

**MINUTES OF THE TOWN COUNCIL MEETING HELD AT
SEVENOAKS TOWN COUNCIL OFFICES
ON MONDAY 9TH JANUARY 2017 AT 7:42 P.M.**

Present:

Cllrs: A Eyre (Mayor), N J L Busvine, Mrs J M Canet, M A Chakowa (Deputy Mayor), A S Clayton, R M C Hogarth, Mrs R E Parry, R J Parry, E Parson, R L Piper, S G Raikes, P E Towell, and Mrs P C Walshe (13)

Also Present:

Chief Executive/Town Clerk
Responsible Finance Officer
Committee Clerk

It was noted that the meeting was not able to be recorded.

PUBLIC QUESTION TIME: no members of the public were present.

378 APOLOGIES FOR ABSENCE

RESOLVED: apologies received from Cllrs S L Arnold, O Schneider and E T Waite be noted and accepted

379 DISPENSATION

There were no requests for Dispensation.

380 DECLARATION OF INTEREST

There were none.

381 MINUTES - TOWN COUNCIL MEETING HELD ON 12TH DECEMBER 2016

RESOLVED: To receive, adopt and sign the Minutes as being a true record of events.

382 MINUTES - PLANNING COMMITTEE MEETING HELD ON 19TH DECEMBER 2016

RESOLVED: to receive and adopt the Minutes as being a true record of events.

383 PRECEPT

The Finance & General Purposes Committee held on 28th November 2016

RECOMMENDED the following:

That the Town Council adopt Draft 1 for the 2017 / 18 Precept of £1,021,925 (2016/ 17 £973,600) which equates to a Band D of £111 per annum (subject to amendment once the District Council confirms the total number of households within Sevenoaks in Band D).

The Revenue Estimates for 2017 / 2018 contains the following projects:

1	Bat & Ball Centre	Subject to successful planning application. Move the project forward to tender stage and appointment of contractor. Include access from community centre to enable persons with mobility problems to use the station.
2	Bat & Ball Station Building	Subject to successful Heritage Lottery Fund application develop the project to provide a new community facility.
3	Sevenoaks Common	Carry out extensive tree work required to maintain the trees in Sevenoaks Common (£10,000)
4	Skateboard Park	Refurbish the remaining 70% of the skateboard park. The skateboard park was installed in 2008 and has proven very popular (£11,500)
5	Environmental Park	Operate the Environmental Park on a 10 year peppercorn lease from Knole Trustees (£15,000).
6	Greatness Park Public Toilets	Extension of current pavilion to incorporate public toilets

Summary

	2016 / 17	2017 /18
Sevenoaks Band D Tax Base	9225.61	9315.37
Precept	£973,600	1,029,625
Band D	£106	£111
Increase £ on previous Band D	£5	£5

Sevenoaks District Council since confirmed an increase in Band D households to 9315.37 (2016 - 9225.61). Keeping the Precept to the proposed £5 per Band D increase as previously recommended this equates to a **proposed Precept of £1,029,625**.

The draft Revenue Estimates 2017/2018 was received and noted (*copy Budget 2017/2018 attached as **Appendix A***).

RESOLVED:

- to adopt** the RESOLUTION of the Finance and General Purposes Committee held on 9th January 2017 [*Minute No 368 refers*] regarding the estimate expenditure for 2017/2018 and **to levy the recommended Precept** on Sevenoaks District Council of £1,029,625 equating to a Band D rate of £111 per annum. This is approximately £2 per week and an increase of 4.5%.
- that the additional income** of £7,700 be used to contribute towards the loss of the Youth Café funding no longer provided by Kent County Council.

It was **noted** that taking over the operation of the Environmental Park was a result of regular requests from the public to maintain this to an appropriate level as some features had fallen into disrepair.

384 MAYOR'S ENGAGEMENTS

RESOLVED: to receive and note the

- a) Functions attended by the Mayor or his representative(s) from May 2016 until January 2017.
- b) forthcoming Civic Events being organised by the Mayor during 2016/2017
- c) Mayor's Quiz being held on Saturday 4th February 2017. Raffle prizes would be greatly received.

385 PRESS RELEASE

RESOLVED: a press release be issued regarding the Precept, highlighting new additional responsibilities.

There being no further business the Mayor closed the Meeting at 7:49pm.

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Mayor of Sevenoaks

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Dated

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Town Council 09.01.2017 Minutes
APPENDIX A – Precept Budget 2017/2018

Sevenoaks Town Council

Budget 2017/18

version
09.01.17 updated with 2016/17 Taxbase (Band D)

Assumptions	2016/17	2017/18	2018/19
Inflation Rates			
	2%	2%	2%
General Inflation	2%	2%	2%
Payroll			
	2%	3%	3%
Income-Fees & Charges			
		1.71	
2016/17 Actual ratio extrapolated to year end			

Notes

The rolling capital programme has been updated for known projects expected to take place in 2017/18. Any amounts included in respect of later years are intended for guidance purposes only.

Community Investment Projects have not currently been itemised separately and timescales of spend have not been determined. It is intended that this will form the basis of future capital discussions.

Funding of Projects: Council approval for projects already identified will be funded by Raleys/Cemetery Lodge proceeds. Amounts already spent from the Capital Receipts Reserve relating to receipts from historical sale of Allotment land to be refunded.

Community Infrastructure Levy will cover certain capital projects

A Contingency fund has been earmarked for cash flow needs other than those specifically listed in the revenue budget, as well as to project managing/implementation of projects within the Community Investment Plan

Capital expenditure for committee now shown and will be allocated from the F&GP Contingency fund

Open Spaces includes provision for a full time Play Park Officer (37 hours). The incremental budget from 2016/17 is the additional hours to move from 20 hours to 37 hours.

Includes the latest actuarial valuation of the Local Government Pension Scheme

Includes a council tax base (ie band D equivalents) of 9315 as provided in December by SDC

PLANNING COMMITTEE (including Licensing) Cost Centre 11								
	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Gross Pay - Administration	4010	29,200	29,496	30,086	30,688	17,901	30,687	31,301
Computer/database	6240	270	318	405	292	295	506	500
Professional Fees	6630	7,119	798	1,058	2,000	1,932	2,000	2,000
Books and Periodicals	6720	143	143	149	156	-	156	156
Sevenoaks Conservation Council	7500	125	125	150	156	150	150	156
Neighbourhood plan	1851	-	-	9,600	5,546			
Neighbourhood plan tfr to prov'n	1852			(9,600)	(5,546)			
Capital Expenditure	BS							
		36,857	30,880	31,848	33,292	20,278	33,499	34,113
								2%
								2%
Notes on Planning								
4010	Gross Pay - Administration 2% cost of living increase has been allowed for 2017/18							
6240	Computer/Database Increased to £500 to reflect three year Planning/Cemetery software contract with Edge online which commenced 2015/16							
1851/2	Neighbourhood Plan Included within the Community Investment Fund separately which has a separate budget							
6630	Professional fees Represent fees associated with planning appeal fees - budget reduced to reflect the fact that whilst fees can be substantial when incurred however they are happening less frequently							

Sevenoaks Town Council
2017/18 Estimates

OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Gross Pay	4010	135,006	125,598	119,084	140,166	77,316	132,542	151,712
Employers Pension Contribution	4270	3,792	4,733	6,370	10,193	4,370	7,491	8,563
Property maintenance	5011	9,294	16,577	3,478	-	-	-	-
Graffiti and gum removal	5013	-	66	1,259	1,561	425	729	1,500
Vine Band Refurbishment	5016	-	324	-	-	-	-	-
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	7,818	6,547	7,655	8,000	5,466	9,370	8,160
St Nicholas' Burial Grnd-Maint	5030	-	8	-	168	-	-	150
Footpaths, bridleways, ROW	5040	-	-	-	150	-	-	-
Seats & Litter Bins (Exc Vine)	5050	2,106	1,804	2,610	2,448	4,208	7,214	2,500
Sev Common maint'ce & improve	5060	3,315	2,841	1,402	3,381	300	3,381	3,400
Tree Safety Survey	5065	-	3,450	2,400	3,500	-	-	3,500
Woodlands	5070	3,646	13,292	3,895	3,121	839	3,121	3,150
Raleys/ Knote Paddock and Pavilion	5110	866	1,700	2,759	2,040	281	482	2,040
Raleys/K P Pitch and ground maintenance	5120	4,836	3,913	6,561	4,749	2,275	3,900	4,750
Raleys/KP Storage Compound	5130	-	180	-	-	-	-	-
Misc. Open Spaces and play areas	5310	5,263	6,088	7,331	5,000	5,006	8,582	20,000
Skate Park maintenance	5316	1,107	4,510	2,550	4,000	4,000	6,857	2,500
Raleys car park	5317	1,092	575	830	469	503	862	469
Fertilisers	5320	1,460	1,285	674	1,448	594	1,018	1,448
G 'eed	5330	1,378	1,694	1,907	1,887	77	132	1,900
PL	5340	2,018	2,075	2,069	2,601	2,179	3,735	2,600
Repairs and general maintenance	5410	348	81	1,218	562	1,267	1,472	1,500
Equipment - Hired & New	5500	6,574	12,646	7,050	7,874	2,418	4,145	7,874
Equipment Maintenance (incl tractor)	5525	6,353	10,773	7,171	7,650	3,133	5,371	7,650
Vehicle expenses (incl vans)	5550	3,244	4,724	2,437	3,324	2,460	4,217	3,324
Fuel	5700	7,824	7,540	5,691	8,303	3,814	6,538	7,000
Rent, Rates & Water	6000	2,812	2,158	902	2,500	90	2,500	1,250
Light Heat and Cleaning	6010	1,176	1,907	1,064	2,000	(6)	2,000	2,000
Telephone	6101	142	166	211	204	93	159	200
Mobile Telephone	6104	131	60	75	153	33	57	400
Printing and stationery	6200	9	186	67	-	-	-	-
Postage & courier	6210	22	-	22	-	-	-	-
Computers and database	6240	-	-	-	-	-	-	-
Furniture/equipment	6281	65	-	66	-	-	-	-
Recruitment Costs	6315	-	88	88	-	-	-	-
Staff Training	6320	1,445	3,305	2,470	2,500	1,453	2,491	2,500
Welfare/hospitality	6330	93	116	249	200	102	200	200
Professional Fees Licensing	6635	-	170	-	-	-	-	-
Bad debts	6650	-	694	-	-	-	-	200
Subscriptions and professional fees	6730	161	284	45	255	-	-	2,000
Road Dues - Oakhill Rd/Woodside	6812	1,601	1,888	1,888	2,000	-	-	168
Bus Shelter Maintenance	6851	-	4,964	-	168	-	-	100
Sundry Expenses	6900	100	46	(1,594)	102	3	102	750
Health & Safety/ legal advice	6922	250	308	315	500	750	1,286	700
maintenance (new cost from 14/15)	6930	-	4,006	748	612	251	430	-
Waste collection - Dog bins	6931	900	710	675	1,000	2,241	3,842	1,100
Waste collection and disposal - Bins	6934	1,170	2,647	1,747	2,700	1,784	3,058	2,700
Protective clothing	6935	2,408	3,209	3,405	3,570	3,156	5,410	3,570
Letting and Hire of Facilities	6952	661	1,153	1,379	1,219	1,122	1,923	1,250
Raleys car park	1022	(19,063)	(20,347)	(25,010)	(17,219)	(14,650)	(20,114)	(17,753)
Forestry commission grants	1316	(1,408)	(1,783)	(1,171)	(1,785)	(234)	(401)	(1,000)
Income from other depts.	1330	(1,000)	-	-	-	-	-	-
insurance Claims	1470	(1,188)	(1,335)	-	-	-	-	-
Log Sales	1550	-	(12,414)	(596)	-	-	-	-
Sundry Income	1850	(389)	(1,198)	(969)	(1,020)	(952)	(1,032)	(1,200)
Asset/Equipment Sales	1990	(511)	(33)	(516)	(337)	(1,096)	(1,578)	(790)
Capital Expenditure	2003	-	(568)	-	-	-	-	-
B/S								
		196,427	222,823	181,962	221,920	115,071	211,493	244,144
								10%
								15%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

Notes on Open Spaces - Estimates

4010	Gross Pay - Administration 2% cost of living increase has been allowed for 2017/18 also include one Full Time Employee equivalent as Play Officer- £17,486 (adjusted for known information). The incremental budget from 2016/17 is the additional hours to move from 20 hours to 37 hours. plus training costs of one apprentice plus long service awards due in 2017/18
4270	Employer's pension contribution Included adjustment for the reduction in Employer's contrintion rate from 23.4% to 17.1%
5310	Misc. Open Spaces & Play Areas Includes £15,000 to operate the Environmental Park on Buckhurst Lane on a peppercorn lease from Knole Trustees

Cost estimates to be included in Development Costs:

	2016/17	2017/18
	£	£
Property Maintenance		
Includes the following from the rolling capital programme		
Capex Greatness recreation ground - replace skatepark surface		11,500
Capex Bus Shelter-one new		4,000
Capex Lower St Johns-restrain external woodwork		1,000
Capex Tractor		10,000
5060 Sev Common maint'ce & improve-per Quaiffe report in November 2016		
Less amounts hoped to be covered by grants/Community Investment/Sports Strategy/contingency		26,500

5060	Sevenoaks Common maintenance & improvement Contingency Provision of £10,000 to cover work arising from Quaife woodlands safety report, Knole paddock, Sevenoaks Common, White Hart woods estimate 2017/18
5316	Skatepark maintenance Revenue budget reduced but capital budget increased
5700	Fuel Reduced due to lowered energy costs
6104	Mobile telephone Increased to include internet communication
6210	Postage & Courier All postage and courier to be borne by cost centre 31
6315	Recruitment Costs Now budgeted under cost centre 31
6730	Subscriptions & Professional fees Institute of Groundsmanship
6930	Alarm maintainenace Budget reflects maintenance/Redcare for alarm at Raley's workshop, installed 2014/15
1022	Letting and hire of facilities reflects 5% increase on 2016/17 excluding Raleys car park permits because take up in 2016/17 was lower than expected
All Categories	2% inflation increase on 2016/17 budget following which cost was amended to reflect 2016/17 estimate and review of current operations/contracts

Sevenoaks Town Council
2017/18 Estimates

GREATNESS CEMETERY Cost Centre 22

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Gross Pay - Administration	4010	55,794	56,099	56,290	57,271	29,054	49,807	58,916
Employers Pension Contribution	4270	4,451	5,967	5,516	6,325	3,654	6,264	3,835
Cem - Chapel and Office	5210	70	197	163	166	3	5	166
Workshop/messroom maintenance	5230	180	31	163	166	-	-	166
Fertilisers	5320	55	-	-	-	-	-	-
Plants	5340	789	891	-	-	-	-	2,600
Repairs & General Maint. (rolling capital prog)	5410	5,246	1,955	2,600	-	-	-	2,102
Equipment - Hired & New	5500	3,273	3,009	1,831	1,868	492	843	2,356
Equipment Maintenance	5525	764	4,176	2,310	2,356	1,141	1,956	-
Vehicle expenses	5550	-	314	-	-	-	-	911
Fuel	5700	627	726	893	911	465	797	5,610
Rent, Rates and Water	6000	5,160	5,145	5,500	5,610	2,583	4,428	1,200
Light Heat & Cleaning	6010	985	674	1,200	1,224	469	804	718
Telephone	6101	545	695	704	718	370	634	31
Mobile Telephone	6104	20	20	30	31	42	72	200
Printing Postage and Stationery	6200	47	340	50	200	-	-	375
Computer - cemetery database	6240	334	286	367	374	734	1,258	-
Furniture/equipment	6281	-	-	500	510	-	-	-
Recruitment costs	6315	-	-	1,530	1,000	189	324	1,000
Travel	6320	1,013	1,008	153	156	38	65	100
Workshop/hospitality	6330	88	76	-	416	-	-	-
Legal Expenses	6620	-	-	103	105	750	1,286	105
Professional fees	6630	90	-	-	90	90	154	90
Subscriptions	6730	-	90	-	90	-	-	1,275
Trees, Turf & Fertilisers	6802	453	162	1,250	1,275	1,495	2,563	541
Roads, Paths and Boundaries	6822	115	1,192	530	541	25	43	300
Lawn/ Wall of Remembrance	6832	383	286	357	364	-	-	50
Sundry expenses	6900	10	18	50	51	-	-	750
Health & Safety/ Legal Advice	6922	250	511	269	274	-	-	765
Alarm Maintenance	6930	590	677	750	765	699	1,198	5,000
Cemetery security	6932	4,447	4,887	4,437	5,000	2,916	4,999	1,150
Waste collection and disposal	6935	937	1,141	1,117	1,139	694	1,190	600
Protective Clothing	6952	839	696	664	677	274	470	-
Cem. Lodge water contribution	1011	(198)	(202)	(205)	(205)	(34,937)	(59,892)	(72,000)
Cemetery Income	1700	(67,675)	(69,709)	(72,135)	(70,000)	-	(2,550)	-
Insurance Claims	1550	-	(3,250)	-	-	-	-	-
Capital Expenditure	B/S	-	-	-	-	-	-	-
		19,682	18,108	16,987	19,379	11,240	16,719	18,912
			-8%	-6%	-50%		-2%	-2%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

Notes on Open Spaces - Greatness Cemetery

- 4010 **Gross Pay - Administration**
2% cost of living increase has been allowed for 2017/18
plus long service awards due in 2017/18
- 4270 **Employers Pension Contribution**
Includes adjustment for the current LGPS reduced contribution rate (from 23.4% to 17.1%)
- 6802 **Trees, turf and fertilisers**
Includes fertilisers and plants previously included within account 5320 and 5340

Capital Expenditure & Repairs & General Maintenance
Items from the rolling capital programme

		2016/17 £	2017/18 £
5410	Chapel roof		600
5410	Garage Roof-repair or replace		2,000
Less amounts hoped to be covered by grants/Community Investment/Sports Strategy/contingency		-	
		-	2,600
6315	Recruitment Costs all in cost centre 31 from 2017/18		
6922	Health & Safety/Legal Advice To reflect increased level of service which includes carrying out risk assessments		
1700	Cemetery Income		

Estimate based on 2016/17 budget (plus £2,000 to reflect increased winter activity) due to lower than budgeted activity levels for 2015/16.

Sevenoaks Town Council
2017/18 Estimates

ALLOTMENTS Cost Centre 23

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
								2,500
Gross Pay - Administration	4010	-	-	-	-	-	-	285
Employers Pension Contribution	4270	-	-	-	-	-	-	-
Plants	5340	-	-	-	430	117	201	1,559
General Maintenance	5410	338	665	422	420	84	145	1,728
Rent Rates & Water	6000	173	410	250	-	-	-	-
Computer/Data Base/WP's	6240	-	-	-	(700)	(642)	(700)	(4,037)
Rental Income	1010	(435)	(606)	(672)	-	-	-	-
Capital Expenditure	B/S	-	-	-	-	-	-	-
		76	469	0	150	(441)	(354)	2,035
								1257%
								-675%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

Notes on Open Spaces - Allotments

1010 Allotments income

Bradbourne:
April to September Based on £2.50 per rod and November to March based on £3 per rod
No of Rods: 280
Occupancy level: 99% represents an increase from 90% the previous year

Quakers Hall
£3,205 based on
No of Rods: 1000
Occupancy level: 99%
* Cost/rod set annually in September for one year in advance, Invoice year commences 1st of October 2017
£3.25 per rod for the year commencing 1st October 2018

4010 administrative hours at 4 hours per week @12/hour
4270 11.4% on gross salary to cover pension costs
5410 additional £1,120 for Quakers Hall allotment
6000 additional £1,300 for Quakers Hall allotment

Sevenoaks Town Council
2017/18 Estimates

STREET LIGHTING AND GENERAL Cost Centre 26

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
								563
Public Clock Maintenance	6861	485	463	370	552	216	371	12,396
Street Lighting	6862	8,971	10,228	12,153	9,595	4,045	6,934	10,000
Hanging Baskets	6865	7,650	9,610	8,805	9,998	10,205	10,205	(1,224)
Hanging Baskets - contributions	1990	(775)	(1,545)	(995)	(1,200)	(530)	(1,200)	(7,056)
Street Lighting - recharges	1263	(3,129)	(3,869)	(3,429)	(7,056)	-	(4,500)	-
Capex	B/S	-	-	-	-	-	-	-
		13,202	14,887	16,904	11,889	13,916	11,809	14,679
								23%
								24%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

Notes on Open Spaces - Street Lighting and General

6862/1263 **Street lighting**
Based on average actual 2014/15 and 2015/16 assuming half of the 47 posts located in roads currently not funding their maintenance are removed (decreasing costs) and half become funded by the residents of the private roads (increasing income).

It is assumed that costs of removing lights will be covered by provisions/contingency in 2016/17.

Note - no provision made for conversion of streetlights to LED - to be confirmed

OPEN SPACES & LEISURE -VINE CAFÉ Cost Centre 28

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Gross pay - general	4010			24,573	40,065	33,801	57,945	50,675
Employers Pension Contribution - general	4270			408	1,862	883	1,514	1,899
Property maintenance (from rolling capital programme)	5011			-	-	-	-	-
Maintenance-Vine Café	5012	5	115	-	-	-	-	-
Repairs & General Maintenance	5410			23	500	395	677	700
Equipment Hired & New	5500			3,056		1,625	1,785	1,785
Rent, rates & water	6000			256	671	682	1,169	1,200
Light & heat	6010			1,592	1,600	944	1,619	1,600
Telephone/broadband	6101				350	125	214	250
Postage & Courier	6210					90	154	154
Computer/Database/WPs	6240			639		19	33	33
Staff Training	6320			693		136	234	250
Publicity	6460				250	-	-	250
Goods for Resale	6500			9,554	29,925	16,780	28,766	30,524
Copyright Fees/Royalties	6533					173	296	296
Professional Fees Licensing	6635			256	100	131	224	100
Sundry Expenses	6900					172	294	180
Hr & Safety/ Legal Advice	6922			254	-	-	-	-
A. Maintenance	6930			52		442	757	500
Vine Café Waste collection and disposal	6935			429	2,000	897	1,538	2,000
Vine Café Credit card charges	6976			195	538	245	420	538
Sale of Goods	1211			(22,045)	(89,775)	(46,762)	(80,163)	(92,939)
Capital Expenditure	B/S							
		5	115	19,935	(11,914)	10,777	17,475	(5)
								-100%
								-100%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

Notes on Open Spaces - Vine Café

4010	Gross Pay	Employee costs at 2016/17 actuals less £7,270. Employee costs continues to be monitored to reduce net loss to the Café
Overheads		There is currently very little scope to reduce other overheads
1211	Sale of Goods	Amount represents a target supported by a strategy to increase income streams through events and activities directly run by the Café on the Vine This includes looking at the option of charging a notional fee to other events that benefit from the Café being opened such event days

OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29								
	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Gross pay - general	4010			8,393	8,572	4,320	7,406	8,743
Employers Pension Contribution - general	4270			438	257	263	450	459
Vine Area -Gen. Maintenance (was CC 21)	5010	1,532	1,094	2,562	3,264	1,111	1,904	3,329
Property maintenance (from rolling capital programme)	5011			-	-	-	-	-
Maintenance - Tea Kiosk (was CC39)	5014	2,000	-	540	-	-	-	-
Maintenance - Vine Club (was CC39)	5015	125	-	6,117	12,000	5,973	10,239	12,240
Vine Public Conveniences (was CC21)	5020	4,348	3,991	2,165	-	-	-	684
Equipment Hired & New	5500			128	-	-	-	55
Rent, rates & water	6000			53	-	-	-	-
Light & heat	6010			280	-	-	-	-
Printing & Stationery	6200	-	-	525	-	-	-	-
Recruitment costs	6315			72	-	-	-	-
Staff Training	6320			484	-	-	-	-
Food Fair	6324			17	-	-	-	-
Welfare / Hospitality	6330			400	-	-	-	-
Goods for resale	6500				250	240	250	255
Publicity	6460			70	100	70	100	102
Professional Fees Licensing	6635			3,730	4,500	7,742	6,794	4,500
Summer concerts (was CC26)	6868	3,405	5,304	766	-	-	-	612
Special Events	6869			556	600	556	600	-
CCTV Maintenance	6931			422	-	-	-	-
Protective Clothing	6952			25	-	-	-	-
Vine Café Credit card charges	6976			106	-	-	-	-
Insurance	1020			(50)	(100)	(958)	(1,642)	(102)
Arts & Crafts stalls income (was CC26)	1022		(745)	(1,544)	(3,000)	(2,627)	(4,503)	(3,060)
Other events net income	1208			(316)	-	-	-	-
Sale of Goods/Income other events	1211			(2,316)	(3,090)	(773)	(1,324)	(3,090)
Rental income - Pavilion & Kiosk (was CC39)	1805	(3,023)	(3,090)	-	-	-	-	-
Rental income - Band Practice Rm (was CC39)	1806	(897)	(78)	-	-	-	-	(1,319)
Vine Club Insurance Contrib. (was CC21)	1870	(1,415)	(1,243)	(1,219)	(1,293)	-	-	-
Capital Expenditure	B/S							
		6,075	5,233	22,404	22,060	15,917	20,273	23,410
								6%
								15%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

Notes on Open Spaces - Vine

4010/4270	Gross pay Reflects salary/pension of gardener	Budget 2016/17 £	Forecast 2017/18 £
Capex	Property Maintenance Includes the following from the rolling capital programme Renovation of Vine Pavilion (excludes £30,000 roof costs allocated to capital reserves a/c 316/340) Less amounts hoped to be covered by grants/Community Investment/Sports Strategy/contingency	70,000 (70,000) -	
5020	Vine toilets Estimate based on budgeted costs for 2016/17 which reflect 3 toilets (up from 2 in 2015/16) cleaned twice a day (up from once daily in 2015/16 budget)		
1022	To be renamed: Events on the Vine income Income from events on the Vine and sponsorships other than Food Fair		
1208	Other events net income Renamed Food Fair Income		

Sevenoaks Town Council
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CENTRAL SERVICES Cost Centre 31								
	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Gross Pay - Administration	4010	211,875	210,185	224,995	260,398	138,511	237,447	265,606
Employers Pension Contribution	4270	10,422	11,577	18,199	26,870	19,336	33,147	30,810
Pension Contribution - Deficiency	4271	10,000	55,000	57,000	60,000	35,000	60,000	68,000
Repairs	5410		49	14				
Equipment Hired and New	5500	300	215	749	339	1,874	3,213	2,500
Vehicle Expenses	5550					228	250	
Light heat and cleaning	6010		414			36	61	
Insurance Cost	6020	22,527	23,222	17,877	25,400	11,745	25,000	25,500
Telephone	6101	1,390	1,490	1,140	1,550	1,391	2,384	1,581
Facsimile Costs	6103	133	110		114			114
Printing & Stationery	6200	8,158	8,701	9,559	9,053	8,199	14,055	14,336
Postage and Courier	6210	3,197	3,217	2,239	3,347	3,636	6,233	4,000
Computer/Database/WP's	6240	12,356	7,908	9,529	13,059	5,380	9,222	13,320
Website costs	6241	729	481	23	859		859	859
IT infrastructure development	6242	5,000	5,750	5,001	5,000		5,000	5,100
Office Furniture/ Machinery	6281	1,335	3,590	102	1,358		1,358	1,385
Computers Accountancy	6300	2,015	2,216	2,972	2,829	2,162	3,705	3,780
Recruitment costs	6315		836	2,958		340	583	3,958
Staff Training	6320	1,958	3,035	2,809	3,000	8,498	14,567	13,372
Investment in People	6321	500			775		775	775
Welfare / Hospitality	6330	1,693	1,867	2,084	1,942	873	1,497	1,927
Mayoral Allowances	6408	4,774	4,822	2,186	5,017	3,276	5,017	5,117
Mayoral Car/Travel Allowances	6409	2,122	2,060	5,418	2,230		2,230	2,300
Civic Expenses/Annual Reception/Xmas Council	6410	968	1,528	1,110	1,590	793	1,359	1,622
Gifts/Hospitality	6415	171	373	351	388	231	396	390
Annual Parish Meeting	6420	21			100		100	100
Honours Board, Badges, Insignia	6421	555		2,030	100	211	363	250
Mayoral Car/Travel Allowances - prior year	6431		(703)					
Members' Expenses and Allowances	6435	2,838	3,002	2,765	3,780		3,780	3,856
Press Notices	6440	1,317	982	1,164	1,022	763	1,308	1,300
Bye Laws	6450				100		100	100
Publicity/Democratic notices	6460	234	2,202	2,995	2,291	1,309	2,243	2,400
Audit Fees - Internal and external	6610	2,950	3,100	2,580	3,225	2,763	4,736	5,100
Irrecoverable VAT	6619		7,191	5,609	7,482		7,400	7,400
Legal Expenses	6620	9,053	5,491	4,648	5,713	1,454	2,493	5,027
Professional Fees	6630	4,538						
Professional Fees Licensing	6635	90		570	260	1,134	1,944	1,950
Conference Fees & Expenses	6710	1,457	2,220	770	2,310	1,040	1,783	2,310
Books and Periodicals	6720	240		211	372	55	94	380
Subscriptions	6730	2,805	3,075	3,672	3,199	3,473	3,500	3,500
Special Events	6868							
Sundry Expenses	6900	158	464	401	483	143	245	483
Health & Safety/risk assessments	6922	2,082	2,050	2,712	2,250	2,516	2,600	2,800
Fire services	6939		7					
Banner Charges	6975	1,071	1,232	1,381	1,318	910	1,559	1,318
Credit card charges	6976			339	400	283	485	485
Election Expenses	7010	3,000	3,000	1,900	3,000		3,000	3,000
Development Costs	7611	36,376	43,773		112,500	45,138	112,500	120,200
Stag Reserve	7614	1,000	1,000	1,000	1,000		1,000	1,000
Grant income	1350		(850)	(2,000)		(1,000)	(2,000)	(2,000)
Sundry Income (including net banner income)	1990	(713)	(1,965)	(2,866)	(2,044)	(4,645)	(7,963)	(4,738)
Capital Expenditure	B/S							
		370,690	424,007	396,195	573,977	297,052	569,629	622,573
								8%
								9%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

Notes on Central Services

4010	Gross Pay - Administration 2% cost of living increase has been allowed for 2017/18
4270	Employer's pension contribution Pensions costs include costs arising from the revaluation of the LGPS scheme and the reduction in Future service contribution rates from 23.4% to 17.1% staff member joining LGPS
4271	Pension Contribution - Deficiency Increased in accordance with latest actuarial valuation. Increase to £68,000 from £60,000.
6020	Insurance Health and safety £0.4k and vehicle insurance £3k are included here in addition to main policy with Zurich £23k The main insurance has been increased by £2k to reflect the additional cost of walls insurance, £1k to reflect the insurance of the Vine Café (£0.7k) and other net asset purchases and £0.7k to reflect the increase in tax from 6% to 9.5% from Nov 2015.
6240	Computer/database/WPs This cost code includes IT support and licenses; internet charges and Information Pods ipad charges 2014/15 actual costs were low due to charging £4.2k Windows 365 license fees against IT infrastructure costs
6315	Recruitments Costs All recruitment costs now budgeted under Central. Recruitment costs (6315) previously shown in committee now accounted for through central services (F&GP)
6320	Training 2% increase also includes AAT training costs for two members of the Finance team-£8946
6435	Members allowances Members allowances based on 15/16 allowances increased by 2% assuming 14 councillors claim
6460	Publicity Reflects costs of printing Town Crier; promotional signs and banners
6619	Irrecoverable VAT A provision of £8,000 is based on 14/15 and assumes that irrecoverable VAT associated with capital projects is charged against CRR
6922	Health & Safety/Risk Assessments Increase to mirror 2016/17 which reflects increased use of service
6976	Credit card charges Based on annual charges for rental of portable/virtual terminal £330 plus transaction charges £70
7010	Election expenses £3k annual provision charged to cover next election charges
7611	Development Costs Includes an allowance to cover cash flow needs related to project managing/implementation of projects within the Community Investment Plan
1990	Banner income

Sevenoaks Town Council
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FINANCE COSTS Cost Centre 31

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Interest - on deposits	1115	(4,056)	(4,603)	(3,333)	(7,500)	(1,145)	(3,500)	(8,750)
		(4,056)	(4,603)	(3,333)	(7,500)	(1,145)	(3,500)	(8,750)
								17%

1115 Based on 2016/17 estimated balance at year end which reflects adverse changes in interest rates
Also include interest expected to be earned if £1.5m of expected Raleys Capital Receipts is deposited in a 35 Day Notice over the course of 2017/18

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F&GP - GENERAL Cost Centre 32

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Repairs & maintenance	5410		140				-	-
Equipment new and hired	5500		2,224	168			-	-
Telephone & Broadband	6101			4			-	-
Christmas Lights Switch On	6490	25,691	20,342	22,447	22,000	11,557	19,812	15,000
Remembrance Day/Civic Services	6491	2,459	2,472	2,059	2,572	296	507	2,623
No 8 bus costs	6495			17,733	13,750	24,879	42,650	36,056
Subscriptions	6730			105			-	-
Events	6869	4,497	10,952	6,111	5,100	5,558	9,529	6,344
Protective clothing	6952		22				-	-
Grant income	1350		(9,350)			710	1,217	-
Contributions to Christmas Lights Switch On	1490					(15,890)	(17,000)	(17,000)
No 8 bus income	1495			(17,733)	(13,750)	(21,633)	(42,650)	(36,056)
Fundraising	1500		(2,000)				-	-
Sundry Income	1990	(7,043)	(3,696)	(3,420)	(4,000)	(380)	(651)	(4,080)
Capital Expenditure	B/S						-	-
		25,604	21,106	27,474	25,672	5,097	13,414	2,887
								-89%
								-78%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

on General

6495/1495 **No 8 Bus**
Costs and income are illustrative only. KCC have paid to STC 3 years estimated No8 bus expenses totalling £99,000.
Funds drawn down from an earmarked reserve until it is exhausted, whereupon the
service will cease if alternative funding cannot be sourced. The service will therefore operate at nil cost to STC.

Sevenoaks Town Council
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COUNCIL OFFICES Cost Centre 33

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Gross pay	4010	4,070	4,898	5,533	6,832	3,672	6,295	6,969
Employers Pension Contribution	4270	306	388	400	395	258	442	451
Repairs & Gen. Maintenance	5410	2,194	2,103	2,508	2,040	420	720	2,081
Rent and rates	6000	21,544	22,685	22,552	23,280	15,129	25,936	23,746
Light Heat & Cleaning	6010	5,539	6,464	4,561	5,712	3,240	5,554	5,826
Telephone & Broadband	6101	-	-	192	-	-	112	114
Catering Expenses	6510	-	-	-	112	-	-	-
Job Club	6705	188	-	-	59	(13)	(23)	60
Sundry Expenses	6900	-	-	-	274	-	274	279
Health & Safety/Legal advice	6922	250	965	989	1,319	30	51	1,345
Alarm Maintenance	6930	783	542	317	-	-	-	-
Waste Bin Disposal	6935	100	-	-	-	-	-	-
Healthcare services	6939	-	12	(12,903)	(13,631)	(10,213)	(13,000)	(13,904)
Letting and Hire of Facilities	1022	(8,504)	(13,102)	-	-	-	-	-
Civil Ceremonies Income	1281	(211)	-	-	-	-	-	-
Capital Expenditure	B/S	-	-	-	-	-	-	-
		26,259	24,955	24,148	26,392	12,524	26,363	26,968
			-5%	-3%			8%	2%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

Notes on Council Offices

4010	Gross Pay - Administration This heading includes caretaker staff whose hours vary in accordance with actual lettings. 2% cost of living increase has been assumed for 2017/18.	Actual 2015/16 £	2016/17 £	2017/18 £
5410	Repairs & General Maintenance Includes the following from the rolling capital programme			

Sevenoaks Town Council
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COMMUNITY CENTRE Cost Centre 36

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Gross Pay	4010	24,198	25,076	31,038	30,871	17,533	30,056	31,488
Employers Pension Contribution	4270	313	299	403	463	543	931	950
Buildings Repairs & Maint.	5410	6,465	2,662	1,863	2,770	896	1,536	2,825
Equipment Hired and New	5500	(67)	-	-	-	-	-	-
Rates and water	6000	5,563	5,861	5,559	6,120	3,719	6,375	6,500
Electricity	6011	1,982	2,142	1,961	2,244	1,907	3,270	2,289
Gas	6012	2,210	1,822	1,779	1,858	-	-	1,895
Cleaning (Incl. Materials)	6013	724	607	599	816	25	43	832
Telephone	6101	183	199	492	255	200	343	260
Mobile Phone	6104	40	55	42	62	40	68	63
Printing and Stationery	6200	17	-	3	67	-	-	68
Postage & Courier	6210	-	-	3	-	-	-	-
Office Furniture/ Machinery	6230	500	-	-	566	-	-	577
Computers	6240	-	216	-	303	74	127	309
Furnishings, Furniture & Equipment	6281	1,053	300	36	306	120	205	312
Training	6320	143	-	-	170	-	190	173
Publicity	6460	-	-	-	520	-	520	530
Refreshments For Resale	6520	858	762	707	750	265	454	765
Copyright Fees/Royalties	6533	355	304	563	468	674	1,155	477
Professional fees - licensing	6635	180	180	180	208	180	309	212
Bad debts	6650	-	224	-	-	-	-	-
Grounds Maintenance	6842	445	-	-	500	-	500	500
Sundry Expenses	6900	1	36	-	50	-	50	50
Health & Safety/ Legal advice	6922	250	965	307	283	-	283	300
Alarm Maintenance	6930	937	1,847	1,998	2,040	310	531	2,040
CCTV Maintenance	6931	270	332	279	339	286	490	340
Waste Disposal	6935	1,246	1,758	1,282	1,829	910	1,559	1,829
Healthcare Services	6939	1,201	995	1,036	1,561	56	97	1,561
Letting and Hire of Facilities	1022	(53,879)	(54,509)	(62,128)	(56,711)	(40,052)	(56,000)	(58,412)
Sale of Refreshments	1250	(738)	(662)	(1,885)	(689)	-	-	-
Grant income	1350	-	(732)	-	-	-	-	-
Outdoor Activities	1445	(840)	(81)	(115)	(83)	(13)	(21)	(85)
Indoor Activities	1457	(2,338)	(2,775)	(1,076)	(2,831)	(1,624)	(1,800)	(2,831)
Capital Expenditure	B/S	-	-	-	-	-	-	-
		(8,728)	(12,117)	(15,074)	(4,894)	(13,951)	(8,728)	(4,181)
								-15%
								-52%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

Notes on Sevenoaks Community Centre

4010	Gross Pay - Administration This heading includes all part-time caretaker staff whose hours vary in accordance with actual lettings. 2% cost of living increase has been assumed for 2017/18
4270	Employer's pension contribution Pensions costs based on current levels of take-up for the auto-enrolment scheme.
1022	Letting and hire of facilities 3% increase on 2016/17 estimate
6240	Computers Charges reflect Broadband

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COMMUNITY GRANTS Cost Centre 38

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Grant subsidies for SCC	6937	501	609	583	1,000	215	369	1,000
Grant subsidies for Council Chamber	6938	995	1,895	1,631	1,000	738	1,000	1,000
Local Organisations and Youth Grants	7500	11,915	9,408	16,183	16,275	10,882	16,275	16,500
Sevenoaks Summer Festival	7502	5,000	5,000	5,000	5,000	-	-	5,000
Twinning Support	7520	1,000	625	500	1,000	-	-	1,000
Youth Outreach	7550/7552	15,110	17,423	15,000	15,000	515	883	5,000
Youth Council	7555	1,000	500	554	500	625	500	500
Stag Community Arts Centre	7556	27,000	27,000	27,000	27,000	27,000	27,000	27,000
Capital Expenditure	B/S							
		62,521	62,460	66,452	66,775	39,976	46,027	57,000
								-15%
								24%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

Notes on Grants

7500	Youth Grants This heading includes £2,000 for Summer Play days
7555	Youth Council Reduction by £10,000 which is allocated to the House in The Basement per F&GP approval

Sevenoaks Town Council
2017/18 Estimates

LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Vine Band Practice Room	5012			120		-	-	-
Bungalow & Garage	5103	443	205	-	-	-	-	-
Maintenance - Raleys Centre	5105	35,447	1,500	-	-	-	-	-
Cem. Lodge Maintenance	5211	463	8,518	618	-	-	-	-
Repairs and General Maintenance	5410	-	-	91	-	-	-	-
Health & Safety/Legal advice	6922	-	-	-	-	-	-	-
Rental income - Lodge	1012	(14,228)	(14,824)	(9,332)	-	-	-	-
Rental income - Bungalow	1013	(12,360)	(10,940)	(200)	(200)	(100)	(171)	(200)
Rental income - Red Cross	1014	(200)	(200)	-	-	-	-	-
Rental income - Raleys Centre	1016	(13,211)	(13,372)	-	-	-	-	-
SCC ground rents, wayleaves	1046	(1,500)	(2,742)	(2,742)	(2,797)	(2,367)	(4,058)	(2,797)
Open Spaces rents and wayleaves	1469	(5,320)	(4,823)	(3,905)	(4,919)	(2,815)	(4,826)	(4,919)
Capital Expenditure	B/S							
		(10,466)	(36,678)	(15,350)	(7,916)	(5,282)	(9,056)	(7,916)
								0%
								-13%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

Note on Non-operational Property Lettings

No income will be received in 2017/18 in respect of Raleys properties disposed of in 2015/16.

SEVENOAKS TOWN PARTNERSHIP Cost Centre 40

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Gross Pay (conductors)	4010	1,087	-	-	-	-	-	-
Printing & Stationery	6200	118	-	38	-	90	154	160
Computer/Database and other costs	6240	1,184	-	6,661	8,500	7,147	7,147	7,500
Business Awards	6322	1,974	6,107	3,277	1,700	2,390	2,390	2,438
Business Show	6323	-	-	181	-	2,198	2,198	2,242
Wellbeing Show	7616	-	-	-	-	-	-	-
Welfare/Hospitality	6330	10	-	-	-	-	-	-
Publicity	6460	942	-	-	-	-	-	-
Bad debts	6650	-	24	-	700	505	700	700
Conference Fees & Exps	6710	773	-	-	-	-	-	-
Special Events	6869	-	-	-	-	1,737	2,737	2,000
Sundry expenses	6900	-	2,748	2,714	2,000	-	1,500	1,500
Christmas gift guide expenses	7607	-	1,689	1,050	1,500	-	1,018	1,018
Friends of Bat & Ball	7608	-	643	-	900	-	900	900
Park & Panto	7615	-	6,562	-	-	-	-	-
Business Awards	1206	(894)	(6,536)	(6,102)	(8,000)	(6,949)	(6,949)	(7,000)
Business Show	1207	(2,175)	-	(5,871)	(3,500)	(4,022)	(4,022)	(2,000)
Wellbeing Show Income	1209	-	-	1,568	(4,000)	(3,442)	(3,442)	(3,500)
Gift Income	1350	-	(1,000)	-	-	-	-	-
Christmas gift guide income	1436	-	(1,332)	(940)	(2,000)	-	(2,000)	(2,000)
Pak & Panto income	1437	-	(1,262)	-	-	-	-	-
Sundry income	1990	-	(20)	-	-	-	-	-
Income and Donations receivable	7610	(15,412)	-	-	-	-	-	-
Capital Expenditure	B/S	-	-	-	-	-	-	-
		(12,393)	7,623	2,577	(1,182)	(344)	2,333	3,958
Vintage Bus Expenses	7609	15,754	11,095	11,250	12,055	17,585	17,585	12,000
Vintage Bus income	1435	(5,042)	(9,841)	(11,166)	(12,000)	(11,963)	(11,963)	(12,000)
Movement in STC reinvestment funds	7610/40	-	-	-	-	(279)	(279)	-
Increase in general reinvestment fund	7000/31 or 76	2,380	1,067	2,340	-	(1,637)	(1,637)	1,042
Vintage bus reinvestment fund (to Park&Panto income 2015)		4,301	(4,301)	-	-	-	-	-
Friends of Bat & Ball reinvestment fund	7608/40	-	2,357	-	3,399	-	(1,039)	-
		5,000	8,000	5,000	2,272	5,000	5,000	5,000
								120%
								0%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

Notes on Sevenoaks Town Partnership

STC's contribution to STP budgeted via an allowed loss of no more than £5,000 as in previous years.

- 7608 **Friends of Bat & Ball Reinvestment Fund**
In 2014/15 F&GP Committee approved a £3,000 contribution to Friends of Bat & Ball which was funded from contingency. No further contribution budgeted for 2015/16. Provision was £2,357 at 31/3/15. The budget excludes usage of this provision. This was used in 2016/17 to cover loss on operation of Vintage bus.
- 7000 **STP Reinvestment Fund**
STP Reinvestment Fund reflects predicted surplus which if unused in any particular year will be carried forward within other creditors for future use as required. Reinvestment provision stood at £3,447 at 31/3/15. The budget excludes usage of this provision. Some of this was used to cover loss on operation of the Vintage bus
- 7609 **Vintage bus:** Operation of the service to be reduced to match 2016/17 income

Sevenoaks Town Council
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YOUTH CAFÉ Cost Centre 50

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Gross Pay	4010	46,428	40,271	41,675	42,514	24,841	42,585	43,437
Employers Pension Contribution	4270	1,327	-	227	337	190	325	332
Repairs and General Maintenance	5410	3,495	1,397	461	1,000	862	1,477	1,000
Cleaning	6010	204	223	614	232	260	445	500
Telephone	6101	588	523	319	489	169	290	300
Printing & Stationery	6200	755	564	104	468	50	86	500
Postage & courier	6210	2	-	-	-	-	-	-
Computer/Database/WPS	6240	59	686	197	714	67	114	714
Furnishings, furniture/Eqpt	6281	363	754	154	500	347	595	500
Recruitment Costs	6315	935	380	472	400	-	-	-
Staff Training	6320	414	-	279	364	225	386	370
Welfare/Hospitality	6330	774	97	35	100	-	-	-
Staff Uniforms	6340	100	209	-	-	-	-	-
Publicity	6460	1,545	329	492	780	-	-	-
Goods for resale	6500	2,417	1,831	2,375	2,000	1,498	2,567	2,600
Catering Expenses	6510	328	-	-	-	-	-	-
Soundwaves Expenditure	6550	1,378	1,317	200	-	-	-	-
Course Material	6568	1,695	-	-	-	-	-	-
Music Equipment	6571	959	15	-	-	-	-	-
IT Equipment	6572	84	-	-	-	-	-	100
Youth Magazine Expenditure	6573	1,382	675	-	-	-	-	-
New Blood DJ workshops	6574	-	150	-	-	-	-	100
Professional fees licensing	6635	89	388	98	404	-	-	-
Subscriptions	6730	-	60	113	62	-	-	-
Special Events	6869	-	50	-	-	-	-	-
Sundry Expenses	6900	145	137	107	143	110	189	140
Health & Safety/Legal Advice	6922	250	300	-	312	166	284	312
Protective clothing	6952	-	-	-	-	-	-	-
Bank charges	6975	-	75	-	-	-	-	-
Letting and Hire of Facilities	1022	(3,920)	(2,942)	(3,882)	(3,800)	(2,415)	(4,140)	(3,900)
Soundwaves Income	1242	(1,758)	(342)	(39)	-	-	-	-
Sale of Goods	1211	(2,351)	(1,616)	(2,679)	(2,000)	(1,852)	(3,176)	(3,250)
Grant Income	1350	(51,239)	(43,920)	(38,333)	(36,972)	(18,486)	(31,690)	(17,700)
Educational kits income	1351	-	(305)	-	-	-	-	-
Fundraising	1500	(284)	(905)	(295)	(1,000)	(79)	(135)	(27,300)
Sundry Income	1990	(100)	(401)	-	-	(38)	(66)	-
Capital Expenditure	B/S	-	-	-	-	-	-	-
		6,064	0	2,694	7,047	5,913	10,136	(1,246)
			-100%				73%	-118%
								-112%

% Mvmt on previous budget
% Mvmt on 2016/17 estimate

Notes on Youth Café

- 4010 **Gross Pay**
2% cost of living increase has been allowed for 2017/18.
- 4270 **Employer's pension contribution**
Pensions costs based on current levels of take-up for the auto-enrolment scheme.
- 1350 **Grant income**
STC Contribution of £17,700

MARKETS Cost Centre 60[illegible]

Notes on Markets

4010	Gross Pay - Administration This heading includes two part-time staff whose hours attributable to market work are recharged from different cost centres according to 2.5hrs/week allocated to market work.
5420/5421	SDC management charge The rent charge for the Wednesday and Saturday markets has been based on current charges assuming a 2% increase
5422	Blighs market rent Blighs charges are based on the current charging structure for handyman charges plus SDC storage licence and Ignis rent Less £1,000 storage costs once new arrangements regarding the licence come into effect
1017-1019	Market rental income Market rental income is based on actual results to August 2015
.00	Market reinvestment fund Reflects movement in the reinvestment provision. At 31 March 2015 this stood at £5,345

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FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Central Services	31	370,690	424,007	396,195	573,977	297,052	569,629	622,573
General	32	25,604	21,106	27,474	25,672	5,097	13,414	2,887
Council Offices	33	26,259	24,955	24,148	26,392	12,524	26,363	26,968
Finance Costs	31	(4,056)	(4,603)	(3,333)	(7,500)	(1,145)	(3,500)	(8,750)
Community Grants	38	62,521	62,460	66,452	66,775	39,976	46,027	57,000
Community Centre	36	(8,728)	(12,117)	(15,074)	(4,894)	(13,951)	(8,728)	(4,181)
Letting of Non-operational Property	39	(10,466)	(36,678)	(15,350)	(7,916)	(5,282)	(9,056)	(7,916)
Sevenoaks Town Partnership	40	5,000	8,000	5,000	2,272	5,000	5,000	5,000
Youth Café	50	6,064	-	2,694	7,047	5,913	10,136	(1,246)
Markets	60	-	-	(4,644)	(5,000)	(5,025)	0	(0)
		472,888	487,130	483,563	676,825	340,158	649,285	692,336

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OPEN SPACES & LEISURE COMMITTEE SUMMARY

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
General	21	196,427	222,823	181,962	221,920	115,071	211,493	244,144
Greatness Cemetery	22	19,682	18,108	16,987	19,379	11,240	16,719	18,912
Allotments	23	76	469	-	150	(441)	(354)	2,035
Street Lighting and General	26	13,202	14,887	16,904	11,889	13,916	11,809	14,679
Vine Café	28	5	115	19,935	(11,914)	10,777	17,475	(5)
Vine Grounds	29	6,075	5,233	22,404	22,060	15,917	20,273	23,410
Gymnasium	24	9,288	11,944					
		244,755	273,580	258,192	263,483	166,480	277,415	303,175

REVENUE FUND SUMMARY								
	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Budget 2016/17 £	YTD 2016/17 £	Estimate 2016/17 £	Forecast 2017/18 £
Planning Committee	1	36,857	30,880	31,848	33,292	20,278	33,499	34,113
Open Spaces & Leisure Committee	2	244,755	273,580	258,192	263,483	166,480	277,415	303,175
Finance/General Purposes Committee	3	472,888	487,130	483,563	676,825	340,158	649,285	692,336
		754,500	791,590	773,603	973,600	526,916	960,200	1,029,625
Less: Government Revenue Support Grant		(36,801)	-	-	-	-	-	-
Add: Appropriation to/(from) Balances		-	-	-	-	-	-	-
		717,699	791,590	773,603	973,600	526,916	960,200	1,029,625
Precept % increase					17.943%			5.754%
		8,891	8,927	9,055	9,226			9,315
Council Tax Base ie. Band D Equivalents								
		£80.73	£88.67	£85.43	£105.53			£110.53
Council Tax % increase					15.8%			4.5%
Per resident cost								£55.15
Per resident cost per week								£1.06
					£2.03			£2.13
Council Tax per week								

Note:
Number of Band D households (1916) provided by Roy Parsons from SDC

NB :	1999/2000	£47
	2000/01	£48
	2001/02	£50
	2002/03	£49
	2003/04	£50
	2004/05	£54
	2005/06	£59
	2006/07	£62
	2007/08	£63
	2008/09	£74
	2009/10	£76
	2010/11	£77
	2011/12	£77
	2012/13	£77
	2013/14	£81
	2014/15	£89
	2015/16	£91
	2016/17	£106
	2017/18	£111

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