

14th January 2025

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 20th January 2025 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/JYdNgcXy0dQ> 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
1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
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	Town Council Offices Bradbourne Vale Road Sevenoaks Kent TN13 3QG

	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 – 25th November 2024</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 25 th November 2024 as a true record.	5
5	<u>FINANCE REPORTS – DECEMBER 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 December 2024, including:	11
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	Appendix 4 – Statutory Balance Sheet	49
	Appendix 5 – Earmarked Reserves	51
	Appendix 6 – Operating Income and Expenditure	53
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 December 2024 	55
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 December 2024 • Mayor’s Charity Account: 1st to 31st December 2024 - None 	67
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 December 2024 	69
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 December 2024 	71
5.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period to 31 st December 2024:	

	<table><tr><th>Date of Offer</th><th>To</th><th>Accepted/ Declined</th><th>From</th><th>Item</th><th>Estimated Value</th></tr><tr><td>03.12.24</td><td>Town Clerk</td><td>Accepted</td><td>Gails Regional</td><td>Cakes</td><td>£20</td></tr></table>	Date of Offer	To	Accepted/ Declined	From	Item	Estimated Value	03.12.24	Town Clerk	Accepted	Gails Regional	Cakes	£20	
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6	FINANCE REPORTS – NOVEMBER 2024													
6.1	To receive and consider the Responsible Finance Officer’s reports. <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 November 2024, including:					73								
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27.11.24	Town Clerk	Accepted	Market Flower Stall	Bouquet of flowers	£20									

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 25th November 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/ae2SHEhY1lw?feature=share>

Meeting commenced: 7:24pm

Meeting Concluded: 8:36pm

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

Members of Public in attendance: 0

Representations received from Members of the Public: None

432 Apologies for Absence: None

433 Dispensations: There were no requests for dispensations.

434 Declaration of Interest

Cllr Varley declared an interest in Agenda Item 10, Review of Lease of Vine Cricket Pavilion and Tea Kiosk, as he was a former member of the cricket club and still occasionally played cricket at the Vine. He took no part in the discussion and did not vote thereon.

435 Minutes of Finance & Delivery Committee on 14th October 2024

RESOLVED: to receive and sign the Minutes of the Finance and Delivery Committee held on 14th October 2024 as a true record.

436 Management Accounts to 31st October 2024

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

It was noted that the year-to-date position at the end of October 2024 gave 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 was £53,171 surplus.

The Committee noted that the Heritage Lottery Fund support for the start-up phase of the Bat & Ball Station would run out at the end of December 2024. The uses of contingency set out in the report were noted.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 25th November 2024

RESOLVED: to receive and accept the Responsible Finance Officer's Report and Management Accounts 1st to 31st October 2024.

436.2 The Committee received and noted:

Suppliers Accounts

- 1st to 31st October 2024, total gross invoices £70,423.72

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 31st October 2024, total £307,557.06

List of Payments Mayor's Charity Account:

- 1st to 31st October 2024, total £-45.00

Payroll Accounts

- 1st to 31st October 2024, total payments £107,753.95

Petty Cash Accounts for:

- 1st to 31st October 2024, total payments £438.26

436.3 Hospitality and Gifts Register: None

437 Management Accounts to 30th September 2024

437.1 The Committee received and noted, for the period ended 30th September 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 September 2024 gave 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 was £44,382 surplus.

RESOLVED: to receive and accept the Responsible Finance Officer's Report and Management Accounts 1st to 30th September 2024.

437.2 The Committee received and noted:

Suppliers Accounts

- 1st to 30th September 2024, total gross invoices £95,805.84

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 30th September 2024, total £216,217.44

List of Payments Mayor's Charity Account:

- 1st to 30th September 2024, total £0.00

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 25th November 2024

Payroll Accounts

- 1st to 30th September 2024, total payments £99,638.42

Petty Cash Accounts for:

- 1st to 30th September 2024, total payments £316.40

437.3 Hospitality and Gifts Register: None

438 Internal Audit Report Visit 1

The Council received and noted the Internal Audit Report Visit 1 (2024/25), dated 24th October 2024 and congratulated officers on receiving a clear audit.

RESOLVED: that the the Internal Audit Report Visit 1 (2024/25) be received and noted.

439 Community Infrastructure Levy (CIL) Update Report

The Committee considered the CIL Update report, including the list of agreed projects, and noted that the projected unallocated balance at the end of April 2025 (as of November 2024) would be approximately £145,000.

It was noted that the commitment of £87,500 for the new Greatness Recreation Ground Pavilion would be required in the next financial year.

RESOLVED: That the CIL Update report be received and noted, future reports to include approximate timeline for delivery of project.

440 Grant Application received

The Committee noted the budget for grants to local voluntary organisations for 2024/25 and the balance to date.

Consideration was given to an application from MX Fencing Club for support with alternative venue costs when their regular venue was not available. It was suggested that the Club consider using the Bat & Ball Centre.

RESOLVED: That a grant request be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation	Purpose of Award	Grant Application	Grant Approved
80	MX Fencing Club	Towards cost of 40 (5 weeks) hours of venue costs at standard rates.	£2000	£1000

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 25th November 2024

441 Review of Lease: Vine Cricket Pavilion and Tea Kiosk

The Committee considered the Vine Cricket Pavilion and Tea Kiosk lease, which was for a 25-year term, expiring on 23rd September 2028. The lease was last reviewed in 2020. It was noted that previous lease reviews had not been in line with inflation.

RESOLVED: That a rent review be undertaken and the annual rent for the Vine Cricket Pavilion and Tea Kiosk be increased to £4,500 per annum.

442 Government Consultation: Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

Consideration was given to the Government consultation on enabling remote attendance and proxy voting at local authority meetings. Committee members confirmed their support for remote attendance at meetings but expressed reservations regarding proxy voting as they felt that the current Town Council practice of appointing substitutes was an efficient process.

RESOLVED: That the Town Clerk submit a response on behalf of the Town Council in support of the process to enable remote attendance at local authority meetings but did not agree to proxy voting as believed Councillors should engage with debates prior to voting.

443 Local Government Boundary Commission for England (LGBCE) Electoral Review of Sevenoaks District Council

The Committee noted that the Local Government Boundary Commission for England was seeking views on a proposed reduction of Sevenoaks District Councillors from 54 to 48, and how the wards should be amended to reflect this.

RESOLVED: To note the process at this stage, and await the recommendations from the Boundary Commission

444 Draft Revenue Estimates 2025/26

The Committee received updated draft revenue estimates and the following information.

14.10.24	Draft Precept	
	£1,510,834	5.09% increase
	£152.73 Band D	£7.40 p.a. increase on previous year
Nov 24	Government Budget	
	Changes to Employer NI & Minimum Wage levels	
	£27,166 p.a. increase to STC on wage bill	
	CEO / RFO review = reduce special events from £20,000 to £10,000	
	Change to Special Events + £27,166 =	6.28%

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 25th November 2024

Cllrs have been given summary document for other changes to STC operation if they wish to make further savings.

Dec 24 *Band D numbers expected from SDC, expected to reduce percentage.

Jan 25 STC to confirm Precept / Budget

Precept	£	% increase
2023 /24	1,370,074	
2024 / 25	1,437,614	4.42%
2025 / 26	1,528,080	6.28%

	2023/24	2024/25	2025/26
Tax Base	9,845	9,892	9.892*
Band D equivalent	£139.17	£145.33	£154.47
		4.42%	6.28%

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

445 Recommendation from Community & Wellbeing Committee – 16th September 2024

The Committee considered the recommendation from the Community & Wellbeing Committee regarding an allocation of a £2000 budget to the Bat & Ball Station for grant subsidies for room hire. *[Minute 311.1, Community & Wellbeing Committee 16.09.2024 refers]*

RESOLVED: That £2,000 be allocated for Grant Subsidies for Room Hire at the Bat & Ball Station.

446 Community Asset Working Group

The Committee received and noted the minutes of the Community Asset Working Group held on 6th November 2024.

RESOLVED: To receive and note the minutes of the meeting of the Community Asset Working Group held on 6th November 2024

447 Sevenoaks Town Team

The Committee received and noted the minutes of the Town Team Annual General Meeting held on 20th November 2024, together with the recommendation therein to progress the Business Improvement District (BID) proposal.

It was noted that if the BID proposal was successful the Town Council would be able to recover the previously agreed development costs from BID income but if it failed the costs would fall to the Town Council.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 25th November 2024

RESOLVED:

- 1) To receive and note the minutes of the Town Team Annual General Meeting held on 20th November 2024
- 2) That the Business Improvement District (BID) proposal proceeds to the next stage which includes the appointment of a steering committee and the development of a Business Plan, which in due course would to be put to a ballot of qualifying businesses.

448 Current Matters

RESOLVED: To note the updates to current matters.

449 Press Release: It was agreed that press releases be issued in relation to:

- Grant award to MX fencing
- Government Consultation on remote attendance at meetings
- Progression of Business Improvement District (BID) proposal

There being no further business the Chair closed the Meeting.

Signed

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Chair

Dated

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

1. Summary

The year-to-date position at the end of December gives a revenue surplus of £45,258. The reserves allocated for The Bat & Ball Station have now been utilised and transferred from the designated earmarked funds.

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

- Hire of rooms at Bat & Ball Station has reached 107% of its annual income (£12,937 against £12,000).
- Interest on deposits is positive, income of £43k against an annual budget of £30k.
- Bat and Ball Centre letting of facilities is positive with an income of £98k against a budgeted £81k year to date.
- £4,808 over budget for gross pay YTD in planning due to overtime payments.
- Gross pay is £12 overbudget under Establishments due to changes in work hours/ cover/ overtime.
- St Nicholas Church has a variance of £7,753, this is due to the chancel wall repairs and will be offset once the insurance monies are received.
- The Vine Café is running at a deficit of £17,440.
- The Bat and Ball Station Café is running at a deficit of £9,273.
- Bat and Ball Centre repairs and general maintenance is £7k over budget due to review of health & safety procedures, this will be fed into the next budget.

Quarterly Budget Comparison

Cost Centre	December 2023 (Actual)	December 2024 (Actual)
Planning	-24,583	-29,310
Open Spaces & Leisure – General	-225,895	-216,196
Cemetery	-53,356	-60,860
Allotments	535	391
Street Lighting	-32,598	-19,813
Vine Café	-20,092	-17,440
Vine Ground	-33,446	-32,224
Bat & Ball Station	-68,130	-51,954 (I have included the grant in this figure for comparison purposes)
Establishments	-440,117	-513,352

F&P General	-44,540	-32,500
F&P Council Offices	-31,128	-29,908
Bat & Ball Centre	22,616	-3,680
Town Team	-1,513	2,941
Business Hub	5,068	5,038
HitB	-38,249	-43,503
Markets	23,717	23,591

2. Use of Contingency

Monies spent

2024/2025 - £70k	
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	10,196
Town Crier Redesign	3,200
	32,285

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	£35,656 (F)	Please refer to the variance report.
28	Street Lighting	£10,391 (F)	Please refer to the variance report.
33	General	£14,497 (F)	Please refer to the variance report.

Finance & Delivery Committee – 20th January 2025

41	Business Hub	£7,387 (F)
60	Markets	£17,462 (F)
23	Allotments	£5,718 (A)
31	Establishments	£26,519 (A)
28	Vine Café	£17,440 (A)
30	Bat & Ball Station	£9,273 (A)

Agenda Item 5.1

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 £1,975,736. Revenue (general) reserves have decreased by £43,760 leaving a year-to-date balance of £538,760.

Earmarked Reserves have decreased by £52,599 leaving a year-to-date balance of £1,013,732.

This includes:

1. £8,677 payment towards the BID expenditure from STP Activities reserve.
5. £1,833 payment for a storage unit at the Bat & Ball Centre.
6. £42,681 movement to Bat & Ball Station from the B&B management reserve which was the remainder of the grant for running costs at the Station.

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

5. Outstanding Debts

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

- Invoice to SDC for £6,000 for a grant for capital works on Sevenoaks Common. This has been chased on numerous occasions.

6. Insurance Claims

The chantry wall has now been completed and final claim has been submitted to the insurance company for payment.

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Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

Month No: 9

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	2,873	2,417	(456)	26,561	21,753	(4,808)	29,000		2,439	91.6%	
4012 Expenses	0	0	0	5	0	(5)	0		(5)	0.0%	
4270 Employers Pension Contribution	103	100	(3)	948	900	(48)	1,200		252	79.0%	
6240 Computer/ Data Base/WP's	226	0	(226)	785	650	(135)	650		(135)	120.8%	
6320 Staff Training	0	0	0	50	0	(50)	0		(50)	0.0%	
6330 Welfare/Hospitality	0	0	0	19	0	(19)	0		(19)	0.0%	
6630 Professional Fees	39	150	111	317	900	583	900		583	35.3%	
6730 Subscriptions	0	50	50	625	450	(175)	600		(25)	104.2%	
Planning - General :- Indirect Expenditure	3,243	2,717	(526)	29,310	24,653	(4,657)	32,350	0	3,040	90.6%	0
Net Expenditure	(3,243)	(2,717)	526	(29,310)	(24,653)	4,657	(32,350)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	2,724	1,788	(936)	22,429	24,304	1,875	29,663			75.6%	
1030 Electricity recharge	0	1,000	1,000	1,295	3,000	1,706	4,054			31.9%	
1316 Raleys Car Park Permits	0	0	0	1,854	1,672	(182)	1,672			110.9%	
1850 Log Sales	0	200	200	0	350	350	754			0.0%	
1853 Adopt a Tree income	0	0	0	479	100	(379)	100			479.1%	
1990 Other Income	181	45	(136)	1,178	225	(953)	270			436.4%	
O/ Spaces & Leisure - General :- Income	2,905	3,033	128	27,235	29,651	2,416	36,513			74.6%	0
4010 Gross Pay	14,079	16,581	2,502	127,950	149,229	21,279	198,977		71,027	64.3%	
4011 Mileage	29	0	(29)	625	0	(625)	0		(625)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Employers Pension Contribution	880	1,266	386	7,611	11,394	3,783	15,190		7,579	50.1%	
5010 Vine Area General Maintenance	0	0	0	114	0	(114)	0		(114)	0.0%	
5013 Graffiti Removal	0	0	0	200	1,357	1,157	1,357		1,157	14.7%	
5025 Lower St Johns Toilets	979	1,167	188	22,539	10,503	(12,036)	14,000		(8,539)	161.0%	13,838
5026 Greatness Rec Convenience	285	258	(27)	2,723	2,322	(401)	3,100		377	87.8%	
5030 St Nicholas Burial Ground	7,290	0	(7,290)	7,853	100	(7,753)	100		(7,753)	7853.0%	
5050 Seats And Litter Bins	0	574	574	0	1,722	1,722	2,300		2,300	0.0%	
5060 Sevenoaks Common	0	0	0	1,468	4,000	2,532	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	448	0	(448)	2,900	3,000	100	4,000		1,100	72.5%	
5110 Knole Paddock & Pavilion	95	340	245	775	2,380	1,605	3,500		2,725	22.1%	
5120 Knole Paddock Pitch & Grnd Mt	0	100	100	4,128	2,300	(1,828)	2,500		(1,628)	165.1%	
5310 Miscellaneous Open Spaces	500	433	(67)	4,283	3,897	(386)	5,200		917	82.4%	
5311 Security Open Spaces	2,425	2,083	(342)	21,997	18,747	(3,250)	25,000		3,004	88.0%	
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	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	295	300	5	2,598	2,100	(498)	3,000		402	86.6%	
5410 Repairs & General Maintenance	112	150	38	334	1,350	1,016	1,800		1,466	18.5%	
5412 Capital Refurbishments	0	833	833	0	7,497	7,497	10,000		10,000	0.0%	
5500 Equipment Hired and New	217	583	366	3,080	5,247	2,167	7,000		3,920	44.0%	
5525 Equipment Maintenance	95	500	405	2,919	6,500	3,581	8,000		5,081	36.5%	
5550 Vehicle Expenses	92	1,792	1,700	3,013	16,128	13,115	21,500		18,487	14.0%	(20,000)

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

Month No: 9

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
5700 Fuel	252	492	240	3,356	4,428	1,072	5,900		2,544	56.9%	
6010 Light Heat & Cleaning	0	500	500	2,116	6,700	4,584	8,500		6,384	24.9%	
6011 Electricity	0	0	0	283	0	(283)	0		(283)	0.0%	
6013 Cleaning	0	50	50	224	450	226	600		376	37.3%	
6014 Water	11	83	72	505	747	242	1,000		495	50.5%	
6101 Telephone	11	12	1	92	108	16	145		53	63.3%	
6104 Mobile Telephone	148	28	(120)	280	252	(28)	340		60	82.4%	
6105 Broadband wi-fi service	29	25	(4)	223	225	2	300		77	74.2%	
6320 Staff Training	349	750	401	2,299	2,250	(49)	3,000		701	76.6%	
6330 Welfare/Hospitality	0	52	52	514	468	(46)	625		111	82.3%	
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	153	153	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	63	63	80		80	0.0%	
6922 Health&Safety/Risk Assessments	4	0	(4)	4	0	(4)	1,700		1,696	0.2%	
6930 Alarm Maintenance	682	0	(682)	1,061	880	(181)	880		(181)	120.6%	
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	2,068	2,025	(43)	2,700		632	76.6%	
6952 Protective Clothing	174	131	(43)	1,085	1,179	94	1,575		490	68.9%	
6975 Bank Charges	0	0	0	161	0	(161)	0		(161)	0.0%	
O/ Spaces & Leisure - General :- Indirect Expenditure	29,642	29,332	(310)	237,269	281,503	44,234	374,671	0	137,402	63.3%	(6,162)
Net Income over Expenditure	(26,737)	(26,299)	438	(210,034)	(251,852)	(41,818)	(338,158)				
8001 plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(26,737)	(26,299)	438	(216,196)	(251,852)	(35,656)	(338,158)				

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

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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	2,244	6,581	4,337	60,698	59,229	(1,469)	78,975			76.9%	
O/ Spaces & Leisure - Cemetery :- Income	2,244	6,581	4,337	60,698	59,229	(1,469)	78,975			76.9%	0
4010 Gross Pay	9,547	8,303	(1,244)	82,888	74,727	(8,161)	99,632		16,744	83.2%	
4011 Mileage	23	0	(23)	117	0	(117)	0		(117)	0.0%	
4012 Expenses	13	0	(13)	13	0	(13)	0		(13)	0.0%	
4270 Employers Pension Contribution	779	691	(88)	7,356	6,219	(1,137)	8,290		934	88.7%	
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	175	175	0	525	525	700		700	0.0%	
5410 Repairs & General Maintenance	6	100	94	1,661	900	(761)	1,200		(461)	138.4%	
5500 Equipment Hired and New	363	333	(30)	945	2,997	2,053	4,000		3,056	23.6%	
5525 Equipment Maintenance	1,369	750	(619)	3,127	6,750	3,623	9,000		5,873	34.7%	
5700 Fuel	45	100	55	465	900	435	1,200		735	38.8%	
6000 Rent & Rates	848	875	27	7,820	7,875	55	10,500		2,680	74.5%	
6010 Light Heat & Cleaning	0	175	175	0	1,575	1,575	2,100		2,100	0.0%	
6011 Electricity	341	0	(341)	1,241	0	(1,241)	0		(1,241)	0.0%	
6013 Cleaning	154	200	46	512	800	288	1,000		488	51.2%	
6014 Water	0	92	92	217	828	611	1,100		883	19.8%	
6101 Telephone	68	67	(1)	526	603	77	800		274	65.7%	
6104 Mobile Telephone	0	2	2	0	18	18	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	80	108	28	150		70	53.3%	
6200 Printing & Stationery	86	0	(86)	86	0	(86)	0		(86)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

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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
6240 Computer/ Data Base/WP's	186	0	(186)	(780)	670	1,450	670		1,450	(116.5%)	
6320 Staff Training	0	375	375	0	1,125	1,125	1,500		1,500	0.0%	
6330 Welfare/Hospitality	0	25	25	340	225	(115)	300		(40)	113.4%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	10	10	215	90	(125)	125		(90)	172.2%	
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	901	800	(101)	2,301	2,400	99	3,000		699	76.7%	
6822 Roads Path & Boundaries	0	0	0	0	660	660	850		850	0.0%	
6832 Lawn/Wall of Remembrance	59	30	(29)	95	90	(5)	120		25	78.8%	
6922 Health&Safety/Risk Assessments	15	0	(15)	278	1,125	847	1,500		1,222	18.5%	
6930 Alarm Maintenance	0	425	425	1,451	1,700	249	1,700		249	85.4%	
6932 Cemetery Security	563	500	(63)	5,065	4,500	(565)	6,000		935	84.4%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	877	972	95	1,300		423	67.5%	
6952 Protective Clothing	67	58	(9)	588	522	(66)	700		112	83.9%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	15,522	14,206	(1,316)	123,857	119,304	(4,553)	157,862	0	34,005	78.5%	2,299
Net Income over Expenditure	(13,279)	(7,625)	5,654	(63,159)	(60,075)	3,084	(78,887)				
8001 plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(13,279)	(7,625)	5,654	(60,860)	(60,075)	785	(78,887)				

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

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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>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	1,206	1,559	353	1,559			77.4%	
1047 QH Allotments Income	(50)	0	50	7,954	8,342	388	8,342			95.4%	
O/ Spaces & Leisure- Allotment :- Income	(50)	0	50	9,161	9,901	740	9,901			92.5%	0
4010 Gross Pay	603	317	(286)	4,847	2,853	(1,994)	3,800		(1,047)	127.6%	
4270 Employers Pension Contribution	75	15	(60)	607	135	(472)	180		(427)	337.3%	
5410 Repairs & General Maintenance	0	0	0	1,097	0	(1,097)	0		(1,097)	0.0%	1,013
6002 QH Allotments Costs	(24)	0	24	574	0	(574)	0		(574)	0.0%	
6014 Water	238	238	(0)	76	714	638	950		874	8.0%	
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	893	570	(323)	9,783	3,792	(5,991)	5,080	0	(4,703)	192.6%	1,013
Net Income over Expenditure	(943)	(570)	373	(622)	6,109	6,731	4,821				
8001 plus Transfer from EMR	0	0	0	1,013	0	(1,013)	0				
Movement to/(from) Gen Reserve	(943)	(570)	373	391	6,109	5,718	4,821				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	2,267	0	(2,267)	12,043			18.8%	2,260

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

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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
1550 Insurance Claims	0	0	0	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	0	0	0	10,147	0	(10,147)	13,043			77.8%	4,669
5410 Repairs & General Maintenance	0	0	0	7,081	3,251	(3,830)	3,251		(3,830)	217.8%	
6861 Public Clock Maintenance	(27)	0	27	1,598	200	(1,398)	200		(1,398)	798.8%	
6862 Street Lighting	688	1,417	729	3,962	12,753	8,791	17,000		13,038	23.3%	
6865 In Bloom Costs	0	0	0	12,651	14,000	1,349	14,000		1,349	90.4%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	661	1,417	756	25,291	30,204	4,913	34,451	0	9,160	73.4%	0
Net Income over Expenditure	(661)	(1,417)	(756)	(15,144)	(30,204)	(15,060)	(21,408)				
8002 plus Transfer to EMR	0	0	0	4,669	0	(4,669)	0				
8002 less Transfer to EMR	0	0	0	4,669	0	(4,669)	0				
Movement to/(from) Gen Reserve	(661)	(1,417)	(756)	(19,813)	(30,204)	(24,398)	(21,408)				
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	598	0	(598)	38,201	0	(38,201)	0			0.0%	
1213 Event catering	0	0	0	1,782	0	(1,782)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	598	0	(598)	39,983	0	(39,983)	0				0
4010 Gross Pay	1,799	0	(1,799)	30,955	0	(30,955)	0		(30,955)	0.0%	
4270 Employers Pension Contribution	100	0	(100)	1,483	0	(1,483)	0		(1,483)	0.0%	
5410 Repairs & General Maintenance	6	0	(6)	395	0	(395)	0		(395)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

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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
5500 Equipment Hired and New	43	0	(43)	676	0	(676)	0		(676)	0.0%	
5525 Equipment Maintenance	152	0	(152)	1,738	0	(1,738)	0		(1,738)	0.0%	
6000 Rent & Rates	74	0	(74)	662	0	(662)	0		(662)	0.0%	
6010 Light Heat & Cleaning	1	0	(1)	146	0	(146)	0		(146)	0.0%	
6011 Electricity	0	0	0	2,139	0	(2,139)	0		(2,139)	0.0%	
6014 Water	114	0	(114)	771	0	(771)	0		(771)	0.0%	
6101 Telephone	51	0	(51)	406	0	(406)	0		(406)	0.0%	
6200 Printing & Stationery	9	0	(9)	105	0	(105)	0		(105)	0.0%	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	
6320 Staff Training	0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	380	0	(380)	12,077	0	(12,077)	0		(12,077)	0.0%	
6505 Cafe consumables	30	0	(30)	862	0	(862)	0		(862)	0.0%	
6635 Professional Fees Licensing	0	0	0	474	0	(474)	0		(474)	0.0%	
6900 Sundry Expenses	41	0	(41)	42	0	(42)	0		(42)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	1,638	0	(1,638)	0		(1,638)	0.0%	
6930 Alarm Maintenance	0	0	0	505	0	(505)	0		(505)	0.0%	
6935 Waste Bin Disposal-Waste Bins	81	0	(81)	1,271	0	(1,271)	0		(1,271)	0.0%	
6976 Credit card charges	60	0	(60)	1,017	0	(1,017)	0		(1,017)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	2,941	0	(2,941)	57,424	0	(57,424)	0	0	(57,424)		0
Net Income over Expenditure	(2,344)	0	2,344	(17,440)	0	17,440	0				

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

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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>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	875	0	(875)	3,500	2,625	(875)	3,500			100.0%	
1870 Vine Club Insurance Contrib.	0	0	0	462	367	(95)	367			126.0%	
O/Spaces & Leisure-Vine Ground :- Income	875	0	(875)	14,470	4,492	(9,978)	5,367			269.6%	0
4010 Gross Pay	1,981	1,866	(115)	18,648	16,794	(1,854)	22,398		3,750	83.3%	
4270 Employers Pension Contribution	72	112	40	665	1,008	343	1,344		679	49.5%	
5010 Vine Area General Maintenance	1,004	208	(796)	2,356	1,872	(484)	2,500		144	94.2%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	902	1,000	98	6,421	9,000	2,579	12,000		5,579	53.5%	
5410 Repairs & General Maintenance	0	67	67	23	603	580	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	0	0	0	529	0	(529)	0		(529)	0.0%	
6014 Water	105	42	(63)	309	378	69	500		191	61.9%	
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	0	0	0	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	64	80	16	481	720	239	960		479	50.1%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	4,128	3,375	(753)	57,617	38,359	(19,258)	48,488	0	(9,129)	118.8%	10,923
Net Income over Expenditure	(3,253)	(3,375)	(122)	(43,147)	(33,867)	9,280	(43,121)				
8001 plus Transfer from EMR	0	0	0	10,923	0	(10,923)	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
Movement to/(from) Gen Reserve	(3,253)	(3,375)	(122)	(32,224)	(33,867)	(1,643)	(43,121)				
<u>30 F& G P - Bat & Ball Station</u>											
1022 Letting & Hire of Facilities	679	1,000	321	12,937	9,000	(3,937)	12,000			107.8%	(137)
1211 Sale of Goods	2,058	0	(2,058)	27,376	0	(27,376)	0			0.0%	
1213 Event catering	323	0	(323)	8,251	0	(8,251)	0			0.0%	
1221 Commissions Earned	0	0	0	319	0	(319)	0			0.0%	
F& G P - Bat & Ball Station :- Income	3,060	1,000	(2,060)	48,883	9,000	(39,883)	12,000			407.4%	(137)
4010 Gross Pay	6,184	1,583	(4,601)	54,834	14,247	(40,587)	19,000	(35,834)		288.6%	42,681
4270 Employers Pension Contribution	204	83	(121)	1,808	747	(1,061)	1,000	(808)		180.8%	
5340 Plants	0	0	0	58	0	(58)	0	(58)		0.0%	
5410 Repairs & General Maintenance	595	583	(12)	8,719	5,247	(3,472)	7,000	(1,719)		124.6%	4,012
5500 Equipment Hired and New	0	83	83	565	747	182	1,000	435		56.5%	
5525 Equipment Maintenance	23	0	(23)	437	0	(437)	0	(437)		0.0%	
6000 Rent & Rates	54	333	279	842	2,997	2,155	4,000	3,158		21.1%	
6011 Electricity	1,096	625	(471)	4,571	5,625	1,054	7,500	2,929		61.0%	
6012 Gas	179	118	(61)	1,453	1,062	(391)	1,420	(33)		102.3%	
6013 Cleaning	295	292	(3)	2,269	2,628	359	3,500	1,231		64.8%	
6014 Water	(23)	250	273	212	2,250	2,038	3,000	2,788		7.1%	
6020 Insurance Cost	0	0	0	0	0	0	1,000	1,000		0.0%	
6101 Telephone	51	42	(9)	384	378	(6)	500	116		76.8%	
6200 Printing & Stationery	0	0	0	38	0	(38)	0	(38)		0.0%	
6210 Postage & Courier	0	0	0	28	0	(28)	0	(28)		0.0%	

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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	0	0	0	1,294	0	(1,294)	0		(1,294)	0.0%	
6460 Publicity & Democratic notices	0	0	0	57	0	(57)	0		(57)	0.0%	
6500 Goods for Resale	1,451	0	(1,451)	14,354	0	(14,354)	0		(14,354)	0.0%	
6501 Goods for Resale - DVCRP	0	0	0	3,194	0	(3,194)	0		(3,194)	0.0%	
6505 Cafe consumables	11	0	(11)	538	0	(538)	0		(538)	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	85	0	(85)	736	0	(736)	0		(736)	0.0%	
6900 Sundry Expenses	8	0	(8)	8	0	(8)	0		(8)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	1,697	975	(722)	1,300		(397)	130.5%	
6930 Alarm Maintenance	0	58	58	405	522	117	700		295	57.9%	
6931 CCTV Maintenance	0	0	0	85	0	(85)	170		85	50.0%	
6935 Waste Bin Disposal-Waste Bins	172	67	(105)	1,220	603	(617)	800		(420)	152.5%	
6976 Credit card charges	111	0	(111)	793	0	(793)	0		(793)	0.0%	
F & G P - Bat & Ball Station :- Indirect Expenditure	10,495	4,117	(6,378)	104,986	39,028	(65,958)	52,890	0	(52,096)	198.5%	46,693
Net Income over Expenditure	(7,435)	(3,117)	4,318	(56,103)	(30,028)	26,075	(40,890)				
8001 plus Transfer from EMR	0	0	0	46,693	0	(46,693)	0				
8002 less Transfer to EMR	0	0	0	(137)	0	137	0				
Movement to/(from) Gen Reserve	(7,435)	(3,117)	4,318	(9,273)	(30,028)	(20,482)	(40,890)				

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

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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>31 F & G P - Establishments</u>											
1115 Interest on Deposits	4,118	2,500	(1,618)	43,380	22,500	(20,880)	30,000			144.6%	
1200 Sale of Stationery	0	0	0	6	0	(6)	0			0.0%	
1230 Roadside Advertising-Charities	0	33	33	510	297	(213)	400			127.5%	
1231 Banner Income	0	0	0	630	1,000	370	1,000			63.0%	
1232 Town Crier Advertising	0	0	0	1,375	600	(775)	600			229.2%	(174)
1350 Revenue Grant income	0	0	0	2,000	0	(2,000)	0			0.0%	
1889 Waste Sacks Income	250	458	209	6,652	4,122	(2,530)	5,500			121.0%	
1990 Other Income	5,762	0	(5,762)	18,341	0	(18,341)	0			0.0%	17,351
F & G P - Establishments :- Income	10,130	2,991	(7,139)	72,895	28,519	(44,376)	37,500			194.4%	17,177
4010 Gross Pay	34,519	29,201	(5,318)	304,457	272,809	(31,648)	360,410		55,953	84.5%	19,500
4011 Mileage	24	46	22	273	414	141	559		286	48.8%	1,000
4012 Expenses	77	83	6	851	747	(104)	1,000		149	85.1%	
4270 Employers Pension Contribution	3,598	3,475	(123)	34,891	31,275	(3,616)	41,700		6,809	83.7%	
4271 Pension Deficiency	6,663	6,667	4	59,967	60,003	36	80,000		20,033	75.0%	
5500 Equipment Hired and New	67	83	16	1,903	747	(1,156)	1,000		(903)	190.3%	
6020 Insurance Cost	0	0	0	19,510	19,295	(215)	19,295		(215)	101.1%	
6101 Telephone	481	458	(23)	3,180	4,122	942	5,490		2,310	57.9%	
6200 Printing & Stationery	1,046	1,417	371	19,486	12,753	(6,733)	17,000		(2,486)	114.6%	
6210 Postage & Courier	0	0	0	5,016	3,000	(2,016)	4,000		(1,016)	125.4%	
6240 Computer/ Data Base/WP's	2,338	1,500	(838)	23,476	13,500	(9,976)	18,000		(5,476)	130.4%	6,000
6241 Website Costs	0	0	0	423	600	177	600		177	70.4%	
6242 I.T. Infrastructure	302	733	431	4,841	7,331	2,490	11,000		6,159	44.0%	

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

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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
6300 Computer Software	0	100	100	6,360	5,300	(1,060)	5,500		(860)	115.6%	
6315 Recruitment Costs	0	167	167	0	1,503	1,503	2,000		2,000	0.0%	
6320 Staff Training	0	275	275	5,129	2,475	(2,654)	3,300		(1,829)	155.4%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	463	333	(130)	3,321	2,997	(324)	4,000		679	83.0%	2,310
6340 Staff Uniforms	0	0	0	209	0	(209)	0		(209)	0.0%	
6410 Civic Exps/Annual Reception	553	1,000	447	1,393	2,100	707	2,100		707	66.3%	
6415 Gifts/hospitality	175	100	(75)	397	900	503	1,200		803	33.1%	
6421 Honour Bd. Badges & Insignia	0	0	0	1,220	200	(1,020)	200		(1,020)	609.8%	1,094
6435 Members Expenses	309	0	(309)	1,625	3,000	1,375	3,500		1,875	46.4%	
6460 Publicity & Democratic notices	0	125	125	1,748	375	(1,373)	500		(1,248)	349.6%	
6461 Banner Costs	0	108	108	2,224	972	(1,252)	1,300		(924)	171.1%	
6610 Audit Fees	0	611	611	625	5,500	4,876	5,500		4,876	11.4%	
6620 Legal Expenses	0	0	0	1,050	2,000	950	2,000		950	52.5%	
6630 Professional Fees	197	0	(197)	1,410	0	(1,410)	0		(1,410)	0.0%	
6635 Professional Fees Licensing	0	375	375	1,050	1,125	75	1,500		450	70.0%	
6710 Conference Fees & Expenses	148	208	60	3,650	1,872	(1,778)	2,500		(1,150)	146.0%	
6720 Books and Periodicals	26	0	(26)	26	400	374	400		374	6.5%	
6730 Subscriptions	194	127	(67)	5,808	5,967	159	6,600		792	88.0%	
6889 Waste Sacks	600	275	(325)	4,652	2,475	(2,177)	3,300		(1,352)	141.0%	
6900 Sundry Expenses	176	42	(134)	471	378	(93)	500		29	94.1%	
6922 Health&Safety/Risk Assessments	0	100	100	4,604	4,900	297	5,200		597	88.5%	
6975 Bank Charges	309	133	(176)	1,799	1,197	(602)	1,600		(199)	112.4%	
6976 Credit card charges	130	67	(63)	1,099	603	(496)	800		(299)	137.3%	

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

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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
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	0.0%	(5,000)
7611 Contingency provision	0	(10,196)	(10,196)	0	(29,085)	(29,085)	40,915		40,915	0.0%	5,769
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617 PWLB Loan Repayment	35,801	0	(35,801)	71,602	35,801	(35,801)	71,602		0	100.0%	
F & G P - Establishments :- Indirect Expenditure	88,195	37,613	(50,582)	599,742	479,551	(120,191)	733,071	0	133,329	81.8%	30,673
Net Income over Expenditure	(78,065)	(34,622)	43,443	(526,847)	(451,032)	75,815	(695,571)				
8001 plus Transfer from EMR	9,869	0	(9,869)	30,673	0	(30,673)	0				
8002 less Transfer to EMR	5,628	0	(5,628)	17,177	0	(17,177)	0				
Movement to/(from) Gen Reserve	(73,825)	(34,622)	27,946	(513,352)	(451,032)	27,966	(695,571)				
<u>32 F & G P - General</u>											
1350 Revenue Grant income	0	0	0	1,610	0	(1,610)	0			0.0%	
1490 Christmas Lights Switch On	550	0	(550)	8,845	6,000	(2,845)	6,000			147.4%	
F & G P - General :- Income	550	0	(550)	10,455	6,000	(4,455)	6,000			174.2%	0
5410 Repairs & General Maintenance	0	0	0	5	0	(5)	0		(5)	0.0%	
6490 Christmas Lights Switch On	21,687	0	(21,687)	24,897	27,999	3,102	28,000		3,103	88.9%	
6491 Remembrance Day/Civic Serv.	330	0	(330)	5,380	5,000	(380)	5,000		(380)	107.6%	
6869 Special Events	0	0	0	12,672	19,998	7,326	20,000		7,328	63.4%	
F & G P - General :- Indirect Expenditure	22,017	0	(22,017)	42,955	52,997	10,042	53,000	0	10,045	81.0%	0
Net Income over Expenditure	(21,467)	0	21,467	(32,500)	(46,997)	(14,497)	(47,000)				

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

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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>33 F & G P - Council Offices</u>											
1022 Letting & Hire of Facilities	739	1,036	297	7,983	9,324	1,341	12,429			64.2%	
1030 Electricity recharge	0	0	0	1,295	0	(1,295)	0			0.0%	
1213 Event catering	0	0	0	126	0	(126)	0			0.0%	
F & G P - Council Offices :- Income	739	1,036	297	9,404	9,324	(80)	12,429			75.7%	0
4010 Gross Pay	376	364	(12)	3,266	3,276	10	4,369		1,103	74.7%	
4270 Employers Pension Contribution	24	28	4	286	252	(34)	340		54	84.1%	
5410 Repairs & General Maintenance	0	58	58	3,738	522	(3,216)	700		(3,038)	534.0%	
6000 Rent & Rates	2,839	2,800	(39)	25,553	25,200	(353)	28,000		2,447	91.3%	
6010 Light Heat & Cleaning	30	396	366	1,153	3,564	2,411	4,754		3,601	24.3%	
6011 Electricity	0	250	250	(201)	2,250	2,451	3,000		3,201	(6.7%)	
6012 Gas	253	250	(3)	595	2,250	1,656	3,000		2,406	19.8%	
6014 Water	122	196	74	1,356	1,764	408	2,349		993	57.7%	
6104 Mobile Telephone	17	6	(11)	133	54	(79)	75		(58)	176.7%	
6635 Professional Fees Licensing	0	0	0	295	0	(295)	0		(295)	0.0%	
6900 Sundry Expenses	0	0	0	60	0	(60)	0		(60)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	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	102	117	15	1,547	1,053	(494)	1,400		(147)	110.5%	
6952 Protective Clothing	0	0	0	46	100	54	100		54	46.0%	
F & G P - Council Offices :- Indirect Expenditure	3,762	4,465	703	39,313	42,185	2,872	49,987	0	10,674	78.6%	0
Net Income over Expenditure	(3,023)	(3,429)	(406)	(29,908)	(32,861)	(2,953)	(37,558)				

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

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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>36 F & G P - Bat & Ball Centre</u>											
1022 Letting & Hire of Facilities	7,581	9,000	1,419	98,477	81,000	(17,477)	108,000			91.2%	(137)
1030 Electricity recharge	0	42	42	268	126	(142)	169			158.3%	
1213 Event catering	35	0	(35)	625	0	(625)	0			0.0%	
1445 Outdoor Activities	0	0	0	260	150	(110)	200			129.9%	
1457 Indoor Activities	248	441	193	4,870	3,969	(901)	5,293			92.0%	
1990 Other Income	0	0	0	335	0	(335)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	7,864	9,483	1,619	104,835	85,245	(19,590)	113,662			92.2%	(137)
4010 Gross Pay	7,247	6,842	(405)	67,320	61,578	(5,742)	82,100		14,780	82.0%	
4012 Expenses	0	0	0	24	0	(24)	0		(24)	0.0%	
4270 Employers Pension Contribution	251	275	24	2,315	2,475	160	3,300		985	70.1%	
5320 Fertilizers	19	0	(19)	119	0	(119)	0		(119)	0.0%	
5340 Plants	0	0	0	31	200	169	200		169	15.6%	
5410 Repairs & General Maintenance	276	500	224	8,768	1,500	(7,268)	2,000		(6,768)	438.4%	
5500 Equipment Hired and New	0	0	0	2,558	750	(1,808)	1,000		(1,558)	255.8%	1,833
5525 Equipment Maintenance	0	0	0	64	0	(64)	0		(64)	0.0%	
6000 Rent & Rates	530	600	70	4,772	5,400	628	6,000		1,228	79.5%	
6011 Electricity	1,235	1,167	(68)	8,765	10,503	1,738	14,000		5,235	62.6%	
6012 Gas	241	0	(241)	1,130	1,323	193	1,764		634	64.0%	
6013 Cleaning	141	167	26	1,718	1,503	(215)	2,000		282	85.9%	
6014 Water	111	266	155	196	2,394	2,199	3,197		3,002	6.1%	
6101 Telephone	51	50	(1)	464	450	(14)	600		136	77.3%	
6104 Mobile Telephone	17	20	3	92	180	88	240		148	38.2%	

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

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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
6200 Printing & Stationery	0	0	0	6	0	(6)	0		(6)	0.0%	
6240 Computer/ Data Base/WP's	13	33	20	21	297	276	400		379	5.3%	
6330 Welfare/Hospitality	8	42	34	545	378	(167)	500		(45)	109.0%	
6520 Refreshments for Resale	251	83	(168)	2,752	747	(2,005)	1,000		(1,752)	275.2%	
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	0	0	0	73	50	(23)	50		(23)	145.6%	
6922 Health&Safety/Risk Assessments	0	0	0	3,569	0	(3,569)	2,000		(1,569)	178.4%	
6930 Alarm Maintenance	0	0	0	398	350	(48)	902		504	44.1%	
6931 CCTV Maintenance	0	0	0	4,191	400	(3,791)	400		(3,791)	1047.8%	3,898
6935 Waste Bin Disposal-Waste Bins	153	175	22	1,282	1,575	293	2,100		818	61.1%	
6952 Protective Clothing	41	0	(41)	70	250	180	250		180	28.1%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	10,584	10,220	(364)	114,383	92,553	(21,830)	124,503	0	10,120	91.9%	5,731
Net Income over Expenditure	(2,721)	(737)	1,984	(9,548)	(7,308)	2,240	(10,841)				
8001 plus Transfer from EMR	1,833	0	(1,833)	5,731	0	(5,731)	0				
8002 less Transfer to EMR	0	0	0	(137)	0	137	0				
Movement to/(from) Gen Reserve	(888)	(737)	151	(3,680)	(7,308)	(3,355)	(10,841)				
38 F & G P - Grants											
7500 Local Organisations Grants	1,000	0	(1,000)	9,900	14,000	4,100	15,000		5,100	66.0%	
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%	

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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
7552 Youth Outreach	55	0	(55)	3,771	8,000	4,229	8,000		4,229	47.1%	55
7553 West Kent Housing - Youth Prov	0	0	0	11,250	0	(11,250)	0		(11,250)	0.0%	11,250
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	0	0	432	4,000	3,568	4,000		3,568	10.8%	
F & G P - Grants :- Indirect Expenditure	1,055	0	(1,055)	60,353	61,000	647	63,000	0	2,647	95.8%	11,305
Net Expenditure	(1,055)	0	1,055	(60,353)	(61,000)	(647)	(63,000)				
8001 plus Transfer from EMR	55	0	(55)	11,305	0	(11,305)	0				
Movement to/(from) Gen Reserve	(1,000)	0	1,000	(49,048)	(61,000)	(11,952)	(63,000)				
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	998	938	(60)	6,424	6,500	76	6,500	3,700		155.7%	
F & G P - Property :- Income	998	938	(60)	6,424	6,500	76	6,500			98.8%	0
6014 Water	0	0	0	(12)	0	12	0		12	0.0%	
F & G P - Property :- Indirect Expenditure	0	0	0	(12)	0	12	0	0	12		0
Net Income over Expenditure	998	938	(60)	6,435	6,500	65	6,500				
<u>40 Town Team</u>											
1204 Holly Party	625	0	(625)	965	0	(965)	0			0.0%	
1206 Business Awards	0	0	0	3,385	7,426	4,041	7,426			45.6%	

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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
1207 Business Show	0	0	0	5,255	4,377	(878)	4,377			120.1%	
1350 Revenue Grant income	2,767	0	(2,767)	6,767	0	(6,767)	0			0.0%	
1990 Other Income	450	0	(450)	450	0	(450)	0			0.0%	
Town Team :- Income	3,842	0	(3,842)	16,821	11,803	(5,018)	11,803			142.5%	0
6101 Telephone	0	9	9	0	81	81	108		108	0.0%	
6200 Printing & Stationery	0	9	9	183	81	(102)	110		(73)	166.4%	
6240 Computer/ Data Base/WP's	0	50	50	350	700	350	827		477	42.3%	
6241 Website Costs	0	0	0	25	210	185	282		257	8.9%	
6244 Information Screens	120	336	216	360	1,008	648	1,345		985	26.8%	
6322 Business Awards	0	616	616	5,592	8,116	2,524	8,116		2,524	68.9%	
6323 Business Show	0	0	0	4,529	2,992	(1,537)	2,992		(1,537)	151.4%	
6325 Holly Party Expense	2,287	0	(2,287)	2,377	0	(2,377)	0		(2,377)	0.0%	
6461 Banner Costs	0	202	202	0	606	606	807		807	0.0%	
6730 Subscriptions	0	0	0	150	589	439	589		439	25.5%	
6900 Sundry Expenses	0	66	66	0	594	594	786		786	0.0%	
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%	
7607 Christmas events	267	0	(267)	314	0	(314)	0		(314)	0.0%	
Town Team :- Indirect Expenditure	2,674	1,288	(1,386)	13,879	14,977	1,098	16,803	0	2,924	82.6%	0
Net Income over Expenditure	1,168	(1,288)	(2,456)	2,941	(3,174)	(6,115)	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	40	108	68	1,359	972	(387)	1,300			104.6%	

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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
1026 Hot Desking Facility	148	433	285	3,323	3,897	574	5,200			63.9%	
1029 Office Pods	1,375	1,372	(3)	11,490	12,348	858	16,471			69.8%	
1031 Chamber of Commerce	525	454	(71)	5,250	4,086	(1,164)	5,451			96.3%	
Business Hub :- Income	2,088	2,367	279	21,422	21,303	(119)	28,422			75.4%	0
4010 Gross Pay	697	558	(139)	6,337	5,022	(1,315)	6,700		363	94.6%	
4270 Employers Pension Contribution	0	20	20	0	180	180	243		243	0.0%	
5410 Repairs & General Maintenance	80	25	(55)	853	225	(628)	300		(553)	284.3%	
5500 Equipment Hired and New	94	42	(52)	572	378	(194)	500		(72)	114.4%	
6000 Rent & Rates	165	300	135	1,482	2,700	1,218	3,000		1,518	49.4%	
6010 Light Heat & Cleaning	0	1,351	1,351	169	12,159	11,990	16,211		16,042	1.0%	
6011 Electricity	1,077	0	(1,077)	4,125	0	(4,125)	0		(4,125)	0.0%	
6105 Broadband wi-fi service	142	150	9	1,132	1,350	218	1,800		668	62.9%	
6200 Printing & Stationery	0	0	0	6	0	(6)	0		(6)	0.0%	
6900 Sundry Expenses	0	83	83	797	747	(50)	1,000		203	79.7%	
6922 Health&Safety/Risk Assessments	8	0	(8)	321	170	(151)	170		(151)	188.7%	
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	25	29	4	272	261	(11)	350		78	77.6%	
Business Hub :- Indirect Expenditure	2,287	2,558	271	16,385	23,652	7,268	30,734	0	14,350	53.3%	0
Net Income over Expenditure	(200)	(191)	9	5,038	(2,349)	(7,387)	(2,312)				

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

Month No: 9

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>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	340	0	(340)	1,799	0	(1,799)	0			0.0%	
1752 Quiz Night Income	136	0	(136)	136	0	(136)	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	0	0	0	480	0	(480)	0			0.0%	
Sevenoaks Town Mayor :- Income	476	0	(476)	3,046	0	(3,046)	0				0
6441 Mayors Allowance 2023/24	(20)	0	20	(20)	0	20	0		20	0.0%	
6443 Mayors Allowance 2024/2025	615	504	(111)	3,317	4,536	1,219	6,044		2,727	54.9%	
6444 Mayors Car Allowance 2024/2025	0	226	226	0	2,034	2,034	2,715		2,715	0.0%	
6445 Autumn Colours Expenditure	0	0	0	143	0	(143)	0		(143)	0.0%	
7100 Mayoral Charity Donations	0	0	0	5,331	0	(5,331)	0		(5,331)	0.0%	
7206 Int'l Women's Day Event Exp.	195	0	(195)	195	0	(195)	0		(195)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	790	730	(60)	8,966	6,570	(2,396)	8,759	0	(207)	102.4%	0
Net Income over Expenditure	(314)	(730)	(416)	(5,920)	(6,570)	(650)	(8,759)				
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	0	500	500	500		500	0.0%	(500)
Youth Council :- Indirect Expenditure	0	0	0	0	500	500	500	0	500	0.0%	(500)
Net Expenditure	0	0	0	0	(500)	(500)	(500)				
8001 plus Transfer from EMR	(500)	0	500	(500)	0	500	0				
Movement to/(from) Gen Reserve	(500)	0	500	(500)	(500)	0	(500)				

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>45 BID</u>											
6630 Professional Fees	139	0	(139)	16,302	1,414	(14,888)	1,414		(14,888)	1152.9%	18,677
BID :- Indirect Expenditure	139	0	(139)	16,302	1,414	(14,888)	1,414	0	(14,888)	1152.9%	18,677
Net Expenditure	(139)	0	139	(16,302)	(1,414)	14,888	(1,414)				
8001 plus Transfer from EMR	8,677	0	(8,677)	18,677	0	(18,677)	0				
Movement to/(from) Gen Reserve	8,538	0	(8,538)	2,375	(1,414)	(3,789)	(1,414)				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	495	258	(237)	3,974	2,322	(1,652)	3,100			128.2%	
1211 Sale of Goods	459	167	(292)	2,066	1,503	(563)	2,000			103.3%	
1213 Event catering	0	0	0	125	0	(125)	0			0.0%	
1350 Revenue Grant income	0	0	0	19,612	0	(19,612)	0			0.0%	
1990 Other Income	18	0	(18)	3,378	0	(3,378)	0			0.0%	18
Youth Cafe :- Income	972	425	(547)	29,154	3,825	(25,329)	5,100			571.7%	18
4010 Gross Pay	6,225	4,342	(1,883)	53,059	39,078	(13,981)	52,100		(959)	101.8%	
4012 Expenses	10	0	(10)	819	0	(819)	0		(819)	0.0%	
4270 Employers Pension Contribution	232	158	(74)	2,065	1,422	(643)	1,900		(165)	108.7%	
5410 Repairs & General Maintenance	0	83	83	473	747	274	1,000		527	47.3%	
5500 Equipment Hired and New	578	42	(536)	5,564	4,602	(962)	4,724		(840)	117.8%	
6010 Light Heat & Cleaning	32	17	(15)	174	153	(21)	200		26	87.2%	
6101 Telephone	51	58	7	399	522	123	700		301	57.0%	

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6105 Broadband wi-fi service	33	0	(33)	269	200	(69)	200		(69)	134.4%	
6200 Printing & Stationery	0	17	17	685	153	(532)	200		(485)	342.5%	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	
6240 Computer/ Data Base/WP's	0	25	25	2,471	225	(2,246)	300		(2,171)	823.7%	
6241 Website Costs	84	0	(84)	168	200	32	200		32	84.0%	
6281 Furnishings,Furniture/Eqpt	0	125	125	0	375	375	500		500	0.0%	
6320 Staff Training	0	0	0	80	100	20	100		20	80.0%	
6340 Staff Uniforms	0	50	50	328	150	(178)	200		(128)	163.9%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	865	167	(698)	2,285	1,503	(782)	2,000		(285)	114.3%	
6505 Cafe consumables	2	0	(2)	16	0	(16)	0		(16)	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	41	33	(8)	168	297	129	400		232	41.9%	
6922 Health&Safety/Risk Assessments	0	0	0	1,131	999	(132)	1,000		(131)	113.1%	
6935 Waste Bin Disposal-Waste Bins	0	0	0	120	0	(120)	0		(120)	0.0%	
Youth Cafe :- Indirect Expenditure	8,152	5,117	(3,035)	72,639	51,176	(21,463)	66,174	0	(6,465)	109.8%	0
Net Income over Expenditure	(7,180)	(4,692)	2,488	(43,485)	(47,351)	(3,866)	(61,074)				
8002 plus Transfer to EMR	18	0	(18)	18	0	(18)	0				
8002 less Transfer to EMR	18	0	(18)	18	0	(18)	0				
Movement to/(from) Gen Reserve	(7,198)	(4,692)	2,452	(43,503)	(47,351)	(3,902)	(61,074)				

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

Month No: 9

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	1,259	1,714	455	17,437	15,426	(2,011)	20,567			84.8%	
1018 Rental Income Wed Market	775	1,042	267	10,140	9,378	(762)	12,506			81.1%	
1019 Rental Income Blighs Market	1,034	1,543	509	15,750	13,887	(1,863)	18,512			85.1%	(141)
1033 Rental income Christmas Market	2,914	0	(2,914)	3,525	0	(3,525)	0			0.0%	
1208 Other Events Income	0	0	0	1,138	0	(1,138)	0			0.0%	
1211 Sale of Goods	0	0	0	131	0	(131)	0			0.0%	
Markets :- Income	5,982	4,299	(1,683)	48,121	38,691	(9,430)	51,585			93.3%	(141)
4010 Gross Pay	166	169	3	1,491	1,521	30	2,031		540	73.4%	
5410 Repairs & General Maintenance	0	50	50	7	150	143	200		193	3.7%	
5420 Saturday market charges	1,149	1,334	185	11,203	13,008	1,805	17,345		6,142	64.6%	
5421 Wednesday Market charges	357	865	508	4,527	8,433	3,906	11,244		6,717	40.3%	
5424 Vegan Market Expenditure	0	0	0	1,131	0	(1,131)	0		(1,131)	0.0%	
5426 Christmas Market	50	0	(50)	50	0	(50)	0		(50)	0.0%	
6001 Blighs Market Charges	1,980	1,000	(980)	5,923	9,000	3,077	12,000		6,077	49.4%	
6010 Light Heat & Cleaning	0	0	0	83	150	67	200		117	41.4%	
6011 Electricity	38	0	(38)	230	0	(230)	0		(230)	0.0%	
6635 Professional Fees Licensing	0	0	0	0	200	200	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	3,741	3,418	(323)	24,671	32,562	7,891	43,320	0	18,649	56.9%	0
Net Income over Expenditure	2,241	881	(1,360)	23,450	6,129	(17,321)	8,265				
8002 plus Transfer to EMR	0	0	0	(141)	0	141	0				
8002 less Transfer to EMR	0	0	0	(141)	0	141	0				
Movement to/(from) Gen Reserve	2,241	881	(1,360)	23,591	6,129	(17,039)	8,265				

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

Month No: 9

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	plus Transfer to EMR	0	0	0	300	0	(300)	0				
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>(900)</u>	<u>0</u>				
<u>70 Precept</u>												
1995	Precept	119,801	119,801	0	1,078,209	1,078,209	0	1,437,614			75.0%	
	Precept :- Income	<u>119,801</u>	<u>119,801</u>	<u>0</u>	<u>1,078,209</u>	<u>1,078,209</u>	<u>0</u>	<u>1,437,614</u>			<u>75.0%</u>	<u>0</u>
	Net Income	<u>119,801</u>	<u>119,801</u>	<u>0</u>	<u>1,078,209</u>	<u>1,078,209</u>	<u>0</u>	<u>1,437,614</u>				
<u>91 Capital Infrastructure Budget</u>												
2012	CIL income allocation	0	0	0	231,969	0	(231,969)	0			0.0%	231,969
	Capital Infrastructure Budget :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>231,969</u>	<u>0</u>	<u>(231,969)</u>	<u>0</u>				<u>231,969</u>
9008	O/S Vehicles & Equipment	0	0	0	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
9048	External CIL Payments	25,000	0	(25,000)	25,000	0	(25,000)	0	(25,000)		0.0%	25,000
9063	New Community Centre	0	0	0	5,275	0	(5,275)	0	(5,275)		0.0%	5,275

Detailed Income & Expenditure by Phased Budget Heading 13/01/2025

Month No: 9

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
9066 NDP	23,509	10,196	(13,313)	62,574	10,196	(52,378)	10,196		(52,378)	613.7%	52,378
9075 Public Realm	0	0	0	1,078	0	(1,078)	0		(1,078)	0.0%	1,078
Capital Infrastructure Budget :- Indirect Expenditure	48,509	10,196	(38,313)	291,500	10,196	(281,304)	10,196	0	(281,304)	2859.0%	281,304
Net Income over Expenditure	(48,509)	(10,196)	38,313	(59,531)	(10,196)	49,335	(10,196)				
8001 plus Transfer from EMR	38,313	0	(38,312)	281,304	0	(281,304)	0				
8002 less Transfer to EMR	0	0	0	231,969	0	(231,969)	0				
Movement to/(from) Gen Reserve	(10,196)	(10,196)	0	(10,196)	(10,196)	(463,938)	(10,196)				
Grand Totals:- Income	163,070	151,954	(11,116)	1,843,632	1,401,692	(441,940)	1,866,414			98.8%	
Expenditure	259,430	131,339	(128,091)	1,946,611	1,406,176	(540,435)	1,907,253	0	(39,358)	102.1%	
Net Income over Expenditure	(96,359)	20,615	116,974	(102,979)	(4,484)	98,495	(40,839)				
plus Transfer from EMR	58,246	0	(58,246)	401,955	0	(401,955)	0				
less Transfer to EMR	5,646	0	(5,646)	253,719	0	(253,719)	0				
Movement to/(from) Gen Reserve	(43,760)	20,615	64,375	45,258	(4,484)	(49,742)	(40,839)				

December 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	(29,310)	(24,653)	4,657	(32,350)	Gross pay £4,808 overbudget YTD due to overtime payments.
Community & Well Being					
Youth Council	(500)	(500)	-	(500)	

December 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	(216,196)	(251,852)	(35,656)	(338,158)	Income is £1,875 under budget YTD, 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 £7,853 over its annual budget due to some unexpected tree works but mainly due to paying for the chantry wall repairs, this will be offset by the insurance once it is received. Grass seed is £879 over its annual budget. Fertiliser alone reached the annual budget without the grass seed. Knole Paddock pitch is £1,628 over its annual budget this is due to extra work undertaken this year with the pitches. Alarm maintenance is £181 over its annual budget. The Open Spaces overall position is £35k under budget.
Cemetery	(60,860)	(60,075)	785	(78,887)	Income is £1,000 higher than YTD budget. Cemetery chapel and office nominal is £82 above its annual budget due to the installation of a light switch. Repairs and general maintenance is over its annual budget by £461 due to some plumbing and electrical works. Computer database nominal is £110 over its annual budget. Goods for resale is £90 over budget due to the purchase of a casket but this will be covered by income. The overall expenditure exceeds the budget by £4,000
Allotments	391	6,109	5,718	4,821	STC has not quite reached its projected income this is due to the turnover on allotment plots. Gross pay is £1,047 over the annual budget due to an increase in hours by the OSL Clerk and this has also led to the employers pension contribution nominal being £427 over the annual budget. Computer software is £783 over budget due to the data input invoices to enable full use of the software moving forward.
Street lighting/ general	(19,813)	(30,204)	(10,391)	(21,408)	£2,891 has been received from Zurich for the replacement of a lamp column in Heathfield Road. £1,200 Income has been received for In Bloom. Repairs and general maintenance is £3,830 over budget but STC has an outstanding insurance claim in relation to a damaged lamp column. The public clock expenditure will continue to go over budget due to increase in the standing charge (from 0.18p per day to £4.10 per day), there has also been a service of the two clocks which was unbudgeted at a cost of £1,200, it is currently £1,398 over budget. A refund of £5k has been received from Yu Energy for overcharging at the start of the contract .
Vine Grounds	(32,224)	(33,867)	(1,643)	(43,121)	The Vine Lights has been allocated to this cost centre but is offset by grant funding and allocated CIL monies.
Café					

December 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
	£	£	£	£	
Vine Café	(17,440)	-	17,440	-	The current income is £39,983 and the annual income for the last financial year was £35,800. The café will only be open Friday, Saturday and Sunday mornings for the winter season.
Bat & Ball Station	(9,273)	-	-	-	The Station grant has been moved from ear marked reserves so any deficit now shown will be coming from this years budget. Room hire income has been positive at the Station and has achieved 107% of its annual budget (£12,937). The goods for resale expenditure is £14,354 whilst the income is £27,376, this is just under the 50% mark, this should be increasing as the prices were reviewed and increased. Cafe income is approximately £4k less than the same time last year. The boiler broke down and the £4,012 cost of fixing this has been offset from the capital reserve EMR.
Finance & Delivery					
Establishments	(513,352)	(451,032)	62,320	(695,571)	Interest on deposits is favourable and has achieved £43,380 income against its annual budget of £30,000 Roadside advertising is £110 over its annual budget. Town Crier advertising income is £775 above budget. The £18k income under "other income" has been transferred out of accruals and placed into an EMR or the general reserve - mileage contingency, energy saving initiative for town council offices and interest on PWLB. Gross pay is over budget by £12k YTD due to a change in working hours/ cover/ overtime. Equipment hired and new is now £903 over the annual budget due to thermal imaging cameras, two office chairs and a bookcase for the planning office. Printing and stationery is £2,486 over its annual budget. The Town Crier is paid out of this nominal code. Unbudgeted items in this nominal code include brochure of paintings - £975 and 20 mph leaflets - £349, Postage and courier is £1,000 over its annual budget this is due to increased costs for the delivery of the Town Crier. Computer database nominal is £3,976 over budget YTD, this code was underbudgeted. Computer software is £860 over its annual budget. Staff training has an annual budget of £3,300 and has currently spent £5,129 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 £924 over its annual budget. Conference fees and expenses is £1,150 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 £1,352 but this has been offset by income. Bank charges has exceeded its annual budget by £199. Credit card charges has exceeded its budget by £299. The overall position for Establishments is a deficit of £62,320 but I have noticed the loan repayment has been scheduled for next month and with this in the correct month the deficit would be £26,519.

December 2024 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
General	(32,500)	(46,997)	(14,497)	(47,000)	£8,845 has been invoiced for Christmas lights sponsorship. Overall expenditure below budget by £10k.
Council Offices	(29,908)	(32,861)	(2,953)	(37,558)	Income is a little low for the council offices. Repairs and general maintenance is £3,038 over it's annual budget due to tree work over the chamber, framing pictures pest control issue and £1,820 for new hinges on all of the windows. Mobile phone is £58 over budget due to buying a new phone for the office. Waste bins is £147 over its annual budget.
Bat & Ball Centre	(3,680)	(7,308)	(3,628)	(10,841)	Income is £18k above the budgeted year to date and has reached 91% of its annual budgeted income. Gross pay is £5,742 over its YTD budget due to extra hours resulting from increased usage. Repairs and general maintenance is £6,768 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. Refreshments for resale is £1,752 over its annual budget this is due to an increase in the cost of the cakes for the tea dance. The health & safety nominal is £1,569 over its annual budget due to the maintenance of the safety lines and an unbudgeted fire risk assessment.
Grants	(49,048)	(61,000)	(11,952)	(63,000)	
Property	6,435	6,500	65	6,500	

December 2024 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	2,941	(3,174)	(6,115)	(5,000)	The Business Awards income is low. A £4k grant has been received for a mystery shopper programme which has not yet been spent. An expired amount of £2k was also returned from accruals for the vintage bus.
Business Hub	5,038	(2,349)	(7,387)	(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 £553 overspent due to an unexpected problem with the air conditioning in one of the Pods. The health & safety nominal is £151 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	2,375	(1,414)	(3,789)	-	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	(5,920)	(6,570)	(650)	(8,759)	
Youth Cafe	(43,503)	(47,351)	(3,848)	(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 £14k above budgeted year to date but the grant income of £10k is to offset this. Equipment hired and new is £962 over the annual budget due to the purchase of a camera but a grant has been received to offset this. Broadband wi fi service is £69 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 £485 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 the annual budget. The goods for resale budget is over its annual budget by £285. The health & safety risk assessment budget is £131 over its annual budget, although this should stabilise now.
Markets	23,591	6,129	(17,462)	8,265	Income is £10,000 above budget year to date. Overall expenditure is £8,000 under budget.
Longspring Woods	-	-	-	-	
Precept	1,078,209	1,078,209	-	1,437,614	
Revenue Surplus/ (Deficit) Total	55,454	35,740	(19,714)	11,661	

December 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	-	-			Monies have now been transferred
Adjusted Revenue Surplus/ (Deficit) Total	55,454	35,740	(19,714)	11,661	
Capital Infrastructure	(10,196)	(10,196)	-	-	
Total inc Capital	45,258	25,544	(19,714)	(40,839)	

Summary by Committee:

Planning	(29,310)	(24,653)	4,657	(32,350)
Community and Well Being	(500)	(500)	-	(500)
Vine Café	(17,440)	-	17,440	-
Bat Ball Station	(9,273)	-	-	-
Finance & Delivery	(966,233)	(1,015,902)	(49,669)	(1,393,103)
Precept	1,078,209	1,078,209	-	1,437,614
Capital Infrastructure	(10,196)	(10,196)	-	(10,196)

Sevenoaks Town Council

Statement of Fund Balances as at 31st December 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			10,588			
114,917	Current Account			150,962			1.46%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
9,949	Sevenoaks Town Partnership			10,449			
22,587	Mayors Charity Account			2,859			
					176,858	9.21%	
	<u>HSBC</u>	A+	A-1				
51,598	Business money manager			52,151			1.94%
					52,151	2.71%	
	<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	0.10%	
	<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	0.15%	
	<u>CCLA</u>						
575,000	Public Sector Deposit	AAA (Fitch only)		1,060,000			
					1,060,000	55.18%	5.18%
	<u>Virginmoney</u>						
1	Current account	BBB	A-2	1			
522,036	95 Day Notice			7,395			4.07%
					7,396	0.38%	
	Insignis Investments						
	Insignis Hub						
	Insignis Earmarked Fees			802			
	Emirates NBD (9 Months) (21.02.25)	A+		250,000			5.02%
	Emirates NBD (6 Months) (11.03.25)	A+		268,575			4.75%
	Emirates NBD (3 Months) (11.02.25)			99,800			4.60%
					619,177	32.23%	
925	<u>Petty Cash</u>				767	0.04%	
	<u>Cashbook suspense</u>				9	0.00%	
1,705,027					1,921,054		

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

1,278,706
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

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Balance Sheet as at 31st December 2024

31 March 2023

30th November 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	16,376		
23,551	SCC Bookings Debtors	8,361		
15,109	Vat Control	18,730		
0	Allotment Ledger	305		
23,965	Prepayments	5,957		
5,953	Stock	5,953		
114,917	Nat West - Current Account	150,962		
1,000	Payroll Account	1,000		
22,587	Mayors Charity Account	2,859		
1,000	House i/t Basement Youth Cafe	1,000		
9,949	Sevenoaks Town Partnership	10,449		
925	Petty Cash	767		
66,509	Handelsbanken Investment	168		
269,802	Handelsbanken Notice Account	1,672		
2,835	Nationwide Instant Saver	2,835		
56,451	Natwest Investment	10,588		
0	Emirates NBD (9 Months)	250,000		
0	Emirates NBD (3 Months)	99,800		
1	Virgin Money Current Account	1		
51,598	HSBC Investment	52,151		
10,419	Nationwide Sevenoaks Fund	21		
575,000	CCLA Public Sector Deposit	1,060,000		
522,036	Virgin Money 90 day Notice	7,395		
0	Insignis Earmarked Fees	802		
0	Emirates NBD (6 Months)	268,575		
0	Cash Book Suspense	9		
1,821,530			1,976,736	
	1,821,530 Total Assets			1,975,736

Balance Sheet as at 31st December 2024

31 March 2023

30th November 2024

31 March 2023		30th November 2024	
Current Liabilities			
33,535	Creditors	45,799	
12,444	Miscellaneous Creditors	0	
53,929	Accruals	3,221	
4,546	Superannuation Due	0	
38,533	Receipts in Advance	362,312	
11,353	Receipt in Advance-Cemetery	2,600	
4,104	Damage Deposit	2,195	
408	Key Deposit	426	
5,690	QH Allotment Key deposits	5,995	
667	BV Allotment key deposits	697	
165,209		423,244	
1,656,321	Total Assets Less Current Liabilities	1,552,492	
Long Term Liabilities			
0		0	
1,656,321	Total Assets Less Long Term Liabilities	1,552,492	
Represented By			
514,992	Revenue Reserve	538,760	
1,141,329	Earmarked Reserves	1,013,732	
1,656,321		1,552,492	

The above statement represents fairly the financial position of the authority as at 31st December 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
312 Temp Staff Reserve	0.00	4,000.00	4,000.00
313 Youth Council Reserve	1,727.10	463.27	2,190.37
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	3,402.82	41,666.06
317 Street Lighting Reserve	6,053.97	4,669.29	10,723.26
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	0.00
328 Non-annual commitments reserve	1,950.00	8,085.00	10,035.00
329 Staff training reserve	2,890.00		2,890.00
331 20 MPH Reserve	0.00	21,489.00	21,489.00
334 Energy Saving - TC Offices	0.00	6,780.26	6,780.26
336 Bid Buddy Reserve	10,000.00	-10,000.00	0.00
339 Capital Receipts Quaker Hall	116,923.68	-85,882.00	31,041.68
340 Capital Receipts Reserve	420,416.22	-20,413.00	400,003.22
343 B&B Management Maint Reserve	42,681.25	-42,681.25	0.00
346 Vehicle/machinery replacement	42,829.00	8,787.00	51,616.00
347 Environmental Reserve	4,000.00	-4,000.00	0.00
348 B&B Ctr Maintenance Reserve	10,578.00		10,578.00
349 Recruitment reserve	27,000.00	-20,500.00	6,500.00
351 IT Reserve	6,000.00	-6,000.00	0.00
360 CIL Earmarked reserve	160,341.76	137,903.09	298,244.85
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	-11,250.00	3,750.00
378 Longspring Wood Donations	101,192.00	-101,192.00	0.00
379 Samaritans Reserve	1,488.00	-1,488.00	0.00
	1,141,328.88	-127,597.30	1,013,731.58

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Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31st December 2024

31 March 2023		31st December 2024
	Operating Income	
49,155	O/ Spaces & Leisure - General	27,235
57,362	O/ Spaces & Leisure - Cemetery	60,698
9,036	O/ Spaces & Leisure- Allotment	9,161
12,824	Open Spaces-Street Lighting/Ge	10,147
38,645	O/ Spaces & Leisure-Vine Cafe	39,983
6,285	O/Spaces & Leisure-Vine Ground	14,470
68,570	F& G P - Bat & Ball Station	48,883
69,948	F & G P - Establishments	72,895
11,144	F & G P - General	10,455
13,191	F & G P - Council Offices	9,404
136,229	F & G P - Bat & Ball Centre	104,835
6,068	F & G P - Property	6,424
11,203	Town Team	16,821
29,356	Business Hub	21,422
25,709	Sevenoaks Town Mayor	3,046
13,847	Youth Cafe	29,154
61,185	Markets	48,121
101,192	Longspring Woods	300
1,370,074	Precept	1,078,209
129,395	Capital Infrastructure Budget	231,969
2,220,418	Total Income	1,843,632
	Running Costs	
36,557	Planning - General	29,310
402,610	O/ Spaces & Leisure - General	237,269
137,972	O/ Spaces & Leisure - Cemetery	123,857
9,429	O/ Spaces & Leisure- Allotment	9,783
35,842	Open Spaces-Street Lighting/Ge	25,291
65,491	O/ Spaces & Leisure-Vine Cafe	57,424
57,010	O/Spaces & Leisure-Vine Ground	57,617
158,009	F& G P - Bat & Ball Station	104,986
713,015	F & G P - Establishments	599,742
55,608	F & G P - General	42,955
53,082	F & G P - Council Offices	39,313
141,702	F & G P - Bat & Ball Centre	114,383
99,082	F & G P - Grants	60,353
0	F & G P - Property	(12)
13,481	Town Team	13,879
27,487	Business Hub	16,385
26,086	Sevenoaks Town Mayor	8,966
500	Youth Council	0
300	Public Realm	0
0	BID	16,302
67,479	Youth Cafe	72,639
31,294	Markets	24,671
38	Longspring Woods	0
3,841	Capital Infrastructure Budget	291,500
2,135,916	Total Expenditure	1,946,611

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

31 March 2023

31st December 2024

	General Fund Analysis	
459,542	Opening Balance	514,992
2,220,418	Plus : Income for Year	1,843,632
<hr/>		<hr/>
2,679,960		2,358,624
2,135,916	Less : Expenditure for Year	1,946,611
<hr/>		<hr/>
544,044		412,013
29,053	Transfers TO / FROM Reserves	(127,597)
<hr/>		<hr/>
514,992	Closing Balance	539,610
<hr/>		<hr/>

Purchase Ledger for Month No 9

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
04/12/2024	24665	36950	ACOO PROMOS CENTRAL	ACOO001	166.50	33.30	199.80	6900	31	166.50	50 lanyards
03/12/2024	000530	36854	ADRIAN CLARKE PHOTOG	ADR002	240.00	0.00	240.00	6490	32	240.00	CLSO photography
16/12/2024	28547	36933	BIKEDOCK SOLUTION	AGG001	250.00	50.00	300.00	5410	36	250.00	Bike shelter damage assessment
02/12/2024	009	36886	ANTHONY CHARLES WILL	ANT001	120.00	0.00	120.00	6244	40	120.00	qrtlly screen fee
09/12/2024	09/12/TN145AP	36922	ARD LOCAL LIMITED	ARD003	595.00	119.00	714.00	5410	30	595.00	boiler service,gas safety cert
16/12/2024	16/12/24	36965	BANKLINE	BANKL01	98.95	0.00	98.95	6975	31	98.95	bank chg
29/11/2024	SI-2142	36955	BAT & BALL SPORTS	BAT001	21.67	4.33	26.00	5500	50	21.67	pool cues
06/12/2024	0100008	36939	BOOKER	BOOK001	100.73	3.19	103.92	6500	28	84.77	goods for resale
								5500	28	8.98	kitchen equip
								6505	28	6.98	consumables
30/11/2024	242107166	36912	BP FUEL	BPF001	10.24	0.00	10.24	5700	21	10.24	fuel
10/12/2024	242109055	36946	BP FUEL	BPF001	44.57	8.91	53.48	5700	22	44.57	fuel
10/12/2024	242109056	36945	BP FUEL	BPF001	10.80	0.00	10.80	5700	21	10.80	fuel
17/12/2024	242110478	36998	BP FUEL	BPF001	9.40	0.00	9.40	5700	21	9.40	fuel
24/12/2024	242112642	37022	BP FUEL	BPF001	137.63	27.53	165.16	5700	21	137.63	fuel
24/12/2024	242112643	37023	BP FUEL	BPF001	9.00	0.00	9.00	5700	21	9.00	fuel
30/11/2024	SVO/374550	36960	BREWERS	BREW001	6.16	1.23	7.39	5410	28	6.16	silicone
25/11/2024	723977239	37021	BRITISH GAS	BRI001	-81.79	-4.08	-85.87	6012	30	-81.79	gas credit 22/9-21/10
05/12/2024	724038955	37020	BRITISH GAS	BRI001	121.90	6.09	127.99	6012	30	121.90	gas chg 22/9-21/10
05/12/2024	724038956	37019	BRITISH GAS	BRI001	138.52	6.92	145.44	6012	30	138.52	gas chg 22/10-21/11
20/12/2024	808349720	37027	BRITISH GAS	BRIT007	253.02	50.60	303.62	6012	33	253.02	gas chg 15/11-14/12
16/12/2024	872060753	37028	BRITISH GAS	BRIT008	241.18	48.23	289.41	6012	36	241.18	gas chg 12/11-11/12
12/12/2024	000283	36935	CHAGOS CONSULTING	CHA005	100.00	0.00	100.00	6730	31	100.00	Parish Online training subs
10/12/2024	2	36919	COLIN TOMKINS	COL004	5,800.00	0.00	5,800.00	5030	21	5,800.00	Church wall restoration
10/12/2024	3	36920	COLIN TOMKINS	COL004	537.00	0.00	537.00	5030	21	537.00	Church wall restoration
16/12/2024	5	36970	COLIN TOMKINS	COL004	953.00	0.00	953.00	5030	21	953.00	Church wall restoration
05/12/2024	154877	36966	CONNECTAPHONE	CON001	560.97	112.19	673.16	6101	50	50.98	Nov telephone chg
								6101	22	50.98	Nov telephone chg

Purchase Ledger for Month No 9

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	28	50.98	Nov telephone chg
								6101	36	51.20	Nov telephone chg
								6101	30	50.98	Nov telephone chg
								6101	31	305.85	Nov telephone chg
30/11/2024	INV491370	36964	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Nov glass collection chg
30/11/2024	INV492425	36890	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Nov glass collection
31/12/2024	31/12/24	36986	THE COUNTRYSIDE CHAR	COU002	60.00	0.00	60.00	6730	31	60.00	The Countryside Charity subs
28/11/2024	300	36934	CREATIVE MINDS	CRE005	85.00	0.00	85.00	6869	30	85.00	Forget Me Not art session
30/11/2024	354557	36948	CULVERWELL	CULV001	107.80	21.56	129.36	5500	21	64.68	leaf grabs
								5500	22	43.12	leaf grabs
09/12/2024	925854	36943	ERNEST DOE	DOE001	37.49	7.49	44.98	5525	21	37.49	chainsaw blade
13/12/2024	926119	37001	ERNEST DOE	DOE001	295.92	59.18	355.10	5525	22	295.92	Dumper repair work
13/12/2024	985382	37002	ERNEST DOE	DOE001	1,072.92	214.58	1,287.50	5525	22	1,072.92	JCB service
03/12/2024	000021470054	36875	EDF ENERGY	EDF002	1,235.09	247.02	1,482.11	6011	36	1,235.09	Nov electric chg
04/12/2024	000021485299	36872	EDF ENERGY	EDF003	38.41	1.92	40.33	6011	60	38.41	Nov electric chg
04/12/2024	000021485749	36873	EDF ENERGY	EDF004	1,076.85	215.37	1,292.22	6011	41	1,076.85	Nov electric chg
22/11/2024	000021289587	36988	EDF ENERGY	EDF008	-26.50	-1.32	-27.82	6861	26	-26.50	Electric credit Apr-Jun23
06/12/2024	000021523752	36958	EDF ENERGY	EDF009	341.03	68.20	409.23	6011	22	341.03	Nov electric chg
02/12/2024	000021379176	36874	EDF ENERGY	EDF011	902.26	180.45	1,082.71	6011	30	902.26	Nov electric chg
20/12/2024	38276	36996	EDGE IT	EDG001	1,082.10	216.42	1,298.52	110	0	371.08	Mapping software fee Cemetery
								110	0	350.33	Mapping software fee Planning
								6240	11	175.16	Mapping software fee Planning
								6240	22	185.53	Mapping software fee Cemetery
06/12/2024	14101866	36870	ELITE	EFS001	87.66	0.00	87.66	6500	30	87.66	goods for resale
03/12/2024	18008081	36906	ELITE	EFS001	-15.00	0.00	-15.00	6500	28	-15.00	goods for resale
11/12/2024	INV-0105	36968	EGM	EGM001	176.22	35.25	211.47	6952	36	41.14	staff uniform
								6952	21	135.08	staff uniform
01/12/2024	112503	36953	ATLAS FM/EMPRISE SVS	EMP001	562.82	112.56	675.38	6932	22	562.82	Dec lock up chg
01/12/2024	112504	36952	ATLAS FM/EMPRISE SVS	EMP001	1,454.83	290.97	1,745.80	5311	21	1,454.83	Dec Pontoise lock up chg

Purchase Ledger for Month No 9

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
01/12/2024	112505	36951	ATLAS FM/EMPRISE SVS	EMP001	969.99	194.00	1,163.99	5311	21	969.99	Dec H.Street lock up chg
15/12/2024	3881153	36967	EVERFLOW WATER	EVE002	721.91	0.00	721.91	6002	23	-23.85	water chg 19/1-18/2
								5025	21	67.45	water chg 19/1-18/2
								6014	33	121.93	water chg 19/1-18/2
								6014	36	111.07	water chg 19/1-18/2
								6014	30	-23.14	water chg 19/1-18/2
								6014	21	11.07	water chg 19/1-18/2
								6014	28	113.76	water chg 19/1-18/2
								6014	29	105.16	water chg 19/1-18/2
								6014	23	238.46	water chg 19/1-18/2
02/12/2024	CASV188594	36959	EXPRESS FACTORS	EXPR001	92.09	18.42	110.51	5550	21	92.09	van battery
09/12/2024	9/12	36923	EYNSFORD CONCERT BAN	EYNS001	300.00	0.00	300.00	6491	32	300.00	Rem Day concert band
05/12/2024	5/12/24	36905	MAYOR OF FAVERSHAM	FAV001	100.00	0.00	100.00	6443	42	100.00	Faversham Brewery Tour
19/12/2024	MF/STC/981	36981	FOUR FRYLS LTD	FOU002	59.50	11.90	71.40	6630	45	59.50	BID website amendment
05/12/2024	INV564039	36954	GAZA TIMBER	GAZA001	19.58	3.92	23.50	5500	21	4.16	maint equip
								5525	21	15.42	maint equip
11/12/2024	INV564405	37000	GAZA TIMBER	GAZA001	5.73	1.14	6.87	5410	22	5.73	maint equip
09/12/2024	169080	36944	GODFREYS	GOD001	74.98	14.99	89.97	5700	21	74.98	fuel
01/12/2024	INV-0001	36852	GRUB N GO LTD	GRU001	25.30	0.00	25.30	6490	32	25.30	refreshments
11/12/2024	94736	36936	HERBERT & WARD	HAW001	135.00	0.00	135.00	6500	30	135.00	goods for resale
17/12/2024	94849	36992	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Dec coffee machine rental
30/11/2024	25200	36894	HELIOCENTRIX	HELI001	2,051.38	410.28	2,461.66	6240	31	1,749.00	Nov IT support chg
								6242	31	302.38	Nov IT support chg
30/11/2024	T3378	36893	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.50	Nov wifi chg
								6101	21	11.48	Nov wifi chg
								6105	41	141.50	Nov wifi chg
								6105	22	10.00	Nov wifi chg
								6105	21	28.69	Nov wifi chg
								6105	50	32.72	Nov wifi chg

Purchase Ledger for Month No 9

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
28/11/2024	INV-051309	36887	HGS	HGS001	116.10	23.23	139.33	6013	36	116.10	cleaning eq
01/12/2024	INV-10410	36851	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
04/12/2024	35303686	36867	INITIAL WASHROOMS	INIT001	701.57	140.32	841.89	6935	33	36.17	Annual waste bin maint
								6935	30	91.14	Annual waste bin maint station
								6935	36	57.12	Annual waste bin maint centre
								110	0	72.35	Annual waste bin maint office
								110	0	273.42	Annual waste bin maint station
								110	0	171.37	Annual waste bin maint centre
04/12/2024	0001300269	36869	JAMES BUCKLAND LTD	JBU001	64.99	0.00	64.99	6500	30	64.99	goods for resale
12/11/2024	10761106639	36889	KALC	KALC	70.00	14.00	84.00	6710	31	70.00	Clr.G Climate Change Conferenc
05/12/2024	27600	36871	KCC KCS	KCC003	29.54	5.91	35.45	6200	31	29.54	stationery
14/12/2024	31849	36999	KCC KCS	KCC003	154.40	30.88	185.28	6013	22	154.40	cleaning eq
17/12/2024	32693	37003	KCC KCS	KCC003	56.44	11.29	67.73	6013	36	21.98	cleaning eq
								6010	33	29.99	cleaning eq
								6200	31	4.47	cleaning eq
09/12/2024	8455863	36937	KFF	KFF001	223.89	3.42	227.31	6500	30	223.89	goods for resale
10/12/2024	8456648	36938	KFF	KFF001	97.29	8.96	106.25	6500	30	97.29	goods for resale
09/12/2024	8457505	36994	KFF	KFF001	-85.40	-3.42	-88.82	6500	30	-85.40	goods for resale
26/11/2024	1202522102	36914	KONICA MINOLTA	KMB001	220.35	44.07	264.42	6240	31	220.35	KM rental 30.11-27.2
27/11/2024	1202530745	36913	KONICA MINOLTA	KMB001	808.24	161.65	969.89	6200	31	808.24	KM print chg
01/10/2024	40057012456	36927	KNOLE ESTATE	KNOL001	500.00	100.00	600.00	5310	21	500.00	Environmental Park rent 24-25
09/12/2024	2024/1207	36921	LISTENING ROOM	LIST001	1,600.00	0.00	1,600.00	6325	40	1,600.00	Holly Party band
19/12/2024	19/12/24	37006	MAYOR OF MAIDSTONE	MAI001	70.00	0.00	70.00	6443	42	70.00	Maidstone's Nepalese Banquet
02/12/2024	INV-0148	36885	MAMMOTH SIGNS AND GR	MAM001	680.00	136.00	816.00	6490	32	680.00	xmas selfie sign
05/12/2024	217306	36866	MANAGED TECHNOLOGY	MAN002	163.55	32.71	196.26	6200	31	163.55	print chg
09/12/2024	5/12/25	36957	MARGATE COUNCIL	MAR003	60.00	0.00	60.00	6443	42	60.00	Margate Blessing of the Seas
17/12/2024	17/12	36971	MIKE REID	MIK001	232.09	0.00	232.09	6630	45	79.69	M.R expenses Nov/Dec
								7607	40	115.60	M.R expenses Nov/Dec
								6325	40	36.80	M.R expenses Nov/Dec

Purchase Ledger for Month No 9

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
02/12/2024	02/12/24	36850	MX FENCING CLUB	MXF001	1,000.00	0.00	1,000.00	7500	38	1,000.00	MX Fencing Club grant
17/12/2024	INV-00011	37004	NALC	NALC001	35.00	7.00	42.00	6710	31	35.00	Course for Planning Officer
23/12/2024	INV-00039	36987	NALC	NALC001	35.00	7.00	42.00	6710	31	35.00	course for C.E.M
11/12/2024	30305758	36940	NISBETS	NIS001	54.48	10.89	65.37	5025	21	27.24	air fresheners
								5020	29	27.24	air fresheners
13/12/2024	30322911	36995	NISBETS	NIS001	27.69	5.53	33.22	5500	28	18.23	Jar
								6200	28	9.46	markers
17/12/2024	30342736	36983	NISBETS	NIS001	18.78	3.75	22.53	5500	31	18.78	Banqueting roll
27/12/2024	30385465	36982	NISBETS	NIS001	24.58	4.91	29.49	5500	31	24.58	Banqueting roll x 2
20/12/2024	0307	36985	BOB OGLEY	OGL001	25.98	0.00	25.98	6720	31	25.98	2 historic books
04/12/2024	241103	36865	OLD SCHOOL SAMBA	OLD001	450.00	0.00	450.00	6490	32	450.00	CLSO show
28/12/2024	28/DEC24/ANN	37026	ONECARD	ONE002	9.99	2.00	11.99	5500	31	9.99	hoover attachment
28/12/2024	28/DEC24/GEO	37025	ONECARD	ONE002	2,268.11	109.74	2,377.85	6200	22	86.33	toner
								6200	31	12.43	stationery
								6200	31	20.52	desk organiser
								6200	31	6.94	wall planner
								6410	31	0.25	Christmas council refreshments
								6410	31	72.46	Christmas council refreshments
								6490	32	12.00	storage boxes
								5025	21	20.82	soap dispenser
								5020	29	20.82	soap dispenser
								6500	28	67.67	Goods for resale
								6500	30	85.49	Goods for resale
								6500	50	87.53	Goods for resale
								6500	50	69.62	Goods for resale
								6500	28	39.86	Goods for resale
								6500	28	12.18	Goods for resale
								6500	30	91.36	Goods for resale
								6500	50	41.43	Goods for resale

Purchase Ledger for Month No 9

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	50	55.75	Goods for resale
								6500	30	122.38	Goods for resale
								6500	30	-0.75	Goods for resale
								6500	28	55.65	Goods for resale
								6500	50	87.71	Goods for resale
								6500	50	13.68	Goods for resale
								6500	28	-55.65	Goods for resale
								6505	28	2.50	consumables
								6505	50	1.67	consumables
								6240	31	10.83	Software design subs
								6240	11	20.22	Adobe subscription
								6240	31	173.74	Adobe subscription
								6922	21	3.99	Asbestos stickers
								6922	22	7.34	Asbestos stickers
								6922	22	7.34	Asbestos stickers
								6900	50	18.54	xmas decorations
								6900	50	2.08	confetti
								6104	21	6.67	O/S manager mobile
								6104	33	8.34	Caretaker mob
								6104	21	9.99	N.C mobile charger
								6104	21	8.34	Town Warden mobile
								6104	36	8.34	KW mob
								6730	31	10.28	Town Crier delivery subs
								6443	42	95.00	Gravesham's Cobham Hall
								7607	40	45.00	COC xmas lunch ticket
								5500	50	37.49	playstation controller
								5500	50	489.99	camera
								5500	50	14.99	memory card for camera
								6010	50	7.82	Cleaning equip

Purchase Ledger for Month No 9				Order by Supplier A/c							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6010	28	5.48	Cleaning equip
								6010	28	-5.48	Cleaning equip
								6832	22	32.03	Memorial plaque
								5410	21	22.47	lock lubricant
								6241	50	12.00	website maintenance
								6241	50	60.00	Youth Council website plan
								6330	31	33.50	refreshments
								6330	31	10.17	refreshments
								6101	31	16.67	Town Clerk ipad
								6101	22	8.34	AC mobile
28/12/2024	28/DEC24/LIN	37017	ONECARD	ONE002	33.49	6.70	40.19	6415	31	55.95	flowers for T.P
								6630	11	19.91	Survey subscription
28/11/2024	28/NOV24/ANN	36917	ONECARD	ONE002	311.08	47.62	358.70	5500	31	13.58	kitchen equip
								5500	21	30.51	Hedgetrimmer battery
								6490	32	6.62	santa's grotto decorations
								6490	32	17.24	santa's grotto decorations
								6490	32	14.99	santa's grotto decorations
								6490	32	16.66	santa's grotto decorations
								6490	32	14.16	santa's grotto gift
								7607	40	10.66	xmas baubles
								7607	40	29.99	inflatable Santa
								7607	40	37.95	xmas baubles
								6900	31	11.66	Cllr surgery flag bracket
								7552	38	19.99	Art cutting equip
								7552	38	34.74	Art cutting equip
								6240	36	12.99	ipad charger
								6922	41	7.92	fire blanket
28/11/2024	28/NOV24/GEO	36918	ONECARD	ONE002	3,106.32	255.22	3,361.54	6975	31	45.00	bank charge
								5500	41	93.99	locker

Purchase Ledger for Month No 9

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
								5500	50	14.00	storage box
								5500	28	15.99	storage jar
								6443	42	35.00	COC xmas lunch
								6443	42	17.50	Swanley's Festive Tea
								6443	42	20.00	Bexley Mermaid show
								6443	42	17.50	Swanley's Festive Tea
								6500	50	22.19	Goods for resale
								6500	50	51.54	Goods for resale
								6500	28	65.08	Goods for resale
								6500	50	-1.35	Goods for resale
								6500	30	126.65	Goods for resale
								6500	28	53.84	Goods for resale
								6500	50	50.77	Goods for resale
								6500	50	22.70	Goods for resale
								6500	30	109.58	Goods for resale
								6500	28	-1.65	Goods for resale
								6500	50	53.84	Goods for resale
								6500	30	161.02	Goods for resale
								6500	30	8.00	Goods for resale
								6500	50	73.53	Goods for resale
								6500	50	91.91	Goods for resale
								6500	30	123.77	Goods for resale
								6500	50	96.53	Goods for resale
								6500	50	25.12	Goods for resale
								6010	50	6.67	Cleaning equip
								6010	50	10.99	Cleaning equip
								6010	50	2.62	Cleaning equip
								6010	50	3.46	Cleaning equip
								7607	40	12.00	Facebook advertising

Purchase Ledger for Month No 9

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
								7607	40	12.00	Facebook advertising
								7607	40	4.00	Facebook advertising
								6630	31	197.20	October Job advertising
								6240	31	10.83	Software design subs
								6240	11	20.22	Adobe subscription
								6240	31	173.74	Adobe subscription
								6505	30	2.42	consumables
								6505	28	11.25	consumables
								6505	30	8.25	consumables
								6013	30	15.00	Cleaning equip
								6104	21	6.67	O/S manager mobile
								6104	21	107.50	O/S manager mobile
								6104	33	8.34	Caretaker mob
								6104	21	8.34	Town Warden mobile
								6104	36	8.34	KW mob
								6490	32	22.84	santa's grotto books
								6490	32	31.00	santa's grotto books
								6490	32	30.00	Parking bay suspension
								6490	32	120.00	Parking bay suspension
								6490	32	150.65	Crowd control barrier mesh
								6490	32	30.00	santa's grotto gifts
								6490	32	-5.00	santa's grotto gifts
								6490	32	30.00	Parking bay suspension
								6320	21	349.00	First Aid course
								6730	31	10.15	Town Crier delivery subs
								6900	30	7.50	batteries
								6900	28	41.25	xmas decorations
								7206	42	195.00	IWD Event pack
								6241	50	12.00	website maintenance

Purchase Ledger for Month No 9

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
								6710	31	8.00	KALC AGM Cllr M.C
								6101	31	16.67	TC mob
								6101	22	8.34	AC mobile
								6832	22	27.03	Memorial plaque
								6975	31	45.00	bank charge
28/11/2024	28/NOV24/LIN	37015	ONECARD	ONE002	547.17	4.23	551.40	6630	11	19.50	Survey subscription
								6491	32	30.00	Parking bay suspension
								5340	21	294.85	plants
								6330	31	2.75	Masterplan Hospitality
								6330	31	1.67	Masterplan Hospitality
								6330	31	10.90	SDC Liason Hospitality
								6415	31	52.50	Sympathy flowers Cllr.R.P
								6490	32	30.00	Parking bay suspension
								6490	32	60.00	Parking bay suspension
								6975	31	45.00	bank charge
10/12/2024	00373392A	36980	PERFECT CUISINE CATE	PER001	650.00	0.00	650.00	6325	40	650.00	Holly Party Catering
10/12/2024	003711006	36928	PERFECT CUISINE CATE	PER001	480.00	0.00	480.00	6410	31	480.00	Christmas Council canapes
01/11/2024	220767	36989	PREMIER ALARMS	PREM001	682.12	136.42	818.54	6930	21	682.12	Security system maint renewal
18/12/2024	18/12/24	36984	PWLB	PUBL001	35,800.76	0.00	35,800.76	7617	31	35,800.76	PWLB repayment
16/12/2024	I366630	36993	Q CATERING	QCA001	100.04	0.00	100.04	6500	30	100.04	goods for resale
10/12/2024	RB97646693317	36926	RAWSTONE HIRE	RAW001	366.67	73.33	440.00	6490	32	366.67	CLSO van hire
22/11/2024	RS116428	36909	RAWSTONE HIRE	RAW001	34.20	6.84	41.04	5500	21	34.20	hole borer hire
06/12/2024	RS116779	36876	RAWSTONE HIRE	RAW001	364.50	72.90	437.40	6490	32	364.50	road closure signs
21/12/2024	87367	36990	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Monthly till support
21/12/2024	87368	36991	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	Monthly till support
30/11/2024	46564	36929	RIGHT GUARD	RIGHT001	2,855.63	571.13	3,426.76	6490	32	2,855.63	CLSO security
02/12/2024	021224RW	36853	ROBBIE WHITE	ROB003	250.00	0.00	250.00	6490	32	250.00	CLSO performance
15/08/2024	1527886840	36978	SCREWFIX	SCREW001	38.82	4.16	42.98	6952	21	38.82	staff uniform
14/11/2024	2000094527	36977	SCREWFIX	SCREW001	66.65	13.33	79.98	6952	22	66.65	trousers

Purchase Ledger for Month No 9

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
03/12/2024	2093983	36883	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 4/11-1/12
03/12/2024	2094070	36878	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 7/10-3/11
03/12/2024	2094071	36879	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 4/11-1/12
03/12/2024	2094072	36882	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 4/11-1/12
03/12/2024	2094079	36880	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 4/11-1/12
03/12/2024	2094080	36881	SDC	SDC001	80.60	0.00	80.60	6935	28	80.60	bin collection 4/11-1/12
04/12/2024	2094275	36864	SDC	SDC001	1,506.49	0.00	1,506.49	5421	60	357.42	Dec market rent
								5420	60	1,149.07	Dec market rent
09/12/2024	2094294	36956	SDC	SDC001	600.00	0.00	600.00	6889	31	600.00	waste sacks
28/11/2024	9303823163	36908	SETON	SET001	89.94	17.99	107.93	5410	21	89.94	safety signs
12/12/2024	691052123	36924	SEVENOAKS FLORIST	SEV009	66.50	0.00	66.50	6415	31	66.50	Sympathy flowers - Cllr.P
04/12/2024	4/12/24	36877	SEVENOAKS BOWLING CL	SEV061	25,000.00	0.00	25,000.00	9048	91	25,000.00	Sevenoaks Bowls Club grant
16/12/2024	254428	36997	SEVENOAKS GARDEN CEN	SEV062	18.77	3.75	22.52	5320	36	18.77	bark
30/11/2024	4526	36947	SGE	SGE001	42.00	8.40	50.40	5525	21	42.00	bolt removal
28/11/2024	1429	36888	SG PLUMBING AND HEAT	SGP001	80.00	16.00	96.00	5410	41	80.00	toilet unblocking
05/12/2024	1471	36949	SG PLUMBING AND HEAT	SGP001	126.11	25.22	151.33	5025	21	126.11	ceiling leak repair
19/12/2024	ESL-SINV076720	36979	SMS ENERGY	SMS001	193.80	38.76	232.56	6011	30	193.80	Annual metering chg
13/11/2024	SI-2995858	36907	SPALDINGS	SPAL001	83.75	16.75	100.50	5500	21	83.75	builders bags
15/12/2024	SP24009024	36932	ST JOHN	STJO001	1,018.40	203.68	1,222.08	6490	32	1,018.40	CLSO first aid cover
11/11/2024	0000591895	36910	TATE FENCING	TATE001	1,003.55	200.71	1,204.26	5010	29	1,003.55	timber
29/11/2024	INV-6073	36911	TATE FENCING	TATE001	901.00	180.20	1,081.20	6802	22	901.00	tree work
29/11/2024	INV-6073REV	36930	TATE FENCING	TATE001	-901.00	-180.20	-1,081.20	6802	22	-901.00	Tree work
19/11/2024	INV-000138	37016	JS TAYLOR	TAYL001	95.00	0.00	95.00	5110	21	95.00	Supply & fit outside light
01/12/2024	2/12/24	36849	TOWN CRIER	TOW001	52.75	0.00	52.75	6490	32	52.75	Town Crier Appearance
16/12/2024	16/12	36969	TOWN CRIER	TOW001	50.00	0.00	50.00	5426	60	50.00	Town Crier - Xmas market
18/12/2024	18/12	36973	TOWN CRIER	TOW001	9.40	0.00	9.40	4012	31	9.40	Town Crier xmas meal expenses
16/12/2024	16/12	36972	TRADITIONAL FISH LTD	TRA004	365.40	0.00	365.40	6330	31	365.40	xmas staff lunch
16/12/2024	16/12/24	37024	TRADITIONAL FISH LTD	TRA004	18.54	0.00	18.54	6330	31	18.54	staff xmas lunch
29/11/2024	INV-6073	36931	TREE ABILITY	TREE001	901.00	180.20	1,081.20	6802	22	901.00	Tree work

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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
11/12/2024	INV-6080	36942	TREE ABILITY	TREE001	448.00	89.60	537.60	5070	21	448.00	tree work
11/12/2024	C44509	36941	TUCKWELLS	TUC001	320.00	64.00	384.00	5500	22	320.00	backpack blower
28/11/2024	0880	36915	URBAN STUDIO	UIS001	13,312.50	2,662.50	15,975.00	9066	91	13,312.50	NDP consultaion work
29/11/2024	0881	36916	URBAN STUDIO	UIS001	10,196.00	2,039.20	12,235.20	9066	91	10,196.00	St. John's parking study work
16/12/2024	2498	36974	ULTRALITE	ULTRA001	1,034.00	206.80	1,240.80	6490	32	1,034.00	Snowflakes x 11
16/12/2024	2499	36976	ULTRALITE	ULTRA001	13,550.00	2,710.00	16,260.00	6490	32	13,550.00	Xmas lights installation
16/12/2024	2500	36975	ULTRALITE	ULTRA001	210.00	42.00	252.00	6490	32	210.00	broken light replacement
07/12/2024	INVOICE	36925	V.C HANDYMAN	VCH001	1,100.00	220.00	1,320.00	6001	60	1,100.00	Nov market set up chg
17/11/2024	OCTOBER	36892	V.C HANDYMAN	VCH001	880.00	176.00	1,056.00	6001	60	880.00	Oct market set up chg
30/11/2024	159706	36962	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	Nov clean & lock up chg
								5026	21	280.43	Nov clean & lock up chg
								5020	29	841.28	Nov clean & lock up chg
30/11/2024	159707	36963	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	Nov hygiene unit clean
								5020	29	12.95	Nov hygiene unit clean
30/11/2024	159708	36961	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Nov clean & lock up chg
30/11/2024	337573144	36904	WORLDPAY	WOR001	50.55	0.06	50.61	6976	31	50.55	Nov card trans chg
30/11/2024	337587336	36903	WORLDPAY	WOR001	69.01	10.45	79.46	6976	31	69.01	Nov card trans chg
30/11/2024	337625780	36902	WORLDPAY	WOR001	111.14	11.06	122.20	6976	30	111.14	Nov card trans chg
30/11/2024	337664990	36901	WORLDPAY	WOR001	59.89	9.20	69.09	6976	28	59.89	Nov card trans chg
01/12/2024	WM12469471	36884	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Nov card trnas chg
01/12/2024	02156562	36847	YU ENERGY	YUE001	44.83	2.24	47.07	6862	26	44.83	Nov electric chg
01/12/2024	02156563	37005	YU ENERGY	YUE001	6.92	0.35	7.27	6862	26	6.92	Nov electric chg
01/12/2024	02156564	36848	YU ENERGY	YUE001	635.98	127.20	763.18	6862	26	635.98	electricity chg nov
TOTAL INVOICES					155,671.49	14,485.01	170,156.50			155,671.49	

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2024	Reach publishing	DD01/DEC	13.22		Dec Sev Chronicle chg
02/12/2024	Sevenoaks District Council	DD02/DEC	848.00		Dec Business Rates chg
02/12/2024	Sevenoaks District Council	DD03/DEC	2,839.00		Dec Business Rates chg
02/12/2024	Sevenoaks District Council	DD04/DEC	530.00		Dec Business Rates chg
02/12/2024	Sevenoaks District Council	DD05/DEC	74.00		Dec Business Rates chg
02/12/2024	Sevenoaks District Council	DD06/DEC	165.00		Dec Business Rates chg
02/12/2024	Sevenoaks District Council	DD07/DEC	54.00		Dec Business Rates chg
02/12/2024	South East Water - now Water C	DD08	357.65		water chg 17/5-29/10
03/12/2024	BP Fuel	DD09	182.75		fuel
03/12/2024	British Gas - Community Centre	DD10	162.72		gas chg 12/10-11/11
05/12/2024	BACS P/L Pymnt Page 6830	BACS Pymnt	6,822.09		BACS P/L Pymnt Page 6830
05/12/2024	BACS P/L Pymnt Page 6833	BACS Pymnt	-939.71		BACS P/L Pymnt Page 6833
05/12/2024	Nexodus S.L	DD11	119.90		Hub booking chg
05/12/2024	NATWEST ONE CARD	DD12	4,271.64		Lin Onecard Nov
09/12/2024	YU ENERGY	DD13	47.07		Nov electric chg
09/12/2024	YU ENERGY	DD15	763.18		electricity chg nov
09/12/2024	BP Fuel	DD16	10.24		fuel
09/12/2024	British Gas - Offices	DD17	160.89		gas chg 15/10-14/11
09/12/2024	YU ENERGY	DD14	7.27		Nov electric chg
12/12/2024	BACS P/L Pymnt Page 6838	BACS Pymnt	56,677.76		BACS P/L Pymnt Page 6838
12/12/2024	N.G	BACS12/12	30.00		Allot key refund
13/12/2024	Public Clock	DD18	28.86		Electric credit Apr-Jun23
13/12/2024	HSBC	STC INVEST	47.27		HSBC tfr
16/12/2024	Petty Cash	001988	213.08		petty cash top up
16/12/2024	Royal British Legion	001987	200.00		Wreath donation
16/12/2024	NatWest Bankline	bln	98.95		bank chg
16/12/2024	Connectaphone	DD19	673.16		Nov telephone chg
17/12/2024	BP Fuel	DD20	64.28		fuel
19/12/2024	BACS P/L Pymnt Page 6845	BACS Pymnt	61,597.84		BACS P/L Pymnt Page 6845
19/12/2024	A.B	BACS19/12	30.00		Allot key refund
19/12/2024	WorldPay	DD21	122.20		Nov card trans chg
19/12/2024	WorldPay	DD22	69.09		Nov card trans chg
19/12/2024	WorldPay	DD23	79.46		Nov card trans chg
19/12/2024	WorldPay	DD24	50.61		Nov card trans chg
19/12/2024	WorldPay	DD25	11.94		Nov card trnas chg
20/12/2024	Payroll A/c	BACS20/12	63,274.61		December Salaries Tfr
23/12/2024	BACS P/L Pymnt Page 6853	BACS Pymnt	488.36		BACS P/L Pymnt Page 6853
23/12/2024	Everflow Water	DD26	721.91		water chg 19/1-18/2
23/12/2024	EDF ENERGY - B&B Station	DD29	1,082.71		Nov electric chg
23/12/2024	EDF Energy - Bat and Ball Cent	DD30	1,482.11		Nov electric chg
23/12/2024	EDF ENERGY - Cemetery	DD34	409.23		Nov electric chg
23/12/2024	Reposs Ltd	DD27	38.11		Monthly till support
23/12/2024	Reposs Ltd	DD28	27.82		Monthly till support
23/12/2024	BACS P/L Pymnt Page 6861	BACS Pymnt	18.54		BACS P/L Pymnt Page 6861
23/12/2024	Payroll A/c	BACS23/12	31,493.72		December HMRC/KCC Tfr
24/12/2024	SMS Energy	DD31	232.56		Annual metering chg
24/12/2024	BP Fuel	DD32	9.40		fuel

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/12/2024	British Gas - B&B St	DD33	187.56		gas credit 22/9-21/10
27/12/2024	EDF Energy - Business Hub	DD35	1,292.22		Nov electric chg
27/12/2024	EDF Energy - High Street Marke	DD36	40.33		Nov electric chg
27/12/2024	Payroll A/c	DD27/12	5,171.13		December L&G Tfr
30/12/2024	Country Style Recycling	DD37	94.97		Nov glass collection chg
31/12/2024	BP Fuel	DD38	174.16		fuel
31/12/2024	NatWest	BNK CHRGS	75.00		NatWest Q3 bank charges
Total Payments			<u>242,797.86</u>		

Date: 14/01/2025

Sevenoaks Town Council

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Payroll A/c

For Month No: 9

Receipts for Month 9

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: 20/12/2024	63,274.61						
BACS20/12	Nat West - Current Account	63,274.61			201		63,274.61	December Salaries Tfr
	Banked: 23/12/2024	31,493.72						
BACS23/12	Nat West - Current Account	31,493.72			201		31,493.72	December HMRC/KCC Tfr
	Banked: 27/12/2024	5,171.13						
DD27/12	Nat West - Current Account	5,171.13			201		5,171.13	December L&G Tfr
Total Receipts for Month		99,939.46	0.00	0.00			99,939.46	
Cashbook Totals		100,939.46	0.00	0.00			100,939.46	

Continued on Page 2

Payments for Month 9				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>
20/12/2024	Employees	BACS20/12	62,867.41			520		62,867.41	December Wages Payments
20/12/2024	Councillors	BACS20/12-	407.20			520		407.20	December Allowances Payments
23/12/2024	HMRC/KCC	BACS23/12	31,493.72			515		19,914.54	December HMRC Payments
						516	0	11,579.18	December KCC Payments
27/12/2024	Legal & General	DD27/12	5,171.13			516		5,171.13	December L&G Payment
Total Payments for Month			99,939.46	0.00	0.00			99,939.46	
Balance Carried Fwd			1,000.00						
Cashbook Totals			100,939.46	0.00	0.00			100,939.46	

Receipts for Month 9				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 :		768.57					768.57
Banked: 16/12/2024		213.08					
001988	Nat West - Current Account	213.08			201		213.08 petty cash top up
Total Receipts for Month		213.08	0.00	0.00			213.08
Cashbook Totals		<u>981.65</u>	<u>0.00</u>	<u>0.00</u>			<u>981.65</u>

Date: 14/01/2025

Sevenoaks Town Council

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Petty Cash

For Month No: 9

Payments for Month 9

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>
12/12/2024	Bat and Ball Centre	1177/A	8.09			6330	36	8.09	refreshments
12/12/2024	Bat and Ball Centre	1177/B	3.98		0.66	6013	36	3.32	cleaning equip
12/12/2024	Bat and Ball Centre	1177/C	4.58		0.77	5410	36	3.81	door sign
12/12/2024	Establishments	1178/A	3.80			6490	32	3.80	refreshments
12/12/2024	Establishments	1178/B	1.20			6330	31	1.20	refreshments
16/12/2024	Bat and Ball Centre	1179	26.78		4.46	5410	36	22.32	maint equip
16/12/2024	Establishments	1180/A	11.30			6330	31	11.30	refreshments
16/12/2024	Establishments	1180/B	5.07			6490	32	5.07	wrapping paper
17/12/2024	Establishments	1181	3.10			4012	31	3.10	parking
17/12/2024	Establishments	1182	7.50			6330	31	7.50	refreshments
19/12/2024	Youth Cafe	1183/A	22.75			6500	50	22.75	Goods for resale
19/12/2024	Youth Cafe	1183/B	7.47		1.25	6900	50	6.22	Art materials
19/12/2024	Youth Cafe	1183/C	13.98			6900	50	13.98	Art materials
19/12/2024	Youth Cafe	1183/D	10.00			4012	50	10.00	parking
20/12/2024	Vine Cafe	1184/A	72.83			6500	28	72.83	Goods for resale
20/12/2024	Vine Cafe	1184/B	1.45			6010	28	1.45	cleaning equip
20/12/2024	Vine Cafe	1184/C	10.55		1.75	6505	28	8.80	consumables
Total Payments for Month			214.43	0.00	8.89			205.54	
Balance Carried Fwd			767.22						
Cashbook Totals			981.65	0.00	8.89			972.76	

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

1. Summary

The year-to-date position at the end of November gives a revenue surplus of £89,017. The reserves allocated for The Bat & Ball Station have now been utilised and transferred from the designated earmarked funds.

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

- Cemetery income YTD has a surplus of £5,806.
- Hire of rooms at Bat & Ball Station has reached 102% of its annual income.
- Interest on deposits is positive, income of £39k against an annual budget of £30k.
- Bat and Ball Centre letting of facilities is positive with an income of £90k against a budgeted £72k year to date.
- £4,352 over budget for gross pay YTD in planning due to overtime payments.
- Grass seed, fertiliser and Knoles Paddock are over budget by £2,807 due to extra work being undertaken on the pitches.
- The public clock nominal is £1,424 over its annual budget and is expected to reach £2,000 due to the increase in the standing charge from EDF.
- The Vine Café is running at a deficit of £15k.
- Printing and Stationery under the Establishment nominal code is £1,440 over its annual budget and there is still the payment of the winter edition of the Town Crier.
- Bat and Ball Centre repairs and general maintenance is £7k over budget due to review of health & safety procedures, this will be fed into the next budget.

2. Use of Contingency

Monies spent

2024/2025 - £70k	
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	10,196
Town Crier Redesign	3,200
	32,285

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

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	£36,096 (F)	Please refer to the variance report.
28	Street Lighting	£23,643 (F)	Please refer to the variance report.
33	General	£35,964 (F)	Please refer to the variance report.
41	Business Hub	£7,396 (F)	Please refer to the variance report.
50	Youth Café	£6,354 (F)	Please refer to the variance report.
60	Markets	£15,820 (F)	Please refer to the variance report.
31	Establishments	£23,117 (A)	Please refer to the variance report.
28	Vine Café	£15,097 (A)	Please refer to the variance report.

4. Statutory Balance Sheet

The total assets year to date are £2,169,8111. Revenue (general) reserves have increased by £73,184 leaving a year-to-date balance of £582,520.

Earmarked Reserves have decreased by £49,341 leaving a year-to-date balance of £1,066,331.

This includes:

1. £11,213 payment for a new deck mower.
5. £3,750 payment for the grant to West Kent Housing for youth provision.
6. £3,100 movement towards gross pay in the Establishment nominal
4. £1,00 movement towards the cost of IT in the Establishment nominal.

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.

A car was damaged with a Road Closed sign from the Christmas Light Switch on and this has been reported to Zurich.

A further claim has been reported as the roof has collapsed due to a leak at St Johns toilets.

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

Month No: 8

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	2,989	2,417	(572)	23,688	19,336	(4,352)	29,000		5,312	81.7%	
4012 Expenses	5	0	(5)	5	0	(5)	0		(5)	0.0%	
4270 Employers Pension Contribution	107	100	(7)	844	800	(44)	1,200		356	70.4%	
6240 Computer/ Data Base/WP's	66	0	(66)	559	650	91	650		91	85.9%	
6320 Staff Training	0	0	0	50	0	(50)	0		(50)	0.0%	
6330 Welfare/Hospitality	19	0	(19)	19	0	(19)	0		(19)	0.0%	
6630 Professional Fees	0	0	0	278	750	472	900		622	30.9%	
6730 Subscriptions	0	50	50	625	400	(225)	600		(25)	104.2%	
Planning - General :- Indirect Expenditure	3,187	2,567	(620)	26,067	21,936	(4,131)	32,350	0	6,283	80.6%	0
Net Expenditure	(3,187)	(2,567)	620	(26,067)	(21,936)	4,131	(32,350)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	5,498	1,788	(3,710)	19,705	22,516	2,811	29,663			66.4%	
1030 Electricity recharge	772	0	(772)	1,295	2,000	706	4,054			31.9%	
1316 Raleys Car Park Permits	8	0	(8)	1,854	1,672	(182)	1,672			110.9%	
1850 Log Sales	0	150	150	0	150	150	754			0.0%	
1853 Adopt a Tree income	479	0	(479)	479	100	(379)	100			479.1%	
1990 Other Income	721	0	(721)	997	180	(817)	270			369.4%	
O/ Spaces & Leisure - General :- Income	7,478	1,938	(5,540)	24,330	26,618	2,288	36,513			66.6%	0
4010 Gross Pay	14,580	16,581	2,001	113,872	132,648	18,776	198,977		85,105	57.2%	
4011 Mileage	18	0	(18)	595	0	(595)	0		(595)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Employers Pension Contribution	890	1,266	376	6,731	10,128	3,397	15,190		8,459	44.3%	
5010 Vine Area General Maintenance	84	0	(84)	114	0	(114)	0		(114)	0.0%	
5013 Graffiti Removal	0	0	0	200	1,357	1,157	1,357		1,157	14.7%	
5025 Lower St Johns Toilets	801	1,167	366	21,560	9,336	(12,224)	14,000		(7,560)	154.0%	13,838
5026 Greatness Rec Convenience	510	258	(252)	2,439	2,064	(375)	3,100		661	78.7%	
5030 St Nicholas Burial Ground	0	0	0	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	2,400	2,400	1,468	4,000	2,532	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	2,452	3,000	548	4,000		1,548	61.3%	
5110 Knole Paddock & Pavilion	350	340	(10)	680	2,040	1,360	3,500		2,820	19.4%	
5120 Knole Paddock Pitch & Grnd Mt	276	100	(176)	4,128	2,200	(1,928)	2,500		(1,628)	165.1%	
5310 Miscellaneous Open Spaces	262	433	171	3,783	3,464	(319)	5,200		1,417	72.7%	
5311 Security Open Spaces	2,347	2,083	(264)	19,572	16,664	(2,908)	25,000		5,428	78.3%	
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	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	497	400	(97)	2,303	1,800	(503)	3,000		697	76.8%	
5410 Repairs & General Maintenance	29	150	121	221	1,200	979	1,800		1,579	12.3%	
5412 Capital Refurbishments	0	833	833	0	6,664	6,664	10,000		10,000	0.0%	
5500 Equipment Hired and New	349	583	234	2,863	4,664	1,801	7,000		4,137	40.9%	
5525 Equipment Maintenance	38	500	462	2,824	6,000	3,176	8,000		5,176	35.3%	
5550 Vehicle Expenses	167	1,792	1,625	2,921	14,336	11,415	21,500		18,579	13.6%	(20,000)

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

Month No: 8

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
5700 Fuel	487	492	5	3,104	3,936	832	5,900		2,796	52.6%	
6010 Light Heat & Cleaning	0	500	500	2,116	6,200	4,084	8,500		6,384	24.9%	
6011 Electricity	0	0	0	283	0	(283)	0		(283)	0.0%	
6013 Cleaning	0	50	50	224	400	176	600		376	37.3%	
6014 Water	(0)	83	83	494	664	170	1,000		506	49.4%	
6101 Telephone	0	12	12	80	96	16	145		65	55.4%	
6104 Mobile Telephone	6	28	22	133	224	91	340		207	39.0%	
6105 Broadband wi-fi service	0	25	25	194	200	6	300		106	64.6%	
6320 Staff Training	0	0	0	1,950	1,500	(450)	3,000		1,050	65.0%	
6330 Welfare/Hospitality	14	52	38	514	416	(98)	625		111	82.3%	
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	136	136	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	56	56	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	600	600	379	880	501	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	0	225	225	1,907	1,800	(107)	2,700		793	70.6%	
6952 Protective Clothing	43	131	88	911	1,048	137	1,575		664	57.8%	
6975 Bank Charges	161	0	(161)	161	0	(161)	0		(161)	0.0%	
O/ Spaces & Leisure - General :- Indirect Expenditure	21,908	31,108	9,200	207,627	252,171	44,544	374,671	0	167,044	55.4%	(6,162)
Net Income over Expenditure	(14,430)	(29,170)	(14,740)	(183,297)	(225,553)	(42,256)	(338,158)				
8001 plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(14,430)	(29,170)	(14,740)	(189,460)	(225,553)	(36,093)	(338,158)				

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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	5,469	6,581	1,112	58,454	52,648	(5,806)	78,975			74.0%	
O/ Spaces & Leisure - Cemetery :- Income	5,469	6,581	1,112	58,454	52,648	(5,806)	78,975			74.0%	0
4010 Gross Pay	9,123	8,303	(820)	73,341	66,424	(6,917)	99,632		26,291	73.6%	
4011 Mileage	0	0	0	93	0	(93)	0		(93)	0.0%	
4270 Employers Pension Contribution	753	691	(62)	6,577	5,528	(1,049)	8,290		1,713	79.3%	
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	658	100	(558)	1,655	800	(855)	1,200		(455)	137.9%	
5500 Equipment Hired and New	0	333	333	581	2,664	2,083	4,000		3,419	14.5%	
5525 Equipment Maintenance	1,445	750	(695)	1,758	6,000	4,242	9,000		7,242	19.5%	
5700 Fuel	56	100	44	421	800	379	1,200		779	35.0%	
6000 Rent & Rates	848	875	27	6,972	7,000	28	10,500		3,528	66.4%	
6010 Light Heat & Cleaning	0	175	175	0	1,400	1,400	2,100		2,100	0.0%	
6011 Electricity	164	0	(164)	900	0	(900)	0		(900)	0.0%	
6013 Cleaning	0	0	0	357	600	243	1,000		643	35.7%	
6014 Water	217	92	(125)	217	736	519	1,100		883	19.8%	
6101 Telephone	51	67	16	458	536	78	800		342	57.2%	
6104 Mobile Telephone	0	2	2	0	16	16	25		25	0.0%	
6105 Broadband wi-fi service	0	12	12	70	96	26	150		80	46.7%	
6240 Computer/ Data Base/WP's	39	0	(39)	(966)	670	1,636	670		1,636	(144.1%)	
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	45	25	(20)	340	200	(140)	300		(40)	113.4%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	33	10	(23)	215	80	(135)	125		(90)	172.2%	
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	0	0	0	1,400	1,600	200	3,000		1,600	46.7%	
6822 Roads Path & Boundaries	0	0	0	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	375	375	263	1,125	862	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)	4,503	4,000	(503)	6,000		1,497	75.0%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	797	864	67	1,300		503	61.3%	
6952 Protective Clothing	0	58	58	521	464	(57)	700		179	74.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	14,076	12,576	(1,500)	108,334	105,098	(3,236)	157,862	0	49,528	68.6%	2,299
Net Income over Expenditure	(8,607)	(5,995)	2,612	(49,880)	(52,450)	(2,570)	(78,887)				
8001 plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(8,607)	(5,995)	2,612	(47,581)	(52,450)	(4,869)	(78,887)				
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	1,336	0	(1,336)	1,206	1,559	353	1,559			77.4%	
1047 QH Allotments Income	(1,358)	0	1,358	8,005	8,342	337	8,342			96.0%	
O/ Spaces & Leisure- Allotment :- Income	(22)	0	22	9,211	9,901	690	9,901			93.0%	0

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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	503	317	(186)	4,244	2,536	(1,708)	3,800		(444)	111.7%	
4270 Employers Pension Contribution	60	15	(45)	532	120	(412)	180		(352)	295.5%	
5410 Repairs & General Maintenance	0	0	0	1,097	0	(1,097)	0		(1,097)	0.0%	1,013
6002 QH Allotments Costs	99	0	(99)	598	0	(598)	0		(598)	0.0%	
6014 Water	63	0	(63)	(163)	476	639	950		1,113	(17.1%)	
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	726	332	(394)	8,890	3,222	(5,668)	5,080	0	(3,810)	175.0%	1,013
Net Income over Expenditure	(748)	(332)	416	321	6,679	6,358	4,821				
8001 plus Transfer from EMR	0	0	0	1,013	0	(1,013)	0				
Movement to/(from) Gen Reserve	(748)	(332)	416	1,334	6,679	5,345	4,821				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	2,260	0	(2,260)	2,267	0	(2,267)	12,043			18.8%	2,260
1550 Insurance Claims	0	0	0	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	2,260	0	(2,260)	10,147	0	(10,147)	13,043			77.8%	4,669

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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	1,973	0	(1,973)	7,081	3,251	(3,830)	3,251		(3,830)	217.8%	
6861 Public Clock Maintenance	1,282	200	(1,082)	1,624	200	(1,424)	200		(1,424)	812.1%	
6862 Street Lighting	591	1,417	826	3,274	11,336	8,062	17,000		13,726	19.3%	
6865 In Bloom Costs	900	0	(900)	12,651	14,000	1,349	14,000		1,349	90.4%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	4,746	1,617	(3,129)	24,630	28,787	4,157	34,451	0	9,821	71.5%	0
Net Income over Expenditure	(2,485)	(1,617)	868	(14,483)	(28,787)	(14,304)	(21,408)				
8002 plus Transfer to EMR	2,260	0	(2,260)	4,669	0	(4,669)	0				
8002 less Transfer to EMR	2,260	0	(2,260)	4,669	0	(4,669)	0				
Movement to/(from) Gen Reserve	(4,746)	(1,617)	(3,652)	(19,152)	(28,787)	(23,643)	(21,408)				
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	941	0	(941)	37,604	0	(37,604)	0			0.0%	
1213 Event catering	0	0	0	1,782	0	(1,782)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	941	0	(941)	39,386	0	(39,386)	0				0
4010 Gross Pay	1,911	0	(1,911)	29,156	0	(29,156)	0		(29,156)	0.0%	
4270 Employers Pension Contribution	106	0	(106)	1,383	0	(1,383)	0		(1,383)	0.0%	
5410 Repairs & General Maintenance	179	0	(179)	389	0	(389)	0		(389)	0.0%	
5500 Equipment Hired and New	0	0	0	633	0	(633)	0		(633)	0.0%	
5525 Equipment Maintenance	152	0	(152)	1,586	0	(1,586)	0		(1,586)	0.0%	
6000 Rent & Rates	74	0	(74)	588	0	(588)	0		(588)	0.0%	
6010 Light Heat & Cleaning	0	0	0	145	0	(145)	0		(145)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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
6011 Electricity	0	0	0	2,139	0	(2,139)	0		(2,139)	0.0%	
6014 Water	114	0	(114)	657	0	(657)	0		(657)	0.0%	
6101 Telephone	51	0	(51)	355	0	(355)	0		(355)	0.0%	
6200 Printing & Stationery	0	0	0	95	0	(95)	0		(95)	0.0%	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	
6320 Staff Training	0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	235	0	(235)	11,697	0	(11,697)	0		(11,697)	0.0%	
6505 Cafe consumables	0	0	0	832	0	(832)	0		(832)	0.0%	
6635 Professional Fees Licensing	0	0	0	474	0	(474)	0		(474)	0.0%	
6900 Sundry Expenses	0	0	0	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	0	0	0	505	0	(505)	0		(505)	0.0%	
6935 Waste Bin Disposal-Waste Bins	81	0	(81)	1,190	0	(1,190)	0		(1,190)	0.0%	
6976 Credit card charges	0	0	0	957	0	(957)	0		(957)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	2,903	0	(2,903)	54,482	0	(54,482)	0	0	(54,482)		0
Net Income over Expenditure	(1,962)	0	1,962	(15,097)	0	15,097	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	0	0	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	0	0	13,595	4,492	(9,103)	5,367			253.3%	0

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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	1,957	1,866	(91)	16,668	14,928	(1,740)	22,398		5,730	74.4%	
4270 Employers Pension Contribution	71	112	41	593	896	303	1,344		751	44.1%	
5010 Vine Area General Maintenance	0	208	208	1,352	1,664	312	2,500		1,148	54.1%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	949	1,000	51	5,518	8,000	2,482	12,000		6,482	46.0%	
5410 Repairs & General Maintenance	0	67	67	23	536	513	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	0	0	0	529	0	(529)	0		(529)	0.0%	
6014 Water	16	42	26	204	336	132	500		296	40.9%	
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	0	0	0	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	64	80	16	417	640	223	960		543	43.4%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,058	3,375	317	53,490	34,984	(18,506)	48,488	0	(5,002)	110.3%	10,923
Net Income over Expenditure	(3,058)	(3,375)	(317)	(39,895)	(30,492)	9,403	(43,121)				
8001 plus Transfer from EMR	0	0	0	10,923	0	(10,923)	0				
Movement to/(from) Gen Reserve	(3,058)	(3,375)	(317)	(28,972)	(30,492)	(1,520)	(43,121)				

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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	762	1,000	238	12,258	8,000	(4,258)	12,000			102.2%	(137)
1211 Sale of Goods	3,498	0	(3,498)	25,318	0	(25,318)	0			0.0%	
1213 Event catering	943	0	(943)	7,928	0	(7,928)	0			0.0%	
1221 Commissions Earned	319	0	(319)	319	0	(319)	0			0.0%	
F&G P - Bat & Ball Station :- Income	5,522	1,000	(4,522)	45,823	8,000	(37,823)	12,000			381.9%	(137)
4010 Gross Pay	5,912	1,583	(4,329)	48,650	12,664	(35,986)	19,000		(29,650)	256.1%	42,681
4270 Employers Pension Contribution	202	83	(119)	1,604	664	(940)	1,000		(604)	160.4%	
5340 Plants	0	0	0	58	0	(58)	0		(58)	0.0%	
5410 Repairs & General Maintenance	17	583	566	8,124	4,664	(3,460)	7,000		(1,124)	116.1%	4,012
5500 Equipment Hired and New	0	83	83	565	664	99	1,000		435	56.5%	
5525 Equipment Maintenance	23	0	(23)	413	0	(413)	0		(413)	0.0%	
6000 Rent & Rates	54	333	279	788	2,664	1,876	4,000		3,212	19.7%	
6011 Electricity	944	625	(319)	3,475	5,000	1,525	7,500		4,025	46.3%	
6012 Gas	82	118	36	1,274	944	(330)	1,420		146	89.7%	
6013 Cleaning	280	292	12	1,974	2,336	362	3,500		1,526	56.4%	
6014 Water	27	250	223	236	2,000	1,764	3,000		2,764	7.9%	
6020 Insurance Cost	0	0	0	0	0	0	1,000		1,000	0.0%	
6101 Telephone	51	42	(9)	333	336	3	500		167	66.6%	
6200 Printing & Stationery	0	0	0	38	0	(38)	0		(38)	0.0%	
6210 Postage & Courier	0	0	0	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%	

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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
6330 Welfare/Hospitality	428	0	(428)	1,294	0	(1,294)	0		(1,294)	0.0%	
6460 Publicity & Democratic notices	0	0	0	57	0	(57)	0		(57)	0.0%	
6500 Goods for Resale	1,227	0	(1,227)	12,903	0	(12,903)	0		(12,903)	0.0%	
6501 Goods for Resale - DVCRP	3,194	0	(3,194)	3,194	0	(3,194)	0		(3,194)	0.0%	
6505 Cafe consumables	38	0	(38)	527	0	(527)	0		(527)	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	36	0	(36)	651	0	(651)	0		(651)	0.0%	
6922 Health&Safety/Risk Assessments	50	0	(50)	1,697	975	(722)	1,300		(397)	130.5%	
6930 Alarm Maintenance	0	58	58	405	464	59	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)	1,048	536	(512)	800		(248)	131.0%	
6976 Credit card charges	0	0	0	682	0	(682)	0		(682)	0.0%	
F& G P - Bat & Ball Station :- Indirect Expenditure	12,702	4,117	(8,585)	94,491	34,911	(59,580)	52,890	0	(41,601)	178.7%	46,693
Net Income over Expenditure	(7,180)	(3,117)	4,063	(48,667)	(26,911)	21,756	(40,890)				
8001 plus Transfer from EMR	42,681	0	(42,681)	46,693	0	(46,693)	0				
8002 less Transfer to EMR	0	0	0	(137)	0	137	0				
Movement to/(from) Gen Reserve	35,501	(3,117)	(38,618)	(1,837)	(26,911)	(24,800)	(40,890)				

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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>31 F & G P - Establishments</u>											
1115 Interest on Deposits	3,799	2,500	(1,299)	39,262	20,000	(19,262)	30,000			130.9%	
1200 Sale of Stationery	0	0	0	6	0	(6)	0			0.0%	
1230 Roadside Advertising-Charities	0	33	33	510	264	(246)	400			127.5%	
1231 Banner Income	0	0	0	630	1,000	370	1,000			63.0%	
1232 Town Crier Advertising	0	0	0	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	708	458	(250)	6,403	3,664	(2,739)	5,500			116.4%	
1990 Other Income	0	0	0	12,579	0	(12,579)	0			0.0%	11,649
F & G P - Establishments :- Income	4,506	2,991	(1,515)	62,765	25,528	(37,237)	37,500			167.4%	11,549
4010 Gross Pay	32,871	29,201	(3,670)	269,938	243,608	(26,330)	360,410		90,472	74.9%	15,400
4011 Mileage	0	46	46	248	368	120	559		311	44.4%	1,000
4012 Expenses	98	83	(15)	774	664	(110)	1,000		226	77.4%	
4270 Employers Pension Contribution	3,545	3,475	(70)	31,294	27,800	(3,494)	41,700		10,406	75.0%	
4271 Pension Deficiency	6,663	6,667	4	53,304	53,336	32	80,000		26,696	66.6%	
5500 Equipment Hired and New	72	83	11	1,836	664	(1,172)	1,000		(836)	183.6%	
6020 Insurance Cost	0	0	0	19,510	19,295	(215)	19,295		(215)	101.1%	
6101 Telephone	306	458	152	2,699	3,664	965	5,490		2,791	49.2%	
6200 Printing & Stationery	649	1,417	768	18,440	11,336	(7,104)	17,000		(1,440)	108.5%	
6210 Postage & Courier	1,135	0	(1,135)	5,016	3,000	(2,016)	4,000		(1,016)	125.4%	
6240 Computer/ Data Base/WP's	323	1,500	1,177	21,137	12,000	(9,137)	18,000		(3,137)	117.4%	6,000
6241 Website Costs	0	0	0	423	600	177	600		177	70.4%	
6242 I.T. Infrastructure	0	733	733	4,539	6,598	2,059	11,000		6,461	41.3%	

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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
6300 Computer Software	0	100	100	6,360	5,200	(1,160)	5,500		(860)	115.6%	
6315 Recruitment Costs	0	167	167	0	1,336	1,336	2,000		2,000	0.0%	
6320 Staff Training	(130)	275	405	5,129	2,200	(2,929)	3,300		(1,829)	155.4%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	479	333	(146)	2,858	2,664	(194)	4,000		1,142	71.5%	2,310
6340 Staff Uniforms	0	0	0	209	0	(209)	0		(209)	0.0%	
6410 Civic Exps/Annual Reception	0	0	0	840	1,100	260	2,100		1,260	40.0%	
6415 Gifts/hospitality	0	100	100	222	800	578	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	0	500	500	1,316	3,000	1,684	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	285	108	(177)	2,224	864	(1,360)	1,300		(924)	171.1%	
6610 Audit Fees	579	0	(579)	625	4,889	4,265	5,500		4,876	11.4%	
6620 Legal Expenses	0	0	0	1,050	2,000	950	2,000		950	52.5%	
6630 Professional Fees	0	0	0	1,212	0	(1,212)	0		(1,212)	0.0%	
6635 Professional Fees Licensing	0	0	0	1,050	750	(300)	1,500		450	70.0%	
6710 Conference Fees & Expenses	105	208	103	3,502	1,664	(1,838)	2,500		(1,002)	140.1%	
6720 Books and Periodicals	0	0	0	0	400	400	400		400	0.0%	
6730 Subscriptions	13	127	114	5,615	5,840	225	6,600		985	85.1%	
6889 Waste Sacks	0	275	275	4,052	2,200	(1,852)	3,300		(752)	122.8%	
6900 Sundry Expenses	40	42	2	295	336	41	500		205	59.0%	
6922 Health&Safety/Risk Assessments	440	200	(240)	4,604	4,800	197	5,200		597	88.5%	
6975 Bank Charges	94	133	39	1,490	1,064	(426)	1,600		110	93.1%	
6976 Credit card charges	10	67	57	969	536	(433)	800		(169)	121.2%	

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	0.0%	(5,000)
7611 Contingency provision	0	0	0	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	47,577	46,298	(1,279)	511,548	441,938	(69,610)	743,267	0	231,719	68.8%	20,804
Net Income over Expenditure	(43,071)	(43,307)	(236)	(448,782)	(416,410)	32,372	(705,767)				
8001 plus Transfer from EMR	4,055	0	(4,055)	20,804	0	(20,804)	0				
8002 less Transfer to EMR	(450)	0	450	11,549	0	(11,549)	0				
Movement to/(from) Gen Reserve	(38,566)	(43,307)	(3,841)	(439,527)	(416,410)	19	(705,767)				
<u>32 F & G P - General</u>											
1350 Revenue Grant income	0	0	0	1,610	0	(1,610)	0			0.0%	
1490 Christmas Lights Switch On	3,795	4,000	205	8,295	6,000	(2,295)	6,000			138.3%	
F & G P - General :- Income	3,795	4,000	205	9,905	6,000	(3,905)	6,000			165.1%	0
5410 Repairs & General Maintenance	0	0	0	5	0	(5)	0		(5)	0.0%	
6490 Christmas Lights Switch On	3,181	24,000	20,819	3,210	27,999	24,789	28,000		24,790	11.5%	
6491 Remembrance Day/Civic Serv.	3,613	4,500	887	5,050	5,000	(50)	5,000		(50)	101.0%	
6869 Special Events	1,526	0	(1,526)	12,672	19,998	7,326	20,000		7,328	63.4%	
F & G P - General :- Indirect Expenditure	8,320	28,500	20,180	20,938	52,997	32,059	53,000	0	32,062	39.5%	0
Net Income over Expenditure	(4,525)	(24,500)	(19,975)	(11,033)	(46,997)	(35,964)	(47,000)				

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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>33 F & G P - Council Offices</u>											
1022 Letting & Hire of Facilities	731	1,036	305	7,244	8,288	1,044	12,429			58.3%	
1030 Electricity recharge	0	0	0	1,295	0	(1,295)	0			0.0%	
1213 Event catering	58	0	(58)	126	0	(126)	0			0.0%	
F & G P - Council Offices :- Income	789	1,036	247	8,666	8,288	(378)	12,429			69.7%	0
4010 Gross Pay	352	364	12	2,890	2,912	22	4,369		1,479	66.1%	
4270 Employers Pension Contribution	20	28	8	262	224	(38)	340		78	77.1%	
5410 Repairs & General Maintenance	1,920	58	(1,862)	3,738	464	(3,274)	700		(3,038)	534.0%	
6000 Rent & Rates	2,839	2,800	(39)	22,714	22,400	(314)	28,000		5,286	81.1%	
6010 Light Heat & Cleaning	98	396	298	1,123	3,168	2,045	4,754		3,631	23.6%	
6011 Electricity	0	250	250	(201)	2,000	2,201	3,000		3,201	(6.7%)	
6012 Gas	153	250	97	341	2,000	1,659	3,000		2,659	11.4%	
6014 Water	156	196	40	1,234	1,568	334	2,349		1,115	52.5%	
6104 Mobile Telephone	0	6	6	116	48	(68)	75		(41)	154.5%	
6635 Professional Fees Licensing	0	0	0	295	0	(295)	0		(295)	0.0%	
6900 Sundry Expenses	60	0	(60)	60	0	(60)	0		(60)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	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	66	117	51	1,445	936	(509)	1,400		(45)	103.2%	
6952 Protective Clothing	0	0	0	46	100	54	100		54	46.0%	
F & G P - Council Offices :- Indirect Expenditure	5,664	4,465	(1,199)	35,550	37,720	2,170	49,987	0	14,437	71.1%	0
Net Income over Expenditure	(4,875)	(3,429)	1,446	(26,885)	(29,432)	(2,547)	(37,558)				

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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>36 F & G P - Bat & Ball Centre</u>											
1022 Letting & Hire of Facilities	5,501	9,000	3,499	90,897	72,000	(18,897)	108,000			84.2%	(137)
1030 Electricity recharge	0	0	0	268	84	(184)	169			158.3%	
1213 Event catering	(68)	0	68	590	0	(590)	0			0.0%	
1445 Outdoor Activities	0	0	0	260	150	(110)	200			129.9%	
1457 Indoor Activities	804	441	(363)	4,622	3,528	(1,094)	5,293			87.3%	
1990 Other Income	63	0	(63)	335	0	(335)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	6,301	9,441	3,140	96,971	75,762	(21,209)	113,662			85.3%	(137)
4010 Gross Pay	7,613	6,842	(771)	60,073	54,736	(5,337)	82,100		22,027	73.2%	
4012 Expenses	22	0	(22)	24	0	(24)	0		(24)	0.0%	
4270 Employers Pension Contribution	247	275	28	2,064	2,200	136	3,300		1,236	62.6%	
5320 Fertilizers	100	0	(100)	100	0	(100)	0		(100)	0.0%	
5340 Plants	0	200	200	31	200	169	200		169	15.6%	
5410 Repairs & General Maintenance	198	0	(198)	8,492	1,000	(7,492)	2,000		(6,492)	424.6%	
5500 Equipment Hired and New	1,833	0	(1,833)	2,558	750	(1,808)	1,000		(1,558)	255.8%	
5525 Equipment Maintenance	0	0	0	64	0	(64)	0		(64)	0.0%	
6000 Rent & Rates	530	600	70	4,242	4,800	558	6,000		1,758	70.7%	
6011 Electricity	1,102	1,167	65	7,530	9,336	1,806	14,000		6,470	53.8%	
6012 Gas	155	0	(155)	888	1,323	435	1,764		876	50.4%	
6013 Cleaning	141	167	26	1,577	1,336	(241)	2,000		423	78.8%	
6014 Water	16	266	250	84	2,128	2,044	3,197		3,113	2.6%	
6101 Telephone	51	50	(1)	412	400	(12)	600		188	68.7%	
6104 Mobile Telephone	0	20	20	75	160	85	240		165	31.3%	

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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
6200 Printing & Stationery	0	0	0	6	0	(6)	0		(6)	0.0%	
6240 Computer/ Data Base/WP's	0	33	33	8	264	256	400		392	2.1%	
6330 Welfare/Hospitality	9	42	33	537	336	(201)	500		(37)	107.4%	
6520 Refreshments for Resale	314	83	(231)	2,502	664	(1,838)	1,000		(1,502)	250.2%	
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	60	50	(10)	73	50	(23)	50		(23)	145.6%	
6922 Health&Safety/Risk Assessments	550	0	(550)	3,569	0	(3,569)	2,000		(1,569)	178.4%	
6930 Alarm Maintenance	0	0	0	398	350	(48)	902		504	44.1%	
6931 CCTV Maintenance	0	0	0	4,191	400	(3,791)	400		(3,791)	1047.8%	3,898
6935 Waste Bin Disposal-Waste Bins	101	175	74	1,130	1,400	270	2,100		970	53.8%	
6952 Protective Clothing	0	0	0	29	250	221	250		221	11.7%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	13,042	9,970	(3,072)	103,798	82,333	(21,465)	124,503	0	20,705	83.4%	3,898
Net Income over Expenditure	(6,741)	(529)	6,212	(6,827)	(6,571)	256	(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	(6,741)	(529)	6,212	(2,792)	(6,571)	(3,505)	(10,841)				
38 F & G P - Grants											
7500 Local Organisations Grants	0	0	0	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%	

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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
7552 Youth Outreach	158	0	(158)	3,716	8,000	4,284	8,000		4,284	46.5%	
7553 West Kent Housing - Youth Prov	0	0	0	11,250	0	(11,250)	0		(11,250)	0.0%	11,250
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	0	0	432	4,000	3,568	4,000		3,568	10.8%	
F & G P - Grants :- Indirect Expenditure	158	0	(158)	59,298	61,000	1,702	63,000	0	3,702	94.1%	11,250
Net Expenditure	(158)	0	158	(59,298)	(61,000)	(1,702)	(63,000)				
8001 plus Transfer from EMR	3,750	0	(3,750)	11,250	0	(11,250)	0				
Movement to/(from) Gen Reserve	3,592	0	(3,592)	(48,048)	(61,000)	(12,952)	(63,000)				
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	1,602	1,736	134	5,426	5,562	136	6,500	3,700		140.4%	
F & G P - Property :- Income	1,602	1,736	134	5,426	5,562	136	6,500			83.5%	0
6014 Water	0	0	0	(12)	0	12	0		12	0.0%	
F & G P - Property :- Indirect Expenditure	0	0	0	(12)	0	12	0	0	12		0
Net Income over Expenditure	1,602	1,736	134	5,438	5,562	124	6,500				
<u>40 Town Team</u>											
1204 Holly Party	148	0	(148)	339	0	(339)	0			0.0%	
1206 Business Awards	2,000	0	(2,000)	3,385	7,426	4,041	7,426			45.6%	

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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
1207 Business Show	0	0	0	5,255	4,377	(878)	4,377			120.1%	
1350 Revenue Grant income	4,000	0	(4,000)	4,000	0	(4,000)	0			0.0%	
Town Team :- Income	6,148	0	(6,148)	12,979	11,803	(1,176)	11,803			110.0%	0
6101 Telephone	0	9	9	0	72	72	108		108	0.0%	
6200 Printing & Stationery	0	9	9	183	72	(111)	110		(73)	166.4%	
6240 Computer/ Data Base/WP's	0	50	50	350	650	300	827		477	42.3%	
6241 Website Costs	25	0	(25)	25	210	185	282		257	8.9%	
6244 Information Screens	0	0	0	240	672	432	1,345		1,105	17.8%	
6322 Business Awards	484	0	(484)	5,592	7,500	1,908	8,116		2,524	68.9%	
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%	
6730 Subscriptions	0	0	0	150	589	439	589		439	25.5%	
6900 Sundry Expenses	0	66	66	0	528	528	786		786	0.0%	
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%	
7607 Christmas events	35	0	(35)	47	0	(47)	0		(47)	0.0%	
Town Team :- Indirect Expenditure	544	134	(410)	11,205	13,689	2,484	16,803	0	5,598	66.7%	0
Net Income over Expenditure	5,604	(134)	(5,738)	1,774	(1,886)	(3,660)	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	140	108	(32)	1,319	864	(455)	1,300			101.5%	
1026 Hot Desking Facility	368	433	66	3,176	3,464	289	5,200			61.1%	

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

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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
1029 Office Pods	1,100	1,372	272	10,115	10,976	861	16,471			61.4%	
1031 Chamber of Commerce	525	454	(71)	4,725	3,632	(1,093)	5,451			86.7%	
Business Hub :- Income	2,133	2,367	235	19,335	18,936	(399)	28,422			68.0%	0
4010 Gross Pay	654	558	(96)	5,640	4,464	(1,176)	6,700		1,060	84.2%	
4270 Employers Pension Contribution	0	20	20	0	160	160	243		243	0.0%	
5410 Repairs & General Maintenance	81	25	(56)	773	200	(573)	300		(473)	257.6%	
5500 Equipment Hired and New	0	42	42	478	336	(142)	500		22	95.6%	
6000 Rent & Rates	165	300	135	1,317	2,400	1,083	3,000		1,683	43.9%	
6010 Light Heat & Cleaning	130	1,351	1,221	169	10,808	10,639	16,211		16,042	1.0%	
6011 Electricity	790	0	(790)	3,049	0	(3,049)	0		(3,049)	0.0%	
6105 Broadband wi-fi service	0	150	150	991	1,200	210	1,800		810	55.0%	
6200 Printing & Stationery	0	0	0	6	0	(6)	0		(6)	0.0%	
6900 Sundry Expenses	100	83	(17)	797	664	(133)	1,000		203	79.7%	
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	24	29	5	246	232	(14)	350		104	70.3%	
Business Hub :- Indirect Expenditure	1,944	2,558	614	14,097	21,094	6,997	30,734	0	16,637	45.9%	0
Net Income over Expenditure	188	(191)	(379)	5,238	(2,158)	(7,396)	(2,312)				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	500	0	(500)	1,460	0	(1,460)	0			0.0%	

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

Month No: 8

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
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	60	0	(60)	480	0	(480)	0			0.0%	
Sevenoaks Town Mayor :- Income	560	0	(560)	2,571	0	(2,571)	0				0
6443 Mayors Allowance 2024/2025	200	504	304	2,702	4,032	1,330	6,044		3,342	44.7%	
6444 Mayors Car Allowance 2024/2025	0	226	226	0	1,808	1,808	2,715		2,715	0.0%	
6445 Autumn Colours Expenditure	0	0	0	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	200	730	530	8,176	5,840	(2,336)	8,759	0	583	93.3%	0
Net Income over Expenditure	360	(730)	(1,090)	(5,606)	(5,840)	(234)	(8,759)				
<u>43 Youth Council</u>											
7555 Youth Council Support	0	500	500	0	500	500	500		500	0.0%	
Youth Council :- Indirect Expenditure	0	500	500	0	500	500	500	0	500	0.0%	0
Net Expenditure	0	(500)	(500)	0	(500)	(500)	(500)				
<u>45 BID</u>											
6630 Professional Fees	0	0	0	16,162	1,414	(14,748)	1,414		(14,748)	1143.0%	10,000
BID :- Indirect Expenditure	0	0	0	16,162	1,414	(14,748)	1,414	0	(14,748)	1143.0%	10,000
Net Expenditure	0	0	0	(16,162)	(1,414)	14,748	(1,414)				
8001 plus Transfer from EMR	500	0	(500)	10,000	0	(10,000)	0				
Movement to/(from) Gen Reserve	500	0	(500)	(6,162)	(1,414)	4,748	(1,414)				

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

Month No: 8

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	417	258	(159)	3,479	2,064	(1,415)	3,100			112.2%	
1211 Sale of Goods	263	167	(96)	1,607	1,336	(271)	2,000			80.3%	
1213 Event catering	0	0	0	125	0	(125)	0			0.0%	
1350 Revenue Grant income	0	0	0	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	680	425	(255)	28,182	3,400	(24,782)	5,100			552.6%	0
4010 Gross Pay	6,626	4,342	(2,284)	46,834	34,736	(12,098)	52,100	5,266	5,266	89.9%	
4012 Expenses	0	0	0	809	0	(809)	0	(809)	(809)	0.0%	
4270 Employers Pension Contribution	263	158	(105)	1,833	1,264	(569)	1,900	67	67	96.5%	
5410 Repairs & General Maintenance	0	83	83	473	664	191	1,000	527	527	47.3%	
5500 Equipment Hired and New	17	42	25	4,985	4,560	(425)	4,724	(261)	(261)	105.5%	
6010 Light Heat & Cleaning	0	17	17	143	136	(7)	200	57	57	71.4%	
6101 Telephone	51	58	7	348	464	116	700	352	352	49.7%	
6105 Broadband wi-fi service	0	0	0	236	200	(36)	200	(36)	(36)	118.0%	
6200 Printing & Stationery	0	17	17	685	136	(549)	200	(485)	(485)	342.5%	
6210 Postage & Courier	0	0	0	28	0	(28)	0	(28)	(28)	0.0%	
6240 Computer/ Data Base/WP's	0	25	25	2,471	200	(2,271)	300	(2,171)	(2,171)	823.7%	
6241 Website Costs	0	0	0	84	200	116	200	116	116	42.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	250	250	500	500	500	0.0%	
6320 Staff Training	0	0	0	80	100	20	100	20	20	80.0%	
6340 Staff Uniforms	0	0	0	328	100	(228)	200	(128)	(128)	163.9%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0	(35)	(35)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

Month No: 8

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
6500 Goods for Resale	128	167	39	1,420	1,336	(84)	2,000		580	71.0%	
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	91	33	(58)	127	264	137	400		273	31.7%	
6922 Health&Safety/Risk Assessments	10	0	(10)	1,131	999	(132)	1,000		(131)	113.1%	
6935 Waste Bin Disposal-Waste Bins	0	0	0	120	0	(120)	0		(120)	0.0%	
Youth Cafe :- Indirect Expenditure	7,186	4,942	(2,244)	64,487	46,059	(18,428)	66,174	0	1,687	97.5%	0
Net Income over Expenditure	(6,506)	(4,517)	1,989	(36,305)	(42,659)	(6,354)	(61,074)				
60 Markets											
1017 Rental Income Sat Market	2,180	1,714	(466)	16,178	13,712	(2,466)	20,567			78.7%	
1018 Rental Income Wed Market	1,240	1,042	(198)	9,365	8,336	(1,029)	12,506			74.9%	
1019 Rental Income Blighs Market	2,068	1,543	(525)	14,716	12,344	(2,372)	18,512			79.5%	(141)
1033 Rental income Christmas Market	611	0	(611)	611	0	(611)	0			0.0%	
1208 Other Events Income	0	0	0	1,138	0	(1,138)	0			0.0%	
1211 Sale of Goods	0	0	0	131	0	(131)	0			0.0%	
Markets :- Income	6,099	4,299	(1,800)	42,139	34,392	(7,747)	51,585			81.7%	(141)
4010 Gross Pay	166	169	3	1,325	1,352	27	2,031		706	65.3%	
5410 Repairs & General Maintenance	0	0	0	7	100	93	200		193	3.7%	
5420 Saturday market charges	1,436	1,334	(102)	10,054	11,674	1,620	17,345		7,291	58.0%	
5421 Wednesday Market charges	477	865	388	4,170	7,568	3,398	11,244		7,074	37.1%	

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

Month No: 8

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
5424 Vegan Market Expenditure	0	0	0	1,131	0	(1,131)	0		(1,131)	0.0%	
6001 Blighs Market Charges	0	1,000	1,000	3,943	8,000	4,057	12,000		8,057	32.9%	
6010 Light Heat & Cleaning	0	0	0	83	150	67	200		117	41.4%	
6011 Electricity	34	0	(34)	192	0	(192)	0		(192)	0.0%	
6635 Professional Fees Licensing	0	200	200	0	200	200	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	2,113	3,568	1,455	20,930	29,144	8,214	43,320	0	22,390	48.3%	0
Net Income over Expenditure	3,986	731	(3,255)	21,209	5,248	(15,961)	8,265				
8002 less Transfer to EMR	0	0	0	(141)	0	141	0				
Movement to/(from) Gen Reserve	3,986	731	(3,255)	21,350	5,248	(15,820)	8,265				
<u>61 Longspring Woods</u>											
1854 Longspring Woods Donations	0	0	0	300	0	(300)	0			0.0%	300
Longspring Woods :- Income	0	0	0	300	0	(300)	0				300
Net Income	0	0	0	300	0	(300)	0				
8002 less Transfer to EMR	0	0	0	300	0	(300)	0				
Movement to/(from) Gen Reserve	0	0	0	0	0	(600)	0				

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>70 Precept</u>											
1995 Precept	119,801	119,801	0	958,408	958,408	0	1,437,614			66.7%	
Precept :- Income	119,801	119,801	0	958,408	958,408	0	1,437,614			66.7%	0
Net Income	119,801	119,801	0	958,408	958,408	0	1,437,614				
<u>91 Capital Infrastructure Budget</u>											
2012 CIL income allocation	0	0	0	231,969	0	(231,969)	0			0.0%	231,969
Capital Infrastructure Budget :- Income	0	0	0	231,969	0	(231,969)	0				231,969
9008 O/S Vehicles & Equipment	0	0	0	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	165	0	(165)	39,065	0	(39,065)	0		(39,065)	0.0%	39,065
9075 Public Realm	0	0	0	1,078	0	(1,078)	0		(1,078)	0.0%	1,078
Capital Infrastructure Budget :- Indirect Expenditure	165	0	(165)	242,992	0	(242,992)	0	0	(242,992)		242,992
Net Income over Expenditure	(165)	0	165	(11,023)	0	11,023	0				
8001 plus Transfer from EMR	165	0	(165)	242,992	0	(242,992)	0				
8002 less Transfer to EMR	0	0	0	231,969	0	(231,969)	0				
Movement to/(from) Gen Reserve	0	0	0	0	0	(463,938)	0				

Detailed Income & Expenditure by Phased Budget Heading 11/12/2024

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	174,060	155,615	(18,445)	1,680,562	1,249,738	(430,824)	1,866,414			90.0%	
Expenditure	150,217	157,357	7,140	1,687,182	1,274,837	(412,345)	1,907,253	0	220,071	88.5%	
Net Income over Expenditure	23,843	(1,742)	(25,585)	(6,620)	(25,099)	(18,479)	(40,839)				
plus Transfer from EMR	51,151	0	(51,151)	343,709	0	(343,709)	0				
less Transfer to EMR	1,810	0	(1,810)	248,073	0	(248,073)	0				
Movement to/(from) Gen Reserve	73,184	(1,742)	(74,926)	89,017	(25,099)	(114,116)	(40,839)				

November 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 £4,352 overbudget YTD due to overtime payments.
	(26,067)	(21,936)	4,131	(32,350)	
Community & Well Being					
Youth Council	-	-	-	(500)	

November 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	(189,460)	(225,553)	(36,093)	(338,158)	Income is £2,811 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 £1,928 over its annual budget this is due to extra work undertaken this year with the pitches. The Open Spaces overall position is £36k under budget.
Cemetery	(47,581)	(52,450)	(4,869)	(78,887)	Income is £5806 higher than YTD budget. Cemetery chapel and office nominal is £82 above its annual budget due to the installation of a light switch. Repairs and general maintenance is over its annual budget by £455 due to some plumbing and electrical works. Goods for resale is £135 over budget due to the purchase of a casket but this will be covered by income. The overall expenditure exceeds the budget by £3,000; however, the increased income sufficiently offsets this overage.
Allotments	1,334	6,679	5,345	4,821	STC has not quite reached its projected income this is due to the turnover on allotment plots. Gross pay is £444 over the annual budget due to an increase in hours by the OSL Clerk and this has also led to the employers pension contribution nominal being £352 over the annual budget. Computer software is £783 overbudget due to the data input invoices to enable full use of the software moving forward.
Street lighting/ general	(19,152)	(28,787)	(9,635)	(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 is £3,830 over budget but STC has an outstanding insurance claim in relation to a damaged lamp column. 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), there has also been a service of the two clocks which was unbudgeted at a cost of £1,200. 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	(28,972)	(30,492)	(1,520)	(43,121)	The Vine Lights has been allocated to this cost centre but is offset by grant funding and allocated CIL monies.
Café					

November 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
	£	£	£	£	
Vine Café	(15,097)	-	15,097	-	The current income is £39,386 and the annual income for the last financial year was £35,800. The café will only be open Friday, Saturday and Sunday mornings for the winter season.
Bat & Ball Station	(1,837)	(26,911)	-	-	The Station grant has been moved from ear marked reserves so any deficit now shown will be coming from this years budget. Room hire income has been positive at the Station and has achieved 102% of its annual budget (£12,258). Cafe income is approximately £4k less than the same time last year. The boiler broke down and the £4,012 cost of fixing this has been offset from the capital reserve EMR.
Finance & Delivery					
Establishments	(439,527)	(416,410)	23,117	(705,767)	Interest on deposits is favourable and has achieved £39,262 income against its annual budget of £30,000 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 £836 over the annual budget due to thermal imaging cameras and two office chairs. Printing and stationery is £1,440 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 £5,129 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 £924 over its annual budget. Conference fees and expenses is £1,002 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 £169. The overall position for Establishments is a deficit of £27,000
General	(11,033)	(46,997)	(35,964)	(47,000)	£8,295 has been invoiced for Christmas lights sponsorship. Overall expenditure is low but all the expenditure for Christmas lights has not yet been processed.

November 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
	£	£	£	£	
Council Offices	(26,885)	(29,432)	(2,547)	(37,558)	Income is a little low for the council offices. Repairs and general maintenance is £3,038 over it's annual budget due to tree work over the chamber, framing pictures pest control issue and £1,820 for new hinges on all of the windows. Mobile phone is £41 over budget due to buying a new phone for the office.
Bat & Ball Centre	(2,792)	(6,571)	(3,779)	(10,841)	Income is £18k above the budgeted year to date and has reached 84% of its annual budgeted income. Gross pay is £5,337 over its YTD budget due to extra hours resulting from increased usage. Repairs and general maintenance is £6,492 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. Equipment hired and new is £1,558 over its annual budget due to the purchase of a storage unit (£1,833) - this will be transferred from capital reserves. Refreshments for resale is £1,502 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 £1,569 over its annual budget due to the maintenance of the safety lines and an unbudgeted fire risk assessment.
Grants	(48,048)	(61,000)	(12,952)	(63,000)	
Property	5,438	5,562	124	6,500	

November 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	1,774	(1,886)	(3,660)	(5,000)	The Business Awards income is low. A £4k grant has been received for a mystery shopper programme.
Business Hub	5,238	(2,158)	(7,396)	(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 £473 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	(6,162)	(1,414)	4,748	-	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	(5,606)	(5,840)	(234)	(8,759)	
Youth Cafe	(36,305)	(42,659)	(6,354)	(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 £12k above budgeted year to date but the grant income of £10k 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 £131 over its annual budget, although this should stabilise now.
Markets	21,350	5,248	(16,102)	8,265	Income is £5,000 above budget year to date. Overall expenditure is £9,000 under budget. The overall position for Markets is a surplus of £21,350.
Longspring Woods	-	-	-	-	
Precept	958,408	958,408	-	1,437,614	
Revenue Surplus/ (Deficit) Total	89,019	(24,599)	(113,618)	1,465	

November 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	-	-			Monies have now been transferred
Adjusted Revenue Surplus/ (Deficit) Total	89,019	(24,599)	(113,618)	1,465	
Capital Infrastructure	-	-	-	-	
Total inc Capital	89,019	(24,599)	(113,618)	(40,839)	

Summary by Committee:

Planning	(26,067)	(21,936)	4,131	(32,350)
Community and Well Being	-	-	-	(500)
Vine Café	(15,097)	-	15,097	-
Bat Ball Station	(1,837)	(26,911)	-	-
Finance & Delivery	(826,389)	(932,746)	(106,357)	(1,403,299)
Precept	958,408	958,408	-	1,437,614
Capital Infrastructure	-	-	-	-

Sevenoaks Town Council

Statement of Fund Balances as at 30th November 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			9,366			
114,917	Current Account			354,518			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			2,438			
					378,271	17.82%	
	<u>HSBC</u>	A+	A-1				
51,598	Business money manager			52,104			1.94%
					52,104	2.45%	
	<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	0.09%	
	<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)		1,060,000			
					1,060,000	49.94%	5.18%
	<u>Virginmoney</u>						
1	Current account	BBB	A-2	1			
522,036	95 Day Notice			7,395			4.07%
					7,396	0.35%	
	Insignis Investments						
	Insignis Hub						
	Insignis Earmarked Fees			802			
	Emirates NBD (9 Months) (21.02.25)	A+		250,000			5.02%
	Emirates NBD (6 Months) (11.03.25)	A+		268,572			4.75%
	Emirates NBD (3 Months) (11.02.25)			99,800			4.60%
					619,174	29.17%	
925	<u>Petty Cash</u>				769	0.04%	
	<u>Cashbook suspense</u>				9	0.00%	
1,705,027					2,122,418		

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

1,480,993
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

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Balance Sheet as at 30th November 2024

31 March 2023

30th November 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	21,000		
23,551	SCC Bookings Debtors	7,478		
15,109	Vat Control	7,346		
0	Allotment Ledger	515		
23,965	Prepayments	5,098		
5,953	Stock	5,953		
114,917	Nat West - Current Account	354,518		
1,000	Payroll Account	1,000		
22,587	Mayors Charity Account	2,438		
1,000	House i/t Basement Youth Cafe	1,000		
9,949	Sevenoaks Town Partnership	9,949		
925	Petty Cash	769		
66,509	Handelsbanken Investment	168		
269,802	Handelsbanken Notice Account	1,672		
2,835	Nationwide Instant Saver	2,835		
56,451	Natwest Investment	9,366		
0	Emirates NBD (9 Months)	250,000		
0	Emirates NBD (3 Months)	99,800		
1	Virgin Money Current Account	1		
51,598	HSBC Investment	52,104		
10,419	Nationwide Sevenoaks Fund	21		
575,000	CCLA Public Sector Deposit	1,060,000		
522,036	Virgin Money 90 day Notice	7,395		
0	Insignis Earmarked Fees	802		
0	Emirates NBD (6 Months)	268,575		
0	Cash Book Suspense	9		
1,821,530			2,169,811	
1,821,530	Total Assets			2,168,811

Balance Sheet as at 30th November 2024

31 March 2023

30th November 2024

31 March 2023		30th November 2024	
Current Liabilities			
33,535	Creditors	13,582	
12,444	Miscellaneous Creditors	2,501	
53,929	Accruals	9,106	
4,546	Superannuation Due	0	
38,533	Receipts in Advance	482,524	
11,353	Receipt in Advance-Cemetery	2,600	
4,104	Damage Deposit	2,486	
408	Key Deposit	410	
5,690	QH Allotment Key deposits	6,055	
667	BV Allotment key deposits	697	
165,209		519,960	
1,656,321	Total Assets Less Current Liabilities	1,648,851	
Long Term Liabilities			
0		0	
1,656,321	Total Assets Less Long Term Liabilities	1,648,851	
Represented By			
514,992	Revenue Reserve	582,520	
1,141,329	Earmarked Reserves	1,066,331	
1,656,321		1,648,851	

The above statement represents fairly the financial position of the authority as at 30th November 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
312 Temp Staff Reserve	0.00	4,000.00	4,000.00
313 Youth Council Reserve	1,727.10	463.27	2,190.37
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	3,402.82	41,666.06
317 Street Lighting Reserve	6,053.97	4,669.29	10,723.26
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	0.00
328 Non-annual commitments reserve	1,950.00	8,085.00	10,035.00
329 Staff training reserve	2,890.00		2,890.00
331 20 MPH Reserve	0.00	21,489.00	21,489.00
334 Energy Saving - TC Offices	0.00	6,780.26	6,780.26
336 Bid Buddy Reserve	10,000.00	-10,000.00	0.00
339 Capital Receipts Quaker Hall	116,923.68	-85,882.00	31,041.68
340 Capital Receipts Reserve	420,416.22	-20,413.00	400,003.22
343 B&B Management Maint Reserve	42,681.25	-42,681.25	0.00
346 Vehicle/machinery replacement	42,829.00	8,787.00	51,616.00
347 Environmental Reserve	4,000.00	-4,000.00	0.00
348 B&B Ctr Maintenance Reserve	10,578.00		10,578.00
349 Recruitment reserve	27,000.00	-20,500.00	6,500.00
351 IT Reserve	6,000.00	-6,000.00	0.00
360 CIL Earmarked reserve	160,341.76	137,903.09	298,244.85
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	-11,250.00	3,750.00
378 Longspring Wood Donations	101,192.00	-101,192.00	0.00
379 Samaritans Reserve	1,488.00	-1,488.00	0.00
	1,141,328.88	-127,597.30	1,013,731.58

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31st December 2024

31 March 2023		31st December 2024
	Operating Income	
49,155	O/ Spaces & Leisure - General	27,235
57,362	O/ Spaces & Leisure - Cemetery	60,698
9,036	O/ Spaces & Leisure- Allotment	9,161
12,824	Open Spaces-Street Lighting/Ge	10,147
38,645	O/ Spaces & Leisure-Vine Cafe	39,983
6,285	O/Spaces & Leisure-Vine Ground	14,470
68,570	F& G P - Bat & Ball Station	48,883
69,948	F & G P - Establishments	72,895
11,144	F & G P - General	10,455
13,191	F & G P - Council Offices	9,404
136,229	F & G P - Bat & Ball Centre	104,835
6,068	F & G P - Property	6,424
11,203	Town Team	16,821
29,356	Business Hub	21,422
25,709	Sevenoaks Town Mayor	3,046
13,847	Youth Cafe	29,154
61,185	Markets	48,121
101,192	Longspring Woods	300
1,370,074	Precept	1,078,209
129,395	Capital Infrastructure Budget	231,969
2,220,418	Total Income	1,843,632
	Running Costs	
36,557	Planning - General	29,310
402,610	O/ Spaces & Leisure - General	237,269
137,972	O/ Spaces & Leisure - Cemetery	123,857
9,429	O/ Spaces & Leisure- Allotment	9,783
35,842	Open Spaces-Street Lighting/Ge	25,291
65,491	O/ Spaces & Leisure-Vine Cafe	57,424
57,010	O/Spaces & Leisure-Vine Ground	57,617
158,009	F& G P - Bat & Ball Station	104,986
713,015	F & G P - Establishments	599,742
55,608	F & G P - General	42,955
53,082	F & G P - Council Offices	39,313
141,702	F & G P - Bat & Ball Centre	114,383
99,082	F & G P - Grants	60,353
0	F & G P - Property	(12)
13,481	Town Team	13,879
27,487	Business Hub	16,385
26,086	Sevenoaks Town Mayor	8,966
500	Youth Council	0
300	Public Realm	0
0	BID	16,302
67,479	Youth Cafe	72,639
31,294	Markets	24,671
38	Longspring Woods	0
3,841	Capital Infrastructure Budget	291,500
2,135,916	Total Expenditure	1,946,611

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

31 March 2023

31st December 2024

	General Fund Analysis	
459,542	Opening Balance	514,992
2,220,418	Plus : Income for Year	1,843,632
<hr/>		<hr/>
2,679,960		2,358,624
2,135,916	Less : Expenditure for Year	1,946,611
<hr/>		<hr/>
544,044		412,013
29,053	Transfers TO / FROM Reserves	(127,597)
<hr/>		<hr/>
514,992	Closing Balance	539,610
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Purchase Ledger for Month No 8

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/11/2024	196420392	36726	AA DEVELOPMENTS LTD	AA002	345.00	69.00	414.00	6491	32	345.00	Rem Day road closure signs
21/11/2024	196473296	36793	AA DEVELOPMENTS LTD	AA002	483.00	96.60	579.60	6490	32	483.00	CLSO road signs
19/11/2024	00015289	36835	ROBERT ACTON	ACT001	113.20	22.64	135.84	5500	21	113.20	litter pickers
04/11/2024	1259	36730	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
15/11/2024	CD-243570135	36823	ANGEL WATERLOGIC	ANWA001	601.32	120.26	721.58	6330	31	250.55	water dispenser maint chg
								110	0	350.77	water dispenser maint chg
15/11/2024	15/11/24	36803	BANKLINE	BANKL01	94.00	0.00	94.00	6975	31	94.00	bank chg
01/11/2024	SOI00050449	36822	BILLI	BIL001	783.09	156.62	939.71	6330	30	326.29	hot water tap maint chg
								110	0	456.80	hot water tap maint chg
02/11/2024	SI57934	36717	BLACHERE	BLA001	1,260.80	252.16	1,512.96	6490	32	1,260.80	xmas lights
15/11/2024	237601	36816	BOURNE SPORT	BOU002	240.00	48.00	288.00	5120	21	240.00	fertilizer
31/10/2024	242096561	36767	BP FUEL	BPF001	6.00	0.00	6.00	5700	21	6.00	fuel
12/11/2024	242099194	36781	BP FUEL	BPF001	81.14	16.23	97.37	5700	21	69.69	fuel
								5700	22	11.45	fuel
12/11/2024	242099195	36782	BP FUEL	BPF001	8.90	0.00	8.90	5700	21	8.90	fuel
19/11/2024	242101276	36811	BP FUEL	BPF001	78.63	15.73	94.36	5700	21	34.20	fuel
								5700	22	44.43	fuel
19/11/2024	242101277	36812	BP FUEL	BPF001	9.49	0.00	9.49	5700	21	9.49	fuel
26/11/2024	242102775	36827	BP FUEL	BPF001	147.46	29.50	176.96	5700	21	147.46	fuel
26/11/2024	242102776	36828	BP FUEL	BPF001	5.79	0.00	5.79	5700	21	5.79	fuel
25/11/2024	SVO/374355	36829	BREWERS	BREW001	14.16	2.83	16.99	5410	28	14.16	paint
31/10/2024	814682581	36775	BRITISH GAS	BRI001	81.79	4.08	85.87	6012	30	81.79	gas chg 22/9-21/10
20/11/2024	809943152	36844	BRITISH GAS	BRIT007	153.23	7.66	160.89	6012	33	153.23	gas chg 15/10-14/11
14/11/2024	813120743	36843	BRITISH GAS	BRIT008	154.98	7.74	162.72	6012	36	154.98	gas chg 12/10-11/11
01/10/2024	4621	36859	CJS PLANTS	CJS001	900.00	180.00	1,080.00	6865	26	900.00	winter floral maint
15/11/2024	26692	36783	CLOVERLEAF	CLO002	125.00	25.00	150.00	5410	28	125.00	boiler service
06/11/2024	154772	36780	CONNECTAPHONE	CON001	561.20	112.24	673.44	6101	50	50.98	Oct telephone chg
								6101	22	50.98	Oct telephone chg

Purchase Ledger for Month No 8

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	28	50.98	Oct telephone chg
								6101	36	51.33	Oct telephone chg
								6101	30	50.98	Oct telephone chg
								6101	31	305.95	Oct telephone chg
28/11/2024	INV-19188	36820	COPPER JAX	COP002	160.00	32.00	192.00	5410	36	160.00	front door repair
31/10/2024	INV485861	36766	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Oct glass collection
29/10/2024	923843A	36785	ERNEST DOE	DOE001	281.69	56.34	338.03	5525	22	281.69	mower service
30/10/2024	923911	36765	ERNEST DOE	DOE001	34.08	6.82	40.90	6952	21	24.95	helmet
								5500	21	9.13	hook
04/11/2024	000021107266	36722	EDF ENERGY	EDF002	1,101.78	220.35	1,322.13	6011	36	1,101.78	Oct electric chg
05/11/2024	000021125176	36719	EDF ENERGY	EDF003	34.05	1.70	35.75	6011	60	34.05	Oct electric chg
05/11/2024	000021121788	36720	EDF ENERGY	EDF004	790.31	158.06	948.37	6011	41	790.31	Oct electric chg
22/11/2024	000021289593	36838	EDF ENERGY	EDF008	-348.47	-17.42	-365.89	6861	26	-348.47	electricity 24/6-13/9
22/11/2024	000021289619	36840	EDF ENERGY	EDF008	26.50	1.32	27.82	6861	26	26.50	electricity 1/4-23/6
22/11/2024	000021289645	36839	EDF ENERGY	EDF008	375.95	18.80	394.75	6861	26	375.95	electricity 24/6-13/9
08/11/2024	000021172783	36761	EDF ENERGY	EDF009	163.73	8.19	171.92	6011	22	163.73	Oct electric chg
01/11/2024	000021055119	36721	EDF ENERGY	EDF011	943.73	188.74	1,132.47	6011	30	943.73	Oct electric chg
09/11/2024	14094980	36736	ELITE	EFS001	149.69	0.00	149.69	6500	28	149.69	goods for resale
18/11/2024	14096887	36797	ELITE	EFS001	94.99	0.00	94.99	6500	30	94.99	goods for resale
02/10/2024	INV-47625	36800	EJPFIREPROTECT	EJPFIRE001	50.00	10.00	60.00	6922	30	50.00	fire extinguisher
22/11/2024	INV-47900	36826	EJPFIREPROTECT	EJPFIRE001	550.00	110.00	660.00	6922	36	550.00	Fire Risk Assessment
01/11/2024	111072	36742	ATLAS FM/EMPRISE SVS	EMP001	562.82	112.56	675.38	6932	22	562.82	Nov lock up chg
01/11/2024	111073	36741	ATLAS FM/EMPRISE SVS	EMP001	1,407.90	281.58	1,689.48	5311	21	1,407.90	Nov Pontoise lock up chg
01/11/2024	111074	36740	ATLAS FM/EMPRISE SVS	EMP001	938.70	187.74	1,126.44	5311	21	938.70	Nov H.Street lock up chg
08/11/2024	155104	36764	ENGLISH WOODLANDS	ENG001	316.42	63.28	379.70	5340	21	316.42	plants
19/11/2024	3797904	36804	EVERFLOW WATER	EVE002	554.44	0.00	554.44	6002	23	98.99	water chg 19/12-18/1
								5025	21	64.02	water chg 19/12-18/1
								6014	33	156.22	water chg 19/12-18/1
								6014	36	15.53	water chg 19/12-18/1

Purchase Ledger for Month No 8

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
								6014	30	26.91	water chg 19/12-18/1
								6014	21	-0.31	water chg 19/12-18/1
								6014	28	113.76	water chg 19/12-18/1
								6014	29	16.02	water chg 19/12-18/1
								6014	23	63.30	water chg 19/12-18/1
19/11/2024	CASC108085	36817	EXPRESS FACTORS	EXPR001	-6.51	-1.30	-7.81	5525	22	-6.51	screen wash
14/11/2024	CASV185332	36818	EXPRESS FACTORS	EXPR001	26.60	5.32	31.92	5550	21	5.12	deicer
								5410	21	21.48	cable ties
18/11/2024	CASV185799	36790	EXPRESS FACTORS	EXPR001	111.16	22.23	133.39	5550	21	4.70	anti freeze
								5500	21	106.46	jump start kit
19/11/2024	CASV186139	36834	EXPRESS FACTORS	EXPR001	11.87	2.37	14.24	5525	22	11.87	antifreeze
28/11/2024	26520	36846	EXTRASPACE INDUSTRIE	EXTRA001	1,833.00	366.60	2,199.60	5500	36	1,833.00	storage unit
14/11/2024	0063/04897367	36786	FAIRALLS	FAIR001	36.00	7.20	43.20	5120	21	36.00	gravel bag
12/10/2024	12/10/24	36836	FLOWER AND GLORY	FLO001	200.00	0.00	200.00	6322	40	200.00	flower display
14/11/2024	I036036	36749	FORGE GARAGE	FORG001	157.45	31.49	188.94	5550	21	157.45	GK20DZO Service
13/11/2024	0000032975	36752	GAZEBO WORKSHOP	GAZ001	1,311.46	262.29	1,573.75	6869	32	1,311.46	2 gazebos
21/11/2024	0000061213	36856	GAZEBO WORKSHOP	GAZ001	1,311.46	262.29	1,573.75	6490	32	1,311.46	CLSO gazebo
21/11/2024	0000061213REV	36861	GAZEBO WORKSHOP	GAZ001	-1,311.46	-262.29	-1,573.75	6490	32	-1,311.46	gazebo x 2
12/11/2024	INV562502	36789	GAZA TIMBER	GAZA001	84.31	16.86	101.17	5010	21	84.31	timber
10/10/2024	165742	36760	GODFREYS	GOD001	74.98	14.99	89.97	5700	21	74.98	fuel
06/11/2024	167247	36769	GODFREYS	GOD001	80.97	0.00	80.97	5700	21	80.97	fuel
27/11/2024	168499	36830	GODFREYS	GOD001	49.98	10.00	59.98	5700	21	49.98	fuel
11/11/2024	INV-0501	36728	GROUNDHOUSE MEDIA AN	GRO001	2,170.00	434.00	2,604.00	6491	32	2,170.00	Rem Day sound system
12/11/2024	94306	36734	HERBERT & WARD	HAW001	135.00	0.00	135.00	6500	30	135.00	goods for resale
22/11/2024	94478	36819	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Nov coffee machine rental
25/11/2024	94529	36824	HERBERT & WARD	HAW001	70.00	7.60	77.60	6500	30	32.00	goods for resale
								6505	30	38.00	consumables
30/11/2024	25351	36868	HELIOCENTRIX	HELI001	323.09	64.62	387.71	6240	31	323.09	Apple ipad for C.E.M
27/11/2024	HM599	36857	HM CREATIVE AND CO	HMC001	485.00	0.00	485.00	6490	32	485.00	CLSO performance

Purchase Ledger for Month No 8

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
14/11/2024	0608774	36756	HOLLYBUSH LAUNDRY	HOL002	138.00	0.00	138.00	6013	36	138.00	tablecloth laundry
01/11/2024	INV-9658	36660	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
06/11/2024	0001297320	36724	JAMES BUCKLAND LTD	JBU001	74.34	1.20	75.54	6500	30	74.34	Goods for resale
01/11/2024	10748721939	36661	KALC	KALC	70.00	14.00	84.00	6710	31	70.00	RFO Conference fee
10/11/2024	1008330	36739	KALL KWIK	KALL001	758.60	83.92	842.52	6461	31	285.00	banner
								6200	31	473.60	printing
06/11/2024	1008333	36737	KALL KWIK	KALL001	20.00	4.00	24.00	6490	32	20.00	CLSO poster
06/11/2024	1008334	36738	KALL KWIK	KALL001	82.00	0.00	82.00	6490	32	82.00	CLSO leaflets
08/11/2024	900201919	36776	KENT COUNTY COUNCIL	KCC002	579.00	115.80	694.80	6610	31	579.00	audit fees 24/9-24/10
04/11/2024	13869	36715	KCC KCS	KCC003	105.96	21.19	127.15	6010	33	39.98	cleaning eq
								6200	31	65.98	stationery
06/11/2024	14527	36716	KCC KCS	KCC003	24.99	5.00	29.99	6200	31	24.99	stationery
20/11/2024	20388	36808	KCC KCS	KCC003	70.97	14.19	85.16	6200	31	12.99	stationery
								6010	33	57.98	cleaning eq
20/11/2024	20389	36809	KCC KCS	KCC003	53.10	10.62	63.72	6010	41	53.10	cleaning eq
20/11/2024	20390	36807	KCC KCS	KCC003	71.91	14.38	86.29	6200	31	71.91	stationery
27/11/2024	23550	36837	KCC KCS	KCC003	90.15	18.03	108.18	6010	41	76.68	cleaning eq
								6900	31	13.47	battery
11/11/2024	8428162	36733	KFF	KFF001	121.86	0.00	121.86	6500	30	121.86	goods for resale
19/11/2024	140597	36815	LANDSCAPE SUPPLY CO	LAND001	117.74	23.55	141.29	5500	21	99.75	padlock
								6952	21	17.99	trousers
27/07/2021	C2157	36779	NATIONAL ASSOCIATION	NACO	-130.00	0.00	-130.00	6320	31	-130.00	training credit
09/09/2024	422489/CO	36755	NATIONAL LEAFLET CO	NAT010	-100.00	-20.00	-120.00	6210	31	-100.00	Town Crier delivery
11/11/2024	423827/0	36754	NATIONAL LEAFLET CO	NAT010	1,234.51	246.28	1,480.79	6210	31	1,234.51	Town Crier delivery
11/11/2024	NEREODBS15197	36777	NEREO	NER001	10.00	2.00	12.00	6922	50	10.00	H.T DBS check
28/11/2024	UKSPS00151023	36841	NEXUDUS SL	NEX001	99.92	19.98	119.90	6900	41	99.92	Hub booking chg
02/10/2024	29839929	36747	NISBETS	NIS001	169.98	33.99	203.97	5110	21	169.98	work table
04/10/2024	29861299	36748	NISBETS	NIS001	179.99	35.99	215.98	5110	21	179.99	work table
07/11/2024	30071426	36718	NISBETS	NIS001	36.48	1.29	37.77	6330	31	36.48	tea 2.2kg

Purchase Ledger for Month No 8

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/11/2024	000/00189350	36744	OBM	OBM001	16.82	3.36	20.18	5500	21	16.82	staple gun
24/10/2024	0001/00188165	36745	OBM	OBM001	5.59	1.12	6.71	5410	22	5.59	bolt
11/11/2024	0001/00189189	36746	OBM	OBM001	5.40	1.08	6.48	5310	21	5.40	shackle
14/11/2024	0001/00189546	36814	OBM	OBM001	14.93	2.99	17.92	5525	21	14.93	maint equip
28/10/2024	28/OCT24/ANN	36732	ONECARD	ONE002	687.41	70.75	758.16	6500	50	36.86	Goods for resale
								6500	50	15.00	Goods for resale
								6500	30	109.88	Goods for resale
								6500	28	85.76	Goods for resale
								6500	50	41.18	Goods for resale
								6500	50	14.58	Goods for resale
								7552	38	158.32	Art cutting machine
								6900	50	2.29	batteries
								6322	40	59.98	2 tree gifts
								6322	40	109.84	award frames
								6322	40	27.46	award frames
								6322	40	15.45	gold envelopes, wine bag
								6322	40	4.99	gold envelopes
								6104	21	5.82	O/S manager mobile case
28/10/2024	28/OCT24/LIN	36863	ONECARD	ONE002	250.12	30.12	280.24	6330	31	16.09	meeting refreshments
								6330	11	18.88	survey subscription
								6330	31	1.45	milk
								6330	31	2.55	milk
								6330	31	13.33	wine
								6330	31	12.50	BID lunch hospitality
								6330	31	1.33	BID lunch hospitality
								6900	31	4.50	bag, battery
								6900	50	45.82	video game
								5500	31	32.00	jug, clock, cake decs
								6322	40	37.50	wine

Purchase Ledger for Month No 8

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
								6322	40	29.17	wine
								7607	40	35.00	M.R COC xmas ticket
20/11/2024	SIN062289	36788	ONLINE PLAYGROUNDS	ONP001	256.17	51.23	307.40	5310	21	256.17	playground equip
21/11/2024	6573	36810	PRIMO	PRIMO001	110.00	0.00	110.00	6330	31	110.00	coffee
15/11/2024	244137	36813	PROVENDER	PRO002	152.20	30.44	182.64	5340	21	152.20	plants
04/11/2024	I359635	36725	Q CATERING	QCA001	159.03	6.52	165.55	6500	30	159.03	Goods for resale
18/11/2024	I361926	36796	Q CATERING	QCA001	115.89	0.00	115.89	6500	30	115.89	goods for resale
25/11/2024	I362958	36825	Q CATERING	QCA001	178.74	12.98	191.72	6500	30	178.74	goods for resale
29/11/2024	I363990	36821	Q CATERING	QCA001	135.06	0.00	135.06	6500	30	135.06	goods for resale
30/11/2024	TC23119	36858	QUEST 4 ENTERTAINMEN	QUE001	190.00	0.00	190.00	6490	32	190.00	CLSO show
11/11/2024	RS116263	36778	RAWSTONE HIRE	RAW001	187.20	37.44	224.64	6491	32	187.20	road closure sign hire
20/11/2024	20/11/24	36791	ROYAL BRITISH LEGION	RBL001	200.00	0.00	200.00	6491	32	200.00	Wreath donation
21/11/2024	86562	36806	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	monthly till support
21/11/2024	86563	36805	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	monthly till support
10/11/2024	46378	36735	RIGHT GUARD	RIGHT001	710.75	142.15	852.90	6491	32	710.75	Rem Day security
13/11/2024	13.11.2024	36753	SAMSARA SPORT	SAM002	215.00	0.00	215.00	6869	32	215.00	skateboarding sessions
04/11/2024	2093580	36663	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection chg 7/10-3/11
04/11/2024	2093667	36664	SDC	SDC001	161.20	0.00	161.20	6975	21	161.20	bin collection chg 9/9-6/10
04/11/2024	2093668	36662	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection chg 7/10-3/11
04/11/2024	2093669	36666	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection chg 7/10-3/11
04/11/2024	2093676	36667	SDC	SDC001	100.75	0.00	100.75	6935	36	100.75	bin collection chg 7/10-3/11
04/11/2024	2093677	36665	SDC	SDC001	80.60	0.00	80.60	6935	28	80.60	bin collection chg 7/10-3/11
06/11/2024	2093751	36699	SDC	SDC001	1,912.90	0.00	1,912.90	5421	60	476.56	Nov market rent
								5420	60	1,436.34	Nov market rent
12/11/2024	2093785	36795	SDC	SDC001	3,194.17	638.83	3,833.00	6501	30	3,194.17	DVCRP poster sales
22/11/2024	GAC63549	36833	SETYRES	SETY001	15.00	3.00	18.00	5525	22	15.00	puncture repair
31/10/2024	230951	36768	SEV GLAZING	SEV001	225.00	45.00	270.00	5026	21	225.00	glass replacement
08/11/2024	230981	36794	SEV GLAZING	SEV001	1,820.00	364.00	2,184.00	5410	33	1,820.00	window repairs
04/11/2024	252517	36762	SEVENOAKS GARDEN CEN	SEV062	28.00	5.60	33.60	5340	21	28.00	plants

Purchase Ledger for Month No 8

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
07/11/2024	252586	36763	SEVENOAKS GARDEN CEN	SEV062	100.00	20.00	120.00	5320	36	100.00	plants
20/11/2024	253051	36801	SEVENOAKS GARDEN CEN	SEV062	120.00	24.00	144.00	6900	36	60.00	xmas tree
								6900	33	60.00	xmas tree
05/11/2024	5/11/24	36774	WATER CHOICE	SEWAT001	357.65	0.00	357.65	6014	22	357.65	water chg 17/5-29/10
31/10/2024	4220	36759	SGE	SGE001	1.41	0.28	1.69	5410	41	1.41	maint eq
31/10/2024	4221	36802	SGE	SGE001	29.98	6.00	35.98	5525	21	22.84	nuts, bolts
								5410	21	7.14	nuts, bolts
08/11/2024	1410	36731	SG PLUMBING AND HEAT	SGP001	512.68	102.54	615.22	5410	28	40.00	plumbing work
								5410	33	100.00	plumbing work
								5410	22	372.68	plumbing work
19/11/2024	1419	36798	SG PLUMBING AND HEAT	SGP001	80.00	16.00	96.00	5410	41	80.00	ladies shower repair
07/11/2024	0000134421	36751	SMITH OF DERBY	SMIT003	605.50	121.10	726.60	6861	26	605.50	Warren Opticians clock service
07/11/2024	0000134422	36750	SMITH OF DERBY	SMIT003	622.50	124.50	747.00	6861	26	622.50	Market House clock service
04/11/2024	7205	36700	STAG	STAG002	165.00	33.00	198.00	9066	91	165.00	Masterplan meeting room hire
26/11/2024	7270	36860	STAG	STAG002	440.00	88.00	528.00	6922	31	440.00	first aid course room hire
11/11/2024	INV-000130	36743	JS TAYLOR	TAYL001	280.00	0.00	280.00	5410	22	280.00	electrical work
19/11/2024	INV-000139	36787	JS TAYLOR	TAYL001	95.00	0.00	95.00	5020	29	95.00	electrical work
19/11/2024	INV-000140	36799	JS TAYLOR	TAYL001	160.00	0.00	160.00	6490	32	160.00	light repair
21/11/2024	45253	36831	TELESHORE UK	TELE003	923.85	184.77	1,108.62	5525	22	923.85	Shoring equipment inspection
22/11/2024	45255	36832	TELESHORE UK	TELE003	219.00	43.80	262.80	5525	22	219.00	maint equip
30/11/2024	4055	36855	THE ONLY WAY	TOWIEA01	500.00	0.00	500.00	6490	32	500.00	CLSO performance
07/11/2024	7/11/24	36723	UK POWER NETWORKS	UPN001	1,972.80	0.00	1,972.80	5410	26	1,972.80	electricity switch off/on
08/11/2024	8/11/24	36702	VIKING	VICK001	30.00	0.00	30.00	6200	31	30.00	payment error
08/11/2024	8/11/24REV	36703	VIKING	VICK001	-30.00	0.00	-30.00	6200	31	-30.00	payment error
01/11/2024	19278	36659	VISION ICT	VISICT001	25.00	5.00	30.00	6241	40	25.00	Website domain renewal
20/11/2024	20/11/24	36792	WARNERS SOLICITORS	WARN001	35.00	0.00	35.00	6710	31	35.00	RFO to Ladies xmas lunch
31/10/2024	159242	36771	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	Oct clean & lock up chg
								5020	29	841.28	Oct clean & lock up chg
								5026	21	280.43	Oct clean & lock up chg

Purchase Ledger for Month No 8

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	159243	36772	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	Oct hygiene unit
								5020	29	12.95	Oct hygiene unit
31/10/2024	159244	36770	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Oct clean & lock up chg
29/10/2024	923843	36773	WETTON CLEANING SERV	WET001	281.69	56.34	338.03	5525	22	281.69	mower repair
29/10/2024	923843REV	36784	WETTON CLEANING SERV	WET001	-281.69	-56.34	-338.03	5525	22	-281.69	mower service
01/11/2024	WM12453594	36845	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Oct card trans chg
01/11/2024	02081659	36757	YU ENERGY	YUE001	43.22	2.16	45.38	6862	26	43.22	Oct electric chg
01/11/2024	02081660	36842	YU ENERGY	YUE001	7.15	0.36	7.51	6862	26	7.15	Oct electric chg
01/11/2024	02081661	36758	YU ENERGY	YUE001	540.40	27.02	567.42	6862	26	540.40	Oct electric chg
TOTAL INVOICES					47,422.50	7,224.42	54,646.92			47,422.50	

List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2024	Reach PLC	DD01NOV24	13.22		Sevenoaks Chronicle subs
01/11/2024	Sevenoaks District Council	DD02/NOV24	848.00		Nov Business Rates chg
01/11/2024	Sevenoaks District Council	DD03/NOV24	2,839.00		Nov Business Rates chg
01/11/2024	Sevenoaks District Council	DD04/NOV24	530.00		Nov Business Rates chg
01/11/2024	Sevenoaks District Council	DD05/NOV24	74.00		Nov Business Rates chg
01/11/2024	Sevenoaks District Council	DD06NOV24	165.00		Nov Business Rates chg
01/11/2024	Sevenoaks District Council	DD07NOV24	54.00		Nov Business Rates chg
01/11/2024	British Gas - Community Centre	DD08	123.56		gas chg 12/9-11/10
01/11/2024	Cashbook Suspense	REV1	5.97		Reverse incorrect cbs reversal
01/11/2024	Cashbook Suspense	CORR2	5.97		Oct Petty Cash error reversal
01/11/2024	Petty Cash	CORR	11.94		Tfr corrections of petty cash
04/11/2024	BACS P/L Pymnt Page 6801	BACS Pymnt	7,226.47		BACS P/L Pymnt Page 6801
04/11/2024	A.K	BACS4/11	30.00		Allot key refund
04/11/2024	Nexodus S.L	DD10	119.28		Hub booking chg Nov
04/11/2024	NATWEST ONE CARD	DD09	2,920.11		Lin Onecard Oct
05/11/2024	BP Fuel	DD11	76.68		fuel
06/11/2024	EDF Energy - Vine Gardens	DD12	555.85		Electric chg 7/7-6/10
06/11/2024	EDF Energy - St John's Hill	DD13	1,050.60		Electric chg 3/7-6/10
06/11/2024	EDF Energy - Vine Cafe	DD14	1,341.08		Electric chg 3/7-6/10
07/11/2024	BP Fuel	DD15	6.00		fuel
08/11/2024	BACS P/L Pymnt Page 6804	BACS Pymnt	16,894.16		BACS P/L Pymnt Page 6804
08/11/2024	British Gas - Offices	DD19	110.31		gas chg 15/9-14/10
08/11/2024	YU ENERGY	DD16	45.38		Oct electric chg
08/11/2024	YU ENERGY	DD18	567.42		Oct electric chg
08/11/2024	YU ENERGY	DD17	7.51		Oct electric chg
11/11/2024	CCLA Public Sector Deposit Fun	INVESTMENT	300,000.00		Tfr of funds to CCLA
14/11/2024	BACS P/L Pymnt Page 6812	BACS Pymnt	13,865.74		BACS P/L Pymnt Page 6812
14/11/2024	EDF ENERGY - Offices	DD20	44.77		electric chg 7/7-6/10
15/11/2024	Connectaphone	DD21	673.44		Oct telephone chg
15/11/2024	NatWest Bankline	BLN	94.00		bank chg
19/11/2024	WorldPay	DD22	121.42		Oct card trans chg
19/11/2024	WorldPay	DD23	104.08		Oct card trans chg
19/11/2024	WorldPay	DD24	86.05		Oct card trans chg
19/11/2024	WorldPay	DD25	34.52		Oct card trans chg
19/11/2024	BP Fuel	DD26	106.27		fuel
19/11/2024	British Gas - B&B St	DD27	85.87		gas chg 22/9-21/10
20/11/2024	WorldPay	DD28	11.94		Oct card trans chg
21/11/2024	BACS P/L Pymnt Page 6817	BACS Pymnt	15,773.14		BACS P/L Pymnt Page 6817
21/11/2024	Reposs Ltd	DD29	38.11		monthly till support
21/11/2024	Reposs Ltd	DD30	27.82		monthly till support
22/11/2024	EDF ENERGY - B&B Station	DD31	1,132.47		Oct electric chg
22/11/2024	Petty Cash	001986A	9.00		petty cash top up
25/11/2024	Petty Cash	001986	391.35		petty cash top up
25/11/2024	EDF Energy - Bat and Ball Cent	DD32	1,322.13		Oct electric chg
25/11/2024	Payroll A/c	BACS25/11	62,173.39		November Salaries Tfr
26/11/2024	BP Fuel	DD33	103.85		fuel
26/11/2024	EDF Energy - Business Hub	DD34	948.37		Oct electric chg

List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/11/2024	EDF Energy - High Street Marke	DD35	35.75		Oct electric chg
26/11/2024	Payroll A/c	BACS26/11	30,876.47		November HMRC/KCC Tfr
27/11/2024	Everflow Water	DD36	554.44		water chg 19/12-18/1
27/11/2024	Country Style Recycling	DD37	94.97		Oct glass collection
29/11/2024	BACS P/L Pymnt Page 6824	BACS Pymnt	10,465.93		BACS P/L Pymnt Page 6824
29/11/2024	EDF ENERGY - Cemetery	DD38	171.92		Oct electric chg
29/11/2024	Payroll A/c	DD29/11	4,992.15		November L&G Tfr
29/11/2024	Legal & General	CORRECTION	-1,000.00		L&G Payment correction
30/11/2024	Payroll A/c	CORRECTION	2,000.00		Correcting error tfrs
Total Payments			<u>480,960.87</u>		

Receipts for Month 8				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: 25/11/2024	62,173.39						
BACS25/11	Nat West - Current Account	62,173.39			201		62,173.39	November Salaries Tfr
	Banked: 26/11/2024	30,876.47						
BACS26/11	Nat West - Current Account	30,876.47			201		30,876.47	November HMRC/KCC Tfr
	Banked: 29/11/2024	4,992.15						
DD29/11	Nat West - Current Account	4,992.15			201		4,992.15	November L&G Tfr
	Banked: 30/11/2024	2,000.00						
CORRECTION	Nat West - Current Account	2,000.00			201		2,000.00	Correcting error tfrs
Total Receipts for Month		100,042.01	0.00	0.00			100,042.01	
Cashbook Totals		101,042.01	0.00	0.00			101,042.01	

Payments for Month 8				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>
25/11/2024	Employees	BACS25/11	62,013.39			520		62,013.39	November wages payments
25/11/2024	Councillors	BACS25/11-	160.00			520		160.00	November Mayor's Allowance
26/11/2024	HMRC/KCC	BACS26/11	30,876.47			515		19,292.65	November HMRC Payments
						516	0	11,583.82	November KCC Payments
29/11/2024	Legal & General	DD29/11	5,992.15			516		5,992.15	November L&G Payment
29/11/2024	Nat West - Current Account	Correction	1,000.00			201		1,000.00	Tfr L&G Correction
Total Payments for Month			100,042.01	0.00	0.00			100,042.01	
Balance Carried Fwd			1,000.00						
Cashbook Totals			101,042.01	0.00	0.00			101,042.01	

Receipts for Month 8

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 :	925.76					925.76	
Correction	Banked: 01/11/2024	5.97						
Correction	Cashbook Suspense	5.97			299		5.97	Correct October error
	Banked: 01/11/2024	11.94						
CORR	Nat West - Current Account	11.94			201		11.94	Tfr corrections of petty cash
	Banked: 22/11/2024	9.00						
001986A	Nat West - Current Account	9.00			201		9.00	petty cash top up
	Banked: 25/11/2024	391.35						
001986	Nat West - Current Account	391.35			201		391.35	petty cash top up
OVERS/UNDE	Banked: 30/11/2024	-9.00						
OVERS/UNDE	Overs & Unders	-9.00			299		-9.00	bank overpayment to overs/unde
Total Receipts for Month		409.26	0.00	0.00			409.26	
Cashbook Totals		1,335.02	0.00	0.00			1,335.02	

Payments for Month 8

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>
01/11/2024	Youth Cafe	1158/A	13.99			6500	50	13.99	Goods for resale
01/11/2024	Youth Cafe	1158/B	20.99		3.50	5500	50	17.49	clock, iron
01/11/2024	Youth Cafe	1158/C	15.00		2.50	6900	50	12.50	batteries
01/11/2024	Cemetery	1159/A	6.40		1.07	6330	22	5.33	refreshments
01/11/2024	Cemetery	1159/B	39.44			6330	22	39.44	refreshments
01/11/2024	Nat West - Current Account	corr2	23.88			201		23.88	Correcting petty cash
05/11/2024	Establishments	1160	5.10			4012	31	5.10	parking
07/11/2024	Establishments	1161	1.20			6330	31	1.20	refreshments
07/11/2024	Establishments	1162	13.10			6330	31	13.10	refreshments
07/11/2024	Establishments	1163	5.30			6330	31	5.30	refreshments
07/11/2024	Bat and Ball Centre	1164/A	9.18			6330	36	9.18	refreshments
07/11/2024	Bat and Ball Centre	1164/B	22.20			4012	36	22.20	travel expenses
07/11/2024	Bat and Ball Centre	1164/C	3.98		0.66	6013	36	3.32	cleaning eq
07/11/2024	Bat and Ball Centre	1164/D	14.50		2.42	5410	36	12.08	maint eq
12/11/2024	Establishments	1165/A	1.45			6330	31	1.45	refreshments
12/11/2024	Establishments	1165/B	13.85			4012	31	13.85	train fare - networking event
12/11/2024	Bat and Ball Centre	1166/A	30.99		5.17	5410	36	25.82	maint eq
12/11/2024	Bat and Ball station	1166/B	20.38		3.40	5410	30	16.98	maint eq
15/11/2024	Bat and Ball Cafe	1167/A	69.04			6500	30	69.04	goods for resale
15/11/2024	Bat and Ball Cafe	1167/B	1.00		0.16	6500	30	0.84	goods for resale
15/11/2024	Cemetery	1168	40.00		6.67	6500	22	33.33	engraved plaques x 4
15/11/2024	Establishments	1169	4.05			6330	31	4.05	refreshments
21/11/2024	Establishments	1170/A	26.00		4.33	6900	31	21.67	batteries
21/11/2024	Establishments	1170/B	40.00			5500	31	40.00	kettle
21/11/2024	Establishments	1170/C	2.65			6330	31	2.65	refreshments
21/11/2024	Youth Cafe	1171/A	6.60			6500	50	6.60	goods for resale
21/11/2024	Youth Cafe	1171/B	35.89		5.99	6900	50	29.90	art materials
21/11/2024	Planning	1172	5.55		0.92	4012	11	4.63	parking
21/11/2024	Establishments	1173	1.20			6330	31	1.20	refreshments
25/11/2024	Establishments	1174	5.60			6330	31	5.60	refreshments
25/11/2024	Establishments	1175	40.60			4012	31	40.60	conference train fare
28/11/2024	Open Spaces	1176/A	14.34			6330	21	14.34	refreshments
28/11/2024	Open Spaces	1176/B	4.00			5500	21	4.00	beaker
30/11/2024	Nat West - Current Account	reverse	9.00			201		9.00	Reverse income transfer
Total Payments for Month			566.45	0.00	36.79			529.66	
Balance Carried Fwd			768.57						
Cashbook Totals			1,335.02	0.00	36.79			1,298.23	

Reserves Policy ~~2024/25~~2025/26

Introduction

The Town Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.

Whilst there is no statutory minimum (or maximum) level of reserves, the council should only hold revenue reserves for reasonable working capital needs or specific earmarked purposes.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general r

is defined as precept, less amounts included in precept for loan repayment, capital projects & transfers to reserves. For an authority of the council's size, it states that the lower end (three months, or 25%) is appropriate.

1

This policy sets out how the council will manage its reserves and is separate to the council's Investments Policy which sets out how the council will hold its reserves.

Ge

The ,
following working capital needs:

- to smooth the impact of uneven cashflow
- cover unexpected/emergency expenditure
- act in an agile manner

The general reserve will be replenished as part of the budget process in any year where it has been utilised f

1

f
working capital needs.



Reserves Policy ~~2024/25~~2025/26

Earmarked Reserves

The council may establish ringfenced (earmarked) reserves for any reason where it reasonably believes it

Consideration of Short-term Financial Risks

To assess the adequacy of the general reserve, the Council has considered the strategic, operational, and financial risks faced. The short-term risks that the Town Council faces, with reference to its current plans include:

Lower than expected income

- Grant income - In previous years the net expenditure of the Town Council has been slightly lower than the precept, with the result that the Council has been able to boost the level of the general reserve fund. Since net expenditure is stated after deducting revenue grants received from third parties, the savings partly reflect successful grant applications. Conversely if grant income were not received for any reason, then a surplus of net expenditure over precept could result, with the balance being funded by the general reserves fund.
- Other income - the revenue estimates forming the basis of the precept includes predicted income from a range of sources, such as cemetery income, café income, and letting and hiring income, particularly from new facilities such as Bat & Ball centre, Business Hub and Bat & Ball Station. It is difficult to predict with accuracy (particularly, for new venues such as the Bat & Ball station). If income received were to fall below the budgeted level, then the balance could be funded from general reserves.
- Calculations for Band D and non-collection allowances giving a lower than expected precept base. Precept is usually set after the final Band D number is received.
- Other risks – e.g., Inflation and cost of living crisis may impact on availability of grants and other income sources, as well as customers and spending habits.

Higher than expected costs due to:

- Inflation increases, in particular the energy sector;
- unexpected professional fees;
- shortage of staff resources;
- Other risks – e.g., Coronavirus has resulted in higher expenditure in recent years

Consideration of Longer-term Financial Risks



Reserves Policy ~~2024/25~~2025/26

Longer term financial risks faced by the Council include:

- Funding the repairs or replacement of assets;
- Changes to legislation e.g., uncertainties created by the income to be generated from CIL

Current Level of Financial Reserves

As at ~~October 2023~~December 2024, the General and Earmarked reserves held are as follows:

General Funds		
Revenue Reserves	455,691	
Earmarked/Designated Funds		
Youth Council Reserve	1,727	Youth council unspent budget rolled forward for future projects
Council Offices Reserve	1,548	To cover Council Offices maintenance works not covered in annual budget
Pension Reserve	2,814	For unexpected Pension related costs
Rolling Capital Prog Revenue Reserve	42,393	Major maintenance and other non-annual work on outside services & leisure facilities
Street Lighting Reserve	6,054	For major work on streetlighting - eg upgrades
Stag Winding Up Reserve	10,000	To cover potential costs should the Stag theatre be wound up, increased by £1K pa
Planning Fees Reserve	12,500	To cover future planning fees
Youth Activities Reserve	1,269	To cover future Youth activities
STP Activities Reserve	8,677	Town team unspent budget rolled forward for future projects
Non-annual commitments reserve	15,653	To cover known non-annual commitments, eg elections, Investors in People.
Staff training reserve	2,890	To cover additional training (spend has been lower due to COVID restrictions)
Capital Receipts Quaker Hall	87,693	Capital reserve - legally restricted to capital expenditure only
Capital Receipts Reserve	456,429	Capital reserve - legally restricted to capital expenditure only
Bat & Ball Station Management & Maintenance reserve	132,018	Part of HLF grant, to underwrite Bat & Ball station during initial years of opening
Vehicle/ Machinery replacement reserve	22,829	Replacment of OSL vehicles and machinery
Environmental reserve	4,000	To fund Environmental officer
Bat & Ball Center Maintenance reserve	10,578	To fund floor repairs in Bat & Ball center
Recruitment reserve	10,000	



Reserves Policy ~~2024/25~~2025/26

<u>312</u>	<u>Temporary Staff Reserve</u>	<u>£4,000</u>
<u>313</u>	<u>Youth Council Reserve</u>	<u>£2,190.37</u>
<u>314</u>	<u>Council Offices Reserve</u>	<u>£1,547.63</u>
<u>315</u>	<u>Pension Reserve</u>	<u>£2,814.23</u>
<u>316</u>	<u>Rolling Cap Prog Rev Reserve</u>	<u>£41,666.06</u>
<u>317</u>	<u>Street Lighting Reserve</u>	<u>£10,723.26</u>
<u>319</u>	<u>Stag Winding Up Reserve</u>	<u>£11,000</u>



Reserves Policy ~~2024/25~~2025/26

<u>320</u>	<u>Planning Fees Reserve</u>	<u>£2,500</u>
<u>321</u>	<u>Youth Activity Reserve</u>	<u>£1,268.75</u>
<u>328</u>	<u>Non-annual Commitments Reserve</u>	<u>£10,035</u>
<u>329</u>	<u>Staff Training Reserve</u>	<u>£2,890</u>
<u>331</u>	<u>20 MPH Reserve</u>	<u>£21,489</u>
<u>334</u>	<u>Energy Saving – TC Offices</u>	<u>£6,780.26</u>
<u>339</u>	<u>Capital Receipts Quaker Hall</u>	<u>£31,041.68</u>
<u>340</u>	<u>Capital Receipts Reserve</u>	<u>£400,003.22</u>
<u>346</u>	<u>Vehicle/ Machinery Replacement</u>	<u>£51,616.00</u>
<u>348</u>	<u>Bat & Ball Centre Maintenance Reserve</u>	<u>£10,578</u>
<u>349</u>	<u>Recruitment Reserve</u>	<u>£6,500</u>
<u>360</u>	<u>CIL Earmarked Reserve</u>	<u>£298,244.85</u>
<u>370</u>	<u>No 8 Bus Reserve</u>	<u>£78,808.26</u>
<u>374</u>	<u>Mayors Charity Reserve</u>	<u>£7,303.02</u>
<u>376</u>	<u>Mayors Regalia Reserve</u>	<u>£6,981.99</u>
<u>377</u>	<u>WKH Reserve – Youth Service</u>	<u>£3,750</u>
	<u>Total</u>	<u>£1,013,731.58</u>

Recommendation:

That Members consider and adopt the Reserves Policy for financial year ~~2024/25~~2025/26 with the emphasis on continuing to increase the Town Council's general reserves by a minimum of £20k per year as part of a long-term plan working towards a general reserve fund of up to 6 months of precept. This will be dependent on working capital needs.

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Sevenoaks Town Council

Investment Report

1. Background

The Council's Investment Strategy makes up part of STC's internal controls on managing finances.

Councils have the power to invest under Section 12 of the Local Government Act 2003.

2. Breakdown of Balances for 2024/2025 as at end of December 2024

	Description	Approx £	Approx %
1	Revenue Budget / Precept Allocated to delivering public services as per annual budget. £1,437,614 (of which £359,405 is remaining and £1,078,209 has been spent).	£359,405	19%
2	General / Earmarked Reserves Earmarked Reserves have been placed against future project although could be changed by Council. General Reserves are normally kept to underwrite the Council for unforeseen circumstances. The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. Net revenue expenditure is defined as precept, less amounts included in precept for loan repayment, capital projects & transfers to reserves. For an authority of Sevenoaks Town Council's size, it states that the lower end (three months, or 25%) is appropriate.	541,021 538,760	28% 28%
3	Capital Reserves Capital Reserves are normally generated from Capital Receipts which legally must be spent on Capital items.	472,711	25%

3. Statutory Guidance on Local Government Investments

The Local Government Investment Guidance¹ is issued by Secretary of State under Section 15(1)(a) of the Local Government Act 2003.

The Guidance states that a prudent investment policy will have two underlying objectives:

- Security – protecting the capital sum invested from loss; and
- Liquidity – ensuring the funds invested are available for expenditure where needed.

¹ Statutory Guidance on Local Government Investments (3rd Edition)

The requirement is to prioritise security, liquidity, and yield in that order of importance. This Guidance is mandatory where investments exceed or are expected to exceed £100k.

The Government also believes that local authorities need to be better at explaining “why” not just “what” they are doing with their investment activity.

Most authority reserves are held in instant or short notice bank accounts or other short-term investments. Occasionally, circumstances necessitate authorities to make other types of investment, for example when saving for a future capital project or while deciding how to apply the proceeds of an asset sale or donation.

Short term investments are invested mainly in deposit and savings accounts typically provided by banks, and are those that display the following characteristics²: -

- Are determined in pounds Sterling.
- Have a maturity of 12 months or less.
- The whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and
- The authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.

Long term investments are where the authority invests money in anything other than a short-term investment.

4. Investments as at end of December 2024

Bank	Amount	Percentage of Funds	Interest Rate
HSBC	52,151	2.7	1.94%
Handelsbanken Deposit	168		2.2%
Handelsbanken – 35-day notice	1,672	0.10	2.2%
Nationwide Instant Saver	2,835		0%
Nationwide – Sevenoaks Fund Instant Saver	21	0.15	2.2%
CCLA Fund (See page 4)	1,060,000	55	5.1%
Virgin Current Account	1		4.07%
Virgin Money – 95-day notice	7,395	0.38	4.07%
Natwest – Current Account	176,858	9.21	1.46%
Insignis Hub Earmarked Fees	802		

² Joint Panel on Accountability and Governance Practitioners Guide – March 2023 (page 19)

Emirates NBD (9 months) (21.02.25)	250,000		5.02%
Emirates NBD (6 months) (11.03.25)	268,575		4.75%
Emirates NBD (3 months) (11.02.25)	99,800	32.3	4.6%
Petty cash and suspense account	776	0.06	
Total	1,921,054	100	

In order to meet monthly cash needs (e.g. salaries, monthly payments) a minimum cash balance of £250,000 is to be held at Natwest at the start of each month, where possible. This amount will be topped up at the end of each month.

Other planned expenditure will be managed as necessary.

Risk

The Financial Services Compensation Scheme does not protect deposits made by a public authority (including a parish council), unless it is a small local authority with annual budget of up to EUR500,000. FSCS compensation of £85,000 does not apply to Sevenoaks Town Council.

5. Insignis Cash Platform

Insignis Cash is a platform for individuals, companies, pensions, charities, and local authorities to earn better interest rates on their cash savings. Insignis is authorised by the FCA for the provision of payment services.

To increase interest returns the Council can use the Insignis Cash Platform to access rates from their panel of 40+ banks and building societies.

Deposits made via the Insignis Platform with underlying banks are typically held either directly in the Council's name or via a trust deed; in both cases the council remains the beneficial owner. Similarly funds in transit via Insignis sit in a "hub" client account at Barclays (so the credit risk is Barclays, not Insignis).

There is a charge which is the account service fee based on the total deposit. Once a client deposits funds into their Hub account, they place aside the account service fee and draw down monthly payments in arrears out of this fee reserve account.

Risk

The Financial Services Compensation Scheme does not protect deposits made by a public authority (including a parish council), unless it is a small local authority with annual budget of up to EUR500,000. FSCS compensation of £85,000 does not apply to Sevenoaks Town Council.

6. Money Market Funds

Money Market Funds are typically designated as short term low volatility net asset value money market funds (LVNAV Funds). They are authorised and regulated by the Financial Conduct Authority (FCA). Funds are primarily invested in money market instruments, deposits, and other short-term assets. Units in the fund are purchased or redeemed daily at a constant price so long as the value of the underlying assets does not deviate by more than 0.2% (20bps) from par (i.e., 1.00)³.

STC currently invest in the CCLA Public Sector Deposit Fund (CCLA Fund) which is a LVNAV Fund. The management charge on the CCLA Fund is 0.08% p.a.

Risk

LVNAV Funds run a small risk of a fall in Net Asset Value (typically in the event of a large and unexpected rise in interest rates). FSCS compensation of £85,000 does not apply to LVNAV Funds.

Recommendation from the Town Clerk and RFO

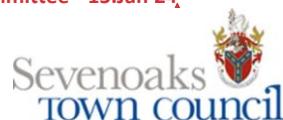
Due to the total investments amounting to more than £1m, it is mandatory for STC to consider security, liquidity, and yield in that order of importance.

Officers recommend any investments to be with approved banks and Low Volatility Money Market Funds similar to the CCLA.

RECOMMENDED:

- i) **For STC to continue delegating authority to the Town Clerk/ RFO, in conjunction with the Chair and Vice Chair of F&D to invest in regulated borrowers who meet the A-credit rating as per the Investment Strategy (either directly or via the Insignis Platform).**
- ii) **For STC to consider the revised Investment Strategy.**

³ <https://www.immfa.org/about-mmfs/investor-help.html>



INVESTMENT STRATEGY, POLICY AND RISK MANAGEMENT
for the ~~2024/25~~2025/26 financial year

1. Introduction:

- Sevenoaks Town Council (the “Council”) acknowledges the importance of prudently investing cash balances held on behalf of the community.
- Statutory Powers: The Council’s Investment Strategy complies with the revisions set out in:
 - the Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing 1 April 2018.
 - The Chartered Institute of Public Finance and Accountancy’s (CIPFA) Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes

2. Reporting, Approval, Review and Amendment

- 2.1. The Council is required to approve an annual Investment Strategy (the “Strategy”) so that borrowing and investments remain prudent, affordable, and sustainable.
- 2.2. The Annual Strategy for the coming financial year will be prepared by the Responsible Finance Officer (“RFO”) and presented initially for approval to the Finance and ~~General Purposes~~Delivery Committee (“F&~~GPD~~”) before the start of the financial year.
- 2.3. The Council reserves the right to make variation to the Strategy at any time subject to the approval of the Council. Any variations will be made available to the public.
- 2.4. Fund balances and Investment activity is to be reported at every F&~~GPD~~ Meeting.

3. Investment Objectives

- 3.1 The Council’s investment priorities are as follows:
 - Security of reserves i.e., protecting the capital sums invested from loss,
 - Liquidity of its investments i.e., ensuring that funds invested are available for expenditure when needed. Sufficient cash available from the current account should be maintained to cover the Council’s commitments during the period of the investment(s).
 - Yield i.e., the return on investment is considered once the first two objectives are satisfied.
 - All investments will be made in sterling.

4. Policy

- 4.1. The Council’s Strategy requires investment in entities with high credit ratings; short term ratings should be at least A3 or equivalent.
- 4.2. The Council will only invest in ‘Specified’ investments as per the criteria listed below, either directly or via the Insignis Cash platform.
- 4.3. The Council’s policy is to retain not less than £250,000 at the start of each month in its Natwest current account to meet immediate cash needs.
- 4.4. The maximum duration of any investment will be 12 months.

5. Investment Risk

5.1. Risk Management:

Limits

Not more than 40% of the funds are to be placed with any one entity (including any one Low Volatility Net Asset Value Money Market Fund), however authorised officers may use their discretion to increase this to 50%.

Categories

Funds only to be deposited or invested in the following categories of specified investments (as defined by the 2003 Local Government Act):

- a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;
- b) The Treasury Departments of building societies which are members of BSA with assets over £2bn;
- c) Non-UK financial institutions approved by the F&GPD;
- d) UK Government stocks;
- e) UK local authority bonds;
- f) The money-market management operations of a UK public body or authority¹, where the council's funds are pooled and invested on the money markets under the name of such UK public body or authority.
- g) Low Volatility Net Asset Value Money Market Funds.

Monitoring of Investment Counterparties

All investments must be in entities with a short-term credit rating of A3. Where no rating is available the F&GPD must establish that the entity would have an equivalent rating, were it to be rated.

Ratings are to be monitored not less than quarterly and if the rating of any investment falls below the appropriate rating, the RFO will take the earliest opportunity to withdraw the investment and re-invest the proceeds.

Category (f) should include any investment via Sevenoaks District Council of deferred payment of the half-yearly precept.

5.2. Treasury Management Advice

Given the limited range of potential investments identified it is not considered necessary to engage the services of a treasury management adviser. Independent research including internet research is considered adequate.

5.3. Investment Training

The Guidance recommends that the Strategy should state the process adopted for reviewing and addressing the needs of the authority's treasury management staff for training in investment management.

¹ For example the Public Works Loans Board, or the treasury departments of a county or district local authority.

5.4. Investment of money borrowed in advance of need

- The Guidance maintains that authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrowed.

6. Investment strategy review

6.1. Specified Investments

The Council currently has ~~7~~11 approved institutions.

All of STC's investments currently fall within the 'specified investments' categories listed above.

Credit ratings are from all three rating agencies but Standard and Poor ratings are listed. Ratings are assessed at least on a quarterly basis. The last review listed was as at ~~January~~October 2024.

Name of Institution	Investment Period	Short Term Credit Rating	Yield
Natwest	1 month rolling	A-1	1.05 <u>4.6</u> %
Bank of Scotland	1 month rolling	A-1	0.10 %
Handelsbanken	35 Day notice	A-1+	1.92 <u>2.2</u> %
Nationwide	Instant access	A-1	0.95 <u>2.2</u> %
HSBC	Instant access	A-1	0.85 <u>1.94</u> %
Virginmoney	95 Day notice	A-3 <u>2</u>	1.60 <u>4.07</u> %
CCLA Public Sector Deposit Fund	Daily access	AAA (Fitch)	(5.38% — as — at 05/01/24) <u>5.18</u> %
Emirates NBD	3 Months	A+	4.6 %
Emirates NBD	6 Months	A+	4.75 %
Emirates NBD	9 Months	A+	5.02 %

CCLA Public Sector Deposit Fund (CCLA Fund)

This is an FCA regulated qualified money market fund with an AAA Fitch rating. The fund is instant access (although access does involve the selling of income shares) with interest paid at the end of each month. It aims to maximise net asset value of the Fund by investing in deposits with a range of highly rated sterling denominated deposits and instruments. The PSDF is a "Qualifying Money Market Fund" (QMMF) which is classed as a "low volatility net asset value" (LVNAV) short-term money market fund under the EU Money Market Funds Regulation. The weighted average maturity of the PSDF's investments will not exceed 60 days.

6.2 Consideration of alternative investments

The Council may wish to introduce additional investments as requirements change, including additional low volatility money market funds, so that funds can be spread more widely (but within reason) in order to minimise financial risk.

Investments through a broker

Investing through a broker ~~would allow~~allows access to borrowers which may not be accessible directly. Brokers furnish an introduction to available funds and provide information and facilitate the

~~Adopted at Finance & General Purposes Committee – 15 Jan 24~~

administration of opening accounts. ~~It is proposed to open~~Sevenoaks Town Council has an account ~~with on the~~ Insignis ~~Cash Platform, which is~~ a deposit platform authorised by the FCA for the provision of payment services. This will permit access to a wider range of authorised borrowers.

The credit risk created by using Insignis will lie with the underlying borrowers plus Barclays Bank which operates the transfer “hub” for payments and receipts.

In order to facilitate operating this account it is proposed that the RFO in conjunction with the Chair and Vice Chair of F&GPD are authorised to approve regulated borrowers who meet the minimum of A3 credit rating and are on the pre-approved list which will be agreed at F&GPD.

6.3 2024/25 Budget

- ~~2024/25~~2025/26 Budget includes income from interest of £~~3050~~,000.

The Bank of England Base Rate is ~~5.25~~4.75 and this rate is expected to decline slowly.

Recommendations

Having considered the current Guidance, the Council’s cash flow and investment requirements, it is recommended that:

- Members adopt this Investment Strategy for ~~2024/25~~2025/26.

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Sevenoaks Town Council

Lease of Garage to the Lions Club at Bat & Ball Community Centre

This lease term is for 5 years and expires on 19th April 2025.

The rent was £25 for the entire term of the lease.

RECOMMENDATION: To review the lease for the lease of the garage to the Lions Club.

Somerfield House, 59 London Road
Maidstone, Kent, ME16 8JH

Ann White
Deputy Town Clerk
Sevenoaks Town Council
Town Council Offices
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3QG

T: 01622 776446
F: 01622 681430
E: Sarah.Gaines@brachers.co.uk
DX 4806 Maidstone 1
www.brachers.co.uk

Date: 29 April 2020

Your Ref:

Our Ref: 96/233/CS/SEV0630-000052

Dear Ann

Surrender and lease of garage to the Lions Club at Sevenoaks Community Centre

I am pleased to confirm that the lease of the storage facilities at Sevenoaks Community Centre has now been completed with the Trustees of Sevenoaks Lions Club. I enclose a copy of the tenant's part of the lease, for your records and confirm the original has been placed in my firm's strongroom for safe keeping.

I also take this opportunity of enclosing a cheque from the tenant for the rent for this year.

I would remind you that this lease does have the protection of the Landlord and Tenant Act 1954 and at the end of the current contractual term, namely, 19th April 2025, the lease will automatically continue on the same terms unless it is formally brought to end either by you or the tenant.

I would suggest that you do make a diary reminder to review the status of the lease in, say, October 2024, to give you sufficient time to review the occupation and serve any formal notices (which require a minimum of six months' notice) if you wish to bring the lease to an end. As the landlord is only permitted to bring the lease to an end in certain circumstances, I would urge you to ensure you do take legal advice at that time.

May I take this opportunity of thanking you for your assistance in dealing with this matter.

Yours sincerely



#3E72X7FE

60-19-02

Sevenoaks Branch
67 High Street Sevenoaks Kent TN13 1LA

Date 14/3/20

Pay	Sevenoaks Town Council
	Twenty-five pounds
Account payee	

£25-00

SEVENOAKS LIONS CLUB (CIO)

National Westminster Bank Plc
011119

#3E72X7FE

Cheque No

Branch Sort Code

Account No

Alan B. Battermore

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l or fax.



DATED 20 April 2020

SEVENOAKS TOWN COUNCIL (1)

and

THE TRUSTEES OF SEVENOAKS LIONS CLUB (CIO) (2)

Counterpart

LEASE

Relating to

Storage facilities at Sevenoaks Community Centre

Brachers LLP
Somerfield House
59 London Road
Maidstone
Kent ME16 8JH

Telephone: 01622 690691

Reference: 96/233/SEV0630/000052

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THIS LEASE IS MADE ON THE 20TH DAY OF APRIL 2020

HM Land Registry

Title number: K252744

Administrative area:

Parties

- (1) **SEVENOAKS TOWN COUNCIL** of Sevenoaks Town Council Offices Bradbourne Vale Road Sevenoaks Kent TN13 3QG (**Landlord**).
- (2) **ROGER HOPE** of Makefeyres Barn, Roughway Lane, Dunks Green, Tonbridge, Kent, TN11 9SN, **ALAN CATTERMOL** of 19 Shereden Park, Golden Green, Tonbridge, Kent, TN11 0LQ, **ROY SHARRAD** of 9 Old Barn Road, Leybourne, West Malling, ME19 5HQ, **OLIVER REEVE** of the Oast House, Alden Lane, Offham, West Malling, ME19 5PH, **ALAN WALTER** of 6 Paddock Close, Edenbridge TN8 6GH and **JOHN AUSTIN** of The Kentish Rifleman, Roughway Lane, Dunks Green, Tonbridge, TN11 9RU as Trustees of Sevenoaks Lions Club (CIO) (**Tenant**).

AGREED TERMS

1. Interpretation

The following definitions and rules of interpretation apply in this lease.

1.1 Definitions:

Break Date means a day which is at least three months after the service of the Break Notice.

Break Notice means written notice to terminate this lease specifying the Break Date.

Insured Risks means fire, explosion, lightning, earthquake, storm, flood, bursting and overflowing of water tanks, apparatus or pipes, impact by aircraft and articles dropped from them, impact by vehicles, riot, civil commotion and any other risks against which the Landlord decides to insure against from time to time and Insured Risk means any one of the Insured Risks.

Interest Rate means 4% per annum above the base rate from time to time of Lloyds Bank Plc.

Landlord's Property means the land and buildings at Crampton Road, Sevenoaks shown edged blue on the plan attached to this Lease.

LTA 1954 means Landlord and Tenant Act 1954.

Permitted Use means for the storage of equipment and effects.

Property means the storage building forming part of the land shown edged green on the plan attached to this lease.

Service Media means all media for the supply or removal of heat, electricity, gas, water, sewage, energy, telecommunications, data and all other services and utilities and all structures, machinery and equipment ancillary to those media.

Term means a term of years beginning on 20th APRIL 2020, and ending on, and including 19th APRIL 2025.

Term Rent means rent at the rate of £25 for the entire Term of the Lease.

VAT means value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement tax and any similar additional tax.

- 1.2 A reference to this **lease**, except a reference to the date of this lease, is a reference to this deed and any deed, licence, consent, approval or other instrument supplemental to it.
- 1.3 A reference to the **Landlord** includes a reference to the person entitled to the immediate reversion to this lease.
- 1.4 Unless the context otherwise requires, references to the **Landlord's Property** and the **Property** are to the whole and any part of them or it.
- 1.5 A reference to the **end of the Term** is to the end of the Term however it ends.
- 1.6 A **working day** is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.
- 1.7 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.8 Unless otherwise specified, a reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision and all orders, notices, codes of practice and guidance made under it.



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- Extent of Town Council's ownership
- Garage to be surrendered
- Garage for which new lease is to be granted

- 1.9 Any obligation on the Tenant not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.10 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.11 Unless the context otherwise requires, references to clauses are to the clauses of this lease.
- 1.12 Clause headings shall not affect the interpretation of this lease.
- 1.13 Unless the context otherwise requires, any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.14 A reference to **writing** or **written** includes fax but not e-mail.
- 1.15 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.16 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.

2. Grant

- 2.1 The Landlord lets the Property to the Tenant for the Term.
- 2.2 The grant is made together with the ancillary rights set out in clause 3, excepting and reserving to the Landlord the rights set out in clause 4, and subject to all rights, restrictions and covenants affecting the Landlord's Property including the matters referred to at the date of this lease in the property register and the charges register of title number K252744.
- 2.3 The grant is made with the Tenant paying to the Landlord as rent, the Term Rent and all VAT in respect of it, and all other sums due under this lease.

3. Ancillary rights

- 3.1 The Landlord grants the Tenant the following rights (the **Rights**) to use in common with the Landlord and any other person authorised by the Landlord:
- 3.1.1 the right of support and protection from those parts of the Landlord's Property that afford support and protection for the Property at the date of this lease and to the extent that such support and protection exists at the date of this lease;

- 3.1.2 a right of way between Otford Road and Cramptons Road and the Property with or without vehicles for the purpose of loading and unloading goods.
 - 3.1.3 the right to use and to connect into any Service Media at the Building that belong to the Landlord and serve (but do not form part of) the Property which are in existence at the date of this lease;
- 3.2 In relation to the Right mentioned in clause 3.1.3, the Landlord may, at its discretion, re-route or replace any such Service Media and that Right shall then apply in relation to the Service Media as re-routed or replaced.
- 3.3 The Tenant shall exercise the Rights:
 - 3.3.1 only in connection with its use of the Property for the Permitted Use and in a manner that is consistent with its obligations in clause 9.2;
 - 3.3.2 in accordance with any regulations made by the Landlord as mentioned in clause 9.4; and
 - 3.3.3 in accordance with all relevant laws.
- 3.4 Except as mentioned in this clause 3, neither the grant of this lease nor anything in it confers any right over any other part of the Landlord's Property or any other property or is to be taken to show that the Tenant may have any right over any other part of the Landlord's Property or any other property, and section 62 of the LPA 1925 does not apply to this lease.
- 3.5 Within one month after the end of the Term (and notwithstanding that the Term has ended), the Tenant shall make an application to remove all entries on the Landlord's title relating to the easements granted by this lease and shall ensure that any requisitions raised by HM Land Registry in connection with that application are dealt with promptly and properly; the Tenant shall keep the Landlord informed of the progress and completion of its application.

4. Rights excepted and reserved

- 4.1 The following rights are excepted and reserved from this lease to the Landlord (the **Reservations**):
 - 4.1.1 rights of light and air as those rights are capable of being enjoyed at any time during the Term;
 - 4.1.2 the right to use and to connect into Service Media at, but not forming part of, the Property; the right to install and construct Service Media at the Property to serve any part of the Landlord's Property or any other property (whether or not such Service Media

also serve the Property) and to connect into and use such Service Media; and the right to re-route any Service Media mentioned in this clause;

- 4.1.3 the right to enter the Property for any purpose mentioned in this lease or connected with it or with the Landlord's interest in the Landlord's Property or any other property at any reasonable time and, except in the case of an emergency, after having given reasonable notice (which need not be in writing) to the Tenant; and
- 4.1.4 at any time during the Term, the full and free right to develop land other than the Landlord's Property, whether or not such land is owned by the Landlord, as the Landlord may think fit
- 4.1.5 the right to enter the Property at all reasonable times and, except in case of an emergency, after having given reasonable notice (which need not be in writing) to the Tenant, to execute repairs alterations painting redecoration or other works to adjoining or neighbouring property of the Landlord which cannot be otherwise conveniently effected.

- 4.2 The Reservations may be exercised by the Landlord and by anyone else who is or becomes entitled to exercise them and by anyone authorised by the Landlord and in exercising the rights doing as little damage as may be to the Property and making good any damage thereby occasioned without unreasonable delay at the Landlord's cost but without payment of compensation for any annoyance nuisance and damage noise vibration or inconvenience caused to the Tenant in connection with the carrying on of their use of the property.
- 4.3 The Landlord shall not be liable for any loss or inconvenience to the Tenant by reason of the exercise of any of the Reservations (other than any loss or inconvenience in respect of which the law prevents the Landlord excluding liability).
- 4.4 The Landlord may during the six months immediately preceding the determination of the Term affix and retain without interference upon any part of the Property a notice stating that the land is for sale or for letting and during that said six months, the Tenant shall allow persons with the Landlord's written authority to view the Property at reasonable times and after the Landlord has given the Tenant reasonable notice (which need not be in writing).

5. The Annual Rent and other payments

- 5.1 The Tenant shall pay the Term Rent and any VAT in respect of it in advance on or before the date of this Lease.
- 5.2 All sums payable by the Tenant are exclusive of any VAT that may be chargeable and the Tenant shall pay VAT in respect of all taxable supplies made to it in connection with this lease. Every obligation on the Tenant

under or in connection with this lease to pay, refund or to indemnify the Landlord or any other person any money or against any liability includes an obligation to pay, refund or indemnify against any VAT, or an amount equal to any VAT, chargeable in respect of it.

- 5.3 The Tenant shall pay the costs and expenses (assessed on a full indemnity basis) of the Landlord, including any solicitors' or other professionals' costs and expenses and whether incurred during or after the end of the Term, in connection with or in contemplation of the enforcement of the tenant covenants of this lease and with any consent applied for in connection with this lease and the preparing and serving of any notice in connection with this lease under section 146 or 147 of the Law of Property Act 1925 or taking any proceedings under either of those sections, notwithstanding that forfeiture is avoided otherwise than by relief granted by the court.
- 5.4 The Tenant shall pay to the Landlord the cost of any damage to the adjoining property belonging to the Landlord caused by the act neglect or default of the Tenant, the Tenant's agents servants or workmen and to hold and keep the Landlord fully indemnified from and against all actions costs claims demands and liability whatsoever in respect of injury (including fatal injury) or damage to person or property due to or arising from the act neglect or fault of the Tenant the Tenant's agents servants or workmen including (but without prejudice to the generality of the foregoing) failure to comply with Tenant's obligations under this Lease.

6. Insurance

- 6.1 Subject to clause 6.1 the Landlord shall keep the Property insured against loss or damage by the Insured Risk for the sum which the Landlord considers to be its full reinstatement cost (taking inflation of building costs into account). The Landlord shall not be obliged to insure any part of the Property installed by the Tenant.
- 6.2 The Landlord's obligations to insure is subject to:
- (a) any exclusions, limitations, excesses and conditions that may be imposed by the insurer; and
 - (b) insurance being available in the London insurance market on reasonable terms acceptable to the Landlord.
- 6.3 The Tenant Shall:
- (a) immediately inform the Landlord if any matter occurs that any insurer or underwriter may treat as material in deciding whether or on what terms to insure or to continue to insure the Property and shall give the Landlord notice of that matter;
 - (b) not do or omit anything as a result of which any policy of insurance of the Property or any neighbouring property may become void or voidable or otherwise prejudice, or the payment of any policy money

may be withheld, nor (unless the Tenant has previously notified the Landlord and has paid any increase or additional premium) anything as a result of which any increased or additional insurance premium may become payable'

- (c) comply at all times with the requirements and recommendations of the insurers relating to the Property;
- (d) give the Landlord immediate notice of the occurrence of any damage or loss relating to the Property arising from an Insured Risk or of any other event that might affect any insurance policy relating to the Property;
- (e) not effect any insurance of the Property (except any plate glass at the Property), but if it becomes entitled to the benefit of any insurance proceeds in respect of the Property pay those proceeds or cause them to be paid to the Landlord; and
- (f) pay the Landlord an amount equal to any insurance money that the insurers of the Property refuse to pay by reason of any act or omission of the Tenant or any undertenant, their workers, contractors or agents or any person at the Property with the actual or implied authority of any of them.

6.4 If following damage to or destruction of the Property, the Landlord considers that it is impossible or impractical to reinstate the Property, the Landlord may terminate this lease by giving notice to the Tenant. On giving notice this lease shall determine but this shall be without prejudice to any right or remedy of the Landlord in respect of any breach of the tenant covenants of this lease. Any proceeds of the insurance (other than any insurance for plate glass) shall belong to the Landlord.

7. Prohibition of dealings

The Tenant shall not assign, underlet, charge, part with or share possession or share occupation of this lease or the Property or hold the lease on trust for any person (except by reason only of joint legal ownership), or grant any right or licence over the Property in favour of any third party.

8. Repairs, decoration, alterations and signs

- 8.1 The Tenant shall keep the Property, including all authorised additions thereto and the wall fixtures and service media in good and tenantable repair and condition.
- 8.2 The Tenant shall paint the Property in the last year of the Term in a proper and workmanlike manner all the internal wood metal and other parts usually painted of the Property with two coats of best quality paint and also with every such internal painting to wash stop whiten distemper grain varnish and colour paper and otherwise decorate in a good and workmanlike manner all internal parts of the Property that have been or

ought properly to be so treated and so that in the last year of the Term tints colours and patterns of all such work of internal decoration shall be approved by the Landlord.

- 8.3 In every fifth year of the said Term and in the last year thereof (howsoever determined) to paint in a proper and workmanlike manner all external parts usually painted with three good coats of paint of suitable quality.
- 8.4 The Tenant shall not install, or alter the route of, any Service Media at and forming part of the Property without the consent of the Landlord, such consent not to be unreasonably withheld.
- 8.5 The Tenant shall not at any time during the term affix or exhibit or permit to be affixed or exhibited upon any part of the Property any placard advertisement or sign whether illuminated or otherwise except such as shall have been previously approved in writing by the Landlord provided that this clause shall not apply to such reasonable notices as the Tenant may be required by law to affix or exhibit and provided further that any such placard advertisement or sign authorised as aforesaid shall comply in all respects with the requirement of any statute regulation or instrument relating thereto.
- 8.6 The Landlord may enter the Property to inspect its condition and may give the Tenant a notice of any breach of any of the tenant covenants in this lease relating to the condition of the Property. The Tenant shall carry out and complete any works needed to remedy that breach within 28 days after service of any such notice of breach, in default of which the Landlord may enter the Property and carry out the works needed. The costs incurred by the Landlord in carrying out any works pursuant to this clause (and any professional fees and any VAT in respect of those costs) shall be a debt due from the Tenant to the Landlord and payable on demand.

9. Use

- 9.1 The Tenant shall not use the Property for any purpose except the Permitted Use.
- 9.2 The Tenant shall not use the Property or exercise any of the Rights:
 - 9.2.1 for any illegal purpose; or
 - 9.2.2 for any purpose in a manner that would cause any loss, nuisance or inconvenience to the Landlord, the other tenants or occupiers of the Building or any owner or occupier of any other property; or
 - 9.2.3 in any way that would vitiate the Landlord's insurance of the Landlord's Property; or
 - 9.2.4 in a manner that would interfere with any right subject to which this lease is granted.

- 9.3 The Tenant shall comply with all laws, regulations, statutes, statutory instruments and orders relating to:
- 9.3.1 the Property and the occupation and use of the Property by the Tenant;
 - 9.3.2 the use of all Service Media and machinery and equipment at or serving the Property;
 - 9.3.3 all materials kept at or disposed from the Property; and
 - 9.3.4 to pay all costs and expenses in connection therewith.
- 9.4 Within two working days after receipt of any notice or other communication affecting the Property of the Landlord's Property (and whether or not served pursuant to any law) the Tenant shall:
- 9.4.1 send a copy of the relevant document to the Landlord; and
 - 9.4.2 in so far as it relates to the Property take all steps necessary to comply with the notice or other communication and take any other action in connection with it as the landlord may require.
- 9.5 The Tenant shall observe all regulations made from time to time by the Landlord in accordance with the principles of good estate management relating to the use of and the management of the Landlord's Property.
- 9.6 If at any time the Property is not in use by the Tenant, the Tenant may permit the use of the same by the Landlord upon such terms and conditions as may from time to time be agreed between the Tenant and the Landlord and particularly not to use the Property or any part of it for residential purposes.
- 9.7 The Tenant shall not store or permit or suffer to be brought or have in the Property at any time any petrol or other inflammable spirit or substance motor fuel or engine oil without the prior consent in writing to the Landlord.
- 9.8 To keep all parts of the Property in a clean and tidy condition and free from litter.

10. Returning the Property to the Landlord

- 10.1 At the end of the Term, the Tenant shall return the Property to the Landlord in the condition required by this lease and shall remove from the Property all chattels belonging to or used by it.
- 10.2 The Tenant irrevocably appoints the Landlord to be the Tenant's agent to store or dispose of any chattels, fittings or items it has fixed to the Property and which have been left by the Tenant on the Property for more than ten working days after the end of the Term. The Landlord shall not be liable to

the Tenant by reason of that storage or disposal. The Tenant shall indemnify the Landlord in respect of any claim made by a third party in relation to that storage or disposal.

11. Indemnity

The Tenant shall keep the Landlord indemnified against all liabilities, expenses, costs (including but not limited to any solicitors' or other professionals' costs and expenses), claims, damages and losses (including but not limited to any diminution in the value of the Landlord's interest in the Property and loss of amenity of the Property) suffered or incurred by the Landlord arising out of or in connection with any breach of any tenant covenants in this lease, or any act or omission of the Tenant or any person on the Property or the Landlord's Property with its actual or implied authority.

12. Landlord's covenant for quiet enjoyment

The Landlord covenants with the Tenant, that, so long as the Tenant pays the rents reserved by and complies with its obligations in this lease, the Tenant shall have quiet enjoyment of the Property without any interruption by the Landlord or any person claiming under the Landlord except as otherwise permitted by this lease.

13. Re-entry and forfeiture

13.1 The Landlord may re-enter the Property (or any part of the Property in the name of the whole) at any time after any of the following occurs:

13.1.1 any rent is unpaid 21 days after becoming payable whether it has been formally demanded or not; or

13.1.2 any breach of any condition or tenant covenant of this lease.

13.2 If the Landlord re-enters the Property (or any part of the Property in the name of the whole) pursuant to this clause, this lease shall immediately end, but without prejudice to any right or remedy of the Landlord in respect of any antecedent breach of the tenant covenants of this lease.

14. Joint and several liability

14.1 Where the Tenant comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of the Tenant arising under this lease. The Landlord may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons without affecting the liability of any other of them.

14.2 The obligations of the Tenant arising by virtue of this lease are owed to the Landlord and the obligations of the Landlord are owed to the Tenant.

14.3 The Landlord shall not be liable to the Tenant for any failure of the Landlord to perform any landlord covenant in this lease, unless and until

the Tenant has given the Landlord notice of the failure and the Landlord has not remedied the failure within a reasonable time of service of that notice.

15. Notices

15.1 Except where this lease specifically states that a notice need not be in writing, any notice given under or in connection with this lease shall be:

15.1.1 in writing and for the purposes of this clause an e-mail is not in writing; and

15.1.2 given:

i. by hand or by pre-paid first-class post or other next working day delivery service at the party's registered office address (if the party is a company) or (in any other case) at the party's principal place of business; or

ii. by fax to the party's main fax number.

15.2 If a notice complies with clause 15.1, whether or not this lease requires that notice to be in writing, it shall be deemed to have been received:

15.2.1 if delivered by hand, at the time the notice is left at the proper address;

15.2.2 if sent by pre-paid first-class post or other next working day delivery service, on the second working day after posting; or

15.2.3 if sent by fax, at 9.00 am on the next working day after transmission.

15.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

15.4 Section 196 of the Law of Property Act 1925 shall otherwise apply to notices given under this lease.

15.5 Within five working days after receipt of any notice or other communication affecting the Property or the Building the Tenant shall send a copy of the relevant document to the Landlord.

15.6 Where the consent of the Landlord is required under this lease, a consent shall only be valid if it is given by deed, unless:

15.6.1 it is given in writing and signed by the Landlord or a person duly authorised on its behalf; and

15.6.2 it expressly states that the Landlord waives the requirement for a deed in that particular case.

If a waiver is given, it shall not affect the requirement for a deed for any other consent.

16. Charities Act 2011

The Property will, as a result of this lease, be held by (or on trust for) SEVENOAKS LIONS CLUB (CIO), a non-exempt charity, and the restrictions on disposition imposed by Sections 117 to 121 of the Charities Act 2011 will apply to the land (subject to Section 117(3) of that Act).

17. Authorised Signatories

Sevenoaks Lions Club (CIO) hereby authorises Roger Hope and Alan Cattermole of Sevenoaks Lion Club (CIO) to sign this lease on its behalf pursuant to Section 333 of the Charities Act 2011.

18. Entire agreement

18.1 This lease and any documents annexed to it constitute the whole agreement between the parties and supersede all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between them relating to its subject matter.

18.2 Nothing in this lease constitutes or shall constitute a representation or warranty that the Property may lawfully be used for any purpose allowed by this lease.

19. Governing law

This lease and any dispute or claim arising out of it or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

20. Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this lease or its subject matter or formation (including non-contractual disputes or claims).

21. Miscellaneous

21.1 A person who is not a party to this lease shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this lease. This does not affect any right or remedy of a third party which exists, or is available, apart from that Act.

22. Break option

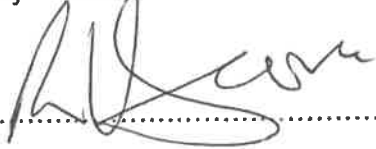
- 22.1 The Landlord may terminate this Lease by serving on the Break Date by serving at least three months' prior written notice on the Tenant.
- 22.2 Following service of a Break Notice this lease shall terminate on the Break Date.
- 22.3 Termination of this Lease on the Break Date shall not give effect to any other right or remedy that either party may have in relation to any earlier breach of this Lease.

23. Liability of the trustees comprising the Tenant

Notwithstanding anything contained in this Lease to the contrary, it is hereby expressly agreed and declared by the parties that the liability of the trustees of the Sevenoaks Lions Club (CIO) comprising the Tenant in respect of any breach by the Tenant of any of his obligations under this Lease is to be limited in amount to the realisable value of all assets that for the time being are subject to and are held by the Tenant for the Sevenoaks Lions Club (CIO) and nothing contained in this Lease entitles the Landlord to any right or remedy against the personal estate, property, effects or assets of any of the persons comprising the Tenant or against any of the assets for the time being vested in or otherwise in the hands of any of the persons comprising the Tenant that are not assets of the Sevenoaks Lions Club (CIO).

This agreement has been entered into as a deed on the date stated at the beginning of it.

EXECUTED as a deed by SEVENOAKS LIONS CLUB
acting by ROGER HOPE and ALAN CATTERMOLLE, two
of its charity trustees:-



Charity Trustee

WITNESS

Signature Sylvia MacLennan
Name SYLVIA MACLENNAN
Address 20 SHERENDEN PARK
GOLDEN GREEN
TONBRIDGE KENT TN11 0LQ.



Charity Trustee

WITNESS

Signature Sylvia MacLennan
Name SYLVIA MACLENNAN
Address 20 SHERENDEN PARK
GOLDEN GREEN
TONBRIDGE, KENT TN11 0LQ.

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Sevenoaks Town Council**Town Council Offices – Replacement of Boiler****1. Background**

The heating system in the Town Council Offices and Chamber cannot cope and provide adequate heating during cold spells.

The gas central heating boiler is 30-32 years old and is nearing the end of its life cycle.

2. Specification

The replacement of the boiler with 18 improved radiators will help deliver the optimum output of the boiler and will enable the heat to be distributed more efficiently.

Contractor 1	Contractor 2	Contractor 3
Would not quote as they questioned the size of the gas pipe entering the building. *	£9,812.69	£8,280

Contractor 1 would like to supply a new bigger gas pipe running about ground level attached to the retaining walls. The Open Spaces Manager has concerns about so much exposed gas pipe running at a low level particularly around the car park where it could easily be damaged. The other companies were happy with the 22mm supply pipe and checking the installation manual for the boiler it states that 22mm is the size of supply needed.

3. Funding

Funding will be 50% from the capital receipts reserve and 50% from this year's contingency.

Decision Required

To agree to delegate authority to the Town Clerk to proceed with Contractor 3 funded from the capital receipts reserve and contingency.

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Sevenoaks Town Council

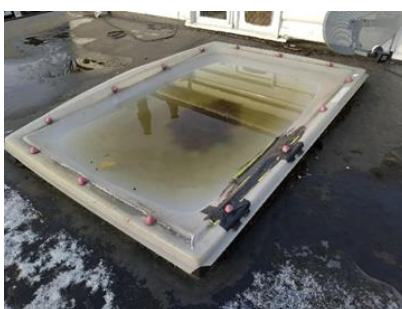
Town Council Offices – Replacement of Skylights at the Vine Pavilion

1. Background

The Flat section of the Vine pavilion roof has three polycarbonate skylights fitted over dressing room areas, within the roof section there are metal grills to prevent access or someone falling through.

The skylights were last replaced in around 2004 and slowly overtime they have become brittle and cracks have appeared this has been made worse by people climbing on them and popping the convex panels through to be concave, in the past it was possible to push these back into shape with a mop or soft broom ,but where they have become brittle this is no longer possible without cracking the plastic.

The replacement of the skylights is now urgent due to two of the domes holding water which leaks into the building.



2. Specification

Three skylights are required with the following dimensions.

2 @ 1200 x 1890 Satin finish.

1 @ 1220 x 2410 Clear finish.

Two quotations were received, the first one replacing like for like with polycarbonate, the second quotation is to replace with tough (walk on) glass.

	2 skylights 1200 x 1800	1 Skylight 1200 x 2400	Total
Polycarbonate	£1,850.00	£1,150.00	£3,000
Super tough (walk on) glass	£5,500.00	£3,200.00	£8,700

This quotation remains valid for thirty days, due to the current fluctuation in material prices.

3. Funding

Money could be vired from the capital refurbishment budget under the Open Spaces and Leisure budget. £5,000 has been forecast to be spent before the end of the year.

Decision Required

To consider proceeding to replace the skylights with polycarbonate with the monies being taken from the capital refurbishment budget.

Sevenoaks Town Council
Finance & Delivery Committee – 20th January 2025

NHS Recovery & Wellbeing College – Request for Free Use of Venue

The NHS Recovery & Wellbeing College currently covers Maidstone, Medway and Swale, Ashford, Canterbury, South Kent Coast (Dover-Hythe) and Thanet. This has been so successful, they are now expanding to Sevenoaks, Tonbridge, and Dartford.

They would like to explore a potential partnership that could greatly benefit the community. At the Recovery & Wellbeing College, they are committed to providing essential courses aimed at promoting mental health and recovery. To enhance their outreach and impact, they are seeking venues that can host these courses free of charge.

They believe that by collaborating with local people, they can create a supportive environment for individuals seeking wellbeing and recovery resources, fostering community engagement, and promoting mental health awareness.

See attached:

- Introduction to Recovery & Wellbeing College
- Copy of prospectus which shows the range of courses

Cllr Wightman and the Town Clerk had an online meeting with the coordinator of the provision.

Town Council's Grant Subsidies for Room Hire Policy

Free Use Policy for Room Hire

Free Use Applications are intended to support small charities and grassroots organisations and will be considered and determined if:

- *the community organisation applying for free use is a not-for-profit organisation.*
- *the organisation's activities benefit the residents of, visitors to, or those that work or study in Sevenoaks.*
- *No more than 20% [or £1,000] of the budget of Free Use per organisation is requested in any financial year.*
- *The activity for which Free Use is being requested is a meeting of the organisation or a free-to attend public event.*

Budget

The annual budget and balance to date for Grant Subsidies for Room Hire at Town Council venues 2024/25 is:

Budget	2024/25	Balance at Dec 2024
Grant Subsidies Bat & Ball Station	2,000	1,288
Grant Subsidies Bat & Ball Centre	5,767	-278
Grant Subsidies Council Chamber	357	-5
Total	8,124	1,005

Sevenoaks Town Council
Finance & Delivery Committee – 20th January 2025

The following groups are currently approved to receive free room hire (agreed at F&GP Committee on 02.10.2023 & 26.02.24):

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

In addition, Sevenoaks Samaritans was awarded £1,181 for free room hire of the Council Chamber, to be met from this budget [*Minute 311.2, Community & Wellbeing Committee 16.09.24 refers*]

RECOMMENDATION: That the NHS Kent & Medway Recovery & Wellbeing College be awarded free use of the Luggage Room at the Bat & Ball Station for one morning per week within the Town Council's grants subsidies for room hire system.

Sevenoaks Town Council – 20th January 2025

Community Mini Bus proposal

KCC provides annual grants for community bus transport. In the past STC has applied for funding towards the No 8 bus and been successful – this route is currently now 100% funded by KCC.

STC has also sought funding for an Electric Bus for the No. 8 bus and not been successful.

Both Faversham and Swanley Town Council both obtained funding for the purchase of a mini bus which they make available at a reasonable rate for community use. It is thought that STC could pursue a similar funding application and provision.

Swanley Town Council have kindly shared the following information relating to its project:

Swanley Town Council obtained £40,000 from the KCC grant.

£35,000 went towards paying for the fully accessible Minibus.

£3700 towards the insurance.

£1000 towards the sign writing.

£300 towards first aid and onboard firefighting equipment.

Day Hire Rate = £75 per day

Not yet at one year's full trade -

Estimated income is £5000.

Estimated expenditure is £2500.

The additional costs come from punctures and servicing.

Worthwhile looking at Swanley Town Council's T&Cs and booking form -

<https://www.swanleytowncouncil.gov.uk/mini-bus/>

Staff time is considered minimal and not included in costings. Perhaps as little as one hour a week once up and running.

The weight of the vehicle needs to be checked that it is under the allowance to be driven under a Midas certificate. Otherwise, it may only be driven by the driving licence category D1 which limits the ability to rent it out.

Sevenoaks Town Council – 20th January 2025

Swanley Town Council Community Bus Specification

- MB Sprinter 514cdi Treka Van Conversion
- Extra Long wheelbase
- 16 passenger seats – All removable
- Webasto Climate Control throughout
- Automatic sidestep
- Tachograph fitted
- Underslung PLS Tail Lift – 400 kgs rated
- Current mileage is approx. 75,000 kms or 47,000 miles.
- Vehicle has been on DGBC's fleet since first registration and has a full service and maintenance history.
- Current MOT expires 05 June 2024
- Current LOLER expires 06 May 2024
- Safety inspections and MOT can be carried out locally. We have an authorised agent in the Swanley area.
- LOLER will be carried out every 6 months by our tail lift agent who will liaise directly with the Swanley Town Council to arrange.

Sevenoaks Town Council – 20th January 2025

PRECEPT BAND D EQUIVALENT INCREASE FOR 2025-2026

	2023 / 24	2024 / 25	2025 / 26 (Option 1)	2025 / 26 (Option 2)
Precept	1,370,074	1,437,614	1,537,647	1,545,147
Band D	£139.17	£145.33	£152.93	£153.67
Band D Per Week	£2.68	£2.79	£2.94	£2.96
Percentage Increase		4.42%	5.22%	5.74%

Option 1

The proposed precept for Option 1 is £1,537,647, and has increased from the Revenue Budget presented at the Finance & Delivery Committee on 25th November 2024, with the following change:

- Increase in Market charges (Wednesday) of approximately £9k.

Option 2

The proposed precept for Option 2 is £1,545,147 which is the same as above with an additional £7,500 added to the volunteer grant budget.

RECOMMENDATION

Sevenoaks Town Council is asked to agree the precept of Option 1 or Option 2 which is a 5.2% or 5.7% increase to the 2024/25 precept for a Band D resident.

This represents a cost of £152.93 or £153.67 per Band D per year, equating to £2.94 or £2.96 per week.

Sevenoaks Town Council**DRAFT REVENUE ESTIMATES FOR 2025-2026****Key Points- 2024/25 Forecast**

2024/25 forecast outturn is £3,326 surplus which does **not** cover the £20k built in to add to the general reserves. This £11k will also very much depend on the café income and expenditure which may have an adverse impact on the surplus.

Planning: This is looking at £7k over budget due to overtime payments not being incorporated in the budget.

Open Spaces: the forecast looks as though this will come in £41k under budget, this is due in part to the Grounds Supervisor vacancy. This has been advertised throughout this year but there has been no suitable candidate.

The cemetery: the forecast shows a £14k deficit.

Bat and Ball Station: The café has no budget but an increase in station room hire has helped bridge the difference. It is forecasted that there will be a £17k shortfall after the allocated reserves has been transferred.

Bat and Ball Centre: The centre shows a £18k deficit but there has been a lot of maintenance and health & safety items undertaken in this financial year.

Vine Café: The café has no budget and the forecast shows a £29k deficit with the assumption that it will be open less hours.

Markets: There is predicted to be a £26k surplus.

RECOMMENDATION

Sevenoaks Town Council is asked to note the budget forecast to the end of March 2025.

14:00 Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
11	<u>Planning - General</u>									
4010	Gross Pay	25,219	31,066	29,000	26,561	8,964	0	37,040	0	0
4012	Expenses	0	0	0	5	0	0	0	0	0
4270	Employers Pension Contribution	1,009	1,109	1,200	948	304	0	1,522	0	0
6240	Computer/ Data Base/WP's	602	791	650	785	200	0	800	0	0
6320	Staff Training	0	0	0	50	0	0	0	0	0
6330	Welfare/Hospitality	0	0	0	19	0	0	0	0	0
6460	Publicity & Democratic notices	0	4	0	0	0	0	0	0	0
6630	Professional Fees	863	3,588	900	317	250	0	922	0	0
6730	Subscriptions	415	0	600	625	150	0	615	0	0
	Overhead Expenditure	28,108	36,557	32,350	29,310	9,868	0	40,899	0	0
	Movement to/(from) Gen Reserve	(28,108)	(36,557)	(32,350)	(29,310)	(9,868)		(40,899)		
21	<u>O/ Spaces & Leisure - General</u>									
1022	Letting & Hire of Facilities	28,250	27,891	29,663	22,429	6,000	0	28,000	0	0
1030	Electricity recharge	3,861	3,578	4,054	1,295	1,500	0	3,800	0	0
1316	Raleys Car Park Permits	1,672	1,749	1,672	1,854	0	0	1,739	0	0
1350	Revenue Grant income	0	5,000	0	0	0	0	0	0	0
1550	Insurance Claims	0	326	0	0	7,000	0	0	0	0
1850	Log Sales	754	527	754	0	0	0	0	0	0
1853	Adopt a Tree income	0	411	100	479	0	0	102	0	0
1990	Other Income	262	1,976	270	1,178	100	0	276	0	0
2002	Capital Grants	0	5,227	0	0	0	0	0	0	0
2003	Asset/equipment sales	0	2,470	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		34,799	49,155	36,513	27,235	14,600	0	33,917	0	0
4010	Gross Pay	185,959	150,721	198,977	127,950	49,500	0	204,378	0	0
4011	Mileage	0	695	0	625	200	0	800	0	0
4012	Expenses	0	105	0	0	0	0	0	0	0
4270	Employers Pension Contribution	14,196	10,610	15,190	7,611	2,700	0	16,558	0	0
5010	Vine Area General Maintenance	0	28	0	114	0	0	0	0	0
5013	Graffiti Removal	1,357	602	1,357	200	500	0	1,000	0	0
5025	Lower St Johns Toilets	15,935	52,497	14,000	22,539	3,000	0	14,350	0	0
5026	Greatness Rec Convenience	3,100	3,617	3,100	2,723	2,500	0	3,177	0	0
5030	St Nicholas Burial Ground	0	5,071	100	7,853	0	0	102	0	0
5050	Seats And Litter Bins	2,289	3,052	2,300	0	1,000	0	2,357	0	0
5060	Sevenoaks Common	4,694	1,150	5,000	1,468	700	0	5,125	0	0
5065	Tree Safety Survey	0	3,783	4,000	0	4,000	0	4,100	0	0
5070	Other Woodlands	3,912	12,685	4,000	2,900	1,000	0	4,100	0	0
5110	Knole Paddock & Pavilion	7,827	6,194	3,500	775	500	0	3,587	0	0
5120	Knole Paddock Pitch & Grnd Mt	2,280	3,769	2,500	4,128	500	0	2,562	0	0
5130	Knole Paddock Storage Compound	0	34	0	0	0	0	0	0	0
5131	Public Realm	0	5,227	0	0	0	0	0	0	0
5310	Miscellaneous Open Spaces	4,890	62,014	5,200	4,283	1,000	0	5,300	0	0
5311	Security Open Spaces	24,927	25,561	25,000	21,997	7,200	0	28,000	0	0
5316	Skatepark Maintenance	2,052	2,472	2,000	84	500	0	2,050	0	0
5317	Raleys Car Park	422	543	422	0	0	0	439	0	0
5320	Fertilizers	294	393	1,500	1,274	300	0	1,537	0	0
5330	Grass Seed	2,000	789	2,500	3,379	0	0	2,562	0	0

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14:00

Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5340	Plants	2,758	2,887	3,000	2,598	500	0	3,075	0	0
5410	Repairs & General Maintenance	1,745	1,309	1,800	334	700	0	1,845	0	0
5412	Capital Refurbishments	1,200	0	10,000	0	5,000	0	8,000	0	0
5500	Equipment Hired and New	7,676	15,087	7,000	3,080	2,500	0	7,175	0	0
5525	Equipment Maintenance	8,374	5,837	8,000	2,919	1,000	0	8,000	0	0
5550	Vehicle Expenses	21,371	3,918	21,500	3,013	0	0	12,037	0	0
5700	Fuel	5,877	4,720	5,900	3,356	1,000	0	6,047	0	0
6010	Light Heat & Cleaning	8,053	5,385	8,500	2,116	2,000	0	8,712	0	0
6011	Electricity	0	0	0	283	0	0	0	0	0
6013	Cleaning	0	311	600	224	300	0	615	0	0
6014	Water	935	479	1,000	505	500	0	1,025	0	0
6101	Telephone	145	120	145	92	60	0	149	0	0
6104	Mobile Telephone	322	289	340	280	150	0	348	0	0
6105	Broadband wi-fi service	0	299	300	223	90	0	307	0	0
6200	Printing & Stationery	0	27	0	0	0	0	0	0	0
6320	Staff Training	3,000	162	3,000	2,299	600	0	3,075	0	0
6330	Welfare/Hospitality	392	448	625	514	150	0	640	0	0
6460	Publicity & Democratic notices	618	0	0	0	0	0	0	0	0
6635	Professional Fees Licensing	189	295	300	295	0	0	308	0	0
6730	Subscriptions	172	164	180	164	30	0	185	0	0
6812	Road Dues	1,076	1,562	1,100	0	1,500	0	1,128	0	0
6851	Bus Shelter Maintenance	0	0	200	0	200	0	205	0	0
6900	Sundry Expenses	88	0	80	0	100	0	82	0	0
6922	Health&Safety/Risk Assessments	1,685	939	1,700	4	800	0	1,700	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6930	Alarm Maintenance	817	646	880	1,061	500	0	902	0	0
6931	CCTV Maintenance	562	0	600	0	600	0	615	0	0
6934	Waste Bin Collection-Dog Bins	2,620	2,621	3,000	692	800	0	3,075	0	0
6935	Waste Bin Disposal-Waste Bins	2,718	2,733	2,700	2,068	600	0	2,767	0	0
6952	Protective Clothing	1,484	758	1,575	1,085	300	0	1,600	0	0
6975	Bank Charges	0	0	0	161	0	0	0	0	0
Overhead Expenditure		350,011	402,610	374,671	237,269	95,080	0	375,701	0	0
21 Net Income over Expenditure		-315,212	-353,455	-338,158	-210,034	-80,480	0	-341,784	0	0
8001	plus Transfer from EMR	0	87,307	0	-6,162	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(315,212)</u>	<u>(266,148)</u>	<u>(338,158)</u>	<u>(216,196)</u>	<u>(80,480)</u>		<u>(341,784)</u>		
22	<u>O/ Spaces & Leisure - Cemetery</u>			PROJECTED FINISH - 296,676						
1700	Cemetery Income	75,214	57,362	78,975	60,698	9,000	0	78,000	0	0
Total Income		75,214	57,362	78,975	60,698	9,000	0	78,000	0	0
4010	Gross Pay	93,114	86,587	99,632	82,888	26,000	0	105,490	0	0
4011	Mileage	0	62	0	117	0	0	0	0	0
4012	Expenses	0	26	0	13	0	0	0	0	0
4270	Employers Pension Contribution	7,747	7,788	8,290	7,356	2,400	0	8,818	0	0
5210	Cemetery Chapel & Office	65	518	150	232	0	0	153	0	0
5213	Memorial Stone Testing	0	0	0	5,921	0	0	0	0	0
5230	Cemetery Wshop/Messroom Mtce	701	497	700	0	500	0	717	0	0
5410	Repairs & General Maintenance	1,147	1,938	1,200	1,661	300	0	1,230	0	0
5412	Capital Refurbishments	1,328	3,531	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5500	Equipment Hired and New	3,722	4,823	4,000	945	1,000	0	4,100	0	0
5525	Equipment Maintenance	9,489	2,377	9,000	3,127	1,000	0	9,000	0	0
5700	Fuel	1,166	851	1,200	465	300	0	1,230	0	0
6000	Rent & Rates	10,499	8,675	10,500	7,820	3,000	0	10,500	0	0
6010	Light Heat & Cleaning	4,287	3,343	2,100	0	0	0	0	0	0
6011	Electricity	0	0	0	1,241	900	0	2,152	0	0
6013	Cleaning	0	423	1,000	512	300	0	1,025	0	0
6014	Water	1,058	878	1,100	217	700	0	1,127	0	0
6101	Telephone	580	898	800	526	300	0	820	0	0
6104	Mobile Telephone	16	0	25	0	25	0	26	0	0
6105	Broadband wi-fi service	123	120	150	80	70	0	154	0	0
6200	Printing & Stationery	0	483	0	86	0	0	0	0	0
6210	Postage & Courier	0	3	0	0	0	0	0	0	0
6240	Computer/ Data Base/WP's	666	752	670	-780	0	0	686	0	0
6320	Staff Training	1,500	630	1,500	0	100	0	1,537	0	0
6330	Welfare/Hospitality	222	367	300	340	100	0	307	0	0
6460	Publicity & Democratic notices	0	0	0	25	0	0	0	0	0
6500	Goods for Resale	125	0	125	215	0	0	128	0	0
6720	Books and Periodicals	51	0	50	0	50	0	52	0	0
6730	Subscriptions	200	242	200	195	0	0	205	0	0
6802	Trees Plants Turf & Fertilizer	3,309	1,771	3,000	2,301	400	0	3,000	0	0
6822	Roads Path & Boundaries	814	882	850	0	400	0	871	0	0
6832	Lawn/Wall of Remembrance	116	63	120	95	0	0	123	0	0
6922	Health&Safety/Risk Assessments	1,489	202	1,500	278	400	0	1,500	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6930	Alarm Maintenance	883	1,423	1,700	1,451	400	0	1,742	0	0
6932	Cemetery Security	5,882	6,175	6,000	5,065	1,689	0	6,150	0	0
6935	Waste Bin Disposal-Waste Bins	1,272	1,200	1,300	877	400	0	1,332	0	0
6952	Protective Clothing	644	445	700	588	300	0	700	0	0
7611	Contingency provision	-16,104	0	0	0	0	0	0	0	0
Overhead Expenditure		136,111	137,972	157,862	123,857	41,034	0	164,875	0	0
22 Net Income over Expenditure		-60,897	-80,610	-78,887	-63,159	-32,034	0	-86,875	0	0
8001	plus Transfer from EMR	0	4,071	0	2,299	0	0	0	0	0
Movement to/(from) Gen Reserve		(60,897)	(76,539)	(78,887)	(60,860)	(32,034)		(86,875)		
23	<u>O/ Spaces & Leisure- Allotment</u>			PROJECTED FIGURE 792,894						
1010	Rental Income	1,417	1,256	1,559	1,206	0	0	1,636	0	0
1047	QH Allotments Income	7,907	7,780	8,342	7,954	0	0	8,759	0	0
Total Income		9,324	9,036	9,901	9,161	0	0	10,395	0	0
4010	Gross Pay	3,202	5,280	3,800	4,847	2,100	0	6,000	0	0
4270	Employers Pension Contribution	128	289	180	607	300	0	400	0	0
5410	Repairs & General Maintenance	1,355	832	0	1,097	0	0	0	0	0
6002	QH Allotments Costs	3,649	3,154	0	574	0	0	0	0	0
6014	Water	880	-139	950	76	0	0	973	0	0
6300	Computer Software	13	14	20	803	0	0	25	0	0
6620	Legal Expenses	0	0	0	1,500	0	0	0	0	0
6730	Subscriptions	58	0	60	0	0	0	62	0	0
6900	Sundry Expenses	0	0	0	280	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6922	Health&Safety/Risk Assessments	68	0	70	0	70	0	73	0	0
	Overhead Expenditure	9,353	9,429	5,080	9,783	2,470	0	7,533	0	0
	23 Net Income over Expenditure	-29	-393	4,821	-622	-2,470	0	2,862	0	0
8001	plus Transfer from EMR	0	0	0	1,013	0	0	0	0	0
	Movement to/(from) Gen Reserve	(29)	(393)	4,821	391	(2,470)		2,862		
26	Open Spaces-Street Lighting/Ge			PROJECTED FINISH -£2,861						
1480	Streetlighting income	11,255	11,824	12,043	2,267	8,000	0	9,000	0	0
1550	Insurance Claims	0	0	0	2,891	0	0	0	0	0
1990	Other Income	200	0	1,000	3,789	0	0	1,000	0	0
1997	In Bloom Income	0	1,000	0	1,200	0	0	0	0	0
	Total Income	11,455	12,824	13,043	10,147	8,000	0	10,000	0	0
5410	Repairs & General Maintenance	0	0	3,251	7,081	0	0	0	0	0
6861	Public Clock Maintenance	142	1,795	200	1,598	0	0	205	0	0
6862	Street Lighting	16,939	19,037	17,000	3,962	2,500	0	11,000	0	0
6865	In Bloom Costs	14,000	15,011	14,000	12,651	0	0	14,350	0	0
	Overhead Expenditure	31,081	35,842	34,451	25,291	2,500	0	25,555	0	0
	26 Net Income over Expenditure	-19,626	-23,018	-21,408	-15,144	5,500	0	-15,555	0	0
8001	plus Transfer from EMR	0	1,092	0	0	0	0	0	0	0
8002	less Transfer to EMR	0	0	0	4,669	0	0	0	0	0
	Movement to/(from) Gen Reserve	(19,626)	(21,927)	(21,408)	(19,813)	5,500		(15,555)		
28	O/ Spaces & Leisure-Vine Cafe			PROJECTED FINISH -£14,313						

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1211	Sale of Goods	71,138	35,843	0	38,201	2,500	0	0	0	0
1213	Event catering	2,829	2,802	0	1,782	0	0	0	0	0
Total Income		73,967	38,645	0	39,983	2,500	0	0	0	0
4010	Gross Pay	49,864	34,388	0	30,955	7,950	0	0	0	0
4270	Employers Pension Contribution	2,606	1,786	0	1,483	600	0	0	0	0
5410	Repairs & General Maintenance	1,222	521	0	395	200	0	0	0	0
5500	Equipment Hired and New	2,489	708	0	676	200	0	0	0	0
5525	Equipment Maintenance	360	184	0	1,738	500	0	0	0	0
6000	Rent & Rates	825	720	0	662	222	0	0	0	0
6010	Light Heat & Cleaning	9,267	6,992	0	146	200	0	0	0	0
6011	Electricity	0	1,299	0	2,139	1,000	0	0	0	0
6013	Cleaning	0	13	0	0	0	0	0	0	0
6014	Water	1,314	582	0	771	350	0	0	0	0
6101	Telephone	347	672	0	406	150	0	0	0	0
6200	Printing & Stationery	71	43	0	105	0	0	0	0	0
6210	Postage & Courier	0	28	0	28	0	0	0	0	0
6320	Staff Training	0	130	0	35	0	0	0	0	0
6330	Welfare/Hospitality	0	20	0	0	0	0	0	0	0
6500	Goods for Resale	22,839	10,507	0	12,077	1,500	0	0	0	0
6505	Cafe consumables	1,462	652	0	862	500	0	0	0	0
6635	Professional Fees Licensing	307	361	0	474	0	0	0	0	0
6900	Sundry Expenses	42	60	0	42	0	0	0	0	0
6922	Health&Safety/Risk Assessments	1,021	1,090	0	1,638	250	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6930	Alarm Maintenance	568	1,793	0	505	0	0	0	0	0
6935	Waste Bin Disposal-Waste Bins	2,147	2,053	0	1,271	320	0	0	0	0
6976	Credit card charges	1,593	889	0	1,017	200	0	0	0	0
7611	Contingency provision	-4,377	0	0	0	0	0	0	0	0
Overhead Expenditure		93,967	65,491	0	57,424	14,142	0	0	0	0
Movement to/(from) Gen Reserve		(20,000)	(26,845)	0	(17,440)	(11,642)		0		
29	<u>O/Spaces & Leisure-Vine Ground</u>	PROJECTED FINISH - £29,082								
1208	Other Events Income	1,407	1,000	1,500	1,280	0	0	1,538	0	0
1350	Revenue Grant income	0	545	0	9,228	0	0	0	0	0
1550	Insurance Claims	0	800	0	0	0	0	0	0	0
1805	Tea Kiosk Rental & Pavilion	3,500	3,500	3,500	3,500	0	0	3,587	0	0
1870	Vine Club Insurance Contrib.	367	440	367	462	0	0	382	0	0
Total Income		5,274	6,285	5,367	14,470	0	0	5,507	0	0
4010	Gross Pay	20,932	21,261	22,398	18,648	6,000	0	25,505	0	0
4270	Employers Pension Contribution	1,256	769	1,344	665	600	0	1,427	0	0
5010	Vine Area General Maintenance	2,515	4,723	2,500	2,356	500	0	2,565	0	0
5015	Vine Pavilion maintenance	1,283	2,122	200	0	0	0	205	0	0
5020	Vine Public Convenience	12,000	15,482	12,000	6,421	4,000	0	14,000	0	0
5410	Repairs & General Maintenance	782	939	800	23	500	0	820	0	0
5500	Equipment Hired and New	2,006	1,823	2,006	0	700	0	2,056	0	0
6011	Electricity	0	0	0	529	0	0	0	0	0
6014	Water	423	101	500	309	300	0	512	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6200	Printing & Stationery	0	0	0	385	0	0	0	0	0
6330	Welfare/Hospitality	0	15	0	0	0	0	0	0	0
6460	Publicity & Democratic notices	62	382	0	0	0	0	0	0	0
6635	Professional Fees Licensing	210	70	210	70	100	0	215	0	0
6868	Summer Concerts	3,549	2,985	3,600	3,596	0	0	3,690	0	0
6869	Special Events	139	1,855	140	0	150	0	143	0	0
6873	Vine Lighting Project	0	0	0	24,135	0	0	0	0	0
6922	Health&Safety/Risk Assessments	0	1,050	1,100	0	500	0	1,000	0	0
6931	CCTV Maintenance	730	2,580	730	0	500	0	748	0	0
6935	Waste Bin Disposal-Waste Bins	868	854	960	481	400	0	984	0	0
	Overhead Expenditure	46,755	57,010	48,488	57,617	14,250	0	53,870	0	0
	29 Net Income over Expenditure	-41,481	-50,725	-43,121	-43,147	-14,250	0	-48,363	0	0
8001	plus Transfer from EMR	0	7,188	0	10,923	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(41,481)</u>	<u>(43,537)</u>	<u>(43,121)</u>	<u>(32,224)</u>	<u>(14,250)</u>		<u>(48,363)</u>		
30	<u>F& G P - Bat & Ball Station</u>			PROJECTED FINISH - £46,474						
1022	Letting & Hire of Facilities	9,385	13,566	12,000	12,937	2,400	0	16,000	0	0
1208	Other Events Income	0	83	0	0	0	0	0	0	0
1211	Sale of Goods	39,720	40,539	0	27,376	18,000	0	0	0	0
1213	Event catering	7,355	10,942	0	8,251	4,000	0	0	0	0
1221	Commissions Earned	0	0	0	319	0	0	0	0	0
1350	Revenue Grant income	0	2,840	0	0	0	0	0	0	0
1550	Insurance Claims	0	500	0	0	0	0	0	0	0
1990	Other Income	0	100	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		56,460	68,570	12,000	48,883	24,400	0	16,000	0	0
4010	Gross Pay	78,410	87,232	19,000	54,834	18,000	0	20,637	0	0
4011	Mileage	0	10	0	0	0	0	0	0	0
4270	Employers Pension Contribution	2,445	2,615	1,000	1,808	600	0	1,040	0	0
5340	Plants	0	0	0	58	0	0	0	0	0
5410	Repairs & General Maintenance	7,577	3,869	7,000	8,719	1,500	0	6,000	0	0
5500	Equipment Hired and New	2,107	4,382	1,000	565	500	0	1,025	0	0
5525	Equipment Maintenance	0	46	0	437	0	0	0	0	0
6000	Rent & Rates	3,899	3,730	4,000	842	170	0	1,500	0	0
6010	Light Heat & Cleaning	0	29	0	0	0	0	0	0	0
6011	Electricity	12,203	15,542	7,500	4,571	3,500	0	8,500	0	0
6012	Gas	1,766	1,574	1,420	1,453	300	0	1,455	0	0
6013	Cleaning	4,245	3,709	3,500	2,269	900	0	3,587	0	0
6014	Water	4,101	207	3,000	212	200	0	1,500	0	0
6020	Insurance Cost	921	0	1,000	0	0	0	1,000	0	0
6101	Telephone	233	977	500	384	200	0	512	0	0
6105	Broadband wi-fi service	0	28	0	0	0	0	0	0	0
6200	Printing & Stationery	10	136	0	38	0	0	0	0	0
6210	Postage & Courier	0	28	0	28	0	0	0	0	0
6240	Computer/ Data Base/WP's	0	599	0	8	0	0	0	0	0
6241	Website Costs	343	90	400	335	0	0	410	0	0
6330	Welfare/Hospitality	453	1,164	0	1,294	300	0	0	0	0
6460	Publicity & Democratic notices	1,103	137	0	57	0	0	0	0	0
6500	Goods for Resale	19,403	20,717	0	14,354	4,000	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6501	Goods for Resale - DVCRP	0	0	0	3,194	0	0	0	0	0
6505	Cafe consumables	1,454	1,373	0	538	400	0	0	0	0
6630	Professional Fees	0	0	0	3,450	0	0	0	0	0
6635	Professional Fees Licensing	599	295	600	295	300	0	615	0	0
6730	Subscriptions	0	0	0	300	0	0	0	0	0
6869	Special Events	4,500	1,736	0	736	0	0	0	0	0
6900	Sundry Expenses	284	1,155	0	8	0	0	0	0	0
6922	Health&Safety/Risk Assessments	1,213	1,373	1,300	1,697	510	0	1,332	0	0
6930	Alarm Maintenance	614	2,055	700	405	0	0	717	0	0
6931	CCTV Maintenance	170	184	170	85	0	0	174	0	0
6935	Waste Bin Disposal-Waste Bins	1,564	1,520	800	1,220	500	0	820	0	0
6952	Protective Clothing	0	14	0	0	0	0	0	0	0
6976	Credit card charges	1,085	1,482	0	793	200	0	0	0	0
	Overhead Expenditure	150,702	158,009	52,890	104,986	32,080	0	50,824	0	0
	30 Net Income over Expenditure	-94,242	-89,439	-40,890	-56,103	-7,680	0	-34,824	0	0
8001	plus Transfer from EMR	0	89,337	0	46,693	0	0	0	0	0
8002	less Transfer to EMR	0	0	0	-137	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(94,242)</u>	<u>(102)</u>	<u>(40,890)</u>	<u>(9,273)</u>	<u>(7,680)</u>		<u>(34,824)</u>		
31	<u>F & G P - Establishments</u>			PROJECTED FINISH -116,953						
1115	Interest on Deposits	18,000	60,443	30,000	43,380	20,000	0	50,000	0	0
1200	Sale of Stationery	0	0	0	6	0	0	0	0	0
1230	Roadside Advertising-Charities	0	600	400	510	0	0	416	0	0
1231	Banner Income	0	908	1,000	630	400	0	1,025	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1232	Town Crier Advertising	350	550	600	1,375	0	0	1,000	0	0
1350	Revenue Grant income	0	0	0	2,000	0	0	0	0	0
1432	Mayors Charity Receipts	0	64	0	0	0	0	0	0	0
1889	Waste Sacks Income	4,308	7,239	5,500	6,652	2,000	0	0	0	0
1990	Other Income	0	145	0	18,341	0	0	0	0	0
Total Income		22,658	69,948	37,500	72,895	22,400	0	52,441	0	0
4010	Gross Pay	322,224	330,250	360,410	304,457	96,000	0	400,529	0	0
4011	Mileage	522	344	559	273	150	0	572	0	0
4012	Expenses	312	1,454	1,000	851	500	0	1,025	0	0
4270	Employers Pension Contribution	43,937	39,868	41,700	34,891	11,000	0	44,006	0	0
4271	Pension Deficiency	77,000	76,956	80,000	59,967	27,000	0	80,000	0	0
5500	Equipment Hired and New	1,193	1,221	1,000	1,903	0	0	1,025	0	0
6020	Insurance Cost	18,376	17,473	19,295	19,510	0	0	20,000	0	0
6101	Telephone	5,130	5,894	5,490	3,180	1,000	0	5,627	0	0
6200	Printing & Stationery	16,477	19,958	17,000	19,486	1,000	0	19,000	0	0
6210	Postage & Courier	3,042	4,331	4,000	5,016	800	0	4,100	0	0
6240	Computer/ Data Base/WP's	17,117	37,396	18,000	23,476	3,000	0	24,000	0	0
6241	Website Costs	416	491	600	423	0	0	615	0	0
6242	I.T. Infrastructure	10,126	10,059	11,000	4,841	0	0	8,000	0	0
6300	Computer Software	5,344	5,578	5,500	6,360	900	0	5,637	0	0
6315	Recruitment Costs	2,084	4,510	2,000	0	0	0	2,000	0	0
6320	Staff Training	3,287	4,193	3,300	5,129	2,000	0	4,000	0	0
6321	Investors in People	1,335	0	1,000	0	1,000	0	1,000	0	0
6330	Welfare/Hospitality	3,765	4,376	4,000	3,321	1,000	0	4,100	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6340	Staff Uniforms	0	0	0	209	0	0	0	0	0
6410	Civic Exps/Annual Reception	2,105	1,550	2,100	1,393	500	0	2,152	0	0
6415	Gifts/hospitality	1,117	522	1,200	397	400	0	1,200	0	0
6420	Annual Parish Meeting	120	0	0	0	0	0	0	0	0
6421	Honour Bd. Badges & Insignia	139	313	200	1,220	200	0	350	0	0
6435	Members Expenses	3,401	2,473	3,500	1,625	500	0	3,587	0	0
6460	Publicity & Democratic notices	410	2,247	500	1,748	500	0	1,000	0	0
6461	Banner Costs	1,264	1,566	1,300	2,224	500	0	1,600	0	0
6610	Audit Fees	5,285	4,683	5,500	625	4,000	0	5,125	0	0
6611	Quality Parish	315	0	0	0	0	0	0	0	0
6620	Legal Expenses	2,617	4,184	2,000	1,050	1,000	0	2,050	0	0
6630	Professional Fees	0	203	0	1,410	0	0	0	0	0
6635	Professional Fees Licensing	1,583	2,131	1,500	1,050	500	0	1,000	0	0
6710	Conference Fees & Expenses	2,374	3,186	2,500	3,650	500	0	3,000	0	0
6720	Books and Periodicals	0	572	400	26	0	0	416	0	0
6730	Subscriptions	6,505	7,386	6,600	5,808	1,000	0	6,765	0	0
6889	Waste Sacks	2,164	5,016	3,300	4,652	1,400	0	0	0	0
6900	Sundry Expenses	552	207	500	471	0	0	500	0	0
6922	Health&Safety/Risk Assessments	5,126	5,051	5,200	4,604	500	0	5,330	0	0
6975	Bank Charges	1,573	1,457	1,600	1,799	500	0	1,640	0	0
6976	Credit card charges	702	1,449	800	1,099	300	0	820	0	0
7010	Election Expenses	5,252	32,865	5,000	0	0	0	6,000	0	0
7611	Contingency provision	36,492	0	40,915	0	40,000	0	62,000	0	0
7614	Stag reserve	1,000	0	1,000	0	1,000	0	1,000	0	0

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14:00 Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7617	PWLB Loan Repayment	71,602	71,602	71,602	71,602	0	0	71,602	0	0
	Overhead Expenditure	683,385	713,015	733,071	599,742	198,650	0	802,373	0	0
	31 Net Income over Expenditure	-660,727	-643,067	-695,571	-526,847	-176,250	0	-749,932	0	0
8001	plus Transfer from EMR	0	4,856	0	30,673	0	0	0	0	0
8002	less Transfer to EMR	0	0	0	17,177	0	0	0	0	0
	Movement to/(from) Gen Reserve	(660,727)	(638,211)	(695,571)	(513,352)	(176,250)		(749,932)		
32	F & G P - General			PROJECTED FINISH 1689,602						
1208	Other Events Income	0	250	0	0	0	0	0	0	0
1350	Revenue Grant income	0	0	0	1,610	0	0	0	0	0
1490	Christmas Lights Switch On	6,180	6,765	6,000	8,845	0	0	6,000	0	0
1491	Coronation Sponsorship	0	2,700	0	0	0	0	0	0	0
1492	Coronation Donations	0	196	0	0	0	0	0	0	0
1496	Special events income	0	1,233	0	0	0	0	0	0	0
	Total Income	6,180	11,144	6,000	10,455	0	0	6,000	0	0
5410	Repairs & General Maintenance	0	0	0	5	0	0	0	0	0
6490	Christmas Lights Switch On	28,681	29,652	28,000	24,897	4,000	0	28,000	0	0
6491	Remembrance Day/Civic Serv.	3,940	5,193	5,000	5,380	0	0	5,125	0	0
6869	Special Events	17,487	20,763	20,000	12,672	2,000	0	10,500	0	0
	Overhead Expenditure	50,108	55,608	53,000	42,955	6,000	0	43,625	0	0
	32 Net Income over Expenditure	-43,928	-44,463	-47,000	-32,500	-6,000	0	-37,625	0	0
8001	plus Transfer from EMR	0	1,181	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(43,928)</u>	<u>(43,283)</u>	<u>(47,000)</u>	<u>(32,500)</u>	<u>(6,000)</u>		<u>(37,625)</u>		
33	F & G P - Council Offices			PROJECTED FINISH 7-38,500						
1022	Letting & Hire of Facilities	11,838	9,448	12,429	7,983	2,400	0	10,500	0	0
1030	Electricity recharge	0	3,571	0	1,295	1,000	0	0	0	0
1213	Event catering	0	105	0	126	0	0	0	0	0
2003	Asset/equipment sales	0	67	0	0	0	0	0	0	0
Total Income		11,838	13,191	12,429	9,404	3,400	0	10,500	0	0
4010	Gross Pay	4,083	4,156	4,369	3,266	1,000	0	8,215	0	0
4270	Employers Pension Contribution	317	225	340	286	200	0	348	0	0
5410	Repairs & General Maintenance	691	1,549	700	3,738	0	0	717	0	0
5500	Equipment Hired and New	443	24	0	0	0	0	0	0	0
6000	Rent & Rates	27,891	26,624	28,000	25,553	8,517	0	28,700	0	0
6010	Light Heat & Cleaning	10,985	8,142	4,754	1,153	1,000	0	3,500	0	0
6011	Electricity	0	1,345	3,000	-201	2,000	0	4,000	0	0
6012	Gas	0	1,401	3,000	595	400	0	2,000	0	0
6014	Water	2,195	963	2,349	1,356	1,000	0	2,407	0	0
6104	Mobile Telephone	57	125	75	133	60	0	100	0	0
6330	Welfare/Hospitality	0	35	0	0	0	0	0	0	0
6635	Professional Fees Licensing	0	295	0	295	0	0	0	0	0
6900	Sundry Expenses	0	71	0	60	0	0	0	0	0
6922	Health&Safety/Risk Assessments	840	255	900	814	300	0	922	0	0
6930	Alarm Maintenance	9,386	6,703	1,000	673	0	0	1,000	0	0
6935	Waste Bin Disposal-Waste Bins	1,302	1,103	1,400	1,547	300	0	1,435	0	0

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14:00 Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6952	Protective Clothing	35	67	100	46	0	0	100	0	0
	Overhead Expenditure	58,225	53,082	49,987	39,313	14,777	0	53,444	0	0
	Movement to/(from) Gen Reserve	(46,387)	(39,891)	(37,558)	(29,908)	(11,377)		(42,944)		
36	<u>F & G P - Bat & Ball Centre</u>			PROJECTED FINISH -741,285						
1022	Letting & Hire of Facilities	100,106	110,236	108,000	98,477	17,000	0	115,000	0	0
1030	Electricity recharge	161	1,778	169	268	100	0	173	0	0
1213	Event catering	0	1,258	0	625	0	0	400	0	0
1445	Outdoor Activities	22	246	200	260	200	0	500	0	0
1457	Indoor Activities	4,946	7,188	5,293	4,870	2,000	0	6,000	0	0
1550	Insurance Claims	0	15,330	0	0	0	0	0	0	0
1990	Other Income	0	194	0	335	0	0	0	0	0
	Total Income	105,235	136,229	113,662	104,835	19,300	0	122,073	0	0
4010	Gross Pay	70,221	81,168	82,100	67,320	22,800	0	91,154	0	0
4012	Expenses	0	0	0	24	0	0	0	0	0
4270	Employers Pension Contribution	2,570	2,808	3,300	2,315	800	0	3,552	0	0
5318	SCC Car Park	509	0	0	0	0	0	0	0	0
5320	Fertilizers	0	0	0	119	0	0	0	0	0
5340	Plants	190	262	200	31	100	0	205	0	0
5410	Repairs & General Maintenance	1,529	14,698	2,000	8,768	500	0	6,000	0	0
5500	Equipment Hired and New	1,025	1,138	1,000	2,558	300	0	1,025	0	0
5525	Equipment Maintenance	0	0	0	64	0	0	0	0	0
6000	Rent & Rates	5,518	4,820	6,000	4,772	1,100	0	6,150	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6011	Electricity	15,021	19,932	14,000	8,765	4,000	0	14,350	0	0
6012	Gas	1,648	1,638	1,764	1,130	600	0	1,808	0	0
6013	Cleaning	2,579	3,883	2,000	1,718	500	0	2,050	0	0
6014	Water	2,987	431	3,197	196	1,000	0	2,000	0	0
6101	Telephone	598	669	600	464	250	0	615	0	0
6104	Mobile Telephone	240	142	240	92	100	0	246	0	0
6200	Printing & Stationery	2	0	0	6	0	0	0	0	0
6240	Computer/ Data Base/WP's	1,370	73	400	21	80	0	410	0	0
6330	Welfare/Hospitality	459	580	500	545	100	0	512	0	0
6520	Refreshments for Resale	2,535	2,971	1,000	2,752	1,000	0	3,000	0	0
6630	Professional Fees	0	0	0	2,937	0	0	0	0	0
6635	Professional Fees Licensing	533	180	500	203	0	0	520	0	0
6842	Grounds Maintenance	545	0	0	0	0	0	0	0	0
6900	Sundry Expenses	14	153	50	73	0	0	52	0	0
6922	Health&Safety/Risk Assessments	776	3,821	2,000	3,569	300	0	2,500	0	0
6930	Alarm Maintenance	836	535	902	398	0	0	924	0	0
6931	CCTV Maintenance	346	0	400	4,191	0	0	410	0	0
6935	Waste Bin Disposal-Waste Bins	1,966	1,677	2,100	1,282	300	0	2,152	0	0
6952	Protective Clothing	360	121	250	70	0	0	250	0	0
Overhead Expenditure		114,377	141,702	124,503	114,383	33,830	0	139,885	0	0
36 Net Income over Expenditure		-9,142	-5,472	-10,841	-9,548	-14,530	0	-17,812	0	0
8001	plus Transfer from EMR	0	7,467	0	5,731	0	0	0	0	0
8002	less Transfer to EMR	0	0	0	-137	0	0	0	0	0

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14:00 Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(9,142)	1,994	(10,841)	(3,680)	(14,530)		(17,812)		
38	<u>F & G P - Grants</u>			PROJECTED FINISH -£18,210						
6933	Annual Subsidy - Bat & Ball St	0	448	0	0	0	0	0	0	0
6937	Annual Subsidy-Comm Centre	5,493	8,578	0	0	0	0	0	0	0
6938	Annual Subsidy-Council Chamber	340	966	0	0	0	0	0	0	0
7500	Local Organisations Grants	12,000	10,350	15,000	9,900	5,100	0	15,400	0	0
7502	Sevenoaks Summer Festival	0	0	5,000	5,000	0	0	5,000	0	0
7520	Twinning Support	1,000	500	1,000	0	1,000	0	1,000	0	0
7552	Youth Outreach	3,887	3,887	8,000	3,771	3,629	0	8,200	0	0
7553	West Kent Housing - Youth Prov	0	0	0	11,250	0	0	0	0	0
7556	Stag Community Arts Centre	27,000	71,354	27,000	27,000	0	0	27,000	0	0
7557	Community Rail Partnership	3,000	3,000	3,000	3,000	0	0	3,000	0	0
7558	Green Sands Common	0	0	4,000	432	3,000	0	0	0	0
	Overhead Expenditure	52,720	99,082	63,000	60,353	12,729	0	59,600	0	0
8001	plus Transfer from EMR	0	42,866	0	11,305	0	0	0	0	0
Movement to/(from) Gen Reserve		(52,720)	(56,217)	(63,000)	(49,048)	(12,729)		(59,600)		
39	<u>F & G P - Property</u>			PROJECTED FINISH -£61,777						
1469	O/S Ground Rents & Wayleaves	5,933	6,068	6,500	6,424	0	3,700	6,662	0	0
	Total Income	5,933	6,068	6,500	6,424	0	3,700	6,662	0	0
6014	Water	0	0	0	-12	0	0	0	0	0
	Overhead Expenditure	0	0	0	-12	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		5,933	6,068	6,500	6,435	0		6,662		
40	<u>Town Team</u>									
1204	Holly Party	0	982	0	965	0	0	0	0	0
1206	Business Awards	7,426	5,776	7,426	3,385	0	0	7,450	0	0
1207	Business Show	4,377	4,445	4,377	5,255	0	0	5,000	0	0
1350	Revenue Grant income	0	0	0	6,767	0	0	0	0	0
1990	Other Income	0	0	0	450	0	0	0	0	0
Total Income		11,803	11,203	11,803	16,821	0	0	12,450	0	0
6101	Telephone	108	0	108	0	100	0	110	0	0
6200	Printing & Stationery	110	0	110	183	50	0	114	0	0
6240	Computer/ Data Base/WP's	827	821	827	350	0	0	847	0	0
6241	Website Costs	282	310	282	25	0	0	289	0	0
6244	Information Screens	1,345	480	1,345	360	500	0	1,000	0	0
6322	Business Awards	8,116	5,302	8,116	5,592	0	0	8,318	0	0
6323	Business Show	2,992	2,356	2,992	4,529	0	0	3,687	0	0
6325	Holly Party Expense	0	3,065	0	2,377	0	0	0	0	0
6460	Publicity & Democratic notices	0	500	0	0	0	0	0	0	0
6461	Banner Costs	807	0	807	0	800	0	827	0	0
6730	Subscriptions	589	0	589	150	150	0	603	0	0
6900	Sundry Expenses	786	27	786	0	300	0	805	0	0
7000	Reinvestment	841	0	841	0	0	0	850	0	0
7607	Christmas events	0	619	0	314	0	0	0	0	0

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14:00 Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		16,803	13,481	16,803	13,879	1,900	0	17,450	0	0
Movement to/(from) Gen Reserve		(5,000)	(2,278)	(5,000)	2,941	(1,900)		(5,000)		
41	<u>Business Hub</u>			<i>PROJECTED FINISH - 71,000</i>						
1022	Letting & Hire of Facilities	1,052	1,744	1,300	1,359	300	0	1,332	0	0
1026	Hot Desking Facility	4,008	7,929	5,200	3,323	700	0	5,330	0	0
1029	Office Pods	15,687	14,297	16,471	11,490	4,000	0	16,882	0	0
1031	Chamber of Commerce	5,191	5,387	5,451	5,250	1,500	0	5,587	0	0
Total Income		25,938	29,356	28,422	21,422	6,500	0	29,131	0	0
4010	Gross Pay	5,668	7,012	6,700	6,337	1,700	0	8,525	0	0
4270	Employers Pension Contribution	227	0	243	0	200	0	274	0	0
5410	Repairs & General Maintenance	166	418	300	853	0	0	307	0	0
5500	Equipment Hired and New	464	-443	500	572	200	0	512	0	0
6000	Rent & Rates	2,489	1,647	3,000	1,482	495	0	2,000	0	0
6010	Light Heat & Cleaning	15,150	13,816	16,211	169	7,000	0	13,000	0	0
6011	Electricity	0	0	0	4,125	0	0	0	0	0
6105	Broadband wi-fi service	1,739	1,698	1,800	1,132	400	0	1,845	0	0
6200	Printing & Stationery	0	0	0	6	0	0	0	0	0
6460	Publicity & Democratic notices	0	7	0	0	0	0	0	0	0
6511	Sales commission	2,075	0	0	0	0	0	0	0	0
6900	Sundry Expenses	1,206	1,369	1,000	797	300	0	1,025	0	0
6922	Health&Safety/Risk Assessments	164	888	170	321	0	0	177	0	0
6930	Alarm Maintenance	243	518	300	159	0	0	312	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6931	CCTV Maintenance	153	153	160	159	0	0	164	0	0
6976	Credit card charges	320	405	350	272	100	0	358	0	0
Overhead Expenditure		30,064	27,487	30,734	16,385	10,395	0	28,499	0	0
Movement to/(from) Gen Reserve		(4,126)	1,870	(2,312)	5,038	(3,895)		632		
42	Sevenoaks Town Mayor	PROJECTED FINISH £1,143								
1500	Fundraising	0	3,748	0	1,799	0	0	0	0	0
1752	Quiz Night Income	0	4,404	0	136	0	0	0	0	0
1754	Knole Tour Income	0	300	0	533	0	0	0	0	0
1756	Int'l Women's Day Event Income	0	3,061	0	98	0	0	0	0	0
1757	Mayor's Stag event	0	5,138	0	0	0	0	0	0	0
1758	Garden Party Income	0	981	0	0	0	0	0	0	0
1759	Autumn Colours Income	0	0	0	480	0	0	0	0	0
2011	Capital Receipts	0	8,076	0	0	0	0	0	0	0
Total Income		0	25,709	0	3,046	0	0	0	0	0
6200	Printing & Stationery	0	369	0	0	0	0	0	0	0
6433	Mayors Allowance 2021/22	0	-36	0	0	0	0	0	0	0
6438	Mayors Car Allowance 2022/23	0	-1,000	0	0	0	0	0	0	0
6441	Mayors Allowance 2023/24	5,805	5,720	0	-20	0	0	0	0	0
6442	Mayors Car Allowance 2023/24	2,586	2,000	0	0	0	0	0	0	0
6443	Mayors Allowance 2024/2025	0	0	6,044	3,317	3,000	0	6,044	0	0
6444	Mayors Car Allowance 2024/2025	0	0	2,715	0	0	0	2,715	0	0
6445	Autumn Colours Expenditure	0	0	0	143	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7100	Mayoral Charity Donations	0	13,370	0	5,331	0	0	0	0	0
7202	Quiz Night Expenditure	0	1,887	0	0	0	0	0	0	0
7206	Int'l Women's Day Event Exp.	0	2,510	0	195	0	0	0	0	0
7207	Mayor's Stag Event Exp.	0	306	0	0	0	0	0	0	0
7208	Garden Party Exp.	0	960	0	0	0	0	0	0	0
Overhead Expenditure		8,391	26,086	8,759	8,966	3,000	0	8,759	0	0
42 Net Income over Expenditure		-8,391	-378	-8,759	-5,920	-3,000	0	-8,759	0	0
8002	less Transfer to EMR	0	8,076	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(8,391)	(8,454)	(8,759)	(5,920)	(3,000)		(8,759)		
43	Youth Council									
7555	Youth Council Support	500	500	500	0	500	0	500	0	0
Overhead Expenditure		500	500	500	0	500	0	500	0	0
8001	plus Transfer from EMR	0	0	0	-500	0	0	0	0	0
Movement to/(from) Gen Reserve		(500)	(500)	(500)	(500)	(500)		(500)		
44	Public Realm									
5001	Public Realm signs & panels	0	300	0	0	0	0	0	0	0
Overhead Expenditure		0	300	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(300)	0	0	0		0		
45	BID									
6630	Professional Fees	0	0	1,414	16,302	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		0	0	1,414	16,302	0	0	0	0	0
8001	plus Transfer from EMR	0	0	0	18,677	0	0	0	0	0
Movement to/(from) Gen Reserve		0	0	(1,414)	2,375	0		0		
50	Youth Cafe									
1022	Letting & Hire of Facilities	2,512	6,227	3,100	3,974	1,500	0	4,000	0	0
1211	Sale of Goods	1,894	3,011	2,000	2,066	800	0	2,000	0	0
1213	Event catering	0	0	0	125	0	0	0	0	0
1350	Revenue Grant income	0	4,460	0	19,612	0	0	0	0	0
1990	Other Income	0	150	0	3,378	0	0	0	0	0
Total Income		4,406	13,847	5,100	29,154	2,300	0	6,000	0	0
4010	Gross Pay	46,273	56,099	52,100	53,059	19,800	0	62,000	0	0
4012	Expenses	0	16	0	819	400	0	0	0	0
4270	Employers Pension Contribution	1,505	1,612	1,900	2,065	750	0	2,090	0	0
5410	Repairs & General Maintenance	955	1,366	1,000	473	200	0	1,025	0	0
5500	Equipment Hired and New	0	593	4,724	5,564	0	0	520	0	0
6010	Light Heat & Cleaning	163	261	200	174	100	0	205	0	0
6101	Telephone	612	799	700	399	300	0	717	0	0
6105	Broadband wi-fi service	0	264	200	269	200	0	400	0	0
6200	Printing & Stationery	273	14	200	685	0	0	205	0	0
6210	Postage & Courier	31	28	0	28	0	0	0	0	0
6240	Computer/ Data Base/WP's	369	727	300	2,471	100	0	500	0	0
6241	Website Costs	0	108	200	168	72	0	205	0	0

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14:00 Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6281	Furnishings,Furniture/Eqpt	474	0	500	0	0	0	515	0	0
6320	Staff Training	0	20	100	80	0	0	100	0	0
6330	Welfare/Hospitality	1	0	0	0	0	0	0	0	0
6340	Staff Uniforms	81	427	200	328	0	0	205	0	0
6460	Publicity & Democratic notices	7	100	0	35	0	0	0	0	0
6500	Goods for Resale	1,821	3,245	2,000	2,285	500	0	2,050	0	0
6505	Cafe consumables	73	38	0	16	0	0	0	0	0
6635	Professional Fees Licensing	444	432	450	302	0	0	461	0	0
6730	Subscriptions	0	0	0	2,000	0	0	0	0	0
6900	Sundry Expenses	372	327	400	168	100	0	400	0	0
6922	Health&Safety/Risk Assessments	948	1,002	1,000	1,131	510	0	1,250	0	0
6935	Waste Bin Disposal-Waste Bins	0	0	0	120	0	0	0	0	0
Overhead Expenditure		54,402	67,479	66,174	72,639	23,032	0	72,848	0	0
50 Net Income over Expenditure		-49,996	-53,632	-61,074	-43,485	-20,732	0	-66,848	0	0
8002	less Transfer to EMR	0	0	0	18	0	0	0	0	0
Movement to/(from) Gen Reserve		(49,996)	(53,632)	(61,074)	(43,503)	(20,732)		(66,848)		
60	Markets			PROJECTED FINISH - 464,235						
1017	Rental Income Sat Market	19,588	24,062	20,567	17,437	5,500	0	21,081	0	0
1018	Rental Income Wed Market	11,910	13,973	12,506	10,140	3,900	0	12,818	0	0
1019	Rental Income Blighs Market	17,630	19,985	18,512	15,750	5,000	0	18,974	0	0
1033	Rental income Christmas Market	823	3,165	0	3,525	0	0	0	0	0
1208	Other Events Income	0	0	0	1,138	0	0	0	0	0
1211	Sale of Goods	0	0	0	131	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		49,951	61,185	51,585	48,121	14,400	0	52,873	0	0
4010	Gross Pay	1,898	1,844	2,031	1,491	498	0	2,139	0	0
5410	Repairs & General Maintenance	116	206	200	7	100	0	205	0	0
5420	Saturday market charges	17,144	13,434	17,345	11,203	4,000	0	16,000	0	0
5421	Wednesday Market charges	11,910	7,040	11,244	4,527	4,000	0	15,500	0	0
5424	Vegan Market Expenditure	0	0	0	1,131	0	0	0	0	0
5426	Christmas Market	0	1,080	0	50	0	0	0	0	0
5500	Equipment Hired and New	0	77	0	0	0	0	0	0	0
6001	Blighs Market Charges	12,713	7,041	12,000	5,923	3,000	0	9,000	0	0
6010	Light Heat & Cleaning	156	512	200	83	100	0	205	0	0
6011	Electricity	0	0	0	230	200	0	0	0	0
6635	Professional Fees Licensing	195	0	200	0	0	0	205	0	0
6650	Bad debts	0	0	0	25	0	0	0	0	0
6730	Subscriptions	78	60	100	0	0	0	102	0	0
Overhead Expenditure		44,210	31,294	43,320	24,671	11,898	0	43,356	0	0
60 Net Income over Expenditure		5,741	29,891	8,265	23,450	2,502	0	9,517	0	0
8002	less Transfer to EMR	0	0	0	-141	0	0	0	0	0
Movement to/(from) Gen Reserve		5,741	29,891	8,265	23,591	2,502		9,517		
61	<u>Longspring Woods</u>			PROJECTED FINISH £26,093						
1854	Longspring Woods Donations	0	101,192	0	300	0	0	0	0	0
Total Income		0	101,192	0	300	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6460	Publicity & Democratic notices	0	38	0	0	0	0	0	0	0
	Overhead Expenditure	0	38	0	0	0	0	0	0	0
	61 Net Income over Expenditure	0	101,154	0	300	0	0	0	0	0
8002	less Transfer to EMR	0	101,192	0	300	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(38)	0	0	0		0		
70	<u>Precept</u>									
1995	Precept	1,370,074	1,370,074	1,437,614	1,078,209	359,403	0	1,537,647	0	0
	Total Income	1,370,074	1,370,074	1,437,614	1,078,209	359,403	0	1,537,647	0	0
	Movement to/(from) Gen Reserve	1,370,074	1,370,074	1,437,614	1,078,209	359,403		1,537,647		
91	<u>Capital Infrastructure Budget</u>									
2011	Capital Receipts	0	58,729	0	0	0	0	0	0	0
2012	CIL income allocation	0	70,666	0	231,969	0	0	0	0	0
	Total Income	0	129,395	0	231,969	0	0	0	0	0
9008	O/S Vehicles & Equipment	0	0	0	11,213	0	0	0	0	0
9014	Play Areas	0	417	0	0	0	0	0	0	0
9047	Longspring Woods	0	0	0	186,362	0	0	0	0	0
9048	External CIL Payments	0	0	0	25,000	0	0	0	0	0
9053	Vine Area	0	1,214	0	0	0	0	0	0	0
9063	New Community Centre	0	1,796	0	5,275	0	0	0	0	0
9066	NDP	0	415	10,196	62,574	0	0	0	0	0
9075	Public Realm	0	0	0	1,078	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		0	3,841	10,196	291,500	0	0	0	0	0
91 Net Income over Expenditure		0	125,554	-10,196	-59,531	0	0	0	0	0
8001	plus Transfer from EMR	0	0	0	281,304	0	0	0	0	0
8002	less Transfer to EMR	0	129,395	0	231,969	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(3,841)	(10,196)	(10,196)	0		0		
Total Budget Income		1,880,509	2,220,418	1,866,414	1,843,632	486,203	3,700	1,989,596	0	0
Expenditure		1,959,273	2,135,916	1,907,253	1,946,611	528,135	0	1,989,596	0	0
Net Income over Expenditure		-78,764	84,502	-40,839	-102,979	-41,932	3,700	0	0	0
plus Transfer from EMR		0	245,363	0	401,955	0	0	0	0	0
less Transfer to EMR		0	238,663	0	253,719	0	0	0	0	0
Movement to/(from) Gen Reserve		(78,764)	91,203	(40,839)	45,258	(41,932)		0		

PROJECTED FINISH
£3,326
SURPLUS.

Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>11</u>	<u>Planning - General</u>									
4010	Gross Pay	25,219	31,066	29,000	26,561	8,964	0	37,040	0	0
4012	Expenses	0	0	0	5	0	0	0	0	0
4270	Employers Pension Contribution	1,009	1,109	1,200	948	304	0	1,522	0	0
6240	Computer/ Data Base/WP's	602	791	650	785	200	0	800	0	0
6320	Staff Training	0	0	0	50	0	0	0	0	0
6330	Welfare/Hospitality	0	0	0	19	0	0	0	0	0
6460	Publicity & Democratic notices	0	4	0	0	0	0	0	0	0
6630	Professional Fees	863	3,588	900	317	250	0	922	0	0
6730	Subscriptions	415	0	600	625	150	0	615	0	0
	Overhead Expenditure	28,108	36,557	32,350	29,310	9,868	0	40,899	0	0
	Movement to/(from) Gen Reserve	(28,108)	(36,557)	(32,350)	(29,310)	(9,868)		(40,899)		
<u>21</u>	<u>O/ Spaces & Leisure - General</u>									
1022	Letting & Hire of Facilities	28,250	27,891	29,663	22,429	6,000	0	28,000	0	0
1030	Electricity recharge	3,861	3,578	4,054	1,295	1,500	0	3,800	0	0
1316	Raleys Car Park Permits	1,672	1,749	1,672	1,854	0	0	1,739	0	0
1350	Revenue Grant income	0	5,000	0	0	0	0	0	0	0
1550	Insurance Claims	0	326	0	0	7,000	0	0	0	0
1850	Log Sales	754	527	754	0	0	0	0	0	0
1853	Adopt a Tree income	0	411	100	479	0	0	102	0	0
1990	Other Income	262	1,976	270	1,178	100	0	276	0	0
2002	Capital Grants	0	5,227	0	0	0	0	0	0	0
2003	Asset/equipment sales	0	2,470	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		34,799	49,155	36,513	27,235	14,600	0	33,917	0	0
4010	Gross Pay	185,959	150,721	198,977	127,950	49,500	0	204,378	0	0
4011	Mileage	0	695	0	625	200	0	800	0	0
4012	Expenses	0	105	0	0	0	0	0	0	0
4270	Employers Pension Contribution	14,196	10,610	15,190	7,611	2,700	0	16,558	0	0
5010	Vine Area General Maintenance	0	28	0	114	0	0	0	0	0
5013	Graffiti Removal	1,357	602	1,357	200	500	0	1,000	0	0
5025	Lower St Johns Toilets	15,935	52,497	14,000	22,539	3,000	0	14,350	0	0
5026	Greatness Rec Convenience	3,100	3,617	3,100	2,723	2,500	0	3,177	0	0
5030	St Nicholas Burial Ground	0	5,071	100	7,853	0	0	102	0	0
5050	Seats And Litter Bins	2,289	3,052	2,300	0	1,000	0	2,357	0	0
5060	Sevenoaks Common	4,694	1,150	5,000	1,468	700	0	5,125	0	0
5065	Tree Safety Survey	0	3,783	4,000	0	4,000	0	4,100	0	0
5070	Other Woodlands	3,912	12,685	4,000	2,900	1,000	0	4,100	0	0
5110	Knole Paddock & Pavilion	7,827	6,194	3,500	775	500	0	3,587	0	0
5120	Knole Paddock Pitch & Grnd Mt	2,280	3,769	2,500	4,128	500	0	2,562	0	0
5130	Knole Paddock Storage Compound	0	34	0	0	0	0	0	0	0
5131	Public Realm	0	5,227	0	0	0	0	0	0	0
5310	Miscellaneous Open Spaces	4,890	62,014	5,200	4,283	1,000	0	5,300	0	0
5311	Security Open Spaces	24,927	25,561	25,000	21,997	7,200	0	28,000	0	0
5316	Skatepark Maintenance	2,052	2,472	2,000	84	500	0	2,050	0	0
5317	Raleys Car Park	422	543	422	0	0	0	439	0	0
5320	Fertilizers	294	393	1,500	1,274	300	0	1,537	0	0
5330	Grass Seed	2,000	789	2,500	3,379	0	0	2,562	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5340	Plants	2,758	2,887	3,000	2,598	500	0	3,075	0	0
5410	Repairs & General Maintenance	1,745	1,309	1,800	334	700	0	1,845	0	0
5412	Capital Refurbishments	1,200	0	10,000	0	5,000	0	8,000	0	0
5500	Equipment Hired and New	7,676	15,087	7,000	3,080	2,500	0	7,175	0	0
5525	Equipment Maintenance	8,374	5,837	8,000	2,919	1,000	0	8,000	0	0
5550	Vehicle Expenses	21,371	3,918	21,500	3,013	0	0	12,037	0	0
5700	Fuel	5,877	4,720	5,900	3,356	1,000	0	6,047	0	0
6010	Light Heat & Cleaning	8,053	5,385	8,500	2,116	2,000	0	8,712	0	0
6011	Electricity	0	0	0	283	0	0	0	0	0
6013	Cleaning	0	311	600	224	300	0	615	0	0
6014	Water	935	479	1,000	505	500	0	1,025	0	0
6101	Telephone	145	120	145	92	60	0	149	0	0
6104	Mobile Telephone	322	289	340	280	150	0	348	0	0
6105	Broadband wi-fi service	0	299	300	223	90	0	307	0	0
6200	Printing & Stationery	0	27	0	0	0	0	0	0	0
6320	Staff Training	3,000	162	3,000	2,299	600	0	3,075	0	0
6330	Welfare/Hospitality	392	448	625	514	150	0	640	0	0
6460	Publicity & Democratic notices	618	0	0	0	0	0	0	0	0
6635	Professional Fees Licensing	189	295	300	295	0	0	308	0	0
6730	Subscriptions	172	164	180	164	30	0	185	0	0
6812	Road Dues	1,076	1,562	1,100	0	1,500	0	1,128	0	0
6851	Bus Shelter Maintenance	0	0	200	0	200	0	205	0	0
6900	Sundry Expenses	88	0	80	0	100	0	82	0	0
6922	Health&Safety/Risk Assessments	1,685	939	1,700	4	800	0	1,700	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6930	Alarm Maintenance	817	646	880	1,061	500	0	902	0	0
6931	CCTV Maintenance	562	0	600	0	600	0	615	0	0
6934	Waste Bin Collection-Dog Bins	2,620	2,621	3,000	692	800	0	3,075	0	0
6935	Waste Bin Disposal-Waste Bins	2,718	2,733	2,700	2,068	600	0	2,767	0	0
6952	Protective Clothing	1,484	758	1,575	1,085	300	0	1,600	0	0
6975	Bank Charges	0	0	0	161	0	0	0	0	0
	Overhead Expenditure	350,011	402,610	374,671	237,269	95,080	0	375,701	0	0
	21 Net Income over Expenditure	-315,212	-353,455	-338,158	-210,034	-80,480	0	-341,784	0	0
8001	plus Transfer from EMR	0	87,307	0	-6,162	0	0	0	0	0
	Movement to/(from) Gen Reserve	(315,212)	(266,148)	(338,158)	(216,196)	(80,480)		(341,784)		
<u>22</u>	<u>O/ Spaces & Leisure - Cemetery</u>									
1700	Cemetery Income	75,214	57,362	78,975	60,698	9,000	0	78,000	0	0
	Total Income	75,214	57,362	78,975	60,698	9,000	0	78,000	0	0
4010	Gross Pay	93,114	86,587	99,632	82,888	26,000	0	105,490	0	0
4011	Mileage	0	62	0	117	0	0	0	0	0
4012	Expenses	0	26	0	13	0	0	0	0	0
4270	Employers Pension Contribution	7,747	7,788	8,290	7,356	2,400	0	8,818	0	0
5210	Cemetery Chapel & Office	65	518	150	232	0	0	153	0	0
5213	Memorial Stone Testing	0	0	0	5,921	0	0	0	0	0
5230	Cemetery Wshop/Messroom Mtce	701	497	700	0	500	0	717	0	0
5410	Repairs & General Maintenance	1,147	1,938	1,200	1,661	300	0	1,230	0	0
5412	Capital Refurbishments	1,328	3,531	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5500	Equipment Hired and New	3,722	4,823	4,000	945	1,000	0	4,100	0	0
5525	Equipment Maintenance	9,489	2,377	9,000	3,127	1,000	0	9,000	0	0
5700	Fuel	1,166	851	1,200	465	300	0	1,230	0	0
6000	Rent & Rates	10,499	8,675	10,500	7,820	3,000	0	10,500	0	0
6010	Light Heat & Cleaning	4,287	3,343	2,100	0	0	0	0	0	0
6011	Electricity	0	0	0	1,241	900	0	2,152	0	0
6013	Cleaning	0	423	1,000	512	300	0	1,025	0	0
6014	Water	1,058	878	1,100	217	700	0	1,127	0	0
6101	Telephone	580	898	800	526	300	0	820	0	0
6104	Mobile Telephone	16	0	25	0	25	0	26	0	0
6105	Broadband wi-fi service	123	120	150	80	70	0	154	0	0
6200	Printing & Stationery	0	483	0	86	0	0	0	0	0
6210	Postage & Courier	0	3	0	0	0	0	0	0	0
6240	Computer/ Data Base/WP's	666	752	670	-780	0	0	686	0	0
6320	Staff Training	1,500	630	1,500	0	100	0	1,537	0	0
6330	Welfare/Hospitality	222	367	300	340	100	0	307	0	0
6460	Publicity & Democratic notices	0	0	0	25	0	0	0	0	0
6500	Goods for Resale	125	0	125	215	0	0	128	0	0
6720	Books and Periodicals	51	0	50	0	50	0	52	0	0
6730	Subscriptions	200	242	200	195	0	0	205	0	0
6802	Trees Plants Turf & Fertilizer	3,309	1,771	3,000	2,301	400	0	3,000	0	0
6822	Roads Path & Boundaries	814	882	850	0	400	0	871	0	0
6832	Lawn/Wall of Remembrance	116	63	120	95	0	0	123	0	0
6922	Health&Safety/Risk Assessments	1,489	202	1,500	278	400	0	1,500	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6930	Alarm Maintenance	883	1,423	1,700	1,451	400	0	1,742	0	0
6932	Cemetery Security	5,882	6,175	6,000	5,065	1,689	0	6,150	0	0
6935	Waste Bin Disposal-Waste Bins	1,272	1,200	1,300	877	400	0	1,332	0	0
6952	Protective Clothing	644	445	700	588	300	0	700	0	0
7611	Contingency provision	-16,104	0	0	0	0	0	0	0	0
	Overhead Expenditure	136,111	137,972	157,862	123,857	41,034	0	164,875	0	0
	22 Net Income over Expenditure	-60,897	-80,610	-78,887	-63,159	-32,034	0	-86,875	0	0
8001	plus Transfer from EMR	0	4,071	0	2,299	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(60,897)</u>	<u>(76,539)</u>	<u>(78,887)</u>	<u>(60,860)</u>	<u>(32,034)</u>		<u>(86,875)</u>		
<u>23</u>	<u>O/ Spaces & Leisure- Allotment</u>									
1010	Rental Income	1,417	1,256	1,559	1,206	0	0	1,636	0	0
1047	QH Allotments Income	7,907	7,780	8,342	7,954	0	0	8,759	0	0
	Total Income	9,324	9,036	9,901	9,161	0	0	10,395	0	0
4010	Gross Pay	3,202	5,280	3,800	4,847	2,100	0	6,000	0	0
4270	Employers Pension Contribution	128	289	180	607	300	0	400	0	0
5410	Repairs & General Maintenance	1,355	832	0	1,097	0	0	0	0	0
6002	QH Allotments Costs	3,649	3,154	0	574	0	0	0	0	0
6014	Water	880	-139	950	76	0	0	973	0	0
6300	Computer Software	13	14	20	803	0	0	25	0	0
6620	Legal Expenses	0	0	0	1,500	0	0	0	0	0
6730	Subscriptions	58	0	60	0	0	0	62	0	0
6900	Sundry Expenses	0	0	0	280	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6922	Health&Safety/Risk Assessments	68	0	70	0	70	0	73	0	0
	Overhead Expenditure	9,353	9,429	5,080	9,783	2,470	0	7,533	0	0
	23 Net Income over Expenditure	-29	-393	4,821	-622	-2,470	0	2,862	0	0
8001	plus Transfer from EMR	0	0	0	1,013	0	0	0	0	0
	Movement to/(from) Gen Reserve	(29)	(393)	4,821	391	(2,470)		2,862		
<u>26</u>	<u>Open Spaces-Street Lighting/Ge</u>									
1480	Streetlighting income	11,255	11,824	12,043	2,267	8,000	0	9,000	0	0
1550	Insurance Claims	0	0	0	2,891	0	0	0	0	0
1990	Other Income	200	0	1,000	3,789	0	0	1,000	0	0
1997	In Bloom Income	0	1,000	0	1,200	0	0	0	0	0
	Total Income	11,455	12,824	13,043	10,147	8,000	0	10,000	0	0
5410	Repairs & General Maintenance	0	0	3,251	7,081	0	0	0	0	0
6861	Public Clock Maintenance	142	1,795	200	1,598	0	0	205	0	0
6862	Street Lighting	16,939	19,037	17,000	3,962	2,500	0	11,000	0	0
6865	In Bloom Costs	14,000	15,011	14,000	12,651	0	0	14,350	0	0
	Overhead Expenditure	31,081	35,842	34,451	25,291	2,500	0	25,555	0	0
	26 Net Income over Expenditure	-19,626	-23,018	-21,408	-15,144	5,500	0	-15,555	0	0
8001	plus Transfer from EMR	0	1,092	0	0	0	0	0	0	0
8002	less Transfer to EMR	0	0	0	4,669	0	0	0	0	0
	Movement to/(from) Gen Reserve	(19,626)	(21,927)	(21,408)	(19,813)	5,500		(15,555)		
<u>28</u>	<u>O/ Spaces & Leisure-Vine Cafe</u>									

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1211	Sale of Goods	71,138	35,843	0	38,201	2,500	0	0	0	0
1213	Event catering	2,829	2,802	0	1,782	0	0	0	0	0
Total Income		73,967	38,645	0	39,983	2,500	0	0	0	0
4010	Gross Pay	49,864	34,388	0	30,955	7,950	0	0	0	0
4270	Employers Pension Contribution	2,606	1,786	0	1,483	600	0	0	0	0
5410	Repairs & General Maintenance	1,222	521	0	395	200	0	0	0	0
5500	Equipment Hired and New	2,489	708	0	676	200	0	0	0	0
5525	Equipment Maintenance	360	184	0	1,738	500	0	0	0	0
6000	Rent & Rates	825	720	0	662	222	0	0	0	0
6010	Light Heat & Cleaning	9,267	6,992	0	146	200	0	0	0	0
6011	Electricity	0	1,299	0	2,139	1,000	0	0	0	0
6013	Cleaning	0	13	0	0	0	0	0	0	0
6014	Water	1,314	582	0	771	350	0	0	0	0
6101	Telephone	347	672	0	406	150	0	0	0	0
6200	Printing & Stationery	71	43	0	105	0	0	0	0	0
6210	Postage & Courier	0	28	0	28	0	0	0	0	0
6320	Staff Training	0	130	0	35	0	0	0	0	0
6330	Welfare/Hospitality	0	20	0	0	0	0	0	0	0
6500	Goods for Resale	22,839	10,507	0	12,077	1,500	0	0	0	0
6505	Cafe consumables	1,462	652	0	862	500	0	0	0	0
6635	Professional Fees Licensing	307	361	0	474	0	0	0	0	0
6900	Sundry Expenses	42	60	0	42	0	0	0	0	0
6922	Health&Safety/Risk Assessments	1,021	1,090	0	1,638	250	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6930	Alarm Maintenance	568	1,793	0	505	0	0	0	0	0
6935	Waste Bin Disposal-Waste Bins	2,147	2,053	0	1,271	320	0	0	0	0
6976	Credit card charges	1,593	889	0	1,017	200	0	0	0	0
7611	Contingency provision	-4,377	0	0	0	0	0	0	0	0
	Overhead Expenditure	93,967	65,491	0	57,424	14,142	0	0	0	0
	Movement to/(from) Gen Reserve	(20,000)	(26,845)	0	(17,440)	(11,642)		0		
<u>29</u>	<u>O/Spaces & Leisure-Vine Ground</u>									
1208	Other Events Income	1,407	1,000	1,500	1,280	0	0	1,538	0	0
1350	Revenue Grant income	0	545	0	9,228	0	0	0	0	0
1550	Insurance Claims	0	800	0	0	0	0	0	0	0
1805	Tea Kiosk Rental & Pavilion	3,500	3,500	3,500	3,500	0	0	3,587	0	0
1870	Vine Club Insurance Contrib.	367	440	367	462	0	0	382	0	0
	Total Income	5,274	6,285	5,367	14,470	0	0	5,507	0	0
4010	Gross Pay	20,932	21,261	22,398	18,648	6,000	0	25,505	0	0
4270	Employers Pension Contribution	1,256	769	1,344	665	600	0	1,427	0	0
5010	Vine Area General Maintenance	2,515	4,723	2,500	2,356	500	0	2,565	0	0
5015	Vine Pavilion maintenance	1,283	2,122	200	0	0	0	205	0	0
5020	Vine Public Convenience	12,000	15,482	12,000	6,421	4,000	0	14,000	0	0
5410	Repairs & General Maintenance	782	939	800	23	500	0	820	0	0
5500	Equipment Hired and New	2,006	1,823	2,006	0	700	0	2,056	0	0
6011	Electricity	0	0	0	529	0	0	0	0	0
6014	Water	423	101	500	309	300	0	512	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6200	Printing & Stationery	0	0	0	385	0	0	0	0	0
6330	Welfare/Hospitality	0	15	0	0	0	0	0	0	0
6460	Publicity & Democratic notices	62	382	0	0	0	0	0	0	0
6635	Professional Fees Licensing	210	70	210	70	100	0	215	0	0
6868	Summer Concerts	3,549	2,985	3,600	3,596	0	0	3,690	0	0
6869	Special Events	139	1,855	140	0	150	0	143	0	0
6873	Vine Lighting Project	0	0	0	24,135	0	0	0	0	0
6922	Health&Safety/Risk Assessments	0	1,050	1,100	0	500	0	1,000	0	0
6931	CCTV Maintenance	730	2,580	730	0	500	0	748	0	0
6935	Waste Bin Disposal-Waste Bins	868	854	960	481	400	0	984	0	0
	Overhead Expenditure	46,755	57,010	48,488	57,617	14,250	0	53,870	0	0
	29 Net Income over Expenditure	-41,481	-50,725	-43,121	-43,147	-14,250	0	-48,363	0	0
8001	plus Transfer from EMR	0	7,188	0	10,923	0	0	0	0	0
	Movement to/(from) Gen Reserve	(41,481)	(43,537)	(43,121)	(32,224)	(14,250)		(48,363)		
<u>30</u>	<u>F & G P - Bat & Ball Station</u>									
1022	Letting & Hire of Facilities	9,385	13,566	12,000	12,937	2,400	0	16,000	0	0
1208	Other Events Income	0	83	0	0	0	0	0	0	0
1211	Sale of Goods	39,720	40,539	0	27,376	18,000	0	0	0	0
1213	Event catering	7,355	10,942	0	8,251	4,000	0	0	0	0
1221	Commissions Earned	0	0	0	319	0	0	0	0	0
1350	Revenue Grant income	0	2,840	0	0	0	0	0	0	0
1550	Insurance Claims	0	500	0	0	0	0	0	0	0
1990	Other Income	0	100	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		56,460	68,570	12,000	48,883	24,400	0	16,000	0	0
4010	Gross Pay	78,410	87,232	19,000	54,834	18,000	0	20,637	0	0
4011	Mileage	0	10	0	0	0	0	0	0	0
4270	Employers Pension Contribution	2,445	2,615	1,000	1,808	600	0	1,040	0	0
5340	Plants	0	0	0	58	0	0	0	0	0
5410	Repairs & General Maintenance	7,577	3,869	7,000	8,719	1,500	0	6,000	0	0
5500	Equipment Hired and New	2,107	4,382	1,000	565	500	0	1,025	0	0
5525	Equipment Maintenance	0	46	0	437	0	0	0	0	0
6000	Rent & Rates	3,899	3,730	4,000	842	170	0	1,500	0	0
6010	Light Heat & Cleaning	0	29	0	0	0	0	0	0	0
6011	Electricity	12,203	15,542	7,500	4,571	3,500	0	8,500	0	0
6012	Gas	1,766	1,574	1,420	1,453	300	0	1,455	0	0
6013	Cleaning	4,245	3,709	3,500	2,269	900	0	3,587	0	0
6014	Water	4,101	207	3,000	212	200	0	1,500	0	0
6020	Insurance Cost	921	0	1,000	0	0	0	1,000	0	0
6101	Telephone	233	977	500	384	200	0	512	0	0
6105	Broadband wi-fi service	0	28	0	0	0	0	0	0	0
6200	Printing & Stationery	10	136	0	38	0	0	0	0	0
6210	Postage & Courier	0	28	0	28	0	0	0	0	0
6240	Computer/ Data Base/WP's	0	599	0	8	0	0	0	0	0
6241	Website Costs	343	90	400	335	0	0	410	0	0
6330	Welfare/Hospitality	453	1,164	0	1,294	300	0	0	0	0
6460	Publicity & Democratic notices	1,103	137	0	57	0	0	0	0	0
6500	Goods for Resale	19,403	20,717	0	14,354	4,000	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6501	Goods for Resale - DVCRP	0	0	0	3,194	0	0	0	0	0
6505	Cafe consumables	1,454	1,373	0	538	400	0	0	0	0
6630	Professional Fees	0	0	0	3,450	0	0	0	0	0
6635	Professional Fees Licensing	599	295	600	295	300	0	615	0	0
6730	Subscriptions	0	0	0	300	0	0	0	0	0
6869	Special Events	4,500	1,736	0	736	0	0	0	0	0
6900	Sundry Expenses	284	1,155	0	8	0	0	0	0	0
6922	Health&Safety/Risk Assessments	1,213	1,373	1,300	1,697	510	0	1,332	0	0
6930	Alarm Maintenance	614	2,055	700	405	0	0	717	0	0
6931	CCTV Maintenance	170	184	170	85	0	0	174	0	0
6935	Waste Bin Disposal-Waste Bins	1,564	1,520	800	1,220	500	0	820	0	0
6952	Protective Clothing	0	14	0	0	0	0	0	0	0
6976	Credit card charges	1,085	1,482	0	793	200	0	0	0	0
	Overhead Expenditure	150,702	158,009	52,890	104,986	32,080	0	50,824	0	0
	30 Net Income over Expenditure	-94,242	-89,439	-40,890	-56,103	-7,680	0	-34,824	0	0
8001	plus Transfer from EMR	0	89,337	0	46,693	0	0	0	0	0
8002	less Transfer to EMR	0	0	0	-137	0	0	0	0	0
	Movement to/(from) Gen Reserve	(94,242)	(102)	(40,890)	(9,273)	(7,680)		(34,824)		
<u>31</u>	<u>F & G P - Establishments</u>									
1115	Interest on Deposits	18,000	60,443	30,000	43,380	20,000	0	50,000	0	0
1200	Sale of Stationery	0	0	0	6	0	0	0	0	0
1230	Roadside Advertising-Charities	0	600	400	510	0	0	416	0	0
1231	Banner Income	0	908	1,000	630	400	0	1,025	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1232	Town Crier Advertising	350	550	600	1,375	0	0	1,000	0	0
1350	Revenue Grant income	0	0	0	2,000	0	0	0	0	0
1432	Mayors Charity Receipts	0	64	0	0	0	0	0	0	0
1889	Waste Sacks Income	4,308	7,239	5,500	6,652	2,000	0	0	0	0
1990	Other Income	0	145	0	18,341	0	0	0	0	0
Total Income		22,658	69,948	37,500	72,895	22,400	0	52,441	0	0
4010	Gross Pay	322,224	330,250	360,410	304,457	96,000	0	400,529	0	0
4011	Mileage	522	344	559	273	150	0	572	0	0
4012	Expenses	312	1,454	1,000	851	500	0	1,025	0	0
4270	Employers Pension Contribution	43,937	39,868	41,700	34,891	11,000	0	44,006	0	0
4271	Pension Deficiency	77,000	76,956	80,000	59,967	27,000	0	80,000	0	0
5500	Equipment Hired and New	1,193	1,221	1,000	1,903	0	0	1,025	0	0
6020	Insurance Cost	18,376	17,473	19,295	19,510	0	0	20,000	0	0
6101	Telephone	5,130	5,894	5,490	3,180	1,000	0	5,627	0	0
6200	Printing & Stationery	16,477	19,958	17,000	19,486	1,000	0	19,000	0	0
6210	Postage & Courier	3,042	4,331	4,000	5,016	800	0	4,100	0	0
6240	Computer/ Data Base/WP's	17,117	37,396	18,000	23,476	3,000	0	24,000	0	0
6241	Website Costs	416	491	600	423	0	0	615	0	0
6242	I.T. Infrastructure	10,126	10,059	11,000	4,841	0	0	8,000	0	0
6300	Computer Software	5,344	5,578	5,500	6,360	900	0	5,637	0	0
6315	Recruitment Costs	2,084	4,510	2,000	0	0	0	2,000	0	0
6320	Staff Training	3,287	4,193	3,300	5,129	2,000	0	4,000	0	0
6321	Investors in People	1,335	0	1,000	0	1,000	0	1,000	0	0
6330	Welfare/Hospitality	3,765	4,376	4,000	3,321	1,000	0	4,100	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6340	Staff Uniforms	0	0	0	209	0	0	0	0	0
6410	Civic Exps/Annual Reception	2,105	1,550	2,100	1,393	500	0	2,152	0	0
6415	Gifts/hospitality	1,117	522	1,200	397	400	0	1,200	0	0
6420	Annual Parish Meeting	120	0	0	0	0	0	0	0	0
6421	Honour Bd. Badges & Insignia	139	313	200	1,220	200	0	350	0	0
6435	Members Expenses	3,401	2,473	3,500	1,625	500	0	3,587	0	0
6460	Publicity & Democratic notices	410	2,247	500	1,748	500	0	1,000	0	0
6461	Banner Costs	1,264	1,566	1,300	2,224	500	0	1,600	0	0
6610	Audit Fees	5,285	4,683	5,500	625	4,000	0	5,125	0	0
6611	Quality Parish	315	0	0	0	0	0	0	0	0
6620	Legal Expenses	2,617	4,184	2,000	1,050	1,000	0	2,050	0	0
6630	Professional Fees	0	203	0	1,410	0	0	0	0	0
6635	Professional Fees Licensing	1,583	2,131	1,500	1,050	500	0	1,000	0	0
6710	Conference Fees & Expenses	2,374	3,186	2,500	3,650	500	0	3,000	0	0
6720	Books and Periodicals	0	572	400	26	0	0	416	0	0
6730	Subscriptions	6,505	7,386	6,600	5,808	1,000	0	6,765	0	0
6889	Waste Sacks	2,164	5,016	3,300	4,652	1,400	0	0	0	0
6900	Sundry Expenses	552	207	500	471	0	0	500	0	0
6922	Health&Safety/Risk Assessments	5,126	5,051	5,200	4,604	500	0	5,330	0	0
6975	Bank Charges	1,573	1,457	1,600	1,799	500	0	1,640	0	0
6976	Credit card charges	702	1,449	800	1,099	300	0	820	0	0
7010	Election Expenses	5,252	32,865	5,000	0	0	0	6,000	0	0
7611	Contingency provision	36,492	0	40,915	0	40,000	0	62,000	0	0
7614	Stag reserve	1,000	0	1,000	0	1,000	0	1,000	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7617	PWLB Loan Repayment	71,602	71,602	71,602	71,602	0	0	71,602	0	0
	Overhead Expenditure	683,385	713,015	733,071	599,742	198,650	0	802,373	0	0
	31 Net Income over Expenditure	-660,727	-643,067	-695,571	-526,847	-176,250	0	-749,932	0	0
8001	plus Transfer from EMR	0	4,856	0	30,673	0	0	0	0	0
8002	less Transfer to EMR	0	0	0	17,177	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(660,727)</u>	<u>(638,211)</u>	<u>(695,571)</u>	<u>(513,352)</u>	<u>(176,250)</u>		<u>(749,932)</u>		
<u>32</u>	<u>F & G P - General</u>									
1208	Other Events Income	0	250	0	0	0	0	0	0	0
1350	Revenue Grant income	0	0	0	1,610	0	0	0	0	0
1490	Christmas Lights Switch On	6,180	6,765	6,000	8,845	0	0	6,000	0	0
1491	Coronation Sponsorship	0	2,700	0	0	0	0	0	0	0
1492	Coronation Donations	0	196	0	0	0	0	0	0	0
1496	Special events income	0	1,233	0	0	0	0	0	0	0
	Total Income	<u>6,180</u>	<u>11,144</u>	<u>6,000</u>	<u>10,455</u>	<u>0</u>	<u>0</u>	<u>6,000</u>	<u>0</u>	<u>0</u>
5410	Repairs & General Maintenance	0	0	0	5	0	0	0	0	0
6490	Christmas Lights Switch On	28,681	29,652	28,000	24,897	4,000	0	28,000	0	0
6491	Remembrance Day/Civic Serv.	3,940	5,193	5,000	5,380	0	0	5,125	0	0
6869	Special Events	17,487	20,763	20,000	12,672	2,000	0	10,500	0	0
	Overhead Expenditure	<u>50,108</u>	<u>55,608</u>	<u>53,000</u>	<u>42,955</u>	<u>6,000</u>	<u>0</u>	<u>43,625</u>	<u>0</u>	<u>0</u>
	32 Net Income over Expenditure	-43,928	-44,463	-47,000	-32,500	-6,000	0	-37,625	0	0
8001	plus Transfer from EMR	0	1,181	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(43,928)	(43,283)	(47,000)	(32,500)	(6,000)		(37,625)		
<u>33</u>	<u>F & G P - Council Offices</u>									
1022	Letting & Hire of Facilities	11,838	9,448	12,429	7,983	2,400	0	10,500	0	0
1030	Electricity recharge	0	3,571	0	1,295	1,000	0	0	0	0
1213	Event catering	0	105	0	126	0	0	0	0	0
2003	Asset/equipment sales	0	67	0	0	0	0	0	0	0
	Total Income	11,838	13,191	12,429	9,404	3,400	0	10,500	0	0
4010	Gross Pay	4,083	4,156	4,369	3,266	1,000	0	8,215	0	0
4270	Employers Pension Contribution	317	225	340	286	200	0	348	0	0
5410	Repairs & General Maintenance	691	1,549	700	3,738	0	0	717	0	0
5500	Equipment Hired and New	443	24	0	0	0	0	0	0	0
6000	Rent & Rates	27,891	26,624	28,000	25,553	8,517	0	28,700	0	0
6010	Light Heat & Cleaning	10,985	8,142	4,754	1,153	1,000	0	3,500	0	0
6011	Electricity	0	1,345	3,000	-201	2,000	0	4,000	0	0
6012	Gas	0	1,401	3,000	595	400	0	2,000	0	0
6014	Water	2,195	963	2,349	1,356	1,000	0	2,407	0	0
6104	Mobile Telephone	57	125	75	133	60	0	100	0	0
6330	Welfare/Hospitality	0	35	0	0	0	0	0	0	0
6635	Professional Fees Licensing	0	295	0	295	0	0	0	0	0
6900	Sundry Expenses	0	71	0	60	0	0	0	0	0
6922	Health&Safety/Risk Assessments	840	255	900	814	300	0	922	0	0
6930	Alarm Maintenance	9,386	6,703	1,000	673	0	0	1,000	0	0
6935	Waste Bin Disposal-Waste Bins	1,302	1,103	1,400	1,547	300	0	1,435	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6952	Protective Clothing	35	67	100	46	0	0	100	0	0
	Overhead Expenditure	58,225	53,082	49,987	39,313	14,777	0	53,444	0	0
	Movement to/(from) Gen Reserve	(46,387)	(39,891)	(37,558)	(29,908)	(11,377)		(42,944)		
<u>36</u>	<u>F & G P - Bat & Ball Centre</u>									
1022	Letting & Hire of Facilities	100,106	110,236	108,000	98,477	17,000	0	115,000	0	0
1030	Electricity recharge	161	1,778	169	268	100	0	173	0	0
1213	Event catering	0	1,258	0	625	0	0	400	0	0
1445	Outdoor Activities	22	246	200	260	200	0	500	0	0
1457	Indoor Activities	4,946	7,188	5,293	4,870	2,000	0	6,000	0	0
1550	Insurance Claims	0	15,330	0	0	0	0	0	0	0
1990	Other Income	0	194	0	335	0	0	0	0	0
	Total Income	105,235	136,229	113,662	104,835	19,300	0	122,073	0	0
4010	Gross Pay	70,221	81,168	82,100	67,320	22,800	0	91,154	0	0
4012	Expenses	0	0	0	24	0	0	0	0	0
4270	Employers Pension Contribution	2,570	2,808	3,300	2,315	800	0	3,552	0	0
5318	SCC Car Park	509	0	0	0	0	0	0	0	0
5320	Fertilizers	0	0	0	119	0	0	0	0	0
5340	Plants	190	262	200	31	100	0	205	0	0
5410	Repairs & General Maintenance	1,529	14,698	2,000	8,768	500	0	6,000	0	0
5500	Equipment Hired and New	1,025	1,138	1,000	2,558	300	0	1,025	0	0
5525	Equipment Maintenance	0	0	0	64	0	0	0	0	0
6000	Rent & Rates	5,518	4,820	6,000	4,772	1,100	0	6,150	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6011	Electricity	15,021	19,932	14,000	8,765	4,000	0	14,350	0	0
6012	Gas	1,648	1,638	1,764	1,130	600	0	1,808	0	0
6013	Cleaning	2,579	3,883	2,000	1,718	500	0	2,050	0	0
6014	Water	2,987	431	3,197	196	1,000	0	2,000	0	0
6101	Telephone	598	669	600	464	250	0	615	0	0
6104	Mobile Telephone	240	142	240	92	100	0	246	0	0
6200	Printing & Stationery	2	0	0	6	0	0	0	0	0
6240	Computer/ Data Base/WP's	1,370	73	400	21	80	0	410	0	0
6330	Welfare/Hospitality	459	580	500	545	100	0	512	0	0
6520	Refreshments for Resale	2,535	2,971	1,000	2,752	1,000	0	3,000	0	0
6630	Professional Fees	0	0	0	2,937	0	0	0	0	0
6635	Professional Fees Licensing	533	180	500	203	0	0	520	0	0
6842	Grounds Maintenance	545	0	0	0	0	0	0	0	0
6900	Sundry Expenses	14	153	50	73	0	0	52	0	0
6922	Health&Safety/Risk Assessments	776	3,821	2,000	3,569	300	0	2,500	0	0
6930	Alarm Maintenance	836	535	902	398	0	0	924	0	0
6931	CCTV Maintenance	346	0	400	4,191	0	0	410	0	0
6935	Waste Bin Disposal-Waste Bins	1,966	1,677	2,100	1,282	300	0	2,152	0	0
6952	Protective Clothing	360	121	250	70	0	0	250	0	0
Overhead Expenditure		114,377	141,702	124,503	114,383	33,830	0	139,885	0	0
36 Net Income over Expenditure		-9,142	-5,472	-10,841	-9,548	-14,530	0	-17,812	0	0
8001	plus Transfer from EMR	0	7,467	0	5,731	0	0	0	0	0
8002	less Transfer to EMR	0	0	0	-137	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(9,142)	1,994	(10,841)	(3,680)	(14,530)		(17,812)		
<u>38</u>	<u>F & G P - Grants</u>									
6933	Annual Subsidy - Bat & Ball St	0	448	0	0	0	0	0	0	0
6937	Annual Subsidy-Comm Centre	5,493	8,578	0	0	0	0	0	0	0
6938	Annual Subsidy-Council Chamber	340	966	0	0	0	0	0	0	0
7500	Local Organisations Grants	12,000	10,350	15,000	9,900	5,100	0	22,900	0	0
7502	Sevenoaks Summer Festival	0	0	5,000	5,000	0	0	5,000	0	0
7520	Twinning Support	1,000	500	1,000	0	1,000	0	1,000	0	0
7552	Youth Outreach	3,887	3,887	8,000	3,771	3,629	0	8,200	0	0
7553	West Kent Housing - Youth Prov	0	0	0	11,250	0	0	0	0	0
7556	Stag Community Arts Centre	27,000	71,354	27,000	27,000	0	0	27,000	0	0
7557	Community Rail Partnership	3,000	3,000	3,000	3,000	0	0	3,000	0	0
7558	Green Sands Common	0	0	4,000	432	3,000	0	0	0	0
	Overhead Expenditure	52,720	99,082	63,000	60,353	12,729	0	67,100	0	0
8001	plus Transfer from EMR	0	42,866	0	11,305	0	0	0	0	0
	Movement to/(from) Gen Reserve	(52,720)	(56,217)	(63,000)	(49,048)	(12,729)		(67,100)		
<u>39</u>	<u>F & G P - Property</u>									
1469	O/S Ground Rents & Wayleaves	5,933	6,068	6,500	6,424	0	3,700	6,662	0	0
	Total Income	5,933	6,068	6,500	6,424	0	3,700	6,662	0	0
6014	Water	0	0	0	-12	0	0	0	0	0
	Overhead Expenditure	0	0	0	-12	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>5,933</u>	<u>6,068</u>	<u>6,500</u>	<u>6,435</u>	<u>0</u>		<u>6,662</u>		
<u>40</u>	<u>Town Team</u>									
1204	Holly Party	0	982	0	965	0	0	0	0	0
1206	Business Awards	7,426	5,776	7,426	3,385	0	0	7,450	0	0
1207	Business Show	4,377	4,445	4,377	5,255	0	0	5,000	0	0
1350	Revenue Grant income	0	0	0	6,767	0	0	0	0	0
1990	Other Income	0	0	0	450	0	0	0	0	0
	Total Income	<u>11,803</u>	<u>11,203</u>	<u>11,803</u>	<u>16,821</u>	<u>0</u>	<u>0</u>	<u>12,450</u>	<u>0</u>	<u>0</u>
6101	Telephone	108	0	108	0	100	0	110	0	0
6200	Printing & Stationery	110	0	110	183	50	0	114	0	0
6240	Computer/ Data Base/WP's	827	821	827	350	0	0	847	0	0
6241	Website Costs	282	310	282	25	0	0	289	0	0
6244	Information Screens	1,345	480	1,345	360	500	0	1,000	0	0
6322	Business Awards	8,116	5,302	8,116	5,592	0	0	8,318	0	0
6323	Business Show	2,992	2,356	2,992	4,529	0	0	3,687	0	0
6325	Holly Party Expense	0	3,065	0	2,377	0	0	0	0	0
6460	Publicity & Democratic notices	0	500	0	0	0	0	0	0	0
6461	Banner Costs	807	0	807	0	800	0	827	0	0
6730	Subscriptions	589	0	589	150	150	0	603	0	0
6900	Sundry Expenses	786	27	786	0	300	0	805	0	0
7000	Reinvestment	841	0	841	0	0	0	850	0	0
7607	Christmas events	0	619	0	314	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		16,803	13,481	16,803	13,879	1,900	0	17,450	0	0
Movement to/(from) Gen Reserve		(5,000)	(2,278)	(5,000)	2,941	(1,900)		(5,000)		
<u>41</u>	<u>Business Hub</u>									
1022	Letting & Hire of Facilities	1,052	1,744	1,300	1,359	300	0	1,332	0	0
1026	Hot Desking Facility	4,008	7,929	5,200	3,323	700	0	5,330	0	0
1029	Office Pods	15,687	14,297	16,471	11,490	4,000	0	16,882	0	0
1031	Chamber of Commerce	5,191	5,387	5,451	5,250	1,500	0	5,587	0	0
Total Income		25,938	29,356	28,422	21,422	6,500	0	29,131	0	0
4010	Gross Pay	5,668	7,012	6,700	6,337	1,700	0	8,525	0	0
4270	Employers Pension Contribution	227	0	243	0	200	0	274	0	0
5410	Repairs & General Maintenance	166	418	300	853	0	0	307	0	0
5500	Equipment Hired and New	464	-443	500	572	200	0	512	0	0
6000	Rent & Rates	2,489	1,647	3,000	1,482	495	0	2,000	0	0
6010	Light Heat & Cleaning	15,150	13,816	16,211	169	7,000	0	13,000	0	0
6011	Electricity	0	0	0	4,125	0	0	0	0	0
6105	Broadband wi-fi service	1,739	1,698	1,800	1,132	400	0	1,845	0	0
6200	Printing & Stationery	0	0	0	6	0	0	0	0	0
6460	Publicity & Democratic notices	0	7	0	0	0	0	0	0	0
6511	Sales commission	2,075	0	0	0	0	0	0	0	0
6900	Sundry Expenses	1,206	1,369	1,000	797	300	0	1,025	0	0
6922	Health&Safety/Risk Assessments	164	888	170	321	0	0	177	0	0
6930	Alarm Maintenance	243	518	300	159	0	0	312	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6931	CCTV Maintenance	153	153	160	159	0	0	164	0	0
6976	Credit card charges	320	405	350	272	100	0	358	0	0
	Overhead Expenditure	30,064	27,487	30,734	16,385	10,395	0	28,499	0	0
	Movement to/(from) Gen Reserve	(4,126)	1,870	(2,312)	5,038	(3,895)		632		
<u>42</u>	<u>Sevenoaks Town Mayor</u>									
1500	Fundraising	0	3,748	0	1,799	0	0	0	0	0
1752	Quiz Night Income	0	4,404	0	136	0	0	0	0	0
1754	Knole Tour Income	0	300	0	533	0	0	0	0	0
1756	Int'l Women's Day Event Income	0	3,061	0	98	0	0	0	0	0
1757	Mayor's Stag event	0	5,138	0	0	0	0	0	0	0
1758	Garden Party Income	0	981	0	0	0	0	0	0	0
1759	Autumn Colours Income	0	0	0	480	0	0	0	0	0
2011	Capital Receipts	0	8,076	0	0	0	0	0	0	0
	Total Income	0	25,709	0	3,046	0	0	0	0	0
6200	Printing & Stationery	0	369	0	0	0	0	0	0	0
6433	Mayors Allowance 2021/22	0	-36	0	0	0	0	0	0	0
6438	Mayors Car Allowance 2022/23	0	-1,000	0	0	0	0	0	0	0
6441	Mayors Allowance 2023/24	5,805	5,720	0	-20	0	0	0	0	0
6442	Mayors Car Allowance 2023/24	2,586	2,000	0	0	0	0	0	0	0
6443	Mayors Allowance 2024/2025	0	0	6,044	3,317	3,000	0	6,044	0	0
6444	Mayors Car Allowance 2024/2025	0	0	2,715	0	0	0	2,715	0	0
6445	Autumn Colours Expenditure	0	0	0	143	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7100	Mayoral Charity Donations	0	13,370	0	5,331	0	0	0	0	0
7202	Quiz Night Expenditure	0	1,887	0	0	0	0	0	0	0
7206	Int'l Women's Day Event Exp.	0	2,510	0	195	0	0	0	0	0
7207	Mayor's Stag Event Exp.	0	306	0	0	0	0	0	0	0
7208	Garden Party Exp.	0	960	0	0	0	0	0	0	0
	Overhead Expenditure	8,391	26,086	8,759	8,966	3,000	0	8,759	0	0
	42 Net Income over Expenditure	-8,391	-378	-8,759	-5,920	-3,000	0	-8,759	0	0
8002	less Transfer to EMR	0	8,076	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,391)	(8,454)	(8,759)	(5,920)	(3,000)		(8,759)		
<u>43</u>	<u>Youth Council</u>									
7555	Youth Council Support	500	500	500	0	500	0	500	0	0
	Overhead Expenditure	500	500	500	0	500	0	500	0	0
8001	plus Transfer from EMR	0	0	0	-500	0	0	0	0	0
	Movement to/(from) Gen Reserve	(500)	(500)	(500)	(500)	(500)		(500)		
<u>44</u>	<u>Public Realm</u>									
5001	Public Realm signs & panels	0	300	0	0	0	0	0	0	0
	Overhead Expenditure	0	300	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(300)	0	0	0		0		
<u>45</u>	<u>BID</u>									
6630	Professional Fees	0	0	1,414	16,302	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		0	0	1,414	16,302	0	0	0	0	0
8001	plus Transfer from EMR	0	0	0	18,677	0	0	0	0	0
Movement to/(from) Gen Reserve		0	0	(1,414)	2,375	0		0		
50	<u>Youth Cafe</u>									
1022	Letting & Hire of Facilities	2,512	6,227	3,100	3,974	1,500	0	4,000	0	0
1211	Sale of Goods	1,894	3,011	2,000	2,066	800	0	2,000	0	0
1213	Event catering	0	0	0	125	0	0	0	0	0
1350	Revenue Grant income	0	4,460	0	19,612	0	0	0	0	0
1990	Other Income	0	150	0	3,378	0	0	0	0	0
Total Income		4,406	13,847	5,100	29,154	2,300	0	6,000	0	0
4010	Gross Pay	46,273	56,099	52,100	53,059	19,800	0	62,000	0	0
4012	Expenses	0	16	0	819	400	0	0	0	0
4270	Employers Pension Contribution	1,505	1,612	1,900	2,065	750	0	2,090	0	0
5410	Repairs & General Maintenance	955	1,366	1,000	473	200	0	1,025	0	0
5500	Equipment Hired and New	0	593	4,724	5,564	0	0	520	0	0
6010	Light Heat & Cleaning	163	261	200	174	100	0	205	0	0
6101	Telephone	612	799	700	399	300	0	717	0	0
6105	Broadband wi-fi service	0	264	200	269	200	0	400	0	0
6200	Printing & Stationery	273	14	200	685	0	0	205	0	0
6210	Postage & Courier	31	28	0	28	0	0	0	0	0
6240	Computer/ Data Base/WP's	369	727	300	2,471	100	0	500	0	0
6241	Website Costs	0	108	200	168	72	0	205	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6281	Furnishings,Furniture/Eqpt	474	0	500	0	0	0	515	0	0
6320	Staff Training	0	20	100	80	0	0	100	0	0
6330	Welfare/Hospitality	1	0	0	0	0	0	0	0	0
6340	Staff Uniforms	81	427	200	328	0	0	205	0	0
6460	Publicity & Democratic notices	7	100	0	35	0	0	0	0	0
6500	Goods for Resale	1,821	3,245	2,000	2,285	500	0	2,050	0	0
6505	Cafe consumables	73	38	0	16	0	0	0	0	0
6635	Professional Fees Licensing	444	432	450	302	0	0	461	0	0
6730	Subscriptions	0	0	0	2,000	0	0	0	0	0
6900	Sundry Expenses	372	327	400	168	100	0	400	0	0
6922	Health&Safety/Risk Assessments	948	1,002	1,000	1,131	510	0	1,250	0	0
6935	Waste Bin Disposal-Waste Bins	0	0	0	120	0	0	0	0	0
	Overhead Expenditure	54,402	67,479	66,174	72,639	23,032	0	72,848	0	0
	50 Net Income over Expenditure	-49,996	-53,632	-61,074	-43,485	-20,732	0	-66,848	0	0
8002	less Transfer to EMR	0	0	0	18	0	0	0	0	0
	Movement to/(from) Gen Reserve	(49,996)	(53,632)	(61,074)	(43,503)	(20,732)		(66,848)		
<u>60</u>	<u>Markets</u>									
1017	Rental Income Sat Market	19,588	24,062	20,567	17,437	5,500	0	21,081	0	0
1018	Rental Income Wed Market	11,910	13,973	12,506	10,140	3,900	0	12,818	0	0
1019	Rental Income Blighs Market	17,630	19,985	18,512	15,750	5,000	0	18,974	0	0
1033	Rental income Christmas Market	823	3,165	0	3,525	0	0	0	0	0
1208	Other Events Income	0	0	0	1,138	0	0	0	0	0
1211	Sale of Goods	0	0	0	131	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		49,951	61,185	51,585	48,121	14,400	0	52,873	0	0
4010	Gross Pay	1,898	1,844	2,031	1,491	498	0	2,139	0	0
5410	Repairs & General Maintenance	116	206	200	7	100	0	205	0	0
5420	Saturday market charges	17,144	13,434	17,345	11,203	4,000	0	16,000	0	0
5421	Wednesday Market charges	11,910	7,040	11,244	4,527	4,000	0	15,500	0	0
5424	Vegan Market Expenditure	0	0	0	1,131	0	0	0	0	0
5426	Christmas Market	0	1,080	0	50	0	0	0	0	0
5500	Equipment Hired and New	0	77	0	0	0	0	0	0	0
6001	Blighs Market Charges	12,713	7,041	12,000	5,923	3,000	0	9,000	0	0
6010	Light Heat & Cleaning	156	512	200	83	100	0	205	0	0
6011	Electricity	0	0	0	230	200	0	0	0	0
6635	Professional Fees Licensing	195	0	200	0	0	0	205	0	0
6650	Bad debts	0	0	0	25	0	0	0	0	0
6730	Subscriptions	78	60	100	0	0	0	102	0	0
Overhead Expenditure		44,210	31,294	43,320	24,671	11,898	0	43,356	0	0
60 Net Income over Expenditure		5,741	29,891	8,265	23,450	2,502	0	9,517	0	0
8002	less Transfer to EMR	0	0	0	-141	0	0	0	0	0
Movement to/(from) Gen Reserve		5,741	29,891	8,265	23,591	2,502		9,517		
<u>61</u>	<u>Longspring Woods</u>									
1854	Longspring Woods Donations	0	101,192	0	300	0	0	0	0	0
Total Income		0	101,192	0	300	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6460	Publicity & Democratic notices	0	38	0	0	0	0	0	0	0
	Overhead Expenditure	0	38	0	0	0	0	0	0	0
	61 Net Income over Expenditure	0	101,154	0	300	0	0	0	0	0
8002	less Transfer to EMR	0	101,192	0	300	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(38)	0	0	0		0		
<u>70</u>	<u>Precept</u>									
1995	Precept	1,370,074	1,370,074	1,437,614	1,078,209	359,403	0	1,545,147	0	0
	Total Income	1,370,074	1,370,074	1,437,614	1,078,209	359,403	0	1,545,147	0	0
	Movement to/(from) Gen Reserve	1,370,074	1,370,074	1,437,614	1,078,209	359,403		1,545,147		
<u>91</u>	<u>Capital Infrastructure Budget</u>									
2011	Capital Receipts	0	58,729	0	0	0	0	0	0	0
2012	CIL income allocation	0	70,666	0	231,969	0	0	0	0	0
	Total Income	0	129,395	0	231,969	0	0	0	0	0
9008	O/S Vehicles & Equipment	0	0	0	11,213	0	0	0	0	0
9014	Play Areas	0	417	0	0	0	0	0	0	0
9047	Longspring Woods	0	0	0	186,362	0	0	0	0	0
9048	External CIL Payments	0	0	0	25,000	0	0	0	0	0
9053	Vine Area	0	1,214	0	0	0	0	0	0	0
9063	New Community Centre	0	1,796	0	5,275	0	0	0	0	0
9066	NDP	0	415	10,196	62,574	0	0	0	0	0
9075	Public Realm	0	0	0	1,078	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		0	3,841	10,196	291,500	0	0	0	0	0
91 Net Income over Expenditure		0	125,554	-10,196	-59,531	0	0	0	0	0
8001	plus Transfer from EMR	0	0	0	281,304	0	0	0	0	0
8002	less Transfer to EMR	0	129,395	0	231,969	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(3,841)	(10,196)	(10,196)	0		0		
Total Budget Income		1,880,509	2,220,418	1,866,414	1,843,632	486,203	3,700	1,997,096	0	0
Expenditure		1,959,273	2,135,916	1,907,253	1,946,611	528,135	0	1,997,096	0	0
Net Income over Expenditure		-78,764	84,502	-40,839	-102,979	-41,932	3,700	0	0	0
plus Transfer from EMR		0	245,363	0	401,955	0	0	0	0	0
less Transfer to EMR		0	238,663	0	253,719	0	0	0	0	0
Movement to/(from) Gen Reserve		(78,764)	91,203	(40,839)	45,258	(41,932)		0		

Sevenoaks Town Council
Minutes of the Communications Working Group
Held at 2.00 p.m. on Wednesday 27th November 2024

Agenda Item 15
Finance & Delivery
Committee
20th January 2025

Present: Cllr Dr Canet, Cllr Granville, Cllr Gustard (Vice Chair), Cllr Varley remotely (Chair), Cllr Ancrum and Town Clerk and Community Engagement Manager

Absent: Cllr Layne

Apologies: Cllr Wightman

Cllr Gustard Chaired the Meeting.

229. Request for Dispensations

There were no requests for dispensations

230. Declarations of Interest

There were no Declarations of Interest

231. Minutes of Communications Working Group Meeting held on 18th September 2024

These were agreed as a true record.

It was noted that the Town Crier now had a digital subscription facility.

232. Town Crier – New Design for Spring 2025

The new designer had provided a ‘mocked up’ version of an internal page focusing on suggested typeface and fonts. It was noted that in January there would be examples of a substantial redesign.

There were a variety of views on ways to move forward and what the publication should look and feel like. Overall, it was considered that it was hoped that it would be more like a magazine than newspaper, a picture led design and contemporary.

RESOLVED:

- i) Members of the Communications Working Group to provide ideas and comments to Cllr Varley by Friday 6th December, which would then be collated and passed to the Community Engagement Manager for Monday 9th December for forwarding to the designer.
- ii) An additional meeting of the Communications Working Group to be held at the beginning of January to view prototype designs of the new Town Crier and provide feedback.

233. Update from Community Engagement Manager

The three-monthly Community Engagement Report was considered.

Social media performance: (Meta Business Suite)

18 Aug to 18 Nov 24

Sevenoaks Town Council
Minutes of the Communications Working Group
Held at 2.00 p.m. on Wednesday 27th November 2024

Facebook statistics

Followers	New Followers	Reach	Profile visits
1,063	82	39.6k	4.6k
	+15.5%	+49.5%	+43.6%

Instagram statistics

Followers	New Followers	Reach	Profile visits
1,079	118	1.7k	283
	-9.2%	+137.3%	+29.8%

Jan to Nov 24 as comparison over the year

Facebook statistics

Followers	New Followers	Reach	Profile visits
	246	54.7k	12.3k
	-14%	+90.5%	+43.4%

Instagram statistics

Followers	New Followers	Reach	Profile visits
	386	2.3k	832
		+228.4%	+170.1%

Social media posts organic reach in last 3 months

Examples of highest reach:

Sevenoaks markets 15/11 - Reach 2,279 Engagement 162

Sevenoaks markets 13/11 - Reach 1,357 Engagement 113

Remembrance Day parade 11/11- Reach 937 Engagement 262

Latest Town Crier 28/10 - Reach 1,664 Engagement 253

Business Awards Vote 1/10 - Reach 1,148 Engagement 129

Town Crier 30/9 - Reach 961 Engagement 86

Sevenoaks Town Council
Minutes of the Communications Working Group
Held at 2.00 p.m. on Wednesday 27th November 2024

STC website: Google analytics

Last 90 days

Active Users	New Users	Events	
9.2k	8.9k	59kk	
+12.8%	+13.6%	+3.9%	

Jan to Nov 2024

Active Users	New Users	Events	
29K	28k	198k	
+57.8%	+55.9%	+72%	

Full year 2023 comparison:

Active Users	New Users	Events	
18k	18k	115k	

234. Current Matters

The updates on the Current Matters were considered.

235. Press Release

A press release was not deemed necessary.

There being no further business the Chair closed the meeting at 3 p.m.

Signed

Dated

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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 24.07.23</i></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> <p>On 13th December 2024 the Wednesday market relocated from Buckhurst Lane car park to the Market site outside the Chequers, initially for a trial period of six months.</p>
2	260.3 - F&GP 13.09.21	Pension Deficit	Ongoing	<p>Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit.</p> <p>Queries of KCC to be confirmed prior to arranging meeting.</p>
3	46 F&GP 24.04.23	Provision of Electric vehicle Charging Bollards at Raleys Car Park	Ongoing	<p>RESOLVED: That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above.</p> <p>Project progressing slowly due to electric connection complications and departure of Climate Change Project Officer.</p>

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

Item	Minute No		Status	Latest update
	294 F&D 02.09.24			It was requested that the current position with the provision of electric vehicle charging bollards at Raley's Car Park be investigated.
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 44 F&D 25.11.24	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 - criteria approved at Community & Wellbeing Committee 2nd September 2024. RESOLVED: That £2,000 be allocated for Grant Subsidies for Room Hire at the Bat & Ball Station.
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	54 F&GP 22.04.24 447 F&D 25.11.24	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. Bid proposal to considered at Town Team AGM on 20.11.24. RESOLVED: That the Business Improvement District (BID) proposal proceeds to the next stage which includes the appointment of a steering committee and the

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

Item	Minute No		Status	Latest update
				development of a Business Plan, which in due course would be put to a ballot of qualifying businesses.
9	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>
	294 F&D 02.09.24	20mph scheme		

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

Item	Minute No		Status	Latest update
	363 F&D 14.10.24	(Internal Audits)		<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 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> <p>8th January 2025: KCC has proposed to conduct speed surveys on the following roads to measure compliance, and enquired over any other locations which STC has received negative feedback on:</p> <ul style="list-style-type: none"> • 2 sites on Seal Hollow Road, where 20mph gateways are now provided. • Pembroke Road, within the 20mph. • Dartford Road, near The Vines, • Robyns Way

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

Item	Minute No		Status	Latest update
				<ul style="list-style-type: none"> Lambarde Road <p>STC requested that Betenson Avenue be included in the surveys, following negative feedback from a resident.</p>
10	228 22.07.24	Parking and Beat Surveys for St John's Hill Area		<p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That the cost of £17,913 + VAT be approved for a traffic and beat survey to be conducted in the St John's area, with the caveat that it be conducted during termtime unless consultants are confident that this would not impact the data input. This with the accepted implication that undertaking the surveys during termtime would delay the Masterplan projects by 2-3 months. 2) To be funded from £10,000 Planning Consultants Earmarked Reserves and £7,913 from contingency. <p>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> <p>Draft Masterplans were received for STC review 13th January 2025, with meeting to be scheduled with consultants to discuss consultation stage</p>
11	364 F&D 14.10.24 441 F&F 25.11.24	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>RESOLVED: That a rent review be undertaken and the annual rent for the Vine Cricket Pavilion and Tea Kiosk be increased to £4,500 per annum.</p>

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

Item	Minute No		Status	Latest update
12	369 F&D 14.10.24	Town Crier Redesign <i>(Recc. from Communication Working Group)</i>		<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. Redesigned Town Crier to be launched Spring 2025.</p>