	0	66	66	0	264	264	786		786	0.0%	
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%	
Town Team :- Indirect Expenditure	1,633	204	(1,429)	5,202	4,645	(557)	16,803	0	11,601	31.0%	0
Net Income over Expenditure	(1,633)	(204)	1,429	53	(268)	(321)	(5,000)				
41 Business Hub											
1022 Letting & Hire of Facilities	130	108	(22)	750	432	(318)	1,300			57.7%	
1026 Hot Desking Facility	463	433	(30)	1,957	1,732	(225)	5,200			37.6%	
1029 Office Pods	1,375	1,372	(3)	4,910	5,488	578	16,471			29.8%	
1031 Chamber of Commerce	525	454	(71)	2,625	1,816	(809)	5,451			48.2%	
Business Hub :- Income	2,493	2,367	(126)	10,242	9,468	(774)	28,422			36.0%	0
4010 Gross Pay	666	558	(108)	2,955	2,232	(723)	6,700		3,745	44.1%	
4270 Employers Pension Contribution	0	20	20	0	80	80	243		243	0.0%	
5410 Repairs & General Maintenance	0	25	25	428	100	(328)	300		(128)	142.7%	
5500 Equipment Hired and New	290	42	(248)	290	168	(122)	500		210	58.0%	
6000 Rent & Rates	165	300	135	657	1,200	543	3,000		2,343	21.9%	
6010 Light Heat & Cleaning	0	1,351	1,351	1,293	5,404	4,111	16,211		14,918	8.0%	
6011 Electricity	431	0	(431)	431	0	(431)	0		(431)	0.0%	
6105 Broadband wi-fi service	142	150	9	566	600	34	1,800		1,234	31.4%	
6900 Sundry Expenses	100	83	(17)	398	332	(66)	1,000		602	39.8%	
6922 Health&Safety/Risk Assessments	281	170	(111)	313	170	(143)	170		(143)	184.1%	
6930 Alarm Maintenance	0	0	0	159	300	141	300		141	53.1%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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
6931 CCTV Maintenance	0	0	0	159	160	1	160		1	99.6%	
6976 Credit card charges	32	29	(3)	129	116	(13)	350		221	36.7%	
Business Hub :- Indirect Expenditure	2,106	2,728	622	7,778	10,862	3,084	30,734	0	22,956	25.3%	0
Net Income over Expenditure	388	(361)	(749)	2,464	(1,394)	(3,858)	(2,312)				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	30	0	(30)	302	0	(302)	0			0.0%	
1754 Knole Tour Income	0	0	0	533	0	(533)	0			0.0%	
1756 Int'l Women's Day Event Income	0	0	0	43	0	(43)	0			0.0%	
Sevenoaks Town Mayor :- Income	30	0	(30)	878	0	(878)	0				0
6443 Mayors Allowance 2024/2025	230	504	274	1,313	2,016	703	6,044		4,731	21.7%	
6444 Mayors Car Allowance 2024/2025	0	226	226	0	904	904	2,715		2,715	0.0%	
7100 Mayoral Charity Donations	0	0	0	5,331	0	(5,331)	0		(5,331)	0.0%	
7204 Knole Tour Expenditure	(362)	0	362	0	0	0	0		0	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	(132)	730	862	6,644	2,920	(3,724)	8,759	0	2,115	75.9%	0
Net Income over Expenditure	162	(730)	(892)	(5,767)	(2,920)	2,847	(8,759)				
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	0	0	0	500		500	0.0%	
Youth Council :- Indirect Expenditure	0	0	0	0	0	0	500	0	500	0.0%	0
Net Expenditure	0	0	0	0	0	0	(500)				

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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>45 BID</u>											
6630 Professional Fees	10,417	0	(10,417)	10,417	0	(10,417)	0		(10,417)	0.0%	9,500
BID :- Indirect Expenditure	10,417	0	(10,417)	10,417	0	(10,417)	0	0	(10,417)		9,500
Net Expenditure	(10,417)	0	10,417	(10,417)	0	10,417	0				
8001 plus Transfer from EMR	9,500	0	(9,500)	9,500	0	(9,500)	0				
Movement to/(from) Gen Reserve	(917)	0	917	(917)	0	917	0				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	495	258	(237)	1,651	1,032	(619)	3,100			53.3%	
1211 Sale of Goods	295	167	(128)	741	668	(73)	2,000			37.0%	
1350 Revenue Grant income	0	0	0	5,160	0	(5,160)	0			0.0%	
1990 Other Income	0	0	0	2,560	0	(2,560)	0			0.0%	
Youth Cafe :- Income	790	425	(365)	10,112	1,700	(8,412)	5,100			198.3%	0
4010 Gross Pay	5,593	4,342	(1,251)	20,381	17,368	(3,013)	52,100		31,719	39.1%	
4012 Expenses	6	0	(6)	6	0	(6)	0		(6)	0.0%	
4270 Employers Pension Contribution	242	158	(84)	821	632	(189)	1,900		1,079	43.2%	
5410 Repairs & General Maintenance	52	83	31	451	332	(119)	1,000		549	45.1%	
5500 Equipment Hired and New	266	4,266	4,000	359	4,392	4,033	4,724		4,365	7.6%	
6010 Light Heat & Cleaning	27	17	(10)	97	68	(29)	200		103	48.4%	
6101 Telephone	51	58	7	144	232	88	700		556	20.6%	
6105 Broadband wi-fi service	33	0	(33)	131	0	(131)	200		69	65.4%	

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	619	17	(602)	619	68	(551)	200		(419)	309.6%	
6240 Computer/ Data Base/WP's	2,364	25	(2,339)	2,414	100	(2,314)	300		(2,114)	804.7%	
6241 Website Costs	12	50	38	48	50	2	200		152	24.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	125	125	500		500	0.0%	
6320 Staff Training	0	0	0	80	0	(80)	100		20	80.0%	
6340 Staff Uniforms	0	0	0	0	50	50	200		200	0.0%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	174	167	(7)	700	668	(32)	2,000		1,300	35.0%	
6505 Cafe consumables	0	0	0	8	0	(8)	0		(8)	0.0%	
6635 Professional Fees Licensing	0	300	300	302	450	148	450		148	67.1%	
6900 Sundry Expenses	26	33	7	35	132	97	400		365	8.7%	
6922 Health&Safety/Risk Assessments	85	111	26	341	444	103	1,000		659	34.1%	
Youth Cafe :- Indirect Expenditure	9,549	9,627	78	26,971	25,111	(1,860)	66,174	0	39,203	40.8%	0
Net Income over Expenditure	(8,759)	(9,202)	(443)	(16,859)	(23,411)	(6,552)	(61,074)				
60 Markets											
1017 Rental Income Sat Market	1,760	1,714	(46)	7,869	6,856	(1,013)	20,567			38.3%	
1018 Rental Income Wed Market	1,265	1,042	(223)	4,505	4,168	(337)	12,506			36.0%	
1019 Rental Income Blighs Market	1,695	1,543	(152)	7,014	6,172	(842)	18,512			37.9%	
1208 Other Events Income	738	0	(738)	738	0	(738)	0			0.0%	
1211 Sale of Goods	131	0	(131)	131	0	(131)	0			0.0%	
Markets :- Income	5,589	4,299	(1,290)	20,257	17,196	(3,061)	51,585			39.3%	0

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	166	169	3	663	676	13	2,031		1,368	32.6%	
5410 Repairs & General Maintenance	0	0	0	7	50	43	200		193	3.7%	
5420 Saturday market charges	1,245	1,334	89	4,884	5,670	786	17,345		12,461	28.2%	
5421 Wednesday Market charges	636	865	230	2,145	3,676	1,531	11,244		9,099	19.1%	
5424 Vegan Market Expenditure	781	0	(781)	781	0	(781)	0		(781)	0.0%	
6001 Blighs Market Charges	0	1,000	1,000	2,161	4,000	1,839	12,000		9,839	18.0%	
6010 Light Heat & Cleaning	0	50	50	83	100	17	200		117	41.4%	
6011 Electricity	30	0	(30)	62	0	(62)	0		(62)	0.0%	
6635 Professional Fees Licensing	0	0	0	0	0	0	200		200	0.0%	
6650 Bad debts	0	0	0	25	0	(25)	0		(25)	0.0%	
6730 Subscriptions	0	0	0	0	100	100	100		100	0.0%	
Markets :- Indirect Expenditure	2,858	3,418	560	10,811	14,272	3,461	43,320	0	32,509	25.0%	0
Net Income over Expenditure	2,731	881	(1,850)	9,446	2,924	(6,522)	8,265				
<u>61 Longspring Woods</u>											
1854 Longspring Woods Donations	0	0	0	300	0	(300)	0			0.0%	300
Longspring Woods :- Income	0	0	0	300	0	(300)	0				300
Net Income	0	0	0	300	0	(300)	0				
8002 less Transfer to EMR	0	0	0	300	0	(300)	0				
Movement to/(from) Gen Reserve	0	0	0	0	0	(600)	0				

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	119,801	119,801	0	479,204	479,204	0	1,437,614			33.3%	
Precept :- Income	119,801	119,801	0	479,204	479,204	0	1,437,614			33.3%	0
Net Income	119,801	119,801	0	479,204	479,204	0	1,437,614				
<u>91 Capital Infrastructure Budget</u>											
2012 CIL income allocation	0	0	0	111,002	0	(111,002)	0			0.0%	111,002
Capital Infrastructure Budget :- Income	0	0	0	111,002	0	(111,002)	0				111,002
9047 Longspring Woods	186,361	0	(186,361)	186,361	0	(186,361)	0		(186,361)	0.0%	186,361
9063 New Community Centre	0	0	0	5,275	0	(5,275)	0		(5,275)	0.0%	5,275
9066 NDP	0	0	0	17,350	0	(17,350)	0		(17,350)	0.0%	17,350
9075 Public Realm	0	0	0	1,078	0	(1,078)	0		(1,078)	0.0%	1,078
Capital Infrastructure Budget :- Indirect Expenditure	186,361	0	(186,361)	210,064	0	(210,064)	0	0	(210,064)		210,064
Net Income over Expenditure	(186,361)	0	186,361	(99,062)	0	99,062	0				
8001 plus Transfer from EMR	186,361	0	(186,361)	210,064	0	(210,064)	0				
8002 less Transfer to EMR	0	0	0	111,002	0	(111,002)	0				
Movement to/(from) Gen Reserve	(0)	0	0	(0)	0	(222,004)	0				

Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	157,284	151,842	(5,442)	825,642	620,964	(204,678)	1,866,414			44.2%	
Expenditure	399,014	177,345	(221,669)	979,070	673,141	(305,929)	1,907,253	0	928,183	51.3%	
Net Income over Expenditure	(241,730)	(25,503)	216,227	(153,428)	(52,177)	101,251	(40,839)				
plus Transfer from EMR	192,538	0	(192,538)	246,716	0	(246,716)	0				
less Transfer to EMR	0	0	0	111,165	0	(111,165)	0				
Movement to/(from) Gen Reserve	(49,192)	(25,503)	23,689	(17,877)	(52,177)	(34,300)	(40,839)				

July 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 & Environment Committee					
General	(13,710)	(11,368)	2,342	(32,350)	Software charges slightly above budget (includes £625 for Survey Monkey that was unbudgeted). Gross pay £2,445 overbudget due to overtime payments.
Community & Well Being					
Youth Council	-	-	-	(500)	

July 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					
General	(90,628)	(115,584)	(24,956)	(338,158)	Income is under budget. Greatness Rec has two high invoices for cleaning and lock up which are being investigated. St Nicholas Burial Ground is over budget due to some unexpected tree works. Fertiliser and grass seed is slightly over budget.
Cemetery	(19,068)	(26,365)	(7,297)	(78,887)	Higher income than expected for April, May and June.
Allotments	(2,197)	(1,636)	561	4,821	There has been a credit on the water account. Invoicing for allotments takes place in September. Computer software is overbudget due to the data input invoices to enable full use of the software moving forward.
Street lighting/ general	(13,285)	(16,743)	(3,458)	(21,408)	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. The electricity has taken a jump for the public clock and this is being investigated. A refund of £5k has been received from Yu Energy for overcharging at the start of the contract this will be reflected in the invoices to residents at the end of the year.
Vine Café	(3,786)	-	3,786	-	Due to the events the income is positive. The current income is £23,000 and the annual income for the last financial year was £35,800
Vine Grounds	(12,807)	(14,569)	(1,762)	(43,121)	Income is less because the Vegan market has been moved to the markets cost centre.
Bat & Ball Station	(18,040)	(13,618)	4,422	(40,890)	The new member of staff will be leaving on 14th July, the income did not pick up over the weekend opening. Goods for resale is only making a slightly lower margin that the Vine Café so prices are being reviewed.

July 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
	£	£	£	£	
Establishments	(263,619)	(237,313)	26,306	(707,181)	Interest on deposits is favourable, the next quarterly interest payments will be made in September. Gross pay is over budget by £15k due to a change in working hours for some staff. Equipment hired and new has used 98% of its budget on thermal imaging cameras and office chair. Staff training is over budget due to the management training required by the Investors in People. Honour Bd, Badges and Insignia is over budget due to some costs in relation to Mayor regalia. Publicity and democratic notices is over budget due to QR code subs and the Vine events leaflets.
General	(3,604)	(13,332)	(9,728)	(47,000)	No income has been received yet - this will be in the second quarter of the year. Expenditure for Remembrance Parade and Christmas lights will be towards the end of the year.
Council Offices	(11,285)	(15,016)	(3,731)	(37,558)	Repairs and general maintenance - spent 64% of the budget on tree work over the chamber. Mobile phone cofe is over budget due to buying a new phone for the office.
Bat & Ball Centre	4,288	(3,156)	(7,444)	(10,841)	Income is favourable. The service contract for the mechanicals exceeded the maintenance budget so this is now over budget. I am investigating all maintenance costs to be able to budget better in the next financial year. CCTV maintenance is over budget due to the purchase of an additional 4 CCTV cameras to bring in the maintenance of the Centre to Premier Alarms.
Grants	(40,658)	(40,500)	158	(63,000)	All expenditure is where you would expect it to be.
Property	2,898	2,888	(10)	6,500	

July 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	53	(268)	(321)	(5,000)	The Business Show income is where it should be and work is now underway with the Business Awards.
Business Hub	2,464	(1,394)	(3,858)	(2,312)	Income is positive - there is one pod available currently. There has been a few new member that have signed up in the last couple of months and a number of bookings for the meeting room. The maintenance budget is slightly over due to an unexpected problem with the air conditioning in one of the Pods. Expenditure is less than anticipated year to date.
BID	(917)	-	917	-	£10k has been allocated from ear marked reserves but additional expenditure is expected.
Sevenoaks Town Mayor	(5,767)	(2,920)	2,847	(8,759)	
Youth Cafe	(16,859)	(23,411)	(6,552)	(56,850)	Grant income has been received for this financial year (KALC grant £1,160, SDC grant £3k for mentoring young people, Kent Youth Trust grant £1k for some computers). A National Lottery application has also been submitted for £10k which has been granted but not received. There has been light repairs and plant purchases under Repairs and General Maintenance. The computer nominal code is over budget but this has been off set by grant funding for new gaming computers. Gross pay is slightly over budget but the grant income is to offset this.
Markets	9,446	2,924	(6,522)	8,265	Income is slightly above budget. Overall expenditure is under budget.
Longspring Woods	-	-	-	-	
Precept	479,204	479,204	-	1,437,614	
Revenue Surplus/ (Deficit) Total	(17,876)	(52,177)	(34,301)	(36,615)	
To be transferred from Bat & Ball Management & Maintenance Reserve	18,040	13,618	(4,422)	40,839	

July 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
	£	£	£	£	
Adjusted Revenue Surplus/ (Deficit) Total	164	(38,559)	(38,723)	4,224	
Capital Infrastructure	-	-	-	-	
Total inc Capital	164	(38,559)	(38,723)	(40,839)	

Summary by Committee:

Planning	(13,710)	(11,368)	2,342	(32,350)
Community and Well Being	-	-	-	(500)
Vine Café	(3,786)	-	3,786	-
Bat Ball Station	(18,040)	(13,618)	4,422	(40,890)
Finance & Delivery	(461,545)	(506,395)	(44,850)	(1,400,489)
Precept	479,204	479,204	-	1,437,614
Capital Infrastructure	-	-	-	-

Sevenoaks Town Council

Statement of Fund Balances as at 31st July 2024

£ (2023/24)		S&P Rating 30/04/2024		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
	<u>National Westminster Bank</u>	A1	A+				
56,451	Business Reserve Account			3,893			
114,917	Current Account			275,597			1.46%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
9,949	Sevenoaks Town Partnership			9,949			
22,587	Mayors Charity Account			1,085			
					292,524	16.15%	
	<u>HSBC</u>	A+	A1				
51,598	Business money manager			51,851			1.94%
					51,851	2.86%	
	<u>Handelsbanken</u>	AA-	A1+				
66,509	Deposit account			66,920			2.60%
269,802	35 day notice account			1,656			2.60%
					68,576	3.79%	
	<u>Nationwide</u>	A+	A1				
2,835	Instant Saver			2,835			0.00%
10,419	Sevenoaks Fund Instant Saver			10,476			2.20%
					13,310	0.73%	
	<u>CCLA</u>						
575,000	Public Sector Deposit	AAA (Fitch only)		860,000			
					860,000	47.49%	5.26%
	<u>Virginmoney</u>						
1	Current account	BBB-	A3	1			
522,036	95 Day Notice			7,323			4.00%
					7,324	0.40%	
	Insignis Investments						
	Insignis Hub			1,033			
	Emirates NBD (9 months)	A+		250,000		5.02%	
	Santander (3 months)	A	A1	265,331		4.85%	
					516,364	28.51%	
925	<u>Petty Cash</u>				688	0.04%	
	<u>Cashbook suspense</u>				345	0.02%	
1,705,027					1,810,983	109.87%	

Instant access funds

1,263,096

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 July 2024

31 March 2024

31 March 2025

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	Long Term Assets			
0			0	
	Current Assets			
47,924	Debtors	11,396		
23,551	SCC Bookings Debtors	18,319		
15,109	Vat Control	7,344		
23,965	Prepayments	4,820		
5,953	Stock	5,953		
114,917	Nat West - Current Account	275,597		
1,000	Payroll Account	1,000		
22,587	Mayors Charity Account	1,085		
1,000	House i/t Basement Youth Cafe	1,000		
9,949	Sevenoaks Town Partnership	9,949		
925	Petty Cash	688		
66,509	Handelsbanken Investment	66,920		
269,802	Handelsbanken Notice Account	1,656		
2,835	Nationwide Instant Saver	2,835		
56,451	Natwest Investment	3,893		
0	Emirates NBD (9 Months)	250,000		
0	Santander (3 Months)	265,331		
0	Insignis Hub	1,033		
1	Virgin Money Current Account	1		
51,598	HSBC Investment	51,851		
10,419	Nationwide Sevenoaks Fund	10,476		
575,000	CCLA Public Sector Deposit	860,000		
522,036	Virgin Money 90 day Notice	7,323		
0	Superannuation Due	83		
1,821,530			1,858,554	
1,821,530	Total Assets			1,858,554
	Current Liabilities			
0	Cash Book Suspense	345		

Balance Sheet as at 31 July 2024

31 March 2024

31 March 2025

33,535	Creditors	50,334	
12,444	Miscellaneous Creditors	8,187	
53,929	Accruals	28,559	
4,546	Superannuation Due	0	
38,533	Receipts in Advance	254,958	
11,353	Receipt in Advance-Cemetery	2,600	
4,104	Damage Deposit	3,677	
408	Key Deposit	408	
5,690	QH Allotment Key deposits	5,925	
667	BV Allotment key deposits	667	
165,209		355,661	
1,656,321	Total Assets Less Current Liabilities	1,502,893	
	Long Term Liabilities		
0		0	
1,656,321	Total Assets Less Long Term Liabilities	1,502,893	
	Represented By		
514,992	Revenue Reserve	475,626	
1,141,329	Earmarked Reserves	1,027,267	
1,656,321		1,502,893	

The above statement represents fairly the financial position of the authority as at 31 July 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	38,263.24	-2,299.00	35,964.24
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	5,000.00	6,950.00
329 Staff training reserve	2,890.00		2,890.00
331 20 MPH Reserve	0.00	21,489.00	21,489.00
336 Bid Buddy Reserve	10,000.00	-9,500.00	500.00
339 Capital Receipts Quaker Hall	116,923.68	-85,882.00	31,041.68
340 Capital Receipts Reserve	420,416.22	-11,483.00	408,933.22
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	-2,000.00	25,000.00
351 IT Reserve	6,000.00	-5,045.00	955.00
360 CIL Earmarked reserve	160,341.76	78,736.75	239,078.51
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	-3,750.00	11,250.00
378 Longspring Wood Donations	101,192.00	-101,192.00	0.00
379 Samaritans Reserve	1,488.00	-136.67	1,351.33
	1,141,328.88	-116,061.92	1,025,266.96

Purchase Ledger for Month No 4

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
09/07/2024	1200	36024	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
23/07/2024	1201	36103	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
31/07/2024	1/IN6468	36188	ALTOOFFICE	ALTO001	721.00	144.20	865.20	6200	50	585.00	toner catridges
								6200	28	136.00	toner catridges
30/06/2024	30/6/24	36038	AMEX	AME001	0.33	0.00	0.33	6976	31	0.33	credit card chg
31/07/2024	31/7/24	36193	AMEX	AME001	0.51	0.00	0.51	6976	31	0.51	credit card chg
25/07/2024	17614	36098	ARK TRADING	ARK001	179.86	35.98	215.84	6952	21	179.86	staff uniform
15/07/2024	15/07/2024	36120	BANKLINE	BANKL01	87.25	0.00	87.25	6975	31	87.25	bank chgs
10/07/2024	SI-1740	36012	BAT & BALL SPORTS	BAT001	11.25	2.25	13.50	6900	50	11.25	games
18/07/2024	3469641	36071	BOOKER	BOOK001	-2.90	0.00	-2.90	6500	28	-2.90	goods for resale
03/07/2024	3501175	36006	BOOKER	BOOK001	209.25	27.83	237.08	6500	28	192.77	goods for resale,
								6505	28	16.48	consumables
10/07/2024	3501426	36045	BOOKER	BOOK001	249.26	18.44	267.70	6500	28	222.30	goods for resale,
								6505	28	19.97	consumables
								6101	28	6.99	cleaning eq
17/07/2024	3501682	36072	BOOKER	BOOK001	153.29	6.24	159.53	6500	28	139.33	goods for resale
								6505	28	13.96	consumables
24/07/2024	3501972	36096	BOOKER	BOOK001	46.81	2.73	49.54	6500	28	46.81	goods for resale
24/07/2024	3501973	36095	BOOKER	BOOK001	6.99	1.40	8.39	6500	28	6.99	goods for resale
24/07/2024	3501974	36094	BOOKER	BOOK001	128.29	8.05	136.34	6500	28	102.83	goods for resale
								6505	28	25.46	consumables
31/07/2024	3502204	36154	BOOKER	BOOK001	190.38	12.35	202.73	6500	28	175.70	goods for resale
								6505	28	14.68	consumables
31/07/2024	235063	36178	BOURNE SPORT	BOU002	82.20	16.44	98.64	5120	21	82.20	25kg Surrey loam
25/06/2024	242051633	36026	BP FUEL	BPF001	166.91	33.37	200.28	5700	22	12.47	fuel
								5700	21	154.44	fuel
30/06/2024	242054199	36027	BP FUEL	BPF001	59.36	11.87	71.23	5700	21	59.36	fuel
09/07/2024	242057443	36025	BP FUEL	BPF001	116.13	23.23	139.36	5700	22	48.50	fuel

Purchase Ledger for Month No 4

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
								5700	21	67.63	fuel
09/07/2024	242057444	36028	BP FUEL	BPF001	16.82	0.00	16.82	5700	21	16.82	fuel
16/07/2024	242058668	36084	BP FUEL	BPF001	34.32	6.86	41.18	5700	21	34.32	fuel
16/07/2024	242058669	36083	BP FUEL	BPF001	6.10	0.00	6.10	5700	21	6.10	fuel
23/07/2024	242060641	36108	BP FUEL	BPF001	115.99	23.19	139.18	5700	21	115.99	fuel
23/07/2024	242060642	36107	BP FUEL	BPF001	5.29	0.00	5.29	5700	21	5.29	fuel
30/07/2024	242061879	36162	BP FUEL	BPF001	86.92	17.39	104.31	5700	21	86.92	fuel
30/07/2024	242061880	36161	BP FUEL	BPF001	4.38	0.00	4.38	5700	21	4.38	fuel
31/07/2024	242064279	36217	BP FUEL	BPF001	0.61	0.00	0.61	5700	21	0.61	fuel
30/06/2024	SVO/372584	36017	BREWERS	BREW001	22.67	4.53	27.20	5410	29	22.67	painting equip
11/07/2024	SVO/372676	36085	BREWERS	BREW001	35.26	7.05	42.31	5410	50	35.26	painting equip
31/07/2024	808210580	36192	BRITISH GAS	BRI001	124.61	6.23	130.84	6012	30	124.61	gas chg 22/6-21-7
28/06/2024	812981816	36037	BRITISH GAS	BRI001	159.03	7.95	166.98	6012	30	159.03	gas chg 22/5-21/6
12/07/2024	3123	36088	BRITISH BIDS	BRI004	9,500.00	1,900.00	11,400.00	6630	45	9,500.00	British BIDs Ballot Buddy
19/07/2024	809813772	36143	BRITISH GAS	BRIT007	79.14	3.95	83.09	6012	33	79.14	gas chg 15/6-13/7
16/07/2024	814598393	36119	BRITISH GAS	BRIT008	81.19	4.05	85.24	6012	36	81.19	gas chg 12/6-11/7
01/07/2024	4489	35996	CJS PLANTS	CJS001	2,300.00	460.00	2,760.00	6865	26	2,300.00	plant maintenance
03/07/2024	154345	36039	CONNECTAPHONE	CON001	560.78	112.16	672.94	6101	50	50.98	June telephone chg
								6101	22	50.98	June telephone chg
								6101	28	50.98	June telephone chg
								6101	36	51.03	June telephone chg
								6101	30	50.98	June telephone chg
								6101	31	305.83	June telephone chg
30/06/2024	INV459410	36035	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	June glass collection chg
30/06/2024	INV462619	36034	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	June glass collection chg
31/07/2024	INV468610	36176	COUNTRY STYLE RECYCL	COU001	22.47	4.49	26.96	6935	36	22.47	Jul glass collection chg
31/07/2024	INV468611	36177	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	29	80.20	Jul glass collection chg
08/07/2024	8/7/24	35967	BEATRIZ M DAY	DAY002	517.50	0.00	517.50	4010	21	517.50	Gardening work
24/07/2024	24/7/24	36117	BEATRIZ M DAY	DAY002	333.75	0.00	333.75	4010	21	333.75	gardening work

Purchase Ledger for Month No 4

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
12/07/2024	918799	36082	ERNEST DOE	DOE001	30.93	6.19	37.12	5525	36	30.93	mower maintenance
31/07/2024	4	36126	DONNA RUDD	DON002	150.00	0.00	150.00	6868	29	150.00	Summer concert 25/7
02/07/2024	000019717528	36000	EDF ENERGY	EDF002	943.70	188.74	1,132.44	6011	36	943.70	June electric chg
04/07/2024	000019752724	36042	EDF ENERGY	EDF003	30.29	1.51	31.80	6011	60	30.29	June electric chg
04/07/2024	000019751957	36043	EDF ENERGY	EDF004	430.68	86.14	516.82	6011	41	430.68	June electric chg
10/07/2024	000019861103	36040	EDF ENERGY	EDF005	1,360.86	272.18	1,633.04	6011	28	1,360.86	electric chg 1/4-2/7
10/07/2024	000019860307	36041	EDF ENERGY	EDF006	886.50	44.33	930.83	5025	21	886.50	electric chg 4/4-2/7
15/07/2024	000019886174	36077	EDF ENERGY	EDF007	581.78	29.09	610.87	5020	29	581.78	electric chg 1/4-6/7
11/07/2024	000019870864	36086	EDF ENERGY	EDF008	359.50	17.98	377.48	6861	26	359.50	electric chg 24/3-23/6
08/07/2024	000019797447	36036	EDF ENERGY	EDF009	127.38	6.37	133.75	6011	22	127.38	June electric chg
23/07/2024	000019929307	36129	EDF ENERGY	EDF010	45.45	2.27	47.72	6011	33	45.45	electric chg 7/4-6/7
01/07/2024	000019651716	36003	EDF ENERGY	EDF011	936.87	187.37	1,124.24	6011	30	936.87	June electric chg
23/07/2024	000019933975	36144	EDF ENERGY	EDF012	767.95	38.40	806.35	6011	21	767.95	electric chg 14/4-13/7
01/07/2024	14064158	36004	ELITE	EFS001	90.71	8.88	99.59	6500	30	90.71	goods for resale
08/07/2024	14065889	36050	ELITE	EFS001	92.34	6.02	98.36	6500	30	92.34	goods for resale
15/07/2024	14067439	36093	ELITE	EFS001	87.72	0.00	87.72	6500	30	87.72	goods for resale
20/07/2024	14068935	36089	ELITE	EFS001	138.91	0.00	138.91	6500	28	138.91	goods for resale
29/07/2024	14070846	36155	ELITE	EFS001	102.58	13.92	116.50	6500	30	102.58	goods for resale
23/07/2024	INV-47332	36145	EJPFIREPROTECT	EJPFIRE001	264.00	52.80	316.80	6922	33	264.00	Annual fire alarm maint
23/07/2024	INV-47333	36149	EJPFIREPROTECT	EJPFIRE001	281.00	56.20	337.20	6922	41	281.00	Annual fire alarm maint
22/07/2024	INV-47334	36150	EJPFIREPROTECT	EJPFIRE001	385.00	77.00	462.00	6922	36	385.00	Annual fire alarm maint
23/07/2024	INV-47335	36148	EJPFIREPROTECT	EJPFIRE001	405.50	81.10	486.60	6922	30	405.50	Annual fire alarm maint
23/07/2024	INV-47336	36147	EJPFIREPROTECT	EJPFIRE001	115.00	23.00	138.00	6922	28	115.00	Annual fire alarm maint
25/07/2024	INV-47337	36146	EJPFIREPROTECT	EJPFIRE001	254.50	50.90	305.40	6922	22	254.50	Annual fire alarm maint
01/07/2024	105386	36068	ATLAS FM/EMPRISE SVS	EMP001	562.82	112.56	675.38	6932	22	562.82	July lock up chg
01/07/2024	105387	36066	ATLAS FM/EMPRISE SVS	EMP001	1,454.83	290.97	1,745.80	5311	21	1,454.83	July lock up chg Pointoise
01/07/2024	105388	36067	ATLAS FM/EMPRISE SVS	EMP001	969.99	194.00	1,163.99	5311	21	969.99	July lock up chg
08/04/2024	399310	36112	EVERFLOW WATER	EVE002	-620.64	0.00	-620.64	6002	23	-211.44	water credit 19/3-18/4
								5025	21	-100.33	water credit 19/3-18/4

Purchase Ledger for Month No 4

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
08/04/2024	399311	36113	EVERFLOW WATER	EVE002	-597.29	0.00	-597.29	6014	33	-135.33	water credit 19/3-18/4
								6014	36	-49.62	water credit 19/3-18/4
								6014	30	-21.45	water credit 19/3-18/4
								6014	21	-19.36	water credit 19/3-18/4
								6014	28	-60.87	water credit 19/3-18/4
								6014	39	-11.62	water credit 19/3-18/4
								6014	23	-10.62	water credit 19/3-18/4
								6002	23	-204.77	water credit 19/4-18/5
19/07/2024	3469265	36078	EVERFLOW WATER	EVE002	920.04	0.00	920.04	5025	21	-96.91	water credit 19/4-18/5
								6014	33	-131.72	water credit 19/4-18/5
								6014	36	-47.32	water credit 19/4-18/5
								6014	30	-21.32	water credit 19/4-18/5
								6014	21	-19.16	water credit 19/4-18/5
								6014	28	-54.24	water credit 19/4-18/5
								6014	29	-11.36	water credit 19/4-18/5
								6014	23	-10.49	water credit 19/4-18/5
10/07/2024	CASV15932	36015	EXPRESS FACTORS	EXPR001	25.23	5.05	30.28	6002	23	203.63	water chg 19/8-18/9
								5025	21	-535.97	water chg 19/8-18/9
								6014	33	163.08	water chg 19/8-18/9
								6014	36	24.63	water chg 19/8-18/9
								6014	30	67.85	water chg 19/8-18/9
								6014	21	620.71	water chg 19/8-18/9
								6014	28	350.32	water chg 19/8-18/9
								6014	29	-1.12	water chg 19/8-18/9
25/06/2024	0063/00028837	36030	FAIRALLS	FAIR001	27.38	5.48	32.86	6014	23	26.91	water chg 19/8-18/9
								5525	21	25.23	lawnmower oil
25/06/2024	0063/0459458	36031	FAIRALLS	FAIR001	16.47	3.29	19.76	5500	21	21.18	38L tub
								5525	21	6.20	hose clips
25/06/2024	0063/0459458	36031	FAIRALLS	FAIR001	16.47	3.29	19.76	5310	21	16.47	chippings

Purchase Ledger for Month No 4

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
25/06/2024	0063/04593461	36029	FAIRALLS	FAIR001	16.48	3.30	19.78	5500	21	16.48	26L tub
27/06/2024	6504	36052	FOOTPRINT	FOO002	1,380.00	276.00	1,656.00	6865	26	1,380.00	6 Darenth Valley posters
10/07/2024	I034888	36018	FORGE GARAGE	FORG001	646.72	129.34	776.06	5550	21	646.72	GK19BYV service
17/07/2024	MF/STC/975	36109	FOUR FRYs LTD	FOU002	1,045.00	209.00	1,254.00	6323	40	1,045.00	Business Show programme
25/07/2024	MF/STC/976	36110	FOUR FRYs LTD	FOU002	575.00	115.00	690.00	6630	45	575.00	BID brochures
05/07/2024	INV553954	36016	GAZA TIMBER	GAZA001	16.65	3.33	19.98	5410	21	16.65	maint equip
18/07/2024	INV554847	36102	GAZA TIMBER	GAZA001	53.29	10.65	63.94	5410	28	39.83	maint equip
								5500	21	13.46	knife
22/07/2024	INV555023	36159	GAZA TIMBER	GAZA001	35.32	7.06	42.38	5410	28	35.32	maint equip
26/07/2024	INV555383	36160	GAZA TIMBER	GAZA001	16.35	3.28	19.63	5410	22	16.35	maint equip
25/07/2024	160123	36180	GODFREYS	GOD001	74.98	14.99	89.97	5700	21	74.98	fuel
17/07/2024	SI-12472	36104	GRAFFITI REMOVAL	GRAF001	199.80	39.96	239.76	5013	21	199.80	graffiti removal spray
16/04/2024	91577	36172	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	April coffee machine rental
03/07/2024	92543	36005	HERBERT & WARD	HAW001	175.95	0.99	176.94	6500	30	171.00	goods for resale
								6505	30	4.95	consumables
17/07/2024	92741	36080	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	July coffee machine rental
18/07/2024	92761	36076	HERBERT & WARD	HAW001	119.00	7.80	126.80	6500	28	80.00	goods for resale
								6505	28	39.00	consumables
22/07/2024	92788	36090	HERBERT & WARD	HAW001	37.00	5.60	42.60	6500	28	9.00	goods for resale
								6505	28	28.00	consumables
31/07/2024	92896	36153	HERBERT & WARD	HAW001	215.00	0.00	215.00	6500	30	215.00	goods for resale
31/07/2024	92902	36156	HERBERT & WARD	HAW001	39.00	7.80	46.80	6505	28	39.00	consumables
31/07/2024	92903	36157	HERBERT & WARD	HAW001	150.00	30.00	180.00	5500	28	150.00	fixed coffee grinder
30/06/2024	24030	36070	HELIOCENTRIX	HELI001	2,530.88	506.18	3,037.06	6240	31	2,530.88	IT support chg
31/07/2024	24088	36187	HELIOCENTRIX	HELI001	195.00	39.00	234.00	6240	31	195.00	Windows 11 upgrade
31/07/2024	24157	36190	HELIOCENTRIX	HELI001	2,072.29	414.46	2,486.75	6240	31	1,656.98	Jul IT support chgs
								6242	31	415.31	Jul IT support chgs
31/07/2024	24251	36189	HELIOCENTRIX	HELI001	33.00	6.60	39.60	6240	31	33.00	remote access licence
31/07/2024	T3230	36191	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.50	Jul wifi chg

Purchase Ledger for Month No 4

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	Jul wifi chg
								6105	41	141.50	Jul wifi chg
								6105	22	10.00	Jul wifi chg
								6105	21	28.69	Jul wifi chg
								6105	50	32.72	Jul wifi chg
19/07/2024	2006622890	36111	HM LAND REGISTRY	HML001	3.00	0.00	3.00	6630	11	3.00	Portal register view
25/07/2024	2006646438	36128	HM LAND REGISTRY	HML001	3.00	0.00	3.00	6630	11	3.00	Portal Register View
22/07/2024	3052	36097	HOB MECHANICAL SERVI	HOB001	2,167.66	433.53	2,601.19	5410	36	2,167.66	Boiler & air con service
01/07/2024	INV-6699	35935	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	Planning tracker support
30/06/2024	30/06/24	36171	INFORMATION COMMISS	ICO	-5.00	0.00	-5.00	6730	31	-5.00	ICO subscription
24/07/2024	INV-00016999	36114	INLINE	INL001	157.50	31.50	189.00	6922	31	157.50	H&S poster design
24/07/2024	INV002460	36118	JAGER ELECTRICAL CON	JAG001	75.00	15.00	90.00	5410	36	75.00	floodlight fault investigation
10/07/2024	0001284722	36049	JAMES BUCKLAND LTD	JBU001	68.35	0.00	68.35	6500	30	68.35	goods for resale
24/07/2024	0001286256	36092	JAMES BUCKLAND LTD	JBU001	58.00	0.00	58.00	6500	30	58.00	goods for resale
11/06/2024	9804130099	36099	KALC	KALC	50.00	10.00	60.00	6320	11	50.00	Biodiversity training
02/07/2024	1008063	36020	KALL KWIK	KALL001	588.00	10.00	598.00	6325	40	90.00	promo leaflets
								6323	40	315.00	promo leaflets
								6200	40	183.00	BID leaflets
27/06/2024	1008064	36054	KALL KWIK	KALL001	19.00	3.80	22.80	6460	30	19.00	posters
14/06/2024	1008123	36134	KALL KWIK	KALL001	385.00	0.00	385.00	6200	29	385.00	Vine Events brochures x 1000
26/07/2024	1008124	36124	KALL KWIK	KALL001	342.00	2.40	344.40	6630	45	342.00	BID booklets x 1000
26/07/2024	1008132	36186	KALL KWIK	KALL001	25.00	5.00	30.00	6200	31	25.00	RFO, CEM business cards
31/07/2024	1008168	36226	KALL KWIK	KALL001	375.00	38.40	413.40	6461	31	192.00	banners
								6200	50	30.00	leaflets
								6200	31	153.00	leaflets
05/06/2024	900193557	36211	KENT COUNTY COUNCIL	KCC002	552.00	110.40	662.40	6610	31	552.00	Audit fees 14/5-29/5
05/07/2024	14384760	36008	KCC KCS	KCC003	106.75	21.35	128.10	6010	33	101.76	cleaning equip
								6200	31	4.99	stationery
10/07/2024	14387484	36056	KCC KCS	KCC003	77.35	15.47	92.82	6200	31	77.35	stationery

Purchase Ledger for Month No 4

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
10/07/2024	38	36014	KEMSING PEST CONTROL	KEMS002	250.00	0.00	250.00	5120	21	250.00	pest control
08/07/2024	8316576	36051	KFF	KFF001	79.56	4.69	84.25	6500	30	79.56	goods for resale
30/07/2024	8336140	36123	KFF	KFF001	112.83	2.43	115.26	6500	28	112.83	goods for resale
22/07/2024	136221	36105	LANDSCAPE SUPPLY CO	LAND001	131.76	26.35	158.11	5525	22	21.95	maint equip
								5525	21	64.86	maint equip
								6952	21	44.95	helmet
11/06/2024	741881	36106	LISTER WILDER	LIST002	466.38	93.28	559.66	5500	22	466.38	strimmer
10/07/2024	743706	36013	LISTER WILDER	LIST002	-380.00	-76.00	-456.00	5500	22	-380.00	strimmer
28/07/2024	UKSPS00141557	36142	NEXUDUS SL	NEX001	99.60	19.92	119.52	6900	41	99.60	Jul Hub booking fee
22/07/2024	29384393	36121	NISBETS	NIS001	61.69	5.99	67.68	6330	31	31.70	sugar
								6010	33	29.99	cleaning equip
31/07/2024	29444241	36174	NISBETS	NIS001	289.98	57.99	347.97	5500	41	289.98	microwave
28/07/2024	28/JUL24/ANN	36249	ONECARD	ONE002	1,791.40	137.40	1,928.80	6730	31	95.00	Amazon prime subscription
								6500	50	31.44	Goods for resale
								6500	50	20.29	Goods for resale
								6500	30	138.63	Goods for resale
								6500	30	5.08	Goods for resale
								6500	28	83.18	Goods for resale
								6500	28	115.03	Goods for resale
								6500	50	9.87	Goods for resale
								6500	50	17.74	Goods for resale
								6500	30	105.13	Goods for resale
								6500	30	-0.69	Goods for resale
								6500	28	94.31	Goods for resale
								6500	28	53.62	Goods for resale
								6500	28	38.15	Goods for resale
								6500	28	118.03	Goods for resale
								6500	50	23.14	Goods for resale
								6500	50	23.17	Goods for resale

Purchase Ledger for Month No 4

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	30	94.67	Goods for resale
								6500	28	79.18	Goods for resale
								6500	28	19.25	Goods for resale
								6500	50	37.77	Goods for resale
								6500	50	10.29	Goods for resale
								6500	30	95.45	Goods for resale
								6500	30	2.25	Goods for resale
								6500	28	108.80	Goods for resale
								6500	28	14.54	Goods for resale
								6500	28	100.16	Goods for resale
								6500	28	2.50	Goods for resale
								6240	11	10.95	Acrobat Standard Licence
								6240	31	10.83	Software design subs
								6240	50	16.64	Adobe Illustrator - HITB
								6900	31	21.10	batteries
								6900	50	2.29	batteries
								6104	21	8.34	O/S manager mobile
								6104	33	8.34	Caretaker mob
								6104	21	8.34	Town Warden mobile
								6104	36	8.34	KW mob
								6635	36	23.00	Variation of DPS
								6010	50	15.24	cleaning equip
								6010	50	3.33	cleaning equip
								6010	50	8.33	cleaning equip
								6010	28	6.21	cleaning equip
								6200	28	10.40	card machine till rolls
								6200	30	10.39	card machine till rolls
								6200	50	0.92	stationery
								6443	42	30.00	Festival of Remembrance

Purchase Ledger for Month No 4

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	31	8.34	Town Clerk ipad
								6101	22	5.00	AC mobile
								6101	31	8.34	Town Clerk ipad
								6241	50	12.00	website maintenance
								5500	31	18.75	clip frames x 5
28/07/2024	28/JUL24/GEO	36248	ONECARD	ONE002	3,256.15	621.96	3,878.11	6710	31	65.00	Youth Engagement I.CW
								6320	31	360.00	PAT courses
								5500	50	265.83	undercounter freezer
								6240	50	2,347.47	3 gaming PCs
								6240	11	20.22	Adobe subs
								6240	31	126.15	Adobe subs
								6240	31	13.98	SDXC card reader x 2
								6104	33	57.50	office moble
28/06/2024	28/JUNE24/ANN	36058	ONECARD	ONE002	30.59	0.00	30.59	6500	28	30.59	Goods for resale
19/07/2024	13904	36101	PARKERS	PARK001	115.68	0.00	115.68	5330	21	115.68	grass seed
22/07/2024	22/7/24	36069	PENINSULA BIG BAND	PEN001	325.00	0.00	325.00	6868	29	325.00	Peninsula Big Band show
01/07/2024	217872	35998	PREMIER ALARMS	PREM001	422.02	84.40	506.42	6930	22	422.02	Alarm system annual renewal
19/07/2024	218087	36074	PREMIER ALARMS	PREM001	4,024.00	804.80	4,828.80	6931	36	4,024.00	CCTV system
19/07/2024	218087REV	36122	PREMIER ALARMS	PREM001	-1,898.00	0.00	-1,898.00	6931	36	-1,898.00	CCTV installation
24/07/2024	236688	36100	PROVENDER	PRO002	113.50	22.70	136.20	6802	22	25.00	plants
								5340	21	57.25	plants
								5340	36	31.25	plants
02/11/2023	C311941	36057	Q CATERING	QCA001	-37.36	0.00	-37.36	6500	30	-37.36	goods for resale
05/07/2024	I343861	36047	Q CATERING	QCA001	158.94	0.00	158.94	6500	28	158.94	goods for resale
05/07/2024	I343866	36046	Q CATERING	QCA001	113.83	0.00	113.83	6500	30	113.83	goods for resale
12/07/2024	I345001	36048	Q CATERING	QCA001	116.81	0.00	116.81	6500	30	116.81	goods for resale
25/07/2024	I346467	36091	Q CATERING	QCA001	154.33	2.28	156.61	6500	30	154.33	goods for resale
21/07/2024	83454	36079	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	monthly till maint support
28/07/2024	83666	36141	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	monthly till support maint

Purchase Ledger for Month No 4

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
12/07/2024	31940	36087	RIALTAS	RIAL001	382.50	76.50	459.00	6320	31	115.00	software training
								6300	23	267.50	Data entry
26/07/2024	SEVENOAKSTC26	36127	RYANSWAY HR CONSULTARY	RYA002	730.60	140.00	870.60	6320	31	730.60	How Do I Manage training
01/07/2024	1512269263	36032	SCREWFIX	SCREW001	39.99	0.00	39.99	6952	21	39.99	boots
15/07/2024	1516961234	36081	SCREWFIX	SCREW001	13.32	2.66	15.98	5500	21	13.32	bungee cords
01/07/2024	2090877	35928	SDC	SDC001	135.77	0.00	135.77	5421	60	39.80	Market rent Apr-Jun
								5420	60	95.97	Market rent Apr-Jun
01/07/2024	2090896	35959	SDC	SDC001	691.60	138.32	829.92	6934	21	691.60	dog bin emptying Apr-Jun
03/07/2024	2090922	35999	SDC	SDC001	1,744.77	0.00	1,744.77	5421	60	595.70	July market rent
								5420	60	1,149.07	July market rent
05/07/2024	2090948	36007	SDC	SDC001	76.00	0.00	76.00	6889	31	76.00	waste sacks
12/07/2024	2090978	36073	SDC	SDC001	1,235.00	247.00	1,482.00	6865	26	360.00	Brochures
								6869	32	875.00	Brochures
15/07/2024	2091056	36063	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 17/6-14/7
15/07/2024	2091145	36061	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 25/3-21/4
15/07/2024	2091146	36064	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 17/6-14/7
15/07/2024	2091147	36065	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 17/6-14/7
15/07/2024	2091154	36060	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 17/6-14/7
15/07/2024	2091155	36059	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	bin collection 17/6-14/7
15/07/2024	2091319	36075	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 22/4-19/5
15/07/2024	2091326	36062	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 20/5-16/6
29/07/2024	2091619	36135	SDC	SDC001	40.00	0.00	40.00	6889	31	40.00	waste sacks
22/07/2024	9303779076	36181	SETON	SET001	106.94	21.39	128.33	5500	21	106.94	utility barrier
30/07/2024	579001297	36125	SEVENOAKS FLORIST	SEV009	97.92	19.58	117.50	6415	31	97.92	get well flowers for L.L
11/07/2024	B30	36053	SEVENOAKS ART SHOP	SEV015	72.00	0.00	72.00	5410	33	72.00	picture frame repair
26/06/2024	245577	36019	SEVENOAKS GARDEN CEN	SEV062	59.00	11.80	70.80	6802	22	59.00	plants
25/07/2024	BK216881-1	36116	SLCC	SLCC001	640.00	78.00	718.00	6710	31	640.00	RFO conference fee
25/07/2024	BK216882-1	36115	SLCC	SLCC001	485.00	72.00	557.00	6710	31	485.00	Town Clerk conference fee
29/07/2024	BK216901-1	36140	SLCC	SLCC001	35.00	7.00	42.00	6320	31	35.00	Climate Action training - I.W

Purchase Ledger for Month No 4

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
29/07/2024	BK216902-1	36138	SLCC	SLCC001	120.00	24.00	144.00	6320	31	120.00	Carbon Literacy qualification
29/07/2024	BK216903-1	36175	SLCC	SLCC001	35.00	7.00	42.00	6320	31	35.00	Community Engagement course
29/07/2024	BK216904-1	36139	SLCC	SLCC001	70.00	14.00	84.00	6320	31	70.00	Meeting Agenda training - A.R
29/07/2024	BK216905-1	36137	SLCC	SLCC001	35.00	7.00	42.00	6320	31	35.00	Allotment management training
31/07/2024	0000586368	36182	TATE FENCING	TATE001	149.63	29.93	179.56	5310	21	149.63	maint equip
18/07/2024	INV-000063	36163	JS TAYLOR	TAYL001	180.00	0.00	180.00	5410	33	180.00	supply & fit light in chamber
30/07/2024	30/7/24	36136	TOWN CRIER	TOW001	40.40	0.00	40.40	6900	31	40.40	Town Crier Summer Fest appear
30/06/2024	INV-5785	36033	TREE ABILITY	TREE001	677.00	135.40	812.40	5410	23	677.00	Tree work
31/07/2024	INV-5845	36179	TREE ABILITY	TREE001	1,120.00	224.00	1,344.00	5070	21	1,120.00	Tree work
10/07/2024	2073	36055	VACANT EVENT HIRE	VAC002	75.00	15.00	90.00	6869	32	75.00	portaloo hire
25/07/2024	SV25-436214	36158	WELHAM JONES	WEL002	155.00	0.00	155.00	5410	22	155.00	Headstone removal
03/07/2024	3/7/24	35960	WEST KENT HOUSING	WES006	3,750.00	0.00	3,750.00	7553	38	3,750.00	West Kent Housing Ass grant
30/06/2024	157203	36021	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	June clean & lock up chg
								5026	21	280.43	June clean & lock up chg
								5020	29	841.28	June clean & lock up chg
30/06/2024	157204	36023	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	June hygiene unit clean
								5020	29	12.95	June hygiene unit clean
30/06/2024	157205	36022	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5026	21	737.00	June clean & lock up chg
31/07/2024	157737	36184	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	5020	29	841.30	Jul clean & lock up chg
								5026	21	280.42	Jul clean & lock up chg
								6013	30	280.42	Jul clean & lock up chg
31/07/2024	157738	36183	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	Jul hygiene unit clean
								5020	29	12.95	Jul hygiene unit clean
31/07/2024	157739	36185	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Jul clean & lock up chg
29/07/2024	3275	36227	WILLIAMS RENEWABLES	WIL003	550.77	110.15	660.92	5410	36	550.77	Solar panel maint
30/06/2024	313389404	36130	WORLDPAY	WOR001	98.79	11.72	110.51	6976	30	98.79	June card trans chg
30/06/2024	313413736	36131	WORLDPAY	WOR001	183.09	19.52	202.61	6976	28	183.09	June card trans chg
30/06/2024	313449100	36133	WORLDPAY	WOR001	65.64	10.76	76.40	6976	31	65.64	June card trans chg
30/06/2024	313584473	36132	WORLDPAY	WOR001	50.53	0.05	50.58	6976	31	50.53	June card trans chg

Purchase Ledger for Month No 4				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
01/07/2024	WM12387532	35997	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	June card trans chg
01/07/2024	01793441	36002	YU ENERGY	YUE001	41.83	2.09	43.92	6862	26	41.83	June electric chg
01/07/2024	01793443	36001	YU ENERGY	YUE001	443.21	22.16	465.37	6862	26	443.21	June electric chg
				TOTAL INVOICES	<u>73,721.24</u>	<u>11,577.13</u>	<u>85,298.37</u>			<u>73,721.24</u>	

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	Sevenoaks District Council	DD02/JUL24	848.00		July Business rates chg
01/07/2024	Sevenoaks District Council	DD03/JUL24	2,839.00		July Business rates chg
01/07/2024	Sevenoaks District Council	DD04/JUL24	530.00		July Business rates chg
01/07/2024	Sevenoaks District Council	DD05/JUL24	74.00		July Business rates chg
01/07/2024	Sevenoaks District Council	DD06/JUL24	165.00		July Business rates chg
01/07/2024	Sevenoaks District Council	DD07/JUL24	54.00		July Business rates chg
01/07/2024	South East Water - now Water C	DD08	359.66		water chg 9/11/23-17/5/24
01/07/2024	Payroll A/c	DD1/7	4,988.86		June L&G Tfr
01/07/2024	YU ENERGY	credit	-5,427.40		Purchase Ledger DDR Payment
01/07/2024	YU ENERGY	credit2	-733.66		Purchase Ledger DDR Payment
02/07/2024	BP Fuel	DD09	204.58		fuel
03/07/2024	British Gas - Community Centre	DD10	101.70		gas chg 12/5-11/6
03/07/2024	Nexodus S.L	DD11	119.57		Jul Hub booking chg
04/07/2024	BACS P/L Pymnt Page 6691	BACS Pymnt	51,015.64		BACS P/L Pymnt Page 6691
05/07/2024	NATWEST ONE CARD	DD12	4,923.05		Goods for resale
08/07/2024	Reach PLC	DD01/JUL24	12.78		Sevenoaks chronicle subs
08/07/2024	YU ENERGY	DD13	43.92		June electric chg
08/07/2024	BP Fuel	DD14	71.23		fuel
09/07/2024	British Gas - Offices	DD15	95.01		gas chg 15/5-14/6
10/07/2024	Petty Cash	001980	344.50		petty cash top up
11/07/2024	BACS P/L Pymnt Page 6699	BACS Pymnt	19,688.70		BACS P/L Pymnt Page 6699
12/07/2024	American Express Payment Servi	DD16	0.33		credit card chg
15/07/2024	NatWest Bankline	bln	87.25		bank chgs
15/07/2024	Public Works Loan Board	DD17/JUL24	35,800.76		PWLB repayment
16/07/2024	BP Fuel	DD18	156.18		fuel
17/07/2024	BACS P/L Pymnt Page 6704	BACS Pymnt	13,261.45		BACS P/L Pymnt Page 6704
17/07/2024	Connectaphone	DD19	672.94		June telephone chg
17/07/2024	British Gas - B&B St	DD20	166.98		gas chg 22/5-21/6
17/07/2024	BACS P/L Pymnt Page 6731	BACS Pymnt	662.40		BACS P/L Pymnt Page 6731
18/07/2024	WorldPay	DD21	11.94		June card trans chg
19/07/2024	WorldPay	DD22	110.51		June card trans chg
19/07/2024	WorldPay	DD23	202.61		June card trans chg
19/07/2024	WorldPay	DD24	76.40		June card trans chg
19/07/2024	WorldPay	DD25	50.58		June card trans chg
22/07/2024	Reposs Ltd	DD27	27.82		monthly till maint support
22/07/2024	EDF ENERGY - B&B Station	DD28	1,124.24		June electric chg
22/07/2024	Reposs Ltd	DD26	38.11		monthly till support maint
23/07/2024	EDF Energy - Bat and Ball Cent	DD29	1,132.44		June electric chg
23/07/2024	BP Fuel	DD30	47.28		fuel
23/07/2024	HM Land Registry	DD31	3.00		Portal register view
25/07/2024	BACS P/L Pymnt Page 6708	BACS Pymnt	14,240.92		BACS P/L Pymnt Page 6708
25/07/2024	EDF Energy - Business Hub	DD32	516.82		June electric chg
25/07/2024	EDF Energy - High Street Marke	DD33	31.80		June electric chg
25/07/2024	Payroll A/c	TFR25/7	100,000.00		July Monthly salaries Tfr
25/07/2024	Warners Law LLP	LONGSPRING	186,361.26		Longspring Woods payment
26/07/2024	Payroll A/c	BACS26/7	33,005.78		June HMRC/KCC Tfr
29/07/2024	BACS P/L Pymnt Page 6714	BACS Pymnt	-1,898.00		BACS P/L Pymnt Page 6714

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/07/2024	EDF ENERGY - Cemetery	DD35	133.75		June electric chg
29/07/2024	Country Style Recycling	DD36	94.97		June glass collection chg
29/07/2024	Everflow Water	DD34	920.04		water chg 19/8-18/9
30/07/2024	BP Fuel	DD37	144.47		fuel
30/07/2024	HM Land Registry	DD38	3.00		Portal Register View
31/07/2024	EDF Energy - St John's Hill	DD39	930.83		electric chg 4/4-2/7
31/07/2024	EDF Energy - Vine Cafe	DD40	1,633.04		electric chg 1/4-2/7
31/07/2024	Payroll A/c	DD31/7	5,005.63		July L&G Tfr
Total Payments			<u>475,075.67</u>		

Receipts for Month 4				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Balance Brought Fwd :	1,000.00					1,000.00
	Banked: 01/07/2024	4,988.86					
DD1/7	Nat West - Current Account	4,988.86			201		4,988.86 June L&G Tfr
	Banked: 25/07/2024	100,000.00					
TFR25/7	Nat West - Current Account	100,000.00			201		100,000.00 July Monthly salaries Tfr
	Banked: 26/07/2024	33,005.78					
BACS26/7	Nat West - Current Account	33,005.78			201		33,005.78 June HMRC/KCC Tfr
	Banked: 31/07/2024	5,005.63					
DD31/7	Nat West - Current Account	5,005.63			201		5,005.63 July L&G Tfr
Total Receipts for Month		143,000.27	0.00	0.00			143,000.27
Cashbook Totals		144,000.27	0.00	0.00			144,000.27

Payments for Month 4				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>
01/07/2024	Legal & General	DD1/7	4,988.86			516		4,988.86	June L&G Payment
25/07/2024	Nat West - Current Account	TFR25/7	36,722.25			201		36,722.25	Return of Tfr funds
25/07/2024	Employees	BACS25/7	63,117.75			520		63,117.75	July Salaries Payment
25/07/2024	Councillors	BACS25/7-	160.00			520		160.00	July Mayor's Allowance Payment
26/07/2024	HMRC/KCC	BACS26/7	33,005.78			515		20,686.09	July HMRC Payment
						516	0	12,319.69	July KCC Payment
31/07/2024	Legal & General	DD31/7	5,005.63			516		5,005.63	July L&G Tfr
Total Payments for Month			143,000.27	0.00	0.00			143,000.27	
Balance Carried Fwd			1,000.00						
Cashbook Totals			144,000.27	0.00	0.00			144,000.27	

Receipts for Month 4				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 :		772.52					772.52
Banked: 10/07/2024		344.50					
001980	Nat West - Current Account	344.50			201		344.50 petty cash top up
Total Receipts for Month		344.50	0.00	0.00			344.50
Cashbook Totals		<u>1,117.02</u>	<u>0.00</u>	<u>0.00</u>			<u>1,117.02</u>

Payments for Month 4

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>
01/07/2024	Youth Cafe	1120/B	20.00		3.34	5410	50	16.66	plants
01/07/2024	Youth Cafe	1120/C	6.00			4012	50	6.00	parking
01/07/2024	Youth Cafe	1120/D	14.98		2.50	6900	50	12.48	clay, vinyl record
04/07/2024	Open Spaces	1121	12.00		2.00	5310	21	10.00	mortar
04/07/2024	Vine Cafe	1122/A	96.10			6500	28	96.10	Goods for resale
04/07/2024	Vine Cafe	1122/B	1.16		0.19	6500	28	0.97	Goods for resale
04/07/2024	Vine Cafe	1122/C	2.79		0.47	6200	28	2.32	stationery
07/07/2024	Youth Cafe	1120/A	3.99		0.67	6200	50	3.32	stationery
12/07/2024	Bat and Ball Cafe	1124	70.05			6500	30	70.05	goods for resale
17/07/2024	Council Offices	1125	9.20			6330	31	9.20	refreshments
23/07/2024	Open Spaces	1126/A	6.20			6330	21	6.20	refreshments
23/07/2024	Open Spaces	1126/B	2.50			5500	21	2.50	bungees
23/07/2024	Open Spaces	1126/C	11.00		1.83	5310	21	9.17	maint equip
23/07/2024	Establishments	1127	13.70			4012	31	13.70	Green Flag awards travel
23/07/2024	Establishments	1128	13.70			4012	31	13.70	Green Flag awards travel
25/07/2024	Bat and Ball Centre	1129/A	2.90			6330	36	2.90	milk
25/07/2024	Bat and Ball Centre	1129/B	21.99			6013	36	21.99	cleaning equip
25/07/2024	Bat and Ball Centre	1129/C	11.97		1.99	6013	36	9.98	cleaning equip
26/07/2024	Vine Cafe	1130/A	90.27			6500	28	90.27	goods for resale
26/07/2024	Vine Cafe	1130/B	3.00		0.50	6500	28	2.50	goods for resale
26/07/2024	Vine Cafe	1130/C	1.50		0.25	6200	28	1.25	stationery
26/07/2024	Vine Cafe	1130/D	9.99			6200	28	9.99	labels
26/07/2024	Vine Cafe	1130/E	3.75		0.63	6505	28	3.12	consumables

Total Payments for Month

428.74

0.00

14.37

414.37

Balance Carried Fwd

688.28

Cashbook Totals

1,117.02

0.00

14.37

1,102.65

Finance & Delivery Committee – 2nd September 2024



Information Security Policy

1 Introduction

1.1 This policy has been adopted by the Town Council ("Council") in order to:

- Prevent inappropriate use of computer equipment (such as extended personal use or for accessing and circulating pornographic, racist, sexist or defamatory material).
- Protect confidential, personal or commercially sensitive data.
- Prevent the introduction of viruses.
- Prevent the use of unlicensed software.
- Ensure the Council property is properly looked after.
- Monitor the use of computer facilities to ensure compliance with internal policies and rules and to detect abuse.

1.2 The consequences of misuse can be severe. Examples of potential damage include, but are not limited to, malware infections, legal and financial penalties for data leakage and lost productivity from network downtime.

1.3 The Council provides Councillors and employees with access to various computing and telephone communication methods ("facilities") to allow them to undertake the responsibilities of their position and to improve internal and external communication.

2 Scope

2.1 This policy sets out the Council's position on the use of the facilities and it includes:

- Employees and councillors' responsibilities and potential liability when using the facilities.
- The monitoring policies adopted by the Council; and guidance on how to use the facilities.

Finance & Delivery Committee – 2nd September 2024

2.2 This policy has been created to:

- Ensure compliance with all applicable laws relating to data protection, information security and compliance monitoring.
- Protect the Council from the risk of financial loss, loss of reputation or libel; and
- Ensure that the facilities are not used so as to cause harm or damage to any person or organisation.

3 Breach of Policy

3.1 In respect of employees, breach of this policy will be regarded as a disciplinary offence and will be dealt with under the Council's disciplinary process.

3.2 Anyone who considers that there has been a breach of this policy in relation to personal information about them held by the Council should raise the matter via the Council's formal grievance procedure.

4 Email (Internal or External Use)

4.1 All Councillors and relevant employees will be issued with a Council email account which must always be used when transacting on behalf of the Town Council. Such account will only be used for Council correspondence.

4.2 Email should be treated as any other documentation. If you would normally retain a certain document in hard copy, you should retain the email.

4.3 As with any other records, email may be subject to discovery in litigation. Like all communications, you should not say anything that might appear inappropriate or that might be misinterpreted by a reader.

4.4 Viewing, displaying, storing (including data held in RAM or cache) or disseminating materials (including text and images) that could be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment and such use of an email is strictly prohibited.

4.5 Take care that emails will be seen only by the person intended. Particular care should be taken when sending confidential information that the email has been correctly addressed, marked 'private' and not copied in to those not authorised to see the information. Sending confidential information via email

Finance & Delivery Committee – 2nd September 2024

without proper authorisation or without taking sufficient care to ensure that it is properly protected will be treated as misconduct.

- 4.6 While a reasonable amount of personal use of email is perfectly acceptable, your email remains the property of the Council and you should not use your Council email to send or receive any information that you regard as private. The Council may, in the course of its operation, read emails that you have sent or received - although in the absence of evidence of wrongdoing the Council will try to avoid reading personal emails if possible.
- 4.7 Councillors and employees will be required to surrender their email account and all of its contents to the Town Clerk when they leave the Council. The Clerk on leaving the Council needs to the same, but the Leader of the Town Council.

5 Laptop computers, PC's, tablets and mobile phones

- 5.1 Laptop computers, PC's, tablets and mobile phones belonging to the Council along with related equipment and software are subject to all the Council's policies and guidelines governing non-portable computers and software.

5.2 When using such equipment:-

- You are responsible for all equipment and software until you return it. It must be kept secure at all times.
- The Town Clerk and the individual employees or Councillor are the only persons authorised to use the equipment and software issues to that employee or Councillor.
- If you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention, initially through the Town Clerk, or in their absence the Deputy Clerk.
- Upon the request of the Council at any time, for any reason, you will immediately return any equipment and all software to the Council.
- Software piracy could expose both the Council and the user to allegations of intellectual property infringement. The Council is committed to following the terms of all software licenses to which the Council is a contracting party. This means, that:
 - Software must not be installed onto any of the Council's computers unless this has been approved in advance by our IT Contractors or the

Finance & Delivery Committee – 2nd September 2024

Council. They will be responsible for establishing that the appropriate licence has been obtained, that the software is virus free and compatible with the computer facilities.

- Software should not be removed from any computer, nor should it be copied or loaded on to any computer without prior consent.

6 Internet

- 6.1 Internet connection is for business purposes only. The only exception is for personal use during normal working hours in the Officer's own time.
- 6.2 Employees with access to the internet on Council-owned devices should use that access responsibly. Excessive personal use during working hours will be treated as misconduct. From time to time the Council may block access to sites which it considers inappropriate but whether or not a specific site has been blocked, employees must not use the internet to view or download offensive or sexually explicit material. Any attempt to do so may, depending on the circumstances, amount to gross misconduct leading to dismissal.
- 6.3 The downloading of files, shareware or freeware to the Town Council's processors is authorised for business use only and is considered a high risk activity. Any applicable licence conditions must be complied with. The downloading of games, screensavers and other "fun" software is not considered to be legitimate business activity. These are more likely to contain viruses and programming errors which can severely compromise the Town Council's systems.
- 6.4 Firewalls and anti-virus software may be used to protect the Council's systems. These must not be disabled or switched off without the express authorisation of the Town Clerk.

7 Social Media

- 7.1 The Council may use social media to communicate messages to residents and will only be used:
 - By the Town Clerk and persons authorised by the Town Clerk.
 - To transmit factual information and news, not personal opinion.
 - To respond to comments and requests submitted via the account.

Finance & Delivery Committee – 2nd September 2024

- 7.2 Employees and Councillors using their own social media accounts must ensure that any comment made is clearly identified as their own and not representative of the Council.
- 7.3 An employee's behaviour on any social networking or other internet site must be consistent with the behaviour required of employees generally. Where it is possible for users of a social media site to ascertain who you work for, then you should take particular care not to behave in a way which reflects badly on the Council. Inappropriate or disparaging comments about the Council, colleagues or the town will be treated as misconduct. Because social media interactions can be copied and widely disseminated in a way that you may not be able to control, the Council will take a particularly serious view of any misconduct that occurs through the use of social media.

8 General Guidance

- 8.1 Observation of this policy is mandatory and forms part of the terms and conditions of employment of employees and the terms of access to the Council's systems and offices. Misuse of the Facilities will be treated as gross misconduct and may lead to dismissal.
- 8.2 You must ensure that portable computers and any other easily stolen equipment is securely locked away when not in use.
- 8.3 If you leave your terminal or PC unattended for up to 10 minutes, a password-protected time out or screen saver must be operating.
- 8.4 Monitoring of email usage takes place without notice. You should have no expectation of privacy in respect of personal and business use of email and the internet whilst at work.
- 8.5 Unauthorised access to any of the Council's systems will amount to gross misconduct.

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Information Security Policy (Card Readers)

(Council Name)

(Date)

Contents

Introduction	3
Information Security Policy	3
1. Network Security.....	4
2. Acceptable Use Policy	4
3. Protect Stored Data	4
4. Information Classification	5
5. Access to the Sensitive Cardholder Data	5
6. Physical Security.....	6
7. Protect Data in Transit	6
8. Disposal of Stored Data.....	7
9. Security Awareness and Procedures.....	7
10. Credit Card (PCI) Security Incident Response Plan	8
11. Transfer of Sensitive Information Policy.....	11
12. User Access Management.....	12
13. Access Control Policy	12
Appendix A – Agreement to Comply Form – Agreement to Comply With Information Security Policies.....	14
Appendix B – List of Devices	Error! Bookmark not defined.

Introduction

This Policy document encompasses all aspects of security surrounding confidential Council information and must be distributed to all Council employees. All Council employees must read this document in its entirety and sign the form confirming they have read and fully understand this policy. This document will be reviewed and updated by Management on an annual basis or when relevant to include newly developed security standards into the policy and re-distributed to all employees and contractors where applicable.

Information Security Policy

The Council handles sensitive cardholder information daily. Sensitive Information must have adequate safeguards in place to protect the cardholder data, cardholder privacy, and to ensure compliance with various regulations, along with guarding the future of the organisation.

The Council commits to respecting the privacy of all its customers and to protecting any customer data from outside parties. To this end management are committed to maintaining a secure environment in which to process cardholder information so that we can meet these promises.

Employees handling sensitive cardholder data should ensure:

- Handle Council and cardholder information in a manner that fits with their sensitivity and classification;
- Limit personal use of the Council information and telecommunication systems and ensure it doesn't interfere with your job performance;
- The Council reserves the right to monitor, access, review, audit, copy, store, or delete any electronic communications, equipment, systems and network traffic for any purpose;
- Do not use e-mail, internet and other Council resources to engage in any action that is offensive, threatening, discriminatory, defamatory, slanderous, pornographic, obscene, harassing or illegal;
- Do not disclose personnel information unless authorised;
- Protect sensitive cardholder information;
- Keep passwords and accounts secure;
- Request approval from management prior to establishing any new software or hardware, third party connections, etc.;
- Do not install unauthorised software or hardware, including modems and wireless access unless you have explicit management approval;
- Always leave desks clear of sensitive cardholder data and lock computer screens when unattended;
- Information security incidents must be reported, without delay, to the individual responsible for incident response locally or Heliocentrix..

We each have a responsibility for ensuring our Council's systems and data are protected from unauthorised access and improper use. If you are unclear about any of the policies detailed herein you should seek advice and guidance from your line manager.

1. Network Security

A high-level network diagram of the network is maintained and reviewed on a yearly basis. The network diagram provides a high level overview of the cardholder data environment (CDE), which at a minimum shows the connections in and out of the CDE. Critical system components within the CDE, such as POS devices, databases, web servers, etc., and any other necessary payment components, as applicable should also be illustrated.

In addition, ASV should be performed and completed by a PCI SSC Approved Scanning Vendor, where applicable. Evidence of these scans should be maintained for a period of 18 months.

2. Acceptable Use Policy

Management's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Sevenoaks Town Council's established culture of openness, trust and integrity. Management is committed to protecting the employees, partners and the Town Council from illegal or damaging actions, either knowingly or unknowingly by individuals. Council The Town Council will maintain an approved list of technologies and devices and personnel with access to such devices as detailed in the asset register.

- Employees are responsible for exercising good judgment regarding the reasonableness of personal use.
- Employees should take all necessary steps to prevent unauthorized access to confidential data which includes card holder data.
- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
- All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature.
- All POS and PIN entry devices should be appropriately protected and secured so they cannot be tampered or altered.
- The List of Devices in the asset register will be regularly updated when devices are modified, added or decommissioned. A stocktake of devices will be regularly performed and devices inspected to identify any potential tampering or substitution of devices.
- Users should be trained in the ability to identify any suspicious behaviour where any tampering or substitution may be performed. Any suspicious behaviour will be reported accordingly.
- Information contained on portable computers is especially vulnerable, special care should be exercised.
- Postings by employees from a Council email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Sevenoaks Town Council, unless posting is in the course of business duties.
- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

3. Protect Stored Data

- All sensitive cardholder data stored and handled by Sevenoaks Town Council and its employees must be securely protected against unauthorised use at all times. Any sensitive card data that is

Finance & Delivery Committee – 2nd September 2024

no longer required Council for business reasons must be discarded in a secure and irrecoverable manner.

- If there is no specific need to see the full PAN (Permanent Account Number), it has to be masked when displayed.
- PAN'S which are not protected as stated above should not be sent to the outside network via end user messaging technologies like chats, ICQ messenger etc.,

It is strictly prohibited to store:

1. **The contents of the payment card magnetic stripe (track data) on any media whatsoever.**
2. **The CVV/CVC (the 3 or 4 digit number on the signature panel on the reverse of the payment card) on any media whatsoever.**
3. **The PIN or the encrypted PIN Block under any circumstance.**

4. Information Classification

Data and media containing data must always be labelled to indicate sensitivity level.

- **Confidential data** might include information assets for which there are legal requirements for preventing disclosure or financial penalties for disclosure, or data that would cause severe damage to Sevenoaks Town Council if disclosed or modified. **Confidential data includes cardholder data.**
- **Internal Use data** might include information that the data owner feels should be protected to prevent unauthorized disclosure.
- **Public data** is information that may be freely disseminated.

5. Access to the Sensitive Cardholder Data

All Access to sensitive cardholder should be controlled and authorised. Any job functions that require access to cardholder data should be clearly defined.

- Any display of the card holder should be restricted at a minimum to the first 6 and the last 4 digits of the cardholder data.
- Access to sensitive cardholder information such as PAN's, personal information and business data is restricted to employees that have a legitimate need to view such information.
- No other employees should have access to this confidential data unless they have a genuine business need.
- If cardholder data is shared with a Service Provider (3rd party) then a list of such Service Providers will be maintained as detailed in Appendix C.
- Sevenoaks Town Council will ensure a written agreement that includes an acknowledgement is in place that the Service Provider will be responsible for the for the cardholder data that the Service Provider possess.
- Sevenoaks Town Council will ensure that a there is an established process, including proper due diligence is in place, before engaging with a Service provider.
- Sevenoaks Town Council will have a process in place to monitor the PCI DSS compliance status of the Service provider.

6. Physical Security

Access to sensitive information in both hard and soft media format must be physically restricted to prevent unauthorised individuals from obtaining sensitive data.

- Media is defined as any printed or handwritten paper, received faxes, floppy disks, back-up tapes, computer hard drive, etc.
- Media containing sensitive cardholder information must be handled and distributed in a secure manner by trusted individuals.
- Visitors must always be escorted by a trusted employee when in areas that hold sensitive cardholder information.
- Procedures must be in place to help all personnel easily distinguish between employees and visitors, especially in areas where cardholder data is accessible. “Employee” refers to full-time and part-time employees, temporary employees and personnel, and consultants who are “resident” on Council sites. A “visitor” is defined as a vendor, guest of an employee, service personnel, or anyone who needs to physically enter the premises for a short duration, usually not more than one day.
- A list of devices that accept payment card data should be maintained.
- The list should include make, model and location of the device.
- The list should have the serial number or a unique identifier of the device
- The list should be updated when devices are added, removed or relocated
- POS devices surfaces are periodically inspected to detect tampering or substitution.
- Personnel using the devices should be trained and aware of handling the POS devices
- Personnel using the devices should verify the identity of any third party personnel claiming to repair or run maintenance tasks on the devices, install new devices or replace devices.
- Personnel using the devices should be trained to report suspicious behaviour and indications of tampering of the devices to the appropriate personnel. A “visitor” is defined as a vendor, guest of an employee, service personnel, or anyone who needs to enter the premises for a short duration, usually not more than one day.
- Strict control is maintained over the external or internal distribution of any media containing card holder data and has to be approved by management
- Strict control is maintained over the storage and accessibility of media
- All computer that store sensitive cardholder data must have a password protected screensaver enabled to prevent unauthorised use.

7. Protect Data in Transit

All sensitive cardholder data must be protected securely if it is to be transported physically or electronically.

- Card holder data (PAN, track data, etc.) must never be sent over the internet via email, instant chat or any other end user technologies.
- If there is a business justification to send cardholder data via email or by any other mode then it should be done after authorization and by using a strong encryption mechanism (i.e. – AES encryption, PGP encryption, IPSEC, etc.).
- The transportation of media containing sensitive cardholder data to another location must be authorised by management, logged and inventoried before leaving the premises. Only secure

courier services may be used for the transportation of such media. The status of the shipment should be monitored until it has been delivered to its new location.

8. Disposal of Stored Data

- All data must be securely disposed of when no longer required by Sevenoaks Town Council, regardless of the media or application type on which it is stored.
- An automatic process must exist to permanently delete on-line data, when no longer required.
- All hard copies of cardholder data must be manually destroyed when no longer required for valid and justified business reasons. A quarterly process must be in place to confirm that all non-electronic cardholder data has been appropriately disposed of in a timely manner.
- Sevenoaks Town Council will have procedures for the destruction of hardcopy (paper) materials. These will require that all hardcopy materials are crosscut shredded, incinerated or pulped so they cannot be reconstructed.
- Sevenoaks Town Council will have documented procedures for the destruction of electronic media. These will require:
 - All cardholder data on electronic media must be rendered unrecoverable when deleted e.g. through degaussing or electronically wiped using military grade secure deletion processes or the physical destruction of the media;
 - If secure wipe programs are used, the process must define the industry accepted standards followed for secure deletion.
- All cardholder information awaiting destruction must be held in lockable storage containers clearly marked "To Be Shredded" - access to these containers must be restricted.

9. Security Awareness and Procedures

The policies and procedures outlined below must be incorporated into Council practice to maintain a high level of security awareness. The protection of sensitive data demands regular training of all employees and contractors.

- Review handling procedures for sensitive information and hold periodic security awareness meetings to incorporate these procedures into day to day Council practice.
- Distribute this security policy document to all Council employees to read. It is required that all employees confirm that they understand the content of this security policy document by signing an acknowledgement form (see Appendix A).
- All employees that handle sensitive information will undergo background checks (such as criminal and credit record checks, within the limits of the local law) before they commence their employment with the Council.
- All third parties with access to credit card account numbers are contractually obligated to comply with card association security standards (PCI/DSS).
- Council security policies must be reviewed annually and updated as needed.

10. Credit Card (PCI) Security Incident Response Plan

- Sevenoaks Town Council PCI Security Incident Response Team (PCI Response Team) is Helio Centrix . The Council PCI security incident response plan is as follows:
 1. Each department must report an incident Helio Centrix.
 2. That member of the team receiving the report will advise the Town Clerk of the incident.
 3. The PCI Response Team will investigate the incident and assist the potentially compromised department in limiting the exposure of cardholder data and in mitigating the risks associated with the incident.
 4. The PCI Response Team will resolve the problem to the satisfaction of all parties involved, including reporting the incident and findings to the appropriate parties (credit card associations, credit card processors, etc.) as necessary.
 5. The PCI Response Team will determine if policies and processes need to be updated to avoid a similar incident in the future, and whether additional safeguards are required in the environment where the incident occurred, or for the institution.

Council

Information Security PCI Incident Response Procedures:

- A department that reasonably believes it may have an account breach, or a breach of cardholder information or of systems related to the PCI environment in general, must inform Helio Centrix. After being notified of a compromise, the PCI Response Team, along with other designated staff, will implement the PCI Incident Response Plan to assist and augment departments' response plans.

Incident Response Notification

Escalation Members (or equivalent in your Council):

Escalation – First Level:
Town Clerk

Council

External Contacts
Merchant Provider Card

In response to a systems compromise, the PCI Response Team and designees will:

1. Ensure compromised system/s is isolated on/from the network.
2. Gather, review and analyze the logs and related information from various central and local safeguards and security controls
3. Conduct appropriate forensic analysis of compromised system.
4. Contact internal and external departments and entities as appropriate.
5. Make forensic and log analysis available to appropriate law enforcement or card industry security personnel, as required.
6. Assist law enforcement and card industry security personnel in investigative processes, including in prosecutions.

Finance & Delivery Committee – 2nd September 2024

The credit card companies have individually specific requirements that the Response Team must address in reporting suspected or confirmed breaches of cardholder data. See below for these requirements.

Incident Response notifications to various card schemes

1. In the event of a suspected security breach, alert the information security officer or your line manager immediately.
2. The security officer will carry out an initial investigation of the suspected security breach.
3. Upon confirmation that a security breach has occurred, the security officer will alert management and begin informing all relevant parties that may be affected by the compromise.

VISA Steps

If the data security compromise involves credit card account numbers, implement the following procedure:

- Shut down any systems or processes involved in the breach to limit the extent, and prevent further exposure.
- Alert all affected parties and authorities such as the Merchant Bank (your Bank), Visa Fraud Control, and the law enforcement.
- Provide details of all compromised or potentially compromised card numbers to Visa Fraud Control within 24 hrs.
- For more Information visit:
http://usa.visa.com/business/accepting_visa/ops_risk_management/cisp_if_compromised.html

Visa Incident Report Template

This report must be provided to VISA within 14 days after initial report of incident to VISA. The following report content and standards must be followed when completing the incident report. Incident report must be securely distributed to VISA and Merchant Bank. Visa will classify the report as “VISA Secret”*.

- I. Executive Summary
 - a. Include overview of the incident
 - b. Include RISK Level(High, Medium, Low)
 - c. Determine if compromise has been contained
- II. Background
- III. Initial Analysis
- IV. Investigative Procedures
 - a. Include forensic tools used during investigation
- V. Findings
 - a. Number of accounts at risk, identify those stores and compromised
 - b. Type of account information at risk
 - c. Identify ALL systems analyzed. Include the following:
 - Domain Name System (DNS) names
 - Internet Protocol (IP) addresses
 - Operating System (OS) version
 - Function of system(s)

Finance & Delivery Committee – 2nd September 2024

- d. Identify ALL compromised systems. Include the following:
 - DNS names
 - IP addresses
 - OS version
 - Function of System(s)
- e. Timeframe of compromise
- f. Any data exported by intruder
- g. Establish how and source of compromise
- h. Check all potential database locations to ensure that no CVV2, Track 1 or Track 2 data is stored anywhere, whether encrypted or unencrypted (e.g., duplicate or backup tables or databases, databases used in development, stage or testing environments, data on software engineers' machines, etc.)
- i. If applicable, review VisaNet endpoint security and determine risk
- VI. Compromised Entity Action
- VII. Recommendations
- VIII. Contact(s) at entity and security assessor performing investigation

*This classification applies to the most sensitive business information, which is intended for use within VISA. Its unauthorized disclosure could seriously and adversely impact VISA, its employees, member banks, business partners, and/or the Brand.

MasterCard Steps:

- I. Within 24 hours of an account compromise event, notify the MasterCard Compromised Account Team via phone at 1-636-722-4100.
- II. Provide a detailed written statement of fact about the account compromise (including the contributing circumstances) via secured e-mail to compromised_account_team@mastercard.com.
- III. Provide the MasterCard Merchant Fraud Control Department with a complete list of all known compromised account numbers.
- IV. Within 72 hours of knowledge of a suspected account compromise, engage the services of a data security firm acceptable to MasterCard to assess the vulnerability of the compromised data and related systems (such as a detailed forensics evaluation).
- V. Provide weekly written status reports to MasterCard, addressing open questions and issues until the audit is complete to the satisfaction of MasterCard.
- VI. Promptly furnish updated lists of potential or known compromised account numbers, additional documentation, and other information that MasterCard may request.
- VII. Provide finding of all audits and investigations to the MasterCard Merchant Fraud Control department within the required time frame and continue to address any outstanding exposure or recommendation until resolved to the satisfaction of MasterCard.

Once MasterCard obtains the details of the account data compromise and the list of compromised account numbers, MasterCard will:

- 1. Identify the issuers of the accounts that were suspected to have been compromised and group all known accounts under the respective parent member IDs.
- 2. Distribute the account number data to its respective issuers.

Finance & Delivery Committee – 2nd September 2024

Employees of the Council will be expected to report to the security officer for any security related issues. The role of the security officer is to effectively communicate all security policies and procedures to employees within the Council and contractors. In addition to this, the security officer will oversee the scheduling of security training sessions, monitor and enforce the security policies outlined in both this document and at the training sessions and finally, oversee the implantation of the incident response plan in the event of a sensitive data compromise.

Discover Card Steps

- I. Within 24 hours of an account compromise event, notify Discover Fraud Prevention at (800) 347-3102
- II. Prepare a detailed written statement of fact about the account compromise including the contributing circumstances
- III. Prepare a list of all known compromised account numbers
- IV. Obtain additional specific requirements from Discover Card

American Express Steps

- I. Within 24 hours of an account compromise event, notify American Express Merchant Services at (800) 528-5200 in the U.S.
- II. Prepare a detailed written statement of fact about the account compromise including the contributing circumstances
- III. Prepare a list of all known compromised account numbers Obtain additional specific requirements from American Express

11. Transfer of Sensitive Information Policy

- All third-party companies providing critical services to Sevenoaks Town Council must provide an agreed Service Level Agreement.
- All third-party companies providing hosting facilities must comply with the Council's Physical Security and Access Control Policy.
- All third-party companies which have access to Card Holder information must
 1. Adhere to the PCI DSS security requirements.
 2. Acknowledge their responsibility for securing the Card Holder data.
 3. Acknowledge that the Card Holder data must only be used for assisting the completion of a transaction, supporting a loyalty program, providing a fraud control service or for uses specifically required by law.
 4. Have appropriate provisions for business continuity in the event of a major disruption, disaster or failure.
 5. Provide full cooperation and access to conduct a thorough security review after a security intrusion by a Payment Card industry representative, or a Payment Card industry approved third party.

12. User Access Management

- Access to Sevenoaks Town Council is controlled through a formal user registration process beginning with a formal notification from the Town Clerk.
- Each user is identified by a unique user ID so that users can be identified. The use of group IDs is only permitted where they are suitable for the work carried out.
- There is a standard level of access; other services can be accessed when specifically authorized by HR/line management.
- The job function of the user decides the level of access the employee has to cardholder data
- A request for service must be made in writing (email or hard copy) by the newcomer's line manager or by HR. The request is free format, but must state:

Name of person making request;

Job title of the newcomers and workgroup;

Start date;

Services required (default services are: MS Outlook, MS Office and Internet access).

- Each user will be given a copy of their new user form to provide a written statement of their access rights, signed by an IT representative after their induction procedure. The user signs the form indicating that they understand the conditions of access.
- Access to all Sevenoaks Town Council systems is provided by IT and can only be started after proper procedures are completed.
- As soon as an individual leaves the Council's employment, all his/her system logons must be immediately revoked.
- As part of the employee termination process HR (or line managers in the case of contractors) will inform IT operations of all leavers and their date of leaving.

13. Access Control Policy

- Access Control systems are in place to protect the interests of all users of Council computer systems by providing a safe, secure and readily accessible environment in which to work.
- Sevenoaks Town Council will provide all employees and other users with the information they need to carry out their responsibilities in an as effective and efficient manner as possible.
- Generic or group IDs shall not normally be permitted, but may be granted under exceptional circumstances if sufficient other controls on access are in place.
- The allocation of privilege rights (e.g. local administrator, domain administrator, super-user, root access) shall be restricted and controlled, and authorization provided jointly by the system owner and IT Services. Technical teams shall guard against issuing privilege rights to entire teams to prevent loss of confidentiality.
- Access rights will be accorded following the principles of least privilege and need to know.
- Every user should attempt to maintain the security of data at its classified level even if technical security mechanisms fail or are absent.

Finance & Delivery Committee – 2nd September 2024

- Users electing to place information on digital media or storage devices or maintaining a separate database must only do so where such an action is in accord with the data's classification.
- Users are obligated to report instances of non-compliance to the Town Clerk.
- Password issuing, strength requirements, changing and control will be managed through formal processes..
- Access to Confidential, Restricted and Protected information will be limited to authorised persons whose job responsibilities require it, as determined by the data owner or their designated representative. Requests for access permission to be granted, changed or revoked must be made in writing.
- Users are expected to become familiar with and abide by Sevenoaks Town Council's policies, standards and guidelines for appropriate and acceptable usage of the networks and systems.
- Access for remote users shall be subject to authorization by IT Services and be provided in accordance with the Remote Access Policy and the Information Security Policy. No uncontrolled external access shall be permitted to any network device or networked system.
- Access to data is variously and appropriately controlled according to the data classification levels described in the Information Security Management Policy.
- Access control methods include logon access rights, Windows share and NTFS permissions, user account privileges, server and workstation access rights, firewall permissions, IIS intranet/extranet authentication rights, SQL database rights, isolated networks and other methods as necessary.
- A formal process shall be conducted at regular intervals by system owners and data owners in conjunction with IT Services to review users' access rights. The review shall be logged and IT Services shall sign off the review to give authority for users' continued access rights.

Appendix A – Agreement to Comply Form – Agreement to Comply With Information Security Policies

Employee Name (printed)

Department

I agree to take all reasonable precautions to assure that Council internal information, or information that has been entrusted to the Council by third parties such as customers, will not be disclosed to unauthorised persons. At the end of my employment or contract with the Council, I agree to return all information to which I have had access as a result of my position. I understand that I am not authorised to use sensitive information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the internal manager who is the designated information owner.

I have access to a copy of the Information Security Policies, I have read and understand these policies, and I understand how it impacts my job. As a condition of continued employment, I agree to abide by the policies and other requirements found in the Council security policy. I understand that non-compliance will be cause for disciplinary action up to and including dismissal, and perhaps criminal and/or civil penalties.

I also agree to promptly report all violations or suspected violations of information security policies to the designated security officer.

Employee Signature

Date

Appendix B – List of Devices

Four Worldpay Card Readers held at:

- Central Services Office
- Café on the Vine
- Bat & Ball Station Café
- Finance Department safe cupboard

Appendix C - List of Service Providers

Name of Service Provider	Contact Details	Services Provided	PCI DSS Compliant	PCI DSS Validation Date

Sevenoaks Town Council
Minutes of the Communications Working Group
Held on 24th July 2024 at 2.04pm at the Town Council Offices

Agenda Item 8
Finance & Delivery Committee
2nd September 2024

Meeting Commenced: 2.04 p.m.

Meeting Concluded: 3:00 p.m.

Present:

Cllr Nick Varley, Chair	Present	Cllr Sally Layne	Apologies
Cllr Chloe Gustard, Vice-Chair	Apologies	Cllr Nigel Wightman (from 2.12pm)	Present
Cllr Victoria Granville	Present		

Substitute	For
Cllr Claire Shea	Cllr Sally Layne

In attendance: Responsible Finance Officer & Deputy Town Clerk, Community Engagement Manager, Senior Committee Clerk.

- 96. Apologies for Absence:** Received and accepted as noted above.
- 97. Requests for Dispensations:** There were no requests for dispensations.
- 98. Declarations of Interest:** There were no declarations of interest.
- 99. Minutes of Communications Working Group held on 12th June 2024**
It was agreed to receive, adopt and sign the minutes as a true record.

100. Town Crier

It was noted that external designers had been approached in relation to the Town Crier but no responses had been received so the Working Group reviewed alternative design mastheads & names for the magazine prepared by the Community Engagement Manager. Councillors thanked her for her work and gave feedback.

It was noted that the aim was to develop Sevenoaks Town Council brand guidelines across all its promotional material, and this was to be taken into account with the redesign of the Town Crier.

It was agreed that an external designer be asked to prepare further designs for the Town Crier cover to be considered at the next meeting of the Working Group. Councillors were asked to provide feedback to the Community Engagement Manager for the preparation of the brief which would be sent to Working Groups members for comment prior to being sent to the designer.

The Community Engagement Manager was asked to draw up a project timeline with the aim to launch the redesigned Town Crier in the new year.

Given the copy deadline, it was agreed that the next edition retain the current format.

RESOLVED that:

- 1) The next edition of the Town Crier retain its existing format.
- 2) An external designer be briefed to prepare three alternate designs for a Town Crier template.

Sevenoaks Town Council
Minutes of the Communications Working Group
Held on 24th July 2024 at 2.04pm at the Town Council Offices

Finance & Delivery Committee
2nd September 2024

- 3) Members of the Working Party provide feedback to the Community Engagement Manager by 5th August for inclusion in the draft brief.
- 4) Draft brief to be circulated to Working Group members for comment.
- 5) Community Engagement Manager to draw up a project timeline with the aim to launch the redesigned Town Crier in the new year.

101. 20mph Communication Plan

The Working Group reviewed the Communications Plan regarding the implementation of the 20mph signage scheme.

Consideration was given to the draft leaflet “Your guide to the 20mph limit scheme in Sevenoaks” which set out the implementation timeline and addressed key Questions & Answers.

Councillors felt that the leaflet should include a picture and message from the Mayor on the front page, setting out why the scheme was being introduced. This would replace the section in the draft leaflet regarding the consultation process which could be included in the Questions & Answers on the Town Council website.

RESOLVED:

- 1) That the Communications Plan regarding the implementation of the 20mph scheme be received and noted and that Councillors email their comments to the Community Engagement Manager for updates by 5th August.
- 2) That, subject to the amendment of the front page to include a message from the Mayor on why the scheme was being introduced, the draft leaflet “Your guide to the 20mph limit scheme in Sevenoaks” be approved for distribution.

102. Social Media Data

The Working Group received and noted raw data in relation to the Town Council’s activity on Facebook and Instagram, including top posts for reach and engagement. It was noted that numbers were increasing.

103 Update from Community Engagement Manager

The Community Engagement Manager provided a report analysing the social media data for April to July 2024.

RESOLVED: that the Social Media Data 3-monthly report, April to July 2024, be received and noted,

104. Current Matters

Updates on current matters were noted. It was agreed that Cllr Gustard be contacted for an update on proposed Councillor Surgeries.

105 Press Release

Noted that the 20mph leaflet was to be released this evening.

There being no further business the Chair closed the meeting.

Signed Dated
 Chair

Sevenoaks Town Council
Finance & Delivery Committee – 2nd September 2024

Current Matters

(Continuing from previous Finance & General Purposes Committee)

NB: Updates shown in red

Item	Minute No		Status	Latest update
1	44 F&GP 24.04.23 <i>Update from Town Clerk</i> 24.07.23 244 Town Council 24.07.23	Market Tenders Wednesday Market	Ongoing	<p>Wednesday & Saturday Markets, Sevenoaks It was noted that the Town Council had been successful in its tenders to Sevenoaks District Council to operate the Wednesday and Saturday Markets in Sevenoaks Town.</p> <p>Sevenoaks Town Council has previously requested that the Wednesday Market be relocated to the High Street. Decision to be reviewed at STC Council meeting 24.07.23</p> <p>The Town Council had been considering the location of the Wednesday market but had been advised by Sevenoaks District Council today that there was no possibility of relocating to the High Street. It was agreed therefore that opportunities to expand the market in its current location at Buckhurst Lane be pursued.</p> <p>At its Blue-Sky meeting in September the Town Council would be reviewing the town centre, including detailed consideration of the future of the markets, within a Town Centre Masterplan.</p> <p>Town Centre Masterplan currently in production.</p>
2	260.3 - F&GP 13.09.21	Pension Deficit	Ongoing	<p>Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit.</p> <p>Queries of KCC to be confirmed prior to arranging meeting.</p>
3	46 F&GP 24.04.23	Provision of Electric vehicle Charging Bollards at Raleys Car Park	Ongoing	<p>RESOLVED: That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above.</p> <p>Project progressing slowly due to electric connection complications and departure of Climate Change Project Officer.</p>
4	127 F&GP 12.06.23	Participatory Budgeting	Ongoing	<p>RESOLVED: That a working group comprising Cllr Clayton, Cllr Ancrum, Cllr Dr Canet and the Town Clerk be established to look at ideas and the process for a <i>[Participatory Budgeting]</i> project, and report back to a future committee meeting.</p>

Sevenoaks Town Council
Finance & Delivery Committee – 2nd September 2024

Item	Minute No		Status	Latest update
5	392.2 F&GP 02.10.2 48 F&GP 22.04.24	Grant Subsidies for Room Hire & Activities	<i>Ongoing</i>	That the allowances be reviewed within the budget setting process. Budget agreed together with those organisations authorised to receive grant subsidies for free room hire. Also agreed: To review and clarify criteria for free room hire at a future meeting. <i>(To be considered at Community & Wellbeing Committee in September & submitted to this Committee in October).</i>
6	544 27.11.23	Operation of Cafes	<i>Ongoing</i>	RESOLVED: 1) To move the Café on the Vine to a concession from 1 st April 2024 or sooner. Out to Tender, closing date 10 th March 2024. No suitable tenders to date. 2) To move the Bat & Ball Station Café to a concession from 1 st April 2024 or sooner. Awaiting agreement from Southeastern.
7	44 F&GP 22.04.24	Members' Allowance Policy	<i>Ongoing</i>	2024/2025 allowances agreed and RESOLVED that..... allowances be reviewed during the coming year.
8	46 F&GP 22.04.24	Computer Software for Meetings	<i>In progress</i>	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. Software purchased, set up in process prior to staff training. <i>First training session for staff completed 19th August, second session September 9th.</i>
9	54 F&GP 22.04.24	Town Team: Business Improvement District (BID)	<i>Ongoing</i>	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) <i>Process commenced, aiming for a referendum February 2025.</i>
10	151 F&D 10.06.24	20mph scheme	<i>Ongoing</i>	RESOLVED: •to agree the funding of £153,456 (plus £10,000 contingency) and to liaise with Kent County Council on the final design elements of the Sevenoaks 20 mph scheme up to the value of the budget. •to continue to raise concerns with Kent County Council about the creation of a blanket deillumination of road signs for the following reasons.

Sevenoaks Town Council
Finance & Delivery Committee – 2nd September 2024

Item	Minute No		Status	Latest update
				<p><i>(Details set out at Minute 151, F&D 10.06.24)</i></p> <p>Design including gateway treatments (e.g. signage only, painted 20mph/30mph roundel on road and signage, or coloured tarmac with all of the above) agreed between STC Movement & Net Zero Group and KCC Officers 12th July 2024. Upper High Street Gateway location pending – with update awaited.</p> <p>Submitted to KCC's contractor 12th July 2024, with delivery having commenced 12th August 2024.</p> <p>Deadline for all legally required works (posts and gateway signs) and "Has Made" TRO 1st September 2024.</p> <p>Delivery of any features not legally required by the TRO after 1st September (coloured tarmac and roundels painted on roads).</p> <p>Updated cost still awaited despite multiple enquiries.</p> <p>KCC agreed to waive de-illumination cost of current scheme, with stipulation that it will be a requirement of all Kent 20mph schemes at the cost of the promoter. Both STC and KALC have shared their concerns with KCC about blanket removal of lighting to road signs as well as ramifications on local Councils who may be the promoter.</p> <p><i>(Details set out at Planning & Environment Committee Minute 192, 01.07.24)</i></p>
	228 22.07.24	Parking and Beat Surveys for St John's Hill Area		<p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That the cost of £17,913 + VAT be approved for a traffic and beat survey to be conducted in the St John's area, with the caveat that it be conducted during termtime unless consultants are confident that this would not impact the data input. This with the accepted implication that undertaking the surveys during termtime would delay the Masterplan projects by 2-3 months. 2) To be funded from £10,000 Planning Consultants Earmarked Reserves and £7,913 from contingency. <p>Surveys ordered and due to be delivered at same time as Masterplans. This has delayed their completion, due to need for surveys to be</p>

Sevenoaks Town Council
Finance & Delivery Committee – 2nd September 2024

Item	Minute No		Status	Latest update
				undertaken during termtime. Final Masterplans expected after December 2024.
	232 22.07.24	Vine Lighting Tree Project		RESOLVED: That £13,923.50 be allocated from the Public Realm Earmarked Reserves towards the Vine Tree Lighting Project. Installation of lighting in process (including laying cables).