



19th November 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 25th November 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/ae2SHEhY1lw?feature=share> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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

Town Clerk

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

Committee Members:

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

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

		Page No.
1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

Town Clerk

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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 – 14th OCTOBER 2024</u> To receive, adopt and sign the Minutes of the meeting of the Finance & Delivery Committee held on 14 th October 2024 as a true record.	7
5	<u>FINANCE REPORTS – OCTOBER 2024</u> To receive and consider the Responsible Finance Officer's reports.	
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 October 2024, including:	29
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	Appendix 5 – Earmarked Reserves	65
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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 October 2024 	68
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 October 2024 Mayor's Charity Account: 1st to 31st October 2024 	77 79
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 October 2024 	80
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 October 2024 	82

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5.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period to 15 th November 2024: None	-
6	<u>FINANCE REPORTS – SEPTEMBER 2024</u> To receive and consider the Responsible Finance Officer's reports.	
6.1	<u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 30 th September 2024, including:	85
	Appendix 1 - Income and Expenditure by cost centre	88
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6.3	<u>List of Payments</u> To note list of payments for: <ul style="list-style-type: none"> Sevenoaks Town Council Nat West Account: 1st to 30th September 2024 Mayor's Charity Account: 1st to 30th September 2024 - None 	132
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6.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period to 15 th November 2024: None	
7	<u>INTERNAL AUDIT REPORT VISIT 1</u> To receive and note the report.	139

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8	<u>CIL UPDATE REPORT</u> To receive note the report.	143
9	<u>GRANT APPLICATION RECEIVED</u> To consider grant application received from MX Fencing Club.	145
10	<u>REVIEW OF LEASE: VINE CRICKET PAVILION AND TEA KIOSK</u> To consider reviewing the lease.	157
11	<u>GOVERNMENT CONSULTATION: ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS</u>	159
11.1	To receive notice that the Ministry of Housing, Communities and Local Government is consulting on proposals to enable remote attendance and proxy voting at local authority meetings.	
11.2	To note that full details on the consultation are available via the following link, and that the survey will remain open until 19 th December 2024. https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings	
11.3	To receive copy of the consultation questionnaire and to agree whether the Town Council submit a formal response.	
12	<u>LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE) ELECTORAL REVIEW OF SEVENOAKS DISTRICT COUNCIL</u>	-
12.1	To receive notice that the Local Government Boundary Commission for England is seeking views on a proposed a reduction of Sevenoaks District Councillors from 54 to 48, and how the wards should be amended to reflect this.	
12.2	To note that full details on the consultation are available via the following link, and that the survey will remain open until 20 th January 2025. https://www.lgbce.org.uk/news/press-release/have-your-say-new-political-map-sevenoaks-district-council	
12.3	To discuss and agree whether the Town Council submit a formal response of its views.	
13	<u>DRAFT REVENUE ESTIMATES</u> To receive and consider Draft Revenue Estimates 2025/2026.	Circulated separately

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14	<p><u>RECOMMENDATION FROM COMMUNITY & WELLBEING COMMITTEE – 16TH SEPTEMBER 2024</u></p> <p>To consider the following RECOMMENDATION to the Finance & Delivery Committee:</p> <p><i>[Minute 311.1, Community & Wellbeing Committee 16.09.2024 refers]</i></p> <p>Grant Subsidies, Room Hire Criteria</p> <p>RESOLVED: To RECOMMEND to the Finance & Delivery Committee that £2,000 be allocated for Grant Subsidies for Room Hire at the Bat & Ball Station.</p>	-
15	<p><u>COMMUNITY ASSET WORKING GROUP – 6th NOVEMBER 2024</u></p> <p>To receive and note the minutes of the Community Asset Working Group held on 6th November 2024.</p>	163
16	<p><u>SEVENOAKS TOWN TEAM – 20TH NOVEMBER 2024</u></p>	To follow
16.1	To receive and note the minutes of the Annual General Meeting held on 20 th November 2024.	
16.2	To consider the RECOMMENDATION of the Town Team regarding the Business Improvement District (BID) proposal.	
17	<p><u>CURRENT MATTERS</u></p> <p>To receive and note updates on Current Matters.</p>	165
18	<p><u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.</p>	-

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Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 14th October 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/EVjURICYtT0?feature=share>

Meeting commenced: 7:19 pm

Meeting Concluded: 21:00

Present:

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

In attendance: Town Clerk, Deputy Town Clerk & Responsible Finance Officer, and Senior Committee Clerk.

Members of Public in attendance: 1

Representations received from Members of the Public: Representative of Sevenoaks Indoor Bowls Club

356 Apologies for Absence

As noted above.

357 Dispensations: There were no requests for dispensations.

358 Declarations of Interest

Cllr Varley declared an interest in Agenda Item 9 (Report on Leases) in that he played cricket at Sevenoaks Vine. He took no part in the discussion and did not vote thereon.

Cllr Clayton declared an interest in Agenda Item 16 (Recommendation from Sports Strategy Group, Sevenoaks Indoor Bowls Club Solar Panels CIL Application) as he had previously provided a letter in support of the Club's CIL Application to Sevenoaks District Council. Cllr Clayton left the meeting during this item, took no part in the discussion and did not vote thereon.

Cllr Varley also declared an interest in Agenda Item 16 (Recommendation from Sports Strategy Group, Sevenoaks Indoor Bowls Club Solar Panels CIL Application) as he was a member of Sevenoaks Literary Festival Committee, which had provided a letter in support of the Club's CIL Application to Sevenoaks District Council. He took no part in the discussion and did not vote thereon.

Cllr Dr Canet declared an interest in Agenda Item 16 (Recommendation from Sports Strategy Group, Sevenoaks Indoor Bowls Club Solar Panels CIL Application) in that she was a new member of the Club.

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359 Minutes of the Finance & Delivery Committee on 2nd September 2024

RESOLVED: to receive and sign the Minutes of the Finance and Delivery Committee held on 2nd September 2024 as a true record.

360 Management Accounts to 31st August 2024

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

It was noted that the year-to-date position at the end of August 2024 gave a revenue deficit of £6,433. Allowing for the Bat & Ball Station reserves movement which offsets some of the Bat & Ball Station £21,975 year to date deficit, the adjusted position was £15,542 surplus.

Increased costs in the Establishments nominal code in relation to staff costs were noted. It was noted that expenditure relating to civic regalia would be vired from the Regalia Earmarked Reserves.

RESOLVED:

- 1) to receive and accept the Responsible Finance Officer's Report and Management Accounts 1st to 31st August 2024.
- 2) That the following uses of contingency be approved:
 - £10,000 towards the increased staff costs in the Establishments nominal code
 - £4,000 from the summer intern earmarked reserve towards the increased costs in the Establishments nominal code.

360.2 The Committee received and noted:

Suppliers Accounts

- 1st to 31st August 2024, total gross invoices £70,847.68

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 31st August 2024, total £188,310.12

List of Payments Mayor's Charity Account:

- 1st to 31st August 2024 – None

Payroll Accounts

- 1st to 31st August 2024, total payments £105,168.95

Petty Cash Accounts for:

- 1st to 31st August 2024, total payments £344.40

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360.3 Hospitality and Gifts Register

To note the following hospitality or gifts received by Councillors or staff for the period 1st August to 2nd October 2024:

Date of Offer	To	Accepted / Declined	From	For	Estimated Value
Sept 2024	Cllr Shea	Accepted	Sevenoaks Literary Festival	Interviewer's fee & tickets for two further festival events	£180
02.10.24	Office staff	Accepted	Alto Digital	4 bags of aero chocolates	£8

361 Closure of Bank Accounts

RESOLVED: That the following Town Council bank accounts be closed:

- a. Handelsbanken (35-day notice account)
- b. Nationwide (Instant Saver).

362 Conclusion of Audit, year ended 31st March 2024

The Council received and noted:

- Completion Letter and External Auditor's Certificate and Report
- Certified Annual Governance and Accountability Return 2023/2024
- Notice of Conclusion of the Audit

The content of the audited Annual Governance and Accountability Return 2023/2024 was considered, together with the following minor scope for improvements in 2024/25 recommended in the Completion Letter received from the External Auditors, Forvis Mazars LLP:

Minor scope for improvement in 2024/2025

In undertaking the review of the 2023/24 Annual Governance and Accountability Return it came to our attention that the Council has several aged balances in the creditors, accruals and receipts in advance. The Council should undertake a review of such balances and remove any which are no longer expected to be transacted by the Council.

The Council has left Box 11a in Section 2 of the Annual Governance and Accountability Return (AGAR) blank. Although the answer could be inferred from other answers on the AGAR the Council should ensure all boxes are filled in, marking nil or not applicable where appropriate.

We understand that new Councillors are given training in the Code of Conduct as part of their induction. The Council should ensure that training provided is appropriately evidenced in either Council minutes or a schedule of training.

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In undertaking the review of the 2023/24 Annual Governance and Accountability Return it came to our attention that the Council do not have a signed letter of engagement for the internal auditor. While we are satisfied the Council have an audit plan which can be used as an alternative, the Council should consider using a separate letter of engagement in future engagements.

In accordance with section 4.11 of the Practitioners' Guide 2024, a review of the internal auditor's independence and competence should be performed and appropriately minuted. The Council should ensure it puts in place arrangements to ensure this is minuted as required.

It was also noted that the Annual Governance and Accountability Return had been returned to the Town Council to correct the following:

Fixed Assets (Box 9) for 2022/23 was initially incorrect because the entry was not adjusted for acquisitions and disposals during the year

RESOLVED:

- 1) that the audited Annual Governance and Accountability Return 2023/2024, together with the Completion Letter and External Auditor's Certificate and Report, and Notice of Conclusion of the Audit be received and noted
- 2) that the minor scope for improvements in 2024/25 recommended in the Completion Letter be received and noted.

363 Internal Audits

The Committee considered the Kent County Council (KCC) Internal Audit proposal and Work Programme 2024/25.

Councillors expressed their dissatisfaction with KCC's procurement process in relation to the 20mph scheme and the fact that, despite the work having been completed, the Town Council had still not received the final costs.

RESOLVED:

- 1) to confirm that the independence of the internal auditor was assessed, and it was considered that they were independent as they do not have any involvement in any financial decisions, management or control of Sevenoaks Town Council or its financial controls and procedures
- 2) to confirm that the competence of the internal auditor was assessed, and it was considered that they were suitably competent and understand the sector being a local authority themselves
- 3) to ask the internal auditor for a letter of engagement with a signature clause at the end to keep in line with audit requirements
- 4) that a letter be sent to Kent County Council lodging the Town Council's concerns about their procurement process in relation to the 20mph scheme.

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364 Report on Leases

The Committee received a report setting out current leases. It was noted that the rent figure for the lease of Land at Knole Paddock to Sevenoaks Rugby Club had been omitted in error and would be circulated following the meeting. *[Updated report was circulated the following day]*

It was noted that the rent for the Vine Cricket Pavilion and Tea Kiosk had only increased by £500 in 20 years; it was requested that a report looking at this be submitted to the next meeting.

RESOLVED:

- 1) that the report setting out the following leases be received and noted:
 - Vine Cricket Pavilion and Tea Kiosk
 - Sevenoaks Rugby Football Club – Land at Knole Paddock
 - Sevenoaks Clarendon Lawn Tennis Club
 - Sevenoaks Town Junior Football Team – Portacabin, Pitch 1 and Pitch 2 Tenancy at Will
 - Access to Mounts Close Play Area
- 2) that a report reviewing the Vine Cricket Pavilion and Tea Kiosk lease be submitted to the next meeting of the Committee.

365 Sevenoaks Town Council Energy Report

The Committee received and noted a report setting out details of the Town Council's contract to obtain its energy through the Crown Commercial Services via EDF. It was noted that there had been a dramatic increase in standing charges this year.

It was also noted that the Town Council paid an additional fee for a "Zero Carbon for Business" tariff which meant that fuel was sourced from zero carbon nuclear generation.

RESOLVED that:

- 1) energy consumption be noted and monitored
- 2) alternative suppliers be researched.

366 Review of Charges 2025-2026

- 366.1** The Committee reviewed the proposed draft Town Council charges for 2025/26 which had been prepared based on an assumption of 2.5% (rounded to nearest £) inflation.

RESOLVED: That the following proposed draft Town Council charges for 2025/26 which had been prepared based on an assumption of 2.5% (rounded to nearest £) inflation, attached as Appendices A – G, be approved with effect from April 2025:

- i) hire of the Council Chamber & House In the Basement
- ii) charges for the Bat & Ball Centre
- iii) charges for audio visual, public address & lighting packages at Bat & Ball Centre

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- iv) MUGA charging and non-charging schedule
- v) charges for the Bat & Ball Station
- vi) charges for the Business Hub
- vii) charges for market stalls

366.2 The Committee considered the RECOMMENDATION of the Community Asset Working Group [*Minute 154, 04.09.2024 refers*] which, due to the increased deficit in the budget, had recommended that the charges for Greatness Park Cemetery, Sports Facilities and General Open Spaces Fees and Charges be increased by more than the originally proposed 2.5%.

RESOLVED: That the following proposed draft Town Council charges for 2025/26, prepared based on the % assumption shown below (rounded to nearest £) attached as Appendices H-J, be approved with effect from April 2025:

- i) to increase proposed Fees and Charges for Greatness Park Cemetery by 5%
- ii) To increase proposed Fees and Charges for Sports Facilities by 3%.
- iii) To increase proposed General Open Spaces Fees and Charges by 3%.

367 Draft Revenue Estimates

The Committee received and considered the report of the Responsible Finance Officer which set out the key assumptions in the preparation of the first draft Revenue Budget & Precept 2025/26. It was noted that the initial draft revenue estimate indicated a draft precept of £1,510,834, a 5.09% increase on the previous precept.

The 2024/25 forecast outturn reports an £11,000 surplus, this is with an assumption that all of the contingency is spent.

RESOLVED: To receive and note the first draft Revenue Budget 2025/26 which would be subject to further review, prior to submission to Council for approval in January 2025.

368 Community Asset Working Group

The Committee received and noted the minutes of the Community Asset Working Group held on 4th September 2024 and considered the recommendations to this Committee therein.

It was noted that the recommendation in relation to the Draft Community Asset Working Group charges had been approved as set out at Minute 366.2 above.

Consideration was given to the recommendation regarding the cleaning of the Bat & Ball Centre solar panels [*Minute 156, 04.09.2024 refers*].

RESOLVED:

- 1) to receive and note the minutes of the meeting of the Community Asset Working Group held on 4th September 2024

Sevenoaks Town Council
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- 2) that the cleaning of the Bat and Ball Centre solar panels at a cost of £830.77 be approved.

369 Communications Working Group

The Committee received and noted the minutes of the Communications Working Group held on 18th September 2024 and considered the recommendation to this Committee therein regarding the redesign of the Town Crier magazine. *[Minute 177, 18.09.24 refers]*

RESOLVED:

- 1) To receive and note the minutes of the Communications Working Group held on 18th September 2024
- 2) that the designer Nick Ebdon be appointed at a cost of £3,200 to produce draft options for a redesign of the Town Crier magazine to be reviewed, production of first issue (March 2025), template to enable future editions to be produced internally, and training for software, from the Contingency Budget.

370 Community Infrastructure Levy (CIL) Update Report

The Committee considered the CIL Update report. It was noted that the projected unallocated balance as of October 2024 was £104,736.

The current allocations to projects were noted, together with the following commitments for future CIL income:

- Greatness Recreation Ground Pavilion £87,500
- Dartford Road Crossing £25,000

RESOLVED: That the CIL Update report be received and noted.

Further to his declaration of interest set out at Minute 358 above, Cllr Clayton vacated the chair during consideration of the following item.

Cllr Wightman in the Chair (8.25pm)

371 Suspension of Standing Orders at 8.25pm

RESOLVED that: in accordance with Standing Order 28, standing orders be suspended to enable the representative of Sevenoaks Indoor Bowls Club to speak and answer questions in respect of Agenda Item 16, Recommendation from Sports Strategy Group, Sevenoaks Indoor Bowls Club Solar Panels CIL Application and its request that the Town Council consider allocating £25,000 of CIL funds to the project.

372 Meeting reconvened at 8.39pm

The Chair reconvened the meeting at 8.39pm.

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373 Recommendation from Sports Strategy Working Group: Sevenoaks Indoor Bowls Club Application for CIL Funding

The recommendation from the Sports Strategy Working Group [*Minute 195, 30.09.2024 refers*] that this Committee consider the request from Sevenoaks Indoor Bowls Club for Community Infrastructure Levy funding was noted.

The CIL application submitted to Sevenoaks District Council (SDC) by Sevenoaks Indoor Bowls Club for the installation of solar panels and solar batteries was noted, together with grants achieved or in the pipeline. The Indoor Bowls Club was seeking an allocation of £25,000 of CIL money from the Town Council to be used as match funding towards the SDC CIL allocation if successful.

RESOLVED:

- 1) That the Sevenoaks Indoor Bowls Club's request for £25,000 of Community Infrastructure Levy funding towards the installation of solar panels on part of the clubhouse roof be approved, subject to all other funding for the project being in place.
- 2) That the Greatness CCTV and Vine Gardens Crazy Paving Projects be deferred.

Cllr Clayton in the Chair (8.55pm)

374 Sevenoaks Town Team

The Committee received and noted the minutes of the Town Team meeting held on 25th September 2024.

Cllr Clayton reminded councillors of the work being undertaken to promote the Business Improvement District (BID) and that the Business Awards were taking place on Friday.

RESOLVED: To receive and note the minutes of the Town Team meeting held on 25th September 2024.

375 Press Release: It was agreed that a press release be issued regarding the grant of £25,000 CIL funding to Sevenoaks Indoor Bowls Club for the installation of solar panels on the clubhouse.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

RATES (COUNCIL CHAMBER) (£)		
Hourly Charge	Local Organisations only	42.00
Hourly Charge (6+ hours)	Local Organisations only	36.00
Hourly Charge	Non-local Organisations	48.00
Set up costs (Services of Caretaker	47.00
Unlimited Tea/Coffee	Per person/per session	2.90

OTHER CHARGES (£)		
Photocopying - Information retrieved from Council Files	First copy	1.29
	Subsequent copies	0.23
Photocopying - Copying from caller's original	Per copy (black and white)	0.23
	Per copy (colour)	0.42
Signing Document		18.00

RATES (HOUSE IN THE BASEMENT) (£)		
Hourly Charge	All Organisations	21.00

BAT & BALL CENTRE CHARGES FROM 1 April 2025

(Prices inclusive of VAT)

WEEKEND RATES (£)		
Harry Garrett (A)	Hourly Charge	59.00
	Hourly Charge 6hrs+	52.00
John London (B)	Hourly Charge	52.00
	Hourly Charge 6hrs+	47.00
Meeting Room	Hourly Charge	36.00
	Hourly Charge 6hrs+	30.00
A+B	Hourly Charge	112.00
	Hourly Charge 6hrs+	99.00

MID WEEK HOURLY RATES (£)		
Harry Garrett (A)	9:00am – 6:00pm	47.00
	6:00pm – 11:00pm	52.00
	6hrs + of hire	41.00
John London (B)	9:00am – 6:00pm	41.00
	6:00pm – 11:00pm	47.00
	6hrs + of hire	36.00
Meeting Room	9:00am – 6:00pm	25.00
	6:00pm – 11:00pm	30.00
	6hrs + of hire	18.00
A+B	9:00am – 6:00pm	88.00
	6:00pm – 11:00pm	99.00
	6hrs + of hire	77.00

ADHOC PRICES (£)		
Caretaker Set-up Costs	Per Session	47.00
Kitchen	Per Session	30.00
A1 Poster Bays	Per Month, Per Bay	71.00
6ft Round Tables	Each	2.90
Round Tablecloths	Each	11.60
Tea Dance	Per Person	4.50
MUGA (Multi-use Games Arena)	Per Hour, available for sports parties	25.00

Notes:

Above rates are strictly non-commercial. Commercial rates are available – POA

Refundable Deposit per booking – 25%

Refreshments/Technical AV Support are available - POA

Audio Visual, Public Address and Lighting Packages

There are various audio visual, public address and lighting packages that you can hire for the Harry Garrett Hall (Large Hall) and John London Hall (Small Hall). The cost for the silver and gold packages includes 1 qualified technician, required to be booked at least 1 month in advance. Additional technical staff by negotiation. Prices are inclusive of VAT. See also section 15 of the Terms and Conditions.

	Equipment	Cost
Bronze Available in both the Harry Garrett and John London Halls	Basic AV Comprising: <ul style="list-style-type: none"> • Access to Touchscreen AV controller, providing control and access to the following core equipment: <ul style="list-style-type: none"> ○ Control over Microphones 1 + 2 and Audio Source Level (laptop) ○ Projector on/off and projector source selection • Access to front HDMI input, Bluetooth input and Audio Inputs • Loudspeaker System – 6 x Speakers (no Sub Bass) • Projection System 10,000.00 ANSI Lumen 	Included in room hire
Silver Available in the Harry Garrett Hall	Basic AV and Basic Presentation Lighting Comprising: <ul style="list-style-type: none"> • Access to Touchscreen AV controller, providing control and access to the following core equipment: <ul style="list-style-type: none"> ○ Control over Microphones 1 - 4 and Audio Source Level (laptop) ○ Projector on/off and source select ○ Up to 8 of the LED lights including colour and intensity control • Access to front HDMI input, Bluetooth input and Audio Inputs • Use of Full Loudspeaker System – 6 x speakers and Sub Bass • Use of Projection System 10,000.00 ANSI Lumen 	£56 per hour
Gold Available in the Harry Garrett Hall	Complete PA, AV and Stage Lighting Facilities Comprising: <ul style="list-style-type: none"> • Access to Touchscreen AV controller, providing control and access to the following core equipment: <ul style="list-style-type: none"> ○ Control over Microphones 1 - 4 and Audio Source Level (laptop) ○ Projector on/off and source select ○ All of the LED lights including colour and intensity control • Access to front HDMI input, Bluetooth input and Audio Inputs • Use of Full Loudspeaker System – 6 x Speakers and Sub Bass) • Use of Projection System 10,000.00 ANSI Lumen • Use of Zero-88 FLX S48 Lighting console for full production control • Use of Yamaha TF1 Digital sound console and RIO 1608 stage boxes for full production audio control • Access to all user functions of touchscreen control for AV and lighting states • Access to 8 Fresnel LED luminaires • Access to 6 Wash-light LED luminaires 	£70 per hour

	Monday (Tennis Nets)	Tuesday	Wednesday (Tennis Nets)	Thursday	Friday	Saturday	Sunday (Tennis Nets)
6.00 a.m. – 9.00 a.m.	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
9.00 a.m. – 12.00 p.m.	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge
12.00 p.m. – 3.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge	No Charge
3.00 p.m. – 6.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Bookable for sports parties at B&B Ctr	No Charge
6.00 p.m. – 9.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	Charging for Pre-Booked	No Charge	No Charge

Charging for Pre-Booked:

Non-Commercial Junior	£5.50	Per hour Including VAT
Non- Commercial Adult	£11.10	Per hour Including VAT
Commercial	£27.70	Per hour Including VAT
Team Sports Adults	£27.70	Per hour Including VAT
Team Sports Juniors	£22.20	Per hour Including VAT

- i) Sevenoaks Town Council's Multi Use Games Area at Bat & Ball Centre is designed to enable the following sports to be played: Tennis, Netball, 5 A Side Football, Basketball practice. Days indicating Tennis Nets will mean that only tennis can be played. Days without Tennis Nets mean that the facility is available for other sports.
- ii) During times when there are no charges if someone is waiting is time is limited to 40 minutes to enable others to use the MUGA.
- iii) Hall hire facilities are also available to facilitate sports-based parties on Saturday afternoons
- iv) VAT exempt price is available to block bookings of 10 or more sessions to recognised sports bodies meeting relevant conditions – please enquire for form
- v) Use of the floodlights will need to be part of a pre-booked and paid for session.

BAT and BALL STATION CHARGES FROM 1 APRIL 2025
(Prices inclusive of VAT)

WEEKEND RATES (£)		
Booking Hall	Hourly charge	48.00
	Hourly charge 6hrs +	42.00
Luggage Room Hall	Hourly charge	37.00
	Hourly charge 6hrs +	31.00
Hall Set up Costs	For the caretaker to set up the hall, as required	47.00

MID WEEK HOURLY RATES (£)		
Booking Hall	Mon-Fri 9:00am – 6:00pm	37.00
	Mon-Fri 6:00pm – 10:30pm	42.00
	Mon-Fri 6hrs+ hire	31.00
Luggage Room Hall	Mon-Fri 9:00am – 6:00pm	26.00
	Mon-Fri 6:00pm – 10:30pm	31.00
	Mon-Fri 6hrs+ hire	18.00
Hall Set up Costs	For the caretaker to set up the hall, as required	47.00

Notes:

Above rates are strictly non-commercial. Commercial rates are available – POA

Refundable Deposit per booking - £150

Refreshments/Technical AV Support are available - POA

Access to parking at the Community Centre included in all rates

Email: hallhire@sevenoakstown.gov.uk

Phone: 01732 459953

Business Hub CHARGES FROM 1 APRIL 2025
(Prices inclusive of VAT)

MONTHLY RATES (£)		
Private Pod Workspace	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	338.00
Hot Desk monthly		237.00

Hotdesking – ½ day	Am or Pm	12.00
Hotdesking – full day	Full day	24.00
Meeting Room	Room seating 8 people Refreshments facilities Hourly Charge	25.00

RATES (£)		
Blighs Market	per stall	48.00
Wednesday Market		Available on Application
Saturday Market		Available on Application
Christmas Market		48.00

TARIFF CATEGORIES

	Resident (£)	Non-Resident (£)
EXCLUSIVE RIGHTS OF BURIAL		
In a grave previously used for a limited period burial:		
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.		
In a New Grave (For 75 years):		
Includes Certificate of Grant, entry in Register (all sites)		
Earth (Lawn section) Grave Site A	1274.00	3822.00
Earth (Lawn section) Grave Site B	771.00	2313.00
Earth (Lawn section) Grave Site C	495.00	1485.00
Infants (non-viable fetuses, still born children, and under 5 years)	26.00	78.00
<i>Outside spaces are surcharged 25%</i>		
Pre-purchase of Gravemarker	88.00	88.00
INTERMENT FEES (Including grave digging)		
Infant's Grave (single depth grave in infant's section)	175.00	525.00
Single depth in an adult grave (all ages)	612.00	1836.00
Double depth in an adult grave (all ages)	822.00	2466.00
<i>Surcharge for casket burials is double the above fees</i>		
Burials with coffins & caskets outside of normal dimensions	POA	POA
Interment of cremated remains within a Grave	105.00	315.00
OTHER FEES		
Transfer of Exclusive Rights of Burial Grant (per document)	86.00	86.00
To search Register of Burials per name (same family)	43.00	43.00
Annual Grave Maintenance-Grass Grave	124.00	124.00
Annual Grave Maintenance-Full Memorial	172.00	172.00
Turfing of old graves (at client's request)	90.00	90.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	193.00	193.00
Weekend surcharge-cremated remains burial	193.00	193.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	69.00	69.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA	POA

NOTE: Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT

A parishioner (or ex-parishioner) of Sevenoaks Town who for a period resided within the Town area and who at the time of his/ her death had not been resident outside that area for more than 10 years.

NON-RESIDENT

Any non-parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.

	Resident (£)	Non-Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required)	206.00	206.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	213.00	213.00
Double headstones	425.00	425.00
Additional inscriptions after first interment	146.00	146.00
Tablets, scrolls, bird baths and books up to 15 inches in height	161.00	161.00
To replace a memorial with similar or smaller memorial	58.00	58.00
Memorial removal and disposal fee	129.00	129.00
Notes to Memorial permits		
1. Kerbstones and border stones are NOT permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased). 2. Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above. 3. Memorial prices will rise above inflation to cover additional costs for inspection. 4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.		
WALL OF REMEMBRANCE		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	159.00	159.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	308.00	924.00
Additional inscription to existing plaque	62.00	62.00
LAWN OF REMEMBRANCE		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	221.00	663.00
Interment of ashes (digging charge)	105.00	315.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	192.00	192.00

NOTE: Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT A parishioner (or ex-parishioner) of Sevenoaks Town who for a period resided within the Town area and who at the time of his/ her death had not been resident outside that area for more than 10 years.

NON-RESIDENT Any non-parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.

CRICKET (Summer Sport)	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m (£)
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults	126.00	113.00	95.00
Weekday games - Juniors	74.00	69.00	55.00
Weekend games - Adults	160.00	131.00	113.00
Weekend games - Juniors	99.00	77.00	67.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	84.00	72.00	55.00
Weekday games - Juniors	56.00	49.00	35.00
Weekend games - Adults	119.00	90.00	72.00
Weekend games - Juniors	79.00	61.00	47.00

SOCCER (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	107.00
Weekday games - Juniors	58.00
Weekend games - Adults	131.00
Weekend games - Juniors	64.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	66.00
Weekday games - Juniors	38.00
Weekend games - Adults	90.00
Weekend games - Juniors	44.00
Rugby (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	131.00
Weekday games - Juniors	74.00
Weekend games - Adults	155.00
Weekend games - Juniors	99.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	90.00
Weekday games - Juniors	56.00
Weekend games - Adults	113.00
Weekend games - Juniors	79.00
Mini Tournaments	173.00
Junior Training Areas	48.00
Adult Training per hour	39.00
Outside Rugby clubs-normal fee plus	39.00
Sports Camps	
Small Sports Camps	99.00
Larger Sports Camps	131.00

	Per Session (£)
Other Uses: Use of Pavilion for Social Purposes	
including showers (minimum charge 2 hours)	
Per hour - Adults	41.00
Per hour - Juniors	20.00
excluding showers (minimum charge 2 hours)	
Per hour - Adults	27.00
Per hour - Juniors	14.00
Daily rates (Up to 7 hours)	
For Sevenoaks organisations	142.00
For non-Sevenoaks organisations	172.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	483.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	256.00
Junior Sports Meetings (Up to 7 hours)	
Restricted Area	132.00
One field and Pavilion	219.00
One field	202.00
Athletics Track by arrangement	

CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
<ul style="list-style-type: none"> Normal size – 253m² (10 rods equivalent) 	£0.23 per m ² wef 29.09.2025 (£58.19 per 253m ² plot)
Quakers Hall Allotments:	
<ul style="list-style-type: none"> Normal size – 253m² (10 rods equivalent) 	£0.24 per m ² wef 29.09.2025 (£60.72 per 253m ² plot)
Logs:	
<ul style="list-style-type: none"> Full Load Half Load 	£146.00 £92.00
RALEY'S CAR PARK	
Annual car park pass (limited number available to applicants who meet specified requirements)	£65.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2020 for 5 years. Lease expires December 2025)	£3,750.00 Review Sept 2025
Sevenoaks Clarendon LTC (reviewed February 2022. Next review due March 2028. Main lease expires March 2042)	£473 per annum Review March 2028
The Sevenoaks Vine Club	
<ul style="list-style-type: none"> Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025
<ul style="list-style-type: none"> Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town FC Ltd:	
<ul style="list-style-type: none"> Pitch 1(Lease expires 17 May 2043) 	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
<ul style="list-style-type: none"> Pitch 2 Tenancy at Will commenced July 2013 	£520 per annum
<ul style="list-style-type: none"> Pavilion Tenancy at Will commenced July 2013 	£1 per annum
Sevenoaks Day Care	One peppercorn per annum

The Stag Community Arts Centre	Premium Nil
Access to Mount Close Play Area	£7.40 per annum

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

1. Summary

The year-to-date position at the end of October gives a revenue surplus of £15,833. Allowing for the Bat & Ball Station reserves movement which offsets some of the Bat & Ball Station £37,336 year-to-date deficit, the adjusted position is a £53,171 surplus.

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

- Open Spaces income is down by £6,521 due to a reduction in rugby income.
- Cemetery income YTD has a surplus of £6,919.
- Hire of rooms at Bat & Ball Station has reached 95% of its annual income.
- Interest on deposits is positive, income of £35k against an annual budget of £30k.
- Bat and Ball Centre letting of facilities is positive with an income of £85k against a budgeted £63k year to date.
- £3,779 over budget for gross pay YTD in planning due to overtime payments.
- Printing and Stationery under the Establishment nominal code is £791 over its annual budget.
- £10k over budget for staff costs under the Establishment nominal code due to staff cover and overtime.
- Bat and Ball Centre repairs and general maintenance is £6k over budget due to review of health & safety procedures, this will be fed into the next budget.

2. Use of Contingency

Monies spent

Pigeon Removal - Public Clock	2,013
Pigeon Removal - scaffolding	1238
Replacement Fire Escape Doors - HitB	4,224
BID Website	1,414
Staff Costs - Establishments	10,000
Parking and Beats Survey	7,913
Town Crier Redesign	3,200
	30,002

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

Appendix 6 – Operating Income and Expenditure

3. 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	£21,353 (F)	Please refer to the variance report.
22	Cemetery	£7,482 (F)	Please refer to the variance report.
28	Street Lighting	£19,991 (F)	Please refer to the variance report.
33	General	£15,989 (F)	Please refer to the variance report.
36	Bat and Ball Centre	£9,718 (F)	Please refer to the variance report.
41	Business Hub	£7,016 (F)	Please refer to the variance report.
50	Youth Café	£8,343 (F)	Please refer to the variance report.
60	Markets	£12,564 (F)	Please refer to the variance report.
31	Establishments	£27,859 (A)	Please refer to the variance report.
28	Vine Café	£13,134 (A)	Please refer to the variance report.
30	Bat and Ball Station	£13,813 (A)	Please refer to the variance report.

4. Statutory Balance Sheet

The total assets year to date are £2,291,151. Revenue (general) reserves have increased by £3,533 leaving a year-to-date balance of £509,336.

Earmarked Reserves have increased by £78,338 leaving a year-to-date balance of £1,115,672.

This includes:

1. Approximately £5k movement to ear marked reserve for a mileage contingency.
2. Approximately £6k movement to ear marked reserve for energy saving initiatives at the Town Council offices.
3. Approximately £2k movement to ear marked reserves for streetlighting deposits.
4. £1,112 payment for boiler service at Bat and Ball Station.
5. £11,213 payment for a new deck mower.
6. £11,550 payment towards the Masterplan costs.

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

5. Insurance Claim

There has been a further report of a damaged streetlight this time in Harrison Way – this has been reported to Zurich.

Detailed Income & Expenditure by Phased Budget Heading 15/11/2024

Month No: 7

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	2,916	2,417	(499)	20,698	16,919	(3,779)	29,000		8,302	71.4%	
4270 Employers Pension Contribution	101	100	(1)	737	700	(37)	1,200		463	61.4%	
6240 Computer/ Data Base/WP's	59	0	(59)	492	650	158	650		158	75.8%	
6320 Staff Training	0	0	0	50	0	(50)	0		(50)	0.0%	
6630 Professional Fees	9	0	(9)	278	750	472	900		622	30.9%	
6730 Subscriptions	0	50	50	625	350	(275)	600		(25)	104.2%	
Planning - General :- Indirect Expenditure	3,085	2,567	(518)	22,880	19,369	(3,511)	32,350	0	9,470	70.7%	0
Net Expenditure	(3,085)	(2,567)	518	(22,880)	(19,369)	3,511	(32,350)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	0	1,788	1,788	14,207	20,728	6,521	29,663			47.9%	
1030 Electricity recharge	0	0	0	523	2,000	1,477	4,054			12.9%	
1316 Raleys Car Park Permits	8	0	(8)	1,846	1,672	(174)	1,672			110.4%	
1850 Log Sales	0	0	0	0	0	0	754			0.0%	
1853 Adopt a Tree income	0	100	100	0	100	100	100			0.0%	
1990 Other Income	0	45	45	277	180	(97)	270			102.5%	
O/ Spaces & Leisure - General :- Income	8	1,933	1,925	16,852	24,680	7,828	36,513			46.2%	0
4010 Gross Pay	16,084	16,581	497	99,292	116,067	16,775	198,977		99,685	49.9%	
4011 Mileage	11	0	(11)	578	0	(578)	0		(578)	0.0%	
4270 Employers Pension Contribution	871	1,266	395	5,841	8,862	3,021	15,190		9,349	38.5%	
5010 Vine Area General Maintenance	30	0	(30)	30	0	(30)	0		(30)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 15/11/2024

Month No: 7

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	0	0	0	200	1,357	1,157	1,357		1,157	14.7%	
5025 Lower St Johns Toilets	1,810	1,167	(643)	20,759	8,169	(12,590)	14,000		(6,759)	148.3%	13,838
5026 Greatness Rec Convenience	4	258	254	1,929	1,806	(123)	3,100		1,171	62.2%	
5030 St Nicholas Burial Ground	80	0	(80)	563	100	(463)	100		(463)	563.0%	
5050 Seats And Litter Bins	0	0	0	0	1,148	1,148	2,300		2,300	0.0%	
5060 Sevenoaks Common	0	0	0	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	336	1,000	664	2,452	3,000	548	4,000		1,548	61.3%	
5110 Knole Paddock & Pavilion	330	340	10	330	1,700	1,370	3,500		3,170	9.4%	
5120 Knole Paddock Pitch & Grnd Mt	0	100	100	3,852	2,100	(1,752)	2,500		(1,352)	154.1%	
5310 Miscellaneous Open Spaces	208	433	225	3,521	3,031	(490)	5,200		1,679	67.7%	
5311 Security Open Spaces	2,425	2,083	(342)	17,225	14,581	(2,644)	25,000		7,775	68.9%	
5316 Skatepark Maintenance	0	0	0	84	2,000	1,916	2,000		1,916	4.2%	
5317 Raleys Car Park	0	0	0	0	422	422	422		422	0.0%	
5320 Fertilizers	817	0	(817)	1,274	1,000	(274)	1,500		226	84.9%	
5330 Grass Seed	0	0	0	3,379	2,500	(879)	2,500		(879)	135.1%	
5340 Plants	527	0	(527)	1,806	1,400	(406)	3,000		1,194	60.2%	
5410 Repairs & General Maintenance	56	150	94	193	1,050	857	1,800		1,607	10.7%	
5412 Capital Refurbishments	0	833	833	0	5,831	5,831	10,000		10,000	0.0%	
5500 Equipment Hired and New	0	583	583	2,514	4,081	1,567	7,000		4,486	35.9%	
5525 Equipment Maintenance	20	600	580	2,786	5,500	2,714	8,000		5,214	34.8%	
5550 Vehicle Expenses	0	1,792	1,792	2,754	12,544	9,790	21,500		18,746	12.8%	(20,000)
5700 Fuel	259	492	233	2,616	3,444	828	5,900		3,284	44.3%	
6010 Light Heat & Cleaning	0	500	500	2,116	5,700	3,584	8,500		6,384	24.9%	

Detailed Income & Expenditure by Phased Budget Heading 15/11/2024

Month No: 7

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	792	0	(792)	283	0	(283)	0		(283)	0.0%	
6013 Cleaning	0	50	50	224	350	126	600		376	37.3%	
6014 Water	22	83	61	495	581	86	1,000		505	49.5%	
6101 Telephone	11	12	1	80	84	4	145		65	55.4%	
6104 Mobile Telephone	15	28	13	127	196	69	340		213	37.3%	
6105 Broadband wi-fi service	22	25	3	194	175	(19)	300		106	64.6%	
6320 Staff Training	0	0	0	1,950	1,500	(450)	3,000		1,050	65.0%	
6330 Welfare/Hospitality	0	52	52	500	364	(136)	625		125	80.0%	
6635 Professional Fees Licensing	0	0	0	295	300	5	300		5	98.3%	
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	119	119	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	49	49	80		80	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,700		1,700	0.0%	
6930 Alarm Maintenance	0	0	0	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	0	0	0	692	1,400	708	3,000		2,308	23.1%	
6935 Waste Bin Disposal-Waste Bins	161	225	64	1,907	1,575	(332)	2,700		793	70.6%	
6952 Protective Clothing	39	131	92	868	917	49	1,575		707	55.1%	
O/ Spaces & Leisure - General :- Indirect Expenditure	24,931	28,808	3,877	185,720	221,063	35,343	374,671	0	188,951	49.6%	(6,162)
Net Income over Expenditure	(24,922)	(26,875)	(1,953)	(168,867)	(196,383)	(27,516)	(338,158)				
8001 plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(24,922)	(26,875)	(1,953)	(175,030)	(196,383)	(21,353)	(338,158)				

Detailed Income & Expenditure by Phased Budget Heading 15/11/2024

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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	960	6,581	5,621	52,986	46,067	(6,919)	78,975			67.1%	
O/ Spaces & Leisure - Cemetery :- Income	960	6,581	5,621	52,986	46,067	(6,919)	78,975			67.1%	0
4010 Gross Pay	9,075	8,303	(772)	64,219	58,121	(6,098)	99,632		35,413	64.5%	
4011 Mileage	3	0	(3)	93	0	(93)	0		(93)	0.0%	
4270 Employers Pension Contribution	754	691	(63)	5,824	4,837	(987)	8,290		2,466	70.3%	
5210 Cemetery Chapel & Office	0	0	0	232	150	(82)	150		(82)	154.9%	
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	350	350	700		700	0.0%	
5410 Repairs & General Maintenance	341	100	(241)	997	700	(297)	1,200		203	83.1%	
5500 Equipment Hired and New	0	333	333	581	2,331	1,750	4,000		3,419	14.5%	
5525 Equipment Maintenance	(3)	750	753	313	5,250	4,937	9,000		8,687	3.5%	
5700 Fuel	45	100	55	365	700	335	1,200		835	30.4%	
6000 Rent & Rates	1,033	875	(158)	6,124	6,125	1	10,500		4,376	58.3%	
6010 Light Heat & Cleaning	0	175	175	0	1,225	1,225	2,100		2,100	0.0%	
6011 Electricity	138	0	(138)	737	0	(737)	0		(737)	0.0%	
6013 Cleaning	44	0	(44)	357	600	243	1,000		643	35.7%	
6014 Water	0	92	92	0	644	644	1,100		1,100	0.0%	
6101 Telephone	59	67	8	407	469	62	800		393	50.9%	
6104 Mobile Telephone	0	2	2	0	14	14	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	70	84	14	150		80	46.7%	
6240 Computer/ Data Base/WP's	39	210	171	(1,005)	670	1,675	670		1,675	(150.0%)	
6320 Staff Training	0	0	0	0	750	750	1,500		1,500	0.0%	

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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	296	175	(121)	300		5	98.5%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	182	10	(172)	182	70	(112)	125		(57)	145.5%	
6720 Books and Periodicals	0	0	0	0	50	50	50		50	0.0%	
6730 Subscriptions	0	0	0	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	428	0	(428)	1,400	1,600	200	3,000		1,600	46.7%	
6822 Roads Path & Boundaries	0	220	220	0	660	660	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	36	60	24	120		84	29.6%	
6922 Health&Safety/Risk Assessments	0	0	0	263	750	487	1,500		1,237	17.5%	
6930 Alarm Maintenance	0	0	0	1,451	1,275	(176)	1,700		249	85.4%	
6932 Cemetery Security	563	500	(63)	3,940	3,500	(440)	6,000		2,060	65.7%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	716	756	40	1,300		584	55.1%	
6952 Protective Clothing	246	58	(188)	521	406	(115)	700		179	74.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	13,038	12,631	(407)	94,258	92,522	(1,736)	157,862	0	63,604	59.7%	2,299
Net Income over Expenditure	(12,078)	(6,050)	6,028	(41,272)	(46,455)	(5,183)	(78,887)				
8001 plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(12,078)	(6,050)	6,028	(38,973)	(46,455)	(7,482)	(78,887)				
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	(129)	1,559	1,688	1,559			(8.3%)	
1047 QH Allotments Income	84	0	(84)	9,362	8,342	(1,020)	8,342			112.2%	
O/ Spaces & Leisure- Allotment :- Income	84	0	(84)	9,233	9,901	668	9,901			93.3%	0

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	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	623	317	(306)	3,741	2,219	(1,522)	3,800		59	98.4%	
4270 Employers Pension Contribution	76	15	(61)	472	105	(367)	180		(292)	262.0%	
5410 Repairs & General Maintenance	0	0	0	1,097	0	(1,097)	0		(1,097)	0.0%	1,013
6002 QH Allotments Costs	372	0	(372)	499	0	(499)	0		(499)	0.0%	
6014 Water	61	0	(61)	(226)	476	702	950		1,176	(23.8%)	
6300 Computer Software	0	0	0	803	20	(783)	20		(783)	4012.5%	
6620 Legal Expenses	0	0	0	1,500	0	(1,500)	0		(1,500)	0.0%	
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	1,131	332	(799)	8,164	2,890	(5,274)	5,080	0	(3,084)	160.7%	1,013
Net Income over Expenditure	(1,048)	(332)	716	1,068	7,011	5,943	4,821				
8001 plus Transfer from EMR	0	0	0	1,013	0	(1,013)	0				
Movement to/(from) Gen Reserve	(1,048)	(332)	716	2,081	7,011	4,930	4,821				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	7	0	(7)	12,043			0.1%	
1550 Insurance Claims	2,891	0	(2,891)	2,891	0	(2,891)	0			0.0%	
1990 Other Income	0	0	0	3,789	0	(3,789)	1,000			378.9%	2,409
1997 In Bloom Income	0	0	0	1,200	0	(1,200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	2,891	0	(2,891)	7,887	0	(7,887)	13,043			60.5%	2,409

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5410 Repairs & General Maintenance	1,858	0	(1,858)	5,108	3,251	(1,857)	3,251		(1,857)	157.1%	
6861 Public Clock Maintenance	0	0	0	342	0	(342)	200		(142)	171.1%	
6862 Street Lighting	2,035	1,417	(618)	2,684	9,919	7,235	17,000		14,316	15.8%	
6865 In Bloom Costs	0	0	0	11,751	14,000	2,249	14,000		2,249	83.9%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	3,893	1,417	(2,476)	19,884	27,170	7,286	34,451	0	14,567	57.7%	0
Net Income over Expenditure	(1,003)	(1,417)	(414)	(11,998)	(27,170)	(15,172)	(21,408)				
8002 plus Transfer to EMR	0	0	0	2,409	0	(2,409)	0				
8002 less Transfer to EMR	0	0	0	2,409	0	(2,409)	0				
Movement to/(from) Gen Reserve	(1,003)	(1,417)	(414)	(14,407)	(27,170)	(19,991)	(21,408)				
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	2,167	0	(2,167)	36,663	0	(36,663)	0			0.0%	
1213 Event catering	0	0	0	1,782	0	(1,782)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	2,167	0	(2,167)	38,445	0	(38,445)	0				0
4010 Gross Pay	2,821	0	(2,821)	27,245	0	(27,245)	0		(27,245)	0.0%	
4270 Employers Pension Contribution	144	0	(144)	1,276	0	(1,276)	0		(1,276)	0.0%	
5410 Repairs & General Maintenance	9	0	(9)	210	0	(210)	0		(210)	0.0%	
5500 Equipment Hired and New	431	0	(431)	633	0	(633)	0		(633)	0.0%	
5525 Equipment Maintenance	152	0	(152)	1,434	0	(1,434)	0		(1,434)	0.0%	
6000 Rent & Rates	74	0	(74)	514	0	(514)	0		(514)	0.0%	
6010 Light Heat & Cleaning	31	0	(31)	145	0	(145)	0		(145)	0.0%	

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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	1,118	0	(1,118)	2,139	0	(2,139)	0		(2,139)	0.0%	
6014 Water	110	0	(110)	543	0	(543)	0		(543)	0.0%	
6101 Telephone	51	0	(51)	304	0	(304)	0		(304)	0.0%	
6200 Printing & Stationery	0	0	0	95	0	(95)	0		(95)	0.0%	
6210 Postage & Courier	28	0	(28)	28	0	(28)	0		(28)	0.0%	
6320 Staff Training	0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	616	0	(616)	11,462	0	(11,462)	0		(11,462)	0.0%	
6505 Cafe consumables	39	0	(39)	832	0	(832)	0		(832)	0.0%	
6635 Professional Fees Licensing	474	0	(474)	474	0	(474)	0		(474)	0.0%	
6900 Sundry Expenses	1	0	(1)	1	0	(1)	0		(1)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	1,638	0	(1,638)	0		(1,638)	0.0%	
6930 Alarm Maintenance	505	0	(505)	505	0	(505)	0		(505)	0.0%	
6935 Waste Bin Disposal-Waste Bins	81	0	(81)	1,110	0	(1,110)	0		(1,110)	0.0%	
6976 Credit card charges	214	0	(214)	957	0	(957)	0		(957)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	6,897	0	(6,897)	51,579	0	(51,579)	0	0	(51,579)		0
Net Income over Expenditure	(4,731)	0	4,731	(13,134)	0	13,134	0				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	0	0	1,280	1,500	220	1,500			85.3%	
1350 Revenue Grant income	0	0	0	9,228	0	(9,228)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	0	875	875	2,625	2,625	0	3,500			75.0%	
1870 Vine Club Insurance Contrib.	0	0	0	462	367	(95)	367			126.0%	
O/Spaces & Leisure-Vine Ground :- Income	0	875	875	13,595	4,492	(9,103)	5,367			253.3%	0

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	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	1,888	1,866	(22)	14,710	13,062	(1,648)	22,398		7,688	65.7%	
4270 Employers Pension Contribution	69	112	43	522	784	262	1,344		822	38.8%	
5010 Vine Area General Maintenance	105	208	103	1,352	1,456	104	2,500		1,148	54.1%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	13	1,000	987	4,569	7,000	2,431	12,000		7,431	38.1%	
5410 Repairs & General Maintenance	0	67	67	23	469	446	800		777	2.8%	
5500 Equipment Hired and New	0	0	0	0	2,004	2,004	2,006		2,006	0.0%	
6011 Electricity	529	0	(529)	529	0	(529)	0		(529)	0.0%	
6014 Water	19	42	23	188	294	106	500		312	37.7%	
6200 Printing & Stationery	0	0	0	385	0	(385)	0		(385)	0.0%	
6635 Professional Fees Licensing	0	0	0	70	210	140	210		140	33.3%	
6868 Summer Concerts	0	0	0	3,596	3,600	4	3,600		4	99.9%	
6869 Special Events	0	0	0	0	140	140	140		140	0.0%	
6873 Vine Lighting Project	3,984	0	(3,984)	24,135	0	(24,135)	0		(24,135)	0.0%	10,923
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	730	730	730		730	0.0%	
6935 Waste Bin Disposal-Waste Bins	80	80	(0)	353	560	207	960		607	36.7%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	6,687	3,375	(3,312)	50,432	31,609	(18,823)	48,488	0	(1,944)	104.0%	10,923
Net Income over Expenditure	(6,687)	(2,500)	4,187	(36,837)	(27,117)	9,720	(43,121)				
8001 plus Transfer from EMR	0	0	0	10,923	0	(10,923)	0				
Movement to/(from) Gen Reserve	(6,687)	(2,500)	4,187	(25,914)	(27,117)	(1,203)	(43,121)				

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>30 F&G P - Bat & Ball Station</u>											
1022 Letting & Hire of Facilities	446	1,000	555	11,496	7,000	(4,496)	12,000			95.8%	(137)
1211 Sale of Goods	3,064	0	(3,064)	21,820	0	(21,820)	0			0.0%	
1213 Event catering	770	0	(770)	6,985	0	(6,985)	0			0.0%	
F&G P - Bat & Ball Station :- Income	4,280	1,000	(3,280)	40,302	7,000	(33,302)	12,000			335.8%	(137)
4010 Gross Pay	5,849	1,583	(4,266)	42,738	11,081	(31,657)	19,000	(23,738)		224.9%	
4270 Employers Pension Contribution	193	83	(110)	1,402	581	(821)	1,000	(402)		140.2%	
5340 Plants	0	0	0	58	0	(58)	0	(58)		0.0%	
5410 Repairs & General Maintenance	552	583	31	8,107	4,081	(4,026)	7,000	(1,107)		115.8%	4,012
5500 Equipment Hired and New	0	83	83	565	581	16	1,000	435		56.5%	
5525 Equipment Maintenance	23	0	(23)	390	0	(390)	0	(390)		0.0%	
6000 Rent & Rates	54	333	279	734	2,331	1,597	4,000	3,266		18.4%	
6011 Electricity	848	625	(223)	2,532	4,375	1,843	7,500	4,968		33.8%	
6012 Gas	0	118	118	1,193	826	(367)	1,420	227		84.0%	
6013 Cleaning	99	292	193	1,693	2,044	351	3,500	1,807		48.4%	
6014 Water	24	250	226	209	1,750	1,541	3,000	2,791		7.0%	
6020 Insurance Cost	0	0	0	0	0	0	1,000	1,000		0.0%	
6101 Telephone	51	42	(9)	282	294	12	500	218		56.4%	
6200 Printing & Stationery	6	0	(6)	38	0	(38)	0	(38)		0.0%	
6210 Postage & Courier	28	0	(28)	28	0	(28)	0	(28)		0.0%	
6240 Computer/ Data Base/WP's	0	0	0	8	0	(8)	0	(8)		0.0%	
6241 Website Costs	0	0	0	335	400	65	400	65		83.8%	
6330 Welfare/Hospitality	51	0	(51)	866	0	(866)	0	(866)		0.0%	

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	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
6460 Publicity & Democratic notices	0	0	0	57	0	(57)	0		(57)	0.0%	
6500 Goods for Resale	1,345	0	(1,345)	11,676	0	(11,676)	0		(11,676)	0.0%	
6505 Cafe consumables	0	0	0	489	0	(489)	0		(489)	0.0%	
6630 Professional Fees	0	0	0	3,450	0	(3,450)	0		(3,450)	0.0%	
6635 Professional Fees Licensing	0	0	0	295	600	305	600		305	49.2%	
6730 Subscriptions	0	0	0	300	0	(300)	0		(300)	0.0%	
6869 Special Events	115	0	(115)	615	0	(615)	0		(615)	0.0%	
6922 Health&Safety/Risk Assessments	24	325	301	1,647	975	(672)	1,300		(347)	126.7%	
6930 Alarm Maintenance	0	58	58	405	406	1	700		295	57.9%	
6931 CCTV Maintenance	0	0	0	85	0	(85)	170		85	50.0%	
6935 Waste Bin Disposal-Waste Bins	81	67	(14)	912	469	(443)	800		(112)	113.9%	
6976 Credit card charges	194	0	(194)	682	0	(682)	0		(682)	0.0%	
F & G P - Bat & Ball Station :- Indirect Expenditure	9,537	4,442	(5,095)	81,789	30,794	(50,995)	52,890	0	(28,899)	154.6%	4,012
Net Income over Expenditure	(5,257)	(3,442)	1,815	(41,487)	(23,794)	17,693	(40,890)				
8001 plus Transfer from EMR	0	0	0	4,012	0	(4,012)	0				
8002 less Transfer to EMR	0	0	0	(137)	0	137	0				
Movement to/(from) Gen Reserve	(5,257)	(3,442)	1,815	(37,339)	(23,794)	13,818	(40,890)				
31 F & G P - Establishments											
1115 Interest on Deposits	4,463	2,500	(1,963)	35,463	17,500	(17,963)	30,000			118.2%	
1200 Sale of Stationery	0	0	0	6	0	(6)	0			0.0%	
1230 Roadside Advertising-Charities	0	33	33	510	231	(279)	400			127.5%	

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	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
1231 Banner Income	270	0	(270)	630	1,000	370	1,000			63.0%	
1232 Town Crier Advertising	250	0	(250)	1,375	600	(775)	600			229.2%	(100)
1350 Revenue Grant income	0	0	0	2,000	0	(2,000)	0			0.0%	
1889 Waste Sacks Income	559	458	(101)	5,695	3,206	(2,489)	5,500			103.6%	
1990 Other Income	6,780	0	(6,780)	12,579	0	(12,579)	0			0.0%	12,099
F & G P - Establishments :- Income	12,322	2,991	(9,331)	58,259	22,537	(35,722)	37,500			155.4%	11,999
4010 Gross Pay	34,146	39,201	5,055	237,067	214,407	(22,660)	360,410		123,343	65.8%	12,300
4011 Mileage	127	46	(81)	248	322	74	559		311	44.4%	1,000
4012 Expenses	130	83	(47)	675	581	(94)	1,000		325	67.5%	
4270 Employers Pension Contribution	3,707	3,475	(232)	27,749	24,325	(3,424)	41,700		13,951	66.5%	
4271 Pension Deficiency	6,663	6,667	4	46,641	46,669	28	80,000		33,359	58.3%	
5500 Equipment Hired and New	0	83	83	1,764	581	(1,183)	1,000		(764)	176.4%	
6020 Insurance Cost	0	0	0	19,510	19,295	(215)	19,295		(215)	101.1%	
6101 Telephone	467	458	(9)	2,393	3,206	813	5,490		3,097	43.6%	
6200 Printing & Stationery	4,107	1,417	(2,690)	17,791	9,919	(7,872)	17,000		(791)	104.7%	
6210 Postage & Courier	0	1,000	1,000	3,882	3,000	(882)	4,000		118	97.0%	
6240 Computer/ Data Base/WP's	1,879	1,500	(379)	20,814	10,500	(10,314)	18,000		(2,814)	115.6%	5,045
6241 Website Costs	0	0	0	423	600	177	600		177	70.4%	
6242 I.T. Infrastructure	406	733	327	4,539	5,865	1,326	11,000		6,461	41.3%	
6300 Computer Software	267	100	(167)	6,360	5,100	(1,260)	5,500		(860)	115.6%	
6315 Recruitment Costs	0	167	167	0	1,169	1,169	2,000		2,000	0.0%	
6320 Staff Training	0	275	275	5,259	1,925	(3,334)	3,300		(1,959)	159.4%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	

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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	31	333	302	2,379	2,331	(48)	4,000		1,621	59.5%	2,310
6340 Staff Uniforms	0	0	0	209	0	(209)	0		(209)	0.0%	
6410 Civic Exps/Annual Reception	280	0	(280)	840	1,100	260	2,100		1,260	40.0%	
6415 Gifts/hospitality	0	100	100	222	700	478	1,200		978	18.5%	
6421 Honour Bd. Badges & Insignia	0	0	0	1,220	200	(1,020)	200		(1,020)	609.8%	1,094
6435 Members Expenses	1,316	500	(816)	1,316	2,500	1,184	3,500		2,184	37.6%	
6460 Publicity & Democratic notices	0	0	0	1,748	250	(1,498)	500		(1,248)	349.6%	
6461 Banner Costs	0	108	108	1,939	756	(1,183)	1,300		(639)	149.2%	
6610 Audit Fees	0	611	611	46	4,889	4,844	5,500		5,455	0.8%	
6620 Legal Expenses	0	1,000	1,000	1,050	2,000	950	2,000		950	52.5%	
6630 Professional Fees	235	0	(235)	1,212	0	(1,212)	0		(1,212)	0.0%	
6635 Professional Fees Licensing	570	0	(570)	1,050	750	(300)	1,500		450	70.0%	
6710 Conference Fees & Expenses	800	208	(592)	3,397	1,456	(1,941)	2,500		(897)	135.9%	
6720 Books and Periodicals	0	0	0	0	400	400	400		400	0.0%	
6730 Subscriptions	13	254	241	5,601	5,713	112	6,600		999	84.9%	
6889 Waste Sacks	600	275	(325)	4,052	1,925	(2,127)	3,300		(752)	122.8%	
6900 Sundry Expenses	0	42	42	255	294	39	500		245	51.1%	
6922 Health&Safety/Risk Assessments	0	100	100	4,164	4,600	437	5,200		1,037	80.1%	
6975 Bank Charges	270	133	(137)	1,396	931	(465)	1,600		204	87.3%	
6976 Credit card charges	242	67	(175)	959	469	(490)	800		(159)	119.9%	
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	0.0%	(5,000)
7611 Contingency provision	0	(10,000)	(10,000)	0	(18,889)	(18,889)	51,111		51,111	0.0%	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617 PWLB Loan Repayment	0	0	0	35,801	35,801	0	71,602		35,801	50.0%	
F & G P - Establishments :- Indirect Expenditure	56,255	48,936	(7,319)	463,970	395,640	(68,330)	743,267	0	279,297	62.4%	16,749
Net Income over Expenditure	(43,933)	(45,945)	(2,012)	(405,712)	(373,103)	32,609	(705,767)				
8001 plus Transfer from EMR	8,194	0	(8,194)	16,749	0	(16,749)	0				

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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
8002	less Transfer to EMR	6,730	0	(6,730)	11,999	0	(11,999)	0				
	Movement to/(from) Gen Reserve	(42,469)	(45,945)	(16,936)	(400,962)	(373,103)	3,861	(705,767)				
<u>32 F & G P - General</u>												
1350	Revenue Grant income	110	0	(110)	1,610	0	(1,610)	0			0.0%	
1490	Christmas Lights Switch On	2,500	2,000	(500)	4,500	2,000	(2,500)	6,000			75.0%	
	F & G P - General :- Income	2,610	2,000	(610)	6,110	2,000	(4,110)	6,000			101.8%	0
5410	Repairs & General Maintenance	5	0	(5)	5	0	(5)	0		(5)	0.0%	
6490	Christmas Lights Switch On	168	1,333	1,165	29	3,999	3,970	28,000		27,971	0.1%	
6491	Remembrance Day/Civic Serv.	448	0	(448)	1,437	500	(937)	5,000		3,563	28.7%	
6869	Special Events	(0)	0	0	11,146	19,998	8,852	20,000		8,854	55.7%	
	F & G P - General :- Indirect Expenditure	621	1,333	712	12,618	24,497	11,879	53,000	0	40,382	23.8%	0
	Net Income over Expenditure	1,989	667	(1,322)	(6,508)	(22,497)	(15,989)	(47,000)				
<u>33 F & G P - Council Offices</u>												
1022	Letting & Hire of Facilities	649	1,036	387	6,514	7,252	738	12,429			52.4%	
1030	Electricity recharge	624	0	(624)	1,295	0	(1,295)	0			0.0%	
1213	Event catering	0	0	0	68	0	(68)	0			0.0%	
	F & G P - Council Offices :- Income	1,273	1,036	(237)	7,877	7,252	(625)	12,429			63.4%	0
4010	Gross Pay	375	364	(11)	2,538	2,548	10	4,369		1,831	58.1%	
4270	Employers Pension Contribution	21	28	7	242	196	(46)	340		98	71.3%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5410 Repairs & General Maintenance	495	58	(437)	1,818	406	(1,412)	700		(1,118)	259.8%	
6000 Rent & Rates	2,839	2,800	(39)	19,875	19,600	(275)	28,000		8,125	71.0%	
6010 Light Heat & Cleaning	94	396	302	1,025	2,772	1,747	4,754		3,729	21.6%	
6011 Electricity	43	250	207	(201)	1,750	1,951	3,000		3,201	(6.7%)	
6012 Gas	105	250	145	188	1,750	1,562	3,000		2,812	6.3%	
6014 Water	156	196	40	1,078	1,372	294	2,349		1,271	45.9%	
6104 Mobile Telephone	8	6	(2)	116	42	(74)	75		(41)	154.5%	
6635 Professional Fees Licensing	295	0	(295)	295	0	(295)	0		(295)	0.0%	
6922 Health&Safety/Risk Assessments	550	0	(550)	814	900	86	900		86	90.4%	
6930 Alarm Maintenance	0	0	0	673	1,000	327	1,000		327	67.3%	
6935 Waste Bin Disposal-Waste Bins	757	117	(640)	1,380	819	(561)	1,400		20	98.5%	
6952 Protective Clothing	46	0	(46)	46	100	54	100		54	46.0%	
F & G P - Council Offices :- Indirect Expenditure	5,784	4,465	(1,319)	29,887	33,255	3,368	49,987	0	20,100	59.8%	0
Net Income over Expenditure	(4,510)	(3,429)	1,081	(22,010)	(26,003)	(3,993)	(37,558)				
<u>36 F & G P - Bat & Ball Centre</u>											
1022 Letting & Hire of Facilities	11,496	9,000	(2,496)	85,395	63,000	(22,395)	108,000			79.1%	(137)
1030 Electricity recharge	176	0	(176)	268	84	(184)	169			158.3%	
1213 Event catering	257	0	(257)	658	0	(658)	0			0.0%	
1445 Outdoor Activities	0	0	0	260	150	(110)	200			129.9%	
1457 Indoor Activities	432	441	9	3,818	3,087	(731)	5,293			72.1%	
1990 Other Income	43	0	(43)	272	0	(272)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	12,403	9,441	(2,962)	90,671	66,321	(24,350)	113,662			79.8%	(137)

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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	7,551	6,842	(709)	52,461	47,894	(4,567)	82,100		29,639	63.9%	
4012 Expenses	0	0	0	2	0	(2)	0		(2)	0.0%	
4270 Employers Pension Contribution	267	275	8	1,817	1,925	108	3,300		1,483	55.1%	
5340 Plants	0	0	0	31	0	(31)	200		169	15.6%	
5410 Repairs & General Maintenance	3,985	0	(3,985)	8,294	1,000	(7,294)	2,000		(6,294)	414.7%	
5500 Equipment Hired and New	0	250	250	725	750	25	1,000		275	72.5%	
5525 Equipment Maintenance	0	0	0	64	0	(64)	0		(64)	0.0%	
6000 Rent & Rates	530	600	70	3,712	4,200	488	6,000		2,288	61.9%	
6011 Electricity	1,040	1,167	127	6,428	8,169	1,741	14,000		7,572	45.9%	
6012 Gas	118	441	323	733	1,323	590	1,764		1,031	41.6%	
6013 Cleaning	328	167	(161)	1,436	1,169	(267)	2,000		564	71.8%	
6014 Water	27	266	239	69	1,862	1,793	3,197		3,128	2.2%	
6101 Telephone	52	50	(2)	361	350	(11)	600		239	60.2%	
6104 Mobile Telephone	8	20	12	75	140	65	240		165	31.3%	
6200 Printing & Stationery	6	0	(6)	6	0	(6)	0		(6)	0.0%	
6240 Computer/ Data Base/WP's	0	33	33	8	231	223	400		392	2.1%	
6330 Welfare/Hospitality	0	42	42	528	294	(234)	500		(28)	105.6%	
6520 Refreshments for Resale	306	83	(223)	2,188	581	(1,607)	1,000		(1,188)	218.8%	
6630 Professional Fees	0	0	0	2,937	0	(2,937)	0		(2,937)	0.0%	
6635 Professional Fees Licensing	0	0	0	203	250	47	500		297	40.6%	
6900 Sundry Expenses	4	0	(4)	13	0	(13)	50		37	25.6%	
6922 Health&Safety/Risk Assessments	0	0	0	3,019	0	(3,019)	2,000		(1,019)	150.9%	
6930 Alarm Maintenance	42	0	(42)	398	350	(48)	902		504	44.1%	
6931 CCTV Maintenance	167	400	233	4,191	400	(3,791)	400		(3,791)	1047.8%	3,898

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	111	175	64	1,029	1,225	196	2,100		1,071	49.0%	
6952 Protective Clothing	0	0	0	29	250	221	250		221	11.7%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	14,541	10,811	(3,730)	90,757	72,363	(18,394)	124,503	0	33,746	72.9%	3,898
Net Income over Expenditure	(2,137)	(1,370)	767	(86)	(6,042)	(5,956)	(10,841)				
8001 plus Transfer from EMR	0	0	0	3,898	0	(3,898)	0				
8002 less Transfer to EMR	0	0	0	(137)	0	137	0				
Movement to/(from) Gen Reserve	(2,137)	(1,370)	767	3,949	(6,042)	(9,718)	(10,841)				
38 F & G P - Grants											
7500 Local Organisations Grants	0	7,500	7,500	8,900	14,000	5,100	15,000		6,100	59.3%	
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	6,000	6,000	3,558	8,000	4,442	8,000		4,442	44.5%	
7553 West Kent Housing - Youth Prov	3,750	0	(3,750)	11,250	0	(11,250)	0		(11,250)	0.0%	7,500
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	3,000	3,000	0	3,000		0	100.0%	
7558 Green Sands Common	0	4,000	4,000	432	4,000	3,568	4,000		3,568	10.8%	
F & G P - Grants :- Indirect Expenditure	3,750	17,500	13,750	59,140	61,000	1,860	63,000	0	3,860	93.9%	7,500
Net Expenditure	(3,750)	(17,500)	(13,750)	(59,140)	(61,000)	(1,860)	(63,000)				
8001 plus Transfer from EMR	0	0	0	7,500	0	(7,500)	0				
Movement to/(from) Gen Reserve	(3,750)	(17,500)	(13,750)	(51,640)	(61,000)	(9,360)	(63,000)				

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	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	0	0	3,824	3,826	2	6,500	3,700		115.8%	
F & G P - Property :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,824</u>	<u>3,826</u>	<u>2</u>	<u>6,500</u>			<u>58.8%</u>	<u>0</u>
6014 Water	0	0	0	(12)	0	12	0		12	0.0%	
F & G P - Property :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(12)</u>	<u>0</u>	<u>12</u>	<u>0</u>	<u>0</u>	<u>12</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,836</u>	<u>3,826</u>	<u>(10)</u>	<u>6,500</u>				
<u>40 Town Team</u>											
1204 Holly Party	191	0	(191)	191	0	(191)	0			0.0%	
1206 Business Awards	1,385	7,426	6,041	1,385	7,426	6,041	7,426			18.6%	
1207 Business Show	0	0	0	5,255	4,377	(878)	4,377			120.1%	
Town Team :- Income	<u>1,576</u>	<u>7,426</u>	<u>5,850</u>	<u>6,831</u>	<u>11,803</u>	<u>4,972</u>	<u>11,803</u>			<u>57.9%</u>	<u>0</u>
6101 Telephone	0	9	9	0	63	63	108		108	0.0%	
6200 Printing & Stationery	0	9	9	183	63	(120)	110		(73)	166.4%	
6240 Computer/ Data Base/WP's	0	50	50	350	600	250	827		477	42.3%	
6241 Website Costs	0	70	70	0	210	210	282		282	0.0%	
6244 Information Screens	0	0	0	240	672	432	1,345		1,105	17.8%	
6322 Business Awards	4,296	6,000	1,704	5,107	7,500	2,393	8,116		3,009	62.9%	
6323 Business Show	0	0	0	4,529	2,992	(1,537)	2,992		(1,537)	151.4%	
6325 Holly Party Expense	0	0	0	90	0	(90)	0		(90)	0.0%	
6461 Banner Costs	0	0	0	0	404	404	807		807	0.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6730 Subscriptions	0	400	400	150	589	439	589		439	25.5%	
6900 Sundry Expenses	0	66	66	0	462	462	786		786	0.0%	
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%	
7607 Christmas events	12	0	(12)	12	0	(12)	0		(12)	0.0%	
Town Team :- Indirect Expenditure	4,308	6,604	2,296	10,661	13,555	2,894	16,803	0	6,142	63.4%	0
Net Income over Expenditure	(2,732)	822	3,554	(3,830)	(1,752)	2,078	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	80	108	28	1,179	756	(423)	1,300			90.7%	
1026 Hot Desking Facility	261	433	172	2,808	3,031	223	5,200			54.0%	
1029 Office Pods	1,375	1,372	(3)	9,015	9,604	589	16,471			54.7%	
1031 Chamber of Commerce	525	454	(71)	4,200	3,178	(1,022)	5,451			77.1%	
Business Hub :- Income	2,241	2,367	126	17,202	16,569	(633)	28,422			60.5%	0
4010 Gross Pay	595	558	(37)	4,986	3,906	(1,080)	6,700		1,714	74.4%	
4270 Employers Pension Contribution	0	20	20	0	140	140	243		243	0.0%	
5410 Repairs & General Maintenance	160	25	(135)	692	175	(517)	300		(392)	230.5%	
5500 Equipment Hired and New	0	42	42	478	294	(184)	500		22	95.6%	
6000 Rent & Rates	165	300	135	1,152	2,100	948	3,000		1,848	38.4%	
6010 Light Heat & Cleaning	40	1,351	1,311	40	9,457	9,417	16,211		16,171	0.2%	
6011 Electricity	484	0	(484)	2,258	0	(2,258)	0		(2,258)	0.0%	
6105 Broadband wi-fi service	142	150	9	991	1,050	60	1,800		810	55.0%	
6200 Printing & Stationery	6	0	(6)	6	0	(6)	0		(6)	0.0%	

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	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	99	83	(16)	697	581	(116)	1,000		303	69.7%	
6922 Health&Safety/Risk Assessments	0	0	0	313	170	(143)	170		(143)	184.1%	
6930 Alarm Maintenance	0	0	0	159	300	141	300		141	53.1%	
6931 CCTV Maintenance	0	0	0	159	160	1	160		1	99.6%	
6976 Credit card charges	26	29	3	222	203	(19)	350		128	63.5%	
Business Hub :- Indirect Expenditure	1,717	2,558	841	12,153	18,536	6,383	30,734	0	18,581	39.5%	0
Net Income over Expenditure	524	(191)	(715)	5,049	(1,967)	(7,016)	(2,312)				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	658	0	(658)	960	0	(960)	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	98	0	(98)	0			0.0%	
1759 Autumn Colours Income	240	0	(240)	420	0	(420)	0			0.0%	
Sevenoaks Town Mayor :- Income	898	0	(898)	2,011	0	(2,011)	0				0
6443 Mayors Allowance 2024/2025	265	504	239	2,502	3,528	1,026	6,044		3,542	41.4%	
6444 Mayors Car Allowance 2024/2025	0	226	226	0	1,582	1,582	2,715		2,715	0.0%	
6445 Autumn Colours Expenditure	143	0	(143)	143	0	(143)	0		(143)	0.0%	
7100 Mayoral Charity Donations	0	0	0	5,331	0	(5,331)	0		(5,331)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	408	730	322	7,976	5,110	(2,866)	8,759	0	783	91.1%	0
Net Income over Expenditure	490	(730)	(1,220)	(5,966)	(5,110)	856	(8,759)				

Detailed Income & Expenditure by Phased Budget Heading 15/11/2024

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	0	0	0	500		500	0.0%	
Youth Council :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(500)</u>				
<u>45 BID</u>											
6630 Professional Fees	2,292	0	(2,292)	16,162	1,414	(14,748)	1,414		(14,748)	1143.0%	9,500
BID :- Indirect Expenditure	<u>2,292</u>	<u>0</u>	<u>(2,292)</u>	<u>16,162</u>	<u>1,414</u>	<u>(14,748)</u>	<u>1,414</u>	<u>0</u>	<u>(14,748)</u>	<u>1143.0%</u>	<u>9,500</u>
Net Expenditure	<u>(2,292)</u>	<u>0</u>	<u>2,292</u>	<u>(16,162)</u>	<u>(1,414)</u>	<u>14,748</u>	<u>(1,414)</u>				
8001 plus Transfer from EMR	0	0	0	9,500	0	(9,500)	0				
Movement to/(from) Gen Reserve	<u>(2,292)</u>	<u>0</u>	<u>2,292</u>	<u>(6,662)</u>	<u>(1,414)</u>	<u>5,248</u>	<u>(1,414)</u>				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	556	258	(298)	3,062	1,806	(1,256)	3,100			98.8%	
1211 Sale of Goods	325	167	(158)	1,344	1,169	(175)	2,000			67.2%	
1213 Event catering	0	0	0	125	0	(125)	0			0.0%	
1350 Revenue Grant income	1,000	0	(1,000)	19,612	0	(19,612)	0			0.0%	
1990 Other Income	0	0	0	3,360	0	(3,360)	0			0.0%	
Youth Cafe :- Income	<u>1,881</u>	<u>425</u>	<u>(1,456)</u>	<u>27,502</u>	<u>2,975</u>	<u>(24,527)</u>	<u>5,100</u>			<u>539.3%</u>	<u>0</u>
4010 Gross Pay	6,382	4,342	(2,040)	40,209	30,394	(9,815)	52,100		11,891	77.2%	

Detailed Income & Expenditure by Phased Budget Heading 15/11/2024

Month No: 7

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
4012 Expenses	0	0	0	809	0	(809)	0		(809)	0.0%	
4270 Employers Pension Contribution	256	158	(98)	1,571	1,106	(465)	1,900		329	82.7%	
5410 Repairs & General Maintenance	0	83	83	473	581	108	1,000		527	47.3%	
5500 Equipment Hired and New	386	42	(344)	4,968	4,518	(450)	4,724		(244)	105.2%	
6010 Light Heat & Cleaning	21	17	(4)	143	119	(24)	200		57	71.4%	
6101 Telephone	51	58	7	297	406	109	700		403	42.4%	
6105 Broadband wi-fi service	40	0	(40)	236	200	(36)	200		(36)	118.0%	
6200 Printing & Stationery	1	17	16	685	119	(566)	200		(485)	342.5%	
6210 Postage & Courier	28	0	(28)	28	0	(28)	0		(28)	0.0%	
6240 Computer/ Data Base/WP's	36	25	(11)	2,471	175	(2,296)	300		(2,171)	823.7%	
6241 Website Costs	12	50	38	84	200	116	200		116	42.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	250	250	500		500	0.0%	
6320 Staff Training	0	0	0	80	100	20	100		20	80.0%	
6340 Staff Uniforms	233	0	(233)	328	100	(228)	200		(128)	163.9%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	101	167	66	1,292	1,169	(123)	2,000		708	64.6%	
6505 Cafe consumables	0	0	0	15	0	(15)	0		(15)	0.0%	
6635 Professional Fees Licensing	0	0	0	302	450	148	450		148	67.1%	
6730 Subscriptions	0	0	0	2,000	0	(2,000)	0		(2,000)	0.0%	
6900 Sundry Expenses	0	33	33	36	231	195	400		364	9.1%	
6922 Health&Safety/Risk Assessments	0	0	0	1,121	999	(122)	1,000		(121)	112.1%	
6935 Waste Bin Disposal-Waste Bins	0	0	0	120	0	(120)	0		(120)	0.0%	
Youth Cafe :- Indirect Expenditure	7,546	4,992	(2,554)	57,301	41,117	(16,184)	66,174	0	8,873	86.6%	0
Net Income over Expenditure	(5,665)	(4,567)	1,098	(29,799)	(38,142)	(8,343)	(61,074)				

Detailed Income & Expenditure by Phased Budget Heading 15/11/2024

Month No: 7

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>60 Markets</u>											
1017 Rental Income Sat Market	1,891	1,714	(177)	13,998	11,998	(2,000)	20,567			68.1%	
1018 Rental Income Wed Market	1,378	1,042	(336)	8,125	7,294	(831)	12,506			65.0%	
1019 Rental Income Blighs Market	1,739	1,543	(196)	12,648	10,801	(1,847)	18,512			68.3%	(141)
1208 Other Events Income	400	0	(400)	1,138	0	(1,138)	0			0.0%	
1211 Sale of Goods	0	0	0	131	0	(131)	0			0.0%	
Markets :- Income	5,408	4,299	(1,109)	36,040	30,093	(5,947)	51,585			69.9%	(141)
4010 Gross Pay	166	169	3	1,160	1,183	23	2,031		871	57.1%	
5410 Repairs & General Maintenance	0	0	0	7	100	93	200		193	3.7%	
5420 Saturday market charges	1,149	1,668	519	8,618	10,340	1,722	17,345		8,727	49.7%	
5421 Wednesday Market charges	596	1,081	485	3,693	6,703	3,010	11,244		7,551	32.8%	
5424 Vegan Market Expenditure	349	0	(349)	1,131	0	(1,131)	0		(1,131)	0.0%	
6001 Blighs Market Charges	22	1,000	978	3,943	7,000	3,057	12,000		8,057	32.9%	
6010 Light Heat & Cleaning	0	50	50	83	150	67	200		117	41.4%	
6011 Electricity	33	0	(33)	158	0	(158)	0		(158)	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	2,314	3,968	1,654	18,818	25,576	6,758	43,320	0	24,502	43.4%	0
Net Income over Expenditure	3,093	331	(2,762)	17,222	4,517	(12,705)	8,265				
8002 less Transfer to EMR	0	0	0	(141)	0	141	0				
Movement to/(from) Gen Reserve	3,093	331	(2,762)	17,363	4,517	(12,564)	8,265				

Detailed Income & Expenditure by Phased Budget Heading 15/11/2024

Month No: 7

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>61 Longspring Woods</u>												
1854	Longspring Woods Donations	0	0	0	300	0	(300)	0			0.0%	300
	Longspring Woods :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>0</u>				<u>300</u>
	Net Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>0</u>				
8002	less Transfer to EMR	0	0	0	300	0	(300)	0				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(600)</u>	<u>0</u>				
<u>70 Precept</u>												
1995	Precept	119,801	119,801	0	838,607	838,607	0	1,437,614			58.3%	
	Precept :- Income	<u>119,801</u>	<u>119,801</u>	<u>0</u>	<u>838,607</u>	<u>838,607</u>	<u>0</u>	<u>1,437,614</u>			<u>58.3%</u>	<u>0</u>
	Net Income	<u>119,801</u>	<u>119,801</u>	<u>0</u>	<u>838,607</u>	<u>838,607</u>	<u>0</u>	<u>1,437,614</u>				
<u>91 Capital Infrastructure Budget</u>												
2012	CIL income allocation	120,967	0	(120,967)	231,969	0	(231,969)	0			0.0%	231,969
	Capital Infrastructure Budget :- Income	<u>120,967</u>	<u>0</u>	<u>(120,967)</u>	<u>231,969</u>	<u>0</u>	<u>(231,969)</u>	<u>0</u>				<u>231,969</u>
9008	O/S Vehicles & Equipment	11,213	0	(11,213)	11,213	0	(11,213)	0		(11,213)	0.0%	11,213
9047	Longspring Woods	0	0	0	186,362	0	(186,362)	0		(186,362)	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	38,900	0	(38,900)	0		(38,900)	0.0%	38,900
9075	Public Realm	0	0	0	1,078	0	(1,078)	0		(1,078)	0.0%	1,078
	Capital Infrastructure Budget :- Indirect Expenditure	<u>11,213</u>	<u>0</u>	<u>(11,213)</u>	<u>242,827</u>	<u>0</u>	<u>(242,827)</u>	<u>0</u>	<u>0</u>	<u>(242,827)</u>		<u>242,827</u>
	Net Income over Expenditure	<u>109,754</u>	<u>0</u>	<u>(109,754)</u>	<u>(10,858)</u>	<u>0</u>	<u>10,858</u>	<u>0</u>				
8001	plus Transfer from EMR	11,213	0	(11,213)	242,827	0	(242,826)	0				

Detailed Income & Expenditure by Phased Budget Heading 15/11/2024

Month No: 7

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
8002	less Transfer to EMR	120,967	0	(120,967)	231,969	0	(231,969)	0				
	Movement to/(from) Gen Reserve	0	0	(241,934)	0	0	(463,938)	0				
<hr/>												
	Grand Totals:- Income	291,769	160,175	(131,594)	1,506,502	1,094,123	(412,379)	1,866,414			80.7%	
	Expenditure	179,946	155,469	(24,477)	1,536,965	1,117,480	(419,485)	1,907,253	0	370,288	80.6%	
	Net Income over Expenditure	111,823	4,706	(107,117)	(30,463)	(23,357)	7,106	(40,839)				
	plus Transfer from EMR	19,407	0	(19,407)	292,558	0	(292,558)	0				
	less Transfer to EMR	127,697	0	(127,697)	246,263	0	(246,263)	0				
	Movement to/(from) Gen Reserve	3,532	4,706	1,174	15,833	(23,357)	(39,190)	(40,839)				

October 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	(22,880)	(19,369)	3,511	(32,350)	Gross pay £3,779 overbudget YTD due to overtime payments.
Community & Well Being					
Youth Council	-	-	-	(500)	

October 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
	£	£	£	£	
Open Spaces					
General	(175,030)	(196,383)	(21,353)	(338,158)	Income is £6,513 under budget, STC is working on the pitch at Raleys and Thursday night training has been moved elsewhere for this season to help with this. The lack of Sunday junior training has also had an impact on the income. St Nicholas Burial Ground is £383 over its annual budget due to some unexpected tree works. Grass seed is £879 over its annual budget.Fertiliser alone reached the annual budget without the grass seed. Knole Paddock pitch is £1,352 over its annual budget. The Open Spaces overall position is £21k under budget.
Cemetery	(38,973)	(46,455)	(7,482)	(78,887)	Income is £6,919 higher than YTD budget. Cemetery chapel and office nominal is £82 above its annual budget due to the installation of a light switch. Goods for resale is £112 over budget due to the purchase of a casket but this will be covered by income. Overall expenditure is £1,736 over budget but the income is also higher.
Allotments	2,081	7,011	4,930	4,821	This was the first year that the system was used for invoicing, there have been minor teething problems, one being that all the income has gone into Quaker Hall allotment code. We are working with Rialtas to rectify this. STC has not quite reached its projected income this is due to the turnover on allotment plots. Computer software is £783 overbudget due to the data input invoices to enable full use of the software moving forward. Employers pension contributions is £367 over budget due to an increase in hours of the allotment clerk.
Street lighting/ general	(14,407)	(27,170)	(12,763)	(21,408)	£2,891 has been received from Zurich for the replacement of a lamp column in Heathfield Road - the expenditure has not yet been paid out. £1,200 Income has been received for In Bloom. 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 and part of the insurance income. The public clock expenditure will continue to go overbudget due to increase in the standing charge (from 0.18p per day to £4.10 per day), this code is expected to finish £1,100 over budget. 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 Grounds	(25,914)	(27,117)	(1,203)	(43,121)	The Vine Lights has been allocated to this cost centre but is offset by grant funding and allocated CIL monies.
Café					
Vine Café	(13,134)	-	13,134	-	The current income is £38,445 and the annual income for the last financial year was £35,800. The café will only be open Saturday and Sundays for the winter season.

October 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
	£	£	£	£	
Bat & Ball Station	(37,336)	23,794	61,130	(40,890)	Room hire income has been positive at the Station and has achieved 95% of its annual budget (£11,496). Cafe income is approximately £3k less than the same time last year. Please note that there is only £40,890 allocated to offset the station and it is currently operating at -£37,000 so is likely to reach its budget by the end of November. November to March 25 may have to be offset by general reserves. The boiler broke down and the £4,012 cost of fixing this has been offset from the capital reserve EMR.
Finance & Delivery					
Establishments	(400,962)	(373,103)	27,859	(705,767)	Interest on deposits is favourable and has achieved £35,463 income against its annual budget of £30,000 A mileage contingency of £5,768 has been moved into income and then transferred into an EMR. Town Crier advertising income is £775 above budget. The £12k income under "other income" has been transferred out of accruals and placed into an EMR - mileage contingency and energy saving initiative for town council offices. Gross pay is over budget by £10k YTD due to a change in working hours/ cover/ overtime. Equipment hired and new is now £764 over the annual budget due to thermal imaging cameras and two office chairs. Printing and stationery is £791 over its annual budget. The Town Crier is paid out of this nominal code so a further £3,900 will be paid before year end. Unbudgeted items in this nominal code include brochure of paintings - £975 and 20 mph leaflets - £349, Computer software is £860 over its annual budget. Staff training has an annual budget of £3,300 and has currently spent £5,259 due to the management training required by the Investors in People. Publicity and democratic notices is £1,248 over budget due to QR code subs and the Vine events leaflets. Banner Costs is £639 over its annual budget. Conference fees and expenses is £897 over its annual budget, this is due to two employees attending two annual conferences. The purchase of waste sacks is over its annual budget by £700 but this has been offset by income. Credit card charges has exceeded its budget by £159. The overall position for Establishments is a deficit of £27,000
General	(6,508)	(22,497)	(15,989)	(47,000)	£4,500 has been invoiced for Christmas lights sponsorship. Overall expenditure is low and £15k under budget but all the expenditure for Christmas lights and the Remembrance Service has not yet been processed.
Council Offices	(22,010)	(26,003)	(3,993)	(37,558)	Repairs and general maintenance is £1,118 over it's annual budget due to tree work over the chamber, framing pictures and a pest control issue. Mobile phone is £41 over budget due to buying a new phone for the office.

October 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
	£	£	£	£	
Bat & Ball Centre	3,949	(6,042)	(9,991)	(10,841)	<p>Income is £22k above the budgeted year to date and has reached 79% of its annual budgeted income.</p> <p>Gross pay is £4,567 over its YTD budget due to extra hours resulting from increased usage.</p> <p>Repairs and general maintenance is £6,294 over its annual budget, the service contract for the mechanicals exceeded the maintenance budget and many checks and annual inspections have taken place this year. I am investigating all maintenance costs to be able to budget better in the next financial year.</p> <p>Refreshments for resale is £1,188 over its annual budget part of this is due to an increase in the cost of the cakes for the tea dance.</p> <p>The health & safety nominal is £1,019 over its annual budget due to the maintenance of the safety lines and an unbudgeted fire risk assessment.</p> <p>The overall position of the Bat and Ball Centre is a surplus of £6,000.</p>
Grants	(51,640)	(6,000)	45,640	(63,000)	All expenditure is where you would expect it to be. Please note that the Stag Theatre returned a £4k grant due to not being able to proceed with their project.
Property	3,836	3,826	(10)	6,500	

October 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	(3,830)	(1,752)	2,078	(5,000)	The Business Awards income is low as the sponsorship invoices have not yet been issued.
Business Hub	5,049	1,967	(3,082)	(2,312)	Income is positive - all pods are let. There has been a few new members that have signed up in the last couple of months and a number of bookings for the meeting room. The maintenance budget is £392 overspent due to an unexpected problem with the air conditioning in one of the Pods. The health & safety nominal is £143 overbudget due to the fire alarm maintenance costing more than the budget. Expenditure is less than anticipated year to date and the overall position for the Business Hub is a surplus of £5,049.
BID	(6,662)	-	6,662	-	The unbudgeted monies have been spent on bid print and mail (£1,124), brochures (£575), booklets and support services (£2,000), venue hire for BID meetings (£676).
Sevenoaks Town Mayor	(5,966)	(5,110)	856	(8,759)	
Youth Cafe	(29,799)	(38,142)	(8,343)	(61,074)	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 and National Lottery grant for £10k). Gross Pay is £10k above budgeted year to date but the grant income is to offset this. Broadband wi fi service is £36 over its annual budget, this nominal code is expected to have £200 deficit by year end. Printing and Stationery has exceeded its annual budget by £484 due to £585 being spent on toner cartridges, we are looking at other suppliers . The computer nominal code is over budget but this has been off set by grant funding for new gaming computers. The staff uniform is £128 over budget. The health & safety risk assessment budget is £121 over its annual budget, although this should stabilise now.
Markets	17,363	4,517	(12,846)	8,265	Income is £5,000 above budget year to date. Overall expenditure is £7,000 under budget. The overall position for Markets is a surplus of £17,363.
Longspring Woods	-	-	-	-	
Precept	838,607	838,607	-	1,437,614	
Revenue Surplus/ (Deficit) Total	15,835	84,579	68,744	(39,425)	

October 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
	£	£	£	£	
To be transferred from Bat & Ball Management & Maintenance Reserve	37,336	(23,794)	(61,130)	40,839	
Adjusted Revenue Surplus/ (Deficit) Total	53,171	60,785	7,614	1,414	
Capital Infrastructure	-	-	-	-	
Total inc Capital	53,171	60,785	7,614	(40,839)	

Summary by Committee:

Planning	(22,880)	(19,369)	3,511	(32,350)
Community and Well Being	-	-	-	(500)
Vine Café	(13,134)	-	13,134	-
Bat Ball Station	(37,336)	23,794	61,130	(40,890)
Finance & Delivery	(749,423)	(758,453)	(9,030)	(1,403,299)
Precept	838,607	838,607	-	1,437,614
Capital Infrastructure	-	-	-	-

Sevenoaks Town Council

Statement of Fund Balances as at 31st October 2024

£ (2023/24)		S&P Rating 31/10/2024		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
	<u>National Westminster Bank</u>	A+	A-1				
56,451	Business Reserve Account			8,307			
114,917	Current Account			762,946			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			1,878			
					785,079	35.22%	
	<u>HSBC</u>	A+	A-1				
51,598	Business money manager			52,104			1.94%
					52,104	2.34%	
	<u>Handelsbanken</u>	AA-	A-1+				
66,509	Deposit account			168			2.20%
269,802	35 day notice account			1,672			2.20%
					1,840	0.08%	
	<u>Nationwide</u>	A+	A-1				
2,835	Instant Saver			2,835			0.00%
10,419	Sevenoaks Fund Instant Saver			21			2.20%
					2,855	0.13%	
	<u>CCLA</u>						
575,000	Public Sector Deposit	AAA (Fitch only)		760,000			
					760,000	34.09%	5.18%
	<u>Virginmoney</u>						
1	Current account	BBB	A-2	1			
522,036	95 Day Notice			7,395			4.07%
					7,396	0.33%	
	Insignis Investments						
	Insignis Hub			100,000			
	Insignis Earmarked Fees			602			
	Emirates NBD (9 months)	A+		250,000			5.02%
	Emirates NBD (6 Months)	A+		268,572			4.75%
					619,174	27.77%	
925	<u>Petty Cash</u>				926	0.04%	
	<u>Cashbook suspense</u>				6	0.00%	
1,705,027					2,229,380		

Instant access funds
Three months precept (equivalent to working capital)

1,588,360
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 October 2024

31 March 2023

31 October 2024

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0	Sale of fixed assets	(1,000)	0	(1,000)
0		(1,000)	0	(1,000)
	Long Term Assets			
0			0	
	0			(1,000)
	Current Assets			
47,924	Debtors	14,159		
23,551	SCC Bookings Debtors	9,813		
15,109	Vat Control	25,561		
0	Allotment Ledger	1,444		
23,965	Prepayments	4,790		
5,953	Stock	5,953		
114,917	Nat West - Current Account	762,946		
1,000	Payroll Account	1,000		
22,587	Mayors Charity Account	1,878		
1,000	House i/t Basement Youth Cafe	1,000		
9,949	Sevenoaks Town Partnership	9,949		
925	Petty Cash	926		
66,509	Handelsbanken Investment	168		
269,802	Handelsbanken Notice Account	1,672		
2,835	Nationwide Instant Saver	2,835		
56,451	Natwest Investment	8,307		
0	Emirates NBD (9 Months)	250,000		
0	Insignis Hub	100,000		
0	Emirates NBD (3 Months)	268,575		
1	Virgin Money Current Account	1		
51,598	HSBC Investment	52,104		
10,419	Nationwide Sevenoaks Fund	21		
575,000	CCLA Public Sector Deposit	760,000		
522,036	Virgin Money 90 day Notice	7,395		
0	Insignis Earmarked Fees	602		
0	Wages Control	55		
1,821,530			2,291,151	
	1,821,530 Total Assets			2,290,151

Balance Sheet as at 31 October 2024

31 March 2023

31 October 2024

31 March 2023		31 October 2024	
	Current Liabilities		
0	Cash Book Suspense	6	
33,535	Creditors	35,876	
12,444	Miscellaneous Creditors	2,501	
53,929	Accruals	9,494	
4,546	Superannuation Due	0	
38,533	Receipts in Advance	604,796	
11,353	Receipt in Advance-Cemetery	2,600	
4,104	Damage Deposit	2,799	
408	Key Deposit	410	
5,690	QH Allotment Key deposits	5,965	
667	BV Allotment key deposits	697	
165,209		665,143	
1,656,321	Total Assets Less Current Liabilities	1,625,008	
	Long Term Liabilities		
0		0	
1,656,321	Total Assets Less Long Term Liabilities	1,625,008	
	Represented By		
514,992	Revenue Reserve	509,336	
1,141,329	Earmarked Reserves	1,115,672	
1,656,321		1,625,008	

The above statement represents fairly the financial position of the authority as at 31 October 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	-10,000.00	2,500.00
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
333 Mileage Contingency	0.00	5,768.75	5,768.75
334 Energy Saving - TC Offices	0.00	6,780.26	6,780.26
336 Bid Buddy Reserve	10,000.00	-9,500.00	500.00
337 Streetlighting Upgrade Deposit	0.00	2,409.13	2,409.13
339 Capital Receipts Quaker Hall	116,923.68	-85,882.00	31,041.68
340 Capital Receipts Reserve	420,416.22	-15,495.00	404,921.22
343 B&B Management Maint Reserve	42,681.25		42,681.25
346 Vehicle/machinery replacement	42,829.00	8,787.00	51,616.00
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	-13,300.00	13,700.00
351 IT Reserve	6,000.00	-5,045.00	955.00
360 CIL Earmarked reserve	160,341.76	176,380.59	336,722.35
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	-1,094.00	6,981.99
377 WKH Reserve - Youth Service	15,000.00	-7,500.00	7,500.00
378 Longspring Wood Donations	101,192.00	-101,192.00	0.00
379 Samaritans Reserve	1,488.00	-964.34	523.66
	1,141,328.88	-25,656.61	1,115,672.27

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 October 2024

31 March 2023		31 October 2024
	Operating Income	
49,155	O/ Spaces & Leisure - General	16,852
57,362	O/ Spaces & Leisure - Cemetery	52,986
9,036	O/ Spaces & Leisure- Allotment	9,233
12,824	Open Spaces-Street Lighting/Ge	7,887
38,645	O/ Spaces & Leisure-Vine Cafe	38,445
6,285	O/Spaces & Leisure-Vine Ground	13,595
68,570	F& G P - Bat & Ball Station	40,302
69,948	F & G P - Establishments	58,259
11,144	F & G P - General	6,110
13,191	F & G P - Council Offices	7,877
136,229	F & G P - Bat & Ball Centre	90,671
6,068	F & G P - Property	3,824
11,203	Town Team	6,831
29,356	Business Hub	17,202
25,709	Sevenoaks Town Mayor	2,011
13,847	Youth Cafe	27,502
61,185	Markets	36,040
101,192	Longspring Woods	300
1,370,074	Precept	838,607
129,395	Capital Infrastructure Budget	231,969
2,220,418	Total Income	1,506,502
	Running Costs	
36,557	Planning - General	22,880
402,610	O/ Spaces & Leisure - General	185,720
137,972	O/ Spaces & Leisure - Cemetery	94,258
9,429	O/ Spaces & Leisure- Allotment	8,164
35,842	Open Spaces-Street Lighting/Ge	19,884
65,491	O/ Spaces & Leisure-Vine Cafe	51,579
57,010	O/Spaces & Leisure-Vine Ground	50,432
158,009	F& G P - Bat & Ball Station	81,789
713,015	F & G P - Establishments	463,970
55,608	F & G P - General	12,618
53,082	F & G P - Council Offices	29,887
141,702	F & G P - Bat & Ball Centre	90,757
99,082	F & G P - Grants	59,140
0	F & G P - Property	(12)
13,481	Town Team	10,661
27,487	Business Hub	12,153
26,086	Sevenoaks Town Mayor	7,976
500	Youth Council	0
300	Public Realm	0
0	BID	16,162
67,479	Youth Cafe	57,301
31,294	Markets	18,818
38	Longspring Woods	0
3,841	Capital Infrastructure Budget	242,827
2,135,916	Total Expenditure	1,536,965

Sevenoaks Town Council**Income and Expenditure Account for Year Ended 31 October 2024**

31 March 2023

31 October 2024

General Fund Analysis

459,542	Opening Balance	514,992
2,220,418	Plus : Income for Year	1,506,502
<hr/> 2,679,960		<hr/> 2,021,493
2,135,916	Less : Expenditure for Year	1,536,965
<hr/> 544,044		<hr/> 484,529
29,053	Transfers TO / FROM Reserves	(25,657)
<hr/> 514,992	Closing Balance	<hr/> 510,186

Purchase Ledger for Month No 7

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
07/10/2024	1242	36577	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
22/10/2024	1244	36648	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
31/10/2024	1/IN7721	36670	ALTOOFFICE	ALTO001	63.70	12.74	76.44	6200	31	63.70	stationery
24/10/2024	6369	36618	AM WALLS LTD	AMW001	335.00	67.00	402.00	5410	36	335.00	Acoustic wall maint
21/10/2024	18163	36701	ARK TRADING	ARK001	232.68	46.52	279.20	6340	50	232.68	staff uniform
30/10/2024	18192	36682	ARK TRADING	ARK001	223.45	44.69	268.14	6952	21	17.82	staff uniform
								6952	22	205.63	staff uniform
30/10/2024	18200	36683	ARK TRADING	ARK001	45.97	9.19	55.16	6952	33	45.97	staff uniform
15/10/2024	15/10/24	36652	BANKLINE	BANKL01	96.05	0.00	96.05	6975	31	96.05	bank chgs
08/10/2024	242087383	36606	BP FUEL	BPF001	34.66	6.93	41.59	5700	21	34.66	fuel
08/10/2024	242087384	36607	BP FUEL	BPF001	11.01	0.00	11.01	5700	21	11.01	fuel
15/10/2024	242088742	36639	BP FUEL	BPF001	135.08	27.01	162.09	5700	21	90.52	fuel
								5700	22	44.56	fuel
15/10/2024	242088743	36641	BP FUEL	BPF001	5.63	0.00	5.63	5700	21	5.63	fuel
22/10/2024	242090898	36640	BP FUEL	BPF001	52.21	10.44	62.65	5700	21	52.21	fuel
29/10/2024	242092271	36678	BP FUEL	BPF001	57.74	11.55	69.29	5700	21	57.74	fuel
29/10/2024	242092272	36677	BP FUEL	BPF001	7.39	0.00	7.39	5700	21	7.39	fuel
11/10/2024	SVO/373873	36635	BREWERS	BREW001	27.33	5.47	32.80	5310	21	27.33	paint
18/10/2024	SVO/373923	36675	BREWERS	BREW001	4.99	1.00	5.99	5410	21	4.99	paint equip
18/10/2024	SVO/373924	36676	BREWERS	BREW001	79.99	16.00	95.99	5030	21	79.99	paint equip
10/10/2024	11106878	36583	BRITISH BIDS	BRI004	480.00	96.00	576.00	6630	45	480.00	National BID conference ticket
22/10/2024	813095521	36693	BRITISH GAS	BRIT007	105.06	5.25	110.31	6012	33	105.06	gas chg 15/9-14/10
15/10/2024	801968934	36657	BRITISH GAS	BRIT008	117.68	5.88	123.56	6012	36	117.68	gas chg 12/9-11/10
22/10/2024	1008067	36671	CLEARMASTERS	CLE004	185.00	37.00	222.00	6000	22	185.00	Cesspit empty
04/10/2024	154667	36608	CONNECTAPHONE	CON001	563.83	112.77	676.60	6101	50	50.98	Sep telephone chg
								6101	22	50.98	Sep telephone chg
								6101	28	50.98	Sep telephone chg
								6101	36	51.57	Sep telephone chg

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6101	30	50.98	Sep telephone chg
								6101	31	308.34	Sep telephone chg
25/10/2024	INV-18385	36658	COPPER JAX	COP002	1,187.22	237.44	1,424.66	5410	36	1,187.22	door repair
30/09/2024	INV481216	36610	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	29	80.20	Sep glass collection
30/09/2024	INV481217	36609	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Sep glass collection
31/10/2024	INV488076	36711	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Oct glass collection
15/09/2024	4878A	36697	G J DAY	DAY001	1,161.78	0.00	1,161.78	6873	29	1,161.78	Vine lighting electrics
04/10/2024	4898	36546	G J DAY	DAY001	2,822.00	564.40	3,386.40	6873	29	2,822.00	Vine Lighting electrics
04/10/2024	4/10/24	36543	BEATRIZ M DAY	DAY002	153.75	0.00	153.75	4010	21	153.75	Gardening work
01/10/2024	14833	36534	STREETLIGHTS	DIR001	1,482.43	296.49	1,778.92	6862	26	1,482.43	Street light maint contract
26/09/2024	922462	36632	ERNEST DOE	DOE001	-25.87	-5.17	-31.04	5525	22	-25.87	rear door ASM
04/10/2024	922831	36578	ERNEST DOE	DOE001	23.29	4.66	27.95	5525	22	23.29	mower part
02/10/2024	000020745450	36600	EDF ENERGY	EDF002	1,040.05	208.01	1,248.06	6011	36	1,040.05	Sep electric chg
03/10/2024	000020763373	36599	EDF ENERGY	EDF003	32.55	1.63	34.18	6011	60	32.55	Sep electric chg
03/10/2024	000020762356	36598	EDF ENERGY	EDF004	484.01	96.80	580.81	6011	41	484.01	Sep electric chg
16/10/2024	000020920406	36656	EDF ENERGY	EDF005	1,117.57	223.51	1,341.08	6011	28	1,117.57	Electric chg 3/7-6/10
16/10/2024	000020919993	36654	EDF ENERGY	EDF006	1,000.57	50.03	1,050.60	5025	21	1,000.57	Electric chg 3/7-6/10
16/10/2024	000020920157	36655	EDF ENERGY	EDF007	529.38	26.47	555.85	6011	29	529.38	Electric chg 7/7-6/10
08/10/2024	000020833532	36653	EDF ENERGY	EDF009	138.40	6.92	145.32	6011	22	138.40	electric chg 2/9-1/10
24/10/2024	000020964084	36695	EDF ENERGY	EDF010	42.64	2.13	44.77	6011	33	42.64	electric chg 7/7-6/10
01/10/2024	000020678771	36601	EDF ENERGY	EDF011	847.68	169.54	1,017.22	6011	30	847.68	Sep electric chg
23/10/2024	000020961684	36694	EDF ENERGY	EDF012	792.47	39.62	832.09	6011	21	792.47	electric chg 14/7-13/10
02/10/2024	14085853	36539	ELITE	EFS001	149.81	0.00	149.81	6500	28	149.81	goods for resale
04/10/2024	14086436	36538	ELITE	EFS001	89.13	0.00	89.13	6500	30	89.13	goods for resale
14/10/2024	14088578	36568	ELITE	EFS001	100.33	0.00	100.33	6500	30	100.33	cakes
23/10/2024	14090780	36621	ELITE	EFS001	141.87	0.00	141.87	6500	28	141.87	goods for resale
27/09/2024	INV-47586	36587	EJPFIREPROTECT	EJPFIRE001	370.00	74.00	444.00	5410	33	370.00	repair emergency lighting
18/10/2024	INV-47725	36627	EJPFIREPROTECT	EJPFIRE001	550.00	110.00	660.00	6922	33	550.00	Fire Risk Assessment
03/10/2024	SV382093	36544	ELS	ELS001	5.47	1.09	6.56	5410	32	5.47	cable

Purchase Ledger for Month No 7

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
01/10/2024	109651	36644	ATLAS FM/EMPRISE SVS	EMP001	562.82	112.56	675.38	6932	22	562.82	Oct lock up chg
01/10/2024	109652	36643	ATLAS FM/EMPRISE SVS	EMP001	1,454.83	290.97	1,745.80	5311	21	1,454.83	Oct lock up chg Pontoise
01/10/2024	109653	36642	ATLAS FM/EMPRISE SVS	EMP001	969.99	194.00	1,163.99	5311	21	969.99	Oct lock up chg H.street
20/10/2024	3714436	36651	EVERFLOW WATER	EVE002	579.43	0.00	579.43	6002	23	96.52	water chg 19/11-18/12
								5025	21	63.71	water chg 19/11-18/12
								6014	33	155.72	water chg 19/11-18/12
								6014	36	26.77	water chg 19/11-18/12
								6014	30	24.49	water chg 19/11-18/12
								6014	21	22.22	water chg 19/11-18/12
								6014	28	109.97	water chg 19/11-18/12
								6014	29	19.14	water chg 19/11-18/12
								6014	23	60.89	water chg 19/11-18/12
01/10/2024	0063/04798759	36572	FAIRALLS	FAIR001	8.54	1.71	10.25	5025	21	8.54	bolt
03/10/2024	0063/04805114	36576	FAIRALLS	FAIR001	25.43	5.09	30.52	5010	29	25.43	DIY tape
01/10/2024	3958/9329/5	36590	FLASHPARK	FLASH001	456.00	91.20	547.20	5410	36	456.00	Flashpark signs rental
23/10/2024	MF/STC/978	36692	FOUR FRYLS LTD	FOU002	850.00	170.00	1,020.00	6322	40	850.00	Awards artwork
09/04/2024	6095	36727	FRANCIS CHAPPELL	FRA001	322.00	64.40	386.40	5410	22	322.00	memorial replacement
18/10/2024	FB-INV-11654	36614	FRUITBOWL	FRU001	250.00	50.00	300.00	6322	40	250.00	Business Awards Compere
08/10/2024	INV560228	36569	GAZA TIMBER	GAZA001	79.29	15.86	95.15	5010	29	79.29	timber
10/10/2024	INV560382	36634	GAZA TIMBER	GAZA001	5.73	1.14	6.87	5310	21	5.73	timber
22/10/2024	33497	36650	GEER	GEER001	125.00	25.00	150.00	5410	33	125.00	boiler service
23/10/2024	INV-022112	36620	GLORIOUS GAZEBOS	GLOR001	342.62	68.53	411.15	6491	32	342.62	Gazebo hire
25/10/2024	INV-022199	36619	GLORIOUS GAZEBOS	GLOR001	105.00	21.00	126.00	6491	32	105.00	Gazebo hire
09/10/2024	93828	36579	HERBERT & WARD	HAW001	111.00	7.80	118.80	6500	28	72.00	coffee
								6505	28	39.00	cups
15/10/2024	93914	36567	HERBERT & WARD	HAW001	135.00	0.00	135.00	6500	30	135.00	coffee
17/10/2024	93971	36628	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Oct coffee machine rental
30/09/2024	24688	36689	HELIOCENTRIX	HELI001	72.97	14.59	87.56	6240	50	35.97	cables
								6240	31	37.00	cables

Purchase Ledger for Month No 7

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
31/10/2024	24914	36713	HELIOCENTRIX	HELI001	2,062.80	412.56	2,475.36	6240	31	1,656.98	Oct IT support chg
								6242	31	405.82	Oct IT support chg
31/10/2024	T3341	36669	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.50	Oct wifi chg
								6101	21	11.48	Oct wifi chg
								6105	41	141.50	Oct wifi chg
								6105	22	10.00	Oct wifi chg
								6105	21	21.69	Oct wifi chg
								6105	50	39.72	Oct wifi chg
18/09/2024	INV-048636	36589	HGS	HGS001	96.52	19.31	115.83	6013	36	92.14	cleaning eq
								6900	36	4.38	cups
30/10/2024	INV-050146	36687	HGS	HGS001	91.31	18.27	109.58	6013	36	91.31	cleaning eq
11/10/2024	2006894982	36611	HM LAND REGISTRY	HML001	9.00	0.00	9.00	6630	11	9.00	Register view x 3
30/10/2024	0608767	36712	HOLLYBUSH LAUNDRY	HOL002	114.00	0.00	114.00	6013	36	114.00	tablecloth laundry
01/10/2024	INV-8853	36506	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
09/10/2024	0001294284	36586	JAMES BUCKLAND LTD	JBU001	72.50	0.00	72.50	6500	30	72.50	goods for resale
23/10/2024	10460	36674	KCC KCS	KCC003	43.98	8.80	52.78	6013	22	43.98	cleaning eq
31/10/2024	12781	36684	KCC KCS	KCC003	105.67	21.13	126.80	6010	33	69.97	cleaning eq
								6200	31	17.85	stationery
								6200	30	5.95	stationery
								6200	41	5.95	stationery
								6200	36	5.95	stationery
31/10/2024	12782	36685	KCC KCS	KCC003	47.95	9.59	57.54	6200	31	47.95	stationery
04/10/2024	I4422781	36536	KCC KCS	KCC003	65.59	13.12	78.71	6010	41	17.70	cleaning eq
								6010	50	14.99	cleaning eq
								6010	33	23.91	cleaning eq
								6200	31	8.99	stationery
08/10/2024	I4423986	36582	KCC KCS	KCC003	30.47	6.09	36.56	6010	41	21.98	cleaning eq
								6200	31	8.49	stationery
21/10/2024	8410056	36622	KFF	KFF001	82.87	2.19	85.06	6500	30	82.87	goods for resale

Purchase Ledger for Month No 7

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
19/10/2024	16619	36594	LENNOX CATO	LEN001	550.00	110.00	660.00	6322	40	550.00	Awards speaker
18/09/2024	18/9/24REF	36705	LEWISHAM COUNCIL	LEW002	-45.00	0.00	-45.00	6443	42	-45.00	Broadway Tour refund
13/10/2024	2024/1005	36564	LISTENING ROOM	LIST001	300.00	0.00	300.00	6869	29	300.00	Vegan Market entertainment
15/10/2024	TCA01	36563	MELVYN EVANS	MEL002	280.00	0.00	280.00	6410	31	280.00	Mayor's Painting
22/10/2024	22.10.24	36612	MIKE REID	MIK001	192.86	34.77	227.63	6869	29	9.00	vegan market expenses
								6322	40	10.00	Business Show expenses
								6322	40	173.86	Business Show expenses
24/10/2024	4469	36680	MILLS	MILL001	527.40	105.48	632.88	5340	21	527.40	plants
24/10/2024	4470	36681	MILLS	MILL001	427.90	85.58	513.48	6802	22	427.90	plants
21/10/2024	423829	36668	NATIONAL LEAFLET CO	NAT010	3,960.00	0.00	3,960.00	6200	31	3,960.00	Town Crier print chg
15/10/2024	M-336240	36625	NEW HADEN PUMPS	NEW001	450.00	90.00	540.00	5410	30	450.00	pump station service
28/10/2024	UKSPS00148688	36696	NEXUDUS SL	NEX001	99.40	19.88	119.28	6900	41	99.40	Hub booking chg Nov
17/10/2024	29942196	36629	NISBETS	NIS001	419.99	83.99	503.98	5500	28	419.99	water boiler
18/10/2024	29950923	36624	NISBETS	NIS001	91.77	18.35	110.12	6013	30	91.77	cleaning eq
15/10/2024	0001/00187576	36638	OBM	OBM001	5.90	1.18	7.08	5410	21	5.90	duct tape
25/09/2024	25/9/24	36566	BOB OGLEY	OGL001	75.00	0.00	75.00	6869	30	75.00	Forget Me Not talk
28/09/2024	26/SEP24/ANNREV36559		ONECARD	ONE002	0.05	0.00	0.05	6869	32	0.05	Refreshments for STC 50 Year
28/10/2024	28/OCT24/GEO	36706	ONECARD	ONE002	1,838.30	43.41	1,881.71	6630	31	235.20	September Job advertising
								6630	45	10.94	facebook advertising
								6240	31	10.83	Software design subs
								6240	11	20.22	Adobe subscription
								6240	31	173.74	Adobe subscription
								6210	30	27.96	delivery saver
								6210	28	27.96	delivery saver
								6210	50	27.96	delivery saver
								5500	50	331.65	camera
								6104	21	6.67	O/S manager mobile
								6104	33	8.34	Caretaker mob
								6104	21	8.34	Town Warden mobile

Purchase Ledger for Month No 7				Order by Supplier A/c				Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6104	36	8.34	KW mob
								6500	30	87.03	Goods for resale
								6500	28	68.28	Goods for resale
								6500	28	2.04	Goods for resale
								6500	30	73.44	Goods for resale
								6500	30	14.96	Goods for resale
								6500	30	104.46	Goods for resale
								6500	28	45.36	Goods for resale
								6500	28	3.33	Goods for resale
								6500	50	42.29	Goods for resale
								6500	30	32.85	Goods for resale
								6500	50	49.04	Goods for resale
								6500	50	3.32	Goods for resale
								6500	30	81.84	Goods for resale
								6500	28	45.00	Goods for resale
								6500	30	96.28	Goods for resale
								6010	28	12.46	Cleaning equip
								6010	28	8.33	Cleaning equip
								6010	50	3.62	Cleaning equip
								6010	28	7.62	Cleaning equip
								6241	50	12.00	website maintenance
								6445	42	48.45	Autumn Leaves train tickets
								6013	30	7.21	Cleaning equip
								6013	36	30.38	Cleaning equip
								6922	30	23.55	first aid kit
								6101	22	8.34	AC mobile
								6101	31	16.67	Town Clerk ipad
								7607	40	12.00	Facebook advertising
28/09/2024	28/SEP24/ANN2	36558	ONECARD	ONE002	-0.05	0.00	-0.05	6869	32	-0.05	Ann Onecard Sep

Purchase Ledger for Month No 7

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
28/09/2024	28/SEP24/ANNA	36560	ONECARD	ONE002	-0.04	-0.01	-0.05	6869	32	-0.04	Refreshments for STC 50 Year
15/10/2024	SIN061677	36645	ONLINE PLAYGROUNDS	ONP001	29.57	5.91	35.48	5310	21	29.57	playground eq
17/10/2024	14093	36636	PARKERS	PARK001	816.76	163.35	980.11	5320	21	816.76	fertilizer
18/10/2024	00373392	36593	PERFECT CUISINE CATE	PER001	1,962.00	0.00	1,962.00	6322	40	1,962.00	Awards Catering
19/10/2024	718750	36649	PIN BINS	PINB001	275.00	55.00	330.00	6002	23	275.00	skip hire
28/10/2024	INV1059	36691	ROBERT POUND	POUND001	350.00	0.00	350.00	6322	40	350.00	Awards Magician
27/06/2024	SIN2754875	36565	PPL PRS	PPLPRS001	165.12	33.02	198.14	6635	28	165.12	Live on The Vine royalties
03/10/2024	SIN2842651	36535	PPL PRS	PPLPRS001	308.73	61.75	370.48	6635	28	308.73	Music licence
27/10/2024	SIN2866557	36714	PPL PRS	PPLPRS001	167.66	33.53	201.19	6490	32	167.66	CLSO music lic
01/10/2024	16157	36532	PRESTIGE SECURITY SY	PRE002	160.00	32.00	192.00	5410	41	160.00	front door reset
30/08/2024	218909	36626	PREMIER ALARMS	PREM001	167.23	33.45	200.68	6931	36	167.23	CCTV repair
18/09/2024	219516	36588	PREMIER ALARMS	PREM001	41.55	8.31	49.86	6930	36	41.55	battery
01/10/2024	219994	36591	PREMIER ALARMS	PREM001	505.00	101.00	606.00	6930	28	505.00	Security system annual renewal
19/08/2024	233269	36616	PUREPRINT GROUP	PUR001	1,124.72	224.94	1,349.66	6630	45	1,124.72	BID print & Mailing
04/10/2024	I355797	36537	Q CATERING	QCA001	122.71	0.00	122.71	6500	30	122.71	goods for resale
10/10/2024	I356626	36585	Q CATERING	QCA001	152.91	0.00	152.91	6500	30	152.91	goods for resale
22/10/2024	SDC16102024	36613	RAFFERTYS	RAFF001	119.13	4.23	123.36	6630	45	119.13	BID venue hire
21/10/2024	85740	36631	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	Oct till support
21/10/2024	85741	36630	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Oct till support
20/09/2024	452973269	36617	REXEL	REX001	29.98	6.00	35.98	5010	21	29.98	cable ties
07/10/2024	453081934	36637	REXEL	REX001	11.47	2.30	13.77	5410	21	11.47	PAT test labels
24/10/2024	24-075	36690	RUSSELL HARPER	RUS001	150.00	30.00	180.00	6322	40	150.00	Awards photos
02/10/2024	1544771568	36545	SCREWFIX	SCREW001	37.91	7.57	45.48	6952	21	20.83	trousers
								6952	22	17.08	trousers
10/10/2024	1547772883	36646	SCREWFIX	SCREW001	39.99	0.00	39.99	6952	22	39.99	boots
21/10/2024	1551096331	36623	SCREWFIX	SCREW001	-17.08	-3.41	-20.49	6952	22	-17.08	trousers
19/09/2024	2092666	36557	SDC	SDC001	570.00	0.00	570.00	6635	31	570.00	premises licence
03/10/2024	2092757	36533	SDC	SDC001	1,744.77	0.00	1,744.77	5420	60	1,149.07	Oct market rent
								5421	60	595.70	Oct market rent

Purchase Ledger for Month No 7

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
03/10/2024	2092778	36547	SDC	SDC001	691.60	138.32	829.92	6935	33	691.60	waste bin empty Jul-Sep24
07/10/2024	2092880	36549	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 9/9-6/10
07/10/2024	2092968	36548	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 12/8-8/9
07/10/2024	2092969	36551	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 9/9-6/10
07/10/2024	2092970	36553	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 9/9-6/10
07/10/2024	2092977	36552	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 9/9-6/10
07/10/2024	2092978	36550	SDC	SDC001	80.60	0.00	80.60	6935	28	80.60	bin collection 9/9-6/10
10/10/2024	2093230	36584	SDC	SDC001	600.00	0.00	600.00	6889	31	600.00	waste sacks
24/10/2024	2093332	36698	SDC	SDC001	295.00	0.00	295.00	6635	33	295.00	premises lic fee
08/10/2024	8/10/24	36581	SDC CHAIRMAN	SDC003	40.00	0.00	40.00	6443	42	40.00	SDC Night At The Races
24/10/2024	9303810495	36673	SETON	SET001	24.95	4.99	29.94	5410	22	12.47	HSE poster
								5410	21	12.48	HSE poster
30/09/2024	4015	36573	SGE	SGE001	21.00	4.20	25.20	5410	21	21.00	bolts
23/10/2024	4100	36647	SGE	SGE001	19.92	3.99	23.91	5525	21	19.92	maint eq
14/10/2024	BK218167-1	36561	SLCC	SLCC001	400.00	54.00	454.00	6710	31	400.00	RFO Practitioners conference
14/10/2024	BK218168-1	36562	SLCC	SLCC001	400.00	54.00	454.00	6710	31	400.00	TC Practitioners conference
31/10/2024	INV-2467	36686	SOLUTIONS ON STAGE	SOL001	1,176.00	235.20	1,411.20	5410	36	1,176.00	Electrical eq inspection
16/10/2024	0000143130	36633	SOVEREIGN	SOV001	145.59	29.12	174.71	5310	21	145.59	play equipment
08/10/2024	7157	36556	STAG	STAG002	435.00	87.00	522.00	6630	45	435.00	BID breakfast room hire
10/10/2024	7159	36592	STAG	STAG002	122.50	24.50	147.00	6630	45	122.50	BID room hire
01/10/2024	1/10/24	36531	MAYOR OF SWALE	SWA003	70.00	0.00	70.00	6443	42	70.00	Swales Tour Of Sheppey 2/11
23/10/2024	INV-000116	36672	JS TAYLOR	TAYL001	330.00	0.00	330.00	5110	21	330.00	tractor light fitting
29/10/2024	45031	36679	TELESHORE UK	TELE003	157.90	31.58	189.48	6500	22	157.90	casket
07/10/2024	7/10/24	36554	TOWN CRIER	TOW001	40.40	0.00	40.40	6869	29	40.40	Town Crier Vegan Market
31/10/2024	INV-6021	36729	TREE ABILITY	TREE001	336.00	67.20	403.20	5070	21	336.00	tree work
11/10/2024	C42973	36571	TUCKWELLS	TUC001	11,212.50	2,242.50	13,455.00	9008	91	11,212.50	Major MJ65-300 mower
11/10/2024	C90552	36570	TUCKWELLS	TUC001	-1,000.00	-200.00	-1,200.00	2006	0	-1,000.00	mower sale
04/09/2024	STC/SL	36580	UK POWER NETWORKS	UPN001	1,858.00	371.60	2,229.60	5410	26	1,858.00	electricity connection
02/10/2024	2/10/24	36507	WEST KENT HOUSING	WES006	3,750.00	0.00	3,750.00	7553	38	3,750.00	West Kent Housing Ass grant

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/09/2024	158747	36574	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	Sep hygiene unit clean
								5020	29	12.95	Sep hygiene unit clean
30/09/2024	158748	36575	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Sep clean & lock up chg
29/10/2024	3441	36688	WILLIAMS RENEWABLES	WIL003	830.77	166.15	996.92	5410	36	830.77	solar panel cleaning
30/09/2024	327776251	36605	WORLDPAY	WOR001	83.73	9.94	93.67	6976	30	83.73	Sep card trans chg
30/09/2024	327837585	36604	WORLDPAY	WOR001	21.79	0.04	21.83	6976	31	21.79	Sep card trans chg
30/09/2024	327871614	36603	WORLDPAY	WOR001	99.93	10.53	110.46	6976	31	99.93	Sep card trans chg
30/09/2024	327953941	36602	WORLDPAY	WOR001	120.85	13.51	134.36	6976	28	120.85	Sep card trans chg
31/10/2024	332739148	36707	WORLDPAY	WOR001	110.12	11.30	121.42	6976	30	110.12	Oct card trans chg
31/10/2024	332797488	36708	WORLDPAY	WOR001	75.41	10.64	86.05	6976	31	75.41	Oct card trans chg
31/10/2024	332934207	36709	WORLDPAY	WOR001	92.68	11.40	104.08	6976	28	92.68	Oct card trans chg
31/10/2024	332951752	36710	WORLDPAY	WOR001	34.47	0.05	34.52	6976	31	34.47	Oct card trans chg
01/10/2024	WM12437525	36530	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Sep card trans chg
09/10/2024	IUKP/37	36615	WORKMAN	WOR003	21.62	4.32	25.94	6001	60	21.62	Market stalls lic 28/3-27/3/25
01/10/2024	02007638	36596	YU ENERGY	YUE001	41.05	2.05	43.10	6862	26	41.05	Sep electric chg
01/10/2024	02007639	36595	YU ENERGY	YUE001	6.92	0.35	7.27	6862	26	6.92	Sep electric chg
01/10/2024	02007640	36597	YU ENERGY	YUE001	504.89	25.24	530.13	6862	26	504.89	Sep electric chg
TOTAL INVOICES					70,423.72	9,358.43	79,782.15			70,423.72	

List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2024	Reach Publishing	DD01	13.22		Sevenoaks Chronicle chg
01/10/2024	Sevenoaks District Council	DD02	848.00		Oct Business Rates
01/10/2024	Sevenoaks District Council	DD03	2,839.00		Oct Business Rates
01/10/2024	Sevenoaks District Council	DD04	530.00		Oct Business Rates
01/10/2024	Sevenoaks District Council	DD05	74.00		Oct Business Rates
01/10/2024	Sevenoaks District Council	DD06	165.00		Oct Business Rates
01/10/2024	Sevenoaks District Council	DD07/OCT24	54.00		Oct Business Rates
01/10/2024	BP Fuel	DD08	62.96		fuel
01/10/2024	Payroll A/c	DD1/10	5,273.45		September L&G Tfr
02/10/2024	BACS P/L Pymnt Page 6809	BACS Pymnt	-130.00		BACS P/L Pymnt Page 6809
03/10/2024	BACS P/L Pymnt Page 6778	BACS Pymnt	14,464.79		BACS P/L Pymnt Page 6778
03/10/2024	J.F	BACS3/10	15.00		Allot key refund
03/10/2024	R.P	BACS3-10	30.00		Allot key refund
03/10/2024	B.P	BACS03-10	30.00		Allot key refund
03/10/2024	British Gas - Community Centre	DD09	85.79		gas chg 12/8-11/9
04/10/2024	Petty Cash	001983	316.40		petty cash top up
04/10/2024	Nexodus S.L	DD10	119.81		Hub booking chg
07/10/2024	BP Fuel	DD11	82.41		fuel
07/10/2024	NATWEST ONE CARD	DD12	3,062.85		Ann Onecard Sep
08/10/2024	YU ENERGY	DD13	43.10		Sep electric chg
08/10/2024	YU ENERGY	DD14	7.27		Sep electric chg
08/10/2024	YU ENERGY	DD15	530.13		Sep electric chg
09/10/2024	British Gas - Offices	DD17	87.34		gas chg 15/8-14/9
11/10/2024	BACS P/L Pymnt Page 6784	BACS Pymnt	20,656.37		BACS P/L Pymnt Page 6784
11/10/2024	J.N	BACS11/10	15.00		Allot key refund
11/10/2024	H.W	BACS11-10	15.00		Allot key refund
14/10/2024	Public Clock	DD18	365.89		electric chg 24/6-13/9
14/10/2024	British Gas - B&B St	DD19	147.78		gas chg 22/8-21/9
15/10/2024	BP Fuel	DD20	52.60		fuel
15/10/2024	HM Land Registry	DD21	9.00		Register view x 3
15/10/2024	NatWest Bankline	bln	96.05		bank chgs
16/10/2024	Connectaphone	DD22	676.60		Sep telephone chg
18/10/2024	WorldPay	DD23	11.94		Sep card trans chg
21/10/2024	WorldPay	DD24	93.67		Sep card trans chg
21/10/2024	WorldPay	DD25	134.36		Sep card trans chg
21/10/2024	WorldPay	DD26	110.46		Sep card trans chg
21/10/2024	WorldPay	DD27	21.83		Sep card trans chg
21/10/2024	Reposs Ltd	DD28	38.11		Oct till support
21/10/2024	Reposs Ltd	DD29	27.82		Oct till support
21/10/2024	Insignis	BACS21/10	100,000.00		Insignis deposit
22/10/2024	EDF ENERGY - B&B Station	DD31	1,017.22		Sep electric chg
22/10/2024	BP Fuel	DD30	167.72		fuel
23/10/2024	EDF Energy - Bat and Ball Cent	DD32	1,248.06		Sep electric chg
24/10/2024	EDF Energy - Business Hub	DD33	580.81		Sep electric chg
24/10/2024	EDF Energy - High Street Marke	DD34	34.18		Sep electric chg
24/10/2024	Petty Cash	001984	398.05		petty cash top up
25/10/2024	BACS P/L Pymnt Page 6791	BACS Pymnt	49,651.90		BACS P/L Pymnt Page 6791

List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/10/2024	Payroll A/c	BACS25/10	65,298.37		October Salaries Tfr
28/10/2024	Everflow Water	DD35	579.43		water chg 19/11-18/12
28/10/2024	Payroll A/c	BACS28/10	32,099.09		October HMRC/KCC Tfr
29/10/2024	EDF ENERGY - Cemetery	DD36	145.32		electric chg 2/9-1/10
29/10/2024	Country Style Recycling	DD37	114.22		Sep glass collection
29/10/2024	BP Fuel	DD38	62.65		fuel
30/10/2024	Payroll A/c	DD30/10	5,083.04		October L&G Tfr
Total Payments			<u>307,557.06</u>		

List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/10/2024	BACS P/L Pymnt Page 6810	BACS Pymnt	-45.00		BACS P/L Pymnt Page 6810
Total Payments			-45.00		

Receipts for Month 7				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 01/10/2024	5,273.45						
DD1/10	Nat West - Current Account	5,273.45			201		5,273.45	September L&G Tfr
	Banked: 25/10/2024	65,298.37						
BACS25/10	Nat West - Current Account	65,298.37			201		65,298.37	October Salaries Tfr
	Banked: 28/10/2024	32,099.09						
BACS28/10	Nat West - Current Account	32,099.09			201		32,099.09	October HMRC/KCC Tfr
	Banked: 30/10/2024	5,083.04						
DD30/10	Nat West - Current Account	5,083.04			201		5,083.04	October L&G Tfr
Total Receipts for Month		107,753.95	0.00	0.00			107,753.95	
Cashbook Totals		108,753.95	0.00	0.00			108,753.95	

Payments for Month 7				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>
01/10/2024	Legal & General	DD1/10	5,273.45			516		5,273.45	September L&G Payment
25/10/2024	Employees	BACS25/10	65,298.37			520		63,945.87	October Salary Payments
						520	0	1,352.50	October Allowance Payments
28/10/2024	HMRC/KCC	BACS28/10	32,099.09			515		20,348.92	October HMRC payment
						516	0	11,750.17	October KCC payment
30/10/2024	Legal & General	DD30/10	5,083.04			516		5,083.04	October L&G Payment
Total Payments for Month			107,753.95	0.00	0.00			107,753.95	
Balance Carried Fwd			1,000.00						
Cashbook Totals			108,753.95	0.00	0.00			108,753.95	

Receipts for Month 7

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 :	643.60					643.60	
	Banked: 04/10/2024	316.40						
001983	Nat West - Current Account	316.40			201		316.40	petty cash top up
	Banked: 24/10/2024	398.05						
001984	Nat West - Current Account	398.05			201		398.05	petty cash top up
	CORR Banked: 31/10/2024	5.67						
	CORR Cashbook Suspense	5.67			299		5.67	Petty Cash error - tbc in Nov
	CORR2 Banked: 31/10/2024	0.30						
	CORR2 Cashbook Suspense	0.30			299		0.30	Petty Cash error - part 2
Total Receipts for Month		720.42	0.00	0.00			720.42	
Cashbook Totals		1,364.02	0.00	0.00			1,364.02	

Date: 19/11/2024

Sevenoaks Town Council

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Petty Cash

For Month No: 7

Payments for Month 7

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>
04/10/2024	Bat and Ball Station	1151	42.92		7.15	5410	30	35.77	maint eq
04/10/2024	Bat and Ball Cafe	1152/A	74.74			6500	30	74.74	goods for resale
04/10/2024	Bat and Ball Cafe	1152/B	28.49		4.75	6500	30	23.74	goods for resale
07/10/2024	Council Offices	1153	1.55			6330	31	1.55	milk
16/10/2024	Youth Cafe	1154/A	6.60			6500	50	6.60	goods for resale
16/10/2024	Youth Cafe	1154/B	1.00		0.16	6200	50	0.84	stickers
16/10/2024	Youth Cafe	1154/C	2.50		0.42	6010	50	2.08	cleaning eq
16/10/2024	Youth Cafe	1154/D	54.37			5500	50	54.37	nail kit
18/10/2024	Vine Cafe	1155/A	88.29			6500	28	88.29	goods for resale
18/10/2024	Vine Cafe	1155/B	0.60		0.10	6900	28	0.50	bag
18/10/2024	Vine Cafe	1155/C	11.00			5500	28	11.00	kettle
18/10/2024	Vine Cafe	1155/D	3.00		0.50	6010	28	2.50	cleaning eq
21/10/2024	Bat and Ball Station	1156	79.96		13.33	5410	30	66.63	maint eq
28/10/2024	Cemetery	1157/A	8.28		1.38	5410	22	6.90	maint eq
28/10/2024	Cemetery	1157/B	24.00			6500	22	24.00	brass plaque
28/10/2024	Vine Cafe	1157/C	10.96		1.83	5410	28	9.13	maint eq
Total Payments for Month			438.26	0.00	29.62			408.64	
Balance Carried Fwd			925.76						
Cashbook Totals			1,364.02	0.00	29.62			1,334.40	

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Sevenoaks Town Council
Finance Officer's Report
Financial report for the period ended 30th September 2024

1. Summary

The year-to-date position at the end of September gives a revenue surplus of £12,300. Allowing for the Bat & Ball Station reserves movement which offsets some of the Bat & Ball Station £32,082 year-to-date deficit, the adjusted position is a £44,382 surplus.

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

- £3 over budget for gross pay in planning due to overtime payments.
- Hire of rooms at Bat & Ball Station has reached 92% of its income.
- Staff training is £2k over the annual budget.
- Interest on deposits is positive, income of £31k against an annual budget of £30k.
- Town Crier advertising has doubled its budget.
- £27k over budget for staff costs under the Establishment nominal code due to staff cover and overtime.
- Publicity and democratic notices nominal under the Establishment cost centre is £1,200 over budget.
- Bat and Ball Centre letting of facilities is positive with an income of £73k against a budgeted £54k year to date.
- Bat and Ball Centre repairs and general maintenance is £2k over budget due to review of health & safety procedures, this will be fed into the next budget.

Half Yearly Budget Comparison

Cost Centre	September 2023 (Actual)	September 2024 (Actual)
Planning	-16,439	-19,795
Open Spaces & Leisure – General	-193,595	-150,107
Cemetery	-36,441	-26,895
Allotments	4,063	3,129
Street Lighting	-27,168	-13,404
Vine Café	-10,198	-8,404
Vine Ground	-26,000	-19,227
Bat & Ball Station	-50,675	-32,082
Establishments	-308,381	-358,492

F&P General	-15,923	-8,497
F&P Council Offices	-21,864	-17,500
Bat & Ball Centre	217	6,086
Town Team	4,545	-1098
Business Hub	4,756	4,525
HitB	-25,834	-24,134
Markets	13,771	14,270

2. Use of Contingency

There is £43k left in contingency.

Monies spent

Pigeon Removal - Public Clock	2,013
Pigeon Removal - scaffolding	1238
Replacement Fire Escape Doors - HitB	4,224
BID Website	1,414
Staff Costs - Establishments	10,000
Parking and Beats Survey	7,913
	26,802

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

Appendix 6 – Operating Income and Expenditure

3. 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	£19,401 (F)	Please refer to the variance report.
22	Cemetery	£13,510 (F)	Please refer to the variance report.
28	Street Lighting	£12,349 (F)	Please refer to the variance report.
33	General	£14,667 (F)	Please refer to the variance report.
36	Bat and Ball Centre	£10,758 (F)	Please refer to the variance report.

41	Business Hub	£6,301 (F)
50	Youth Café	£9,441 (F)
60	Markets	£10,084 (F)
31	Establishments	£31,334 (A)
28	Vine Café	£8,404 (A)
30	Bat and Ball Station	£11,730 (A)

Agenda Item 6.1

Please refer to the variance report.
Please refer to the variance report.
Please refer to the variance report.
Please refer to the variance report.
Please refer to the variance report.
Please refer to the variance report.

4. Statutory Balance Sheet

The total assets year to date are £2,328,036. Revenue (general) reserves have increased by £17,994 leaving a year-to-date balance of £505,803.

Earmarked Reserves have decreased by £29,952 leaving a year-to-date balance of £1,037,334.

This includes:

1. £10k paid from the planning fees reserve towards the parking beats survey for the Masterplan.
2. £4k paid from the capital receipts reserve to fix the boiler pumps at Bat & Ball Station.
3. £10k expenditure on the Vine Lights from the CIL reserve.

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

5. Insurance Claim

Nothing to report.

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

Month No: 6

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	2,856	2,417	(439)	17,782	14,502	(3,280)	29,000		11,218	61.3%	
4270 Employers Pension Contribution	102	100	(2)	636	600	(36)	1,200		564	53.0%	
6240 Computer/ Data Base/WP's	63	0	(63)	434	650	216	650		216	66.7%	
6320 Staff Training	0	0	0	50	0	(50)	0		(50)	0.0%	
6630 Professional Fees	19	300	281	269	750	481	900		631	29.9%	
6730 Subscriptions	0	50	50	625	300	(325)	600		(25)	104.2%	
Planning - General :- Indirect Expenditure	3,040	2,867	(173)	19,795	16,802	(2,993)	32,350	0	12,555	61.2%	0
Net Expenditure	(3,040)	(2,867)	173	(19,795)	(16,802)	2,993	(32,350)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	128	1,788	1,660	14,207	18,940	4,733	29,663			47.9%	
1030 Electricity recharge	0	1,000	1,000	523	2,000	1,477	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	129	0	(129)	277	135	(142)	270			102.5%	
O/ Spaces & Leisure - General :- Income	257	2,788	2,531	16,844	22,747	5,903	36,513			46.1%	0
4010 Gross Pay	14,741	16,581	1,840	83,208	99,486	16,278	198,977		115,769	41.8%	
4011 Mileage	70	0	(70)	567	0	(567)	0		(567)	0.0%	
4270 Employers Pension Contribution	892	1,266	374	4,970	7,596	2,626	15,190		10,220	32.7%	
5010 Vine Area General Maintenance	(2)	0	2	0	0	0	0		0	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

Month No: 6

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	0	227	227	200	1,357	1,157	1,357		1,157	14.7%	
5025 Lower St Johns Toilets	801	1,167	366	18,949	7,002	(11,947)	14,000		(4,949)	135.4%	13,838
5026 Greatness Rec Convenience	285	258	(27)	1,924	1,548	(376)	3,100		1,176	62.1%	
5030 St Nicholas Burial Ground	0	0	0	483	100	(383)	100		(383)	483.0%	
5050 Seats And Litter Bins	0	574	574	0	1,148	1,148	2,300		2,300	0.0%	
5060 Sevenoaks Common	0	0	0	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	0	0	0	2,116	2,000	(116)	4,000		1,884	52.9%	
5110 Knole Paddock & Pavilion	0	340	340	0	1,360	1,360	3,500		3,500	0.0%	
5120 Knole Paddock Pitch & Grnd Mt	1,574	100	(1,474)	3,852	2,000	(1,852)	2,500		(1,352)	154.1%	
5310 Miscellaneous Open Spaces	0	433	433	3,313	2,598	(715)	5,200		1,887	63.7%	
5311 Security Open Spaces	2,347	2,083	(264)	14,800	12,498	(2,302)	25,000		10,200	59.2%	
5316 Skatepark Maintenance	0	0	0	84	2,000	1,916	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	0	0	0	3,379	2,500	(879)	2,500		(879)	135.1%	
5340 Plants	152	0	(152)	1,279	1,400	121	3,000		1,721	42.6%	
5410 Repairs & General Maintenance	5	150	145	137	900	763	1,800		1,663	7.6%	
5412 Capital Refurbishments	0	833	833	0	4,998	4,998	10,000		10,000	0.0%	
5500 Equipment Hired and New	266	583	317	2,514	3,498	984	7,000		4,486	35.9%	
5525 Equipment Maintenance	31	300	269	2,767	4,900	2,133	8,000		5,233	34.6%	
5550 Vehicle Expenses	0	1,792	1,792	2,754	10,752	7,998	21,500		18,746	12.8%	(20,000)
5700 Fuel	315	492	177	2,357	2,952	595	5,900		3,543	40.0%	
6010 Light Heat & Cleaning	0	500	500	2,116	5,200	3,084	8,500		6,384	24.9%	

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6011 Electricity	0	0	0	(509)	0	509	0		509	0.0%	
6013 Cleaning	72	50	(22)	224	300	76	600		376	37.3%	
6014 Water	(440)	83	523	472	498	26	1,000		528	47.2%	
6101 Telephone	11	12	1	69	72	3	145		76	47.5%	
6104 Mobile Telephone	15	28	13	112	168	56	340		228	32.9%	
6105 Broadband wi-fi service	29	25	(4)	172	150	(22)	300		128	57.4%	
6320 Staff Training	0	750	750	1,950	1,500	(450)	3,000		1,050	65.0%	
6330 Welfare/Hospitality	0	52	52	500	312	(188)	625		125	80.0%	
6635 Professional Fees Licensing	295	0	(295)	295	300	5	300		5	98.3%	
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	102	102	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	42	42	80		80	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,700		1,700	0.0%	
6930 Alarm Maintenance	0	0	0	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	0	700	700	692	1,400	708	3,000		2,308	23.1%	
6935 Waste Bin Disposal-Waste Bins	579	225	(354)	1,745	1,350	(395)	2,700		955	64.6%	
6952 Protective Clothing	157	131	(26)	829	786	(43)	1,575		746	52.7%	
O/ Spaces & Leisure - General :- Indirect Expenditure	22,194	29,759	7,565	160,789	192,255	31,466	374,671	0	213,882	42.9%	(6,162)
Net Income over Expenditure	(21,937)	(26,971)	(5,034)	(143,945)	(169,508)	(25,563)	(338,158)				
8001 plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(21,937)	(26,971)	(5,034)	(150,107)	(169,508)	(19,401)	(338,158)				

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

Month No: 6

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	11,638	6,581	(5,057)	52,026	39,486	(12,540)	78,975			65.9%	
O/ Spaces & Leisure - Cemetery :- Income	11,638	6,581	(5,057)	52,026	39,486	(12,540)	78,975			65.9%	0
4010 Gross Pay	9,635	8,303	(1,332)	55,144	49,818	(5,326)	99,632		44,488	55.3%	
4011 Mileage	33	0	(33)	90	0	(90)	0		(90)	0.0%	
4270 Employers Pension Contribution	789	691	(98)	5,070	4,146	(924)	8,290		3,220	61.2%	
5210 Cemetery Chapel & Office	21	0	(21)	232	150	(82)	150		(82)	154.9%	
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	175	175	0	350	350	700		700	0.0%	
5410 Repairs & General Maintenance	154	100	(54)	655	600	(55)	1,200		545	54.6%	
5500 Equipment Hired and New	0	333	333	581	1,998	1,417	4,000		3,419	14.5%	
5525 Equipment Maintenance	12	750	738	316	4,500	4,184	9,000		8,684	3.5%	
5700 Fuel	11	100	89	320	600	280	1,200		880	26.7%	
6000 Rent & Rates	848	875	27	5,091	5,250	159	10,500		5,409	48.5%	
6010 Light Heat & Cleaning	0	175	175	0	1,050	1,050	2,100		2,100	0.0%	
6011 Electricity	123	0	(123)	598	0	(598)	0		(598)	0.0%	
6013 Cleaning	0	0	0	313	600	287	1,000		687	31.3%	
6014 Water	0	92	92	0	552	552	1,100		1,100	0.0%	
6101 Telephone	119	67	(52)	348	402	54	800		452	43.4%	
6104 Mobile Telephone	0	2	2	0	12	12	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	60	72	12	150		90	40.0%	
6240 Computer/ Data Base/WP's	39	160	121	(1,045)	460	1,505	670		1,715	(155.9%)	
6300 Computer Software	(9)	0	9	0	0	0	0		0	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6320 Staff Training	0	375	375	0	750	750	1,500		1,500	0.0%	
6330 Welfare/Hospitality	28	25	(3)	296	150	(146)	300		5	98.5%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	10	10	0	60	60	125		125	0.0%	
6720 Books and Periodicals	0	0	0	0	50	50	50		50	0.0%	
6730 Subscriptions	0	0	0	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	242	800	558	972	1,600	628	3,000		2,028	32.4%	
6822 Roads Path & Boundaries	0	0	0	0	440	440	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	30	30	36	60	24	120		84	29.6%	
6922 Health&Safety/Risk Assessments	9	0	(9)	263	750	487	1,500		1,237	17.5%	
6930 Alarm Maintenance	56	0	(56)	1,451	1,275	(176)	1,700		249	85.4%	
6932 Cemetery Security	563	500	(63)	3,377	3,000	(377)	6,000		2,623	56.3%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	636	648	12	1,300		664	48.9%	
6952 Protective Clothing	146	58	(88)	275	348	73	700		425	39.3%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	12,910	13,741	831	81,220	79,891	(1,329)	157,862	0	76,642	51.4%	2,299
Net Income over Expenditure	(1,272)	(7,160)	(5,888)	(29,194)	(40,405)	(11,211)	(78,887)				
8001 plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(1,272)	(7,160)	(5,888)	(26,895)	(40,405)	(13,510)	(78,887)				
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	(155)	1,559	1,714	(129)	1,559	1,688	1,559			(8.3%)	
1047 QH Allotments Income	9,225	8,342	(883)	9,278	8,342	(936)	8,342			111.2%	
O/ Spaces & Leisure- Allotment :- Income	9,070	9,901	831	9,149	9,901	752	9,901			92.4%	0

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

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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	787	317	(470)	3,118	1,902	(1,216)	3,800		682	82.1%	
4270 Employers Pension Contribution	85	15	(70)	395	90	(305)	180		(215)	219.6%	
5410 Repairs & General Maintenance	0	0	0	1,097	0	(1,097)	0		(1,097)	0.0%	1,013
6002 QH Allotments Costs	96	0	(96)	127	0	(127)	0		(127)	0.0%	
6014 Water	62	238	176	(287)	476	763	950		1,237	(30.2%)	
6300 Computer Software	0	0	0	803	20	(783)	20		(783)	4012.5%	
6620 Legal Expenses	1,500	0	(1,500)	1,500	0	(1,500)	0		(1,500)	0.0%	
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	2,530	570	(1,960)	7,033	2,558	(4,475)	5,080	0	(1,953)	138.4%	1,013
Net Income over Expenditure	6,540	9,331	2,791	2,116	7,343	5,227	4,821				
8001 plus Transfer from EMR	0	0	0	1,013	0	(1,013)	0				
Movement to/(from) Gen Reserve	6,540	9,331	2,791	3,129	7,343	4,214	4,821				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	7	0	(7)	12,043			0.1%	
1990 Other Income	2,409	0	(2,409)	3,789	0	(3,789)	1,000			378.9%	2,409
1997 In Bloom Income	0	0	0	1,200	0	(1,200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	2,409	0	(2,409)	4,996	0	(4,996)	13,043			38.3%	2,409
5410 Repairs & General Maintenance	0	0	0	3,250	3,251	1	3,251		1	100.0%	

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6861 Public Clock Maintenance	348	0	(348)	342	0	(342)	200		(142)	171.1%	
6862 Street Lighting	(4,007)	1,417	5,424	648	8,502	7,854	17,000		16,352	3.8%	
6865 In Bloom Costs	2,300	2,058	(242)	11,751	14,000	2,249	14,000		2,249	83.9%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	(1,359)	3,475	4,834	15,991	25,753	9,762	34,451	0	18,460	46.4%	0
Net Income over Expenditure	3,768	(3,475)	(7,243)	(10,995)	(25,753)	(14,758)	(21,408)				
8002 plus Transfer to EMR	2,409	0	(2,409)	2,409	0	(2,409)	0				
8002 less Transfer to EMR	2,409	0	(2,409)	2,409	0	(2,409)	0				
Movement to/(from) Gen Reserve	1,359	(3,475)	(12,061)	(13,404)	(25,753)	(19,577)	(21,408)				
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	4,153	0	(4,153)	34,496	0	(34,496)	0			0.0%	
1213 Event catering	99	0	(99)	1,782	0	(1,782)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	4,252	0	(4,252)	36,278	0	(36,278)	0				0
4010 Gross Pay	4,430	0	(4,430)	24,424	0	(24,424)	0		(24,424)	0.0%	
4270 Employers Pension Contribution	212	0	(212)	1,132	0	(1,132)	0		(1,132)	0.0%	
5410 Repairs & General Maintenance	0	0	0	201	0	(201)	0		(201)	0.0%	
5500 Equipment Hired and New	0	0	0	202	0	(202)	0		(202)	0.0%	
5525 Equipment Maintenance	103	0	(103)	1,283	0	(1,283)	0		(1,283)	0.0%	
6000 Rent & Rates	74	0	(74)	440	0	(440)	0		(440)	0.0%	
6010 Light Heat & Cleaning	3	0	(3)	114	0	(114)	0		(114)	0.0%	
6011 Electricity	0	0	0	1,021	0	(1,021)	0		(1,021)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

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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	109	0	(109)	433	0	(433)	0		(433)	0.0%	
6101 Telephone	102	0	(102)	253	0	(253)	0		(253)	0.0%	
6200 Printing & Stationery	0	0	0	95	0	(95)	0		(95)	0.0%	
6320 Staff Training	35	0	(35)	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	891	0	(891)	10,846	0	(10,846)	0		(10,846)	0.0%	
6505 Cafe consumables	42	0	(42)	793	0	(793)	0		(793)	0.0%	
6900 Sundry Expenses	0	0	0	0	0	(0)	0		(0)	0.0%	
6922 Health&Safety/Risk Assessments	1,097	0	(1,097)	1,638	0	(1,638)	0		(1,638)	0.0%	
6935 Waste Bin Disposal-Waste Bins	146	0	(146)	1,029	0	(1,029)	0		(1,029)	0.0%	
6976 Credit card charges	168	0	(168)	743	0	(743)	0		(743)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	7,412	0	(7,412)	44,682	0	(44,682)	0	0	(44,682)		0
Net Income over Expenditure	(3,160)	0	3,160	(8,404)	0	8,404	0				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	250	250	1,280	1,500	220	1,500			85.3%	
1350 Revenue Grant income	0	0	0	9,228	0	(9,228)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	875	0	(875)	2,625	1,750	(875)	3,500			75.0%	
1870 Vine Club Insurance Contrib.	0	0	0	462	367	(95)	367			126.0%	
O/Spaces & Leisure-Vine Ground :- Income	875	250	(625)	13,595	3,617	(9,978)	5,367			253.3%	0
4010 Gross Pay	2,151	1,866	(285)	12,822	11,196	(1,626)	22,398		9,576	57.2%	
4270 Employers Pension Contribution	75	112	37	453	672	219	1,344		891	33.7%	
5010 Vine Area General Maintenance	327	208	(119)	1,248	1,248	0	2,500		1,252	49.9%	

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

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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
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	854	1,000	146	4,556	6,000	1,444	12,000		7,444	38.0%	
5410 Repairs & General Maintenance	0	67	67	23	402	379	800		777	2.8%	
5500 Equipment Hired and New	0	334	334	0	2,004	2,004	2,006		2,006	0.0%	
6014 Water	13	42	29	169	252	83	500		331	33.8%	
6200 Printing & Stationery	0	0	0	385	0	(385)	0		(385)	0.0%	
6635 Professional Fees Licensing	0	0	0	70	210	140	210		140	33.3%	
6868 Summer Concerts	620	630	10	3,596	3,600	4	3,600		4	99.9%	
6869 Special Events	0	0	0	0	140	140	140		140	0.0%	
6873 Vine Lighting Project	4,841	0	(4,841)	20,151	0	(20,151)	0		(20,151)	0.0%	10,923
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	730	730	730		730	0.0%	
6935 Waste Bin Disposal-Waste Bins	64	80	16	272	480	208	960		688	28.4%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	8,944	4,339	(4,605)	43,745	28,234	(15,511)	48,488	0	4,743	90.2%	10,923
Net Income over Expenditure	(8,069)	(4,089)	3,980	(30,150)	(24,617)	5,533	(43,121)				
8001 plus Transfer from EMR	4,841	0	(4,841)	10,923	0	(10,923)	0				
Movement to/(from) Gen Reserve	(3,228)	(4,089)	(861)	(19,227)	(24,617)	(5,390)	(43,121)				
<u>30 F& G P - Bat & Ball Station</u>											
1022 Letting & Hire of Facilities	1,740	1,000	(740)	11,051	6,000	(5,051)	12,000			92.1%	(137)
1211 Sale of Goods	2,194	0	(2,194)	18,756	0	(18,756)	0			0.0%	
1213 Event catering	1,256	0	(1,256)	6,215	0	(6,215)	0			0.0%	
F& G P - Bat & Ball Station :- Income	5,190	1,000	(4,190)	36,022	6,000	(30,022)	12,000			300.2%	(137)

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

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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	5,569	1,583	(3,986)	36,889	9,498	(27,391)	19,000		(17,889)	194.2%	
4270 Employers Pension Contribution	192	83	(109)	1,209	498	(711)	1,000		(209)	120.9%	
5340 Plants	0	0	0	58	0	(58)	0		(58)	0.0%	
5410 Repairs & General Maintenance	5,248	583	(4,665)	7,554	3,498	(4,056)	7,000		(554)	107.9%	4,012
5500 Equipment Hired and New	399	83	(316)	565	498	(67)	1,000		435	56.5%	
5525 Equipment Maintenance	23	0	(23)	367	0	(367)	0		(367)	0.0%	
6000 Rent & Rates	54	333	279	680	1,998	1,318	4,000		3,320	17.0%	
6011 Electricity	902	625	(277)	1,684	3,750	2,066	7,500		5,816	22.5%	
6012 Gas	258	118	(140)	1,193	708	(485)	1,420		227	84.0%	
6013 Cleaning	295	292	(3)	1,594	1,752	158	3,500		1,906	45.5%	
6014 Water	21	250	229	184	1,500	1,316	3,000		2,816	6.1%	
6020 Insurance Cost	0	0	0	0	0	0	1,000		1,000	0.0%	
6101 Telephone	102	42	(60)	231	252	21	500		269	46.2%	
6200 Printing & Stationery	11	0	(11)	32	0	(32)	0		(32)	0.0%	
6240 Computer/ Data Base/WP's	0	0	0	8	0	(8)	0		(8)	0.0%	
6241 Website Costs	0	0	0	335	400	65	400		65	83.8%	
6330 Welfare/Hospitality	363	0	(363)	815	0	(815)	0		(815)	0.0%	
6460 Publicity & Democratic notices	0	0	0	57	0	(57)	0		(57)	0.0%	
6500 Goods for Resale	1,195	0	(1,195)	10,331	0	(10,331)	0		(10,331)	0.0%	
6505 Cafe consumables	111	0	(111)	489	0	(489)	0		(489)	0.0%	
6630 Professional Fees	3,450	0	(3,450)	3,450	0	(3,450)	0		(3,450)	0.0%	
6635 Professional Fees Licensing	295	200	(95)	295	600	305	600		305	49.2%	
6730 Subscriptions	0	0	0	300	0	(300)	0		(300)	0.0%	
6869 Special Events	88	0	(88)	500	0	(500)	0		(500)	0.0%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	242	0	(242)	1,623	650	(973)	1,300		(323)	124.9%	
6930 Alarm Maintenance	405	58	(347)	405	348	(57)	700		295	57.9%	
6931 CCTV Maintenance	0	0	0	85	0	(85)	170		85	50.0%	
6935 Waste Bin Disposal-Waste Bins	136	67	(69)	831	402	(429)	800		(31)	103.9%	
6976 Credit card charges	85	0	(85)	488	0	(488)	0		(488)	0.0%	
F& G P - Bat & Ball Station :- Indirect Expenditure	19,445	4,317	(15,128)	72,252	26,352	(45,900)	52,890	0	(19,362)	136.6%	4,012
Net Income over Expenditure	(14,255)	(3,317)	10,938	(36,230)	(20,352)	15,878	(40,890)				
8001 plus Transfer from EMR	4,012	0	(4,012)	4,012	0	(4,012)	0				
8002 less Transfer to EMR	(137)	0	137	(137)	0	137	0				
Movement to/(from) Gen Reserve	(10,107)	(3,317)	7,063	(32,082)	(20,352)	12,003	(40,890)				
31 F & G P - Establishments											
1115 Interest on Deposits	4,564	2,500	(2,064)	31,001	15,000	(16,001)	30,000			103.3%	
1200 Sale of Stationery	6	0	(6)	6	0	(6)	0			0.0%	
1230 Roadside Advertising-Charities	0	33	33	510	198	(312)	400			127.5%	
1231 Banner Income	270	500	230	360	1,000	640	1,000			36.0%	
1232 Town Crier Advertising	0	0	0	1,125	600	(525)	600			187.5%	(50)
1350 Revenue Grant income	0	0	0	2,000	0	(2,000)	0			0.0%	
1889 Waste Sacks Income	680	458	(222)	5,136	2,748	(2,388)	5,500			93.4%	
1990 Other Income	5,769	0	(5,769)	5,799	0	(5,799)	0			0.0%	5,319
F & G P - Establishments :- Income	11,288	3,491	(7,797)	45,937	19,546	(26,391)	37,500			122.5%	5,269

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

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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	36,894	29,201	(7,693)	202,921	175,206	(27,715)	350,410		147,489	57.9%	5,200
4011 Mileage	0	46	46	122	276	154	559		437	21.7%	1,000
4012 Expenses	95	83	(12)	546	498	(48)	1,000		454	54.6%	
4270 Employers Pension Contribution	4,158	3,475	(683)	24,042	20,850	(3,192)	41,700		17,658	57.7%	
4271 Pension Deficiency	6,663	6,667	4	39,978	40,002	24	80,000		40,022	50.0%	
5500 Equipment Hired and New	226	83	(143)	1,764	498	(1,266)	1,000		(764)	176.4%	
6020 Insurance Cost	0	0	0	19,510	19,295	(215)	19,295		(215)	101.1%	
6101 Telephone	771	458	(313)	1,927	2,748	821	5,490		3,563	35.1%	
6200 Printing & Stationery	947	1,417	470	13,684	8,502	(5,182)	17,000		3,316	80.5%	
6210 Postage & Courier	1,233	0	(1,233)	3,882	2,000	(1,882)	4,000		118	97.0%	
6240 Computer/ Data Base/WP's	38	1,500	1,462	18,935	9,000	(9,935)	18,000		(935)	105.2%	5,045
6241 Website Costs	0	0	0	423	600	177	600		177	70.4%	
6242 I.T. Infrastructure	2,294	733	(1,561)	4,133	5,132	999	11,000		6,867	37.6%	
6300 Computer Software	267	100	(167)	6,093	5,000	(1,093)	5,500		(593)	110.8%	
6315 Recruitment Costs	0	167	167	0	1,002	1,002	2,000		2,000	0.0%	
6320 Staff Training	1,416	275	(1,141)	5,259	1,650	(3,609)	3,300		(1,959)	159.4%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	150	333	183	2,348	1,998	(350)	4,000		1,652	58.7%	2,310
6340 Staff Uniforms	209	0	(209)	209	0	(209)	0		(209)	0.0%	
6410 Civic Exps/Annual Reception	0	0	0	560	1,100	540	2,100		1,540	26.7%	
6415 Gifts/hospitality	0	100	100	222	600	378	1,200		978	18.5%	
6421 Honour Bd. Badges & Insignia	518	0	(518)	1,220	200	(1,020)	200		(1,020)	609.8%	
6435 Members Expenses	0	0	0	0	2,000	2,000	3,500		3,500	0.0%	
6460 Publicity & Democratic notices	0	125	125	1,748	250	(1,498)	500		(1,248)	349.6%	

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	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
6461 Banner Costs	780	108	(672)	1,939	648	(1,291)	1,300		(639)	149.2%	
6610 Audit Fees	0	3,056	3,056	46	4,278	4,233	5,500		5,455	0.8%	
6620 Legal Expenses	1,050	0	(1,050)	1,050	1,000	(50)	2,000		950	52.5%	
6630 Professional Fees	(1,333)	0	1,333	977	0	(977)	0		(977)	0.0%	
6635 Professional Fees Licensing	235	375	140	480	750	270	1,500		1,020	32.0%	
6710 Conference Fees & Expenses	430	208	(222)	2,597	1,248	(1,349)	2,500		(97)	103.9%	
6720 Books and Periodicals	0	0	0	0	400	400	400		400	0.0%	
6730 Subscriptions	13	381	368	5,588	5,459	(129)	6,600		1,012	84.7%	
6889 Waste Sacks	632	275	(357)	3,452	1,650	(1,802)	3,300		(152)	104.6%	
6900 Sundry Expenses	25	42	17	255	252	(3)	500		245	51.1%	
6922 Health&Safety/Risk Assessments	58	100	42	4,164	4,500	337	5,200		1,037	80.1%	
6975 Bank Charges	181	133	(48)	1,126	798	(328)	1,600		474	70.4%	
6976 Credit card charges	103	67	(36)	718	402	(316)	800		82	89.7%	
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	0.0%	(5,000)
7611 Contingency provision	0	(1,414)	(1,414)	0	(8,889)	(8,889)	61,111		61,111	0.0%	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617 PWLB Loan Repayment	0	0	0	35,801	35,801	0	71,602		35,801	50.0%	
F & G P - Establishments :- Indirect Expenditure	58,052	48,094	(9,958)	407,716	346,704	(61,012)	743,267	0	335,551	54.9%	8,555
Net Income over Expenditure	(46,764)	(44,603)	2,161	(361,778)	(327,158)	34,620	(705,767)				
8001 plus Transfer from EMR	3,200	0	(3,200)	8,555	0	(8,555)	0				
8002 less Transfer to EMR	5,269	0	(5,269)	5,269	0	(5,269)	0				
Movement to/(from) Gen Reserve	(48,833)	(44,603)	(6,308)	(358,492)	(327,158)	20,797	(705,767)				

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>32 F & G P - General</u>											
1350 Revenue Grant income	0	0	0	1,500	0	(1,500)	0			0.0%	
1490 Christmas Lights Switch On	0	0	0	2,000	0	(2,000)	6,000			33.3%	
F & G P - General :- Income	0	0	0	3,500	0	(3,500)	6,000			58.3%	0
6490 Christmas Lights Switch On	89	1,333	1,244	(138)	2,666	2,804	28,000		28,138	(0.5%)	
6491 Remembrance Day/Civic Serv.	989	0	(989)	989	500	(489)	5,000		4,011	19.8%	
6869 Special Events	1,862	3,333	1,471	11,146	19,998	8,852	20,000		8,854	55.7%	
F & G P - General :- Indirect Expenditure	2,941	4,666	1,725	11,997	23,164	11,167	53,000	0	41,003	22.6%	0
Net Income over Expenditure	(2,941)	(4,666)	(1,725)	(8,497)	(23,164)	(14,667)	(47,000)				
<u>33 F & G P - Council Offices</u>											
1022 Letting & Hire of Facilities	728	1,036	308	5,864	6,216	352	12,429			47.2%	
1030 Electricity recharge	0	0	0	671	0	(671)	0			0.0%	
1213 Event catering	33	0	(33)	68	0	(68)	0			0.0%	
F & G P - Council Offices :- Income	761	1,036	275	6,603	6,216	(387)	12,429			53.1%	0
4010 Gross Pay	291	364	73	2,163	2,184	21	4,369		2,206	49.5%	
4270 Employers Pension Contribution	20	28	8	221	168	(53)	340		119	65.1%	
5410 Repairs & General Maintenance	0	58	58	1,323	348	(975)	700		(623)	189.0%	
6000 Rent & Rates	2,839	2,800	(39)	17,036	16,800	(236)	28,000		10,964	60.8%	
6010 Light Heat & Cleaning	184	396	212	931	2,376	1,445	4,754		3,823	19.6%	
6011 Electricity	0	250	250	(244)	1,500	1,744	3,000		3,244	(8.1%)	

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

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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
6012 Gas	83	250	167	83	1,500	1,417	3,000		2,917	2.8%	
6014 Water	150	196	46	922	1,176	254	2,349		1,427	39.3%	
6104 Mobile Telephone	8	6	(2)	108	36	(72)	75		(33)	143.4%	
6922 Health&Safety/Risk Assessments	0	300	300	264	900	636	900		636	29.3%	
6930 Alarm Maintenance	0	0	0	673	1,000	327	1,000		327	67.3%	
6935 Waste Bin Disposal-Waste Bins	66	117	51	622	702	80	1,400		778	44.5%	
6952 Protective Clothing	0	100	100	0	100	100	100		100	0.0%	
F & G P - Council Offices :- Indirect Expenditure	3,641	4,865	1,224	24,103	28,790	4,687	49,987	0	25,884	48.2%	0
Net Income over Expenditure	(2,880)	(3,829)	(949)	(17,500)	(22,574)	(5,074)	(37,558)				
36 F & G P - Bat & Ball Centre											
1022 Letting & Hire of Facilities	12,447	9,000	(3,447)	73,899	54,000	(19,899)	108,000			68.4%	(137)
1030 Electricity recharge	0	42	42	91	84	(7)	169			54.1%	
1213 Event catering	91	0	(91)	401	0	(401)	0			0.0%	
1445 Outdoor Activities	45	50	5	260	150	(110)	200			129.9%	
1457 Indoor Activities	542	441	(101)	3,386	2,646	(740)	5,293			64.0%	
1990 Other Income	38	0	(38)	230	0	(230)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	13,163	9,533	(3,630)	78,267	56,880	(21,387)	113,662			68.9%	(137)
4010 Gross Pay	6,888	6,842	(46)	44,910	41,052	(3,858)	82,100		37,190	54.7%	
4012 Expenses	2	0	(2)	2	0	(2)	0		(2)	0.0%	
4270 Employers Pension Contribution	236	275	39	1,550	1,650	100	3,300		1,750	47.0%	
5340 Plants	0	0	0	31	0	(31)	200		169	15.6%	

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5410 Repairs & General Maintenance	690	500	(190)	4,309	1,000	(3,309)	2,000		(2,309)	215.4%	
5500 Equipment Hired and New	66	0	(66)	725	500	(225)	1,000		275	72.5%	
5525 Equipment Maintenance	0	0	0	64	0	(64)	0		(64)	0.0%	
6000 Rent & Rates	530	600	70	3,182	3,600	418	6,000		2,818	53.0%	
6011 Electricity	1,023	1,167	144	5,388	7,002	1,614	14,000		8,612	38.5%	
6012 Gas	82	0	(82)	616	882	266	1,764		1,148	34.9%	
6013 Cleaning	9	167	158	1,108	1,002	(106)	2,000		892	55.4%	
6014 Water	23	266	243	42	1,596	1,554	3,197		3,155	1.3%	
6101 Telephone	103	50	(53)	309	300	(9)	600		291	51.6%	
6104 Mobile Telephone	8	20	12	67	120	53	240		173	27.8%	
6240 Computer/ Data Base/WP's	0	33	33	8	198	190	400		392	2.1%	
6330 Welfare/Hospitality	317	42	(275)	528	252	(276)	500		(28)	105.6%	
6520 Refreshments for Resale	310	83	(227)	1,882	498	(1,384)	1,000		(882)	188.2%	
6630 Professional Fees	2,937	0	(2,937)	2,937	0	(2,937)	0		(2,937)	0.0%	
6635 Professional Fees Licensing	0	0	0	203	250	47	500		297	40.6%	
6900 Sundry Expenses	0	0	0	8	0	(8)	50		42	16.9%	
6922 Health&Safety/Risk Assessments	927	0	(927)	3,019	0	(3,019)	2,000		(1,019)	150.9%	
6930 Alarm Maintenance	356	350	(6)	356	350	(6)	902		546	39.5%	
6931 CCTV Maintenance	0	0	0	4,024	0	(4,024)	400		(3,624)	1006.0%	3,898
6935 Waste Bin Disposal-Waste Bins	172	175	3	918	1,050	132	2,100		1,182	43.7%	
6952 Protective Clothing	0	250	250	29	250	221	250		221	11.7%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	14,679	10,820	(3,859)	76,216	61,552	(14,664)	124,503	0	48,287	61.2%	3,898
Net Income over Expenditure	(1,516)	(1,287)	229	2,052	(4,672)	(6,724)	(10,841)				
8001 plus Transfer from EMR	0	0	0	3,898	0	(3,898)	0				
8002 less Transfer to EMR	0	0	0	(137)	0	137	0				
Movement to/(from) Gen Reserve	(1,516)	(1,287)	229	6,086	(4,672)	(10,485)	(10,841)				

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>38 F & G P - Grants</u>											
7500 Local Organisations Grants	6,400	0	(6,400)	8,900	6,500	(2,400)	15,000		6,100	59.3%	
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	650	0	(650)	3,558	2,000	(1,558)	8,000		4,442	44.5%	
7553 West Kent Housing - Youth Prov	0	0	0	7,500	0	(7,500)	0		(7,500)	0.0%	7,500
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	100.0%	
7557 Community Rail Partnership	3,000	0	(3,000)	3,000	3,000	0	3,000		0	100.0%	
7558 Green Sands Common	0	0	0	432	0	(432)	4,000		3,568	10.8%	
F & G P - Grants :- Indirect Expenditure	<u>10,050</u>	<u>0</u>	<u>(10,050)</u>	<u>55,390</u>	<u>43,500</u>	<u>(11,890)</u>	<u>63,000</u>	<u>0</u>	<u>7,610</u>	<u>87.9%</u>	<u>7,500</u>
Net Expenditure	<u>(10,050)</u>	<u>0</u>	<u>10,050</u>	<u>(55,390)</u>	<u>(43,500)</u>	<u>11,890</u>	<u>(63,000)</u>				
8001 plus Transfer from EMR	3,750	0	(3,750)	7,500	0	(7,500)	0				
Movement to/(from) Gen Reserve	<u>(6,300)</u>	<u>0</u>	<u>6,300</u>	<u>(47,890)</u>	<u>(43,500)</u>	<u>4,390</u>	<u>(63,000)</u>				
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	938	938	1	3,824	3,826	2	6,500	3,700		115.8%	
F & G P - Property :- Income	<u>938</u>	<u>938</u>	<u>1</u>	<u>3,824</u>	<u>3,826</u>	<u>2</u>	<u>6,500</u>			<u>58.8%</u>	<u>0</u>
6014 Water	0	0	0	(12)	0	12	0		12	0.0%	
F & G P - Property :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(12)</u>	<u>0</u>	<u>12</u>	<u>0</u>	<u>0</u>	<u>12</u>		<u>0</u>
Net Income over Expenditure	<u>938</u>	<u>938</u>	<u>1</u>	<u>3,836</u>	<u>3,826</u>	<u>(10)</u>	<u>6,500</u>				

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

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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>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	54	54	108		108	0.0%	
6200 Printing & Stationery	0	9	9	183	54	(129)	110		(73)	166.4%	
6240 Computer/ Data Base/WP's	0	50	50	350	550	200	827		477	42.3%	
6241 Website Costs	0	0	0	0	140	140	282		282	0.0%	
6244 Information Screens	120	336	216	240	672	432	1,345		1,105	17.8%	
6322 Business Awards	787	500	(287)	812	1,500	688	8,116		7,304	10.0%	
6323 Business Show	220	0	(220)	4,529	2,992	(1,537)	2,992		(1,537)	151.4%	
6325 Holly Party Expense	0	0	0	90	0	(90)	0		(90)	0.0%	
6461 Banner Costs	0	202	202	0	404	404	807		807	0.0%	
6730 Subscriptions	0	0	0	150	189	39	589		439	25.5%	
6900 Sundry Expenses	0	66	66	0	396	396	786		786	0.0%	
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%	
Town Team :- Indirect Expenditure	1,127	1,172	45	6,353	6,951	598	16,803	0	10,450	37.8%	0
Net Income over Expenditure	(1,127)	(1,172)	(45)	(1,098)	(2,574)	(1,476)	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	243	108	(135)	1,099	648	(451)	1,300			84.6%	
1026 Hot Desking Facility	348	433	85	2,547	2,598	51	5,200			49.0%	

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

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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
1029 Office Pods	1,338	1,372	34	7,640	8,232	592	16,471			46.4%	
1031 Chamber of Commerce	525	454	(71)	3,675	2,724	(951)	5,451			67.4%	
Business Hub :- Income	2,454	2,367	(87)	14,961	14,202	(759)	28,422			52.6%	0
4010 Gross Pay	728	558	(170)	4,391	3,348	(1,043)	6,700		2,309	65.5%	
4270 Employers Pension Contribution	0	20	20	0	120	120	243		243	0.0%	
5410 Repairs & General Maintenance	104	25	(79)	532	150	(382)	300		(232)	177.2%	
5500 Equipment Hired and New	188	42	(146)	478	252	(226)	500		22	95.6%	
6000 Rent & Rates	165	300	135	987	1,800	813	3,000		2,013	32.9%	
6010 Light Heat & Cleaning	(1,293)	1,351	2,644	0	8,106	8,106	16,211		16,211	0.0%	
6011 Electricity	1,013	0	(1,013)	1,774	0	(1,774)	0		(1,774)	0.0%	
6105 Broadband wi-fi service	142	150	9	849	900	51	1,800		951	47.2%	
6900 Sundry Expenses	100	83	(17)	598	498	(100)	1,000		402	59.8%	
6922 Health&Safety/Risk Assessments	0	0	0	313	170	(143)	170		(143)	184.1%	
6930 Alarm Maintenance	0	0	0	159	300	141	300		141	53.1%	
6931 CCTV Maintenance	0	0	0	159	160	1	160		1	99.6%	
6976 Credit card charges	40	29	(11)	196	174	(22)	350		154	56.1%	
Business Hub :- Indirect Expenditure	1,186	2,558	1,372	10,436	15,978	5,542	30,734	0	20,298	34.0%	0
Net Income over Expenditure	1,269	(191)	(1,460)	4,525	(1,776)	(6,301)	(2,312)				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	0	0	0	302	0	(302)	0			0.0%	
1754 Knole Tour Income	0	0	0	533	0	(533)	0			0.0%	

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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
1756 Int'l Women's Day Event Income	0	0	0	98	0	(98)	0			0.0%	
1759 Autumn Colours Income	180	0	(180)	180	0	(180)	0			0.0%	
Sevenoaks Town Mayor :- Income	180	0	(180)	1,113	0	(1,113)	0				0
6443 Mayors Allowance 2024/2025	328	504	176	2,237	3,024	787	6,044		3,807	37.0%	
6444 Mayors Car Allowance 2024/2025	0	226	226	0	1,356	1,356	2,715		2,715	0.0%	
7100 Mayoral Charity Donations	0	0	0	5,331	0	(5,331)	0		(5,331)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	328	730	402	7,568	4,380	(3,188)	8,759	0	1,191	86.4%	0
Net Income over Expenditure	(148)	(730)	(582)	(6,456)	(4,380)	2,076	(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)				
<u>45 BID</u>											
6630 Professional Fees	1,453	1,414	(39)	13,870	1,414	(12,456)	1,414		(12,456)	980.9%	9,500
BID :- Indirect Expenditure	1,453	1,414	(39)	13,870	1,414	(12,456)	1,414	0	(12,456)	980.9%	9,500
Net Expenditure	(1,453)	(1,414)	39	(13,870)	(1,414)	12,456	(1,414)				
8001 plus Transfer from EMR	0	0	0	9,500	0	(9,500)	0				
Movement to/(from) Gen Reserve	(1,453)	(1,414)	39	(4,370)	(1,414)	2,956	(1,414)				

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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>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	398	258	(140)	2,506	1,548	(958)	3,100			80.8%	
1211 Sale of Goods	217	167	(50)	1,019	1,002	(17)	2,000			50.9%	
1213 Event catering	125	0	(125)	125	0	(125)	0			0.0%	
1350 Revenue Grant income	2,000	0	(2,000)	18,612	0	(18,612)	0			0.0%	
1990 Other Income	800	0	(800)	3,360	0	(3,360)	0			0.0%	
Youth Cafe :- Income	3,540	425	(3,115)	25,622	2,550	(23,072)	5,100			502.4%	0
4010 Gross Pay	6,500	4,342	(2,158)	33,827	26,052	(7,775)	52,100		18,273	64.9%	
4012 Expenses	800	0	(800)	809	0	(809)	0		(809)	0.0%	
4270 Employers Pension Contribution	242	158	(84)	1,315	948	(367)	1,900		585	69.2%	
5410 Repairs & General Maintenance	0	83	83	473	498	25	1,000		527	47.3%	
5500 Equipment Hired and New	0	42	42	4,582	4,476	(106)	4,724		142	97.0%	
6010 Light Heat & Cleaning	11	17	6	122	102	(20)	200		78	61.1%	
6101 Telephone	(460)	58	518	246	348	102	700		454	35.1%	
6105 Broadband wi-fi service	33	200	167	196	200	4	200		4	98.2%	
6200 Printing & Stationery	65	17	(48)	684	102	(582)	200		(484)	342.1%	
6240 Computer/ Data Base/WP's	4	25	21	2,435	150	(2,285)	300		(2,135)	811.7%	
6241 Website Costs	12	50	38	72	150	78	200		128	36.0%	
6281 Furnishings,Furniture/Eqpt	0	125	125	0	250	250	500		500	0.0%	
6320 Staff Training	0	100	100	80	100	20	100		20	80.0%	
6340 Staff Uniforms	0	50	50	95	100	5	200		105	47.6%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	207	167	(40)	1,191	1,002	(189)	2,000		809	59.5%	

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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
6505 Cafe consumables	5	0	(5)	15	0	(15)	0		(15)	0.0%	
6635 Professional Fees Licensing	0	0	0	302	450	148	450		148	67.1%	
6730 Subscriptions	0	0	0	2,000	0	(2,000)	0		(2,000)	0.0%	
6900 Sundry Expenses	1	33	32	36	198	162	400		364	9.1%	
6922 Health&Safety/Risk Assessments	695	444	(251)	1,121	999	(122)	1,000		(121)	112.1%	
6935 Waste Bin Disposal-Waste Bins	120	0	(120)	120	0	(120)	0		(120)	0.0%	
Youth Cafe :- Indirect Expenditure	8,235	5,911	(2,324)	49,756	36,125	(13,631)	66,174	0	16,418	75.2%	0
Net Income over Expenditure	(4,695)	(5,486)	(791)	(24,134)	(33,575)	(9,441)	(61,074)				
<u>60 Markets</u>											
1017 Rental Income Sat Market	1,940	1,714	(226)	12,107	10,284	(1,823)	20,567			58.9%	
1018 Rental Income Wed Market	1,180	1,042	(138)	6,748	6,252	(496)	12,506			54.0%	
1019 Rental Income Blighs Market	1,769	1,543	(226)	10,909	9,258	(1,651)	18,512			58.9%	(141)
1208 Other Events Income	0	0	0	738	0	(738)	0			0.0%	
1211 Sale of Goods	0	0	0	131	0	(131)	0			0.0%	
Markets :- Income	4,889	4,299	(590)	30,632	25,794	(4,838)	51,585			59.4%	(141)
4010 Gross Pay	166	169	3	994	1,014	20	2,031		1,037	48.9%	
5410 Repairs & General Maintenance	0	50	50	7	100	93	200		193	3.7%	
5420 Saturday market charges	1,149	1,334	185	7,469	8,672	1,203	17,345		9,876	43.1%	
5421 Wednesday Market charges	477	865	388	3,098	5,622	2,524	11,244		8,146	27.5%	
5424 Vegan Market Expenditure	0	0	0	781	0	(781)	0		(781)	0.0%	
6001 Blighs Market Charges	1,760	1,000	(760)	3,921	6,000	2,079	12,000		8,079	32.7%	

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	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
6010 Light Heat & Cleaning	0	0	0	83	100	17	200		117	41.4%	
6011 Electricity	32	0	(32)	125	0	(125)	0		(125)	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	3,583	3,418	(165)	16,504	21,608	5,105	43,320	0	26,817	38.1%	0
Net Income over Expenditure	1,306	881	(425)	14,129	4,186	(9,943)	8,265				
8002 less Transfer to EMR	(141)	0	141	(141)	0	141	0				
Movement to/(from) Gen Reserve	1,447	881	(284)	14,270	4,186	(9,802)	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				
<u>70 Precept</u>											
1995 Precept	119,801	119,801	0	718,806	718,806	0	1,437,614			50.0%	
Precept :- Income	119,801	119,801	0	718,806	718,806	0	1,437,614			50.0%	0
Net Income	119,801	119,801	0	718,806	718,806	0	1,437,614				

Detailed Income & Expenditure by Phased Budget Heading 10/10/2024

Month No: 6

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>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	0	0	0	186,362	0	(186,362)	0		(186,362)	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	21,550	0	(21,550)	38,900	0	(38,900)	0		(38,900)	0.0%	38,900
9075 Public Realm	0	0	0	1,078	0	(1,078)	0		(1,078)	0.0%	1,078
Capital Infrastructure Budget :- Indirect Expenditure	21,550	0	(21,550)	231,614	0	(231,614)	0	0	(231,614)		231,614
Net Income over Expenditure	(21,550)	0	21,550	(120,612)	0	120,612	0				
8001 plus Transfer from EMR	21,550	0	(21,550)	231,614	0	(231,614)	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	(222,003)	0				
Grand Totals:- Income	190,704	162,410	(28,294)	1,214,733	933,948	(280,785)	1,866,414			65.1%	
Expenditure	201,943	142,716	(59,227)	1,357,018	962,011	(395,007)	1,907,253	0	550,235	71.2%	
Net Income over Expenditure	(11,238)	19,694	30,932	(142,286)	(28,063)	114,223	(40,839)				
plus Transfer from EMR	37,353	0	(37,353)	273,151	0	(273,151)	0				
less Transfer to EMR	7,400	0	(7,400)	118,566	0	(118,566)	0				
Movement to/(from) Gen Reserve	18,715	19,694	979	12,300	(28,063)	(40,363)	(40,839)				

September 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					Gross pay £2,841 overbudget YTD due to overtime payments.
	(19,795)	(16,802)	2,993	(32,350)	
Community & Well Being					
Youth Council	-	-	-	(500)	

September 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
	£	£	£	£	
Open Spaces					
General	(150,107)	(169,508)	(19,401)	(338,158)	Income is under budget. St Nicholas Burial Ground is £383 over its annual budget due to some unexpected tree works. Grass seed is £879 over its annual budget. Knole Paddock pitch is £1,352 over its annual budget. The Open Spaces overall position is £19k under budget.
Cemetery	(26,895)	(40,405)	(13,510)	(78,887)	Higher income than expected for the first half of the year. Cemetery chapel and office nominal is £82 above its annual budget due to the installation of a light switch.
Allotments	3,129	7,343	4,214	4,821	Invoicing has now taken place. Computer software is £783 overbudget due to the data input invoices to enable full use of the software moving forward.
Street lighting/ general	(13,404)	(25,753)	(12,349)	(21,408)	£1,200 Income has been received for In Bloom. 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. 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 Grounds	(19,227)	(24,617)	(5,390)	(43,121)	The Vine Lights has been allocated to this cost centre but is offset by grant funding and allocated CIL monies.
Café					
Vine Café	(8,404)	-	8,404	-	The current income is £36,278 and the annual income for the last financial year was £35,800 but we are now heading into autumn and the winter months where the costs are higher.
Bat & Ball Station	(32,082)	(20,352)	11,730	(40,890)	Income has been positive at the Station and has almost achieved 92% of its annual budget (£11,051). Please note that there is only £40,890 allocated to offset the station and it is currently operating at -£32,082. This may have to be offset by general reserves. The boiler broke down and the £4,012 cost of fixing this has been offset from the capital reserve EMR.
Finance & Delivery					

September 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	(358,492)	(327,158)	31,334	(707,181)	Interest on deposits is favourable and has achieved £31,000 income against its annual budget of £30,000 A mileage contingency of £5,768 has been moved into income and then transferred into an EMR. Gross pay is over budget by £27k YTD due to a change in working hours/ cover/ overtime. Equipment hired and new is now £764 over the annual budget due to thermal imaging cameras and two office chairs. Computer software is £593 over its annual budget. Staff training has an annual budget of £3,300 and has currently spent £5,259 due to the management training required by the Investors in People. Publicity and democratic notices is £1,248 over budget due to QR code subs and the Vine events leaflets. Banner Costs is £639 over its annual budget. Conference fees and expenses has reached its annual budget of £2,500. The purchase of waste sacks has reached its annual budget of £3,300 but has also almost reached its annual target on income of £5,500. The overall position for Establishments is a deficit of £31,000
General	(8,497)	(23,164)	(14,667)	(47,000)	Expenditure for Remembrance Parade and Christmas lights will be towards the end of the year.
Council Offices	(17,500)	(22,574)	(5,074)	(37,558)	Repairs and general maintenance is £623 over it's annual budget due to tree work over the chamber, framing pictures and a pest control issue. Mobile phone is £28 over budget due to buying a new phone for the office.
Bat & Ball Centre	6,086	(4,672)	(10,758)	(10,841)	Income is £20k above the budgeted year to date and has reached 68% of its annual budgeted income half way through the year. The service contract for the mechanicals exceeded the maintenance budget so this is now over budget by £2,309. I am investigating all maintenance costs to be able to budget better in the next financial year. Refreshments for resale is £882 over its annual budget part of this is due to an increase in the cost of the cakes for the tea dance. The health & safety nominal is £1,019 over its annual budget due to the maintenance of the safety lines and an unbudgeted fire risk assessment. 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. The overall position of the Bat and Ball Centre is a surplus of £6,000.
Grants	(47,890)	(43,500)	4,390	(63,000)	All expenditure is where you would expect it to be. Please note that the Stag Theatre returned a £4k grant due to not being able to proceed with their project.
Property	3,836	3,826	(10)	6,500	

September 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	(1,098)	(2,574)	(1,476)	(5,000)	The Business Show income is where it should be and work is now underway with the Business Awards, the income should show in the October accounts.
Business Hub	4,525	(1,776)	(6,301)	(2,312)	Income is positive - all pods are let. There has been a few new members that have signed up in the last couple of months and a number of bookings for the meeting room. The maintenance budget is £232 overspent due to an unexpected problem with the air conditioning in one of the Pods. The health & safety nominal is £143 overbudget due to the fire alarm maintenance costing more than the budget. Expenditure is less than anticipated year to date and the overall position for the Business Hub is a surplus of £4,500.
BID	(4,370)	-	4,370	-	The unbudgeted monies have been spent on brochures, booklets and support services.
Sevenoaks Town Mayor	(6,456)	(4,380)	2,076	(8,759)	
Youth Cafe	(24,134)	(33,575)	(9,441)	(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 and National Lottery gratn for £10k). Gross Pay is £7k above budgeted year to date but the grant income is to offset this. Printing and Stationery has exceeded its annual budget by £484 due to £585 being spent on toner cartridges, other suppliers . The computer nominal code is over budget but this has been off set by grant funding for new gaming computers. The health & safety risk assessment budget is £121 over its annual budget, although this should stabilise now.
Markets	14,270	4,186	(10,084)	8,265	Income is £5,000 above budget year to date. Overall expenditure is £10,000 under budget. The overall position for Markets is a surplus of £14,000.
Longspring Woods	-	-	-	-	
Precept	718,806	718,806	-	1,437,614	
Revenue Surplus/ (Deficit) Total	12,302	(26,649)	(38,951)	(36,615)	
To be transfered from Bat & Ball Management & Maintenance Reserve	32,082	20,352	(11,730)	40,839	

September 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	44,384	(6,297)	(50,681)	4,224	
Capital Infrastructure	-	-	-	-	
Total inc Capital	44,384	(6,297)	(50,681)	(40,839)	

Summary by Committee:

Planning	(19,795)	(16,802)	2,993	(32,350)
Community and Well Being	-	-	-	(500)
Vine Café	(8,404)	-	8,404	-
Bat Ball Station	(32,082)	(20,352)	11,730	(40,890)
Finance & Delivery	(646,224)	(708,301)	(62,077)	(1,400,489)
Precept	718,806	718,806	-	1,437,614
Capital Infrastructure	-	-	-	-

Sevenoaks Town Council

Statement of Fund Balances as at 30th September 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			6,924			
114,917	Current Account			817,271			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			<u>1,265</u>			
					837,409	37.07%	
	<u>HSBC</u>	A+	A1				
51,598	Business money manager			<u>52,104</u>			1.94%
					52,104	2.31%	
	<u>Handelsbanken</u>	AA-	A1+				
66,509	Deposit account			67,202			2.20%
269,802	35 day notice account			<u>1,664</u>			2.20%
					68,867	3.05%	
	<u>Nationwide</u>	A+	A1				
2,835	Instant Saver			2,835			0.00%
10,419	Sevenoaks Fund Instant Saver			<u>10,534</u>			2.20%
					13,369	0.59%	
	<u>CCLA</u>	AAA (Fitch only)					
575,000	Public Sector Deposit			<u>760,000</u>			5.18%
					760,000	33.64%	
	<u>Virginmoney</u>	BBB-	A3				
1	Current account			1			
522,036	95 Day Notice			<u>7,372</u>			4.07%
					7,373	0.33%	
	Insignis Investments						
	Insignis Hub	A+		269,350			
	Emirates NBD (9 months)			<u>250,000</u>			
					519,350	22.99%	
925	<u>Petty Cash</u>				644	0.03%	
	<u>Cashbook suspense</u>				0	0.00%	
<u>1,705,027</u>					<u>2,259,115</u>		

Instant access funds

1,708,337

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 30 September 2024

31 March 2023

30 September 2024

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	Long Term Assets			
0			0	
				0
	Current Assets			
47,924	Debtors	16,202		
23,551	SCC Bookings Debtors	16,267		
15,109	Vat Control	20,943		
0	Allotment Ledger	3,761		
23,965	Prepayments	5,686		
5,953	Stock	5,953		
114,917	Nat West - Current Account	817,271		
1,000	Payroll Account	1,000		
22,587	Mayors Charity Account	1,265		
1,000	House i/t Basement Youth Cafe	1,000		
9,949	Sevenoaks Town Partnership	9,949		
925	Petty Cash	644		
66,509	Handelsbanken Investment	67,202		
269,802	Handelsbanken Notice Account	1,664		
2,835	Nationwide Instant Saver	2,835		
56,451	Natwest Investment	6,924		
0	Emirates NBD (9 Months)	250,000		
0	Insignis Hub	269,350		
1	Virgin Money Current Account	1		
51,598	HSBC Investment	52,104		
10,419	Nationwide Sevenoaks Fund	10,534		
575,000	CCLA Public Sector Deposit	760,000		
522,036	Virgin Money 90 day Notice	7,372		
0	Wages Control	110		
1,821,530			2,328,036	
1,821,530	Total Assets			2,328,036
	Current Liabilities			
33,535	Creditors	50,510		

Balance Sheet as at 30 September 2024**31 March 2023****30 September 2024**

12,444	Miscellaneous Creditors	2,994	
53,929	Accruals	16,274	
4,546	Superannuation Due	5,273	
38,533	Receipts in Advance	727,560	
11,353	Receipt in Advance-Cemetery	2,600	
4,104	Damage Deposit	2,674	
408	Key Deposit	410	
5,690	QH Allotment Key deposits	5,860	
667	BV Allotment key deposits	697	
165,209			814,850
1,656,321	Total Assets Less Current Liabilities		1,513,185
	Long Term Liabilities		
0			0
1,656,321	Total Assets Less Long Term Liabilities		1,513,185
	Represented By		
514,992	Revenue Reserve		505,803
1,141,329	Earmarked Reserves		1,007,382
1,656,321			1,513,185

The above statement represents fairly the financial position of the authority as at 30 September 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	-10,000.00	2,500.00
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
333 Mileage Contingency	0.00	5,768.75	5,768.75
336 Bid Buddy Reserve	10,000.00	-9,500.00	500.00
337 Streetlighting Upgrade Deposit	0.00	2,409.13	2,409.13
339 Capital Receipts Quaker Hall	116,923.68	-85,882.00	31,041.68
340 Capital Receipts Reserve	420,416.22	-15,495.00	404,921.22
343 B&B Management Maint Reserve	42,681.25		42,681.25
346 Vehicle/machinery replacement	42,829.00	20,000.00	62,829.00
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	-6,200.00	20,800.00
351 IT Reserve	6,000.00	-5,045.00	955.00
360 CIL Earmarked reserve	160,341.76	55,413.75	215,755.51
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	-7,500.00	7,500.00
378 Longspring Wood Donations	101,192.00	-101,192.00	0.00
379 Samaritans Reserve	1,488.00	-914.34	573.66
	1,141,328.88	-133,946.71	1,007,382.17

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 October 2024

31 March 2023		31 October 2024
	Operating Income	
49,155	O/ Spaces & Leisure - General	16,852
57,362	O/ Spaces & Leisure - Cemetery	52,986
9,036	O/ Spaces & Leisure- Allotment	9,233
12,824	Open Spaces-Street Lighting/Ge	7,887
38,645	O/ Spaces & Leisure-Vine Cafe	38,445
6,285	O/Spaces & Leisure-Vine Ground	13,595
68,570	F& G P - Bat & Ball Station	40,302
69,948	F & G P - Establishments	58,259
11,144	F & G P - General	6,110
13,191	F & G P - Council Offices	7,877
136,229	F & G P - Bat & Ball Centre	90,671
6,068	F & G P - Property	3,824
11,203	Town Team	6,831
29,356	Business Hub	17,202
25,709	Sevenoaks Town Mayor	2,011
13,847	Youth Cafe	27,502
61,185	Markets	36,040
101,192	Longspring Woods	300
1,370,074	Precept	838,607
129,395	Capital Infrastructure Budget	231,969
2,220,418	Total Income	1,506,502
	Running Costs	
36,557	Planning - General	22,880
402,610	O/ Spaces & Leisure - General	185,720
137,972	O/ Spaces & Leisure - Cemetery	94,258
9,429	O/ Spaces & Leisure- Allotment	8,164
35,842	Open Spaces-Street Lighting/Ge	19,884
65,491	O/ Spaces & Leisure-Vine Cafe	51,579
57,010	O/Spaces & Leisure-Vine Ground	50,432
158,009	F& G P - Bat & Ball Station	81,789
713,015	F & G P - Establishments	463,970
55,608	F & G P - General	12,618
53,082	F & G P - Council Offices	29,887
141,702	F & G P - Bat & Ball Centre	90,757
99,082	F & G P - Grants	59,140
0	F & G P - Property	(12)
13,481	Town Team	10,661
27,487	Business Hub	12,153
26,086	Sevenoaks Town Mayor	7,976
500	Youth Council	0
300	Public Realm	0
0	BID	16,162
67,479	Youth Cafe	57,301
31,294	Markets	18,818
38	Longspring Woods	0
3,841	Capital Infrastructure Budget	242,827
2,135,916	Total Expenditure	1,536,965

Sevenoaks Town Council**Income and Expenditure Account for Year Ended 31 October 2024**

31 March 2023		31 October 2024
	General Fund Analysis	
459,542	Opening Balance	514,992
2,220,418	Plus : Income for Year	1,506,502
<hr/>		<hr/>
2,679,960		2,021,493
2,135,916	Less : Expenditure for Year	1,536,965
<hr/>		<hr/>
544,044		484,529
29,053	Transfers TO / FROM Reserves	(25,657)
<hr/>		<hr/>
514,992	Closing Balance	510,186
<hr/>		<hr/>

Purchase Ledger for Month No 7

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
07/10/2024	1242	36577	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
22/10/2024	1244	36648	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
31/10/2024	1/IN7721	36670	ALTOOFFICE	ALTO001	63.70	12.74	76.44	6200	31	63.70	stationery
24/10/2024	6369	36618	AM WALLS LTD	AMW001	335.00	67.00	402.00	5410	36	335.00	Acoustic wall maint
21/10/2024	18163	36701	ARK TRADING	ARK001	232.68	46.52	279.20	6340	50	232.68	staff uniform
30/10/2024	18192	36682	ARK TRADING	ARK001	223.45	44.69	268.14	6952	21	17.82	staff uniform
								6952	22	205.63	staff uniform
30/10/2024	18200	36683	ARK TRADING	ARK001	45.97	9.19	55.16	6952	33	45.97	staff uniform
15/10/2024	15/10/24	36652	BANKLINE	BANKL01	96.05	0.00	96.05	6975	31	96.05	bank chgs
08/10/2024	242087383	36606	BP FUEL	BPF001	34.66	6.93	41.59	5700	21	34.66	fuel
08/10/2024	242087384	36607	BP FUEL	BPF001	11.01	0.00	11.01	5700	21	11.01	fuel
15/10/2024	242088742	36639	BP FUEL	BPF001	135.08	27.01	162.09	5700	21	90.52	fuel
								5700	22	44.56	fuel
15/10/2024	242088743	36641	BP FUEL	BPF001	5.63	0.00	5.63	5700	21	5.63	fuel
22/10/2024	242090898	36640	BP FUEL	BPF001	52.21	10.44	62.65	5700	21	52.21	fuel
29/10/2024	242092271	36678	BP FUEL	BPF001	57.74	11.55	69.29	5700	21	57.74	fuel
29/10/2024	242092272	36677	BP FUEL	BPF001	7.39	0.00	7.39	5700	21	7.39	fuel
11/10/2024	SVO/373873	36635	BREWERS	BREW001	27.33	5.47	32.80	5310	21	27.33	paint
18/10/2024	SVO/373923	36675	BREWERS	BREW001	4.99	1.00	5.99	5410	21	4.99	paint equip
18/10/2024	SVO/373924	36676	BREWERS	BREW001	79.99	16.00	95.99	5030	21	79.99	paint equip
10/10/2024	11106878	36583	BRITISH BIDS	BRI004	480.00	96.00	576.00	6630	45	480.00	National BID conference ticket
22/10/2024	813095521	36693	BRITISH GAS	BRIT007	105.06	5.25	110.31	6012	33	105.06	gas chg 15/9-14/10
15/10/2024	801968934	36657	BRITISH GAS	BRIT008	117.68	5.88	123.56	6012	36	117.68	gas chg 12/9-11/10
22/10/2024	1008067	36671	CLEARMASTERS	CLE004	185.00	37.00	222.00	6000	22	185.00	Cesspit empty
04/10/2024	154667	36608	CONNECTAPHONE	CON001	563.83	112.77	676.60	6101	50	50.98	Sep telephone chg
								6101	22	50.98	Sep telephone chg
								6101	28	50.98	Sep telephone chg
								6101	36	51.57	Sep telephone chg

Purchase Ledger for Month No 7

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6101	30	50.98	Sep telephone chg
								6101	31	308.34	Sep telephone chg
25/10/2024	INV-18385	36658	COPPER JAX	COP002	1,187.22	237.44	1,424.66	5410	36	1,187.22	door repair
30/09/2024	INV481216	36610	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	29	80.20	Sep glass collection
30/09/2024	INV481217	36609	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Sep glass collection
31/10/2024	INV488076	36711	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Oct glass collection
15/09/2024	4878A	36697	G J DAY	DAY001	1,161.78	0.00	1,161.78	6873	29	1,161.78	Vine lighting electrics
04/10/2024	4898	36546	G J DAY	DAY001	2,822.00	564.40	3,386.40	6873	29	2,822.00	Vine Lighting electrics
04/10/2024	4/10/24	36543	BEATRIZ M DAY	DAY002	153.75	0.00	153.75	4010	21	153.75	Gardening work
01/10/2024	14833	36534	STREETLIGHTS	DIR001	1,482.43	296.49	1,778.92	6862	26	1,482.43	Street light maint contract
26/09/2024	922462	36632	ERNEST DOE	DOE001	-25.87	-5.17	-31.04	5525	22	-25.87	rear door ASM
04/10/2024	922831	36578	ERNEST DOE	DOE001	23.29	4.66	27.95	5525	22	23.29	mower part
02/10/2024	000020745450	36600	EDF ENERGY	EDF002	1,040.05	208.01	1,248.06	6011	36	1,040.05	Sep electric chg
03/10/2024	000020763373	36599	EDF ENERGY	EDF003	32.55	1.63	34.18	6011	60	32.55	Sep electric chg
03/10/2024	000020762356	36598	EDF ENERGY	EDF004	484.01	96.80	580.81	6011	41	484.01	Sep electric chg
16/10/2024	000020920406	36656	EDF ENERGY	EDF005	1,117.57	223.51	1,341.08	6011	28	1,117.57	Electric chg 3/7-6/10
16/10/2024	000020919993	36654	EDF ENERGY	EDF006	1,000.57	50.03	1,050.60	5025	21	1,000.57	Electric chg 3/7-6/10
16/10/2024	000020920157	36655	EDF ENERGY	EDF007	529.38	26.47	555.85	6011	29	529.38	Electric chg 7/7-6/10
08/10/2024	000020833532	36653	EDF ENERGY	EDF009	138.40	6.92	145.32	6011	22	138.40	electric chg 2/9-1/10
24/10/2024	000020964084	36695	EDF ENERGY	EDF010	42.64	2.13	44.77	6011	33	42.64	electric chg 7/7-6/10
01/10/2024	000020678771	36601	EDF ENERGY	EDF011	847.68	169.54	1,017.22	6011	30	847.68	Sep electric chg
23/10/2024	000020961684	36694	EDF ENERGY	EDF012	792.47	39.62	832.09	6011	21	792.47	electric chg 14/7-13/10
02/10/2024	14085853	36539	ELITE	EFS001	149.81	0.00	149.81	6500	28	149.81	goods for resale
04/10/2024	14086436	36538	ELITE	EFS001	89.13	0.00	89.13	6500	30	89.13	goods for resale
14/10/2024	14088578	36568	ELITE	EFS001	100.33	0.00	100.33	6500	30	100.33	cakes
23/10/2024	14090780	36621	ELITE	EFS001	141.87	0.00	141.87	6500	28	141.87	goods for resale
27/09/2024	INV-47586	36587	EJPFIREPROTECT	EJPFIRE001	370.00	74.00	444.00	5410	33	370.00	repair emergency lighting
18/10/2024	INV-47725	36627	EJPFIREPROTECT	EJPFIRE001	550.00	110.00	660.00	6922	33	550.00	Fire Risk Assessment
03/10/2024	SV382093	36544	ELS	ELS001	5.47	1.09	6.56	5410	32	5.47	cable

Purchase Ledger for Month No 7

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
01/10/2024	109651	36644	ATLAS FM/EMPRISE SVS	EMP001	562.82	112.56	675.38	6932	22	562.82	Oct lock up chg
01/10/2024	109652	36643	ATLAS FM/EMPRISE SVS	EMP001	1,454.83	290.97	1,745.80	5311	21	1,454.83	Oct lock up chg Pontoise
01/10/2024	109653	36642	ATLAS FM/EMPRISE SVS	EMP001	969.99	194.00	1,163.99	5311	21	969.99	Oct lock up chg H.street
20/10/2024	3714436	36651	EVERFLOW WATER	EVE002	579.43	0.00	579.43	6002	23	96.52	water chg 19/11-18/12
								5025	21	63.71	water chg 19/11-18/12
								6014	33	155.72	water chg 19/11-18/12
								6014	36	26.77	water chg 19/11-18/12
								6014	30	24.49	water chg 19/11-18/12
								6014	21	22.22	water chg 19/11-18/12
								6014	28	109.97	water chg 19/11-18/12
								6014	29	19.14	water chg 19/11-18/12
								6014	23	60.89	water chg 19/11-18/12
01/10/2024	0063/04798759	36572	FAIRALLS	FAIR001	8.54	1.71	10.25	5025	21	8.54	bolt
03/10/2024	0063/04805114	36576	FAIRALLS	FAIR001	25.43	5.09	30.52	5010	29	25.43	DIY tape
01/10/2024	3958/9329/5	36590	FLASHPARK	FLASH001	456.00	91.20	547.20	5410	36	456.00	Flashpark signs rental
23/10/2024	MF/STC/978	36692	FOUR FRY'S LTD	FOU002	850.00	170.00	1,020.00	6322	40	850.00	Awards artwork
09/04/2024	6095	36727	FRANCIS CHAPPELL	FRA001	322.00	64.40	386.40	5410	22	322.00	memorial replacement
18/10/2024	FB-INV-11654	36614	FRUITBOWL	FRU001	250.00	50.00	300.00	6322	40	250.00	Business Awards Compere
08/10/2024	INV560228	36569	GAZA TIMBER	GAZA001	79.29	15.86	95.15	5010	29	79.29	timber
10/10/2024	INV560382	36634	GAZA TIMBER	GAZA001	5.73	1.14	6.87	5310	21	5.73	timber
22/10/2024	33497	36650	GEER	GEER001	125.00	25.00	150.00	5410	33	125.00	boiler service
23/10/2024	INV-022112	36620	GLORIOUS GAZEBOS	GLOR001	342.62	68.53	411.15	6491	32	342.62	Gazebo hire
25/10/2024	INV-022199	36619	GLORIOUS GAZEBOS	GLOR001	105.00	21.00	126.00	6491	32	105.00	Gazebo hire
09/10/2024	93828	36579	HERBERT & WARD	HAW001	111.00	7.80	118.80	6500	28	72.00	coffee
								6505	28	39.00	cups
15/10/2024	93914	36567	HERBERT & WARD	HAW001	135.00	0.00	135.00	6500	30	135.00	coffee
17/10/2024	93971	36628	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Oct coffee machine rental
30/09/2024	24688	36689	HELIOCENTRIX	HELI001	72.97	14.59	87.56	6240	50	35.97	cables
								6240	31	37.00	cables

Purchase Ledger for Month No 7

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
31/10/2024	24914	36713	HELIOCENTRIX	HELI001	2,062.80	412.56	2,475.36	6240	31	1,656.98	Oct IT support chg
								6242	31	405.82	Oct IT support chg
31/10/2024	T3341	36669	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.50	Oct wifi chg
								6101	21	11.48	Oct wifi chg
								6105	41	141.50	Oct wifi chg
								6105	22	10.00	Oct wifi chg
								6105	21	21.69	Oct wifi chg
								6105	50	39.72	Oct wifi chg
18/09/2024	INV-048636	36589	HGS	HGS001	96.52	19.31	115.83	6013	36	92.14	cleaning eq
								6900	36	4.38	cups
30/10/2024	INV-050146	36687	HGS	HGS001	91.31	18.27	109.58	6013	36	91.31	cleaning eq
11/10/2024	2006894982	36611	HM LAND REGISTRY	HML001	9.00	0.00	9.00	6630	11	9.00	Register view x 3
30/10/2024	0608767	36712	HOLLYBUSH LAUNDRY	HOL002	114.00	0.00	114.00	6013	36	114.00	tablecloth laundry
01/10/2024	INV-8853	36506	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
09/10/2024	0001294284	36586	JAMES BUCKLAND LTD	JBU001	72.50	0.00	72.50	6500	30	72.50	goods for resale
23/10/2024	10460	36674	KCC KCS	KCC003	43.98	8.80	52.78	6013	22	43.98	cleaning eq
31/10/2024	12781	36684	KCC KCS	KCC003	105.67	21.13	126.80	6010	33	69.97	cleaning eq
								6200	31	17.85	stationery
								6200	30	5.95	stationery
								6200	41	5.95	stationery
								6200	36	5.95	stationery
31/10/2024	12782	36685	KCC KCS	KCC003	47.95	9.59	57.54	6200	31	47.95	stationery
04/10/2024	I4422781	36536	KCC KCS	KCC003	65.59	13.12	78.71	6010	41	17.70	cleaning eq
								6010	50	14.99	cleaning eq
								6010	33	23.91	cleaning eq
								6200	31	8.99	stationery
08/10/2024	I4423986	36582	KCC KCS	KCC003	30.47	6.09	36.56	6010	41	21.98	cleaning eq
								6200	31	8.49	stationery
21/10/2024	8410056	36622	KFF	KFF001	82.87	2.19	85.06	6500	30	82.87	goods for resale

Purchase Ledger for Month No 7

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
19/10/2024	16619	36594	LENNOX CATO	LEN001	550.00	110.00	660.00	6322	40	550.00	Awards speaker
18/09/2024	18/9/24REF	36705	LEWISHAM COUNCIL	LEW002	-45.00	0.00	-45.00	6443	42	-45.00	Broadway Tour refund
13/10/2024	2024/1005	36564	LISTENING ROOM	LIST001	300.00	0.00	300.00	6869	29	300.00	Vegan Market entertainment
15/10/2024	TCA01	36563	MELVYN EVANS	MEL002	280.00	0.00	280.00	6410	31	280.00	Mayor's Painting
22/10/2024	22.10.24	36612	MIKE REID	MIK001	192.86	34.77	227.63	6869	29	9.00	vegan market expenses
								6322	40	10.00	Business Show expenses
								6322	40	173.86	Business Show expenses
24/10/2024	4469	36680	MILLS	MILL001	527.40	105.48	632.88	5340	21	527.40	plants
24/10/2024	4470	36681	MILLS	MILL001	427.90	85.58	513.48	6802	22	427.90	plants
21/10/2024	423829	36668	NATIONAL LEAFLET CO	NAT010	3,960.00	0.00	3,960.00	6200	31	3,960.00	Town Crier print chg
15/10/2024	M-336240	36625	NEW HADEN PUMPS	NEW001	450.00	90.00	540.00	5410	30	450.00	pump station service
28/10/2024	UKSPS00148688	36696	NEXUDUS SL	NEX001	99.40	19.88	119.28	6900	41	99.40	Hub booking chg Nov
17/10/2024	29942196	36629	NISBETS	NIS001	419.99	83.99	503.98	5500	28	419.99	water boiler
18/10/2024	29950923	36624	NISBETS	NIS001	91.77	18.35	110.12	6013	30	91.77	cleaning eq
15/10/2024	0001/00187576	36638	OBM	OBM001	5.90	1.18	7.08	5410	21	5.90	duct tape
25/09/2024	25/9/24	36566	BOB OGLEY	OGL001	75.00	0.00	75.00	6869	30	75.00	Forget Me Not talk
28/09/2024	26/SEP24/ANNREV36559		ONECARD	ONE002	0.05	0.00	0.05	6869	32	0.05	Refreshments for STC 50 Year
28/10/2024	28/OCT24/GEO	36706	ONECARD	ONE002	1,838.30	43.41	1,881.71	6630	31	235.20	September Job advertising
								6630	45	10.94	facebook advertising
								6240	31	10.83	Software design subs
								6240	11	20.22	Adobe subscription
								6240	31	173.74	Adobe subscription
								6210	30	27.96	delivery saver
								6210	28	27.96	delivery saver
								6210	50	27.96	delivery saver
								5500	50	331.65	camera
								6104	21	6.67	O/S manager mobile
								6104	33	8.34	Caretaker mob
								6104	21	8.34	Town Warden mobile

Purchase Ledger for Month No 7				Order by Supplier A/c							
								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6104	36	8.34	KW mob
								6500	30	87.03	Goods for resale
								6500	28	68.28	Goods for resale
								6500	28	2.04	Goods for resale
								6500	30	73.44	Goods for resale
								6500	30	14.96	Goods for resale
								6500	30	104.46	Goods for resale
								6500	28	45.36	Goods for resale
								6500	28	3.33	Goods for resale
								6500	50	42.29	Goods for resale
								6500	30	32.85	Goods for resale
								6500	50	49.04	Goods for resale
								6500	50	3.32	Goods for resale
								6500	30	81.84	Goods for resale
								6500	28	45.00	Goods for resale
								6500	30	96.28	Goods for resale
								6010	28	12.46	Cleaning equip
								6010	28	8.33	Cleaning equip
								6010	50	3.62	Cleaning equip
								6010	28	7.62	Cleaning equip
								6241	50	12.00	website maintenance
								6445	42	48.45	Autumn Leaves train tickets
								6013	30	7.21	Cleaning equip
								6013	36	30.38	Cleaning equip
								6922	30	23.55	first aid kit
								6101	22	8.34	AC mobile
								6101	31	16.67	Town Clerk ipad
								7607	40	12.00	Facebook advertising
28/09/2024	28/SEP24/ANN2	36558	ONECARD	ONE002	-0.05	0.00	-0.05	6869	32	-0.05	Ann Onecard Sep

Purchase Ledger for Month No 7

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
28/09/2024	28/SEP24/ANNA	36560	ONECARD	ONE002	-0.04	-0.01	-0.05	6869	32	-0.04	Refreshments for STC 50 Year
15/10/2024	SIN061677	36645	ONLINE PLAYGROUNDS	ONP001	29.57	5.91	35.48	5310	21	29.57	playground eq
17/10/2024	14093	36636	PARKERS	PARK001	816.76	163.35	980.11	5320	21	816.76	fertilizer
18/10/2024	00373392	36593	PERFECT CUISINE CATE	PER001	1,962.00	0.00	1,962.00	6322	40	1,962.00	Awards Catering
19/10/2024	718750	36649	PIN BINS	PINB001	275.00	55.00	330.00	6002	23	275.00	skip hire
28/10/2024	INV1059	36691	ROBERT POUND	POUND001	350.00	0.00	350.00	6322	40	350.00	Awards Magician
27/06/2024	SIN2754875	36565	PPL PRS	PPLPRS001	165.12	33.02	198.14	6635	28	165.12	Live on The Vine royalties
03/10/2024	SIN2842651	36535	PPL PRS	PPLPRS001	308.73	61.75	370.48	6635	28	308.73	Music licence
27/10/2024	SIN2866557	36714	PPL PRS	PPLPRS001	167.66	33.53	201.19	6490	32	167.66	CLSO music lic
01/10/2024	16157	36532	PRESTIGE SECURITY SY	PRE002	160.00	32.00	192.00	5410	41	160.00	front door reset
30/08/2024	218909	36626	PREMIER ALARMS	PREM001	167.23	33.45	200.68	6931	36	167.23	CCTV repair
18/09/2024	219516	36588	PREMIER ALARMS	PREM001	41.55	8.31	49.86	6930	36	41.55	battery
01/10/2024	219994	36591	PREMIER ALARMS	PREM001	505.00	101.00	606.00	6930	28	505.00	Security system annual renewal
19/08/2024	233269	36616	PUREPRINT GROUP	PUR001	1,124.72	224.94	1,349.66	6630	45	1,124.72	BID print & Mailing
04/10/2024	I355797	36537	Q CATERING	QCA001	122.71	0.00	122.71	6500	30	122.71	goods for resale
10/10/2024	I356626	36585	Q CATERING	QCA001	152.91	0.00	152.91	6500	30	152.91	goods for resale
22/10/2024	SDC16102024	36613	RAFFERTYS	RAFF001	119.13	4.23	123.36	6630	45	119.13	BID venue hire
21/10/2024	85740	36631	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	Oct till support
21/10/2024	85741	36630	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Oct till support
20/09/2024	452973269	36617	REXEL	REX001	29.98	6.00	35.98	5010	21	29.98	cable ties
07/10/2024	453081934	36637	REXEL	REX001	11.47	2.30	13.77	5410	21	11.47	PAT test labels
24/10/2024	24-075	36690	RUSSELL HARPER	RUS001	150.00	30.00	180.00	6322	40	150.00	Awards photos
02/10/2024	1544771568	36545	SCREWFIX	SCREW001	37.91	7.57	45.48	6952	21	20.83	trousers
								6952	22	17.08	trousers
10/10/2024	1547772883	36646	SCREWFIX	SCREW001	39.99	0.00	39.99	6952	22	39.99	boots
21/10/2024	1551096331	36623	SCREWFIX	SCREW001	-17.08	-3.41	-20.49	6952	22	-17.08	trousers
19/09/2024	2092666	36557	SDC	SDC001	570.00	0.00	570.00	6635	31	570.00	premises licence
03/10/2024	2092757	36533	SDC	SDC001	1,744.77	0.00	1,744.77	5420	60	1,149.07	Oct market rent
								5421	60	595.70	Oct market rent

Purchase Ledger for Month No 7

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
03/10/2024	2092778	36547	SDC	SDC001	691.60	138.32	829.92	6935	33	691.60	waste bin empty Jul-Sep24
07/10/2024	2092880	36549	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 9/9-6/10
07/10/2024	2092968	36548	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 12/8-8/9
07/10/2024	2092969	36551	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 9/9-6/10
07/10/2024	2092970	36553	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 9/9-6/10
07/10/2024	2092977	36552	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 9/9-6/10
07/10/2024	2092978	36550	SDC	SDC001	80.60	0.00	80.60	6935	28	80.60	bin collection 9/9-6/10
10/10/2024	2093230	36584	SDC	SDC001	600.00	0.00	600.00	6889	31	600.00	waste sacks
24/10/2024	2093332	36698	SDC	SDC001	295.00	0.00	295.00	6635	33	295.00	premises lic fee
08/10/2024	8/10/24	36581	SDC CHAIRMAN	SDC003	40.00	0.00	40.00	6443	42	40.00	SDC Night At The Races
24/10/2024	9303810495	36673	SETON	SET001	24.95	4.99	29.94	5410	22	12.47	HSE poster
								5410	21	12.48	HSE poster
30/09/2024	4015	36573	SGE	SGE001	21.00	4.20	25.20	5410	21	21.00	bolts
23/10/2024	4100	36647	SGE	SGE001	19.92	3.99	23.91	5525	21	19.92	maint eq
14/10/2024	BK218167-1	36561	SLCC	SLCC001	400.00	54.00	454.00	6710	31	400.00	RFO Practitioners conference
14/10/2024	BK218168-1	36562	SLCC	SLCC001	400.00	54.00	454.00	6710	31	400.00	TC Practitioners conference
31/10/2024	INV-2467	36686	SOLUTIONS ON STAGE	SOL001	1,176.00	235.20	1,411.20	5410	36	1,176.00	Electrical eq inspection
16/10/2024	0000143130	36633	SOVEREIGN	SOV001	145.59	29.12	174.71	5310	21	145.59	play equipment
08/10/2024	7157	36556	STAG	STAG002	435.00	87.00	522.00	6630	45	435.00	BID breakfast room hire
10/10/2024	7159	36592	STAG	STAG002	122.50	24.50	147.00	6630	45	122.50	BID room hire
01/10/2024	1/10/24	36531	MAYOR OF SWALE	SWA003	70.00	0.00	70.00	6443	42	70.00	Swales Tour Of Sheppey 2/11
23/10/2024	INV-000116	36672	JS TAYLOR	TAYL001	330.00	0.00	330.00	5110	21	330.00	tractor light fitting
29/10/2024	45031	36679	TELESHORE UK	TELE003	157.90	31.58	189.48	6500	22	157.90	casket
07/10/2024	7/10/24	36554	TOWN CRIER	TOW001	40.40	0.00	40.40	6869	29	40.40	Town Crier Vegan Market
31/10/2024	INV-6021	36729	TREE ABILITY	TREE001	336.00	67.20	403.20	5070	21	336.00	tree work
11/10/2024	C42973	36571	TUCKWELLS	TUC001	11,212.50	2,242.50	13,455.00	9008	91	11,212.50	Major MJ65-300 mower
11/10/2024	C90552	36570	TUCKWELLS	TUC001	-1,000.00	-200.00	-1,200.00	2006	0	-1,000.00	mower sale
04/09/2024	STC/SL	36580	UK POWER NETWORKS	UPN001	1,858.00	371.60	2,229.60	5410	26	1,858.00	electricity connection
02/10/2024	2/10/24	36507	WEST KENT HOUSING	WES006	3,750.00	0.00	3,750.00	7553	38	3,750.00	West Kent Housing Ass grant

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/09/2024	158747	36574	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	Sep hygiene unit clean
								5020	29	12.95	Sep hygiene unit clean
30/09/2024	158748	36575	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Sep clean & lock up chg
29/10/2024	3441	36688	WILLIAMS RENEWABLES	WIL003	830.77	166.15	996.92	5410	36	830.77	solar panel cleaning
30/09/2024	327776251	36605	WORLDPAY	WOR001	83.73	9.94	93.67	6976	30	83.73	Sep card trans chg
30/09/2024	327837585	36604	WORLDPAY	WOR001	21.79	0.04	21.83	6976	31	21.79	Sep card trans chg
30/09/2024	327871614	36603	WORLDPAY	WOR001	99.93	10.53	110.46	6976	31	99.93	Sep card trans chg
30/09/2024	327953941	36602	WORLDPAY	WOR001	120.85	13.51	134.36	6976	28	120.85	Sep card trans chg
31/10/2024	332739148	36707	WORLDPAY	WOR001	110.12	11.30	121.42	6976	30	110.12	Oct card trans chg
31/10/2024	332797488	36708	WORLDPAY	WOR001	75.41	10.64	86.05	6976	31	75.41	Oct card trans chg
31/10/2024	332934207	36709	WORLDPAY	WOR001	92.68	11.40	104.08	6976	28	92.68	Oct card trans chg
31/10/2024	332951752	36710	WORLDPAY	WOR001	34.47	0.05	34.52	6976	31	34.47	Oct card trans chg
01/10/2024	WM12437525	36530	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Sep card trans chg
09/10/2024	IUKP/37	36615	WORKMAN	WOR003	21.62	4.32	25.94	6001	60	21.62	Market stalls lic 28/3-27/3/25
01/10/2024	02007638	36596	YU ENERGY	YUE001	41.05	2.05	43.10	6862	26	41.05	Sep electric chg
01/10/2024	02007639	36595	YU ENERGY	YUE001	6.92	0.35	7.27	6862	26	6.92	Sep electric chg
01/10/2024	02007640	36597	YU ENERGY	YUE001	504.89	25.24	530.13	6862	26	504.89	Sep electric chg
TOTAL INVOICES					70,423.72	9,358.43	79,782.15			70,423.72	

List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2024	Reach Publishing	DD01/SEP24	13.22		Sev Chronicle subs
02/09/2024	Sevenoaks District Council	DD02/SEP24	848.00		Sep Business Rates chg
02/09/2024	Sevenoaks District Council	DD03/SEP24	2,839.00		Sep Business Rates chg
02/09/2024	Sevenoaks District Council	DD04/SEP24	530.00		Sep Business Rates chg
02/09/2024	Sevenoaks District Council	DD05/SEP24	74.00		Sep Business Rates chg
02/09/2024	Sevenoaks District Council	DD06/SEP24	165.00		Sep Business Rates chg
02/09/2024	Sevenoaks District Council	DD07/SEP24	54.00		Sep Business Rates chg
04/09/2024	BP Fuel	DD08	22.68		fuel
04/09/2024	NATWEST ONE CARD	DD09	3,589.02		Aug Onecard Ann
04/09/2024	British Gas - Community Centre	DD10	77.15		gas chg 12/7-11/8
05/09/2024	Nexodus S.L	DD11	119.42		Hub booking chg
06/09/2024	Petty Cash	001982	344.40		petty cash top up
09/09/2024	BACS P/L Pymnt Page 6751	BACS Pymnt	1,350.00		BACS P/L Pymnt Page 6751
09/09/2024	BP Fuel	DD15	64.44		fuel
09/09/2024	British Gas - Offices	DD16	86.45		gas chg 14/7-14/8
09/09/2024	YU ENERGY	DD12	45.85		Aug electric chg
09/09/2024	YU ENERGY	DD13	7.51		May electric chg
09/09/2024	YU ENERGY	DD14	488.08		Aug electric chg
11/09/2024	BACS P/L Pymnt Page 6781	BACS Pymnt	-40.00		BACS P/L Pymnt Page 6781
12/09/2024	BACS P/L Pymnt Page 6753	BACS Pymnt	42,217.56		BACS P/L Pymnt Page 6753
12/09/2024	BACS P/L Pymnt Page 6762	BACS Pymnt	120.00		BACS P/L Pymnt Page 6762
13/09/2024	American Express Payment Servi	DD17	0.49		credit card chg
16/09/2024	Connectaphone	DD18	674.41		Aug telephone chg
16/09/2024	NatWest Bankline	bln	105.70		bank chg
17/09/2024	BP Fuel	DD19	86.21		fuel
19/09/2024	BACS P/L Pymnt Page 6758	BACS Pymnt	16,982.64		BACS P/L Pymnt Page 6758
19/09/2024	WorldPay	DD20	96.02		card trans chg
19/09/2024	WorldPay	DD21	186.75		card trans chg
19/09/2024	WorldPay	DD22	70.19		card trans chg
19/09/2024	WorldPay	DD23	32.66		card trans chg
19/09/2024	WorldPay	DD24	11.94		Aug credit card chg
23/09/2024	Reposs Ltd	DD25	38.11		till support
23/09/2024	Reposs Ltd	DD26	27.82		till support
23/09/2024	EDF ENERGY - B&B Station	DD27	1,082.30		Aug electric chg
24/09/2024	EDF Energy - Bat and Ball Cent	DD28	1,227.93		Aug electric chg
24/09/2024	BP Fuel	DD29	158.64		fuel
25/09/2024	British Gas - B&B St	DD30	123.18		gas chg 22/7-21/8
25/09/2024	Payroll A/c	BACS25/9	68,019.67		September '24 Wages Tfr
26/09/2024	BACS P/L Pymnt Page 6765	BACS Pymnt	41,819.44		BACS P/L Pymnt Page 6765
26/09/2024	BACS P/L Pymnt Page 6771	BACS Pymnt	0.63		BACS P/L Pymnt Page 6771
26/09/2024	D.B	26/9BACS	45.00		Allot key refund
26/09/2024	R.O	26-9BACS	30.00		Allot key refund
26/09/2024	I.N	BACS26/9	30.00		Allot key refund
26/09/2024	EDF Energy - Business Hub	DD31	303.33		Aug electric chg
26/09/2024	EDF Energy - High Street Marke	DD32	33.64		Aug electric chg
26/09/2024	Payroll A/c	BACS26/9	31,618.75		September '24 HMRC/KCC Tfr
27/09/2024	Country Style Recycling	DD34	94.97		Aug glass collection

List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/09/2024	Everflow Water	DD33	97.25		water chg 19/10-18/11
30/09/2024	EDF ENERGY - Cemetery	DD35	128.99		Aug electric chg
30/09/2024	NatWest	BNK CHRG	75.00		Q2 Bank Charges
Total Payments			<u>216,217.44</u>		

Receipts for Month 6				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00
	Banked: 25/09/2024	68,019.67					
BACS25/9	Nat West - Current Account	68,019.67			201		68,019.67 September '24 Wages Tfr
	Banked: 26/09/2024	31,618.75					
BACS26/9	Nat West - Current Account	31,618.75			201		31,618.75 September '24 HMRC/KCC Tfr
Total Receipts for Month		99,638.42	0.00	0.00			99,638.42
Cashbook Totals		100,638.42	0.00	0.00			100,638.42

Payments for Month 6				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/09/2024	Employees	BACS25/9	67,859.67			520		67,859.67	September '24 Wages Payment
25/09/2024	Councillors	BACS25/9-	160.00			520		160.00	September '24 Mayor's Allowanc
26/09/2024	HMRC/KCC	BACS26/9	31,618.75			515		19,287.09	September HMRC Payment
						516	0	12,331.66	September KCC Payment
Total Payments for Month			99,638.42	0.00	0.00			99,638.42	
Balance Carried Fwd			1,000.00						
Cashbook Totals			100,638.42	0.00	0.00			100,638.42	

Receipts for Month 6				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 :		615.60					615.60
Banked: 06/09/2024		344.40					
001982	Nat West - Current Account	344.40			201		344.40 petty cash top up
Total Receipts for Month		344.40	0.00	0.00			344.40
Cashbook Totals		<u>960.00</u>	<u>0.00</u>	<u>0.00</u>			<u>960.00</u>

Payments for Month 6

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>
04/09/2024	Council Offices	1138/A	7.80			6330	31	7.80	refreshments
04/09/2024	Council Offices	1138/B	8.70		1.45	6330	31	7.25	refreshments
06/09/2024	Bat and Ball Cafe	1140/A	42.68			6500	30	42.68	Goods for resale
06/09/2024	Bat and Ball Cafe	1140/B	4.50		0.75	6500	30	3.75	Goods for resale
06/09/2024	Bat and Ball Cafe	1140/C	13.60		2.27	6200	30	11.33	chalkboard paint
06/09/2024	Bat and Ball Centre	1141/A	9.00		1.50	6013	36	7.50	cleaning equip
06/09/2024	Bat and Ball Centre	1141/B	24.16		4.03	5410	36	20.13	maint equip
13/09/2024	Youth Cafe	1142/A	32.60			6500	50	32.60	Goods for resale
13/09/2024	Youth Cafe	1142/B	32.10		5.35	6500	50	26.75	Goods for resale
13/09/2024	Youth Cafe	1142/C	3.00			6505	50	3.00	consumables
13/09/2024	Youth Cafe	1142/D	2.95		0.49	6010	50	2.46	cleaning equip
13/09/2024	Youth Cafe	1142/E	1.00		0.17	6900	50	0.83	bag
16/09/2024	Events	1143	12.97			6869	32	12.97	STC Anniversary napkins
18/09/2024	Bat and Ball Centre	1144/A	4.79			6330	36	4.79	refreshments
18/09/2024	Bat and Ball Centre	1144/B	1.38		0.23	6013	36	1.15	cleaning equip
18/09/2024	Bat and Ball Centre	1144/C	10.10		1.68	5410	36	8.42	maint equip
18/09/2024	Bat and Ball Centre	1144/D	2.00			4012	36	2.00	parking
18/09/2024	Bat and Ball Centre	1144/E	11.52		1.92	6922	36	9.60	H&S signs
24/09/2024	Cemetery	1146	35.00		5.83	5410	22	29.17	toilet seat
24/09/2024	Cemetery	1147/A	6.20		1.03	6330	22	5.17	refreshments
24/09/2024	Cemetery	1147/B	23.20			6330	22	23.20	refreshments
26/09/2024	Council Offices	1148	18.55			6330	31	18.55	refreshments
26/09/2024	Council Offices	1149	1.55			6330	31	1.55	refreshments
30/09/2024	Council Offices	1150	7.05			6330	31	7.05	refreshments
Total Payments for Month			316.40	0.00	26.70			289.70	
Balance Carried Fwd			643.60						
Cashbook Totals			960.00	0.00	26.70			933.30	

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Sevenoaks Town Council

INTERNAL AUDIT REPORT Visit 1 (2024/25)

Date: 24th October 2024

Report Author: Ayrton Burgess
Becky Tuffield

Reviewed by: Hannah Barton

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

1 SUMMARY

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

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

In accordance with the agreed audit plan (Appendix A) and following Internal Audit's remote testing and visit to you on 24th September 2024, we tested the Internal Control Objectives shown in the table below.

Internal Audit are pleased to advise the audit did not identify any issues.

Internal Control Objective title	Visit 1 24/25
B. Compliance with Financial Regulations	
- Financial Regulations and Standing Orders	✓
- Expenditure Controls	✓
- Expenditure sample testing: Purchase Cards	✓
C. Risk Management	✓
D. Budget Management / Monitoring	✓
F. Petty Cash	✓
G. Salaries	✓
M. Public Rights	✓
N. Publication requirements for the prior year AGAR	✓

Appendix A – Audit Programme 2024/25

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

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

The internal audits review the authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in the authority's Annual Governance and Accountability Return (AGAR) for 2024. The controls will be evaluated across the financial year and not at every visit.

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

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

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

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

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

Sevenoaks Town Council

CIL Report

1. CIL Update – November 2024

The remaining projects for CIL as at 19 November 2024 are as follows:

			Original Budget	Balance	
Public Realm Town Ward				9550.5	Reviewed Feb 24
Judd's piece resurfacing				2,000	Reviewed Feb 24
Woodside Rd - fencing				1,000	Reviewed Feb 24
St John's Toilets		£40,000		890	Reviewed Feb 24
knole paddock front barn doors				2,000	Reviewed Feb 24
Green Link Feasibility				15,000	Reviewed Feb 24
Masterplan Town Centre		£65,000		36,100	Reviewed Feb 24
Indoor Bowls Club				25,000	14/10/2024
20 mph				10,000	10/06/2024
				101540.5	

2. STC Community Infrastructure Levy (CIL) Receipts

Unallocated CIL Balance reported to Finance & Delivery Committee on 14 th October 2024	£104,736
CIL income received October 2024	£120,966
Current Balance of CIL EMR	£225,501
Less agreed projects	£101,541
Total Unallocated Balance	£123,960
Add current SDC CIL balance (CIL collections October 2024 to date), to be paid April 2025	£11,379
Projected Unallocated Balance April 2025	£135,339

3. Commitments for future CIL Income

Greatness Recreation Ground Pavilion	£87,500
Dartford Road Crossing.	£25,000
Greatness CCTV	£9,000
Vine Gardens Crazy Paving	£10,000

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**Sevenoaks Town Council
Finance & Delivery Committee – 25th November 2024**

Grant Application Received

1. Budget – Grants to Local Voluntary Organisation 2024/25

Each year the Town Council agrees a budget for grants to local voluntary or charitable organisations which provide services to residents within the Parish of Sevenoaks Town.

The budgets for 2024/25, and the balances to date are shown below.

Budget for Grant Subsidies for Room Hire	2024/25 Budget	2024/25 Balance
Annual Grant Subsidies Bat & Ball Station	2,000	1,288
Grant Subsidies Sevenoaks Community Centre	5,767	487
Grant Subsidies Chamber	357	-4.00
Total	8,124	1,771

Budget for Grants to Local Organisations	2024/25 Budget	2024/25 Balance
Local Organisation Grants <i>Of which Play Days £2,000 (Theatre Shows)</i>	15,000	8,900 *
Sevenoaks Summer Festival	5,000	0
Twinning Support	1,000	1,000
Youth Outreach	8,000	3,021
Stag	27,000	0
Community Rail Partnership	3,000	0
Greensands Common	4,000	0**
Total	78,000	12,921

*£4k was returned from The Stag due to not being able to proceed with plans.

**Greensands Common allocated towards Longspring Woods.

2. Applications for Consideration by this Committee

This Committee is asked to consider the following Grant Application received.
(Application form and supporting documents attached.)

The application has been submitted to this Committee as the applicants are seeking funding for the costs of venue hire for dates in the Autumn, as well as three weeks in the Easter term.

Sevenoaks Town Council
Finance & Delivery Committee – 25th November 2024

Grant Ref No	Organisation Name	Purpose of award	Previous grant history	Grants in 2023/24	Current Grant Application
80	MX Fencing Club	Cost of 40 (5 weeks) hours of venue costs at standard rates.	New applicant	n/a	£2,000
Total grant funding requested					£2,000

RECOMMENDATION

The Committee is asked to consider the grant application detailed above.



APPLICATION FOR GRANT AID 2024/2025

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 17th March 2025 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

PART 1 – YOUR ORGANISATION

ORGANISATION

MX Fencing Club

NAME OF CONTACT

Catherine Greene

ADDRESS OF CONTACT

[REDACTED]	
[REDACTED]	
[REDACTED]	
	POSTCODE: [REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

ARE YOU A REGISTERED CHARITY?
Please provide registration number

No

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Fencing has starred in every Olympics since 1896. An exciting sport that builds mental and physical agility, it inspires you to compete and think on your feet. MX Fencing specialise in sabre fencing and all our fencers are encouraged to hone the necessary skills to develop their craft.

We coach everyone from 9 years old- recreational fencers, who enjoy an intense physical workout with other sociable and supportive club members, to competitive fencers who compete nationally and internationally. We're proud to coach and inspire fencers at every level. Fencing is a sport that men, women and children can all participate in, and one of the few in which men and women take part on equal terms. It really is a sport for everyone.

MX fencers past and present regularly compete internationally. Three of our under 17 girls and one of our under 17 boys represented England at the Cadet Commonwealths in New Zealand this year- England Fencing only selected 4 in each category. Our members are highly ranked nationally and regularly compete for GBR internationally at all levels, including at the Veteran World Championships.

Just as important as competitive fencing is ensuring that all our club members are supported, encouraged, and have fun whatever their age or ability.

In addition to our regular sessions, we have run three school holiday camps this year that are available for people in the local area.

For more information please look at our website: <https://www.mxfencing.co.uk>

To get an idea of what fencing is like, KMTV videoed one of our sessions when England Fencing granted us kit: <https://www.dailymotion.com/video/x8tz99a>

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

We do not explicitly seek to have a positive impact on the environment, however we do seek to minimize our impact.

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

We adopt the British Fencing environmental sustainability policies.
<https://www.britishfencing.com/policy-zone/environmental-sustainability/>

We have eliminated paper registration forms and complete everything online wherever possible.

We recycle kit between members to eliminate waste. We often buy second hand kit for the club and lend out second hand kit that club members donate.

We encourage the use of refillable bottles and lift sharing.

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS.

Fencing is an expensive sport and inclusivity is at the heart of everything we do. The only other sabre fencing clubs in the region are at private schools and it is our mission to make the sport available to all, regardless of background or financial situation.

The club is run by volunteers so that we can keep membership fees as low as possible. We also offer fee discounts and waivers to club members who need it.

New members are loaned kit for free (partly facilitated by a grant of kit from England Fencing) for at least one term, after which they have the option to rent kit rather than buying it. We provide free kit for an indefinite time to anyone for whom renting would be a financial barrier to continuing in the sport. Members can also borrow specialized competition kit as we do not want financial hardship to be a barrier to competing. If needed, a member could fence at our club with the only expense being the cost of getting to the venue.

We have a wide geographic catchment area as we are the only sabre fencing club in the north Kent area, but we are trying to recruit as many as possible closer to home in Sevenoaks Town.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	3
	B) VOLUNTEERS	6
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	18 (plus extras from taster sessions)
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	We have 18 members living in Sevenoaks Town but would like to grow the club with more local members. We have around 45 members overall.	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£2,000

PLEASE DESCRIBE YOUR PROJECT

We currently train at Sevenoaks Preparatory School 3 nights a week, who have very kindly made their facilities available to us at a very reasonable rate. When it is unavailable, due to school plays, concerts etc, we need to find alternative venues. Fencing requires a large hall, ideally a sports hall, and costs for such venues have risen substantially over the last year.

Standard hire rates are £45-50/ hour and we train for 8 hours per week, 3 hours on Tuesdays and Thursdays and 2 hours on Wednesdays. We try to negotiate discounts wherever possible, but this is also becoming more difficult as many schools have outsourced their venue hire to third party providers. We currently have only two alternative venues that we can afford, and one is too far away for one of our coaches to get to.

Sevenoaks Preparatory School was unavailable for 3 weeks in the Autumn term (September to December). It is unavailable for 3 weeks in the Easter term (January to April). In addition to these, there will be an additional 2-3 weeks we have to cover due to exams in the summer term. There will also be additional last minute changes. This represents a substantial additional cost to the club. We can cancel sessions but this negatively affects retention of members, and limits our ability to run beginner sessions. We could also increase fees, but this runs counter to our core mission to keep fencing accessible and affordable. We are also concerned that the fee increase required would negatively impact affordability for more members.

£2000 would cover the cost of 40 hours of venue costs at standard rates, or 5 weeks of training. This would help hugely with venue costs for our regular sessions. If we can negotiate lower rental rates we will be able to cover more of these weeks. It would also allow us to book venues for holiday training or beginner courses to help with recruitment. Day rates for halls are usually £300/ day.

Venues we would like to hire due to location, but cannot currently afford, include the Bat & Ball Community Centre, Weald of Kent School in Sevenoaks, Knole Academy, Sackville School and New Beacon School.

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

We would like the grant to fund replacement venue costs over the next 12 months December '24- December '25. Increasing costs are putting at risk our aim to keep the sport accessible.

The money would go to secure halls in Sevenoaks to ensure continuity of our training nights and allow us to provide holiday training.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

YES

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? NO

NO

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

We are not sure which other town councils we are eligible to apply for funding from, but will find out.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

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

Our financial year end occurs when we have received membership fees, but not had to pay any expenses for the term. Our largest expenses are coach fees and venue costs. So, the year end balance provides a very positive picture of our financial position.

Our projected balance for December 31st 2024 is £5,000

We are keen to work with Sevenoaks Town Council in any way we can, and if you are unable to provide financial help, would appreciate any advice or help you could give regarding venue hire, or promoting the club.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

Club funds at year end were
£14,483

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

Approximately 6.5 months from
September 2024.

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

We received a £7,000 grant of kit
(masks, swords etc) from
England Fencing, and raised
£14,000 from Sport England/
National Lottery which funded
equipment, coaching fees and
beginner camps. This grant
expires in December 2024.

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

--

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

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

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES- https://www.mx fencing.co.uk/club-governance
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Please note, copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

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

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

SIGNATURE

DATE

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

Signature: Catherine Greene Date: 15/11/24

Name and position in the organisation: Cathrine Greene, Committee Chair

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

Bank:	
Account name:	
Sort Code:	
Account No:	

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

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

- **Wednesday 31st July 2024** for the September Community & Wellbeing Committee
- **Friday 20th December 2024** for the February Community & Wellbeing Committee

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

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

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



MX Fencing Club

Accounts for the year to 30 September 2024

Balance at 30 Sep 2023			11,087.72
Income	Term Fees	15,724.00	
	Sport England Grant	14,043.00	
	Course Fees	4,230.00	
	Lesson Fees	2,954.00	
	Member Kit Sales	961.79	
	Kit Rental Deposit	700.00	
	Competition Coaching	385.00	
	Fundraising	316.50	
	Guest Fees	237.00	
	Kit Rental	120.00	
	Student Fees	80.00	
	Donation	10.00	39,761.29
Outgoing	Coaching	20,274.30	
	Venue Hire	6,305.00	
	Club Kit Purchases	2,134.50	
	Member Kit Purchases	1,048.24	
	Kit Rental Deposit Return	450.00	
	Marketing Expenses	353.89	
	Kit Maintenance	219.98	
	Gifts	45.54	
	BF Membership	40.00	30,871.45
Balance at 30 Sep 2024			19,977.56
Breakdown of Account Balance			
	Kit Rental Deposit	1,350.00	
	Sport England Grant	4,144.07	
	Club Funds	14,483.49	19,977.56



MX Fencing Club

Accounts for the year to 30 September 2023

Balance at 30 Sep 2022			10,552.91
Income	Members Term Fees	19,703.20	
	Lesson Fees	2,830.00	
	Kit Rental Deposit	1,100.00	
	Preseason Fee	810.00	
	Guest Fees	522.00	
	Member Kit Sales	501.94	
	Competition Coaching Fees	410.00	
	Party Contributions	280.00	26,157.14
Outgoing	Coaching	14,205.34	
	Coaching Expenses	1,314.10	
	Team Development	758.90	
	Venue Hire	5,640.00	
	New Kit Purchases	1,859.23	
	Kit Maintenance	1,050.14	
	Member Kit Purchases	454.45	
	Party Expenses	154.37	
	Web Expenses	140.40	
	BF Membership	40.00	
	DBS Fees	5.40	25,622.33
Other Items	Error Payment	100.00	
	Error Repayment	-100.00	0.00
Balance at 30 Sep 2023			11,087.72
Breakdown of Account Balance			
	Kit Rental Deposit	1,100.00	
	Club Funds	9,987.72	11,087.72

Recent End of Month Account Balance

Balance at 30 April 2024			23,654.82
Breakdown of Account Balance			
	Kit Rental Deposit	1,400.00	
	Sport England Grant	11,514.00	
	Club Funds	10,740.82	23,654.82

Projected Balance at the end of Summer Term

Projected Balance at end July 2024			15,524.82
Breakdown of Account Balance			
	Kit Rental Deposit	1,400.00	
	Sport England Grant	9,144.00	
	Club Funds	4,980.82	15,524.82

Sevenoaks Town Council**Vine Cricket Pavilion and Tea Kiosk**

This lease term is for 25 years and expires on 23rd September 2028.

The rent reserved on the pavilion was £3,000 per annum in 2003 with review dates in 2008/2013/2018 and 2023.

The lease was reviewed in 2013 and the rent increased to £3,090 per annum.

The lease was reviewed again in 2020 where it was agreed to increase the rent to £3,500 per annum. Please note that Covid and its implications may have been the reason, although not minuted, that this was slightly delayed.

RECOMMENDATION: To consider reviewing the rent for the Vine Cricket Pavilion and Tea Kiosk.

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**Sevenoaks Town Council
Finance & Delivery Committee - 25th November 2024**

Government Consultation on enabling remote attendance and proxy voting at local authority meetings

Consultation questionnaire – with questions for consideration of the Finance & Delivery Committee highlighted *NB: Questions to the Committee as a council body have been highlighted, however Councillors may also respond as elected members separately to those which are not highlighted (namely, 1a and 4b)*

Question 1: Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council body – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a member of the public

d) a local government sector body – please state

Question 2: Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

Question 3: If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

**Sevenoaks Town Council
Finance & Delivery Committee - 25th November 2024**

- a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.
- b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.
- c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.
- d) [Free text box]

Question 4: If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- I am not an elected member

Question 4a: If you answered No please use the free text below

[Free text box]

Question 4b: If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time
- regularly but not always
- all the time

Question 5: If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

Question 6: The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.

**Sevenoaks Town Council
Finance & Delivery Committee - 25th November 2024**

c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.

d) [Free text box]

Question 7: Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.

c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.

d) Other [Free text box]

Question 8: Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because

Should not be considered because

It is a positive modernising measure.

Councillors should be physically present at all formal meetings.

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

Free text box – please state any other reasons

Free text box – please state any other reasons

Sevenoaks Town Council
Finance & Delivery Committee - 25th November 2024

Question 9: In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

Question 10: In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

Question 11: If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

Question 12: Are there circumstances in which you feel proxy voting would not be appropriate?

[Free text box]

Question 13: If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

[Free text box]

Sevenoaks Town Council
Minutes of the Meeting of the Community Asset Working Group
Held on 4th September 2024 at the Town Council Offices

Meeting Commenced: 14:00

Meeting Concluded: 14:55

Present:

Cllr Dr Marilyn Canet (Chair)	Present	Cllr Lise Michaelides	Present
Cllr Dr Peter Dixon (Vice-Chair)	Present	Cllr Nigel Wightman	Present
Cllr Libby Ancrum (Mayor, ex-officio)	Apologies	Cllr Gareth Willis	Apologies

In attendance: Town Clerk, Open Spaces & Cemetery Manager, Open Spaces & Leisure Committee Clerk/Allotments Officer.

The quorum of 3 elected members was met.

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

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

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

213. Minutes of Community Asset Working Group held on 4th September 2024

It was agreed to receive and accept the minutes as a true record.

214. Open Spaces & Cemetery Manager's Report

The Open Spaces & Cemetery Manager, Nicholas Cave, presented his report.

It was noted that the search for the Deputy Supervisor's post continued due to a lack of suitable candidates. The Group noted that there were small numbers of applicants and applicants not attending interviews when these were offered. A shortage of applicants was also reported by other local organisations and companies.

Training in Level 1 Football Pitch Maintenance was completed by Leigh Hunt Smith and Nicholas Cave to allow for access to The Football Foundation grant.

The start date of 25th November for repairs to the boundary wall at St Nicholas' Church was confirmed.

The Open Spaces & Cemetery Manager noted that 5 quotes had been requested from woodland management companies for the 5-year review of woodland sites and two had been received to date.

Sevenoaks Town Council
Minutes of the Meeting of the Community Asset Working Group
Held on 4th September 2024 at the Town Council Offices

It was also advised that the Town Centre and Upper High Street Gardens had been awarded 'Gold' and the HiTB awarded 'Thriving' in the South East in Bloom Awards. Recognition was made for The Vine Gardens for being awarded Gold as well as being the Category Winner. The Working Group thanked STC staff and volunteers who had taken part in the preparations for the judging day.

The Open Spaces & Cemetery Manager noted that the formal celebration for Longspring Wood coming into STC ownership had taken place on 28th September. Donors and the Mayor had been invited to attend.

215. Allotments Report

The Allotment Officer's Report was received and noted by the Working Group.

RESOLVED That a press release be published to promote allotments to the community.

216. Statement of Accounts – Community Assets

The Working Group had received and noted the Statement of Accounts for August and September 2024.

217. Request to Sell or Release Land to Householders to Allow Off Road Parking

The Working Group noted the letter received from residents of The Meadway regarding the sale or release of land at the adjacently located Mount Close Play Area. The group noted the registration of the site is awaiting completion with the Land Registry and noted the costs and difficulties with renovating the land. Health & Safety, excavation, and tree removal were some of the noted concerns.

RESOLVED: that the decision on the release of the land at Mount Close Play Area is to be made following a site visit.

218. Current Matters

The Working Group noted updates on the following current matters:

1. Greatness Recreation Ground Survey
2. Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry House.
3. Greatness Cemetery – Headstone & Memorial Testing
4. Longspring Woods
5. Pre-Application Advice – New Access to The Vine Pavilion
6. Longspring Woods

219. Press Release

The Working Group noted that a Press Release is to be published on the vacancy of allotment plots at the Quakers Hall site.

Sevenoaks Town Council
Finance & Delivery Committee – 25th November 2024

Current Matters**(Continuing from previous Finance & General Purposes Committee)****NB: Updates shown in red**

Item	Minute No		Status	Latest update
1	<p>44 F&GP 24.04.23</p> <p><i>Update from Town Clerk</i> 24.07.23</p> <p>244 Town Council 24.07.23</p>	<p>Market Tenders</p> <p>Wednesday Market</p>	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	<p>46 F&GP 24.04.23</p> <p>294 F&D 02.09.24</p>	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> <p>It was requested that the current position with the provision of electric vehicle charging bollards at Raley's Car Park be investigated.</p>

Sevenoaks Town Council
Finance & Delivery Committee – 25th November 2024

Item	Minute No		Status	Latest update
4	127 F&GP 12.06.23	Participatory Budgeting	<i>Ongoing</i>	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.
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>Criteria approved at Community & Wellbeing Committee 2nd September 2024.</i> <i>See also the recommendation at Agenda Item 14 regarding budget.</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>The first training session for staff completed 19th August, second session planned for September 9th postponed and being rearranged.</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) Process commenced, aiming for a referendum February 2025. <i>Bid proposal to be considered at Town Team AGM on 20.11.24.</i>

Sevenoaks Town Council
Finance & Delivery Committee – 25th November 2024

Item	Minute No		Status	Latest update
10	151 F&D 10.06.24	20mph scheme	<i>Ongoing</i>	<p>RESOLVED:</p> <ul style="list-style-type: none"> •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. <i>(Details set out at Minute 151, F&D 10.06.24)</i> <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 options being North or South of Knole Lane.</p> <p>Submitted to KCC's contractor 12th July 2024, with delivery to commence 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.</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. <i>(Details set out at Planning & Environment Committee Minute 192, 01.07.24)</i></p> <p><u>20mph Scheme</u> It was noted that Kent County Council (KCC) had not yet provided an update on the costs of the 20mph scheme installation.</p> <p>Cllr Clayton reported that a number of signs had been included in KCC's Has Made Notice which would incorrectly affect private roads. A site visit by the Deputy Town Clerk & Responsible Finance</p>
	294 F&D 02.09.24	20mph scheme		

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	363 F&D 14.10.24	(Internal Audits)		<p>Officer and Planning Committee Clerk confirmed that those signs had not been installed. An email had been sent to KCC requesting confirmation that those signs would not be installed and that the Town Council would not be charged for them.</p> <p>Councillors expressed their dissatisfaction with KCC's procurement process in relation to the 20mph scheme and the fact that, despite the work having been completed, the Town Council had still not received the final costs.</p> <p>RESOLVED: that a letter be sent to Kent County Council lodging the Town Council's concerns about their procurement process in relation to the 20mph scheme.</p> <p>Letter sent to Cllr Neil Baker (KCC Portfolio Holder) lodging STC's concerns with their procurement process on 23rd October 2024. Response received 8th November 2024.</p> <p>Final cost confirmed on 8th November 2024 as £111,270.68 – coming £40,000 below original budget (not including contingency).</p> <p>KCC Officers and contractor to do complete site drive-through to complete full review of works on 19th November 2024.</p> <p>There is 1 already identified remaining element at Park Lane, which requires patching and alteration of the 30mph roundel to 20mph – however as this will need a road closure, this has been scheduled for 25th January 2025.</p>
11	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.

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				<p>Parking and beat surveys completed Thursday 12th September from 6am to 9pm for all roads and the 2 SDC car parks. Further surveys completed on Saturday 14th September just for the car parks. Further surveys commissioned for Westfield, Swaffield Road and Wickenden Road following request for extension, approved by Town Clerk and completed 3rd October 2024 at the cost of £1,804.</p> <p>The resulting report is due to inform the St John's Area Masterplan and includes a "toolkit" which proposes various interventions that can be applied to particular areas/issues. Consultants have advised that these can be applied to areas outside of the study area.</p> <p>The draft Masterplans are expected to be ready for consultation January 2025, with preparation of final Masterplans to take place February 2025.</p>
12	232	Vine Lighting Tree Project	<i>Completed</i>	<p>RESOLVED: That £13,923.50 be allocated from the Public Realm Earmarked Reserves towards the Vine Tree Lighting Project.</p> <p>Completed. Lights formally switched on 5th November 2024</p>
13	364 F&D 14.10.24	Town Council Leases	<i>Ongoing</i>	<p>RESOLVED: That a report reviewing the Vine Cricket Pavilion and Tea Kiosk lease be submitted to the next meeting of the Committee.</p> <p>See Agenda Item 9</p>
14	368 F&D 14.10.24	Bat & Ball Solar Panels (Recommendation from Community Asset Working Group)	<i>Ongoing</i>	<p>RESOLVED: that the cleaning of the Bat and Ball Centre solar panels at a cost of £830.77 be approved.</p> <p>Completed.</p>
15	369 F&D 14.10.24	Town Crier Redesign (Recommendation from Communication Working Group)		<p>RESOLVED: that the designer Nick Ebdon be appointed at a cost of £3,200 to produce draft options for a redesign of the Town Crier magazine to be reviewed, production of first issue (March 2025), template to enable future editions to be produced internally, and training for software, from the Contingency Budget.</p> <p>Work has been commissioned, initial work to be submitted to Communications Working Group on 27.11.24.</p> <p>Redesigned Town Crier to be launched Spring 2025.</p>

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16	373 F&D 14.10.24	Sevenoaks Indoor Bowling Club CIL Funding		RESOLVED: 1) That the Sevenoaks Indoor Bowls Club's request for £25,000 of Community Infrastructure Levy funding towards the installation of solar panels on part of the clubhouse roof be approved, subject to all other funding for the project being in place. 2) That the Greatness CCTV and Vine Gardens Crazy Paving Projects be deferred.