18th November 2020

Sevenoaks Town Council

You are hereby summoned to attend a virtual meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held **via Zoom** on **Monday 23rd November 2020 at 7.00 pm**. 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://youtu.be/jzfOXwNlTwk 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. Zoom joining instructions will then be provided. 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 Keith Bonin	Cllr Roderick Hogarth
Cllr Nicholas Busvine OBE (ex officio)	Cllr Tom Morris Brown
Cllr Sue Camp	Cllr Robert Piper
Cllr Dr Merilyn Canet	**Cllr Simon Raikes (Chairman)**
Cllr Tony Clayton (Vice Chairman)	Cllr Edward Waite
Cllr Andrew Eyre	

AGENDA

PUBLIC QUESTIONS

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

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1	APOLOGIES FOR ABSENCE To receive and note apologies for absence.	_
2	REQUESTS FOR DISPENSATIONS To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	
3	DECLARATIONS OF INTEREST To receive any declarations of interest from members in respect of any items of business included in this report.	_
4	MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE – 14th SEPTEMBER 2020 To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 14th September 2020	Attached
5	FINANCE REPORTS To receive and consider the Finance Officer's reports	Attached
5.1	Statement of Accounts To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the periods 1st to 30th September 2020 and 1st to 31st October 2020	Attached
5.2	Suppliers' Accounts To authorise payment of the accounts listed in the schedules for the period 1st to 30th September 2020 and 1st to 31st October 2020	Attached
5.3	Payroll Account To confirm payments from the account listed in the schedules for the periods 1st to 30th September 2020 and 1st to 31st October 2020	Attached
5.4	Petty Cash Account To confirm payments from the account listed in the schedules for the periods 1st to 30th September 2020 and 1st to 31st October 2020	Attached
5.5	Conclusion of Audit, year ended 31st March 2020	Attached
5.6	Hospitality and Gifts Register To receive and note Hospitality or Gifts received by Councillors or staff for the period 1st September to 31st October 2020: None	_

6.	COMMUNITY INFRASTRUCTURE LEVY PAYMENT OCTOBER 2020	Attached
7 7.1	2021/22 DRAFT REVENUE ESTIMATES AND ROLLING CAPITAL PROGRAMME **To consider** the following Recommendation from the Open Spaces and Leisure Committee [Minute 294, *OS&L 09.11.2020 refers]* **RESOLVED:** To approve and recommend the draft Revenue Budget 2021/22 and the Rolling Capital Programme Budget 2021/22, attached as Appendices E and F [to the OS&L Minutes], to the Finance and General Purposes Committee for adoption **To receive and consider:**	
7.2	Draft Revenue Estimates 2021/2022	Attached
7.3	Draft Capital Programme 2021/2022	Attached
7.4	Property Maintenance Programme 2021/22	Attached
7.5	Charges 2021/22 **To review** the Town Council's charges with an increase of 3% for 2021/22 in relation to: i. hire of the Council Chamber with effect from April 2021 ii. charges for the Bat & Ball Centre with effect from April 2021 iii. charges for the Bat & Ball Station with effect from April 2021 iv. charges for the Business Hub **To consider** the following Recommendation from the Open Spaces and Leisure Committee [Minute 293, *OS&L 09.11.2020 refers]* **RESOLVED:** To approve and recommend the following draft charges 2021/22, attached as Appendices A to D [to OS&L Minutes], to the Finance and General Purposes Committee for adoption: • General charges • Cemetery charges • Charges for Sports Facilities • Charges and non-charging schedule for the MUGA at Bat & Ball Centre	Attached Attached
8	SEVENOAKS DISTRICT COUNCIL - SEVENOAKS HIGH STREET REOPENING CAMPAIGN	Attached
9	SEVENOAKS TOWN TEAM To receive and note the minutes of the meetings held on 17th September and 7th October 2020	Attached

10	<u>STREETLIGHTING UPDATE</u>	Attached
11	<u>GRANT APPLICATIONS FROM LOCAL COMMUNITY GROUPS</u>	Attached
12	<u>CURRENT MATTERS AND PRIORITIES</u> To receive and note a list of a) current matters b) priorities of the Town Council	Attached
13	<u>PRESS RELEASE</u> To consider any agenda item, which would be considered appropriate for a press release.	_

Sevenoaks Town Council
Minutes of Finance & General Purposes Committee held on 14th September 2020
Held via Zoom and Livestreamed on YouTube

Meeting commenced: 19:00 Meeting Concluded: 21:31

Present:

Cllr Keith Bonin (until 9.26pm)	Present		Cllr Roderick Hogarth (until 8.30pm)	Present
Cllr Nicholas Busvine OBE (from 7.24pm)	Present		Cllr Tom Morris Brown	Apologies
Cllr Sue Camp (from 7.07pm)	Present		Cllr Robert Piper	Present
Cllr Dr Merilyn Canet	Present		Cllr Simon Raikes, **Chairman**	Present
Cllr Tony Clayton, **Vice-Chairman**	Present		Cllr Edward Waite	Apologies
Cllr Andrew Eyre	Present			

Substitute	For
Cllr Victoria Granville-Baxter	Cllr Tom Morris Brown
Cllr Claire Shea	Cllr Edward Waite

In attendance: Cllr Richard Parry**,** Town Clerk, Responsible Financial Officer, Senior Committee Clerk

Representations received from Members of the Public
The following members of the public attended the Zoom meeting and addressed the Committee on the items shown:

Andy Richardson – Grant Application, Sevenoaks Vine Cricket Club (Minute 192 below)
Mike Wooldridge – Review of Lease: Sevenoaks Rugby Football Club (Minute 191 below)

185. Apologies for Absence
Apologies for absence were submitted and received as noted above.

186. Dispensations
There were no requests for dispensations.

187. Declaration of Interests
Declarations of Interests were declared by the following Councillors in respect of the items shown, they did not take part in the discussions or vote thereon.

- Cllr Clayton, in respect of the grant application by Sevenoaks Counselling (Agenda Item 6);
- Cllr Eyre declared an interest in respect of the grant application by Sevenoaks Vine Cricket Club (Agenda Item 6); and
- Cllr Raikes declared a pecuniary interest in respect of the Street Lighting Update (Agenda Item 13) and did not chair the meeting for this item;

188. Minutes of the Finance & General Purposes Committee on 20th July 2020

RESOLVED: To receive and sign the Minutes of the Finance and General Purposes Committee held on 20th July 2020 as a true record.

189. Finance Reports

189.1 Management Accounts 1st to 31st July and 1st to 31st August 2020

The Committee received and noted, for the periods 1st to 31st July and 1st to 31st August 2020, the Finance Officer's Report with Variance Analysis, Working Capital Summary and Statement of Fund Balances, together with the:

- Suppliers Accounts 1st to 31st July and 1st to 31st August 2020, balance as at 31st August 2020 - £319,755.70.
- Payroll Accounts 1st to 31st July and 1st to 31st August 2020, balance as at 31st August 2020 - £72,296.51.
- Petty Cash Accounts 1st to 31st July and 1st to 31st August 2020, balance as at 31st August 2020 - £903.40.

It was noted that the year to date position at the end of August was a net deficit of £633. Adjusted for agreed reserves movements for Bat & Ball Management & Maintenance reserve (£22,741 YTD), and CIL spend on Jubilee Clock (£4,128 YTD), the position was a surplus of £26,236 against adjusted budget deficit of £10,326, resulting in a year to date net favourable variance of £36,562. This variance was mainly due to £36K Public Works Loan Board budgeted repayment which had been covered by a reserves transfer.

Looking ahead to the end of Q2, the expected adverse impact of Covid-19 on income had been reduced to £20k based on the reopening of the Vine Café, markets remaining open and receipt of Coronavirus Job Retention Scheme (CJRS) grant. It was agreed that projections to the end of the financial year be prepared for the next meeting of the Committee.

RESOLVED: To accept the Management Accounts 1st to 31st July and 1st to 31st August 2020.

189.2 Hospitality and Gifts Register

Nothing to report.

190. Change to Order of Agenda

RESOLVED: That the order of the agenda be amended to facilitate consideration of the following agenda items for the benefit of the members of public in attendance:
Agenda Item 7 - Review of Lease: Sevenoaks Rugby Football Club
Agenda Item 6 - Grant Application from Sevenoaks Vine Cricket Club
Agenda Item 8 - Review of Lease of Vine Cricket Pavilion and Tea Kiosk

191. Review of Lease of Land to Sevenoaks Rugby Football Club for Clubhouse

At the meeting of this Committee on 20th January 2020 it was resolved to renew the lease of land to Sevenoaks Rugby Football Club for its clubhouse on terms set out. *[Minute 449, F&GP 20.01.2020 refers]*

The Rugby Club had subsequently requested amendments to the lease terms including a 30- year term, rent review to not be upwards only and a mutual break clause.

The Club also asked the Town Council to consider a one-year rent free period given the impact of Covid-19. Committee members recognised that Covid-19 had impacted a number of sports clubs and agreed that this issue be the subject of a separate report when fees and charges were considered for all sports clubs.

RESOLVED *(as per Minute 449, F&GP 20.01.2020*]:

1) To renew the lease of land to Sevenoaks Rugby Football Club for its clubhouse on the following terms:

• Annual Rent	£3,750
• Term	25 years with landlord's break options
• Rent Review	every fifth year of term, in line with Consumer Price Index (CPI)
• Other Terms	as per the existing Lease (subject to reasonable modernisation)

2) That a report be prepared to consider Sports Club rent relief during Covid-19.

192. Grant Application: Sevenoaks Vine Cricket Club

The Committee considered a grant aid request from Sevenoaks Vine Cricket Club in respect of works necessary to return the Vine outfield to a useable and sustainable condition for the playing of cricket at all levels. It was noted that during the exceptionable circumstances of the Covid-19 lockdown the public footfall and recreational usage of the site increased significantly causing damage to grass cover and levels.

The Committee recognised the significance of the Vine cricket ground to the heritage and landscape of the town and its key role as recreational space. The need to maintain its condition and appearance was also acknowledged.

RESOLVED: That the grant request, to be funded from the next Community Infrastructure Levy payment due in October 2020, be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
61	n/a	Works necessary to return Vine outfield to useable and sustainable condition for all levels of cricket.	£16,000 to £25,000	Up to £16,000

193. Review of Annual Rent: Vine Cricket Pavilion and Tea Kiosk

The five-year review of the annual rent for the Vine Cricket Pavilion and Tea Kiosk had been due to be reviewed in 2018/19 but this had not happened. The current rent of £3,090 per annum was last increased in December 2013.

RESOLVED: That the annual rent for the Vine Cricket Pavilion and Tea Kiosk be increased to £3,500 per annum with effect from 2020.

194. Grant Budget Update and Grant Applications Received

194.1 Update on Grants Awarded March 2020

The Committee noted the update on grants awarded in March 2020 which related to activities impacted by the Covid-19 pandemic.

Noted that the grant of £350 awarded to the Sevenoaks Literary Festival for the cost of the speaker at the annual free event for local schools would be rolled forward to the 2021 event.

194.2 Community Resilience Fund

The Committee noted the expenditure from the Community Resilience Fund since its creation in March 2020 in response to the Covid-19 pandemic, total £5,111.

194.3 Grant considered by the Youth Services Committee

It was noted that, at its meeting held on 9th September 2020, the Youth Services Committee had RESOLVED to award the following grant under the General Power of Competence (Localism Act 2011 Sections 1-8 refers):

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
6	Sevenoaks Three Arts Festival	First prize offered in Young Musician of the Year Competition 2021	£1000	£600

194.4 Consideration of Grant Applications Received

The Committee considered grant aid requests received, together with the balance of the Grant Aid Budget.

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

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
57	PSB Breastfeeding CIC	Provision of Babywearing Peer Supporter training for 10 existing volunteers and 5 new local parents. To pay for training, room rental & equipment, plus supervision and further enrichment for volunteers once trained.	£1000	£1000
11	Sevenoaks Counselling	Supplement bursary fund which assists clients who cannot afford full cost of counselling.	£1,500	£1,500
42	Bradbourne Residents' Association	Part fund purchase of a second heavy duty picnic table made from 100% recycled plastic.	£250	£250

195. Minutes of Town Team Meeting held on 19th August 2020

The Committee noted the Minutes of the Town Team Meeting held on 19th August 2020.

196. Markets – Temporary Covid-19 Planning Legislation

The Committee noted that recent amendments to Town and Country Planning Regulations regarding General Permitted Development (to allow development to assist in supporting the Government's economic renewal package following the coronavirus outbreak) provided an additional allowance for the temporary use of land from 1st July 2020 to 31st December 2020 and a new permitted development right to allow a local authority to hold a market for an unlimited number of days without the requirement to submit an application for planning permission beginning 25th June 2020 and ending 23rd March 2021.

In addition, Sevenoaks District Council had offered the Town Council the use of Buckhurst 1 car park on a full-time basis (including Wednesday market) up to March 2021.

Sevenoaks Town Council had applied for a Premises License for Buckhurst 1 car park.

Consideration was given to whether this might enable the Town Council to move its Wednesday Market to the High Street and/or whether it would be possible to use the Buckhurst 1 space for more of Christmas market/leisure facility for the Christmas season.

RESOLVED:
1) That it would not be appropriate to move the Wednesday market to the High Street as there was insufficient room for all stallholders and social distancing space during Covid-19;
2) That, due both to the short timescale and resources required and the need to avoid people gathering, it would not be possible to hold a Christmas market on the Buckhurst 1 space this year; and
3) Sevenoaks Town Council and the Town Team promote the availability of the car park space to local businesses for ideas which the Town Council could help with facilitating.

197. Darent Valley Community Rail Partnership – Creation of Community Interest Organisation (CIO)

It was noted that the Darent Valley Community Rail Partnership had resolved to create a Community Interest Organisation as the mechanism for its governance. The CIO would ultimately become its own Accountable body but to enable it to progress to this point an Accountable Body was required.

RESOLVED: That Sevenoaks Town Council becomes the Accountable Body for the creation of the Darent Valley Community Rail Partnership Community Interest Organisation.

198. No.8 Bus

The Committee was pleased to note the confirmation from Kent County Council that it would fund the No.8 Bus Route at 100% for two years, at £51,000 per annum, total £101,000, from January 2021.

199. Streetlighting Update
(Cllr Tony Clayton in the Chair)

The Committee noted the updated position on streetlighting in private roads.

It was noted that discussions with residents of Woodside Road had stalled, particularly as there was no mechanism in place for a single point of contact.

RESOLVED:
1) That residents of Woodside Road be advised of a deadline by which this matter needed to be resolved, including providing a single point of contact for the road for the Town Council to invoice, after which time the lights would be removed; and
2) That the light at the eastern end of Coombe Avenue be retained while officers investigate whether the footpath is a Public Right of Way or whether the light could be retained under the Town Council's current policy.

200. Current Matters and Priorities
(Cllr Simon Raikes in the Chair)

RESOLVED: To note the contents of the reports relating to:
a. Current Matters; and
b. Town Council Priorities

201. Press Releases
Press release to be issued regarding grants awarded.

There being no further business the Chairman closed the Meeting.

Signed ……………………………………….. Dated …………………………………..

Chairman

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1.0 Summary

The year to date position at the end of October including Precept, gives a net deficit of £20,398. Adjusted for agreed Bat & Ball Management & Maintenance reserves movement (£32,572 YTD), the position is a surplus of £12,174 against adjusted budget surplus of £18,808 resulting in a year to date net adverse variance of £6,634.

This variance is mainly due to £60K Stag matched funding offset by £53K of CJRS grant received.

We originally looked at the impact of Covid-19 on our income streams for the first 6 months only. Lost income for the first 6 months was originally estimated at £100K. Based on the reopening of Vine Café, markets remaining open, and receipt of CJRS grant, revenue impact was better than anticipated. In addition, savings were made by not giving a staff their budgeted payrise for the first half of the year and reducing FTE by 1. Together this has helped mitigate the financial impact of Covid-19 to date.

The second lockdown in November, and ongoing social distancing restrictions will have a further impact on income. Looking ahead to the end of the year, assuming markets will stay open at current levels, Bat & Ball centre will open as planned in December (at reduced capacity), and no further lockdown, the expected adverse impact is c£25K.
We are in uncertain times and there are risks in this forecast that further restrictions will impact on our Café revenue, sporting and hire income, but we will hopefully manage this through unspent contingency and reduced spend on events this year, including Christmas lights.

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 – Working Capital
Appendix 3 - Statement of Funds

2.0 Income and Expenditure (Appendix 1)
Precept received in advance for November 2020- March 2021 is £506,365.

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

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

Cost Centre	Name	Variance £	Comments
21	OSL General	17,005 (F)	Please refer to the variance report.
22	Cemetery	10,616 (F)	Please refer to the variance report.
28	Vine Cafe	11,138 (A)	Please refer to the variance report.
30	Bat & Ball Station	8,123 (A)	Please refer to the variance report.
31	Establishment	46,482 (F)	Please refer to the variance report.
33	Council Offices	10,099 (A)	Please refer to the variance report.
38	Grants	65,548 (A)	Please refer to the variance report.
50	HitB	17,596 (F)	Please refer to the variance report.

3.0 Working Capital (Appendix 2)
Including precept received in advance, there is a net decrease in current assets of £1,592,291.

This reduction is mainly due to year to date capital expenditure of £1.455M on the new Community Centre, also £37K on Bat & Ball Station & cycle store, £31K on Cemetery Messroom, and £16K on Vine Outfield, also £36K PWLB repayment and £125K grant to Stag.
Offset by £78K CIL receipt to date, and £29K provision release.

4.0 Fund balances (Appendix 3) and Cashflow
The statement of fund balances as at 31st October 2020 totals £2,826,483 (31 Mar 2020 £3,923,338).

£2,542,806 is available for instant access. The Council's policy is to retain not less than 3 months estimated working capital and capital requirements in current and deposit accounts giving immediate access.

Funds are deposited with NatWest, HSBC, Nationwide, Handelsbanken and CCLA. Interest rate ranges from 0.00% to 0.14%.

Sub ratings reviewed 31st October 2020.

October 2020 Year to Date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	18,911	21,666	2,755	36,785	Largely in line with budget. Slight underspend on Gross Pay to date due to reduced hours worked by planning assistant
Open Spaces & Leisure Committee					
General	143,734	160,739	17,005	277,730	£12k underspend in Pay related partly due to less summer & cricket related overtime. £2K no spend ytd on training. £5K CJRS grant; £2k no purchase of grass seed to date. £2k no Skatepark maintenance to date; £2.5K budget phasing of Tree safety work. #4.2K less equiment hired & maintenance. £12.8K less sports hire income due to coronavirus, also budget phasing. Overspend in 5310/21. Mainly due to £21k new equipment/surfacing/fencing at Pontoise play area. Partially offset by grant received & recognised in 2019/20 Overspend in Knole Paddock due to Eviction Notice served (£2,250). Revenue Grant income to offset purchase of new Electric Van (5550/21). Remaining costs of van offset by release of accrual from prior year. £1.7K fuel saving
Cemetery	20,002	30,618	10,616	45,105	Favourable Cemetery Income £6.8K. Favourable pay related £3.5K. New Sign & Post in New Equipment (£1,153). JCB Service (£1,712) causing the overspend in Equipment Maintenance. Positive variance due to insurance claim relating to 2019/20 (£1,458).
Allotments	(2,151)	(2,159)	(8)	1,213	Favourable income for QH allotments - both allotments are at capacity. Overspend in Gross Pay (£723) due to additional on site work. Overspend in Repairs & General Maintenance due to the purchase of new keys (£675) and tree work (£503)
Street lighting/ general	23,673	22,580	(1,093)	20,709	More streetlight upgrades were done in April. To be offset by reserves and additional charges to residents in March 2021. Deposit for Public Clock repair works (£4,128) covered by CIL reserves. Underspend on In Bloom to date (£2.3k).
Vine Café	20,193	9,055	(11,138)	19,566	Q1 closure has resulted in less income (£16K adverse) and less spend on Goods For Resale to date (£2.5k favourable). After opening post-lockdown, sales have been fairly strong in July & August. £1.8K spend on cafe consumables due to coronavirus requirements. £5K overspend on staff costs. Pay is typically higher over summer months. Need to watch winter pay levels. Furlough Grant of £9.4K received.
Vine Grounds	14,565	13,346	(1,219)	21,472	£1K negative variance due to no paid for events this summer. £16K work on Vine Outfield covered by CIL funding.

October 2020 Year to Date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Bat & Ball Station	32,572	24,449	(8,123)	42,693	Current closure until end September has resulted in very low income (£39.7K variance) and low spend on Goods For Resale to date (£10.3K variance). Underspend in Pay (£12K) due to manager only joining end Sept. Costs pertaining to Rates and upkeep of the building are still happening, but overall lower than budget, with the exception of repairs costs. £13.7K Furlough Grant is offsetting some payroll costs. YTD deficit to be offset at year end by release from B&B M&M reserve.
Establishments	293,819	340,301	46,482	623,608	Favourable variance mainly due to capital reserves release to cover PWLB repayment £35,801. £8.2K Furlough grant received. £2K phasing of members expenses. £4K phasing of mayoral allowances £5.4K pay related partly due to budgetted payrise not happening until Sept, & lower pension. Also lots of general underspending due to Covid-19 - training, printing & stationery,conferences Additional costs in 6240/31 (£7.3K) due to Virtual meeting set up, remote working support & new laptop. £5K Income affected by Covid-19 as well (less people looking to advertise, interest rates dropped).
General	9,375	5,594	(3,781)	29,500	No 8 bus hasn't been running which has impacted income & expenditure. Variance is due to phasing of Christmas lights budget
Council Offices	39,856	29,757	(10,099)	50,321	Covid closures has resulted in minimal Chamber Hire income to date (£9.1k variance). Large adverse cost in Health & Safety due to cost of Guard Screens for desks (£2,776). Adverse variance in Rent & Rates due to costs related to previous water leak investigation. Offset partly by Furlough CJRS grant £2.4K & £1K lower light & heat cost.
Community Centre	6,770	5,585	(1,185)	3,737	Currently construction works are still ongoing. Only expenses are related to ongoing costs for building.
Grants	99,490	33,942	(65,548)	57,250	£60K additional matched funding grant issued to Stag £3K 2019/20 CRP grant paid this year. £3K budget phasing of local organisation grants
Property	(1,774)	(6,625)	(4,851)	(8,000)	£2.625K SCC ground rent no longer payable by nursery. £2.6K phasing of other rents, including SRC. Payment plan has been agreed with SRC & they will be upto date with lease payments by year end.

October 2020 Year to Date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Sevenoaks Town Partnership	2,728	2,743	15	5,000	The cancellation of the Business show, Business Awards & Wellbeing Show has resulted in a lack of surplus from the events (budgeted surplus was £2,725). Spend this month on Information screens server & Christmas gift guide.
Business Hub	1,419	398	(1,021)	800	Negative variance due to Rates not being included in the budgeted expenses for general upkeep of the building. Included in 2021 budget.
Youth Cafe	(1,258)	16,338	17,596	28,207	£10K grant to cover staff costs. £14.9K furlough grant Negative variance in Gross Pay (£5.9k) possibly due to overstaffing prior to lockdown. £2K hire income lost due to covid.
Markets	7,385	6,225	(1,160)	8,313	Market's negative variance due to less income because of current lockdown. Markets have been improving. Blighs & Saturday markets are at break even/ surplus position. Weds market has 9.6K YTD deficit.
Precept	(708,911)	(708,911)	-	(1,215,276)	
Rolling Cap Budget	1,521,518	-	(1,521,518)	-	
Totals	20,398	5,641	(14,757)		

Summary by Committee:

Planning	18,911	21,666	2,755	36,785
Open spaces & Leisure	199,823	225,124	25,301	366,229
Vine Café	20,193	9,055	(11,138)	19,566
Bat Ball Station	32,572	24,449	(8,123)	42,693
Finance & General Purpose	457,810	434,258	(23,552)	798,736
Precept	(708,911)	(708,911)	-	(1,215,276)
Rolling Capital Budget	1,521,518	-	(1,521,518)	-
Total (exc. Capital items)	20,398	5,641	(14,757)	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 10/11/2020

Month No: 7

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
11	Planning - General										
4010	Gross Pay	2,221	2,781	560	17,243	19,467	2,224	33,376		16,133	
4270	Employers Pension Contribution	91	130	39	743	910	167	1,565		822	
6240	Computer/ Data Base/WP's	208	423	215	587	489	(98)	544		(43)	
6630	Professional Fees	0	0	0	59	500	442	1,000		942	
6720	Books and Periodicals	0	300	300	0	300	300	300		300	
6730	Subscriptions	0	0	0	280	0	(280)	0		(280)	
	Planning - General :- Indirect Expenditure	**2,520**	**3,634**	**1,114**	**18,911**	**21,666**	**2,755**	**36,785**	**0**	**17,874**	**0**
	Net Expenditure	**(2,520)**	**(3,634)**	**(1,114)**	**(18,911)**	**(21,666)**	**(2,755)**	**(36,785)**			
21	O/ Spaces & Leisure - General										
1022	Letting & Hire of Facilities	2,432	20,000	17,568	9,193	22,000	12,807	30,900		0	
1316	Raleys Car Park Permits	0	0	0	42	0	(42)	1,750		0	
1350	Revenue Grant income	0	0	0	26,813	0	(26,813)	0		0	
1450	Furlough Grant Income	0	0	0	4,995	0	(4,995)	0		0	
1850	Log Sales	504	200	(304)	504	200	(304)	1,236		0	
1990	Other Income	0	382	382	490	742	252	742		0	
	O/ Spaces & Leisure - General :- Income	**2,936**	**20,582**	**17,646**	**42,036**	**22,942**	**(19,094)**	**34,628**			**0**
4010	Gross Pay	14,129	15,952	1,823	101,038	111,664	10,626	191,421		90,383	
4270	Employers Pension Contribution	840	1,050	210	5,941	7,350	1,409	12,597		6,656	
5013	Graffiti Removal	0	0	0	0	501	501	1,000		1,000	
5025	Lower St Johns Toilets	1,553	875	(678)	7,409	6,125	(1,284)	10,500		3,091	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2020

Month No: 7

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5026	Greatness Rec Convenience	464	250	(214)	1,704	1,750	46	3,000		1,296	
5050	Seats And Litter Bins	0	0	0	1,250	1,390	140	2,780		1,530	
5060	Sevenoaks Common	2,140	700	(1,440)	3,052	3,700	648	3,700		648	
5065	Tree Safety Survey	0	0	0	0	2,500	2,500	3,800		3,800	
5070	Other Woodlands	0	825	825	2,948	2,475	(473)	3,300		352	
5110	Knole Paddock & Pavilion	9	0	(9)	3,917	0	(3,917)	1,500		(2,417)	
5120	Knole Paddock Pitch & Grnd Mt	48	0	(48)	1,194	1,000	(194)	3,500		2,306	
5310	Miscellaneous Open Spaces	1,650	1,300	(350)	33,518	10,600	(22,918)	17,100		(16,418)	
5316	Skatepark Maintenance	0	0	0	620	2,575	1,955	2,575		1,955	
5317	Raleys Car Park	0	0	0	486	500	14	500		14	
5320	Fertilizers	0	1,200	1,200	208	1,200	992	1,200		992	
5330	Grass Seed	0	0	0	104	2,100	1,996	2,100		1,996	
5340	Plants	0	0	0	340	1,250	910	2,500		2,160	
5410	Repairs & General Maintenance	7	125	118	158	875	717	1,500		1,342	
5500	Equipment Hired and New	58	688	630	3,180	4,816	1,636	8,250		5,070	
5525	Equipment Maintenance	(1,503)	941	2,444	2,143	4,704	2,561	8,000		5,857	
5550	Vehicle Expenses	630	340	(290)	8,657	2,790	(5,867)	4,500		(4,157)	
5700	Fuel	202	517	315	1,906	3,619	1,713	6,200		4,294	
6000	Rent & Rates	0	75	75	239	825	586	1,200		961	
6010	Light Heat & Cleaning	0	0	0	594	1,050	456	2,100		1,506	
6013	Cleaning	0	0	0	762	0	(762)	0		(762)	
6101	Telephone	11	17	6	76	119	43	200		124	
6104	Mobile Telephone	13	17	4	170	119	(51)	200		30	
6320	Staff Training	0	500	500	0	2,000	2,000	3,000		3,000	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6330	Welfare/Hospitality	20	17	(3)	126	119	(7)	200		74	
6730	Subscriptions	0	0	0	236	200	(36)	200		(36)	
6812	Road Dues	0	0	0	0	0	0	1,500		1,500	
6851	Bus Shelter Maintenance	0	14	14	0	98	98	175		175	
6900	Sundry Expenses	0	8	8	10	56	46	100		90	
6922	Health&Safety/Risk Assessments	0	0	0	0	900	900	1,550		1,550	
6930	Alarm Maintenance	0	0	0	123	0	(123)	740		618	
6931	CCTV Maintenance	0	0	0	0	0	0	1,200		1,200	
6934	Waste Bin Collection-Dog Bins	0	0	0	1,310	1,400	90	2,800		1,490	
6935	Waste Bin Disposal-Waste Bins	219	352	133	1,589	2,464	875	4,220		2,631	
6952	Protective Clothing	0	121	121	759	847	88	1,450		691	
	O/ Spaces & Leisure - General :- Indirect Expenditure	**20,491**	**25,884**	**5,393**	**185,769**	**183,681**	**(2,088)**	**312,358**	**0**	**126,589**	**0**
	Net Income over Expenditure	**(17,555)**	**(5,302)**	**12,253**	**(143,734)**	**(160,739)**	**(17,005)**	**(277,730)**			
22	O/ Spaces & Leisure - Cemetery										
1550	Insurance Claims	0	0	0	1,458	0	(1,458)	0		0	
1700	Cemetery Income	21,751	7,725	(14,026)	60,863	54,075	(6,788)	92,700		0	
1990	Other Income	0	0	0	93	0	(93)	0		0	
	O/ Spaces & Leisure - Cemetery :- Income	**21,751**	**7,725**	**(14,026)**	**62,414**	**54,075**	**(8,339)**	**92,700**			**0**
4010	Gross Pay	7,057	14,058	7,001	55,264	58,206	2,942	94,991		39,727	
4270	Employers Pension Contribution	538	927	389	4,049	4,641	592	7,738		3,689	
5210	Cemetery Chapel & Office	0	0	0	130	103	(27)	206		76	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2020

Month No: 7 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5230	Cemetery Wshop/Messroom Mtce	0	0	0	11	175	164	175		164	
5410	Repairs & General Maintenance	408	83	(325)	1,730	581	(1,149)	1,000		(730)	
5500	Equipment Hired and New	42	267	225	1,908	1,869	(39)	3,200		1,292	
5525	Equipment Maintenance	1,804	208	(1,596)	4,453	1,456	(2,997)	2,500		(1,953)	
5700	Fuel	59	58	(1)	360	406	46	700		340	
6000	Rent & Rates	591	548	(43)	4,376	3,836	(540)	6,570		2,194	
6010	Light Heat & Cleaning	44	103	59	242	721	479	1,240		998	
6013	Cleaning	42	0	(42)	526	0	(526)	0		(526)	
6101	Telephone	212	62	(150)	582	434	(148)	750		168	
6104	Mobile Telephone	0	10	10	8	70	62	120		112	
6200	Printing & Stationery	0	8	8	0	56	56	100		100	
6240	Computer/ Data Base/WP's	134	3,715	3,581	3,449	3,715	266	3,715		266	
6320	Staff Training	0	0	0	225	1,000	775	2,000		1,775	
6330	Welfare/Hospitality	0	14	14	98	98	(0)	170		72	
6500	Goods for Resale	0	17	17	0	119	119	200		200	
6630	Professional Fees	0	0	0	95	100	5	100		5	
6730	Subscriptions	0	0	0	0	100	100	100		100	
6802	Trees Plants Turf & Fertilizer	7	0	(7)	20	1,500	1,480	3,000		2,980	
6822	Roads Path & Boundaries	0	0	0	0	350	350	700		700	
6832	Lawn/Wall of Remembrance	0	0	0	298	0	(298)	100		(198)	
6900	Sundry Expenses	0	4	4	9	28	20	50		42	
6922	Health&Safety/Risk Assessments	0	0	0	0	500	500	1,000		1,000	
6930	Alarm Maintenance	0	0	0	602	800	198	800		198	
6932	Cemetery Security	382	383	1	2,719	2,681	(38)	4,600		1,881	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2020

Month No: 7 **Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	81	102	21	716	714	(2)	1,230		514	
6952 Protective Clothing	68	62	(6)	544	434	(110)	750		206	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	**11,468**	**20,629**	**9,161**	**82,415**	**84,693**	**2,278**	**137,805**	**0**	**55,390**	**0**
Net Income over Expenditure	**10,283**	**(12,904)**	**(23,187)**	**(20,002)**	**(30,618)**	**(10,616)**	**(45,105)**			
23 O/ Spaces & Leisure- Allotment										
1010 Rental Income	38	0	(38)	1,097	1,141	44	1,141		0	
1047 QH Allotments Income	146	0	(146)	7,313	6,376	(937)	6,376		0	
O/ Spaces & Leisure- Allotment :- Income	**184**	**0**	**(184)**	**8,409**	**7,517**	**(892)**	**7,517**			**0**
4010 Gross Pay	364	383	19	3,359	2,681	(678)	4,595		1,236	
4270 Employers Pension Contribution	18	15	(3)	151	105	(46)	184		33	
5410 Repairs & General Maintenance	0	300	300	1,631	900	(731)	1,200		(431)	
6000 Rent & Rates	0	146	146	765	1,022	257	1,751		986	
6002 QH Allotments Costs	0	0	0	353	350	(3)	700		347	
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**381**	**844**	**463**	**6,258**	**5,358**	**(900)**	**8,730**	**0**	**2,472**	**0**
Net Income over Expenditure	**(198)**	**(844)**	**(646)**	**2,151**	**2,159**	**8**	**(1,213)**			
26 Open Spaces-Street Lighting/Ge										
1480 Streetlighting income	0	0	0	0	0	0	8,913		0	
1990 Other Income	0	0	0	0	1,200	1,200	1,200		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	Transfer to/from EMR
1997	In Bloom Income	0	0	0	500	0	(500)	0		0	
	Open Spaces-Street Lighting/Ge :- Income	**0**	**0**	**0**	**500**	**1,200**	**700**	**10,113**			**0**
4270	Employers Pension Contribution	(27)	0	27	0	0	0	0		0	
6861	Public Clock Maintenance	0	0	0	4,184	1,454	(2,730)	2,908		(1,276)	4,128
6862	Street Lighting	500	1,118	618	11,952	7,826	(4,126)	13,414		1,462	
6865	In Bloom Costs	488	0	(488)	12,165	14,500	2,335	14,500		2,335	
	Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**960**	**1,118**	**158**	**28,301**	**23,780**	**(4,521)**	**30,822**	**0**	**2,521**	**4,128**
	Net Income over Expenditure	**(960)**	**(1,118)**	**(158)**	**(27,801)**	**(22,580)**	**5,221**	**(20,709)**			
8001	plus Transfer from EMR	0			4,128						
	Movement to/(from) Gen Reserve	**(960)**			**(23,673)**						
28	O/ Spaces & Leisure-Vine Cafe										
1211	Sale of Goods	2,746	4,937	2,191	30,702	46,899	16,197	61,710		0	
1212	Events Management	0	0	0	0	1,000	1,000	1,500		0	
1450	Furlough Grant Income	0	0	0	9,400	0	(9,400)	0		0	
	O/ Spaces & Leisure-Vine Cafe :- Income	**2,746**	**4,937**	**2,191**	**40,102**	**47,899**	**7,797**	**63,210**			**0**
4010	Gross Pay	6,101	4,712	(1,389)	39,467	33,776	(5,691)	49,646		10,179	
4270	Employers Pension Contribution	65	168	103	485	1,176	691	2,013		1,528	
5410	Repairs & General Maintenance	8	42	34	193	294	101	500		307	
5500	Equipment Hired and New	77	150	73	222	1,050	828	1,800		1,578	
5525	Equipment Maintenance	0	42	42	0	294	294	500		500	

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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	Transfer to/from EMR
6000	Rent & Rates	57	100	43	636	700	64	1,200		564	
6010	Light Heat & Cleaning	0	400	400	775	1,200	425	1,600		825	
6013	Cleaning	58	0	(58)	365	0	(365)	0		(365)	
6101	Telephone	27	26	(1)	188	182	(6)	309		121	
6200	Printing & Stationery	0	0	0	54	15	(39)	30		(24)	
6210	Postage & Courier	6	0	(6)	58	80	23	160		103	
6240	Computer/ Data Base/WP's	0	0	0	556	76	(480)	150		(406)	
6320	Staff Training	290	0	(290)	290	150	(140)	300		10	
6460	Publicity & Democratic notices	0	0	0	0	124	124	250		250	
6500	Goods for Resale	1,583	1,600	17	12,673	15,200	2,527	20,000		7,327	
6505	Cafe consumables	395	0	(395)	1,796	0	(1,796)	0		(1,796)	
6533	Copyright Fees/Royalties	0	0	0	0	320	320	320		320	
6635	Professional Fees Licensing	43	0	(43)	178	150	(28)	150		(28)	
6900	Sundry Expenses	6	17	11	10	119	109	206		196	
6922	Health&Safety/Risk Assessments	0	0	0	534	0	(534)	500		(34)	
6930	Alarm Maintenance	454	515	61	654	515	(139)	515		(139)	
6935	Waste Bin Disposal-Waste Bins	66	172	106	570	1,204	635	2,060		1,491	
6976	Credit card charges	153	47	(106)	592	329	(263)	567		(25)	
	O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**9,389**	**7,991**	**(1,398)**	**60,295**	**56,954**	**(3,341)**	**82,776**	**0**	**22,481**	**0**
	Net Income over Expenditure	**(6,643)**	**(3,054)**	**3,589**	**(20,193)**	**(9,055)**	**11,138**	**(19,566)**			

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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	Transfer to/from EMR
29	O/Spaces & Leisure-Vine Ground										
1208	Other Events Income	0	0	0	0	1,000	1,000	1,500		0	
1500	Fundraising	(10,749)	0	10,749	0	0	0	0		0	
1805	Tea Kiosk Rental & Pavilion	2,318	0	(2,318)	2,318	2,316	(2)	3,090		0	
1870	Vine Club Insurance Contrib.	0	0	0	342	400	58	400		0	
	O/Spaces & Leisure-Vine Ground :- Income	**(8,431)**	**0**	**8,431**	**2,660**	**3,716**	**1,057**	**4,990**			**0**
4010	Gross Pay	704	758	54	4,914	5,306	392	9,092		4,178	
4270	Employers Pension Contribution	42	45	3	295	315	20	545		250	
5010	Vine Area General Maintenance	16,036	300	(15,736)	17,755	2,100	(15,655)	3,600		(14,155)	16,000
5014	Vine Kiosk	0	0	0	7	0	(7)	0		(7)	
5020	Vine Public Convenience	1,436	708	(728)	6,163	4,956	(1,207)	8,500		2,337	
5412	Capital Refurbishments	0	0	0	1,188	0	(1,188)	0		(1,188)	
6000	Rent & Rates	204	43	(161)	203	301	98	515		312	
6460	Publicity & Democratic notices	0	0	0	0	124	124	250		250	
6635	Professional Fees Licensing	0	0	0	70	100	30	100		30	
6868	Summer Concerts	(98)	0	98	3,031	3,200	169	3,200		169	1,000
6869	Special Events	0	0	0	28	0	(28)	0		(28)	
6931	CCTV Maintenance	0	0	0	572	660	88	660		88	
	O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**18,325**	**1,854**	**(16,471)**	**34,225**	**17,062**	**(17,163)**	**26,462**	**0**	**(7,763)**	**17,000**
	Net Income over Expenditure	**(26,756)**	**(1,854)**	**24,902**	**(31,565)**	**(13,346)**	**18,219**	**(21,472)**			
8001	plus Transfer from EMR	16,000			17,000						
	Movement to/(from) Gen Reserve	**(10,756)**			**(14,565)**						

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 10/11/2020

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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	Transfer to/from EMR
30	F& G P - Bat & Ball Station										
1022	Letting & Hire of Facilities	410	2,000	1,590	878	14,000	13,122	24,000		0	
1211	Sale of Goods	1,397	4,003	2,606	1,397	28,021	26,624	48,039		0	
1450	Furlough Grant Income	262	0	(262)	13,716	0	(13,716)	0		0	
	F& G P - Bat & Ball Station :- Income	**2,068**	**6,003**	**3,935**	**15,990**	**42,021**	**26,031**	**72,039**			**0**
4010	Gross Pay	4,831	5,298	467	25,865	37,086	11,221	63,575		37,710	
4270	Employers Pension Contribution	126	183	57	381	1,281	900	2,202		1,821	
5410	Repairs & General Maintenance	278	132	(146)	11,219	924	(10,295)	1,586		(9,633)	
5500	Equipment Hired and New	93	125	32	93	875	782	1,500		1,407	
6000	Rent & Rates	270	238	(32)	1,892	1,666	(226)	2,860		968	
6011	Electricity	346	444	98	2,074	3,108	1,034	5,325		3,251	
6012	Gas	0	0	0	797	1,030	233	2,060		1,263	
6013	Cleaning	576	333	(243)	2,158	2,331	173	4,000		1,842	
6014	Water	0	0	0	0	1,000	1,000	2,000		2,000	
6101	Telephone	14	56	42	84	392	308	670		586	
6200	Printing & Stationery	87	17	(70)	138	119	(19)	206		68	
6210	Postage & Courier	11	0	(11)	11	0	(11)	0		(11)	
6241	Website Costs	0	0	0	285	0	(285)	0		(285)	
6320	Staff Training	125	0	(125)	125	128	3	258		133	
6460	Publicity & Democratic notices	0	167	167	0	1,169	1,169	2,000		2,000	
6500	Goods for Resale	1,092	1,667	575	1,344	11,669	10,325	20,000		18,656	
6505	Cafe consumables	38	0	(38)	38	0	(38)	0		(38)	
6533	Copyright Fees/Royalties	0	47	47	0	329	329	567		567	

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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	Transfer to/from EMR
6635	Professional Fees Licensing	0	567	567	0	567	567	567		567	
6900	Sundry Expenses	3	52	49	3	364	361	618		615	
6922	Health&Safety/Risk Assessments	19	263	244	1,349	789	(560)	1,051		(298)	
6930	Alarm Maintenance	0	0	0	0	600	600	1,267		1,267	
6931	CCTV Maintenance	0	0	0	0	0	0	639		639	
6935	Waste Bin Disposal-Waste Bins	98	106	8	512	742	230	1,267		755	
6976	Credit card charges	33	43	11	195	301	106	515		320	
	F& G P - Bat & Ball Station :- Indirect Expenditure	**8,040**	**9,738**	**1,698**	**48,562**	**66,470**	**17,908**	**114,732**	**0**	**66,170**	**0**
	Net Income over Expenditure	**(5,971)**	**(3,735)**	**2,236**	**(32,572)**	**(24,449)**	**8,123**	**(42,693)**			
31	F & G P - Establishments										
1115	Interest on Deposits	117	667	550	2,368	4,669	2,301	8,000		0	
1231	Banner Income	0	398	398	(81)	2,786	2,867	4,779		0	
1450	Furlough Grant Income	98	0	(98)	8,151	0	(8,151)	0		0	
1889	Waste Sacks Income	230	175	(55)	567	1,225	658	2,100		0	
1990	Other Income	49	8	(41)	362	56	(306)	100		0	
	F & G P - Establishments :- Income	**493**	**1,248**	**755**	**11,367**	**8,736**	**(2,631)**	**14,979**			**0**
4010	Gross Pay	23,932	24,291	359	167,442	170,037	2,595	291,497		124,055	
4270	Employers Pension Contribution	2,501	2,902	401	17,508	20,314	2,806	34,827		17,319	
4271	Pension Deficiency	6,417	6,417	0	44,917	44,919	2	77,000		32,083	
5500	Equipment Hired and New	0	208	208	309	1,456	1,147	2,500		2,191	
6020	Insurance Cost	1,233	1,428	195	11,969	12,854	885	20,000		8,031	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2020

Month No: 7 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6101	Telephone	444	479	35	2,828	3,353	525	5,750		2,922	
6103	Fax	0	8	8	0	56	56	100		100	
6200	Printing & Stationery	2,352	1,250	(1,102)	8,859	10,750	1,891	17,000		8,141	
6210	Postage & Courier	0	429	429	2,335	3,003	669	5,150		2,816	
6240	Computer/ Data Base/WP's	2,154	1,116	(1,038)	15,080	7,812	(7,268)	13,390		(1,690)	
6241	Website Costs	8	0	(8)	935	1,500	565	2,000		1,065	
6242	I.T. Infrastructure	1,386	410	(976)	6,775	5,960	(815)	8,000		1,225	
6281	Furnishings,Furniture/Eqpt	0	0	0	3,082	376	(2,706)	750		(2,332)	
6300	Computers Accountancy	1,298	283	(1,015)	2,911	1,981	(930)	3,400		489	
6315	Recruitment Costs	0	167	167	0	1,169	1,169	2,000		2,000	
6320	Staff Training	30	250	220	130	1,750	1,620	3,000		2,870	
6321	Investors in People	0	0	0	0	0	0	824		824	
6330	Welfare/Hospitality	163	167	4	254	1,169	915	2,000		1,746	
6410	Civic Exps/Annual Reception	0	0	0	0	900	900	1,750		1,750	
6415	Gifts/hospitality	0	33	33	0	231	231	400		400	
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100	
6421	Honour Bd. Badges & Insignia	0	0	0	750	250	(500)	250		(500)	750
6422	Mayor Allowance 2019/20	0	0	0	(80)	0	80	0		80	
6425	Mayor's Allowance 2020/21	155	502	348	226	3,012	2,787	5,525		5,300	
6426	Mayor's Car Allowance 2020/21	0	224	224	0	1,344	1,344	2,462		2,462	
6435	Members Expenses	2,060	0	(2,060)	2,060	4,120	2,060	4,120		2,060	
6440	Press Notices	0	125	125	0	875	875	1,500		1,500	
6450	Bye Laws	0	0	0	0	0	0	100		100	
6460	Publicity & Democratic notices	0	208	208	2,000	1,456	(544)	2,500		500	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2020

Month No: 7

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6461	Banner Costs	0	129	129	716	903	187	1,545		829	
6610	Audit Fees	0	540	540	0	4,320	4,320	4,860		4,860	
6611	Quality Parish	0	0	0	300	0	(300)	0		(300)	
6620	Legal Expenses	1,371	1,500	129	2,758	3,000	242	3,000		242	
6635	Professional Fees Licensing	0	600	600	1,361	1,000	(361)	1,500		139	
6710	Conference Fees & Expenses	32	192	160	132	1,344	1,212	2,300		2,168	
6720	Books and Periodicals	0	32	32	146	224	79	380		235	
6730	Subscriptions	206	0	(206)	4,633	5,150	517	5,150		517	
6889	Waste Sacks	0	167	167	1,116	1,169	53	2,000		884	
6900	Sundry Expenses	0	42	42	69	294	225	500		431	
6922	Health&Safety/Risk Assessments	0	0	0	3,335	3,000	(335)	3,200		(135)	
6975	Bank Charges	123	129	6	737	903	166	1,550		813	
6976	Credit card charges	243	58	(185)	347	406	59	700		353	
7010	Election Expenses	0	0	0	0	0	0	5,000		5,000	
7611	Contingency provision	0	(4,323)	(4,323)	(0)	(4,323)	(4,323)	26,007		26,007	
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000	
7617	PWLB Loan Repayment	0	0	0	35,801	31,000	(4,801)	72,000		36,199	35,801
	F & G P - Establishments :- Indirect Expenditure	**46,109**	**39,963**	**(6,146)**	**341,737**	**349,037**	**7,300**	**638,587**	**0**	**296,850**	**36,551**
	Net Income over Expenditure	**(45,616)**	**(38,715)**	**6,901**	**(330,370)**	**(340,301)**	**(9,931)**	**(623,608)**			
8001	plus Transfer from EMR	0			36,551						
	Movement to/(from) Gen Reserve	**(45,616)**			**(293,819)**						

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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	Transfer to/from EMR
32	F & G P - General										
1490	Christmas Lights Switch On	0	1,000	1,000	0	1,000	1,000	6,000		0	
1495	Number 8 bus income	0	3,408	3,408	114	23,856	23,742	40,895		0	
	F & G P - General :- Income	**0**	**4,408**	**4,408**	**114**	**24,856**	**24,742**	**46,895**			**0**
6490	Christmas Lights Switch On	379	1,800	1,421	5,382	1,800	(3,582)	26,000		20,619	
6491	Remembrance Day/Civic Serv.	0	500	500	1,657	1,000	(657)	3,000		1,343	
6495	Number 8 bus expenses	0	3,408	3,408	6,731	23,856	17,125	40,895		34,164	6,617
6869	Special Events	0	542	542	2,300	3,794	1,494	6,500		4,200	
6952	Protective Clothing	0	0	0	37	0	(37)	0		(37)	
	F & G P - General :- Indirect Expenditure	**379**	**6,250**	**5,871**	**16,106**	**30,450**	**14,344**	**76,395**	**0**	**60,289**	**6,617**
	Net Income over Expenditure	**(379)**	**(1,842)**	**(1,463)**	**(15,993)**	**(5,594)**	**10,399**	**(29,500)**			
8001	plus Transfer from EMR	0			6,617						
	Movement to/(from) Gen Reserve	**(379)**			**(9,375)**						
33	F & G P - Council Offices										
1022	Letting & Hire of Facilities	504	1,375	871	504	9,625	9,121	16,500		0	
1211	Sale of Goods	0	12	12	0	84	84	150		0	
1450	Furlough Grant Income	0	0	0	2,411	0	(2,411)	0		0	
	F & G P - Council Offices :- Income	**504**	**1,387**	**883**	**2,915**	**9,709**	**6,794**	**16,650**			**0**
4010	Gross Pay	2,516	2,394	(122)	17,427	16,758	(669)	28,734		11,307	

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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	Transfer to/from EMR
4270	Employers Pension Contribution	128	116	(12)	893	812	(81)	1,393		500	
5410	Repairs & General Maintenance	0	177	177	52	1,239	1,187	2,120		2,068	
6000	Rent & Rates	2,336	2,114	(222)	17,232	14,798	(2,434)	25,370		8,138	
6010	Light Heat & Cleaning	0	530	530	2,308	3,710	1,402	6,365		4,057	
6013	Cleaning	208	0	(208)	385	0	(385)	0		(385)	
6510	Catering Expenses	0	8	8	0	56	56	100		100	
6900	Sundry Expenses	0	8	8	0	56	56	100		100	
6922	Health&Safety/Risk Assessments	333	0	(333)	3,199	0	(3,199)	300		(2,899)	
6930	Alarm Maintenance	0	0	0	696	1,400	704	1,400		704	
6935	Waste Bin Disposal-Waste Bins	79	91	12	579	637	58	1,090		511	
	F & G P - Council Offices :- Indirect Expenditure	**5,601**	**5,438**	**(163)**	**42,771**	**39,466**	**(3,305)**	**66,971**	**0**	**24,200**	**0**
	Net Income over Expenditure	**(5,097)**	**(4,051)**	**1,046**	**(39,856)**	**(29,757)**	**10,099**	**(50,321)**			
36	F & G P - Community Centre										
1022	Letting & Hire of Facilities	0	0	0	25	0	(25)	15,000		0	
1457	Indoor Activities	0	0	0	0	0	0	150		0	
	F & G P - Community Centre :- Income	**0**	**0**	**0**	**25**	**0**	**(25)**	**15,150**			**0**
4010	Gross Pay	0	0	0	0	0	0	7,266		7,266	
4270	Employers Pension Contribution	27	0	(27)	0	0	0	376		376	
5318	SCC Car Park	120	0	(120)	120	0	(120)	500		380	
5410	Repairs & General Maintenance	2	0	(2)	2	0	(2)	500		498	
6000	Rent & Rates	393	383	(10)	3,108	2,681	(427)	4,600		1,492	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2020

Month No: 7 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6011	Electricity	131	83	(48)	1,245	581	(664)	1,000		(245)	
6012	Gas	846	180	(666)	958	540	(418)	720		(238)	
6013	Cleaning	0	0	0	0	0	0	210		210	
6101	Telephone	326	36	(290)	536	252	(284)	436		(100)	
6104	Mobile Telephone	8	0	(8)	33	0	(33)	80		47	
6200	Printing & Stationery	0	0	0	0	0	0	100		100	
6460	Publicity & Democratic notices	173	0	(173)	173	0	(173)	500		327	
6520	Refreshments for Resale	0	0	0	0	0	0	100		100	
6533	Copyright Fees/Royalties	0	0	0	0	500	500	500		500	
6635	Professional Fees Licensing	190	0	(190)	370	180	(190)	180		(190)	
6900	Sundry Expenses	0	0	0	27	0	(27)	50		23	
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	500		500	
6930	Alarm Maintenance	128	0	(128)	380	620	241	620		241	
6935	Waste Bin Disposal-Waste Bins	0	33	33	(157)	231	388	400		557	
6939	Healthcare Services	0	0	0	0	0	0	250		250	
	F & G P - Community Centre :- Indirect Expenditure	**2,343**	**715**	**(1,628)**	**6,795**	**5,585**	**(1,210)**	**18,887**	**0**	**12,092**	**0**
	Net Income over Expenditure	**(2,343)**	**(715)**	**1,628**	**(6,770)**	**(5,585)**	**1,185**	**(3,737)**			
38	F & G P - Grants										
6937	Annual Subsidy-Comm Centre	0	0	0	0	0	0	250		250	
6938	Annual Subsidy-Council Chamber	29	83	54	29	581	552	1,000		971	
7500	Local Organisations Grants	850	0	(850)	3,350	0	(3,350)	12,578		9,228	
7502	Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
7503	Community Resilience Fund	0	0	0	3,111	3,111	0	3,111		0	
7520	Twinning Support	0	0	0	0	0	0	1,000		1,000	
7552	Youth Outreach	0	0	0	0	0	0	3,811		3,811	
7555	Youth Council Support	0	0	0	0	250	250	500		500	
7556	Stag Community Arts Centre	60,000	0	(60,000)	152,000	27,000	(125,000)	27,000		(125,000)	65,000
7557	Community Rail Partnership	0	0	0	6,000	3,000	(3,000)	3,000		(3,000)	
	F & G P - Grants :- Indirect Expenditure	**60,879**	**83**	**(60,796)**	**164,490**	**33,942**	**(130,548)**	**57,250**	**0**	**(107,240)**	**65,000**
	Net Expenditure	**(60,879)**	**(83)**	**60,796**	**(164,490)**	**(33,942)**	**130,548**	**(57,250)**			
8001	plus Transfer from EMR	0			65,000						
	Movement to/(from) Gen Reserve	**(60,879)**			**(99,490)**						
39	F & G P - Property										
1046	SCC Ground Rents & Wayleaves	0	1,500	1,500	375	2,625	2,250	3,000		0	
1469	O/S Ground Rents & Wayleaves	1,398	0	(1,398)	1,398	4,000	2,602	5,000		0	
1870	Vine Club Insurance Contrib.	0	0	0	0	0	(0)	0		0	
	F & G P - Property :- Income	**1,398**	**1,500**	**102**	**1,774**	**6,625**	**4,851**	**8,000**			**0**
	Net Income	**1,398**	**1,500**	**102**	**1,774**	**6,625**	**4,851**	**8,000**			
40	Sevenoaks Town Partnership										
1206	Business Awards	0	0	0	0	7,000	7,000	7,000		0	
1207	Business Show	0	0	0	0	3,000	3,000	3,000		0	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2020

Month No: 7 | **Cost Centre Report**

Code		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	Transfer to/from EMR
1209	Wellbeing show income	0	0	0	0	3,000	3,000	3,000		0	
1350	Revenue Grant income	0	0	0	0	0	0	1,000		0	
	Sevenoaks Town Partnership :- Income	**0**	**0**	**0**	**0**	**13,000**	**13,000**	**14,000**			**0**
6101	Telephone	0	8	8	0	56	56	100		100	
6200	Printing & Stationery	0	8	8	0	56	56	100		100	
6240	Computer/ Data Base/WP's	65	42	(23)	458	294	(164)	500		42	
6244	Information Screens	1,275	0	(1,275)	1,275	1,500	225	1,500		225	
6322	Business Awards	0	0	0	0	7,725	7,725	7,725		7,725	
6323	Business Show	0	0	0	0	2,275	2,275	2,275		2,275	
6710	Conference Fees & Expenses	0	58	58	0	406	406	700		700	
6730	Subscriptions	0	0	0	545	0	(545)	0		(545)	
6900	Sundry Expenses	0	50	50	0	350	350	600		600	
7000	Reinvestment	0	0	0	0	0	0	2,000		2,000	
7607	Christmas gift guide expenses	450	0	(450)	450	0	(450)	0		(450)	
7608	Friends of Bat & Ball	0	83	83	0	581	581	1,000		1,000	
7616	Wellbeing show	0	0	0	0	2,500	2,500	2,500		2,500	
	Sevenoaks Town Partnership :- Indirect Expenditure	**1,790**	**249**	**(1,541)**	**2,728**	**15,743**	**13,015**	**19,000**	**0**	**16,272**	**0**
	Net Income over Expenditure	**(1,790)**	**(249)**	**1,541**	**(2,728)**	**(2,743)**	**(15)**	**(5,000)**			
41	Business Hub										
6000	Rent & Rates	173	0	(173)	1,208	0	(1,208)	0		(1,208)	
6010	Light Heat & Cleaning	0	0	0	46	0	(46)	0		(46)	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2020

Month No: 7

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6011	Electricity	0	0	0	165	250	85	500		335	
6012	Gas	0	0	0	0	124	124	250		250	
6014	Water	0	0	0	0	24	24	50		50	
	Business Hub :- Indirect Expenditure	**173**	**0**	**(173)**	**1,419**	**398**	**(1,021)**	**800**	**0**	**(619)**	**0**
	Net Expenditure	**(173)**	**0**	**173**	**(1,419)**	**(398)**	**1,021**	**(800)**			
50	Youth Cafe										
1022	Letting & Hire of Facilities	0	312	312	200	2,184	1,984	3,740		0	
1211	Sale of Goods	36	192	156	43	1,344	1,301	2,300		0	
1350	Revenue Grant income	0	0	0	10,000	0	(10,000)	0		0	
1450	Furlough Grant Income	0	0	0	14,909	0	(14,909)	0		0	
	Youth Cafe :- Income	**36**	**504**	**468**	**25,153**	**3,528**	**(21,625)**	**6,040**			**0**
4010	Gross Pay	2,108	2,138	30	20,935	14,966	(5,969)	25,661		4,726	
4270	Employers Pension Contribution	56	86	30	563	602	39	1,026		463	
5410	Repairs & General Maintenance	295	83	(212)	344	581	237	1,000		656	
6010	Light Heat & Cleaning	0	42	42	8	294	286	500		492	
6101	Telephone	44	47	3	325	329	4	560		235	
6200	Printing & Stationery	0	42	42	5	294	289	500		495	
6240	Computer/ Data Base/WP's	17	62	45	116	434	318	750		634	
6281	Furnishings,Furniture/Eqpt	0	42	42	21	294	273	500		479	
6320	Staff Training	0	0	0	0	200	200	400		400	
6340	Staff Uniforms	0	0	0	0	100	100	200		200	

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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	Transfer to/from EMR
6460	Publicity & Democratic notices	0	42	42	0	294	294	500		500	
6500	Goods for Resale	180	142	(38)	213	994	781	1,700		1,487	
6635	Professional Fees Licensing	0	0	0	293	400	108	400		108	
6650	Bad debts	0	0	0	44	0	(44)	0		(44)	
6730	Subscriptions	0	0	0	7	0	(7)	0		(7)	
6900	Sundry Expenses	0	12	12	0	84	84	150		150	
6922	Health&Safety/Risk Assessments	74	0	(74)	885	0	(885)	400		(485)	
6952	Protective Clothing	0	0	0	135	0	(135)	0		(135)	
	Youth Cafe :- Indirect Expenditure	**2,772**	**2,738**	**(34)**	**23,894**	**19,866**	**(4,028)**	**34,247**	**0**	**10,353**	**0**
	Net Income over Expenditure	**(2,736)**	**(2,234)**	**502**	**1,258**	**(16,338)**	**(17,596)**	**(28,207)**			
60	Markets										
1017	Rental Income Sat Market	1,660	1,871	211	10,181	13,097	2,916	22,456		0	
1018	Rental Income Wed Market	820	1,148	328	6,213	8,036	1,824	13,774		0	
1019	Rental Income Blighs Market	1,680	1,250	(430)	8,060	8,750	690	15,000		0	
1024	Rental Income Friday Market	0	1,148	1,148	0	8,036	8,036	13,774		0	
	Markets :- Income	**4,160**	**5,417**	**1,257**	**24,454**	**37,919**	**13,466**	**65,004**			**0**
4010	Gross Pay	137	122	(15)	961	854	(107)	1,464		503	
5410	Repairs & General Maintenance	89	0	(89)	159	50	(109)	100		(59)	
5420	Saturday market charges	1,391	1,413	22	8,681	8,759	78	14,695		6,014	
5421	Wednesday Market charges	2,534	2,574	40	15,823	15,958	135	26,766		10,943	
5423	Friday market charges	0	1,148	1,148	0	8,036	8,036	13,774		13,774	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2020

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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	Transfer to/from EMR
6001	Blighs Market Charges	1,100	990	(110)	6,120	9,068	2,948	14,018		7,898	
6010	Light Heat & Cleaning	50	0	(50)	94	250	156	500		406	
6460	Publicity & Democratic notices	0	167	167	0	1,169	1,169	2,000		2,000	
	Markets :- Indirect Expenditure	**5,301**	**6,414**	**1,113**	**31,838**	**44,144**	**12,306**	**73,317**	**0**	**41,479**	**0**
	Net Income over Expenditure	**(1,141)**	**(997)**	**144**	**(7,385)**	**(6,225)**	**1,160**	**(8,313)**			
70	Precept										
1995	Precept	101,273	101,273	0	708,911	708,911	0	1,215,276		0	
	Precept :- Income	**101,273**	**101,273**	**0**	**708,911**	**708,911**	**0**	**1,215,276**			**0**
	Net Income	**101,273**	**101,273**	**0**	**708,911**	**708,911**	**0**	**1,215,276**			
	Grand Totals:- Income	**129,118**	**154,984**	**25,866**	**946,822**	**992,654**	**45,832**	**1,687,191**			
	Expenditure	**196,922**	**133,542**	**(63,380)**	**1,096,516**	**998,295**	**(98,221)**	**1,735,924**	**0**	**639,408**	
	Net Income over Expenditure	**(67,804)**	**21,442**	**89,246**	**(149,694)**	**(5,641)**	**144,053**	**(48,733)**			
	plus Transfer from EMR	**16,000**			**129,296**						
	Movement to/(from) Gen Reserve	**(51,804)**			**(20,398)**						

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 08/10/2020

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
11	Planning - General										
4010	Gross Pay	2,283	2,781	498	15,022	16,686	1,664	33,376		18,354	
4270	Employers Pension Contribution	95	130	35	652	780	128	1,565		913	
6240	Computer/ Data Base/WP's	74	11	(63)	378	66	(312)	544		166	
6630	Professional Fees	0	250	250	59	500	442	1,000		942	
6720	Books and Periodicals	0	0	0	0	0	0	300		300	
6730	Subscriptions	0	0	0	280	0	(280)	0		(280)	
	Planning - General :- Indirect Expenditure	2,452	3,172	720	16,391	18,032	1,641	36,785	0	20,394	0
	Net Expenditure	(2,452)	(3,172)	(720)	(16,391)	(18,032)	(1,641)	(36,785)			
21	O/ Spaces & Leisure - General										
1022	Letting & Hire of Facilities	1,194	0	(1,194)	6,761	2,000	(4,761)	30,900		0	
1316	Raleys Car Park Permits	0	0	0	42	0	(42)	1,750		0	
1350	Revenue Grant income	20,236	0	(20,236)	26,813	0	(26,813)	0		0	
1450	Furlough Grant Income	0	0	0	4,995	0	(4,995)	0		0	
1850	Log Sales	0	0	0	0	0	0	1,236		0	
1990	Other Income	69	0	(69)	490	360	(130)	742		0	
	O/ Spaces & Leisure - General :- Income	21,499	0	(21,499)	39,100	2,360	(36,740)	34,628			0
4010	Gross Pay	14,739	15,952	1,213	86,909	95,712	8,803	191,421		104,512	
4270	Employers Pension Contribution	870	1,050	180	5,101	6,300	1,199	12,597		7,496	
5013	Graffiti Removal	0	167	167	0	501	501	1,000		1,000	
5025	Lower St Johns Toilets	923	875	(48)	5,857	5,250	(607)	10,500		4,643	

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Detailed Income & Expenditure by Phased Budget Heading 08/10/2020

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5026	Greatness Rec Convenience	232	250	18	1,240	1,500	260	3,000		1,760	
5050	Seats And Litter Bins	0	695	695	1,250	1,390	140	2,780		1,530	
5060	Sevenoaks Common	0	0	0	912	3,000	2,088	3,700		2,788	
5065	Tree Safety Survey	0	0	0	0	2,500	2,500	3,800		3,800	
5070	Other Woodlands	458	0	(458)	2,948	1,650	(1,298)	3,300		352	
5110	Knole Paddock & Pavilion	143	0	(143)	3,908	0	(3,908)	1,500		(2,408)	
5120	Knole Paddock Pitch & Grnd Mt	1,030	0	(1,030)	1,146	1,000	(146)	3,500		2,354	
5310	Miscellaneous Open Spaces	1,651	2,800	1,149	31,868	9,300	(22,568)	17,100		(14,768)	
5316	Skatepark Maintenance	620	575	(45)	620	2,575	1,955	2,575		1,955	
5317	Raleys Car Park	486	0	(486)	486	500	14	500		14	
5320	Fertilizers	0	0	0	208	0	(208)	1,200		992	
5330	Grass Seed	0	0	0	104	2,100	1,996	2,100		1,996	
5340	Plants	0	625	625	340	1,250	910	2,500		2,160	
5410	Repairs & General Maintenance	55	125	70	151	750	599	1,500		1,349	
5500	Equipment Hired and New	271	688	417	3,122	4,128	1,006	8,250		5,128	
5525	Equipment Maintenance	1,171	470	(701)	3,646	3,763	117	8,000		4,354	
5550	Vehicle Expenses	40	340	300	8,028	2,450	(5,578)	4,500		(3,528)	
5700	Fuel	354	517	163	1,704	3,102	1,398	6,200		4,496	
6000	Rent & Rates	0	150	150	239	750	511	1,200		961	
6010	Light Heat & Cleaning	96	525	429	594	1,050	456	2,100		1,506	
6013	Cleaning	107	0	(107)	762	0	(762)	0		(762)	
6101	Telephone	18	17	(1)	65	102	37	200		135	
6104	Mobile Telephone	45	17	(28)	157	102	(55)	200		43	
6320	Staff Training	0	500	500	0	1,500	1,500	3,000		3,000	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6330	Welfare/Hospitality	0	17	17	106	102	(4)	200		94	
6730	Subscriptions	0	0	0	236	200	(36)	200		(36)	
6812	Road Dues	0	0	0	0	0	0	1,500		1,500	
6851	Bus Shelter Maintenance	0	14	14	0	84	84	175		175	
6900	Sundry Expenses	0	8	8	10	48	38	100		90	
6922	Health&Safety/Risk Assessments	0	200	200	0	900	900	1,550		1,550	
6930	Alarm Maintenance	0	0	0	123	0	(123)	740		618	
6931	CCTV Maintenance	0	0	0	0	0	0	1,200		1,200	
6934	Waste Bin Collection-Dog Bins	655	700	45	1,310	1,400	90	2,800		1,490	
6935	Waste Bin Disposal-Waste Bins	181	352	171	1,370	2,112	743	4,220		2,851	
6952	Protective Clothing	129	121	(8)	759	726	(33)	1,450		691	
	O/ Spaces & Leisure - General :- Indirect Expenditure	24,274	27,750	3,476	165,279	157,797	(7,482)	312,358	0	147,079	0
	Net Income over Expenditure	(2,775)	(27,750)	(24,975)	(126,179)	(155,437)	(29,258)	(277,730)			

22 O/ Spaces & Leisure - Cemetery

		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	Transfer to/from EMR
1550	Insurance Claims	0	0	0	1,458	0	(1,458)	0		0	
1700	Cemetery Income	5,365	7,725	2,360	39,112	46,350	7,238	92,700		0	
1990	Other Income	69	0	(69)	93	0	(93)	0		0	
	O/ Spaces & Leisure - Cemetery :- Income	5,434	7,725	2,291	40,663	46,350	5,687	92,700			0
4010	Gross Pay	8,059	7,358	(701)	48,206	44,148	(4,058)	94,991		46,785	
4270	Employers Pension Contribution	596	619	23	3,511	3,714	203	7,738		4,227	
5210	Cemetery Chapel & Office	0	103	103	130	103	(27)	206		76	

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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	Transfer to/from EMR
5230	Cemetery Wshop/Messroom Mtce	11	0	(11)	11	175	164	175		164	
5410	Repairs & General Maintenance	1,021	83	(938)	1,322	498	(824)	1,000		(322)	
5500	Equipment Hired and New	0	267	267	1,867	1,602	(265)	3,200		1,333	
5525	Equipment Maintenance	770	208	(562)	2,650	1,248	(1,402)	2,500		(150)	
5700	Fuel	59	58	(1)	301	348	47	700		399	
6000	Rent & Rates	591	548	(43)	3,785	3,288	(497)	6,570		2,785	
6010	Light Heat & Cleaning	34	103	69	198	618	420	1,240		1,042	
6013	Cleaning	0	0	0	484	0	(484)	0		(484)	
6101	Telephone	92	62	(30)	370	372	2	750		380	
6104	Mobile Telephone	0	10	10	8	60	52	120		112	
6200	Printing & Stationery	0	8	8	0	48	48	100		100	
6240	Computer/ Data Base/WP's	0	0	0	3,315	0	(3,315)	3,715		400	
6320	Staff Training	0	500	500	225	1,000	775	2,000		1,775	
6330	Welfare/Hospitality	0	14	14	98	84	(14)	170		72	
6500	Goods for Resale	0	17	17	0	102	102	200		200	
6630	Professional Fees	0	0	0	95	100	5	100		5	
6730	Subscriptions	0	0	0	0	100	100	100		100	
6802	Trees Plants Turf & Fertilizer	0	750	750	14	1,500	1,486	3,000		2,986	
6822	Roads Path & Boundaries	0	175	175	0	350	350	700		700	
6832	Lawn/Wall of Remembrance	222	0	(222)	298	0	(298)	100		(198)	
6900	Sundry Expenses	4	4	1	9	24	16	50		42	
6922	Health&Safety/Risk Assessments	0	0	0	0	500	500	1,000		1,000	
6930	Alarm Maintenance	8	0	(8)	602	800	198	800		198	
6932	Cemetery Security	382	383	1	2,337	2,298	(39)	4,600		2,264	

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Detailed Income & Expenditure by Phased Budget Heading 08/10/2020

Month No: 6 Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6935	Waste Bin Disposal-Waste Bins	81	102	21	636	612	(24)	1,230		594	
6952	Protective Clothing	22	62	40	476	372	(104)	750		274	
	O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,950	11,434	(516)	70,948	64,064	(6,884)	137,805	0	66,857	0
	Net Income over Expenditure	(6,516)	(3,709)	2,807	(30,285)	(17,714)	12,571	(45,105)			
23	O/ Spaces & Leisure- Allotment										
1010	Rental Income	30	0	(30)	1,059	1,141	82	1,141		0	
1047	QH Allotments Income	176	0	(176)	7,167	6,376	(791)	6,376		0	
	O/ Spaces & Leisure- Allotment :- Income	206	0	(206)	8,226	7,517	(709)	7,517			0
4010	Gross Pay	357	383	26	2,995	2,298	(697)	4,595		1,600	
4270	Employers Pension Contribution	14	15	1	133	90	(43)	184		51	
5410	Repairs & General Maintenance	0	0	0	1,631	600	(1,031)	1,200		(431)	
6000	Rent & Rates	235	146	(89)	765	876	111	1,751		986	
6002	QH Allotments Costs	8	175	167	353	350	(3)	700		347	
6922	Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300	
	O/ Spaces & Leisure- Allotment :- Indirect Expenditure	615	719	104	5,877	4,514	(1,363)	8,730	0	2,853	0
	Net Income over Expenditure	(409)	(719)	(310)	2,349	3,003	654	(1,213)			
26	Open Spaces-Street Lighting/Ge										
1480	Streetlighting income	0	0	0	0	0	0	8,913		0	
1990	Other Income	0	0	0	0	1,200	1,200	1,200		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	Transfer to/from EMR
1997	In Bloom Income	0	0	0	500	0	(500)	0		0	
	Open Spaces-Street Lighting/Ge :- Income	0	0	0	500	1,200	700	10,113			0
4270	Employers Pension Contribution	27	0	(27)	27	0	(27)	0		(27)	
6861	Public Clock Maintenance	0	727	727	4,184	1,454	(2,730)	2,908		(1,276)	4,128
6862	Street Lighting	2,751	1,118	(1,633)	11,452	6,708	(4,744)	13,414		1,962	
6865	In Bloom Costs	2,610	0	(2,610)	11,678	14,500	2,822	14,500		2,822	
	Open Spaces-Street Lighting/Ge :- Indirect Expenditure	5,388	1,845	(3,543)	27,341	22,662	(4,679)	30,822	0	3,481	4,128
	Net Income over Expenditure	(5,388)	(1,845)	3,543	(26,841)	(21,462)	5,379	(20,709)			
8001	plus Transfer from EMR	4,128			4,128						
	Movement to/(from) Gen Reserve	(1,260)			(22,713)						
28	O/ Spaces & Leisure-Vine Cafe										
1211	Sale of Goods	7,873	8,022	149	27,957	41,962	14,005	61,710		0	
1212	Events Management	0	500	500	0	1,000	1,000	1,500		0	
1450	Furlough Grant Income	0	0	0	9,400	0	(9,400)	0		0	
	O/ Spaces & Leisure-Vine Cafe :- Income	7,873	8,522	649	37,357	42,962	5,605	63,210			0
4010	Gross Pay	7,320	4,712	(2,608)	33,365	29,064	(4,301)	49,646		16,281	
4270	Employers Pension Contribution	66	168	102	420	1,008	588	2,013		1,593	
5410	Repairs & General Maintenance	104	42	(62)	186	252	66	500		314	
5500	Equipment Hired and New	0	150	150	145	900	755	1,800		1,655	
5525	Equipment Maintenance	0	42	42	0	252	252	500		500	

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Month No: 6 Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6000	Rent & Rates	57	100	43	579	600	21	1,200		621	
6010	Light Heat & Cleaning	0	0	0	775	800	25	1,600		825	
6013	Cleaning	58	0	(58)	307	0	(307)	0		(307)	
6101	Telephone	28	26	(2)	162	156	(6)	309		147	
6200	Printing & Stationery	0	15	15	54	15	(39)	30		(24)	
6210	Postage & Courier	33	40	7	52	80	29	160		109	
6240	Computer/ Data Base/WP's	425	38	(387)	556	76	(480)	150		(406)	
6320	Staff Training	0	150	150	0	150	150	300		300	
6460	Publicity & Democratic notices	0	62	62	0	124	124	250		250	
6500	Goods for Resale	2,854	2,600	(254)	11,091	13,600	2,509	20,000		8,909	
6505	Cafe consumables	254	0	(254)	1,400	0	(1,400)	0		(1,400)	
6533	Copyright Fees/Royalties	0	320	320	0	320	320	320		320	
6635	Professional Fees Licensing	0	0	0	135	150	15	150		15	
6900	Sundry Expenses	3	17	14	3	102	99	206		203	
6922	Health&Safety/Risk Assessments	0	0	0	534	0	(534)	500		(34)	
6930	Alarm Maintenance	0	0	0	200	0	(200)	515		315	
6935	Waste Bin Disposal-Waste Bins	66	172	106	504	1,032	528	2,060		1,556	
6976	Credit card charges	173	47	(126)	440	282	(158)	567		127	
	O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	11,441	8,701	(2,740)	50,907	48,963	(1,944)	82,776	0	31,869	0
	Net Income over Expenditure	(3,568)	(179)	3,389	(13,550)	(6,001)	7,549	(19,566)			

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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	Transfer to/from EMR
29	O/Spaces & Leisure-Vine Ground										
1208	Other Events Income	0	500	500	0	1,000	1,000	1,500		0	
1500	Fundraising	(504)	0	504	10,749	0	(10,749)	0		0	
1805	Tea Kiosk Rental & Pavilion	0	772	772	0	2,316	2,316	3,090		0	
1870	Vine Club Insurance Contrib.	342	0	(342)	342	400	58	400		0	
	O/Spaces & Leisure-Vine Ground :- Income	(162)	1,272	1,434	11,091	3,716	(7,375)	4,990			0
4010	Gross Pay	722	758	36	4,210	4,548	338	9,092		4,882	
4270	Employers Pension Contribution	43	45	2	252	270	18	545		293	
5010	Vine Area General Maintenance	77	300	223	1,719	1,800	81	3,600		1,881	
5014	Vine Kiosk	7	0	(7)	7	0	(7)	0		(7)	
5020	Vine Public Convenience	729	708	(21)	4,727	4,248	(479)	8,500		3,773	
5412	Capital Refurbishments	1,188	0	(1,188)	1,188	0	(1,188)	0		(1,188)	
6000	Rent & Rates	0	43	43	(2)	258	260	515		517	
6460	Publicity & Democratic notices	0	62	62	0	124	124	250		250	
6635	Professional Fees Licensing	0	0	0	70	100	30	100		30	
6868	Summer Concerts	(2,830)	1,250	4,080	3,129	3,200	71	3,200		71	1,000
6869	Special Events	0	0	0	28	0	(28)	0		(28)	
6931	CCTV Maintenance	0	0	0	572	660	88	660		88	
	O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	(64)	3,166	3,230	15,900	15,208	(692)	26,462	0	10,562	1,000
	Net Income over Expenditure	(98)	(1,894)	(1,796)	(4,809)	(11,492)	(6,683)	(21,472)			
8001	plus Transfer from EMR	1,000			1,000						
	Movement to/(from) Gen Reserve	902			(3,809)						

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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	Transfer to/from EMR
30	F& G P - Bat & Ball Station										
1022	Letting & Hire of Facilities	415	2,000	1,585	468	12,000	11,532	24,000		0	
1211	Sale of Goods	0	4,003	4,003	0	24,018	24,018	48,039		0	
1450	Furlough Grant Income	1,595	0	(1,595)	13,454	0	(13,454)	0		0	
	F& G P - Bat & Ball Station :- Income	2,010	6,003	3,993	13,921	36,018	22,097	72,039			0
4010	Gross Pay	3,465	5,298	1,833	21,034	31,788	10,754	63,575		42,540	
4270	Employers Pension Contribution	60	183	123	255	1,098	843	2,202		1,946	
5410	Repairs & General Maintenance	0	132	132	10,940	792	(10,148)	1,586		(9,354)	
5500	Equipment Hired and New	0	125	125	0	750	750	1,500		1,500	
6000	Rent & Rates	270	238	(32)	1,622	1,428	(194)	2,860		1,238	
6011	Electricity	349	444	95	1,728	2,664	936	5,325		3,597	
6012	Gas	294	515	221	797	1,030	233	2,060		1,263	
6013	Cleaning	412	333	(79)	1,582	1,998	416	4,000		2,418	
6014	Water	0	500	500	0	1,000	1,000	2,000		2,000	
6101	Telephone	14	56	42	70	336	266	670		600	
6200	Printing & Stationery	8	17	9	50	102	52	206		156	
6241	Website Costs	0	0	0	285	0	(285)	0		(285)	
6320	Staff Training	0	64	64	0	128	128	258		258	
6460	Publicity & Democratic notices	0	167	167	0	1,002	1,002	2,000		2,000	
6500	Goods for Resale	252	1,667	1,415	252	10,002	9,750	20,000		19,748	
6533	Copyright Fees/Royalties	0	47	47	0	282	282	567		567	
6635	Professional Fees Licensing	0	0	0	0	0	0	567		567	
6900	Sundry Expenses	0	52	52	0	312	312	618		618	

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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	Transfer to/from EMR
6922	Health&Safety/Risk Assessments	692	0	(692)	1,330	526	(804)	1,051		(279)	
6930	Alarm Maintenance	0	0	0	0	600	600	1,267		1,267	
6931	CCTV Maintenance	0	0	0	0	0	0	639		639	
6935	Waste Bin Disposal-Waste Bins	20	106	86	414	636	222	1,267		853	
6976	Credit card charges	33	43	11	163	258	95	515		352	
	F& G P - Bat & Ball Station :- Indirect Expenditure	5,869	9,987	4,118	40,522	56,732	16,210	114,732	0	74,210	0
	Net Income over Expenditure	(3,859)	(3,984)	(125)	(26,600)	(20,714)	5,886	(42,693)			
31	F & G P - Establishments										
1115	Interest on Deposits	117	667	550	2,251	4,002	1,751	8,000		0	
1231	Banner Income	0	398	398	(81)	2,388	2,469	4,779		0	
1450	Furlough Grant Income	715	0	(715)	8,054	0	(8,054)	0		0	
1889	Waste Sacks Income	70	175	105	337	1,050	713	2,100		0	
1990	Other Income	0	8	8	313	48	(265)	100		0	
	F & G P - Establishments :- Income	902	1,248	346	10,873	7,488	(3,385)	14,979			0
4010	Gross Pay	24,961	24,291	(670)	143,509	145,746	2,237	291,497		147,988	
4270	Employers Pension Contribution	2,575	2,902	327	15,007	17,412	2,405	34,827		19,820	
4271	Pension Deficiency	6,417	6,417	0	38,500	38,502	2	77,000		38,500	
5500	Equipment Hired and New	275	208	(67)	309	1,248	939	2,500		2,191	
6020	Insurance Cost	1,233	1,428	195	10,735	11,426	691	20,000		9,265	
6101	Telephone	467	479	12	2,384	2,874	490	5,750		3,366	
6103	Fax	0	8	8	0	48	48	100		100	

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Detailed Income & Expenditure by Phased Budget Heading 08/10/2020

Month No: 6 Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6200	Printing & Stationery	361	3,250	2,889	6,507	9,500	2,993	17,000		10,493	
6210	Postage & Courier	326	429	103	2,335	2,574	240	5,150		2,816	
6240	Computer/ Data Base/WP's	4,316	1,116	(3,200)	12,926	6,696	(6,230)	13,390		464	
6241	Website Costs	0	0	0	927	1,500	573	2,000		1,073	
6242	I.T. Infrastructure	668	410	(258)	5,389	5,550	161	8,000		2,611	
6281	Furnishings,Furniture/Eqpt	0	188	188	3,082	376	(2,706)	750		(2,332)	
6300	Computers Accountancy	515	283	(232)	1,613	1,698	85	3,400		1,787	
6315	Recruitment Costs	0	167	167	0	1,002	1,002	2,000		2,000	
6320	Staff Training	0	250	250	100	1,500	1,400	3,000		2,900	
6321	Investors in People	0	0	0	0	0	0	824		824	
6330	Welfare/Hospitality	50	167	117	91	1,002	911	2,000		1,909	
6410	Civic Exps/Annual Reception	0	0	0	0	900	900	1,750		1,750	
6415	Gifts/hospitality	0	33	33	0	198	198	400		400	
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100	
6421	Honour Bd. Badges & Insignia	750	0	(750)	750	250	(500)	250		(500)	750
6422	Mayor Allowance 2019/20	(40)	0	40	(80)	0	80	0		80	
6425	Mayor's Allowance 2020/21	71	502	431	71	2,510	2,439	5,525		5,454	
6426	Mayor's Car Allowance 2020/21	0	224	224	0	1,120	1,120	2,462		2,462	
6435	Members Expenses	0	1,120	1,120	0	4,120	4,120	4,120		4,120	
6440	Press Notices	0	125	125	0	750	750	1,500		1,500	
6450	Bye Laws	0	0	0	0	0	0	100		100	
6460	Publicity & Democratic notices	0	208	208	2,000	1,248	(752)	2,500		500	
6461	Banner Costs	630	129	(501)	716	774	58	1,545		829	
6610	Audit Fees	0	2,700	2,700	0	3,780	3,780	4,860		4,860	

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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	Transfer to/from EMR
6611	Quality Parish	0	0	0	300	0	(300)	0		(300)	
6620	Legal Expenses	0	0	0	1,387	1,500	113	3,000		1,613	
6635	Professional Fees Licensing	298	0	(298)	1,361	400	(961)	1,500		139	
6710	Conference Fees & Expenses	50	192	142	100	1,152	1,052	2,300		2,200	
6720	Books and Periodicals	146	32	(114)	146	192	47	380		235	
6730	Subscriptions	341	50	(291)	4,427	5,150	723	5,150		723	
6889	Waste Sacks	0	167	167	1,116	1,002	(114)	2,000		884	
6900	Sundry Expenses	56	42	(14)	69	252	183	500		431	
6922	Health&Safety/Risk Assessments	0	0	0	3,335	3,000	(335)	3,200		(135)	
6975	Bank Charges	173	129	(44)	614	774	160	1,550		936	
6976	Credit card charges	20	58	38	104	348	244	700		596	
7010	Election Expenses	0	0	0	0	0	0	5,000		5,000	
7611	Contingency provision	0	0	0	(0)	0	0	26,007		26,007	
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000	
7617	PWLB Loan Repayment	0	0	0	35,801	31,000	(4,801)	72,000		36,199	35,801
	F & G P - Establishments :- Indirect Expenditure	44,659	47,704	3,045	295,627	309,074	13,447	638,587	0	342,960	36,551
	Net Income over Expenditure	(43,757)	(46,456)	(2,699)	(284,754)	(301,586)	(16,832)	(623,608)			
8001	plus Transfer from EMR	750			36,551						
	Movement to/(from) Gen Reserve	(43,007)			(248,203)						

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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	Transfer to/from EMR
32	F & G P - General										
1490	Christmas Lights Switch On	0	0	0	0	0	0	6,000		0	
1495	Number 8 bus income	0	3,408	3,408	114	20,448	20,334	40,895		0	
	F & G P - General :- Income	0	3,408	3,408	114	20,448	20,334	46,895			0
6490	Christmas Lights Switch On	5,003	0	(5,003)	5,003	0	(5,003)	26,000		20,998	
6491	Remembrance Day/Civic Serv.	0	500	500	1,657	500	(1,157)	3,000		1,343	
6495	Number 8 bus expenses	0	3,408	3,408	6,731	20,448	13,717	40,895		34,164	6,617
6869	Special Events	0	542	542	2,300	3,252	952	6,500		4,200	
6952	Protective Clothing	37	0	(37)	37	0	(37)	0		(37)	
	F & G P - General :- Indirect Expenditure	5,039	4,450	(589)	15,727	24,200	8,473	76,395	0	60,668	6,617
	Net Income over Expenditure	(5,039)	(1,042)	3,997	(15,614)	(3,752)	11,862	(29,500)			
8001	plus Transfer from EMR	0			6,617						
	Movement to/(from) Gen Reserve	(5,039)			(8,996)						
33	F & G P - Council Offices										
1022	Letting & Hire of Facilities	0	1,375	1,375	0	8,250	8,250	16,500		0	
1211	Sale of Goods	0	12	12	0	72	72	150		0	
1450	Furlough Grant Income	132	0	(132)	2,411	0	(2,411)	0		0	
	F & G P - Council Offices :- Income	132	1,387	1,255	2,411	8,322	5,911	16,650			0
4010	Gross Pay	2,483	2,394	(89)	14,911	14,364	(547)	28,734		13,823	

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Detailed Income & Expenditure by Phased Budget Heading 08/10/2020

Month No: 6 Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4270	Employers Pension Contribution	130	116	(14)	764	696	(68)	1,393		628	
5410	Repairs & General Maintenance	0	177	177	52	1,062	1,010	2,120		2,068	
6000	Rent & Rates	1,934	2,114	180	14,896	12,684	(2,212)	25,370		10,474	
6010	Light Heat & Cleaning	0	530	530	2,308	3,180	872	6,365		4,057	
6013	Cleaning	19	0	(19)	177	0	(177)	0		(177)	
6510	Catering Expenses	0	8	8	0	48	48	100		100	
6900	Sundry Expenses	0	8	8	0	48	48	100		100	
6922	Health&Safety/Risk Assessments	214	0	(214)	2,866	0	(2,866)	300		(2,566)	
6930	Alarm Maintenance	0	0	0	696	1,400	704	1,400		704	
6935	Waste Bin Disposal-Waste Bins	139	91	(48)	501	546	45	1,090		589	
	F & G P - Council Offices :- Indirect Expenditure	4,918	5,438	520	37,170	34,028	(3,142)	66,971	0	29,801	0
	Net Income over Expenditure	(4,786)	(4,051)	735	(34,759)	(25,706)	9,053	(50,321)			
36	F & G P - Community Centre										
1022	Letting & Hire of Facilities	0	0	0	25	0	(25)	15,000		0	
1457	Indoor Activities	0	0	0	0	0	0	150		0	
	F & G P - Community Centre :- Income	0	0	0	25	0	(25)	15,150			0
4010	Gross Pay	0	0	0	0	0	0	7,266		7,266	
4270	Employers Pension Contribution	(27)	0	27	(27)	0	27	376		403	
5318	SCC Car Park	0	0	0	0	0	0	500		500	
5410	Repairs & General Maintenance	0	0	0	0	0	0	500		500	
6000	Rent & Rates	393	383	(10)	2,716	2,298	(418)	4,600		1,884	

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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	Transfer to/from EMR
6011	Electricity	141	83	(58)	1,114	498	(616)	1,000		(114)	
6012	Gas	933	0	(933)	113	360	247	720		607	
6013	Cleaning	0	0	0	0	0	0	210		210	
6101	Telephone	35	36	1	210	216	6	436		226	
6104	Mobile Telephone	8	0	(8)	25	0	(25)	80		55	
6200	Printing & Stationery	0	0	0	0	0	0	100		100	
6460	Publicity & Democratic notices	0	0	0	0	0	0	500		500	
6520	Refreshments for Resale	0	0	0	0	0	0	100		100	
6533	Copyright Fees/Royalties	0	0	0	0	500	500	500		500	
6635	Professional Fees Licensing	0	0	0	180	180	0	180		0	
6900	Sundry Expenses	0	0	0	27	0	(27)	50		23	
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	500		500	
6930	Alarm Maintenance	0	0	0	252	620	368	620		368	
6935	Waste Bin Disposal-Waste Bins	0	33	33	(157)	198	355	400		557	
6939	Healthcare Services	0	0	0	0	0	0	250		250	
	F & G P - Community Centre :- Indirect Expenditure	1,482	535	(947)	4,452	4,870	418	18,887	0	14,435	0
	Net Income over Expenditure	(1,482)	(535)	947	(4,427)	(4,870)	(443)	(3,737)			
38	F & G P - Grants										
6937	Annual Subsidy-Comm Centre	0	0	0	0	0	0	250		250	
6938	Annual Subsidy-Council Chamber	0	83	83	0	498	498	1,000		1,000	
7500	Local Organisations Grants	2,500	0	(2,500)	2,500	0	(2,500)	12,578		10,078	
7502	Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
7503	Community Resilience Fund	0	0	0	3,111	3,111	0	3,111		0	
7520	Twinning Support	0	0	0	0	0	0	1,000		1,000	
7552	Youth Outreach	0	0	0	0	0	0	3,811		3,811	
7555	Youth Council Support	0	250	250	0	250	250	500		500	
7556	Stag Community Arts Centre	0	0	0	92,000	27,000	(65,000)	27,000		(65,000)	65,000
7557	Community Rail Partnership	0	0	0	6,000	3,000	(3,000)	3,000		(3,000)	
	F & G P - Grants :- Indirect Expenditure	2,500	333	(2,167)	103,611	33,859	(69,752)	57,250	0	(46,361)	65,000
	Net Expenditure	(2,500)	(333)	2,167	(103,611)	(33,859)	69,752	(57,250)			
8001	plus Transfer from EMR	0			65,000						
	Movement to/(from) Gen Reserve	(2,500)			(38,611)						
39	F & G P - Property										
1046	SCC Ground Rents & Wayleaves	0	375	375	375	1,125	750	3,000		0	
1469	O/S Ground Rents & Wayleaves	0	1,000	1,000	0	4,000	4,000	5,000		0	
1870	Vine Club Insurance Contrib.	0	0	(0)	0	0	(0)	0		0	
	F & G P - Property :- Income	0	1,375	1,375	375	5,125	4,750	8,000			0
	Net Income	0	1,375	1,375	375	5,125	4,750	8,000			
40	Sevenoaks Town Partnership										
1206	Business Awards	0	4,500	4,500	0	7,000	7,000	7,000		0	
1207	Business Show	0	0	0	0	3,000	3,000	3,000		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	Transfer to/from EMR
1209	Wellbeing show income	0	0	0	0	3,000	3,000	3,000		0	
1350	Revenue Grant income	0	0	0	0	0	0	1,000		0	
	Sevenoaks Town Partnership :- Income	0	4,500	4,500	0	13,000	13,000	14,000			0
6101	Telephone	0	8	8	0	48	48	100		100	
6200	Printing & Stationery	0	8	8	0	48	48	100		100	
6240	Computer/ Data Base/WP's	107	42	(65)	392	252	(140)	500		108	
6244	Information Screens	0	1,500	1,500	0	1,500	1,500	1,500		1,500	
6322	Business Awards	0	6,725	6,725	0	7,725	7,725	7,725		7,725	
6323	Business Show	0	0	0	0	2,275	2,275	2,275		2,275	
6710	Conference Fees & Expenses	0	58	58	0	348	348	700		700	
6730	Subscriptions	0	0	0	545	0	(545)	0		(545)	
6900	Sundry Expenses	0	50	50	0	300	300	600		600	
7000	Reinvestment	0	0	0	0	0	0	2,000		2,000	
7608	Friends of Bat & Ball	0	83	83	0	498	498	1,000		1,000	
7616	Wellbeing show	0	0	0	0	2,500	2,500	2,500		2,500	
	Sevenoaks Town Partnership :- Indirect Expenditure	107	8,474	8,367	937	15,494	14,557	19,000	0	18,063	0
	Net Income over Expenditure	(107)	(3,974)	(3,867)	(937)	(2,494)	(1,557)	(5,000)			
41	Business Hub										
6000	Rent & Rates	173	0	(173)	1,035	0	(1,035)	0		(1,035)	
6010	Light Heat & Cleaning	0	0	0	46	0	(46)	0		(46)	
6011	Electricity	0	125	125	165	250	85	500		335	

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Code	Description	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	Transfer to/from EMR
6012	Gas	0	62	62	0	124	124	250		250	
6014	Water	0	12	12	0	24	24	50		50	
	Business Hub :- Indirect Expenditure	173	199	26	1,247	398	(849)	800	0	(447)	0
	Net Expenditure	(173)	(199)	(26)	(1,247)	(398)	849	(800)			
50	Youth Cafe										
1022	Letting & Hire of Facilities	0	312	312	200	1,872	1,672	3,740		0	
1211	Sale of Goods	8	192	185	8	1,152	1,145	2,300		0	
1350	Revenue Grant income	10,000	0	(10,000)	10,000	0	(10,000)	0		0	
1450	Furlough Grant Income	1,528	0	(1,528)	14,909	0	(14,909)	0		0	
	Youth Cafe :- Income	11,535	504	(11,031)	25,117	3,024	(22,093)	6,040			0
4010	Gross Pay	3,127	2,138	(989)	18,827	12,828	(5,999)	25,661		6,834	
4270	Employers Pension Contribution	83	86	3	508	516	8	1,026		518	
5410	Repairs & General Maintenance	49	83	34	49	498	449	1,000		951	
6010	Light Heat & Cleaning	8	42	34	8	252	244	500		492	
6101	Telephone	44	47	4	282	282	0	560		278	
6200	Printing & Stationery	5	42	37	5	252	247	500		495	
6240	Computer/ Data Base/WP's	33	62	29	100	372	272	750		650	
6281	Furnishings,Furniture/Eqpt	21	42	21	21	252	231	500		479	
6320	Staff Training	0	200	200	0	200	200	400		400	
6340	Staff Uniforms	0	50	50	0	100	100	200		200	
6460	Publicity & Democratic notices	0	42	42	0	252	252	500		500	

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Detailed Income & Expenditure by Phased Budget Heading 08/10/2020

Month No: 6 Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6500	Goods for Resale	33	142	109	33	852	819	1,700		1,667	
6635	Professional Fees Licensing	0	0	0	293	400	108	400		108	
6650	Bad debts	0	0	0	44	0	(44)	0		(44)	
6730	Subscriptions	7	0	(7)	7	0	(7)	0		(7)	
6900	Sundry Expenses	0	12	12	0	72	72	150		150	
6922	Health&Safety/Risk Assessments	66	0	(66)	811	0	(811)	400		(411)	
6952	Protective Clothing	135	0	(135)	135	0	(135)	0		(135)	
	Youth Cafe :- Indirect Expenditure	3,611	2,988	(623)	21,122	17,128	(3,994)	34,247	0	13,125	0
	Net Income over Expenditure	7,924	(2,484)	(10,408)	3,995	(14,104)	(18,099)	(28,207)			
60	Markets										
1017	Rental Income Sat Market	1,444	1,871	427	8,521	11,226	2,705	22,456		0	
1018	Rental Income Wed Market	1,205	1,148	(57)	5,393	6,888	1,496	13,774		0	
1019	Rental Income Blighs Market	1,440	1,250	(190)	6,380	7,500	1,120	15,000		0	
1024	Rental Income Friday Market	0	1,148	1,148	0	6,888	6,888	13,774		0	
	Markets :- Income	4,089	5,417	1,328	20,294	32,502	12,209	65,004			0
4010	Gross Pay	137	122	(15)	823	732	(91)	1,464		641	
5410	Repairs & General Maintenance	58	25	(33)	70	50	(20)	100		30	
5420	Saturday market charges	1,113	1,130	17	7,290	7,346	56	14,695		7,405	
5421	Wednesday Market charges	2,027	2,059	32	13,290	13,384	94	26,766		13,476	
5423	Friday market charges	0	1,148	1,148	0	6,888	6,888	13,774		13,774	
6001	Blighs Market Charges	880	990	110	5,020	8,078	3,058	14,018		8,998	

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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	Transfer to/from EMR
6010	Light Heat & Cleaning	0	125	125	43	250	207	500		457	
6460	Publicity & Democratic notices	0	167	167	0	1,002	1,002	2,000		2,000	
	Markets :- Indirect Expenditure	4,215	5,766	1,551	26,537	37,730	11,193	73,317	0	46,780	0
	Net Income over Expenditure	(126)	(349)	(223)	(6,243)	(5,228)	1,015	(8,313)			
70	Precept										
1995	Precept	101,273	101,273	0	607,638	607,638	0	1,215,276		0	
	Precept :- Income	101,273	101,273	0	607,638	607,638	0	1,215,276			0
	Net Income	101,273	101,273	0	607,638	607,638	0	1,215,276			
	Grand Totals:- Income	154,792	142,634	(12,158)	817,704	837,670	19,966	1,687,191			
	Expenditure	128,631	142,661	14,030	899,594	864,753	(34,841)	1,735,924	0	836,330	
	Net Income over Expenditure	26,161	(27)	(26,188)	(81,890)	(27,083)	54,807	(48,733)			
	plus Transfer from EMR	5,878			113,296						
	Movement to/(from) Gen Reserve	32,039			31,406						

Sevenoaks Town Council

Working Capital Summary as at 31st October 2020

		B/fwd 01-Apr-20 £	Movement* £		C/fwd 31-Oct-20 £		31-Oct-19 £
Current Assets							
Stock		606	-		606		3,075
Trade debtors		17,194	9,645		26,839		47,866
VAT		133,876	87,490		221,366		69,886
Prepayments and other debtors		60,147	(29,927)		30,220		26,704
PWLB loan received in July 2019	1,378,339		(21,880)	1,356,460			1,399,510
Cash at bank and in hand	2,544,998		(1,074,975)	1,470,024			3,987,024
Total Cash at Bank		3,923,338	(1,096,854)		2,826,483		5,386,534
		4,135,160	(1,029,646)		3,105,514		5,534,064
Current Liabilities							
Trade creditors		52,772	115,494		168,266		200,537
Accruals and other creditors		115,124	(53,357)		61,766		94,901
Prior Mayors charity account		-	-		-		
Precept received in advance of budget		-	506,365		506,365		475,577
Receipts in advance (rent and hall hire)		13,529	(5,857)		7,672		7,823
		181,425	562,644		744,069		778,837
Net Current Assets		3,953,736	(1,592,291)		2,361,445		4,755,228
Represented by:							
General Funds							
Revenue Reserves		383,872	(55,479)		328,393	Note 1	260,577
Earmarked/Designated Funds							
Council Offices Reserve		16,398	-		16,398		-
Pension Reserve		2,814	-		2,814		2,814
Rolling Capital Prog Revenue Reserve		34,478	-		34,478		40,419
Street Lighting Reserve		4,937	-		4,937		7,737
Community Centre Reserve		-	-		-		16,398
Stag Winding Up Reserve		7,000	-		7,000		7,000
Planning Fees Reserve		12,500	-		12,500		12,500
Youth Activities Reserve		11,500	(10,000)		1,500		1,500
Contingency Provision Reserve		-	-		-		120,196
Capital Receipts Reserve		922,004	(186,218)		735,786	Note 2	1,073,180
Bat & Ball Management & Maintenance reserve		320,903	-		320,903	Note 3	-
PWL repayment reserve		1,378,339	(1,378,339)		0	Note 2	1,399,510
CRF reserve		5,795	-		5,795		-
CIL Earmarked Reserve		747,054	53,754		800,808	Note 4	1,745,593
No 8 bus Reserve		85,426	(6,617)		78,808	Note 5	51,969
QH Allotments Key Reserves		4,100	(15)		4,085		4,585
Mayor's Charity Reserve		16,617	(9,376)		7,240	Note 6	11,249
		3,569,864	(1,536,811)		2,033,052		4,494,650
		3,953,736	(1,592,291)		2,361,445		4,755,228

* Negative numbers are denoted in red and brackets and represent a decrease

Note 1 YTD movement is a net deficit of £20398 and £65,000 revenue reserves released to cover Stag grant offset by released provisions of £29,467 and cashbook suspense of £449.

Note 2 YTD expenditure mainly on community centre £1.455M (£1.378M to be funded from PWL), plus £31K on Cemetery messroom, £26K on Bat & Ball Stn, £3.5K on 3G Rugby & £2K on NDP, £3K on Business Hub. Also £36K PWL repayment and interest & £7K correction of historic CIL error

Note 3 YTD B&B café deficit 33K to be covered by reserves release

Note 4 CIL income received £77,559; correction of historic error £7K; £4K Jubilee clock spend; £11K B&B ancillaries spend; £16K Vine Ground

Note 5 Balance in No.8 Reserve is reduced monthly to offset operational costs of £3,308.66 per month. Funding temporarily ceased after P2 due to coronavirus.

Note 6 Balance in mayor's charity reserve relates to donations and net event income collected for the mayor's charities, adverse movement is due to fundraising proceeds distributed to charities

Sevenoaks Town Council

Statement of Fund Balances as at 31 October 2020

£ (2019/20)			S&P Rating 31/10/2020 Long term	Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland							
2,000,000		Treasury deposit (1m)	A+	A1	0			
						0	0.00%	0.10%
	National Westminster Bank		A	A1				
875		Business Reserve Account			876			
373,778		Current Account			423,416			0.01%
1,000		Payroll Account			1,000			
1,000		HITB Youth café			1,000			
7,901		Sevenoaks Town Partnership			8,101			
11,125		Mayors Charity Account			4,589			
						438,981	15.53%	
	HSBC		A+	A1				
50,300		Business money manager			50,375			0.01%
						50,375	1.78%	
	Handelsbanken		AA-	A1+				
63,813		Deposit account			64,292			0.00%
260,005		35 day notice account			260,005			0.00%
						324,297	11.47%	
	Nationwide		A	A1				
1,605,781		Instant Saver			1,001,847			0.05%
10,132		Sevenoaks Fund Instant Saver			10,160			0.05%
						1,012,007	35.80%	
	CCLA							
1,000,000		Business money manager	AAA (Fitch only)		1,000,000			
						1,000,000	35.38%	0.14%
	Clydesdale							
1		Current account	BBB+	A2	1	1		
824	Petty Cash					822	0.03%	
5,386,534						2,826,483	100.00%	

Instant access funds 2,542,806

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

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
30/09/2020	30/09/20	28433	AMEX	AME001	0.38	0.00	0.38	6976	31	0.38	28433/Sep card chgs
30/09/2020	5813307	28431	ANGEL WATERLOGIC	ANWA001	382.02	76.40	458.42	110	0	222.85	28431/water machine rental chg
								6330	31	159.17	28431/water machine rental chg
22/10/2020	64887	28518	APPOINTMENT BUS	APP001	55.35	11.07	66.42	6200	31	46.92	28518/printing chgs
								6200	30	8.43	28518/printing chgs
15/10/2020	15/10/2020	28498	BANKLINE	BANKL01	99.80	0.00	99.80	6975	31	99.80	28498/bank chgs
31/10/2020	3586	28560	BILLI	BIL001	669.00	133.80	802.80	110	0	390.65	28560/An water cool/heat maint
								5410	30	278.35	28560/An water cool/heat maint
21/10/2020	0001017430	28494	BJF CONNECTIONS LTD	BJF002	82,359.83	16,471.97	98,831.80	9063	91	82,359.83	28494/B&B redevelopment Ap12
08/10/2020	3562989	28446	BOOKER	BOOK001	122.47	15.42	137.89	6013	28	15.37	28446/cleaning eq
								6500	28	107.10	28446/goods for resale
15/10/2020	3563202	28507	BOOKER	BOOK001	102.33	6.05	108.38	6505	28	18.78	28507/wooden forks&spoons
								6500	28	72.06	28507/goods for resale
								6013	28	11.49	28507/cleaning equipment
05/10/2020	100239293	28474	BRACHERS	BRA001	750.00	150.00	900.00	6620	31	750.00	28474/SRFC lease - legal work
29/10/2020	100240126	28542	BRACHERS	BRA001	621.00	124.20	745.20	6620	31	621.00	28542/SRFC - solicitor fees
30/09/2020	SVO/355884	28470	BREWERS	BREW001	5.00	1.00	6.00	5410	21	5.00	28470/decorating material
17/10/2020	M116R4	28497	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	28497/Oct phone chgs
12/10/2020	0001750330	28495	CASTLE WATER	CAS002	402.69	0.00	402.69	6000	33	402.69	28495/water chgs Aug-Jan
12/10/2020	0001750906	28496	CASTLE WATER	CAS003	204.48	0.00	204.48	6000	29	204.48	28496/water chgs Apr-Jan
16/10/2020	0000004351	28452	CHERWELL SIGNS	CHE002	73.75	14.75	88.50	6922	50	73.75	28452/sneeze guard x 1
30/09/2020	INV-189238	28444	CURD & CURE	CHS001	18.00	3.60	21.60	6500	28	18.00	28444/goods for resale
30/09/2020	INV-189311	28445	CURD & CURE	CHS001	75.48	0.00	75.48	6500	28	75.48	28445/goods for resale
27/10/2020	INV-191589	28534	CURD & CURE	CHS001	39.64	0.00	39.64	6500	28	39.64	28534/goods for resale
01/09/2020	103414	28447	CITY TALK GROUP	CIT002	295.00	59.00	354.00	5410	50	295.00	28447/door entry chgs switch 2
01/10/2020	2468	28370	CJS PLANTS	CJS001	650.00	130.00	780.00	6865	26	487.50	28370/floral maint Oct20-Mar21
								110	0	162.50	28370/floral maint Apr21-May21
30/09/2020	6476	28485	CLEVELAND SITESAFE	CLEV001	31,307.70	6,261.54	37,569.24	9073	91	31,307.70	28485/new mess room building

Purchase Ledger for Month No 7 Order by Supplier A/c

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/10/2020	139787	28409	HW COLDBREATH	COL003	150.54	0.00	150.54	6500	30	150.54	28409/goods for resale
20/10/2020	139863	28519	HW COLDBREATH	COL003	110.96	0.00	110.96	6500	30	110.96	28519/goods for resale
12/08/2020	150IA	28414	COMEDY CLUB 4 KIDS	COM002	130.97	0.00	130.97	1500	29	130.97	28414/LOTV Performance
06/10/2020	150112	28530	CONNECTAPHONE	CON001	721.31	144.26	865.57	6101	22	14.38	28530/Sep telephone chgs
								6101	21	11.49	28530/Sep telephone chgs
								6101	30	13.99	28530/Sep telephone chgs
								6101	36	302.89	28530/Sep telephone chgs
								6101	31	378.56	28530/Sep telephone chgs
21/10/2020	DPQ-518	28504	DALLAS PIERCE QUINTE	DAL001	500.00	100.00	600.00	9066	91	500.00	28504/Cultural.Qtr consultancy
02/10/2020	11627	28502	STREETLIGHTS	DIR001	97.75	19.55	117.30	6862	26	97.75	28502/Col 003, Lyle Pk- repair
29/10/2020	RF11321	28536	DOWN TO EARTH	DOWN001	2,140.00	428.00	2,568.00	5060	21	2,140.00	28536/Tree works to beech tree
02/10/2020	H18FF79E5D	28426	E-ON	E-ON	402.28	80.46	482.74	6862	26	402.28	28426/Sep electric chgs
08/10/2020	34573	28503	EDGE DESIGN	EDGE001	837.90	167.58	1,005.48	6240	11	145.30	34573/IT package
								6240	22	134.00	34573/IT package
								110	0	558.60	34573/IT package
05/09/2020	0003278009	28487	ELITE	EFS001	179.63	13.30	192.93	6500	50	179.63	28487/goods for resale
01/10/2020	0003300341	28399	ELITE	EFS001	59.13	7.06	66.19	6500	28	59.13	28399/goods for resale
02/10/2020	0003301452	28407	ELITE	EFS001	51.92	0.00	51.92	6500	30	51.92	28407/goods for resale
06/10/2020	0003304151	28432	ELITE	EFS001	23.85	0.00	23.85	6500	30	23.85	28432/goods for resale
07/10/2020	0003305008	28443	ELITE	EFS001	158.87	7.34	166.21	6500	28	158.87	28443/goods for resale
13/10/2020	0003310018	28453	ELITE	EFS001	92.53	3.67	96.20	6500	30	92.53	28453/goods for resale
14/10/2020	0003311047	28454	ELITE	EFS001	9.10	0.00	9.10	6500	30	9.10	28454/goods for resale
15/10/2020	0003312119	28462	ELITE	EFS001	108.93	0.00	108.93	6500	28	108.93	28462/goods for resale
20/10/2020	0003315869	28520	ELITE	EFS001	61.20	7.47	68.67	6500	30	61.20	28520/goods for resale
22/10/2020	0003317619	28506	ELITE	EFS001	46.48	0.00	46.48	6500	28	46.48	28506/goods for resale
26/10/2020	0003320348	28490	ELITE	EFS001	49.32	1.87	51.19	6500	30	49.32	28490/goods for resale
29/10/2020	0003323169	28532	ELITE	EFS001	74.24	0.00	74.24	6500	28	74.24	28532/goods for resale
29/09/2020	SV248432	28469	ELS	ELS001	89.17	17.83	107.00	5410	60	89.17	28469/cable for market cabin
09/10/2020	SV249930	28480	ELS	ELS001	7.64	1.53	9.17	5525	22	7.64	28480/cable for truck light

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
01/10/2020	48317	28402	ATLAS FM/EMPRISE SVS	EMP001	382.09	76.42	458.51	6932	22	382.09	28402/Oct lock up chgs
01/10/2020	48318	28400	ATLAS FM/EMPRISE SVS	EMP001	987.66	197.53	1,185.19	5310	21	987.66	28400/Oct Pont lock up chgs
01/10/2020	48319	28401	ATLAS FM/EMPRISE SVS	EMP001	658.44	131.69	790.13	5310	21	658.44	28401/Oct Up hg St lock up cg
19/10/2020	908223	28562	EXPRESS FACTORS	EXPR001	15.06	3.01	18.07	5525	21	15.06	28562/trailer socket&discs
08/10/2020	0063/02359736	28483	FAIRALLS	FAIR001	9.00	1.80	10.80	5010	29	9.00	28483/yellow bricks x 12
27/10/2020	0029358	28561	FAIRALLS	FAIR001	15.96	3.19	19.15	5120	21	15.96	28561/post mix for rugby posts
02/09/2020	04056243	28449	FAIRALLS	FAIR001	14.80	2.96	17.76	5410	22	9.15	28449/building sand&cement
								5410	21	1.66	28449/building sand&cement
								5310	21	3.99	28449/building sand&cement
08/09/2020	04056384	28448	FAIRALLS	FAIR001	41.74	8.35	50.09	5500	22	41.74	28448/100m tape measure x 1
22/09/2020	04056758	28471	FAIRALLS	FAIR001	31.92	6.38	38.30	5120	21	31.92	28471/8 bags of post fix
01/10/2020	3958/9329/1	28551	FLASHPARK	FLASH001	288.00	57.60	345.60	5318	36	120.00	28551/An warning signs rental
								110	0	168.00	28551/An warning signs rental
30/09/2020	INV476377	28512	GAZA TIMBER	GAZA001	11.14	2.23	13.37	5010	29	11.14	28512/Plywood x 1
01/10/2020	0082	28397	GLENN MORRIS SCULPTU	GLE002	5,070.00	0.00	5,070.00	9063	91	5,070.00	28397/'After the Storm" sculpt
14/10/2020	186225	28482	GODFREYS	GOD001	12.39	2.48	14.87	5500	21	12.39	28482/moisture meter
30/09/2020	10275	28515	HARDWARE CENTRE	HARD001	23.43	4.68	28.11	5410	22	12.21	28515/nuts,washer,screws,bolts
								5500	21	2.46	28515/spanner
								5110	21	8.76	28515/nuts,bolts, adh stickers
05/10/2020	77193	28442	HERBERT & WARD	HAW001	140.00	0.00	140.00	6500	28	140.00	28442/goods for resale
12/10/2020	77243	28461	HERBERT & WARD	HAW001	127.00	7.00	134.00	6013	28	15.00	28461/coffee machine cleaner
								6500	28	32.00	28461/goods for resale
								6505	28	80.00	28461/cups and lids
19/10/2020	77350	28533	HERBERT & WARD	HAW001	305.00	0.00	305.00	6500	28	260.00	28533/Goods for resale
								6505	28	45.00	28533/Cups
13/05/2020	13684	28554	HELIOCENTRIX	HELI001	90.27	18.05	108.32	6101	22	90.27	28554/mobile hotspot 4G wifi
30/09/2020	14285	28522	HELIOCENTRIX	HELI001	1,745.71	349.14	2,094.85	6240	31	1,069.14	28522/Sep IT support
								6242	31	676.57	28522/Sep IT office 365
31/10/2020	14433	28557	HELIOCENTRIX	HELI001	1,778.73	355.75	2,134.48	6240	31	1,069.39	28557/Oct IT support

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6242	31	709.34	28557/Oct office 365
30/09/2020	T1590	28551	HELIOCENTRIX	HELI001	39.90	7.98	47.88	6101	22	39.90	28551/Sep wifi Cemetery subs
31/10/2020	T1619	28553	HELIOCENTRIX	HELI001	39.90	7.98	47.88	6101	22	39.90	28553/Oct Cemetery wifi subs
12/10/2020	25	28484	HIGH STREET SAFARI	HIG002	450.00	0.00	450.00	7607	40	450.00	28484/QR trails - xmas pack
29/10/2020	1563	28547	JGC SPORTS TURF	JGC001	6,622.50	1,324.50	7,947.00	5010	29	6,622.50	28547/Cricket Ground barrier
29/10/2020	1564	28546	JGC SPORTS TURF	JGC001	9,377.50	1,875.50	11,253.00	5010	29	9,377.50	28546/Cricket Grnd renovation
07/10/2020	20-93	28415	JJ BROOKS	JJB001	260.00	52.00	312.00	9071	91	260.00	28415/acro prop hire - Aug-Oct
25/09/2020	1004962	28473	KALL KWIK	KALL001	125.00	25.00	150.00	6200	31	125.00	28473/cricket grnd notice x10
25/09/2020	1004976	28439	KALL KWIK	KALL001	80.00	16.00	96.00	6200	31	80.00	28439/"friends of Grtnes" Des
26/10/2020	1005007	28531	KALL KWIK	KALL001	79.00	0.00	79.00	6200	30	79.00	28531/1000 flyers for B&B cafe
27/10/2020	900117350	28526	KENT COUNTY COUNCIL	KCC002	29.00	0.00	29.00	6490	32	29.00	28526/festive lighting licence
08/10/2020	I3687075	28417	KCC KCS	KCC003	129.68	1.85	131.53	6922	33	120.44	28417/face mask&gloves
								6013	33	9.24	28417/air freshner x 4
14/10/2020	I3691690	28464	KCC KCS	KCC003	63.30	12.66	75.96	6013	33	47.56	28464/cleaning eq
								6200	31	15.74	28464/calenders
21/10/2020	I3697542	28513	KCC KCS	KCC003	157.06	31.41	188.47	6013	33	119.00	28513/hand sanitiser
								6935	21	38.06	28513/black sacks 200 pack x 2
22/10/2020	I3698400	28505	KCC KCS	KCC003	11.80	2.36	14.16	6200	31	11.80	28505/stationery
30/10/2020	I3702260	28539	KCC KCS	KCC003	41.50	8.30	49.80	6013	22	41.50	28537/hand towels box 5000 x 1
02/10/2020	7314654	28408	KFF	KFF001	122.12	15.87	137.99	6500	30	122.12	28408/goods for resale
14/10/2020	181523	28493	LAMBERHURST	LAMBER001	82.50	16.50	99.00	5525	21	82.50	28493/log splitter press check
30/10/2020	95711	28544	LANDSCAPE SUPPLY CO	LAND001	68.30	13.66	81.96	6952	22	68.30	28544/Helmet & trousers x 3
30/10/2020	95781	28545	LANDSCAPE SUPPLY CO	LAND001	350.33	70.07	420.40	9063	91	350.33	28545/10 rung ladder x 1
26/10/2020	02941GR	28535	LOCUM LOCKS	LOC003	60.40	12.08	72.48	5525	21	60.40	28535/4 keys cut
26/10/2020	02942GR	28528	LOCUM LOCKS	LOC003	60.00	12.00	72.00	9063	91	60.00	28528/10 keys cut
26/10/2020	2200780-01	28550	MC TRUCK&BUS	MCT002	629.59	125.92	755.51	5550	21	629.59	28550/GK19BYV service
19/10/2020	19102020	28488	MECHLINE	MEC001	9.95	1.99	11.94	5500	30	9.95	28488/parts for soap dispenser
30/09/2020	1486/18/015	28430	MOULTON TAGGART	MOUL001	2,473.00	494.60	2,967.60	9063	91	2,473.00	28430/surveyor expenses
12/10/2020	388194	28501	NATIONAL LEAFLET CO	NAT010	2,048.00	0.00	2,048.00	6200	31	2,048.00	28501/Town Crier printing chgs

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
07/10/2020	21877378	28500	NISBETS	NIS001	31.48	6.29	37.77	5500	28	31.48	28500/frying pans x 2
08/10/2020	21885390	28463	NISBETS	NIS001	51.29	10.25	61.54	6505	28	51.29	28463/soup cup lids 500pk x 1
11/10/2020	21896672	28460	NISBETS	NIS001	69.74	13.94	83.68	6505	28	69.74	28460/soup cups - 500pk x 1
12/10/2020	21900793	28465	NISBETS	NIS001	212.88	0.00	212.88	6922	33	134.94	28465/face masks 50 pk x 6
								6922	33	77.94	28465/gloves 100 pk x 6
13/10/2020	21908535	28499	NISBETS	NIS001	67.02	13.40	80.42	6013	30	39.55	28499/cleaning equip
								6505	30	13.98	28499/food labels
								5500	30	13.49	28499/Glass Dome
23/10/2020	21964205	28521	NISBETS	NIS001	97.58	19.51	117.09	9063	91	97.58	28521/Round table top oak x 2
23/10/2020	21964206	28492	NISBETS	NIS001	93.89	13.26	107.15	6505	30	8.09	28491/food prep gloves
								5500	30	9.89	28491/food menu board
								6013	30	56.42	28491/cleaning equipment
								6922	30	19.49	28491/face masks
27/10/2020	21979742	28540	NISBETS	NIS001	4,531.03	906.20	5,437.23	9063	91	4,531.03	28525/steel chairs x 49
12/10/2020	975233	28481	OAKS PLANT HIRE	OAKS001	35.81	7.16	42.97	5500	21	35.81	28481/spade x 1
28/10/2020	28/OCT/ANN	28543	ONECARD	ONE002	2,029.91	149.97	2,179.88	6101	31	10.00	28543/ LL Ipad
								6101	31	8.34	28543/main office mobile
								6104	21	6.67	28543/ O/S team ipad
								6104	36	8.34	28543/KW mobile
								6104	21	6.67	28543/O/S ipad
								6710	31	32.44	28543/ rebuilding communities
								6013	28	2.08	28543/ cleaning equipment
								6013	30	2.50	28543/cleaning equipment
								6013	28	8.07	28543/Coffee machine cleaner
								6013	30	6.67	28543/cleaning equipment
								6013	33	32.22	28543/Antibacterial spray x 6
								6013	30	7.92	28543/cleaning equipment
								6013	28	2.08	28543/cleaning equipment
								6013	30	7.17	28543/cleaning equipment

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6900	28	3.34	28543/ flowers
								6900	30	3.33	28543/flowers
								6900	28	2.08	28543/flowers
								6500	28	11.50	28543/ goods for resale
								6500	28	64.59	28543/ goods for resale
								6500	30	11.00	28543/ Goods for resale
								6500	30	128.47	28543/ Goods for resale
								6500	30	-5.10	28543/coupon deduction
								6500	28	2.50	28543/goods for resale
								6500	28	47.98	28543/goods for resale
								6500	30	81.05	28543/goods for resale
								6500	30	-2.30	28543/coupon deduction
								6500	28	48.22	28543/goods for resale
								6500	30	101.50	28543/goods for resale
								6500	30	9.58	28543/goods for resale
								6500	30	-5.75	28543/goods for resale credit
								6500	28	57.14	28543/goods for resale
								6500	30	77.75	28543/goods for resale
								6505	28	12.25	28543/ cafe consumables
								6505	30	3.50	28543/muffin cases
								6505	30	11.95	28543/muffin cases
								6240	11	10.95	28543/ Acrobat Standard Licenc
								6240	50	16.64	28543/ Adobe Illustrator- HITB
								6240	40	41.62	28543/Creative.C Membership
								6240	31	7.49	28543/HDMI Cable for space PC
								6240	31	7.97	28543/Network cable - printer
								6210	30	5.50	28543/ Delivery fee
								6210	30	5.50	28543/delivery fee
								6210	28	3.00	28543/Delivery fee

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6210	28	3.00	28543/delivery fee
								6635	36	190.00	28543/Var of premises licence
								6320	28	250.00	28543/Level 3 food safety x 2
								6320	30	125.00	28543/Level 3 food safety x 1
								6320	31	15.00	28543/"Building Audiences" BT
								6320	31	15.00	28543/"Videos for Media" BT
								6320	28	40.00	28543/level 2 food safety x 1
								6425	31	24.00	28543/"Just Write" tickets x 2
								6425	31	20.50	28543/"Spitfire Flight" Draw
								6425	31	30.00	28543/Chocolate event tickets
								5500	28	25.00	28543/dishwasher filters x 2
								5500	30	13.00	28543/frying pan & dust pan
								6490	32	350.00	28543/Window Wanderland event
								6200	31	24.99	28543/credit card till rolls
28/10/2020	28/OCT/LIN	28556	ONECARD	ONE002	10.46	0.00	10.46	6241	31	7.96	28556/Facebook advertising
								6730	31	2.50	28556/COVID Messenger service
02/10/2020	2501265609409	28396	PLANNING	PLAN001	350.00	0.00	350.00	110	0	175.00	28396/plan mag subs 4/21-9/21
								6730	31	175.00	28396/plan mag subs 10/20-3/21
08/10/2020	00002498449-030	28421	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	28421/Oct phone chgs
09/10/2020	00002498468-030	28441	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	28441/Oct telephone chgs
04/10/2020	00002976949-030	28405	PLUSNET	PLUS01	26.85	5.37	32.22	6101	28	26.85	28405/Oct telephone chgs
04/10/2020	00003028653-030	28406	PLUSNET	PLUS01	43.58	8.72	52.30	6101	50	43.58	28406/Oct telephone chgs
03/10/2020	00003028673-030	28404	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	28404/Oct telephone chgs
01/10/2020	SCR218714	28403	PPL PRS	PPLPRS001	-98.28	-19.66	-117.94	6868	29	-98.28	28403/LOTV licence credit
05/10/2020	SIN1524568	28440	PPL PRS	PPLPRS001	226.52	45.31	271.83	110	0	183.23	28440/music licence
								6635	28	43.29	28440/music licence
30/09/2020	184103	28538	PREMIER ALARMS	PREM001	127.50	25.50	153.00	6930	36	127.50	28538/alarm system labour
02/10/2020	184449	28437	PREMIER ALARMS	PREM001	453.57	90.71	544.28	6930	28	453.57	28437/security annual renewal
15/10/2020	SM22370	28451	RIALTAS	RIAL001	839.00	167.80	1,006.80	6300	31	839.00	28451/Annual software support

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
11/10/2020	SM22371	28413	RIALTAS	RIAL001	240.00	48.00	288.00	6300	31	240.00	28413/An data back up service
08/10/2020	509789	28436	SABERCOM	SAB001	1,275.00	255.00	1,530.00	6244	40	1,275.00	28436/An server host fee& supp
06/10/2020	2061229	28419	SDC	SDC001	5,232.75	0.00	5,232.75	5421	60	3,378.10	28419/Oct Market rent
								5420	60	1,854.65	28419/Oct Market rent
16/10/2020	2061479	28509	SDC DIRECT SERVICES	SDC002	97.87	0.00	97.87	6935	30	97.87	28509/Bin collection Sep-Oct
16/10/2020	2061598	28455	SDC DIRECT SERVICES	SDC002	181.35	0.00	181.35	6935	21	181.35	28455/bin collection Sep-Oct
16/10/2020	2061599	28458	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	28458/bin collection Sep-Oct
16/10/2020	2061600	28457	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	28457/Bin collection Sep-Oct
16/10/2020	2061607	28456	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	28	65.60	28456/Bin collection Sep-Oct
15/09/2020	79857	28517	SGE	SGE001	70.07	14.01	84.08	5525	21	70.07	28517/pto shaft cover
22/09/2020	79899	28476	SGE	SGE001	21.60	1.08	22.68	5700	22	21.60	28476/gas oil
22/09/2020	79911	28478	SGE	SGE001	25.80	5.16	30.96	5410	22	25.80	28478/1/2 inch taps x 4
28/09/2020	79968	28477	SGE	SGE001	21.60	1.08	22.68	5700	22	21.60	28477/Gas Oil
30/09/2020	80010	28479	SGE	SGE001	60.82	12.16	72.98	5410	22	60.82	28479/taps for cemetery
30/09/2020	80140	28514	SGE	SGE001	43.00	8.60	51.60	5020	29	43.00	28484/Door plates for toilet
04/10/2020	5863084	28472	SHELL	SHEL001	141.18	28.23	169.41	5700	21	141.18	28472/fuel
11/10/2020	5898527	28475	SHELL	SHEL001	20.37	4.07	24.44	5700	21	20.37	28475/fuel
18/10/2020	5932146	28510	SHELL	SHEL001	56.17	11.24	67.41	5700	21	40.66	28510/fuel
								5700	22	15.51	28510/fuel
06/10/2020	0077	28420	SSE	SSE006	44.25	2.21	46.46	6010	22	44.25	28420/Sep electric chgs
07/10/2020	0020	28438	SSE	SSE008	346.05	69.21	415.26	6011	30	346.05	28438/Sep electric chgs
06/10/2020	0001	28435	SSE	SSE009	103.08	5.15	108.23	6011	36	103.08	28435/Sep electric chgs
06/10/2020	0078	28434	SSE	SSE009	27.74	1.38	29.12	6011	36	27.74	28434/Sep electric chgs
09/10/2020	0013	28466	SSE	SSE012	50.33	2.51	52.84	6010	60	50.33	28466/Electric chgs Jul-Sep
29/10/2020	0036	28548	SSE	SSE013	845.72	169.14	1,014.86	6012	36	845.72	28548/Gas chgs 01/08-27/10
16/10/2020	BACS16/10	28489	STAG	STAG002	10,617.97	0.00	10,617.97	1500	29	10,617.97	28489/LOTV fundraising
30/10/2020	BACS30/10	28524	STAG	STAG002	60,000.00	0.00	60,000.00	7556	38	60,000.00	28524/Donation
07/10/2020	INV-0079	28418	S WILLIAMS	SWA001	900.00	180.00	1,080.00	9063	91	900.00	28418/architect fees
21/10/2020	353556	28508	SYBRON UK LTD	SYB001	114.36	22.87	137.23	6505	28	114.36	28508/burger boxes& swich bags

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
29/09/2020	30426	28516	TELESHORE UK	TELE003	56.95	11.39	68.34	5525	22	56.95	28516/hydraulic cylinder fixed
18/10/2020	5365681	28529	REACH PLC	TRM	172.80	34.56	207.36	6460	36	172.80	28529/Var premises lic notice
26/10/2020	26/10/2020	28523	ALLAN UPSHER LTD	UPS001	100.00	20.00	120.00	9063	91	100.00	28523/piano cover 20% deposit
30/09/2020	VC/31.9.2020	28459	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	28459/Sat market chgs
31/10/2020	LAO1218809	28549	VEOLIA	VEOL001	13.20	2.64	15.84	6935	33	13.20	28549/Oct glass collection
30/09/2020	139620	28467	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	28467/Sep clean&lock up chgs
								5026	21	227.80	28467/Sep clean&lock up chgs
								5025	21	683.40	28467/Sep clean&lock up chgs
								5020	29	683.39	28467/Sep clean&lock up chgs
30/09/2020	139621	28468	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	28468/Sep hygeine unit clean
								5025	21	12.94	28468/Sep hygeine unit clean
								5020	29	12.95	28468/Sep hygeine unit clean
31/10/2020	139964	28559	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	28559/Oct clean&lock up chgs
								5026	21	227.80	28559/Oct clean&lock up chgs
								5025	21	683.40	28559/Oct clean&lock up chgs
								5020	29	683.39	28559/Oct clean&lock up chgs
31/10/2020	139965	28558	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	28558/Oct hygeine unit clean
								5025	21	12.94	28558/Oct hygeine unit clean
								5020	29	12.95	28558/Oct hygeine unit clean
07/10/2020	19667	28416	WOODSCAPE	WOO001	8,194.00	1,638.80	9,832.80	9063	91	4,389.00	28416/wall seats x 2
								9063	91	1,490.00	28416/litter bin x 1
								9063	91	1,820.00	28416/drinking fountain x 2
								9063	91	495.00	28416/delivery charge
31/05/2020	109418827	28423	WORLDPAY	WOR001	22.00	4.40	26.40	6976	31	22.00	28422/May card trans chgs
30/06/2020	112303121	28422	WORLDPAY	WOR001	22.14	4.41	26.55	6976	31	22.14	28422/June card trans chgs
31/07/2020	116426063	28425	WORLDPAY	WOR001	94.59	11.78	106.37	6976	31	94.59	28425/Jul card trans chgs
31/08/2020	120787247	28424	WORLDPAY	WOR001	47.93	5.87	53.80	6976	31	47.93	28424/Aug card trans chgs
30/09/2020	125229076	28427	WORLDPAY	WOR001	10.29	0.08	10.37	6976	31	10.29	28427/Sep card trans chgs
30/09/2020	125351198	28429	WORLDPAY	WOR001	32.50	6.50	39.00	6976	30	32.50	28429/Sep card trans chgs

Purchase Ledger for Month No 7 Order by Supplier A/c

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/09/2020	125352846	28428	WORLDPAY	WOR001	152.73	18.27	171.00	6976	28	152.73	28428/Sep card trans chgs
30/09/2020	125392941	28527	WORLDPAY	WOR001	36.02	5.31	41.33	6976	31	36.02	28527/Sep card trans cgs
01/10/2020	WM11336320	28398	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	28398/Oct card trans fees
21/10/2020	M5251	28511	YEW TREE STONE	YEW001	300.00	60.00	360.00	5410	22	300.00	28511/remove&refix memorial x2
				TOTAL INVOICES	263,393.36	34,706.69	298,100.05			263,393.36	

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
07/09/2020	INV-4500	28224	BIKEDOCK SOLUTION	AGG001	10,914.00	2,182.80	13,096.80	9063	91	10,914.00	28224/Two tier bike shelter
28/08/2020	28/08/20	28248	AMEX	AME001	0.94	0.00	0.94	6976	31	0.94	28248/ Aug card charges
24/09/2020	64695	28343	APPOINTMENT BUS	APP001	53.89	10.78	64.67	6200	31	46.12	28343/printing charges
								6200	30	7.77	28343/printing charges
02/09/2020	13333	28238	ARK TRADING	ARK001	47.15	9.43	56.58	6900	31	47.15	28238/Caretaker uniform logos
15/09/2020	15/09/2020	28237	BANKLINE	BANKL01	97.70	0.00	97.70	6975	31	97.70	28237/bank charges
21/09/2020	0001017304	28366	BJF CONNECTIONS LTD	BJF002	230,705.97	46,141.19	276,847.16	9063	91	230,705.97	28366/B&B redevelopment ap 11
22/09/2020	SI52648	28394	BLACHERE	BLA001	3,512.50	702.50	4,215.00	6490	32	3,512.50	28394/lights for town&B&B C
04/09/2020	3562016	28282	BOOKER	BOOK001	190.90	17.48	208.38	6500	28	164.73	28282/goods for resale
								6013	28	26.17	28282/cleaning equipment
17/09/2020	3562379	28350	BOOKER	BOOK001	103.06	16.50	119.56	6500	28	100.27	28350/goods for resale
								6505	28	2.79	28350/wooden forks 100pk x 1
24/09/2020	3562580	28389	BOOKER	BOOK001	150.61	24.56	175.17	6505	28	2.99	28389/straws 250pk x 1
								6500	28	147.62	28389/goods for resale
31/08/2020	SVO/355481	28295	BREWERS	BREW001	32.54	6.51	39.05	5410	22	32.54	28266/paints,brushes&paint set
25/08/2020	SVO/355482	28264	BREWERS	BREW001	6.70	1.34	8.04	5410	21	6.70	28264/36MMX41.1M tape
31/08/2020	SVO/355483	28267	BREWERS	BREW001	31.12	6.22	37.34	5410	22	31.12	28267/paints
10/09/2020	SVO/355539	28339	BREWERS	BREW001	15.53	3.11	18.64	5410	22	15.53	28339/paint&paint brush
24/09/2020	SVO/355595	28358	BREWERS	BREW001	14.99	3.00	17.99	5410	22	14.99	28358/masonry kit
17/09/2020	M115 NI	28320	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	28320/Sep telephone chgs
08/09/2020	0001527891	28300	CASTLE WATER	CAS008	235.14	47.03	282.17	6000	23	235.14	28300/water chgs - 01Jul-31Dec
25/08/2020	INV-185912	28218	CURD & CURE	CHS001	45.80	7.20	53.00	6500	28	45.80	28218/goods for resale
26/08/2020	INV-186078	28216	CURD & CURE	CHS001	71.67	0.00	71.67	6500	28	71.67	28216/goods for resale
09/09/2020	INV-187330	28279	CURD & CURE	CHS001	37.83	0.00	37.83	6500	28	37.83	28279/goods for resale
11/09/2020	INV-187661	28302	CURD & CURE	CHS001	71.67	0.00	71.67	6500	28	71.67	28302/goods for resale
18/09/2020	INV-188209	28344	CURD & CURE	CHS001	41.00	8.20	49.20	6500	28	41.00	28344/goods for resale
01/09/2020	2371	28215	CJS PLANTS	CJS001	2,588.75	517.75	3,106.50	6865	26	2,588.75	28215/Floral display inv 4/4
08/09/2020	150031	28234	CONNECTAPHONE	CON001	444.89	88.98	533.87	6101	36	11.49	28234/Aug telephone chgs

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6101	22	16.59	28234/Aug telephone chgs
								6101	21	11.49	28234/Aug telephone chgs
								6101	30	13.99	28234/Aug telephone chgs
								6101	31	391.33	28234/Aug telephone chgs
31/08/2020	11571	28379	STREETLIGHTS	DIR001	116.25	23.25	139.50	6862	26	116.25	28379/work to column OBV015
01/09/2020	11572	28377	STREETLIGHTS	DIR001	97.75	19.55	117.30	6862	26	97.75	28377/Work to Column IHG008
17/09/2020	11597	28376	STREETLIGHTS	DIR001	116.75	23.35	140.10	6862	26	116.75	28376/work to Column YAB001
15/08/2020	937151	28251	ERNEST DOE	DOE001	689.75	137.96	827.71	5525	21	689.75	28251/Service to EX16 VBA
21/08/2020	937498	28276	ERNEST DOE	DOE001	37.44	7.48	44.92	5500	21	16.62	28276/strap claw
								6952	21	20.82	28276/1 pair of trousers 34 L
27/12/2019	RF9674	28271	DOWN TO EARTH	DOWN001	457.50	91.50	549.00	5070	21	457.50	28271/tree work
02/09/2020	H18E142318	28256	E-ON	E-ON	415.69	83.14	498.83	6862	26	415.69	28256/Aug Electric chgs
22/08/2020	0003266655	28221	ELITE	EFS001	70.63	0.00	70.63	6500	28	70.63	28221/goods for resale
27/08/2020	0003270772	28247	ELITE	EFS001	155.28	2.70	157.98	6500	28	141.78	28247/goods for resale
								6013	28	13.50	28247/cleaning equipment
29/08/2020	0003272785	28220	ELITE	EFS001	85.64	0.00	85.64	6500	28	85.64	28220/goods for resale
22/08/2020	0003274271	28222	ELITE	EFS001	-23.85	0.00	-23.85	6500	28	-23.85	28222/goods for resale credit
27/08/2020	0003274773	28246	ELITE	EFS001	-23.85	0.00	-23.85	6500	28	-23.85	28246/goods for resale
03/09/2020	0003276199	28284	ELITE	EFS001	140.77	12.23	153.00	6500	28	140.77	28284/goods for resale
05/09/2020	0003278002	28281	ELITE	EFS001	63.11	0.00	63.11	6500	28	63.11	28281/goods for resale
09/09/2020	0003281289	28278	ELITE	EFS001	141.73	0.00	141.73	6500	28	141.73	28278/goods for resale
05/09/2020	0003281705	28280	ELITE	EFS001	-23.85	0.00	-23.85	6500	28	-23.85	28280/goods for resale credit
16/09/2020	0003287109	28298	ELITE	EFS001	128.08	0.00	128.08	6500	28	128.08	28298/goods for resale
19/09/2020	0003291141	28342	ELITE	EFS001	162.27	0.00	162.27	6500	28	162.27	28342/goods for resale
02/09/2020	41353	28293	EJPFIREPROTECT	EJPFIRE001	826.50	165.30	991.80	9063	91	826.50	28293/Fire extinguishers
14/09/2020	41412	28265	EJPFIREPROTECT	EJPFIRE001	350.00	70.00	420.00	9063	91	350.00	28265/Fire risk assesment
01/09/2020	SV244897	28336	ELS	ELS001	15.54	3.11	18.65	5020	29	15.54	28336/light bulbs x 4
08/09/2020	SV245747	28335	ELS	ELS001	57.82	11.56	69.38	5410	60	57.82	28335/plugs for market cabins
01/09/2020	47403	28243	ATLAS FM/EMPRISE SVS	EMP001	382.09	76.42	458.51	6932	22	382.09	28243/Sep lock up chgs

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
01/09/2020	47404	28241	ATLAS FM/EMPRISE SVS	EMP001	955.80	191.16	1,146.96	5310	21	955.80	28241/Sep lock up chgs
01/09/2020	47405	28242	ATLAS FM/EMPRISE SVS	EMP001	637.20	127.44	764.64	5310	21	637.20	28242/Sep lock up chgs
03/09/2020	897636	28270	EXPRESS FACTORS	EXPR001	39.95	7.99	47.94	5550	21	39.95	28270/oil for GU14 XKZ
12/09/2020	899933	28381	EXPRESS FACTORS	EXPR001	3.89	0.78	4.67	5525	22	3.89	28381/battery for alarm
04/08/2020	04055536	28272	FAIRALLS	FAIR001	55.10	11.02	66.12	5010	29	55.10	28272/cement for bench base
13/08/2020	04055822	28275	FAIRALLS	FAIR001	10.19	2.04	12.23	5020	29	10.19	28275/washers,nuts,bolts,glue
20/08/2020	04055973	28274	FAIRALLS	FAIR001	11.97	2.39	14.36	5010	29	11.97	28274/cement to install bin
24/08/2020	04056067	28273	FAIRALLS	FAIR001	8.68	1.74	10.42	5010	29	8.68	28273/bolts x 5
21/09/2020	1	28354	FASHION SISTAS	FAS001	750.00	0.00	750.00	6421	31	750.00	28354/Town Crier Uniform
16/09/2020	SI202132	28338	FLEET LINE	FLEE001	1,030.00	206.00	1,236.00	5120	21	1,030.00	28338/line marking paint 500L
14/09/2020	IN6387	28294	THE FURNITURE PRACT	FUR002	3,500.01	700.00	4,200.01	9063	91	3,500.01	28294/3 seater sofa x 2
03/09/2020	INV474789	28240	GAZA TIMBER	GAZA001	25.18	5.04	30.22	5310	21	18.00	28240/timber posts & supports
								5014	29	7.18	28240/batten treated timber
24/09/2020	INV475997	28359	GAZA TIMBER	GAZA001	18.02	3.61	21.63	5500	21	7.23	28359/saw
								5230	22	10.79	28359/batten&nail for fence
12/04/2019	181	28362	GLENN BALL	GLE001	2,368.22	0.00	2,368.22	9071	91	2,368.22	28362/Architect expenses
26/08/2020	05/052004	28262	GREENHAM	GREE001	36.95	0.99	37.94	6952	32	36.95	28262/face masks PK 2
26/08/2020	05/052016	28263	GREENHAM	GREE001	134.84	26.97	161.81	6952	50	134.84	28263/wipes, gloves, masks
11/09/2020	1983	28291	H2 PRODUCTIONS	H2P001	1,000.00	200.00	1,200.00	6868	29	1,000.00	28291/2 weekends tech support
31/08/2020	10252	28334	HARDWARE CENTRE	HARD001	104.67	20.93	125.60	5410	21	24.52	28334/glue,dowel,connectors
								5410	21	21.63	28334/hooks,WD40,sand paper
								5410	22	12.21	28334/signs
								5500	21	30.85	28334/pliers,tool bits
								5020	29	6.84	28334/bolts,washers, screw.nut
								5310	21	5.30	28334/bolts,nuts,washers,screw
								5110	21	3.32	28334/air vent
02/09/2020	76772	28283	HERBERT & WARD	HAW001	270.00	0.00	270.00	6500	28	270.00	28283/goods for resale
08/09/2020	76900	28285	HERBERT & WARD	HAW001	248.00	16.00	264.00	6500	28	168.00	28285/goods for resale
								6505	28	80.00	28285/composible cups&lids

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
11/09/2020	76972	28301	HERBERT & WARD	HAW001	168.00	25.00	193.00	6505	28	168.00	28301/cups and lids
29/09/2020	77137	28374	HERBERT & WARD	HAW001	252.00	0.00	252.00	6500	30	252.00	28374/goods for resale
31/08/2020	14138	28288	HELIOCENTRIX	HELI001	425.44	85.09	510.53	6240	28	425.44	28288/cafe wifi upgrade
31/08/2020	14141	28260	HELIOCENTRIX	HELI001	1,719.83	343.97	2,063.80	6240	31	1,051.34	28260/IT Support Agreement
								6242	31	668.49	28260/office 365 Agreement
16/09/2020	14220	28351	HELIOCENTRIX	HELI001	2,350.00	470.00	2,820.00	6240	31	2,350.00	28351/Virtual meeting IT equip
30/09/2020	14305	28373	HELIOCENTRIX	HELI001	552.50	110.50	663.00	6240	31	552.50	28373/overrun hours - Jul-Sep
31/08/2020	T1575	28286	HELIOCENTRIX	HELI001	39.90	7.98	47.88	6101	22	39.90	28286/Aug cemetery wifi
01/09/2020	5/20	28225	KEITH HIGHAM	HIG001	436.09	0.00	436.09	6868	29	436.09	28225/LOTV performance
18/09/2020	HC202003	28356	HOWLIN COMEDY CLUB	HOW002	183.88	0.00	183.88	6868	29	183.88	28356/LOTV Performance
03/04/2020	20-38	28375	JJ BROOKS	JJB001	1,187.90	237.58	1,425.48	5412	29	1,187.90	28375/new ramp&work to window
15/09/2020	1454512639	28324	KALC	KALC	50.00	10.00	60.00	6710	31	50.00	28299/RS conference ticket
09/09/2020	I3654948	28323	KCC KCS	KCC003	19.00	3.80	22.80	9063	91	19.00	28315/blue overshoes 100pk x 4
10/09/2020	I3656406	28287	KCC KCS	KCC003	98.84	19.77	118.61	6200	31	98.84	28287/stationery
16/09/2020	I3663749	28306	KCC KCS	KCC003	2.82	0.56	3.38	6013	33	2.82	28306/cloth - pack of 50
22/09/2020	I3671154	28367	KCC KCS	KCC003	236.02	25.67	261.69	5500	21	49.98	28367/litter picker x 3
								6013	21	78.36	28367/sanitisers x 12
								6952	21	107.68	28367/face masks 50pk x 2
25/09/2020	I3674879	28368	KCC KCS	KCC003	28.98	5.80	34.78	6013	21	28.98	28368/sanitising wipes 200 x 6
25/09/2020	624	28385	KING RAMPS	KIN001	620.00	124.00	744.00	5316	21	260.00	28384/repair skatelite ramps
								5316	21	360.00	28384/replace 1 ramp sheet
16/09/2020	1152680448	28304	KONICA MINOLTA	KMB001	215.87	43.17	259.04	6200	31	215.87	28304/BizhubC558 &print chgs
17/09/2020	1152701675	28303	KONICA MINOLTA	KMB001	230.97	46.19	277.16	6240	31	230.97	28303/BizhubC558 &PDF software
28/08/2020	94228	28296	LANDSCAPE SUPPLY CO	LAND001	144.33	28.86	173.19	5500	21	122.76	28268/padlocks
								6952	22	21.57	28268/3 pairs of work gloves
16/09/2020	2020/913	28297	LISTENING ROOM	LIST001	1,204.06	0.00	1,204.06	6868	29	1,204.06	28297/LOTV Performance
15/09/2020	763020	28337	LISTER WILDER	LIST002	37.96	7.59	45.55	5525	21	37.96	28337/Buffalo clutch cable x 1
29/09/2020	763870	28386	LISTER WILDER	LIST002	254.07	50.82	304.89	5525	21	254.07	28386/replace lever on tractor
19/09/2020	STC/01/20	28352	MELVYN EVANS	MEL002	1,500.00	0.00	1,500.00	9063	91	1,500.00	28352/etched artwork on window

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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
								Nominal Ledger Analysis			
28/08/2020	1486/18/014	28277	MOULTON TAGGART	MOUL001	2,473.00	494.60	2,967.60	9063	91	2,473.00	28277/Quantity Surveyor fees
20/08/2020	21586780	28321	NISBETS	NIS001	751.92	150.38	902.30	6922	30	626.60	28321/sneeze guards x 10
								6922	33	125.32	28321/sneeze guards x 2
14/09/2020	21727135	28235	NISBETS	NIS001	225.00	45.00	270.00	9063	91	225.00	28235/trolley to carry tables
15/09/2020	21735978	28307	NISBETS	NIS001	6,287.96	1,257.59	7,545.55	9063	91	6,287.96	28307/steel chair x68
15/09/2020	21735979	28305	NISBETS	NIS001	4,450.05	890.01	5,340.06	9063	91	4,450.05	28305/folding table - x33
17/09/2020	21753670	28322	NISBETS	NIS001	165.44	15.10	180.54	6013	30	165.44	28322/sanitisers& face masks
28/09/2020	21816891	28388	NISBETS	NIS001	18.48	3.69	22.17	6013	30	18.48	28388/dishwasher cleaning aids
25/09/2020	975050	28382	OAKS PLANT HIRE	OAKS001	157.50	31.50	189.00	5525	21	157.50	28382/cable detect calibration
19/08/2020	0001/00077389	28341	OBM	OBM001	48.06	9.61	57.67	5110	21	26.95	28341/cable ties, wire
								5110	21	21.11	28341/vent, foam
20/08/2020	0001/00077500	28349	OBM	OBM001	8.88	1.78	10.66	5500	21	8.88	28349/Metal drill bit set
26/08/2020	0001/00078007	28340	OBM	OBM001	80.00	16.00	96.00	5110	21	80.00	28340/tiles x 40
28/08/2020	26/AUG/ANN	28233	ONECARD	ONE002	1,452.99	200.84	1,653.83	6930	22	8.34	28233/cemetery alarm
								6101	31	10.00	28233/LL ipad
								6104	21	6.67	28233/O/S team ipad
								6104	21	8.34	28233/NC mobile
								6104	21	8.34	28233/RG mobile
								6104	21	6.67	28233/O/S ipad
								6500	28	95.62	28233/goods for resale
								6500	28	14.17	28233/goods for resale
								6500	28	43.75	28233/goods for resale
								6500	28	70.62	28233/goods for resale
								6500	28	31.34	28233/Goods for resale
								6500	28	61.15	28233/Goods for resale
								6500	28	39.80	28233/goods for resale
								6013	28	3.75	28233/cleaning equipment
								6013	28	1.67	28233/oven cleaner
								6013	28	1.67	28233/oven cleaner

Purchase Ledger for Month No 6 Order by Supplier A/c

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
									Nominal Ledger Analysis		
								6013	33	16.17	28233/surface cleaner - 1 x 6
								6210	28	3.00	28233/delivery fee
								6210	28	6.50	28233/delivery fee
								6210	28	3.00	28233/delivery fee
								6210	28	3.50	28233/Deilivery fee
								6210	28	4.00	28233/delivery fee
								5317	21	486.00	28233/warning signs rental
								6240	11	10.95	28233/Acrobat Standard License
								6240	50	16.64	28233/Adobe Illustrator - HITB
								6240	40	41.62	28233/Creative Cloud M-ship
								6900	22	3.50	28233/USB cable for AC phone
								5410	50	48.82	28233/self adhesive tape x 2
								6002	23	8.34	28233/50m tape measure
								6425	31	21.00	28233/Donation to KCC chairman
								299	0	93.25	28233/order cancellation
								5500	31	274.80	28233/bridge card tables x 10
28/08/2020	28/AUG/LIN	28232	ONECARD	ONE002	322.98	51.99	374.97	6720	31	22.50	28232/Defence of Councillors
								6865	26	2.60	28232/Soroptimists hospitality
								6865	26	18.55	28232/Soroptimists hospitality
								9063	91	240.83	28232/recharge & storage unit
								6900	31	8.42	28232/notice for letter box
								6330	31	10.98	28232/food items (non vatable)
								6330	31	19.10	28232/food items (vatable)
28/09/2020	28/SEP/ANN	28372	ONECARD	ONE002	1,006.73	46.79	1,053.52	6101	31	10.00	28372/LL ipad
								6101	21	6.67	28372/O/S team ipad
								6101	31	8.34	28372/Main office mobile
								6101	22	8.34	28372/AC Cemetery mob
								299	0	-93.25	28372/credit note order cancel
								6240	11	10.95	28372/Acrobat Standard Licence

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6240	50	16.64	28372/Adobe Illustrator - HITB
								6240	40	41.62	28372/Creative Cloud Mship
								6730	31	79.00	28372/Amazon Prime subs
								6490	32	50.00	28372/window wanderland mship
								6210	31	260.00	28372/1002nd stamps x 4
								6210	28	4.00	28372/Delivery fee
								6210	28	3.00	28372/Delivery fee
								6210	28	3.00	28372/Delivery fee
								6210	28	3.00	28372/delivery fee
								6500	28	70.25	28372/goods for resale
								6500	28	53.05	28372/goods for resale
								6500	28	19.50	28372/goods for resale
								6500	28	22.80	28372/goods for resale
								6500	28	11.25	28372/goods for resale
								6500	28	71.45	28372/goods for resale
								6500	28	10.50	28372/goods for resale
								6500	28	56.20	28372/goods for resale
								6013	28	2.09	28372/cleaning equipment
								6013	28	5.00	28372/cleaning eq
								6013	28	2.09	28372/cleaning eq
								6013	28	2.08	28372/cleaning eq
								6104	36	8.34	28372/KW mobile
								6104	21	8.34	28372/NC Mobile
								6104	21	6.67	28372/O/S ipad
								6281	50	20.83	28372/2 snooker cues
								6635	31	100.00	28372/Buckhurst CP licence
								6635	31	90.00	28372/Buckhurst CP lic ad chg
								6900	28	3.34	28372/flowers
								5525	21	31.64	28372/5L log splitter oil x 2

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
28/09/2020	28/SEP/LIN	28371	ONECARD	ONE002	2,224.50	443.50	2,668.00	6730	50	7.00	28371/KJCA subscription
								9063	91	1,086.67	28371/clock x 1 & armchair x 1
								9063	91	1,130.83	28371/Coffee tble&sideboard
08/09/2020	00002498449-029	28346	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	28346/phone chgs - 8/9-7/10
09/09/2020	00002498468-029	28250	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	28250/telephone charges
04/09/2020	00002976949-029	28249	PLUSNET	PLUS01	27.50	5.50	33.00	6101	28	27.50	28249/telephone charges
04/09/2020	00003028653-029	28229	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	28229/Sep telephone chgs
03/09/2020	00003028673-029	28230	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	28230/September card charges
04/09/2020	SIN1487849	28226	PPL PRS	PPLPRS001	442.26	88.45	530.71	6868	29	442.26	28226/LOTV License Jul20-Jul21
30/09/2020	S81131	28380	RAWSTONE HIRE	RAW001	34.20	6.84	41.04	5500	21	34.20	28380/Post hole borer hire
01/06/2020	SM21800	28357	RIALTAS	RIAL001	296.00	59.20	355.20	6300	31	296.00	28357/Bookings annual support
01/09/2020	SM22205	28223	RIALTAS	RIAL001	124.00	24.80	148.80	6240	31	124.00	28223/Allotment PC support lic
02/09/2020	2060568	28255	SDC	SDC001	4,186.20	0.00	4,186.20	5421	60	2,702.48	28255/Sept Market chgs
								5420	60	1,483.72	28255/Sept Market chgs
18/09/2020	2060900	28326	SDC DIRECT SERVICES	SDC002	20.15	0.00	20.15	6935	30	20.15	28326/bin collection 17/8-13/9
18/09/2020	2061021	28309	SDC DIRECT SERVICES	SDC002	181.35	0.00	181.35	6935	21	181.35	28309/bin collection 17/8-13/9
18/09/2020	2061022	28310	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	28310/bin collection 17/8-13/9
18/09/2020	2061023	28311	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	28311/bin collection 17/8-13/9
18/09/2020	2061030	28308	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	28	65.60	28308/Bin collection 17/8-13/9
25/09/2020	2061140	28330	SDC DIRECT SERVICES	SDC002	655.20	131.04	786.24	6934	21	655.20	28330/dog bin emptying - 06-09
12/08/2020	79400	28332	SGE	SGE001	45.12	9.02	54.14	5410	28	45.12	28332/Trim - rodent prevention
12/08/2020	79401	28329	SGE	SGE001	63.95	12.79	76.74	5410	28	59.06	28329/Trim - rodent prevention
								5410	21	1.74	28329/bolts&washers
								5525	22	3.15	28329/broom handle
21/08/2020	79549	28327	SGE	SGE001	20.40	1.02	21.42	5700	22	20.40	28327/gas oil
21/08/2020	79551	28331	SGE	SGE001	32.90	6.58	39.48	5525	22	4.10	28331/hammer handle&wedge
								5310	21	28.80	28331/angle iron x 24
21/08/2020	79554	28333	SGE	SGE001	5.76	1.15	6.91	5310	21	5.76	28333/D Shackle x 6
28/08/2020	79674	28328	SGE	SGE001	22.80	1.32	24.12	5700	22	21.60	28328/gas oil

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								5010	29	1.20	28328/washer to repair bin
30/08/2020	5672780	28254	SHELL	SHEL001	197.80	39.56	237.36	5700	21	197.80	28254/fuel
06/09/2020	5712420	28239	SHELL	SHEL001	101.61	20.32	121.93	5700	21	101.61	28239/fuel
13/09/2020	5747203	28345	SHELL	SHEL001	16.57	3.31	19.88	5700	22	16.57	28345/fuel
27/09/2020	5822423	28383	SHELL	SHEL001	54.76	10.96	65.72	5700	21	54.76	28383/fuel
02/09/2020	2NDSEPTEMBER20	28231	S J HALL	SJH001	379.70	0.00	379.70	6868	29	379.70	28231/LOTV performance
14/09/2020	ORD507354	28236	SLCC	SLCC001	123.00	0.80	123.80	6720	31	123.00	28236/12th Ed Local Council
08/09/2020	0031	28313	SSE	SSE005	267.56	13.37	280.93	6010	21	267.56	28313/Electric chgs 6/6-4/9
28/09/2020	0032	28393	SSE	SSE005	-267.56	-13.37	-280.93	6010	21	-267.56	28393/electric credit 6/6-4/9
28/09/2020	0033	28392	SSE	SSE005	-624.44	-124.88	-749.32	6010	21	-624.44	28392/Electric credit 29/2-5/6
28/09/2020	0034	28391	SSE	SSE005	358.19	17.90	376.09	6010	21	358.19	28391/electric chgs 29/2-5/06
28/09/2020	0035	28390	SSE	SSE005	362.68	18.13	380.81	6010	21	362.68	28390/electric chgs 06/06-04/9
04/09/2020	0076	28318	SSE	SSE006	33.97	1.69	35.66	6010	22	33.97	28318/Electric chgs - 2/8-1/9
08/09/2020	0034	28314	SSE	SSE007	66.95	3.34	70.29	5025	21	66.95	28314/Electric chgs - 6/6-4/9
04/09/2020	0019	28317	SSE	SSE008	349.02	69.80	418.82	6011	30	349.02	28317/Aug Electric chgs
09/09/2020	0077	28319	SSE	SSE009	141.21	28.24	169.45	6011	36	141.21	28319/Electric chgs 2/8-1/9
27/08/2020	0033	28365	SSE	SSE013	908.81	181.76	1,090.57	6012	36	908.81	28365/gas chgs Oct19-Jan20
27/08/2020	0035	28364	SSE	SSE013	23.75	4.75	28.50	6012	36	23.75	28364/gas chgs 30/04-31/07
08/09/2020	0007	28312	SSE	SSE014	294.44	14.72	309.16	6012	30	294.44	28312/gas chgs 06/06-04/09
28/08/2020	0001093990	28360	STROMA BUILT ENVIRON	STR002	690.00	138.00	828.00	9063	91	690.00	28360/Environmental monitoring
11/09/2020	INV-0078	28244	S WILLIAMS	SWA001	1,800.00	360.00	2,160.00	9063	91	1,800.00	28244/Architect fees
26/08/2020	38159	28217	TAYWELL	TAY001	83.30	16.66	99.96	6500	28	83.30	28217/goods for resale
28/09/2020	JOB;14346	28361	JS TAYLOR	TAYL001	480.00	0.00	480.00	6490	32	480.00	28361/supply&fit light box
07/09/2020	REF; 14219	28363	JS TAYLOR	TAYL001	480.00	0.00	480.00	6490	32	480.00	28363/supply&fit light box
07/09/2020	REF;14219	28292	JS TAYLOR	TAYL001	480.00	0.00	480.00	6490	32	480.00	28292/Xmas light box supply
02/09/2020	30168	28269	TELESHORE UK	TELE003	180.00	36.00	216.00	6832	22	180.00	28269/10 oak ashes caskets
15/09/2020	30289	28348	TELESHORE UK	TELE003	737.68	147.54	885.22	5525	22	737.68	28348/graveshoring eq service
15/09/2020	30290	28347	TELESHORE UK	TELE003	20.76	4.15	24.91	5525	22	20.76	28347/graveshoring eq service
27/09/2020	5346684	28369	REACH PLC	TRM	108.00	21.60	129.60	6635	31	108.00	28369/Buckhurst car park lic

Purchase Ledger for Month No 6 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
04/09/2020	2110	28245	ULTRALITE	ULTRA001	920.00	184.00	1,104.00	6868	29	290.00	28245/install & remove banner
								6461	31	630.00	28245/install & remove banners
21/08/2020	3700011611	28410	UK POWER NETWORKS	UPN001	2,005.00	401.00	2,406.00	6862	26	2,005.00	28410/Linden C Electrical work
31/08/2020	VC/31.8.2020	28316	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	28316/Aug market set up chgs
31/08/2020	LAO1213737	28227	VEOLIA	VEOL001	13.20	2.64	15.84	6935	33	13.20	28227/Aug glass collection
03/09/2020	LAO1216026	28261	VEOLIA	VEOL001	39.95	7.99	47.94	6935	33	39.95	28261/Duty of care - Annual
30/09/2020	LAO1216465	28378	VEOLIA	VEOL001	19.80	3.96	23.76	6935	33	19.80	28378/Sep glass collection chg
02/09/2020	161849	28219	WARNERS SOLICITORS	WARN001	280.00	56.00	336.00	9063	91	280.00	28219/Solicitor fees
31/08/2020	139278	28253	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.79	28253/Aug clean&lock up chgs
								5026	21	227.79	28253/Aug clean&lock up chgs
								5025	21	683.40	28253/Aug clean&lock up chgs
								5020	29	683.41	28253/Aug clean&lock up chgs
31/08/2020	139279	28252	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	28252/Aug toilet bins emptying
								5025	21	12.94	28252/Aug toilet bins emptying
								5020	29	12.95	28252/Aug toilet bins emptying
18/09/2020	19611	28353	WOODSCAPE	WOO001	1,573.50	314.70	1,888.20	9063	91	1,573.50	28353/5 hingedown bollards
31/08/2020	120741191	28258	WORLDPAY	WOR001	172.81	19.44	192.25	6976	28	172.81	28258/August card trans chgs
31/08/2020	120746015	28257	WORLDPAY	WOR001	32.50	6.50	39.00	6976	30	32.50	28257/Aug card trans chgs
31/08/2020	120895251	28259	WORLDPAY	WOR001	8.76	0.06	8.82	6976	31	8.76	28259/Aug card trans chgs
01/09/2020	WM11308820	28228	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	28228/Sep card chgs
31/07/2020	971	28325	YELLOW DUCK	YELL002	7,956.00	1,591.20	9,547.20	9063	91	7,956.00	28325/Outside metal signage
10/09/2020	1005	28289	YELLOW DUCK	YELL002	695.00	139.00	834.00	9063	91	695.00	28289/Contravision x 1
10/09/2020	1006	28290	YELLOW DUCK	YELL002	370.00	74.00	444.00	9063	91	175.00	28290/Contravision x 1
								9063	91	195.00	28290/cut frosted etch vinyl
29/09/2020	M4279B -	28387	YEW TREE STONE	YEW001	897.00	179.40	1,076.40	5410	22	897.00	28387/headstone 2891 replaced
				TOTAL INVOICES	328,998.98	62,093.73	391,092.71			328,998.98	

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		1,000.00					1,000.00	
	Banked: 01/10/2020	3,392.92							
DD01/10	Nat West - Current Account		3,392.92			201		3,392.92	September '20 L&G Tfr
HMRC JRS G	Banked: 02/10/2020	6,040.51							
HMRC JRS G	HMRC		6,040.51			1450	31	6,040.51	HMRC JRS Grant August
HMRC JRS G	Banked: 15/10/2020	3,986.08							
HMRC JRS G	HMRC		3,986.08			1450	31	3,986.08	HMRC JRS Grant September
	Banked: 22/10/2020	80.00							
BACS22/10	Nat West - Current Account		80.00			201		80.00	Allowance Payment Tfr
	Banked: 23/10/2020	50,561.87							
BACS23/10	Nat West - Current Account		50,561.87			201		50,561.87	October Wages Tfr
	Banked: 26/10/2020	23,002.99							
BACS26/10	Nat West - Current Account		23,002.99			201		23,002.99	Monthly KCC/HMRC October Tfr
	Banked: 29/10/2020	3,417.40							
DD29/10	Nat West - Current Account		3,417.40			201		3,417.40	Monthly L&G October Tfr
HMRC JRS G	Banked: 30/10/2020	342.71							
HMRC JRS G	HMRC		342.71			1450	31	342.71	October HMRC CJRS Grant
	Total Receipts for Month	90,824.48		0.00	0.00			90,824.48	
	Cashbook Totals	91,824.48		0.00	0.00			91,824.48	

Continued on Page 2

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2020	Legal & General	DD01/10	3,392.92			516		3,392.92	September '20 L&G
02/10/2020	Nat West - Current Account	GRANT02/10	6,040.51			201		6,040.51	HMRC August Grant Income Tfr
15/10/2020	Nat West - Current Account	GRANT15/10	3,986.08			201		3,986.08	September HMRC Grant Income Tf
22/10/2020	Cllr Busvine	BACS22:10C	50.00			6425	31	50.00	"Wicked Women" tickets x 2
22/10/2020	Cllr Busvine	BACS22=10C	30.00			6425	31	30.00	"Silly Billy" tickets x 2
23/10/2020	Employees	BACS23/10	48,854.71			520		48,854.71	October '20 Wages/SDC/Unison
23/10/2020	Cllrs	BACS23/10-	1,707.16			520		1,707.16	October '20 Member's Allowance
26/10/2020	HMRC/KCC	BACS26/10	23,002.99			515		13,014.45	October '20 HMRC
						516	0	9,988.54	October '20 /KCC
29/10/2020	Legal & General	DD29/10	3,417.40			516		3,417.40	October '20 L&G
30/10/2020	Nat West - Current Account	GRANT30/10	342.71			201		342.71	HMRC October Grant Tfr
	Total Payments for Month		90,824.48	0.00	0.00			90,824.48	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		91,824.48	0.00	0.00			91,824.48	

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		1,000.00					1,000.00	
	Banked: 01/09/2020	3,294.26							
DD1/9/20	Nat West - Current Account		3,294.26			201		3,294.26	August '20 L&G Tfr
	Banked: 25/09/2020	51,955.97							
BACS25/9	Nat West - Current Account		51,955.97			201		51,955.97	September '20 salaries Tfr
	Banked: 28/09/2020	23,385.71							
BACS28/9	Nat West - Current Account		23,385.71			201		23,385.71	HMRC/KCC September '20 Tfr
	Banked: 30/09/2020	187.63							
DD30/9	Nat West - Current Account		187.63			201		187.63	September '20 NEST Tfr
	Total Receipts for Month	78,823.57		0.00	0.00			78,823.57	
	Cashbook Totals	79,823.57		0.00	0.00			79,823.57	

Continued on Page 2

Payments for Month 6 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2020	Legal & General	L&G	3,294.26			516		3,294.26	August '20 Legal & General
25/09/2020	Employees	BACS25/9	51,955.97			520		51,955.97	Monthly Salaries September '20
28/09/2020	HMRC/KCC	BACS28/9	23,385.71			515		10,038.42	September '20 HMRC
						516	0	13,347.29	September '20 KCC
30/09/2020	NEST	DD30/9	187.63			516		187.63	September '20 NEST
	Total Payments for Month		78,823.57	0.00	0.00			78,823.57	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		79,823.57	0.00	0.00			79,823.57	

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		834.90					834.90	
	Banked: 22/10/2020	339.24							
001737	Nat West - Current Account		339.24			201		339.24	Petty Cash Top Up
	Total Receipts for Month	339.24		0.00	0.00			339.24	
	Cashbook Totals	1,174.14		0.00	0.00			1,174.14	

Continued on Page 2

Payments for Month 7 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2020	Open Spaces	584	9.00		1.50	5500	21	7.50	42L flexitub x 2
09/10/2020	Vine Cafe	585/A	97.02			6500	28	97.02	Goods for resale
09/10/2020	Vine Cafe	585/B	1.00		0.17	6900	28	0.83	Shopping bags
09/10/2020	Vine Cafe	585/C	4.00			6505	28	4.00	wooden mix cutlery
09/10/2020	Vine Cafe	585/D	4.00			6013	28	4.00	kitchen towel x 4
12/10/2020	Council Offices	586	3.85			6330	31	3.85	coffee and tea bags
13/10/2020	Bat and Ball Centre	587	2.01		0.34	5410	36	1.67	cable tie 200mm x 4.8 - x 1
13/10/2020	Open Spaces	588	20.15			6330	21	20.15	milk, tea, sugar and coffee
16/10/2020	Vine Cafe	589	9.12		1.52	5410	28	7.60	Pine stripwood x 2
21/10/2020	Bat and Ball Centre	590	33.91			6500	30	33.91	Goods for resale
22/10/2020	Vine Cafe	591/A	25.00		4.17	6500	28	20.83	Goods for resale
22/10/2020	Vine Cafe	591/B	41.00			6500	28	41.00	Goods for resale
22/10/2020	Vine Cafe	591/AREV	-25.00		-4.17	5500	28	-20.83	Halloween decorations
22/10/2020	Vine Cafe	REV591/A	25.00		4.17	5500	28	20.83	Halloween Decorations
22/10/2020	Vine Cafe	591/AREVV	-25.00		-4.17	6500	28	-20.83	Halloween decorations REV
22/10/2020	Vine Cafe	591/A/2	25.00		4.17	5500	28	20.83	Halloween decorations
29/10/2020	Open Spaces	592	7.98			5525	21	7.98	batteries for CAT scanner
29/10/2020	Cemetery	593/A	7.80		1.30	6802	22	6.50	2 rolls of turf
29/10/2020	Vine Gardens	593/B	19.50		3.25	5010	29	16.25	5 rolls of turf
30/10/2020	Bat and Ball Cafe	594/A	11.10			6500	30	11.10	goods for resale
30/10/2020	Bat and Ball Cafe	594/B	56.00		9.33	5500	30	46.67	glass jars & pedal bin
	Total Payments for Month		352.44	0.00	21.58			330.86	
	Balance Carried Fwd		821.70						
	Cashbook Totals		1,174.14	0.00	21.58			1,152.56	

Receipts for Month 6 | Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		903.40					903.40	
	Banked: 18/09/2020	299.15							
001734	Nat West - Current Account		299.15			201		299.15	petty cash top up
	Total Receipts for Month	299.15		0.00	0.00			299.15	
	Cashbook Totals	1,202.55		0.00	0.00			1,202.55	

Continued on Page 2

Payments for Month 6 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/09/2020	Vine Cafe	574	118.40			6500	28	118.40	Goods for resale
08/09/2020	Council Offices	575	4.25			6330	31	4.25	milk and tea bags
08/09/2020	Cemetery	576	19.90		3.31	6832	22	16.59	casket engraving x 2
10/09/2020	Open Spaces	577	70.00			520		70.00	salary advance
16/09/2020	Vine Ground	578	25.00			6868	29	25.00	Plants for LOTV volunteers
18/09/2020	Youth Cafe	579/A	30.80			6500	50	30.80	goods for resale
18/09/2020	Youth Cafe	579/B	2.87		0.48	6500	50	2.39	goods for resale
18/09/2020	Youth Cafe	579/C	9.98		1.66	6010	50	8.32	Cleaning equipment
18/09/2020	Youth Cafe	579/D	6.00		1.00	6200	50	5.00	copier paper - 120 sheets
24/09/2020	Cemetery	580	30.00		5.00	6832	22	25.00	Lawn of Rememberance engraving
28/09/2020	Cemetery	581	21.00		3.50	5410	22	17.50	fence paint x 2
28/09/2020	Open Spaces	582	14.00		2.33	5110	21	11.67	Anti-mould grout black 5kg
28/09/2020	Cemetery	583	15.45			6330	31	15.45	coffee, tea, milk
	Total Payments for Month		367.65	0.00	17.28			350.37	
	Balance Carried Fwd		834.90						
	Cashbook Totals		1,202.55	0.00	17.28			1,185.27	

Agenda Item 5.5

Finance & General Purposes Committee 23rd November 2020

External Audit Conclusion

2019/20 Audit was concluded by PKF Littlejohn in November 2020.

Fee of 3200 has been paid in November.

Notice of conclusion of Audit has been displayed on STC website along with certified AGAR.

Auditors raised no matters giving cause for concern.

An “other matter not affecting our opinion” was raised re the amount of time between the annual return receiving council sign off, & the period of public inspection commencing. The date chosen was deliberate on our behalf to avoid public inspection period happening during RFO’s annual leave during school holidays & still be within the required dates. In future years we will look to have a smaller gap between council sign off and public inspection period.

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Agenda Item 6

Sevenoaks Town Council

Report to Finance & General Purposes Committee 23rd November 2020

Community Infrastructure Payment – October 2020

Sevenoaks Town Council has received a payment of £27,712.24 in October 2020 for its portion of the Community Infrastructure Payment (CIL).

Definition	Type of payment	Amount
Payment A	Proportions of CIL receipts as laid out in Section 59A of the CIL Regulations where Sevenoaks District Council has a duty to pay you.	£16,627.35
Payment B	The equalisation of CIL receipts paid at the discretion of the Sevenoaks District Council Cabinet, to ensure you receive 25% of all the CIL monies secured in your area at the highest rates set out in the CIL charging schedule	£11,084.89
	Total	£27,712.24

The Town Council had previously Resolved to use £16,000 for works to be undertaken on the Vine Ground.

This leaves a balance of £11,712.24 available for future Capital Projects.

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Sevenoaks Town Council

Agenda Item 7

Finance & General Purposes Committee 14th September 2020
Draft Revenue estimates

5 Year Financial Review / Emergency & Recovery Plan Budget
Prior to Covid-19, Sevenoaks Town Council had planned to undertake a 5 Year Financial Review this autumn.

Normally Sevenoaks Town Council would base future predictions and assumptions on recent budgets. At present it is not considered prudent to base long term financial plans on Pre Covid-19 budgets – it is not known if or when these might be achieved again. The general consensus is that Councils need to be considering Emergency and Recovery Budgets as there may be expenditure which would not normally be the case e.g. the Stag and Vine Ground and underwriting income not being achieved. Key to these budgets is the balance of General Reserves.

At the Open Spaces and Leisure Committee Cllr Bonin put forward the following **RECOMMENDATION: T**hat the 5 Year Financial Review was postponed for a year and the Emergency and Recovery Plan be concentrated on.

Key Inclusions in Revenue Estimate

General inflation on costs	2%
Staff payrise	2%
Fees & income	3%
Increase in general (revenue) reserves	£20,000
Additional contingency (above £36K usual)	£34,000
PWLB repayments	£72,000

Key Points

The proposed 2021 / 2022 indicates a draft precept of £1.24M which is a 2% increase on previous precept.

Staff levels are planned to remain in line with 2020/21.

Revenue and operations have been included with all services in full operation for the whole year. This has allowed for £20K to be moved back into revenue reserves, as well as an additional £34K to help de-risk the impact of any Covid-19 (or other) restrictions on STC services or additional budget requirements.
PWLB repayments of £72K have also been included, which could be covered by CRR if required (as in 2020/21).
This flexibility in the budget is needed because of the unknown ongoing impact of Covid-19.

"Budget at Risk" view has been included, predicting Covid-19 impacts (mainly on income streams) based on experience this financial year. This view gives a net expenditure over income of £1.313M, which is £73K worse than the revenue budget.

Revenue (General) Reserves position

Based on the forecast view of £25K deficit this year, we should close 2020/21 with £303K revenue reserves.
Adding the £20k budgeted movement, we should close 2021/22 with £323K revenue reserves.

STC reserves policy states that the council should work towards a general reserves position of 6 months precept. Based on 2021/22 draft precept, this would be £620K.

NALC JPAG March 2020 Practitioners Guide (issued before Coronavirus), recommends a council of STC's size to have a general reserves position of 3 months precept. Based on 2021/22 draft precept, this would be £310K.

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
	Ref.	£	£	£	£	£	£	£	
PLANNING COMMITTEE (including Licensing) Cost Centre 11									
Gross Pay - Administration	4010	31,301	31,920	33,200	33,376	17,243	28,347	25,523	25,523
Employer Pension Contribution	4270	-			1,565	743	1,274	1,087	1,087
Computer/database	6240	299	334	1,322	544	587	902	920	920
Professional Fees	6630	42	983	345	1,000	59	1,000	1,020	1,020
Books and Periodicals	6720	290	-	299	300	-	20	306	306
Subscriptions	6730					280	280		-
Sevenoaks Conservation Council	7500	150	150	336	-			-	-
		32,082	**33,387**	**35,502**	**36,785**	**18,912**	**31,822**	**28,855**	**28,855**
% Mvmt on previous budget								**-22%**	**-22%**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21									
Gross Pay	4010	137,425	147,537	167,650	191,421	101,038	171,684	182,290	182,290
Employers Pension Contribution	4270	7,663	8,466	9,853	12,597	5,941	10,185	12,172	12,172
Graffiti and gum removal	5013	1,469	13	57	1,000	-	1,000	1,020	1,020
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	5,588	12,677	10,184	10,500	7,409	10,500	10,710	10,710
Greatness Rec WCs (rates, cleaning, water, repairs)	5026		2,327	2,751	3,000	1,704	3,000	3,060	3,060
Seats & Litter Bins (Exc Vine)	5050	4,043	2,685	3,663	2,780	1,250	2,780	2,836	2,836
Tree Sev Common	5060	2,737	2,645	3,031	3,700	3,052	3,700	3,774	3,774
Tree Safety Survey	5065	4,150	2,505	2,350	3,800	-	3,800	3,876	3,876
Woodlands	5070	4,284	3,200	6,841	3,300	2,948	3,300	3,366	3,366
Knole Paddock and Pavilion	5110	264	1,972	2,638	1,500	3,917	3,917	4,030	4,030
Knole Paddock Pitch and ground maintenance	5120	5,396	2,433	2,070	3,500	1,194	3,500	3,570	3,570
Misc. Open Spaces and play areas	5310	60,464	62,681	58,499	17,100	33,518	37,100	17,442	17,442
Skate Park maintenance	5316	2,089	2,550	602	2,575	620	2,575	2,627	2,627
Raleys car park	5317	506	521	494	500	486	500	510	510
Fertilisers	5320	1,389	134	615	1,200	208	1,200	1,224	1,224
Grass Seed	5330	1,095	885	2,143	2,100	104	2,100	2,142	2,142
Plants	5340	3,089	2,165	2,627	2,500	340	2,500	2,550	2,550
Repairs and general maintenance	5410	1,498	5,196	2,834	1,500	158	1,500	1,530	1,530
Capital refurbishments	5412				-		0	1,200	1,200
Equipment - Hired & New	5500	6,857	6,611	6,642	8,250	3,180	8,250	8,415	8,415
Equipment Maintenance (incl tractor)	5525	8,448	7,304	4,650	8,000	2,143	8,000	8,160	8,160
Vehicle expenses (incl vans)	5550	2,681	4,638	46,209	4,500	8,657	10,500	16,000	16,000
Fuel	5700	5,500	6,170	4,492	6,200	1,906	6,200	6,324	6,324
Rent, Rates & Water	6000	1,250	(25)	463	1,200	239	1,200	1,224	1,224
Light Heat and Cleaning	6010	2,240	2,385	1,924	2,100	1,356	2,100	2,142	2,142
Telephone	6101	206	174	176	200	76	200	204	204
Mobile Telephone	6104	154	146	214	200	170	200	204	204
Staff Training	6320	2,078	3,470	2,861	3,000	-	3,000	3,060	3,060
Welfare/hospitality	6330	114	138	204	200	126	200	204	204
Subscriptions and professional fees	6730	141	282	-	200	236	200	204	204
Road Dues - Oakhill Rd/Woodside	6812	1,447	1,025	1,025	1,500	-	1,025	1,530	1,530
Bus Shelter Maintenance	6851	317	65	-	175	-	175	179	179
Sundry Expenses	6900	107	3	11	100	10	100	102	102
Health & Safety/ Risk Assessments	6922	664	795	1,911	1,550	-	1,550	1,581	1,581
Alarm maintenance	6930	812	764	668	740	123	740	755	755
CCTV Maintenance	6931	770	270	520	1,200	-	1,200	1,224	1,224
Waste collection - Dog bins	6934	2,457	3,167	2,621	2,800	1,310	2,800	2,856	2,856
Waste collection and disposal - Bins	6935	4,631	2,783	3,513	4,220	1,589	4,220	4,304	4,304
Protective clothing	6952	1,331	1,705	1,654	1,450	759	1,450	1,479	1,479
Letting and Hire of Facilities	1022	(30,694)	(33,732)	(23,775)	(30,900)	(9,193)	(17,193)	(31,827)	(19,077)
Raleys car park	1316	(1,823)	(1,468)	(1,525)	(1,750)	(42)	(42)	(1,803)	(1,803)
Grant Income	1350	(28,933)	(5,341)	(29,163)	-	(26,813)	(26,813)	-	-
Furlough grant income	1450					(4,995)	(4,995)		-
Income from other depts.	1470		(25)		-		-	-	-
insurance Claims	1550	(3,011)		(940)	-		-	-	-
Log Sales	1850	(832)	(1,549)	(667)	(1,236)	(504)	(1,236)	(1,273)	(1,273)
Sundry Income	1990	(608)	(2,408)	(7,664)	(742)	(490)	(742)	(764)	(764)
		219,453	**257,939**	**294,924**	**277,730**	**143,731**	**267,130**	**284,413**	**297,163**
Movement to/ From EMR				(48,773)					
% Mvmt on previous budget								**2.4%**	**7%**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
GREATNESS CEMETERY Cost Centre 22									
Gross Pay - Administration	4010	60,706	61,829	75,359	94,991	55,264	90,551	86,161	86,161
Employers Pension Contribution	4270	5,234	5,582	5,909	7,738	4,049	6,941	7,184	7,184
Cem - Chapel and Office	5210	292	1	43	206	130	206	210	210
Workshop/messroom maintenance	5230	131	1,057	405	175	11	175	179	179
Repairs & General Maint	5410	1,809	1,182	2,690	1,000	1,730	1,730	1,020	1,020
Capital refurbishments	5412				-		1,649	1,200	1,200
Equipment - Hired & New	5500	2,044	2,007	6,423	3,200	1,908	3,200	3,264	3,264
Equipment Maintenance	5525	2,340	3,748	4,817	2,500	4,453	4,453	2,550	2,550
Fuel	5700	796	939	1,000	700	360	700	714	714
Rent, Rates and Water	6000	4,585	6,246	6,487	6,570	4,376	6,570	6,701	6,701
Light Heat & Cleaning	6010	845	1,599	1,443	1,240	768	1,240	1,265	1,265
Telephone	6101	733	492	579	750	582	750	765	765
Mobile Telephone	6104	83	100	58	120	8	120	122	122
Printing Postage and Stationery	6200	9	369	20	100	-	100	102	102
Computer - cemetery database	6240	1,248	328	942	3,715	3,449	3,715	408	408
Training	6320	870	460	2,000	2,000	225	2,000	2,040	2,040
Welfare/hospitality	6330	145	166	169	170	98	170	173	173
Goods for Resale	6500	-	-	270	200	-	200	204	204
Professional fees	6630	-	90	95	100	95	100	102	102
Subscriptions	6730	68	90	95	100	-	100	102	102
Trees, Turf & Fertilisers	6802	2,623	1,772	3,096	3,000	20	3,000	3,060	3,060
Roads, Paths and Boundaries	6822	1,126	1,595	756	700	-	700	714	714
Lawn/ Wall of Remembrance	6832	147	-	446	100	298	298	102	102
Sundry expenses	6900	203	88	35	50	9	50	51	51
Health & Safety/ Risk Assessment	6922	-	467	1,311	1,000	-	5,000	2,270	2,270
Alarm Maintenance	6930	573	719	741	800	602	800	816	816
Cemetery security	6932	4,659	4,452	4,681	4,600	2,719	4,600	4,692	4,692
Waste collection and disposal	6935	1,122	1,071	1,459	1,230	716	1,230	1,255	1,255
Protective Clothing	6952	282	435	773	750	544	750	765	765
Cemetery Income	1700	(91,098)	(78,271)	(77,784)	(92,700)	(60,863)	(92,700)	(95,481)	(95,481)
Insurance Claims	1550	-		(3,101)	-	(1,458)	(1,458)	-	-
Other income	1990					(93)	(93)		-
		1,575	**18,613**	**41,217**	**45,105**	**20,002**	**46,940**	**32,710**	**32,710**
% Mvmt on previous budget								**-27%**	**-27%**
% Mvmt on previous budget - excluding 2020/21 virements								**-6%**	**-6%**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
ALLOTMENTS Cost Centre 23									
Gross Pay - Administration	4010	2,390	4,062	5,177	4,595	3,359	5,560	6,496	6,496
Employers Pension Contribution	4270	-	-	254	184	151	259	260	260
General Maintenance	5410	981	1,113	4,403	1,200	1,631	1,631	1,224	1,224
Equipment-Hired & New	5500		195				0		-
Rent Rates & Water	6000	1,393	646	982	1,751	765	1,311	1,561	1,561
QH Allotment Costs	6002	669	682	734	700	353	700	714	714
Health & Safety/ Legal Advice	6922	-	-		300	-	300	306	306
BV Rental Income	1010	(894)	(843)	(936)	(1,141)	(1,097)	(1,097)	(1,111)	(1,111)
QH Rental Income	1047	(3,211)	(6,260)	(6,331)	(6,376)	(7,313)	(7,313)	(7,516)	(7,516)
Insurance claims	1550			(1,465)			0		-
		1,328	**(405)**	**2,818**	**1,213**	**(2,151)**	**1,351**	**1,934**	**1,934**
% Mvmt on previous budget								**59%**	**59%**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
STREET LIGHTING AND GENERAL Cost Centre 26									
Public Clock Maintenance	6861	314	1,836	1,103	2,908	4,184	13,816	2,966	2,966
Street Lighting	6862	13,208	8,796	40,759	13,414	11,952	13,414	13,682	13,682
In Bloom Costs	6865	13,687	16,789	14,451	14,500	12,165	12,500	14,790	14,790
Street Lighting - recharges	1263/1480	(6,660)	(5,313)	(19,835)	(8,913)	-	(8,913)	(9,091)	(9,091)
In Bloom - Contributions	1990/1266	(3,830)	(2,230)	(650)	(1,200)	(500)	(500)	(1,236)	(1,236)
		16,719	**19,878**	**35,829**	**20,709**	**27,801**	**30,317**	**21,111**	**21,111**
Movement to/From EMR				(2,800)		(4,128)	(12,999)		
% Mvmt on previous budget								**2%**	**2%**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
CENTRAL SERVICES -VINE CAFÉ Cost Centre 28									
Gross pay - general	4010	46,735	43,921	52,313	49,646	39,467	69,973	51,746	51,746
Employers Pension Contribution - general	4270	893	1,124	691	2,013	485	831	2,070	2,070
Repairs & General Maintenance	5410	877	346	97	500	193	500	510	510
Equipment Hired & New	5500	2,457	2,071	4,384	1,800	222	800	1,836	1,836
Equipment Maintenance	5525		653	1,410	500	-	500	510	510
Rent, rates & water	6000	641	2,010	717	1,200	636	1,200	1,224	1,224
Light, heat & cleaning	6010	(956)	1,871	2,399	1,600	1,140	1,600	1,632	1,632
Telephone/broadband	6101	257	-	305	309	188	309	315	315
Printing & Stationery	6200		307	48	30	54	30	31	31
Postage & Courier	6210	-	60	14	160	58	160	163	163
Computer/Database/WPs	6240	104	-	666	150	556	150	153	153
Staff Training	6320	143	320	-	300	290	300	306	306
Publicity	6460	130	253	-	250	-	250	255	255
Goods for Resale	6500	18,325	18,805	16,064	20,000	12,673	16,223	20,600	16,717
Café consumables	6505					1,796	2,299	3,718	2,368
Copyright Fees/Royalties	6533	155	-	307	320	-	320	326	326
Professional Fees Licensing	6635	433	431	130	150	178	150	153	153
Sundry Expenses	6900	241	179	134	206	10	206	210	210
Health & Safety/ Legal Advice	6922	200	54	245	500	534	500	510	510
Alarm Maintenance	6930	458	813	708	515	654	515	525	525
Vine CafeWaste collection and disposal	6935	936	1,012	944	2,060	570	2,060	2,101	2,101
Vine Café Credit card charges	6976	525	755	725	567	592	567	578	578
Sale of Goods	1211	(47,743)	(49,403)	(29,627)	(61,710)	(30,702)	(39,299)	(63,561)	(40,478)
Events Management	1212	(1,855)	(1,673)		(1,500)	-	-	-	-
Furlough grant income	1450					(9,400)	(9,400)		-
Other income	1990						(2,514)		
		22,956	**23,909**	**52,673**	**19,566**	**20,193**	**48,230**	**25,911**	**43,761**
% Mvmt on previous budget								**32%**	**124%**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29									
Gross pay - general	4010	7,994	9,693	8,485	9,092	4,914	8,436	9,157	9,157
Employers Pension Contribution - general	4270	476	496	504	545	295	506	549	549
Vine Area -Gen. Maintenance	5010	4,127	4,804	3,016	3,600	17,755	19,600	4,122	4,122
Vine Kiosk	5014					7	7		-
Vine Public Conveniences	5020	1,376	7,035	8,543	8,500	6,163	8,500	8,670	8,670
Capital refurbishments	5412			21,804		1,188	1,188		-
Rent, rates & water	6000	634	439	174	515	203	515	525	525
Light & heat	6010	80	66	377	-	-	0	-	-
Publicity	6460	574	418	329	250	-	0	255	255
Professional Fees Licensing	6635	-	70	70	100	70	70	102	102
Summer concerts	6868	4,067	2,960	2,570	3,200	3,031	3,031	3,264	3,264
Special events	6869					28	28		-
Heath&Satety/Risk Assessments	6922			245		-	0		-
CCTV Maintenance	6931	833	1,124	651	660	572	660	673	673
Other events net income	1208	(1,337)	(1,523)	-	(1,500)	-	0	(1,500)	
Rental income - Pavilion & Kiosk (was CC39)	1805	(3,090)	(3,090)	(3,090)	(3,090)	(2,318)	(3,090)	(3,500)	(3,500)
Vine Club Insurance Contrib. (was CC21)	1870	(340)	(350)	(382)	(400)	(342)	(342)	(352)	(352)
		15,394	**22,142**	**43,296**	**21,472**	**31,566**	**39,109**	**21,966**	**23,466**
Movement to/ from EMR				(21,804)		(17,000)	(17,000)		
% Mvmt on previous budget								**2%**	**9%**

Sevenoaks Town Council

2020/21 Forecasts

CENTRAL SERVICES -BAT & BALL STATION (Café & Hall Hire) Cost Centre 30

		Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual 2020/21 YTD	Forecast 2020/21	Budget 2021/22	Budget at risk 2021/22
Gross pay - general	4010	-	8,944	72,113	63,574	25,865	50,018	61,392	61,392
Employers Pension Contribution - general	4270	-	468	1,737	2,201	381	653	2,629	2,629
Repairs & General Maintenance	5410	-	855	4,199	1,586	11,219	11,219	1,618	1,618
Equipment Hired & New	5500	-	872	3,502	1,500	93	1,500	1,530	1,530
Equipment Maintenance	5525	-		301	-		0	-	-
Rent, rates & water	6000	-		4,272	2,860	1,892	2,860	2,917	2,917
Light & heat	6010	-	923	890	-		0	-	-
Electricity	6011			5,534	5,325	2,074	5,325	5,432	5,432
Gas	6012			3,601	2,060	797	2,060	2,101	2,101
Cleaning (inc. materials)	6013		498	2,360	4,000	2,158	4,000	4,080	4,080
Water	6014			-	2,000	-	2,000	2,040	2,040
Insurance Cost	6020	-		295	-	-	0	-	-
Telephone/broadband	6101	-		199	670	84	670	683	683
Printing & Stationery	6200	-	183	504	206	138	206	210	210
Postage & Courier	6210	-			-	11	11	-	-
Website costs	6241					285	285		-
Staff Training	6320	-		540	258	125	258	263	263
Publicity	6460	-	458	727	2,000	-	2,000	2,040	2,040
Goods for Resale	6500	-	2,677	17,685	20,000	1,344	8,011	20,400	8,171
Café consumables	6505					38	190	600	194
Copyright Fees/Royalties	6533	-		-	567	-	567	578	578
Professional Fees Licensing	6635	-	290	203	567	-	567	578	578
Subscriptions	6730			140			0		-
Sundry Expenses	6900	-	27	773	618	3	618	630	630
Health & Safety/ Risk Assessment	6922	-		1,264	1,051	1,349	1,349	1,072	1,072
Alarm Maintenance	6930	-		1,771	1,267	-	1,267	1,292	1,292
CCTV Maintenance	6931	-		153	639	-	639	652	652
Waste collection and disposal	6935	-		1,110	1,267	512	1,267	1,292	1,292
Healthcare services	6939			286			0		-
Credit card charges	6976	-		821	515	195	515	525	525
Letting and Hire of Facilities	1022	-	(216)	(16,092)	(24,000)	(878)	(8,878)	(24,480)	(9,144)
Sale of Goods	1211	-	(3,420)	(33,793)	(48,039)	(1,397)	(17,410)	(49,000)	(17,932)
Furlough grant income	1450	-			-	(13,716)	(16,703)	-	-
		0	**12,559**	**75,096**	**42,693**	**32,572**	**55,064**	**41,075**	**74,843**
Trf Management & Maintenance Plan	340			(75,097)	(42,732)		(55,064)	(41,075)	(74,843)
		0	**12,559**	**(1)**	**(39)**	**32,572**	**0**	**0**	**0**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
CENTRAL SERVICES Cost Centre 31									
Gross Pay - Administration	4010	283,094	297,414	303,060	291,497	167,442	287,926	291,664	291,664
Employers Pension Contribution	4270	28,318	29,527	32,250	34,827	17,508	30,013	33,570	33,570
Pension Contribution - Deficiency	4271	68,000	70,000	71,000	77,000	44,917	77,000	77,000	77,000
Equipment Hired and New	5500	4,442	5,338	2,701	2,500	309	2,500	2,550	2,550
Insurance Cost	6020	14,286	15,212	16,724	20,000	11,969	20,000	20,400	20,400
Telephone	6101	5,009	6,004	5,882	5,750	2,828	5,750	5,865	5,865
Facsimile Costs	6103	114	-	-	100	-	100	102	102
Printing & Stationery	6200	16,604	14,353	15,044	17,000	8,859	17,000	17,340	17,340
Postage and Courier	6210	6,207	5,495	5,705	5,150	2,335	5,150	5,253	5,253
Computer/Database/WP's	6240	14,478	24,351	17,566	13,390	15,080	13,390	13,658	13,658
Website costs	6241	1,500	2,495	2,041	2,000	935	2,000	2,040	2,040
IT infrastructure development	6242	6,456	1,973	7,824	8,000	6,775	8,000	8,160	8,160
Office Furniture/ Machinery	6281	968	469	4,093	750	3,082	3,082	765	765
Computers Accountancy	6300	3,170	2,756	2,931	3,400	2,911	3,400	3,468	3,468
Recruitment costs	6315	4,424	4,710	4,608	2,000	-	2,000	2,040	2,040
Staff Training	6320	3,063	2,569	3,816	3,000	130	3,000	3,060	3,060
Investors in People	6321	775	790	1,160	824	-	824	840	840
Welfare / Hospitality	6330	3,354	2,065	2,533	2,000	254	2,000	2,040	2,040
Civic Expenses/Annual Reception/Xmas Council	6410	1,530	1,614	1,439	1,750	-	1,750	1,785	1,785
Gifts/Hospitality	6415	401	501	1,234	400	-	400	408	408
Annual Parish Meeting	6420	(100)	-	-	100	-	100	102	102
Honours Board, Badges, Insignia	6421	250	200	412	250	750	750	255	255
Members' Expenses and Allowces.	6435	3,030	2,526	4,000	4,120	2,060	4,120	4,202	4,202
Mayoral Allowances	6437	3,958	5,200	5,360	5,525	146	5,525	5,636	5,636
Mayoral Car/Travel Allowances	6438	2,300	2,340	(652)	2,462	-	2,462	2,511	2,511
Press Notices	6440	1,779	1,288	790	1,500	-	1,500	1,530	1,530
Bye Laws	6450	-	-		100	-	100	102	102
Publicity/Democratic notices	6460	1,788	4,965	914	2,500	2,000	2,500	2,550	2,550
Banner Costs	6461	2,160	2,225	1,725	1,545	716	1,545	1,576	1,576
Audit Fees - Internal and external	6610	4,818	3,780	4,720	4,860	-	4,860	4,957	4,957
Quality Parish	6611					300	300	-	-
Irrecoverable VAT	6619	7,400	-		-	-	0	-	-
Legal Expenses	6620	5,099	339	1,750	3,000	2,758	3,000	3,060	3,060
Professional Fees	6630			16,650			0	-	-
Professional Fees Licensing	6635	1,335	1,420	1,331	1,500	1,361	1,500	1,530	1,530
Bad Debts	6650		125	37	-	-	0	-	-
Conference Fees & Expenses	6710	2,674	2,141	2,061	2,300	132	2,300	2,346	2,346
Books and Periodicals	6720	239	383	249	380	146	380	388	388
Subscriptions	6730	4,073	3,393	4,326	5,150	4,633	5,150	5,253	5,253
Waste Sacks Exp	6889	1,476	1,914	2,028	2,000	1,116	2,000	2,040	2,040
Sundry Expenses	6900	776	619	372	500	69	500	510	510
Health & Safety/risk assessments	6922	2,607	3,165	4,750	3,200	3,335	3,200	3,264	3,264
Bank Charges	6975	1,520	1,876	2,005	1,550	737	1,550	1,581	1,581
Credit card charges	6976	642	732	454	700	347	700	714	714
Election Expenses	7010	3,000	3,000	11,298	5,000	-	5,000	5,100	5,100
Contingency (Development Costs)	7611	120,200	108,330	-	26,007	-	26,007	36,330	36,331
Loan Repayment	7617			21,661	72,000	35,801	72,000	72,000	72,000
Loan charges	8000			20,520			0		
Stag Reserve	7614	1,000	1,000	-	1,000	-	1,000	1,020	1,020
Banner income	1231	(4,740)	(3,753)	(4,499)	(4,779)	81	81	(4,922)	-
Grant income	1350	(189)	(500)		-	-	0	-	-
Furlough grant income	1450					(8,151)	(9,004)		
Waste Sacks Income	1889	(1,113)	(2,110)	(2,190)	(2,100)	(567)	(2,100)	(2,163)	(2,163)
Sundry Income	1990	(2,800)	(799)	(140)	(100)	(362)	(362)	(103)	(103)
		629,373	**631,435**	**601,545**	**631,608**	**332,738**	**621,948**	**643,377**	**648,300**
% Mvmt on previous budget								**2%**	**3%**
Transfer from EMR				(27,551)		(36,551)	(72,750)		
FINANCE COSTS Cost Centre 31									
Interest - on deposits	1115	(8,225)	(12,844)	(25,045)	(8,000)	(2,368)	(4,060)	(4,060)	(4,060)
		(8,225)	**(12,844)**	**(25,045)**	**(8,000)**	**(2,368)**	**(4,060)**	**(4,060)**	**(4,060)**
% Mvmt on previous budget								**-49%**	**-49%**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
F&GP - GENERAL Cost Centre 32									
Christmas Lights Switch On	6490	24,004	29,318	24,621	26,000	5,382	20,000	26,520	26,520
Remembrance Day/Civic Services	6491	3,220	3,059	2,643	3,000	1,657	3,000	3,060	3,060
No 8 bus costs	6495	36,056	39,400	53,633	40,895	6,731	6,731	40,384	40,384
Events	6869	2,908	7,166	11,039	6,500	2,300	6,500	6,630	6,630
Protective clothing	6952	-			-	37	37	-	-
Contributions to Christmas Lights Switch On	1490	(7,535)	(8,790)	(6,765)	(6,000)	-	0	(6,000)	
No 8 bus income	1495	(36,056)	(39,400)	(13,929)	(40,895)	(114)	(114)	(684)	(684)
Sundry Income	1990	-	-	(3,532)	-	-	0	-	-
		22,597	**30,753**	**67,710**	**29,500**	**15,993**	**36,154**	**69,910**	**75,910**
Movement from EMR				(39,704)		(6,617)	(6,617)	**(39,700)**	**(39,700)**
% Mvmt on previous budget								**2%**	**23%**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
COUNCIL OFFICES Cost Centre 33									
Gross pay	4010	11,836	14,469	20,020	28,733	17,427	30,009	13,384	13,384
Employers Pension Contribution	4270	277	344	940	1,392	893	1,531	803	803
Repairs & Gen. Maintenance	5410	1,142	2,636	2,565	2,120	52	2,120	2,162	2,162
Equipment hired and New	5500			205			0		-
Rent and rates	6000	24,872	33,141	26,141	25,370	17,232	25,370	25,877	25,877
Light Heat & Cleaning	6010	7,242	4,971	7,200	6,365	2,693	6,365	6,492	6,492
Catering Expenses	6510	-	-		100	-	100	102	102
Sundry Expenses	6900	-	106	107	100	-	100	102	102
Health & Safety/Risk Assessments	6922	114	75	245	300	3,199	3,199	306	306
Alarm Maintenance	6930	851	758	1,296	1,400	696	1,400	1,428	1,428
Waste Bin Disposal	6935	456	832	1,556	1,090	579	1,090	1,112	1,112
Letting and Hire of Facilities	1022	(14,332)	(12,314)	(14,206)	(16,500)	(504)	(2,520)	(16,995)	-
Sales of Goods	1211			(126)	(150)	-	-	-	-
Furlough grant income	1450					(2,411)	(2,411)		-
Other Income	1990			(5,263)			0		-
		32,458	**45,018**	**40,681**	**50,321**	**39,856**	**68,764**	**34,773**	**51,768**
% Mvmt on previous budget		**26%**						**-31%**	**3%**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
COMMUNITY CENTRE Cost Centre 36									
Gross Pay	4010	31,794	31,309	7,863	7,266	-	0	35,425	35,425
Employers Pension Contribution	4270	1,023	1,475	655	376	-	0	2,006	2,006
Flashpark	5318			387	500	120	500	500	500
Buildings Repairs & Maint.	5410	4,967	1,994	254	500	2	500		-
Equipment Hired and New	5500	-			-		0	1,000	1,000
Rates and water	6000	6,348	7,345	5,671	4,600	3,108	4,600	7,540	7,540
Electricity	6011	3,355	2,635	2,864	1,000	1,245	1,000	2,295	2,295
Gas	6012	589	1,850	2,273	720	958	720	2,135	2,135
Cleaning (Incl. Materials)	6013	-	573	-	210		210	625	625
Telephone	6101	496	479	434	436	536	436	545	545
Mobile Phone	6104	25	67	83	80	33	80		-
Printing and Stationery	6200	64	233		100	-	100	255	255
Publicity/Democratic notices	6460	-	-		500	173	500	500	500
Refreshments For Resale	6520	680	517	97	100	-	100	670	670
Copyright Fees/Royalties	6533	563	28		500	-	500	665	665
Professional fees - licensing	6635	180	180	180	180	370	180	180	180
Grounds Maintenance	6842	12	-		-	-	0	7,900	7,900
Sundry Expenses	6900	75	50		50	27	50		-
Health & Safety/ Risk assessments	6922	1,932	(828)		500	-	500	465	465
Alarm Maintenance	6930	2,225	456	877	620	380	620	2,500	2,500
CCTV Maintenance	6931	340	300		-	-	0	320	320
Waste Disposal	6935	1,554	1,348	1,432	400	(157)	400	1,620	1,620
Healthcare Services	6939	1,042	948		250	-	250	1,090	1,090
Letting and Hire of Facilities	1022	(69,663)	(74,259)	(9,306)	(15,000)	(25)	(9,025)	(78,500)	(39,250)
Outdoor Activities	1445	(105)			-		-	-	-
Indoor Activities	1457	(2,886)	2,796	(632)	(150)	-	(150)	(2,850)	-
		(13,503)	**(20,289)**	**13,133**	**3,737**	**6,770**	**2,070**	**(13,114)**	**28,986**
% Mvmt on previous budget								**-451%**	**676%**
Transfer from EMR									

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	2020/21 YTD	2020/21	2021/22	2021/22
COMMUNITY GRANTS Cost Centre 38									
Grant subsidies for SCC	6937	740	819	98	250	-	250	255	255
Grant subsidies for Council Chamber	6938	1,369	1,545	1,304	1,000	29	1,000	1,020	1,020
Local Organisations and Youth Grants	7500	8,731	17,850	9,307	12,578	3,350	12,578	12,830	12,830
Sevenoaks Summer Festival	7502	5,000	5,000	5,000	5,000	-	5,000	5,100	5,100
Community Resilience Fund	7503			2,780	3,111	3,111	3,111	3,173	3,173
Twinning Support	7520	500	500	500	1,000	-	1,000	1,020	1,020
Youth Outreach	7550/7552	170	2,870	4,696	3,811	-	3,811	3,887	3,887
Youth Council	7555	500	420	500	500	-	500	510	510
Stag Community Arts Centre	7556	27,000	27,000	27,000	27,000	152,000	152,000	27,540	27,540
Community Rail Partnership					3,000	6,000	6,000	3,060	3,060
		44,010	**56,004**	**51,185**	**57,250**	**164,490**	**185,250**	**58,395**	**58,395**
% Mvmt on previous budget								**2%**	**2%**
Transfer from EMR						(65,000)	(65,000)		

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39									
Repairs and General Maintenance	5410	1,881		-	-	-	0	-	
Rent, Rates & Water	6000	1,049	1,826				0		
Light Heat & Cleaning	6010	87	1,961				0		
Rental income - Red Cross	1014	(50)			-		0	-	
Rental income - Raleys Centre	1016	(10)			-		0	-	
Knole Paddock ground rents, wayleaves	1044		(8,663)		-	-	0	-	
SCC ground rents, wayleaves	1046	(1,500)	(1,500)	(2,742)	(3,000)	(375)	(375)	-	
Open Spaces rents and wayleaves	1469	(7,185)	5,456	(4,815)	(5,000)	(1,398)	(6,390)	(5,925)	(5,925)
		(5,728)	**(920)**	**(7,557)**	**(8,000)**	**(1,773)**	**(6,765)**	**(5,925)**	**(5,925)**
% Mvmt on previous budget								**-26%**	**-26%**

		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
Sevenoaks Town Council						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
SEVENOAKS TOWN PARTNERSHIP Cost Centre 40									
Telephone	6101	19	13		100	-	100	102	102
Printing & Stationery	6200	-	35		100	-	100	102	102
Computer/Database and other costs	6240	575	1,449	3,224	500	458	500	510	510
Information Screens	6244	1,434	1,070	1,275	1,500	1,275	1,500	1,530	1,530
Business Awards	6322	5,885	7,154	7,711	7,725	-	0	7,880	
Business Show	6323	1,945	1,538	1,480	2,275	-	0	2,321	
Goods for resale	6500			1,367			0	-	-
Professional Fees	6630	5,000			-		0	-	-
Conference Fees & Exps	6710	-	495	190	700	-	700	714	714
Subscriptions	6730					545	0	-	-
Special Events	6869	-	135		-	-	0	-	-
Sundry expenses	6900	649	1,696	751	600	-	600	612	612
Christmas gift guide expenses	7607	-			-	450	0	-	-
Friends of Bat & Ball	7608	(926)	80		1,000	-	1,000	1,020	1,020
Wellbeing Show	7616	1,389	1,073	1,644	2,500	-	0	2,550	
Business Awards	1206	(6,445)	(6,328)	(6,098)	(7,000)	-	0	(7,210)	
Business Show	1207	(4,120)	(2,730)	(3,280)	(3,000)	-	0	(3,090)	
Wellbeing Show Income	1209	(1,830)	(2,890)	(1,670)	(3,000)	-	0	(3,090)	
Grant income	1350	-	-		(1,000)	-	0		-
Sundry income	1990	(5,000)	(1,477)	(939)	-	-	0	-	-
		(1,425)	1,313	5,656	3,000	2,728	4,500	3,951	4,590
Movement in STC reinvestment funds	7000/40	6,425	2,936		2,000		500	1,049	410
Vintage Bus Expenses	7609	9,865	6,393		-	-	0	-	-
Vintage Bus income	1435	(9,865)	(5,641)	(13)	-	-	0	-	-
		5,000	**6,314**	**5,643**	**5,000**	**2,728**	**5,000**	**5,000**	**5,000**
% Mvmt on previous budget								**0%**	**0%**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
BUSINESS HUB Cost Centre 41									
Gross pay	4010				-		0	-	-
Employers Pension Contribution	4270				-		0	-	-
Repairs & Gen. Maintenance	5410				-		0	6,000	6,000
Rent & Rates	6000			2,038	-	1,208	2,071	4,000	4,000
Light Heat & Cleaning	6010			22	-	46	79	20,000	20,000
Electricity	6011			576	500	165	284		
Gas	6012				250		0		
Cleaning (inc. materials)	6013				-		0	10,000	20,000
Water	6014				50		0		
Telephone & Broadband	6101				-		0	2,000	2,000
Printing & Stationery	6200						0	12,000	12,000
Hire of Facilities	1022				-		0	(28,840)	(12,360)
Provision of postal/Business address	1025				-		0	(960)	(960)
Hot desking facility	1026				-		0	(8,000)	-
Dedicated Desk x 12	1027				-		0	(17,280)	(19,200)
Office pod								(11,600)	(11,600)
Chamber of Commerce								(3,840)	(3,840)
PPE contribution									(8,064)
		-	-	2,635	800	1,419	2,433	(16,520)	7,976
% Mvmt on previous budget									

To be reviewed in 2020 as yet to be operational

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
							-		
YOUTH CAFÉ Cost Centre 50									
Gross Pay	4010	41,112	24,546	31,474	25,661	20,935	31,474	26,041	26,041
Employers Pension Contribution	4270	296	287	690	1,026	563	965	1,042	1,042
Repairs and General Maintenance	5410	1,259	1,220	3,977	1,000	344	1,000	1,020	1,020
Cleaning	6010	500	(456)	161	500	8	500	510	510
Telephone	6101	503	525	601	560	325	560	571	571
Printing & Stationery	6200	4	477	107	500	5	500	510	510
Computer/Database/WPS	6240	1,464	1,031	400	750	116	750	765	765
Furnishings, furniture/Eqpt	6281	4,461	831	1,248	500	21	500	510	510
Staff Training	6320	-	265	20	400	-	400	408	408
Staff Uniforms	6340	220	50	146	200	-	200	204	204
Publicity/Democratic notices	6460	644	364		500	-	500	510	510
Goods for resale	6500	1,856	1,084	2,867	1,700	213	780	1,734	1,734
Professional fees licensing	6635	226	260	397	400	293	400	408	408
Bad debts	6650					44	0		-
Subscriptions	6730	-			-	7	0	-	-
Sundry Expenses	6900	104	239	176	150	-	150	153	153
Health & Safety/Legal Advice	6922	14	8	132	400	885	400	408	408
Protective clothing	6952	-			-	135	0	-	-
Letting and Hire of Facilities	1022	(3,755)	(3,148)	(2,200)	(3,740)	(200)	(200)	(3,740)	(3,740)
Sale of Goods	1211	(2,700)	(1,635)	(1,841)	(2,300)	(43)	(810)	(2,369)	(2,369)
Grant Income	1350	(33,184)	(10,000)	(3,922)		(10,000)	(10,000)		-
Furlough grant income	1450					(14,909)	(17,342)		-
Fundraising	1500	(9,014)	-		-	-	0	-	-
		4,010	15,948	34,432	28,207	(1,258)	10,726	28,685	28,685
Tfr of annual grant allocation from Youth Outreach	1350/50	-	-			-			
		4,010	**15,948**	**34,432**	**28,207**	**(1,258)**	**10,726**	**28,685**	**28,685**
% Mvmt on previous budget								**2%**	**2%**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
MARKETS Cost Centre 60									
Gross Pay	4010	2,374	2,202	1,785	1,464	961	1,648	1,704	1,704
Employers Pension Contribution	4270	-			-	-	0	-	-
Repairs & general maintenance	5410	-	262	66	100	159	159	102	102
Saturday Market Charges	5420	13,802	14,083	14,266	14,695	8,681	14,882	14,988	14,988
Wednesday Market Charges	5421	19,938	25,539	26,285	26,766	15,823	27,126	27,301	27,301
Friday Market Charges	5423		-		13,774	-	0		-
Blighs market rent	6001	10,383	11,218	10,858	14,018	6,120	10,520	14,299	14,299
Light, Heat & Cleaning	6010	(300)	169	310	500	94	161	510	510
Publicity/Democratic notices	6460	220	1,178	1,315	2,000	-	1,000	2,040	2,040
Sundry Expenses	6900	-	(132)		-	-	0	-	-
Rental Income Sat Market	1017	(23,760)	(22,774)	(21,397)	(22,456)	(10,181)	(18,081)	(23,130)	(23,130)
Rental Income Weds Market	1018	(14,469)	(10,766)	(8,134)	(13,774)	(6,213)	(10,313)	(14,187)	(14,187)
Rental Income Blighs Market	1019	(16,436)	(14,258)	(13,505)	(15,000)	(8,060)	(16,060)	(15,450)	(15,450)
Rental Income Friday Market	1024				(13,774)		0		
Other income	1990	(166)	(6,721)		-		0	-	
		(8,414)	-	11,851	8,313	7,385	11,042	8,178	8,178
Movement in general reinvestment fund	7000	8,414	-	(7,026)	-	-	0		
		-	-	4,825	8,313	7,385	11,042	8,178	8,178
% Mvmt on previous budget								**-2%**	**-2%**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual 2020/21	Forecast	Budget	Budget at risk
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY									
Vine Café	28	22,956	23,909	52,673	19,566	20,193	48,230	25,911	43,761
Bat & Ball Station Building	30	-	12,559	(1)	(39)	32,572	-	-	-
Central Services	31	629,373	631,435	573,994	631,608	296,186	549,198	643,377	648,300
Finance Costs	31	(8,225)	(12,844)	(25,045)	(8,000)	(2,368)	(4,060)	(4,060)	(4,060)
General	32	22,597	30,753	28,006	29,500	9,375	29,536	30,210	36,210
Council Offices	33	32,458	45,018	40,681	50,321	39,856	68,764	34,773	51,768
Community Centre	36	(13,503)	(20,289)	13,133	3,737	6,770	2,070	(13,114)	28,986
Community Grants	38	44,010	56,004	51,185	57,250	99,490	120,250	58,395	58,395
Letting of Non-operational Property	39	(5,728)	(920)	(7,557)	(8,000)	(1,773)	(6,765)	(5,925)	(5,925)
Sevenoaks Town Partnership	40	5,000	6,314	5,643	5,000	2,728	5,000	5,000	5,000
Business Hub	41	-	-	2,635	800	1,419	2,433	(16,520)	7,976
Youth Café	50	4,010	15,948	34,432	28,207	(1,258)	10,726	28,685	28,685
Markets	60	-	-	4,825	8,313	7,385	11,042	8,178	8,178
		732,949	**787,887**	**774,605**	**818,262**	**510,576**	**836,424**	**794,909**	**907,274**
% Mvmt on previous budget								**-3%**	**11%**
OPEN SPACES & LEISURE COMMITTEE SUMMARY									
General	21	219,453	257,939	246,151	277,730	143,731	267,130	284,413	297,163
Greatness Cemetery	22	1,575	18,613	41,217	45,105	20,002	46,940	32,710	32,710
Allotments	23	1,328	(405)	2,818	1,213	(2,151)	1,351	1,934	1,934
Street Lighting and General	26	16,719	19,878	33,029	20,709	23,673	17,318	21,111	21,111
Vine Grounds	29	15,394	22,142	21,492	21,472	14,566	39,109	21,966	23,466
		254,469	**318,167**	**344,706**	**366,229**	**199,820**	**371,847**	**362,134**	**376,384**
% Mvmt on previous budget								**-1%**	**3%**

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
						2020/21			
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	YTD	2020/21	2021/22	2021/22
% Mvmt on previous budget - adjusted for Cemetery virement								**2%**	**6%**
REVENUE FUND SUMMARY									
Planning Committee	1	32,082	33,387	35,502	36,785	18,912	31,822	28,855	28,855
Open Spaces & Leisure Committee	2	254,469	318,167	344,706	366,229	199,820	371,847	362,134	376,384
Finance/General Purposes Committee	3	732,949	787,887	774,605	818,262	510,576	836,424	794,909	907,274
		1,019,500	**1,139,441**	**1,154,813**	**1,221,276**	**729,308**	**1,240,093**	**1,185,898**	**1,312,513**
Add: Appropriation to/(from) Balances		-							
Note: Movement from Reserves to offset loss income for Community Centre closure for 9 months				(26,000)	(26,000)		-		
Revenue Reserves Movement				12,572	20,000		-	20,000	
Additional contingency								34,000	
Precept		**1,019,500**	**1,139,441**	**1,141,385**	**1,215,276**	**708,911**	**1,215,276**	**1,239,898**	**1,312,513**
% Mvmt on previous budget								**2.0%**	**8%**
Surplus/ deficit						**(20,398)**	**(24,818)**		
Council Tax Base		9,315	9,470	9,638	9,691			9,691	
ie. Band D Equivalents									
Council Tax		**£110.53**	**£114.95**	***£118.43***	***£125.41***			***£127.95***	
% increase		4.74%	4.00%	3.03%	5.89%			2.03%	
Increase in Council Tax per year				**£3.48**	**£6.98**			**£2.54**	
Council Tax per week		**£2.13**	**£2.21**	**£2.28**	**£2.41**			**£2.46**	
Increase in Council Tax per week		**£0.10**	**£0.08**	**£0.07**	**£0.13**			**£0.05**	

Note:
Number of Band D households (1916) provided by
SDC by Dec-19

OSL Cttee Rolling Capital Programme 2021 -2022 Recommendations												
Version:	04-Nov-20			Agreed Funding sources				Balance to be funded				Additional Notes
			Capital required	CIL	Grant	RCP	CRR	20-21	21-22	22-23	Future Years	
Capital type	**Location**	**Detail**										
Machinery		tractor mounted mower	16,000					-	16,000			Plan to replace 1 vehicle per year. Purchase grave digging jcb if surplus in Cemetery this year
		replace van LS55CKL	16,000					-		16,000		
		replace grave digging jcb	16,000					16,000				
		replace dumper truck	14,000					-			14,000	
Property Maintenance	**Greatness Cemetery**	chapel gutters and soffit repaint	1,000			1,000		-				
		Cemetery path part repairs & road repairs	25,000	25,000				-				All funds to come from CIL
		chapel restain woodwork	1,500					-	1,500			Not completed this year, therefore rolled to next year due to weather advised by NC.
		new workshop mess room	45,000	37,351		6,000		1,649				Could be extra costs if considering low carbon as NC advised. Additional 12k of CIL.
		garage roof replace	2,000					-		2,000		Pushed back to 22/23
		gates & railing repaint	2,000					-			2,000	Pushed back to 23/24
		memorial safety testing	5,000					5,000				Capital Requirement for 20/21 - required every 4 years
		mausoleum, stone cleaning	3,000							3,000		Pushed back to 22/23
	Knole Paddock	replace water heaters	5,000					-	5,000			
		external paint & stain	1,718			1,718		-				Not completed this year, therefore rolled to next year
		replace barn doors	2,000	2,000				-				To try complete this year
		car park root damage repair	3,000					-	3,000			Capital Requirement for 21/22
		car park white lines	1,000					-	1,000			Capital Requirement for 21/22
	Vine	pavilion external paint	20,000	13,196				-	6,804			Capital Requirement for 20/21 - ** reallocate unspent CIL
		insulate pitch roof	5,000					-			5,000	Pushed back to 24/25
		cctv replace	6,000					-			6,000	Pushed back to 24/25
		bandstand repaint	7,500					-	7,500			
		café, internal decorate	1,500					-	1,500			
		café external repaint& defibrillator box	13,300					-	13,300			
		paths resurface	15,000					-			15,000	Pushed back to 23/24
		Tea Kiosk repaint	1,500					-	1,500			
		crazy paving, repoint/relay by pond	10,000							10,000		Pushed back to 22/23
	Judds Piece	resurface	2,500					-			2,500	Pushed back to 22/23
	Woodside rd	replace fence	2,000					-	2,000			Capital requirement 21/22
	War Memorial	stone repair repointing	500		-	500		-				Capital Requirement for 20/21, need to confirm costs in order to apply for Grant
	Pontoise Close	perimeter wall, patch pointing	877					-	877			CIL balance - no CIL left for Pontoise
	Kippington Meadow	repaint railings	3,000					-			3,000	Pushed back to 23/24
	St Nicholas Church	repointing front wall	4,000								4,000	Future
		path repairs east	4,000			600				3,400		
	Bethal Rd Cemetery	re-stitch wall	750					-	750			Revised Quotes, therefore additional £250 is required
		rear wall, replace loose coping	750					-	750			Revised Quotes, therefore additional £250 is required
	Hillingdon Rise play area	resurface (part)	8,000					-		8,000		Push back to 22/23 Grant?
		Replace worn equipment	10,000					-		10,000		Push back to 22/23 Grant?
	Julians Meadow	part replace surface	8,000					-	8,000			Capital Requirement for 21/22
	fence to PROW	fence to PROW	1,200			1,200		-				Future requirement, low priority
	Greatness Rec	playground safety surface	8,000					-	8,000			
		CCTV replace	9,000					-	9,000			Revised Quotes, therefore additional £3K is required
		skatelite repairs	3,000			3,000		-				Revised Quotes, therefore additional £3K is required for 21/22
	Upper High St Gardens	side wall 6 bells lane	1,500					-	1,500			Revised Quotes, therefore additional £700 is required
	Public Clocks	Jubliee Clock	12,999	12,999				-				Funded by CIL
	Lower ST Johns Toilets Refurb	refit men stainless equip	10,000	7,519			2,481	-				Discussion in Blue Skies for refit of 3 toilets & recommendations for CIL application
		re-stain external woodwork	1,000			1,000		-				Could be part of general refurb
	Timber Bus Shelters	Replacement	5,500		2,778			2,722				2,778 as a grant from KCC
			335,594	**98,065**	**2,778**	**15,018**	**2,481**	**25,371**	**87,981**	**52,400**	**51,500**	
		Total capital work to be funded	**217,252**									

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Future Property Maintenance Programme

SITE	ITEM	DETAILS OF WORK	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £
CEMETERY								
Chapel	Internal	*Repaint*						2000
	Windows							
	Roof	*minor repair*	600600					
	Gutters & soffits	*Repair & repaint*		in house				
	External woodwork	*Restain*		1,500 CIL				
Garages	External							
	Roof	*Repair*			2000			
	Doors							
Workshop	Internal							
	External		43,000 CIL & RCP					
Sheds	External	*Refix planking/stain Replace*						
Gates & Railings		*Repaint*				2,000		
		Repair						
Roads & Paths	Tarmac	*Repair selected paths*	25,000 CIL					
Mausoleum		*Stone Cleaning*			3,000			
	Obelisks	*Replace*						
Wall of Remembrance								
Shelter	Restain							

uture Property Maintenance Programme

SITE	ITEM	DETAILS OF WORK	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £
OPEN SPACES								
Knole Pavilion Dressing Rooms	Internal paint		1 In house					
	Equipment	*water heaters*		5,000				
	Kitchen refits							
Workshop	Internal paint	*In-house*						
	External paint/stain	*restain and repairs*		1,718				
	Roof							
	Gutters	*Minor repairs*						
	Doors		2000 CIL					
Car Park	Re-tarmac	*Root damage repairs*		3,000				
	Re mark lines			1,000				
Compound	Fencing							
Vine Pavilion	External paint	*Repaint*		20,000				
	Slate Roof	*Insulate*					5000	
	Disabled access	*Construct*						
	Flat Roof	*Replace & Insulate*						
	Gutters							
	Windows	*Minor repairs included with external paint*						
	Re-wiring							
Disabled & Unisex Toilets		*Replace both doors*						
		Internal fittings						
Vine Bandstand	Paint	*Repaint*		7,500				
	Roof	*Minor repairs*						
	Gutters	*Minor repairs*						
	Paving							
	Cast iron	*Repairs*						

SITE	ITEM	DETAILS OF WORK	2020/21 £	uture Property Maintenance Programme 2021/22 £										
Vine Café	Internal			1,500										
	External			13,000										
	Roof													
	Gutters													
Defibrillator box	repaint			300										
Chair Store														
Paths	Re-tarmac	*Respray + chippings*				15,000								
Railings	Re-paint							2,500						
Post & Rail Fence	Replace	*Ongoing In-house*												
Tea Kiosk	Internal paint													
	External paint	*Repaint*		1500										
	Roof													
VINE GARDENS	Gardens	Sensory Bed												
	Pond													
	Crazy paving	*relay/repoint*			10,000									
	Bridge	*Rebuild*												
THE POUND	Fence	*Replace*												
JUDDS PIECE	Path	*Re-tarmac + chip*				2,500								
	Post & rail fence	*replace*												
RHEINBACH GARDENS	Boundary wall													
	Block paving													
WAR MEMORIAL		*Pointing repairs*												
WOODSIDE ROAD	Boundary fence			2,000										
PONTOISE CLOSE	Play equipment													
	Self-closing gate													
	Safety surfaces													
	Railings													
	Re-tarmac													
	Car park - post & rail fence	*Partial replacement*	in house											
	Metal Gates Betenson rd	*Replace*												
	Perimeter wall (Shoreham Lane)	*Pointing + patch repairs*				2,000								
MOUNT CLOSE	Play equipment		completed, grant											
	Self closing gate													
	Safety surfaces													
	Railings													
	Re-tarmac													
	Steps with handrail	*Repairs*												

SITE	ITEM	DETAILS OF WORK	2020/21 £	uture Property Maintenance Programme 2021/22 £										
MIDDLINGS WOOD	Steps	*Top up surfacing*												
	Path													
MILLPOND WOOD & THE MILLPOND	Post & rail fence	*Replace along Seal rd*												
	5 Bar Gates	*Replace*												
	Millpond If Transferred													
KIPPINGTON MEADOW	Railings*	*repaint*				3,000								
	Re-tarmac													
ST NICHOLAS' CHURCH	Walls	*Repointing*					4000							
	Walls													
	Paving	*Repairs to East/ main*			4,000									
		Repairs by south door												
	Memorials													
BRADBOURNE VALE ROAD ALLOTMENTS	Boundary fence	*replace*												
	Gates													
BETHEL ROAD CEMETERY	Retaining wall + steps + gate	*Wall repair, & copping*		1,500										
HILLINGDON RISE	Boundary fence													
	Play Equipment				10,000 Grant?									
	Safety surfaces				8,000 Grant?									
LITTLEWOOD	Fence adjacent no.75	*Replace*												
JULIAN'S MEADOW RECREATION AREA	Play equipment													
	Safety surfaces			8.000 grant?										
	Playground fence													
	Bollards													
	Fence to PROW				1,200									
	Path to woods													
GREATNESS RECREATION GROUND	Boundary fence - wooden	*Replacement to Metal*												
	Boundary fence - metal													

Gate - metal	*Repair*												
Inner car park	*Roadstone*	STFC completed											
Outer car Park	*Re-tarmac*												
Height Barrier	*repaired*												
Playground & fence	*Replace*												
Safety surfaces	*Replace*		8,000 grant?										
CCTV			9,000										
Height Bbarrier													
Skatepark Equipment		3000	3000	3,000									

SITE	Skatepark fence	DETAILS OF WORK	2020/21 £	uture Property Maintenance Programme 2021/22 £
TOWN CENTRE PLANTERS	ITEM	*Replace*		
	Timber - at bus			
	Paving			
	Front wall			
	Side wall to six bells			1,500
UPPER HIGH STREET GARDENS	Railings	*Roof repairs*		
TOWN COUNCIL OFFICES	Shelter	*Remedial works at rear of Chamber*		
Lower St Johns Toilets	Retaining wall			10,000 refit
	Internal fittings	*Restain*		1,000
	External woodwork			
	Roof			
Brittains Common	Doors			
	Bollards			
	Footpath			
KEY be shown, if not funds needed				

Chamber

Increase in Rates: 3%

CHARGES	Details	Price	2021/22	% Increase
Monday - Sunday	9am – 5pm	£210.00	N/A	
Day time Sessions (Four hours or less)	Between 9am and 5.30pm	£110.00	N/A	
Evening Sessions (Four hours or less)	Between 6pm and 10pm	£130.00	N/A	
Chamber Hire - local organisation	Hourly charge	£35.00	£36.00	2.86%
Chamber Hire - local organisation	Hourly charge 6hrs +	N/A	£30.00	
Hourly Charge (Non-local Organisations)		£40.00	£41.00	2.50%
Set up costs (services of Caretaker)		£40.00	£40.00	0.00%
Unlimited Tea/Coffee	Per person/per session	£2.00	£2.00	0.00%

OTHER CHARGES	Details	Price	2021/22	% Increase
Photocopying				
Information retrieved from Council Files	First copy	£0.75	£0.75	33.3%
	Subsequent copies	£0.13	£0.13	-100.0%
Copying from caller's original	Per copy (black and white)	£0.13	£0.13	-100.0%
	Per copy (colour)	£0.25	£0.25	-100.0%
Signing Document		£15.00	£15.00	0.0%

All rates are inclusive of VAT
Chamber rates are being simplified for 2021/22 in line with other STC facilities.

Bat & Ball Centre

STARTING WEEKEND RATES		
Henry Garrett (A)	Hourly charge	£50.00
	Hourly charge 6hrs +	£45.00
John London (B)	Hourly charge	£45.00
	Hourly charge 6hrs +	£40.00
Meeting Room	Hourly charge	£30.00
	Hourly charge 6hrs +	£25.00
A+B	Hourly charge	£95.00
	Hourly charge 6hrs +	£85.00

STARTING MID WEEK HOURLY RATES		
Henry Garrett (A)	Mon-Fri 9:00am – 6:00pm	£40.00
	Mon-Fri 6:00pm – 11pm	£45.00
	Mon-Fri 6hrs+ hire	£35.00
John London (B)	Mon-Fri 9:00am – 6:00pm	£35.00
	Mon-Fri 6:00pm – 11pm	£40.00
	Mon-Fri 6hrs+ hire	£30.00
Meeting Room	Mon-Fri 9:00am – 6:00pm	£20.00
	Mon-Fri 6:00pm – 11pm	£25.00
	Mon-Fri 6hrs+ hire	£15.00
A+B	Mon-Fri 9:00am – 6:00pm	£75.00
	Mon-Fri 6:00pm – 11pm	£85.00
	Mon-Fri 6hrs+ hire	£65.00

Henry Garrett/ John London set up costs (Room layout/ table & chairs)	£40.00
Kitchen	£25.00
A1 poster bays - monthly charge per bay	£60.00
Tea Dance	£3.50
MUGA - per hour available for sports parties	£20.00

Notes

All rates are inclusive of VAT

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

Propose to keep starting rates static for 2021/22 rather than including an increase only a few months after opening

Refundable deposit per booking £150

Refreshments/ Technical AV suport are available - POA

Bat & Ball Station

Increase in Rates: 3%

WEEKEND RATES			2021/22 charge	% Increase
Booking Hall	Hourly charge	£40.00	£41.00	2.5%
	Hourly charge 6hrs +	£35.00	£36.00	2.9%
Luggage Room Hall	Hourly charge	£30.00	£31.00	3.3%
	Hourly charge 6hrs +	£25.00	£26.00	4.0%

MID WEEK HOURLY RATES			2021/22 charge	% Increase
Booking Hall	Mon-Fri 9:00am – 6:00pm	£30.00	£31.00	3.3%
	Mon-Fri 6:00pm – 10:30pm	£35.00	£36.00	2.9%
	Mon-Fri 6hrs+ hire	£25.00	£26.00	4.0%
Luggage Room Hall	Mon-Fri 9:00am – 6:00pm	£20.00	£21.00	5.0%
	Mon-Fri 6:00pm – 10:30pm	£25.00	£26.00	4.0%
	Mon-Fri 6hrs+ hire	£15.00	£15.00	0.0%

Booking Hall set up costs (Room layout/ table & chairs)	£40.00	£40.00	0.0%

Notes

All rates are inclusive of VAT

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

Refundable deposit per booking £150

Refreshments/ Technical AV suport are available - POA

Business Hub

STARTING Monthly charges		
Postal/ Business address	Postal/ business address. Storage for post until collected	£30.00
Hotdesking - 8 days	Access to hotdesk 8 days/ month	£120.00
Hotdesking - 20 days	Access to hotdesk 20 days/ month	£200.00
Dedicated desk	Unlimited access Dedicated desk 2 hours meeting room time/ month	£240.00
Private pod workspace	Unlimited access Dedicated desk in enclosed locable pod 2 hours meeting room time/ month	£290.00

Membership	One off charge	£20
Meeting room - members	Room seating 10 people Refreshment facilities Hourly charge	£15.00
Meeting room -non members	Room seating 10 people Refreshment facilities Hourly charge	£20.00

Notes
Opening hours Mon - Sat 9-8
All rates are inclusive of VAT

SEVENOAKS TOWN COUNCIL

DRAFT GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2021

CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
• Rent to be calculated per m2 Normal size – 10 rods = 253m2	£4.15 per rod wef 29.09.2020 Total for 10 rod plot - £41.50 pa
	£00.18 per m2 wef 29.09.2021 Total 253m2 - £45.54 pa
Quakers Hall Allotments:	
• Rent to be calculated per m2 Normal size – 10 rods = 253m2	£4.15 per rod wef 29.09.2020
	£00.18 per m2 wef 29.09.2021 Total 253m2 plot - £45.54 pa
Logs:	
• Full Load	£125 £119.00
• Half Load	£75 £72.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2012 for 7 years. Lease renewed Sept 2020 for 25 years. Rent review every 5 years)	£3,750.00 Review Sept 2025
Sevenoaks Clarendon LTC (reviewed March 2014 for next 7 years. Main lease expires March 2042)	£412.00 per annum Review March 2021
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Reviewed Sept 2020. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025
Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
• Pitch 1(Lease expires 27 April 2021)	£1 per annum
• Pitch 2 & Pavilion (Lease commenced 1 April 2005 and expires 27 April 2021). Last reviewed 2015	£520 per annum

Cemetery

Increase in Rates: 3%

EXCLUSIVE RIGHTS OF BURIAL	Resident Current	Resident 2021/22	% Increase	Non Resident Current	Non Resident 2021/22
In a New Grave (For 75 years): Includes Certificate of Grant, entry in Register (all sites)					
Earth (Lawn section) Grave Site A	£715.00	£930.00	30.1%	£2,145.00	£2,790.00
Earth (Lawn section) Grave Site B	£575.00	£592.00	3.0%	£1,725.00	£1,776.00
Earth (Lawn section) Grave Site C	£425.00	£438.00	3.1%	£1,275.00	£1,314.00
Infants (non-viable foetuses, still born children, and under 5 years)	£22.00	£23.00	4.5%	£65.00	£69.00
Outside spaces are surcharged 25%					
Pre-purchase of Gravemarker	£65.00	£67.00	3.1%	£65.00	£67.00

INTERMENT FEES (Including grave digging)	Resident				
Infant's Grave (single depth grave in infant's section)	£150.00	£155.00	3.3%	£450.00	£465.00
Single depth in an adult grave (all ages)	£500.00	£515.00	3.0%	£1,500.00	£1,545.00
Double depth in an adult grave (all ages)	£670.00	£690.00	3.0%	£2,010.00	£2,070.00
Surcharge for casket burials is double the above fees					
Burials with coffins & caskets outside of normal dimensions	POA				
Interment of cremated remains within a Grave	£85.00	£88.00	3.5%	£240.00	£264.00

OTHER FEES	Resident				
Transfer of Exclusive Rights of Burial Grant (per document)	£70.00	£72.00	2.9%	£70.00	£72.00
To search Register of Burials per name (same family)	£35.00	£36.00	2.9%	£35.00	£36.00
Annual Grave Maintenance-Grass Grave	£100.00	£103.00	3.0%	£100.00	£103.00
Annual Grave Maintenance-Full Memorial	£140.00	£144.00	2.9%	£140.00	£144.00

Turfing of old graves (at client's request)	£70.00	£72.00	2.9%	£70.00	£72.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	£155.00	£160.00	3.2%	£155.00	£160.00
Weekend surcharge-cremated remains burial	£155.00	£160.00	3.2%	£155.00	£160.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	£55.00	£57.00	3.6%	£55.00	£57.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA				
CHAPEL SERVICE	**Resident**				
Use of chapel (includes provision of music if required)	£155.00	£160.00	3.2%	£155.00	£160.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)	**Resident**				
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	£165.00	£170.00	3.0%	£165.00	£170.00
Double headstones	£330.00	£340.00	3.0%	£330.00	£340.00
Additional inscriptions after first interment	£115.00	£118.00	2.6%	£115.00	£118.00
Tablets, scrolls, bird baths and books up to 15 inches in height	£125.00	£129.00	3.2%	£125.00	£129.00
To replace a memorial with similar or smaller memorial	£45.00	£46.00	2.2%	£45.00	£46.00
Memorial removal and disposal fee	£100.00	£103.00	3.0%	£100.00	£103.00
WALL OF REMEMBRANCE	**Resident**				
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	£130.00	£134.00	3.1%	£130.00	£134.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	£250.00	£258.00	3.2%	£750.00	£774.00
Additional inscription to existing plaque	£50.00	£52.00	4.0%	£50.00	£52.00
LAWN OF REMEMBRANCE	**Resident**				

Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	£180.00	£185.00	2.8%	£540.00	£555.00
Interment of ashes (digging charge)	£85.00	£88.00	3.5%	£255.00	£264.00

BOOK OF REMEMBRANCE	**Resident**				
Memorial Roses (details entered in a Book of Remembrance)	£155.00	£160.00	3.2%	£155.00	£160.00

Infant charges under review in line with government guidance
All prices inclusive of VAT where applicable

Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency
presented to the Town Clerk prior to any reduced fee being approved.
RESIDENT A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the
Town area for 15 years or more and who at the time of his/her death had not been
resident outside that area for more than 10 years).
NON RESIDENT Any non parishioner
The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances.
All invoicing must be settled in full prior to permission being given by the Council for any work to be carried
out in the Cemetery.

Sports Charges

Increase i 3%

Sport	Hire Conditions		All Day (£)	2021/22	% Increase
Cricket	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Adults	£105.00	£108.00	2.86%
		Weekday games - Juniors	£70.00	£72.00	2.86%
		Weekend games - Adults	£125.00	£129.00	3.20%
		Weekend games - Juniors	£80.00	£82.00	2.50%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£70.00	£72.00	2.86%
		Weekday games - Juniors	£46.00	£47.00	2.17%
		Weekend games - Adults	£95.00	£98.00	3.16%
		Weekend games - Juniors	£65.00	£67.00	3.08%

Sport	Hire Conditions		Aftrnn (£)		
Cricket	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Adults	£90.00	£93.00	3.33%
		Weekday games - Juniors	£60.00	£62.00	3.33%
		Weekend games - Adults	£110.00	£113.00	2.73%
		Weekend games - Juniors	£65.00	£67.00	3.08%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£60.00	£62.00	3.33%
		Weekday games - Juniors	£41.00	£42.00	2.44%
		Weekend games - Adults	£75.00	£77.00	2.67%
		Weekend games - Juniors	£50.00	£52.00	4.00%

Sport	Hire Conditions		Evening (£)		
		Weekday games - Adults	£75.00	£77.00	2.67%

Cricket	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Juniors	£50.00	£52.00	4.00%
		Weekend games - Adults	£85.00	£88.00	3.53%
		Weekend games - Juniors	£55.00	£57.00	3.64%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£46.00	£47.00	2.17%
		Weekday games - Juniors	£28.00	£29.00	3.57%
		Weekend games - Adults	£60.00	£62.00	3.33%
		Weekend games - Juniors	£40.00	£41.00	2.50%

Sport	Hire Conditions		Aftrnn (£)		
Soccer	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Adults	£80.00	£82.00	2.50%
		Weekday games - Juniors	£45.00	£46.00	2.22%
		Weekend games - Adults	£100.00	£103.00	3.00%
		Weekend games - Juniors	£55.00	£57.00	3.64%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£55.00	£57.00	3.64%
		Weekday games - Juniors	£31.00	£32.00	3.23%
		Weekend games - Adults	£75.00	£77.00	2.67%
		Weekend games - Juniors	£37.00	£38.00	2.70%

Sport	Hire Conditions		Aftrnn (£)		
Rugby	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Adults	£110.00	£113.00	2.73%
		Weekday games - Juniors	£65.00	£67.00	3.08%
		Weekend games - Adults	£135.00	£139.00	2.96%
		Weekend games - Juniors	£85.00	£88.00	3.53%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£75.00	£77.00	2.67%
		Weekday games - Juniors	£45.00	£46.00	2.22%
		Weekend games - Adults	£95.00	£98.00	3.16%
		Weekend games - Juniors	£65.00	£67.00	3.08%
		Mini Tournaments	£145.00	£149.00	2.76%
		Junior Training Areas	£40.00	£41.00	2.50%

		Mens Training per hour	£32.00	£33.00	3.13%
		Ladies Training per hour	£27.00	£28.00	3.70%
		Outside Rugby Clubs - normal fee plus	£32.00	£33.00	3.13%

Sport	**Hire Conditions**		**Aftrnn (£)**		
Additional Fees	Pavilion use for social purposes (inc. showers)	Per hour - Adults	£32.00	£33.00	3.13%
		Per hour - Juniors	£22.00	£23.00	4.55%
	Pavilion use for social purposes (exc. showers)	Per hour - Adults	£22.00	£23.00	4.55%
		Per hour - Juniors	£17.00	£18.00	5.88%
	Daily Rates	For Sevenoaks Organisations	£115.00	£118.00	2.61%
		For non-Sevenoaks Organisations	£140.00	£144.00	2.86%
	Fetes, Sports Meetings etc (one field plus pavilion)	Whole Day	£405.00	£417.00	2.96%
		Afternoon & Evening only	£215.00	£221.00	2.79%
	Junior Sports Meetings (7 hours)	Restricted Area	£110.00	£113.00	2.73%
		One Field & Pavilion	£205.00	£211.00	2.93%
		One Field	£170.00	£175.00	2.94%

Notes

All rates are inclusive of VAT

VAT exempt price is available to block bookings of 10 or more sessions to recognised sports bodies meeting relevant conditions – please enquire for form

MUGA at Bat & Ball Centre is also available for hire - please see separate schedule for details

Sevenoaks Town Council

Agenda Item 7(iv)

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre (v.4)

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

Charging for Pre-Booked:

Non-Commercial Junior	£5	Per hour Including VAT
Non- Commercial Adult	£10	Per hour Including VAT
Commercial	£25	Per hour Including VAT
Team Sports Adults	£25	Per hour Including VAT
Team Sports Juniors / Sports Parties	£20	Per hour Including VAT

Sevenoaks Town Council

Agenda Item 7(iv)

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre (v.4)

i) Sevenoaks Town Council's Multi Use Games Area at Bat & Ball Centre is designed to enable the following sports to be played: Tennis, Netball, 5 A Side Football, Basketball practice. Days indicating Tennis Nets will mean that only tennis can be played. Days without Tennis Nets mean that the facility is available for other sports.

ii) During times when there are no charges if someone is waiting is time is limited to 40 minutes to enable others to use the MUGA.

iii) Hall hire facilities are also available to facilitate sports-based parties on Saturday afternoons

iv) VAT exempt price is available to block bookings of 10 or more sessions to recognised sports bodies meeting relevant conditions – please enquire for form

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Agenda Item 8

Sevenoaks Town Council

Finance & General Purposes Committee 23rd November 2020

SDC: Reopening High Streets Safely Campaign

Sevenoaks District Council (SDC) have appointed Pillory Barn consultants to work on a project for the Reopening High Streets Safely Campaign. SDC has had separate meeting with representatives of the four towns in the district. Cllr Busvine, Cllr Eyre and the Town Clerk were invited to a meeting to discuss the Sevenoaks element. There was also a discussion with the Visitor Economy Forum.

Unfortunately, the start of the campaign was delayed due to the second lockdown. However, Pillory Barn is looking at adapting one or two of the assets to promote those shops that remain open and encourage residents to shop online locally. Attached are examples of some of the campaign assets, which can be used on website, social media and other communications lines (such as newsletters) to promote in the town centres, with a big push for a Christmas lead up campaign. The District Council will also be promoting these assets and looking at other sources to help promote a safe return to our high streets.

This information was forwarded to Sevenoaks Town Councillors prior to the F&GP meeting due to SDC's proposed start date of the campaign – 27th November 2020.

Following feedback from Sevenoaks Town Councillors SDC has modified the colour of the Sevenoaks town part of the project to match as closely as possible the Town Team Love Sevenoaks campaign and added a further graphic relating to supporting independent businesses.

RECOMMENDED: To note the SDC Reopening High Streets Safely Digital Campaign and that it is complimentary and enhancing to campaigns that are currently in place.

Sevenoaks
DISTRICT COUNCIL

High Street Reopening Campaign

Version 2

PILLORY/BARN

Town centre narrative

The following details the results from the online sessions held for each town to distinguish and pull out their unique offer and the creative that supports this.

Edenbridge

Xmas Market 28 November

Free Parking

2 x train stations

Christmas Events

'Local gems'

Independent shops

Shopping experience

Food & drink offering

Micro Pub

Community spirit

A lot of committees

Integrating new and existing

Gift shops
Card shop (xmas cards)
Bradfords
Independent hardware store
Jewellery shop
Butchers

Chains:
Tesco
Boots
Waitrose
Costa

Local cafes - lunch date

Local pubs

Spring pop up events

Historic buildings

Heritage

Coffee in a medieval building

Museum

No antiques offer

Edenbridge Fireworks is well know but sadly not happening this year Museum holding bonfire exhibition

Christmas association usually organise a lot of events which aren't happening this year

Campaign development

USPs
Heritage
Christmas offering

Back to local

Signage to drive visitors into highstreet

Vinyls on the leather market

Something for everyone

Works for Edenbridge - needs a rephrase

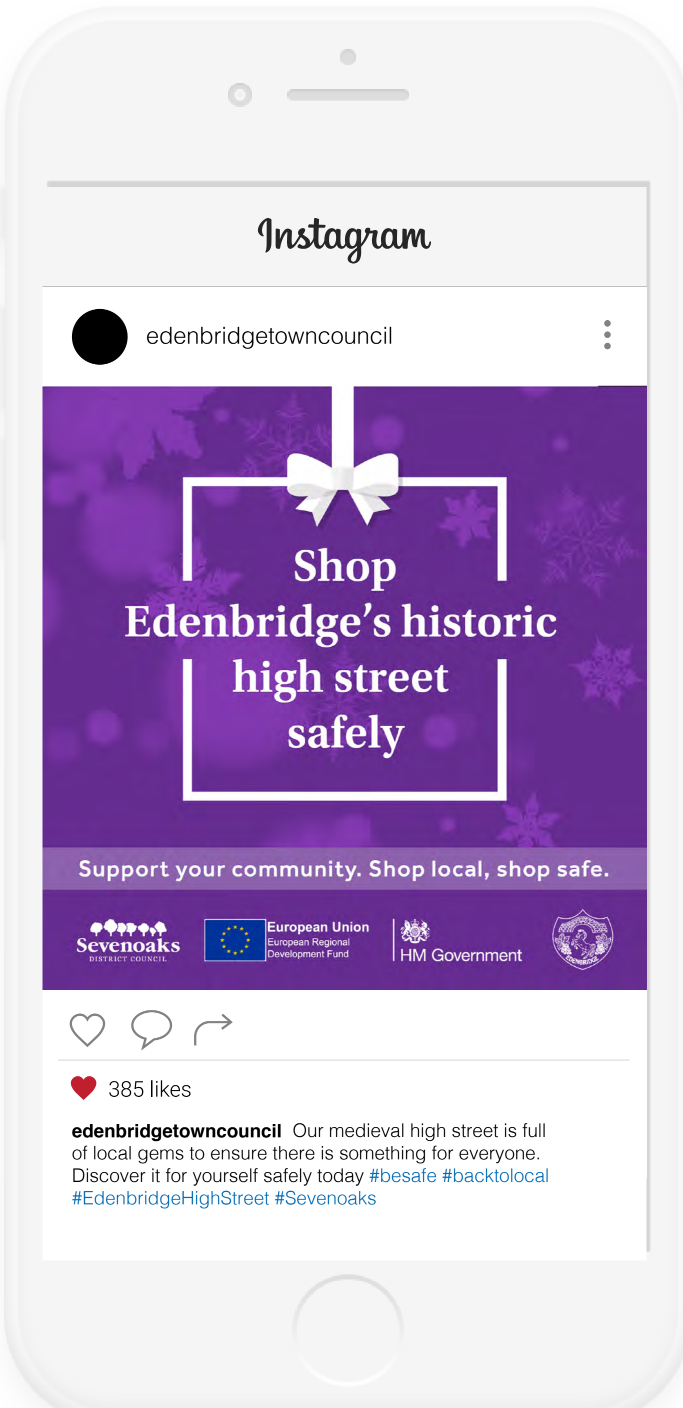
Visitors park in Waitrose and leave

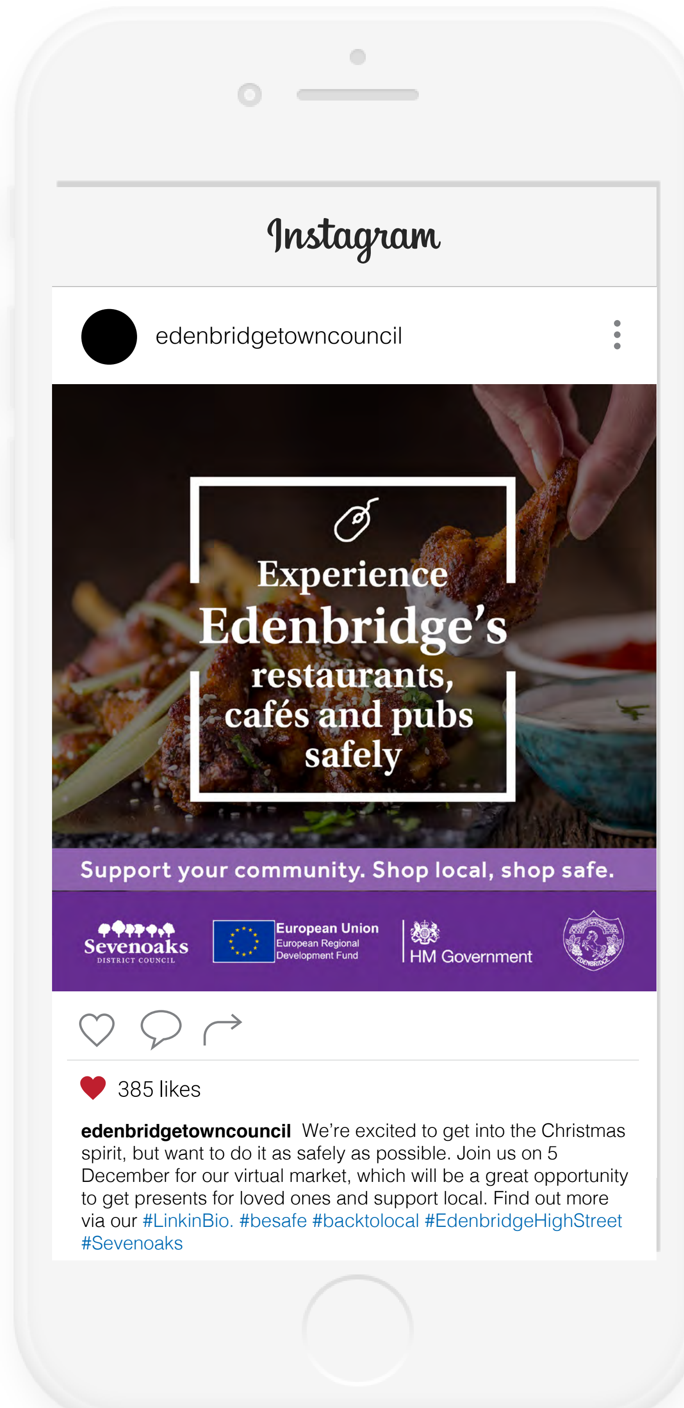
Waitrose not supportive

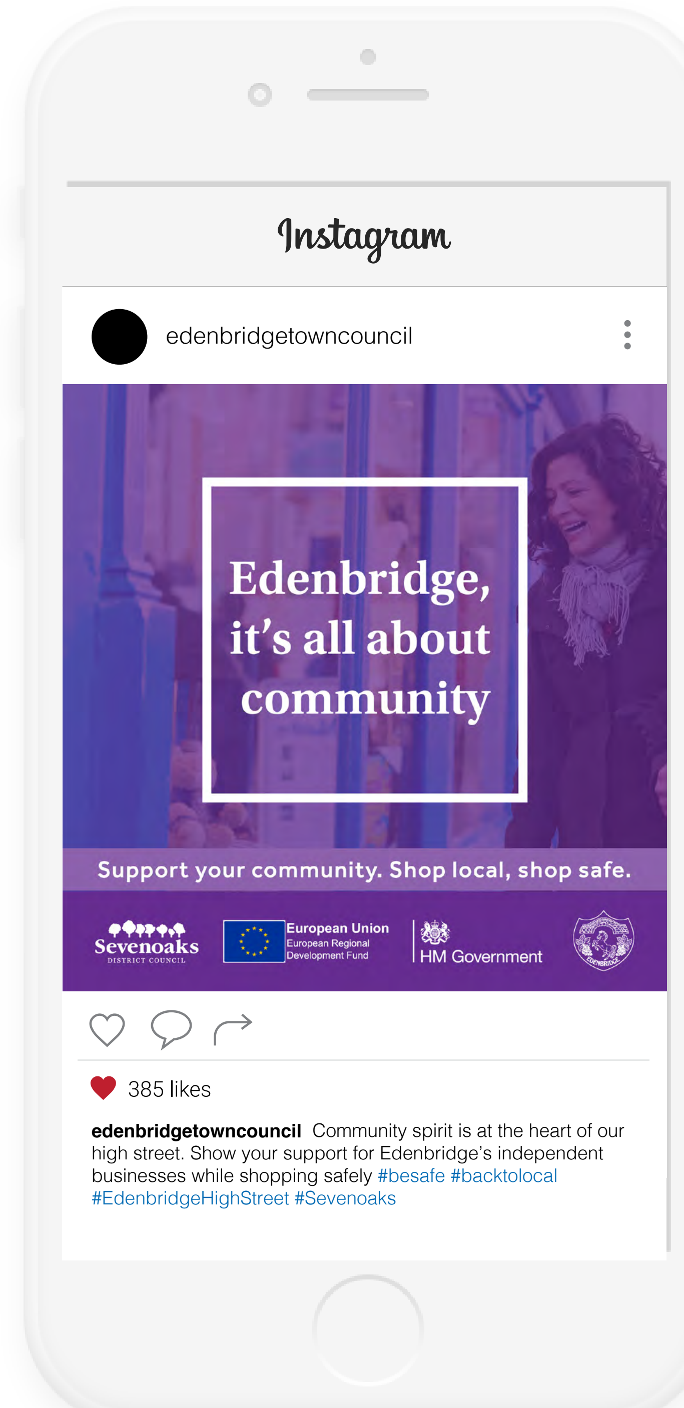
Waitrose "Community Matters' Campaign

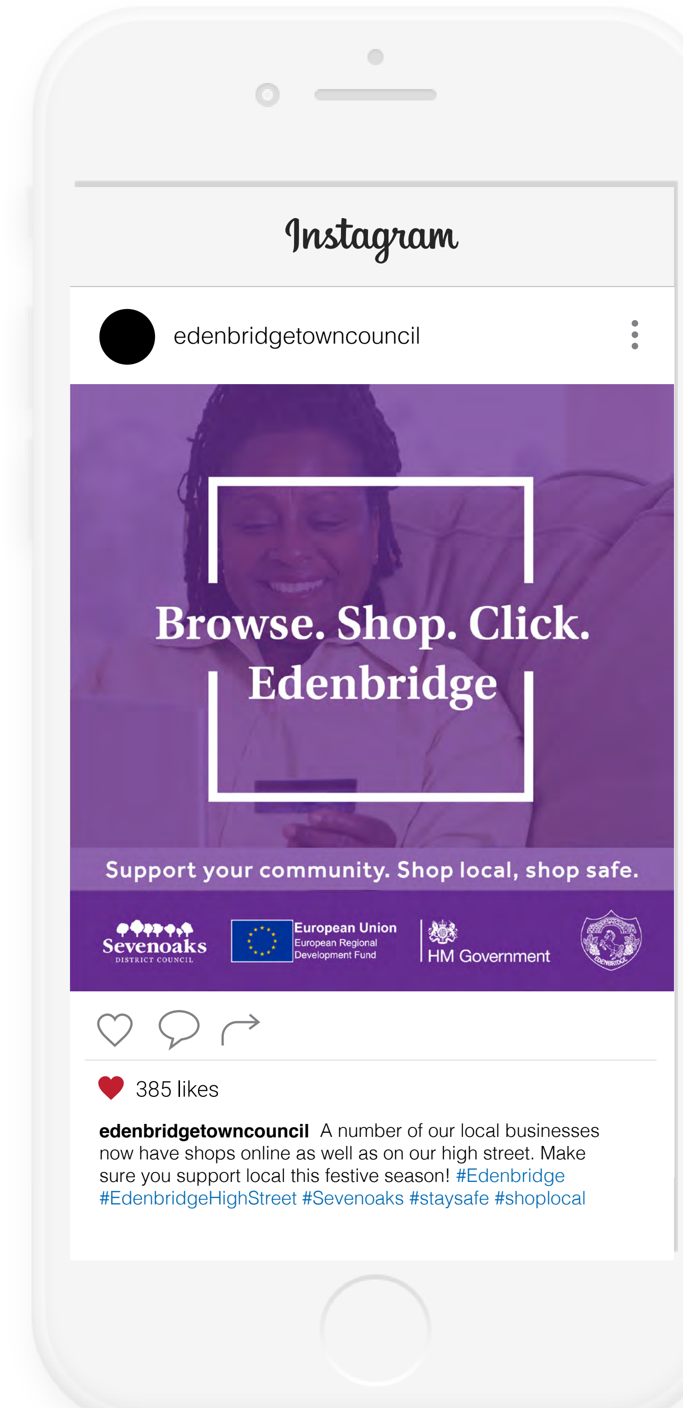
Guerrilla marketing - Wrap/signage on a car

Edenbridge, for us it's community


Instagram
edenbridgetowncouncil
Shop
Edenbridge's historic
high street
safely
Support your community. Shop local, shop safe.
Sevenoaks
European Union
European Regional Development Fund
HM Government
385 likes
edenbridgetowncouncil Our medieval high street is full of local gems to ensure there is something for everyone. Discover it for yourself safely today #besafe #backtolocal #EdenbridgeHighStreet #Sevenoaks


Instagram
edenbridgetowncouncil
Experience
Edenbridge's
restaurants,
cafés and pubs
safely
Support your community. Shop local, shop safe.
Sevenoaks
European Union
European Regional Development Fund
HM Government
385 likes
edenbridgetowncouncil We're excited to get into the Christmas spirit, but want to do it as safely as possible. Join us on 5 December for our virtual market, which will be a great opportunity to get presents for loved ones and support local. Find out more via our #LinkinBio. #besafe #backtolocal #EdenbridgeHighStreet #Sevenoaks


Instagram
edenbridgetowncouncil
Edenbridge,
it's all about
community
Support your community. Shop local, shop safe.
Sevenoaks
European Union
European Regional Development Fund
HM Government
385 likes
edenbridgetowncouncil Community spirit is at the heart of our high street. Show your support for Edenbridge's independent businesses while shopping safely #besafe #backtolocal #EdenbridgeHighStreet #Sevenoaks


Instagram
edenbridgetowncouncil
Browse. Shop. Click.
Edenbridge
Support your community. Shop local, shop safe.
Sevenoaks
European Union
European Regional Development Fund
HM Government
385 likes
edenbridgetowncouncil A number of our local businesses now have shops online as well as on our high street. Make sure you support local this festive season! #Edenbridge #EdenbridgeHighStreet #Sevenoaks #staysafe #shoplocal

EDENBRIDGE

- A nod to Christmas presents in the first post
- Clear heritage identity
- Generic shop imagery
- Clear outdoor imagery that can change with the seasons
- Clear safety message. Back to local message is strong in the call to action and also the hashtags.

Be safe.
Back to local.

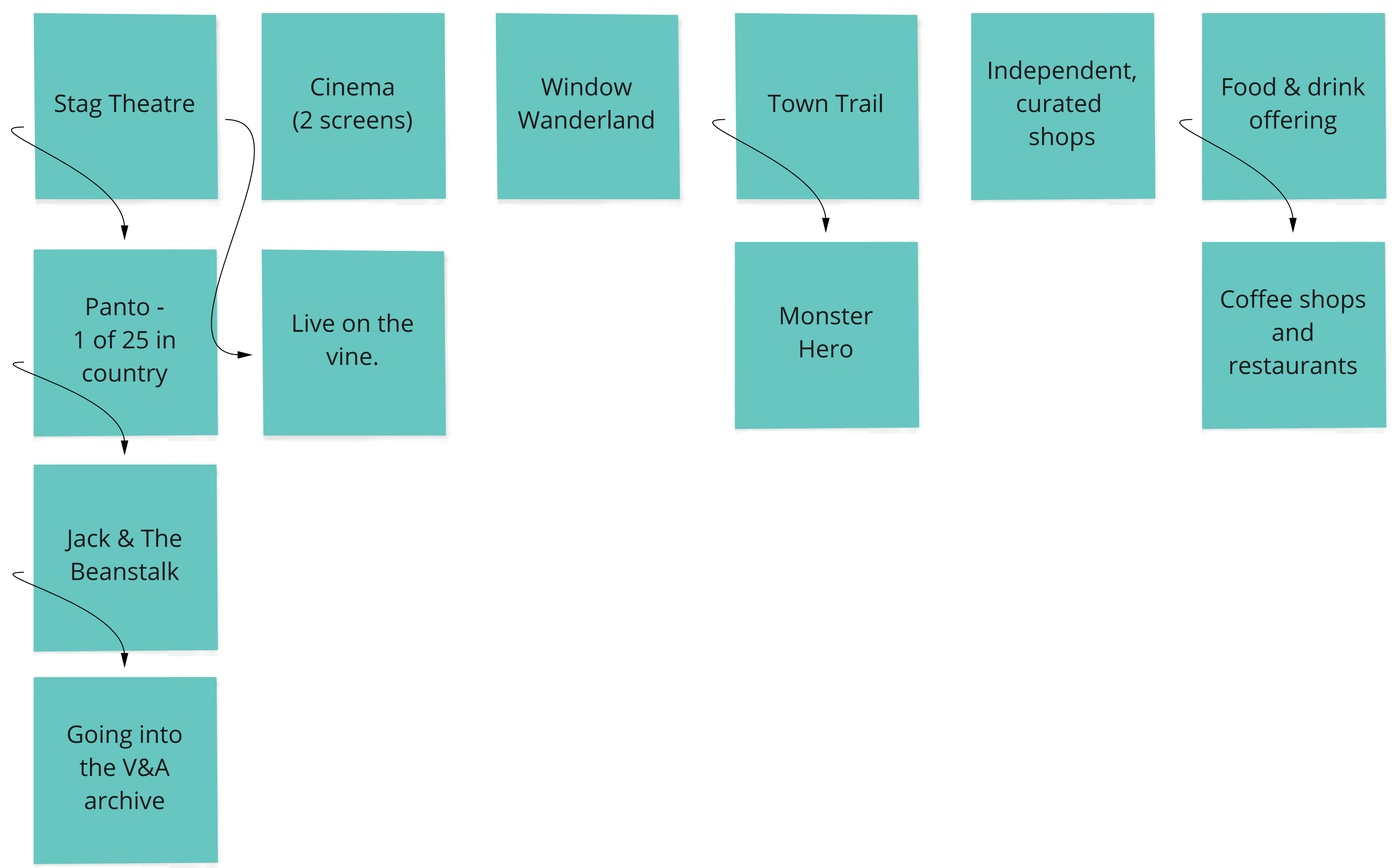
Illustrator templates will also be supplied for:

- FACEBOOK POSTS
- TWITTER POSTS
- INSTAGRAM STORIES
- LINKEDIN POSTS

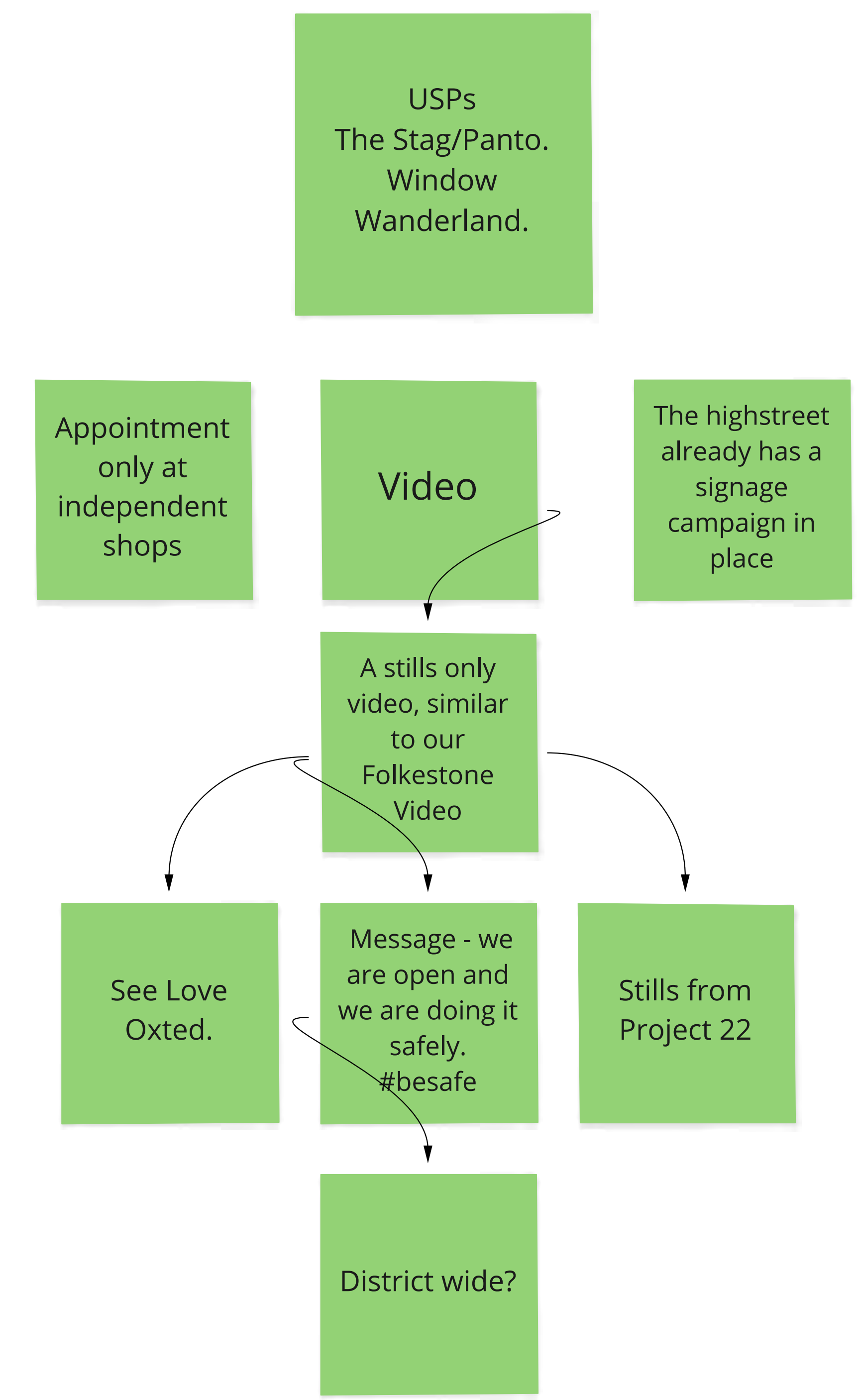
Hashtags:

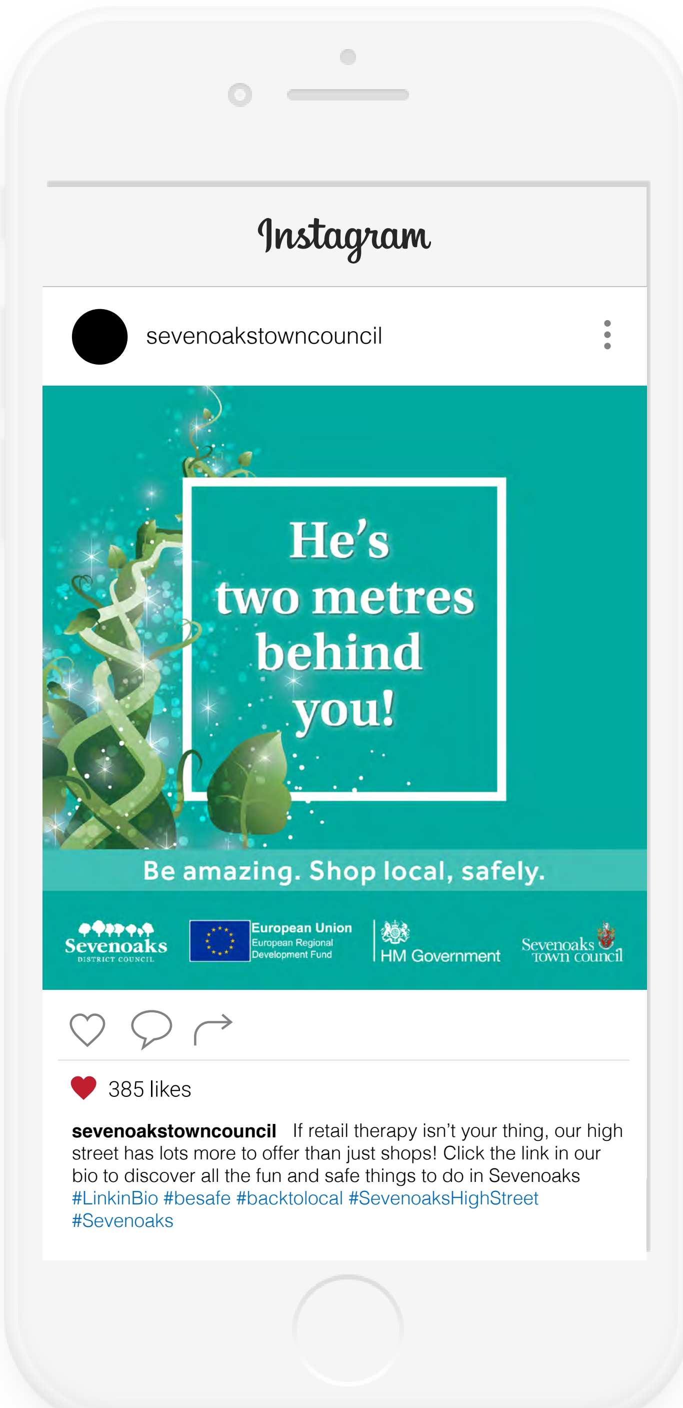
#besafe (2.8M posts)
#backtolocal (100+ posts)
#EdenbridgeHighStreet (<100 posts)
#Edenbridge (22.5K posts)
#Sevenoaks (218K posts)
#shoplocal (41.3M posts)
#supportlocal (20.1M posts)
#supportlocalbusiness (3.8M posts)
#highstreet (757K posts)
#shopsafely (5K+ posts)
#covidsecure (26.8K posts)

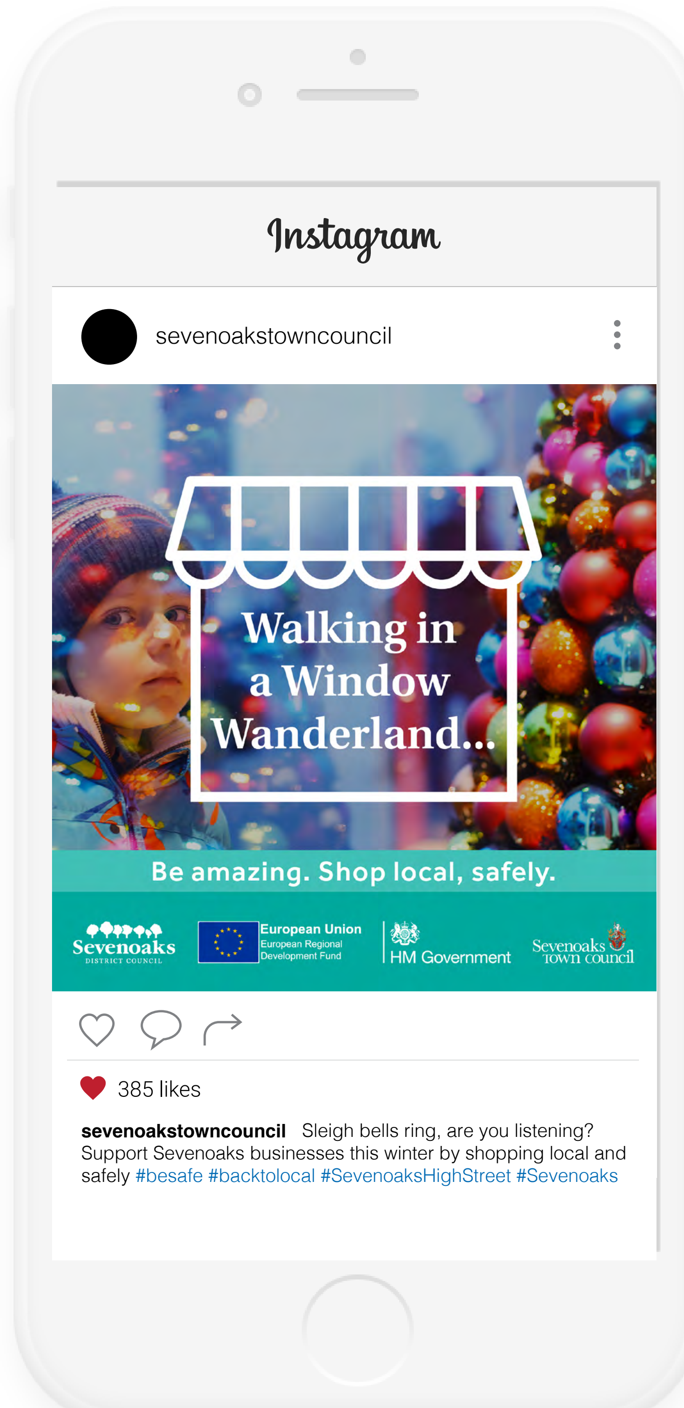
Sevenoaks

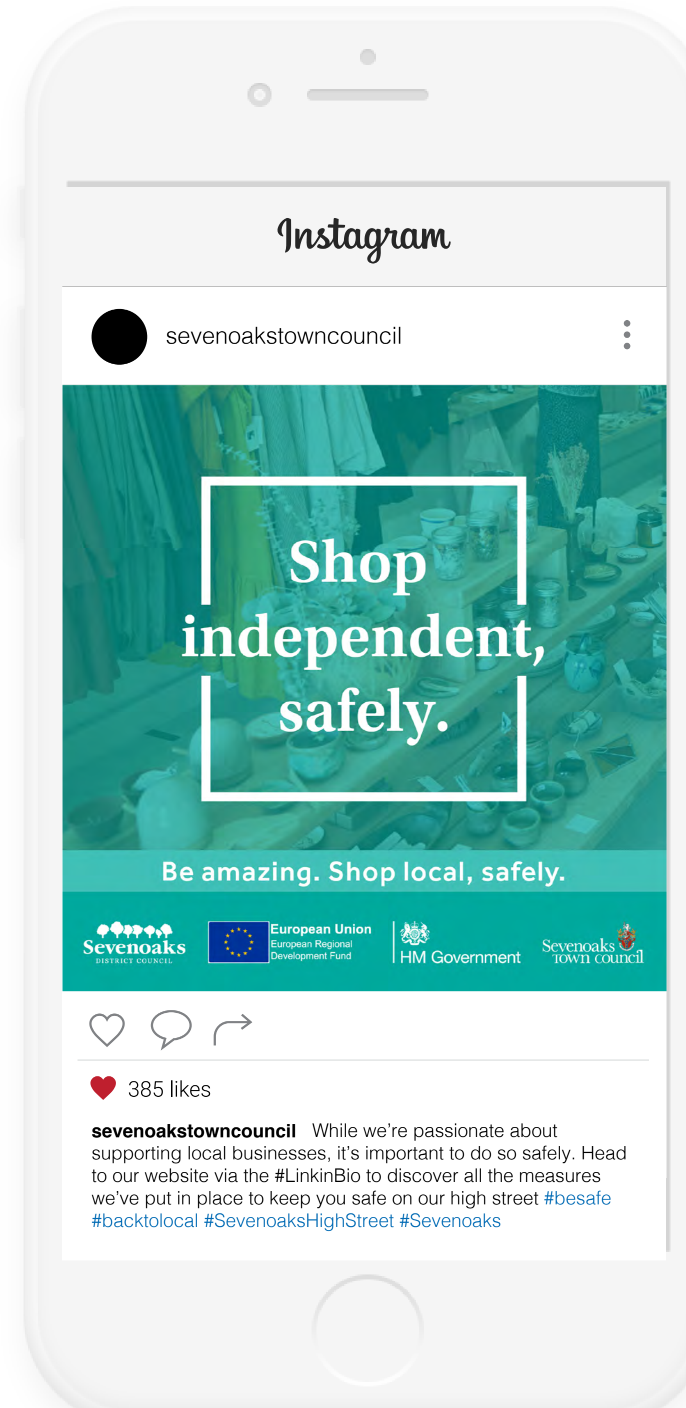


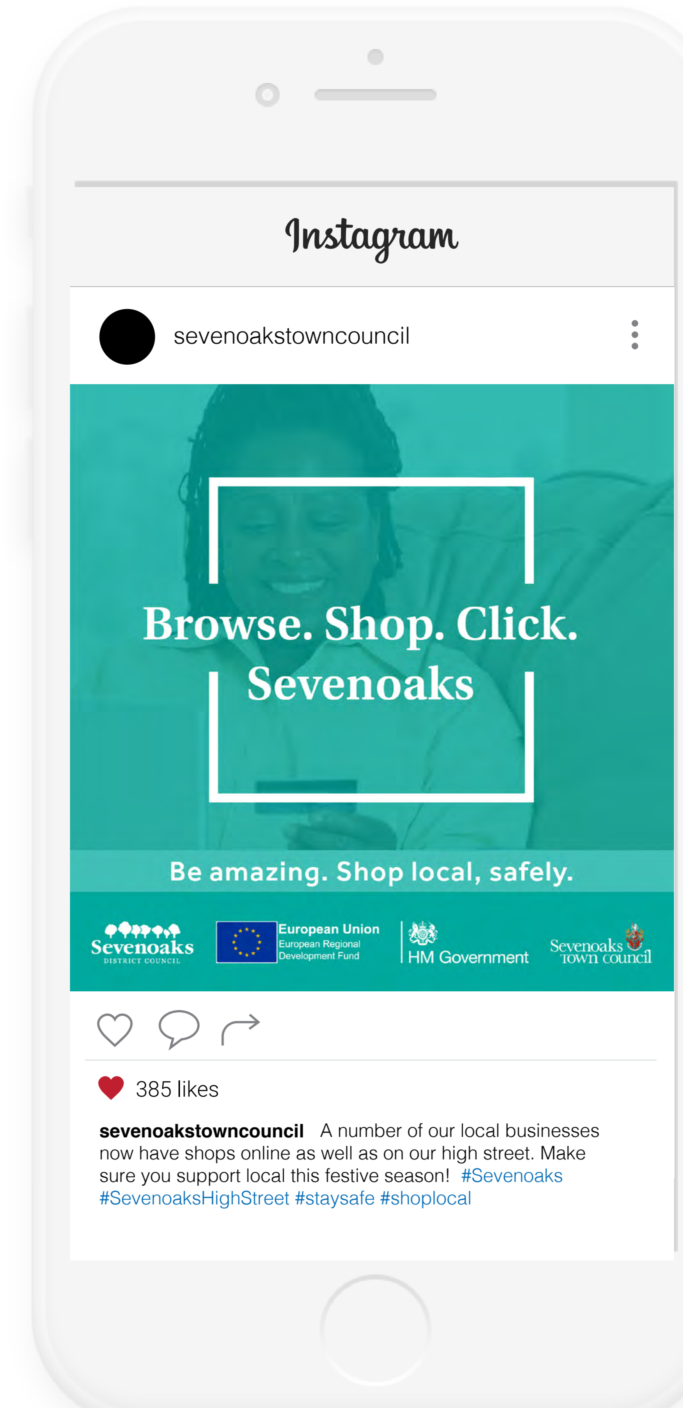
Campaign development




Instagram
sevenoakstowncouncil
He's two metres behind you!
Be amazing. Shop local, safely.
European Union
HM Government
385 likes
sevenoakstowncouncil If retail therapy isn't your thing, our high street has lots more to offer than just shops! Click the link in our bio to discover all the fun and safe things to do in Sevenoaks #LinkinBio #besafe #backtolocal #SevenoaksHighStreet #Sevenoaks


Instagram
sevenoakstowncouncil
Walking in a Window Wanderland...
Be amazing. Shop local, safely.
European Union
HM Government
385 likes
sevenoakstowncouncil Sleigh bells ring, are you listening? Support Sevenoaks businesses this winter by shopping local and safely #besafe #backtolocal #SevenoaksHighStreet #Sevenoaks

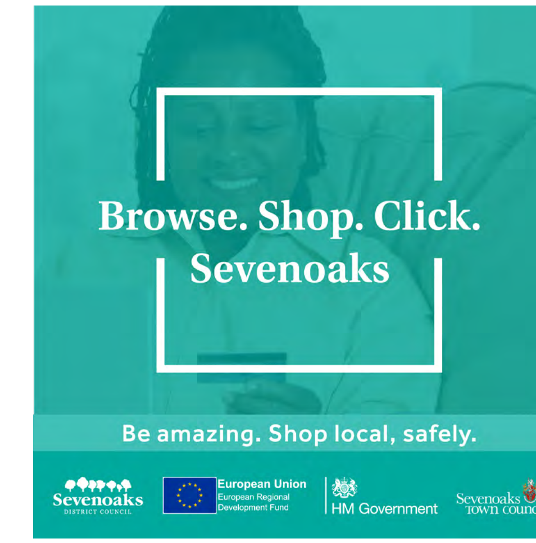

Instagram
sevenoakstowncouncil
Shop independent, safely.
Be amazing. Shop local, safely.
European Union
HM Government
385 likes
sevenoakstowncouncil While we're passionate about supporting local businesses, it's important to do so safely. Head to our website via the #LinkinBio to discover all the measures we've put in place to keep you safe on our high street #besafe #backtolocal #SevenoaksHighStreet #Sevenoaks


Instagram
sevenoakstowncouncil
Browse. Shop. Click. Sevenoaks
Be amazing. Shop local, safely.
European Union
HM Government
385 likes
sevenoakstowncouncil A number of our local businesses now have shops online as well as on our high street. Make sure you support local this festive season! #Sevenoaks #SevenoaksHighStreet #staysafe #shoplocal

SEVENOAKS

- High street is so much more than just the shops
- Generic images that don't identify a particular shop
- Clear safety message. Back to local message is strong in the call to action and also the hashtags.

Be safe.
Back to local.



Illustrator templates will also be supplied for:

FACEBOOK POSTS | TWITTER POSTS | INSTAGRAM STORIES | LINKEDIN POSTS

Hashtags:

#besafe (2.8M posts)
#backtolocal (100+posts)
#SevenoaksHighStreet (100+ posts)
#Sevenoaks (218K posts)
#shoplocal (41.3M posts)
#supportlocal (20.1M posts)
#supportlocalbusiness (3.8M posts)
#highstreet (757K posts)
#shopsafely (5K+ posts)
#covidsecure (26.8K posts)

Swanley

- Flower Market
- Unique offering
- One of the best in Kent
- People travel to it

- Weekly market
- Brings people into the town centre
- Brings people into the town centre

- Strong retail
- Top high street brands

- Where garden meets city
- Garden of England (Kent) and city (London)

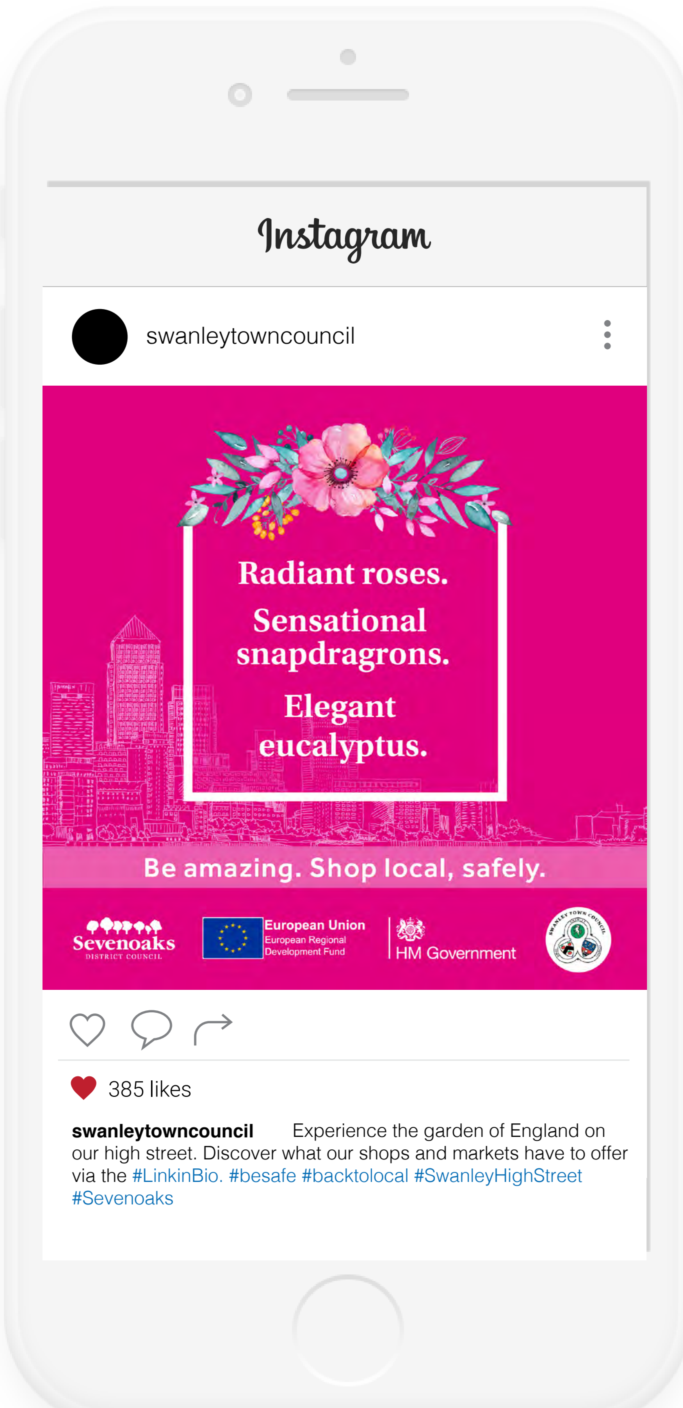
- Close to London
- Northernmost point of Sevenoaks District
- Views of skyscrapers
- Zone 8 of TfL network

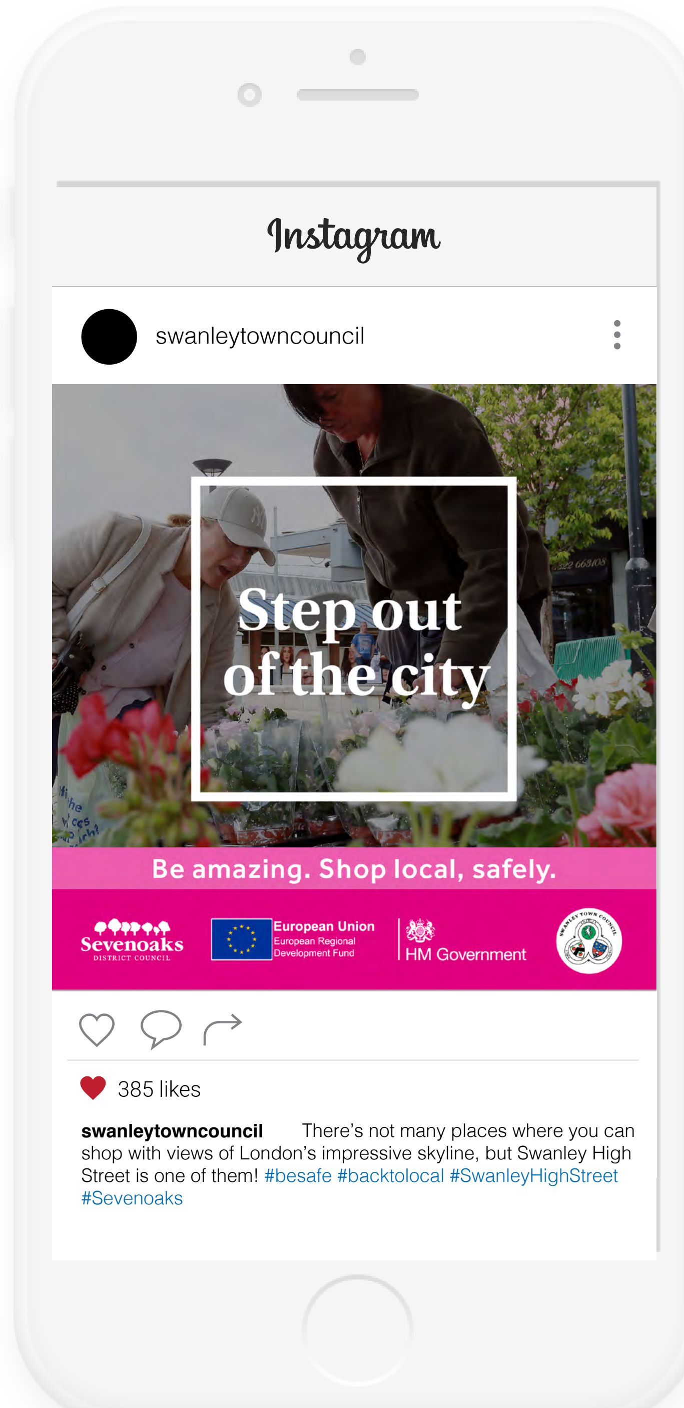
- Parks and open spaces
- Caring for our community
- Vibrant place to live and work
- Drive in cinema

Campaign development

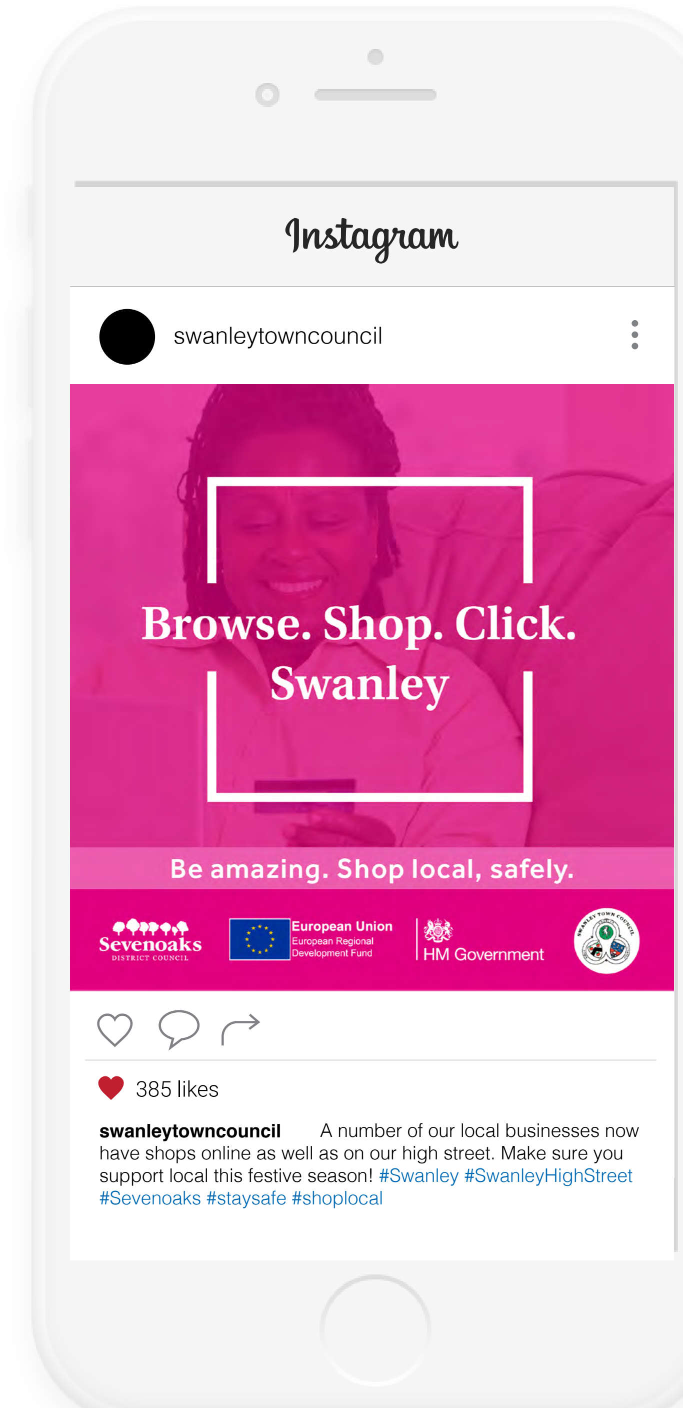
- Shop where garden meets city
- London skyline

- Floral
- Potential for a Christmas floral window campaign


Instagram
swanleytowncouncil
Radiant roses.
Sensational snapdragrons.
Elegant eucalyptus.
Be amazing. Shop local, safely.
Sevenoaks
European Union European Regional Development Fund
HM Government
385 likes
swanleytowncouncil Experience the garden of England on our high street. Discover what our shops and markets have to offer via the #LinkinBio. #besafe #backtolocal #SwanleyHighStreet #Sevenoaks


Instagram
swanleytowncouncil
Step out of the city
Be amazing. Shop local, safely.
Sevenoaks
European Union European Regional Development Fund
HM Government
385 likes
swanleytowncouncil There's not many places where you can shop with views of London's impressive skyline, but Swanley High Street is one of them! #besafe #backtolocal #SwanleyHighStreet #Sevenoaks


Instagram
swanleytowncouncil
Swanley, where garden meets city.
Be amazing. Shop local, safely.
Sevenoaks
European Union European Regional Development Fund
HM Government
385 likes
swanleytowncouncil Close to the Kentish countryside yet only15 miles from central London, Swanley is a town that blends garden and city. Discover our high street safely today #besafe #backtolocal #SwanleyHighStreet #Sevenoaks


Instagram
swanleytowncouncil
Browse. Shop. Click. Swanley
Be amazing. Shop local, safely.
Sevenoaks
European Union European Regional Development Fund
HM Government
385 likes
swanleytowncouncil A number of our local businesses now have shops online as well as on our high street. Make sure you support local this festive season! #Swanley #SwanleyHighStreet #Sevenoaks #staysafe #shoplocal

SWANLEY

- Plays on Swanley's location and proximity to London, while being outside of it.
- The use of flowers are both a subtle nod to the flower market and to Swanley's location in the Garden of England.
- Clear safety message. Back to local message is strong in the call to action and also the hashtags.

Be safe.
Back to local.

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- TWITTER POSTS
- INSTAGRAM STORIES
- LINKEDIN POSTS

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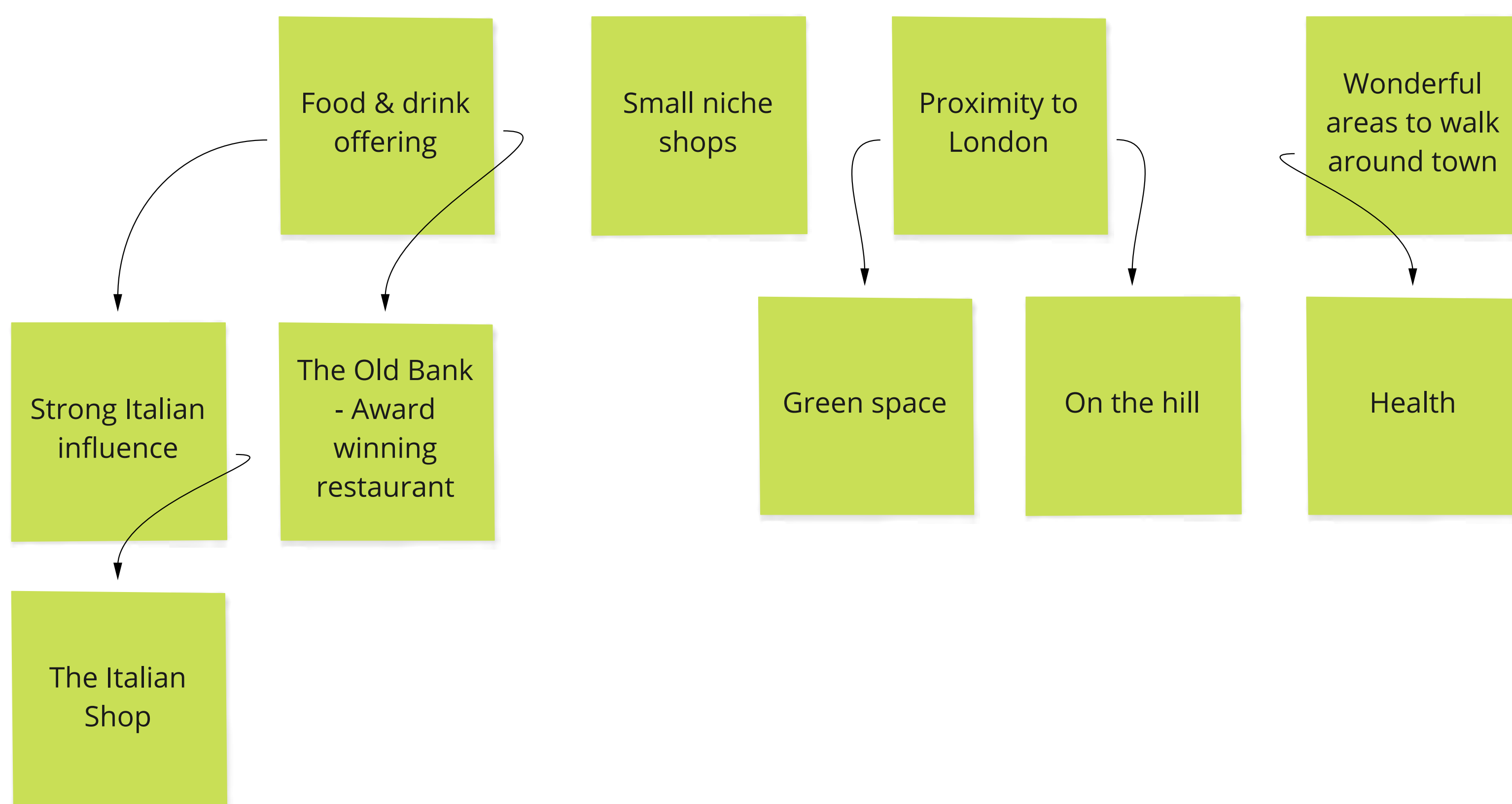
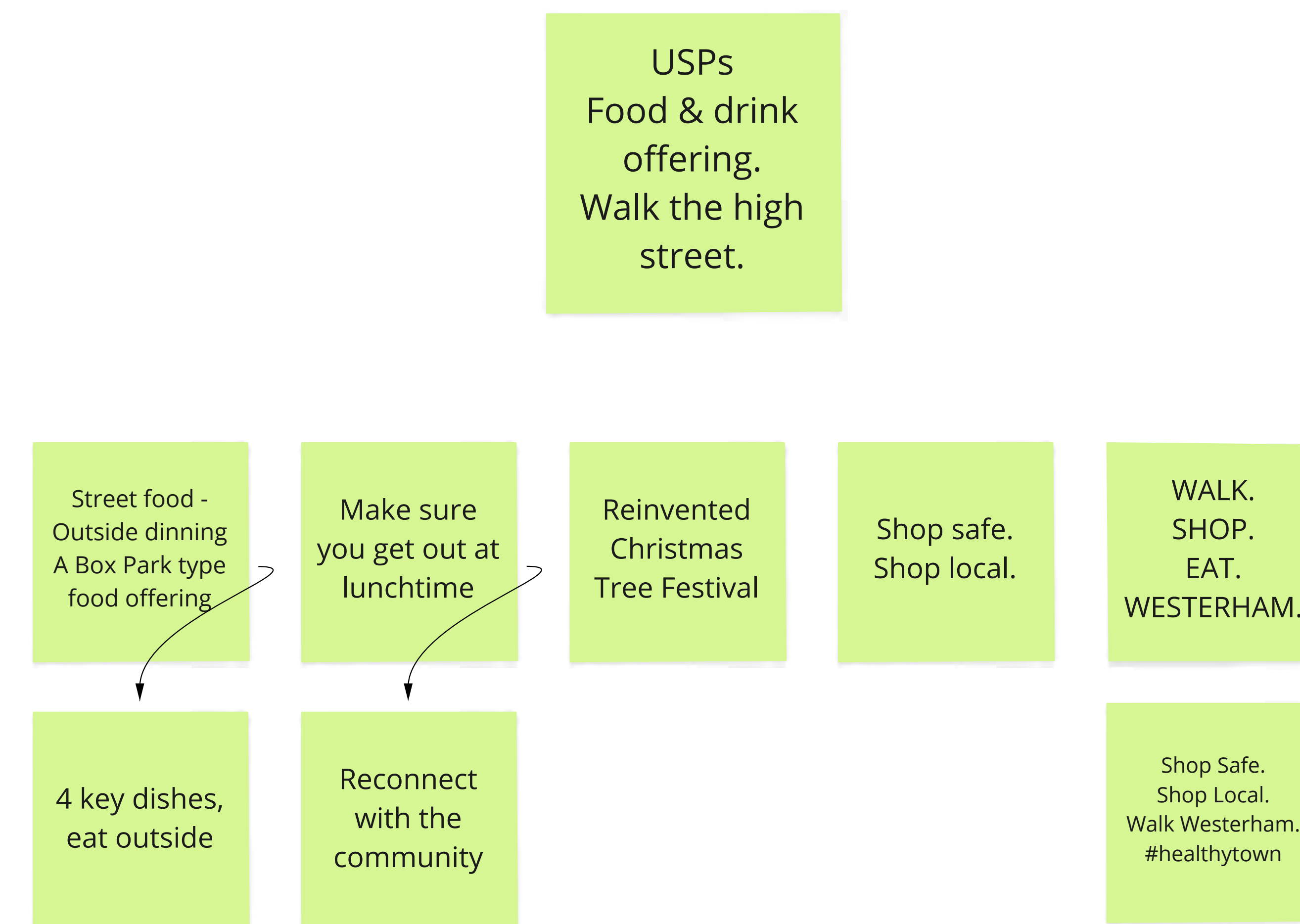
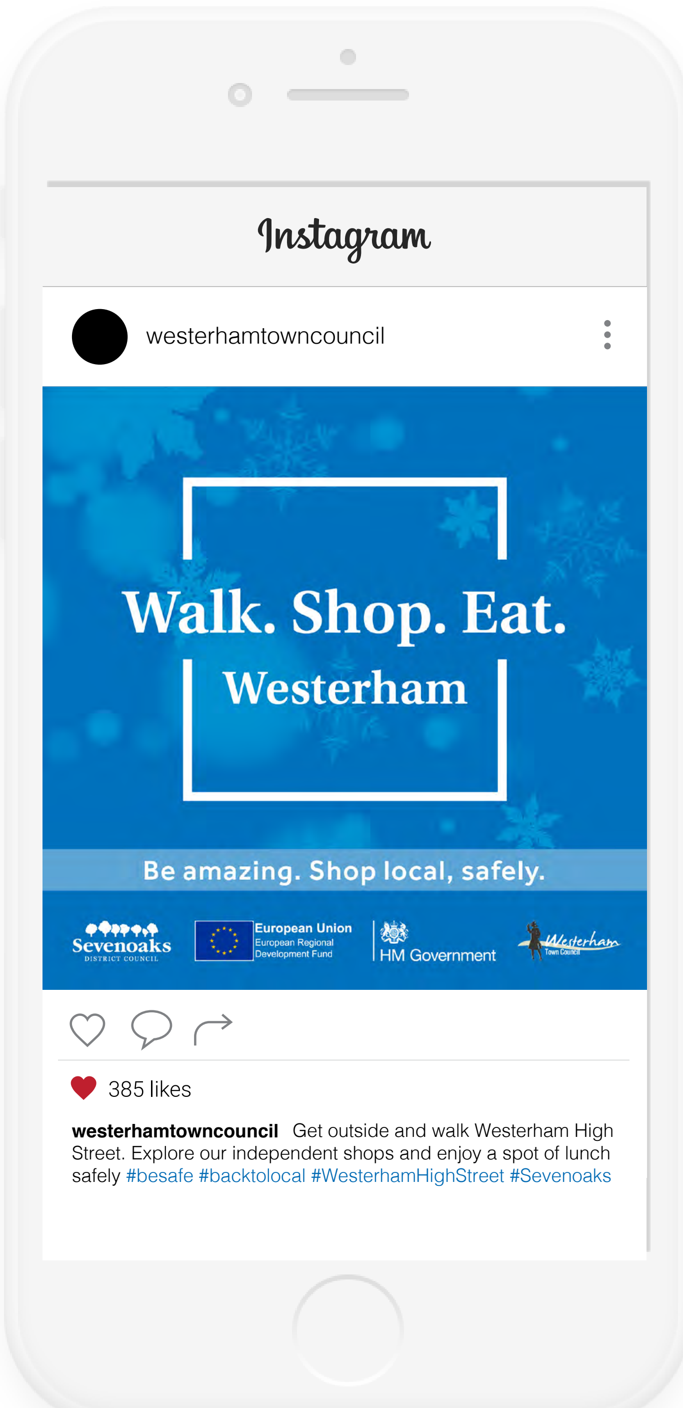
#backtolocal (100+posts)
#SwanleyHighStreet (<100 posts)
#Swanley (29.5K posts)
#Sevenoaks (218K posts)
#shoplocal (41.3M posts)
#supportlocal (20.1M posts)
#supportlocalbusiness (3.8M posts)
#highstreet (757K posts)
#shopsafely (5K+ posts)
#covidsecure (26.8K posts)

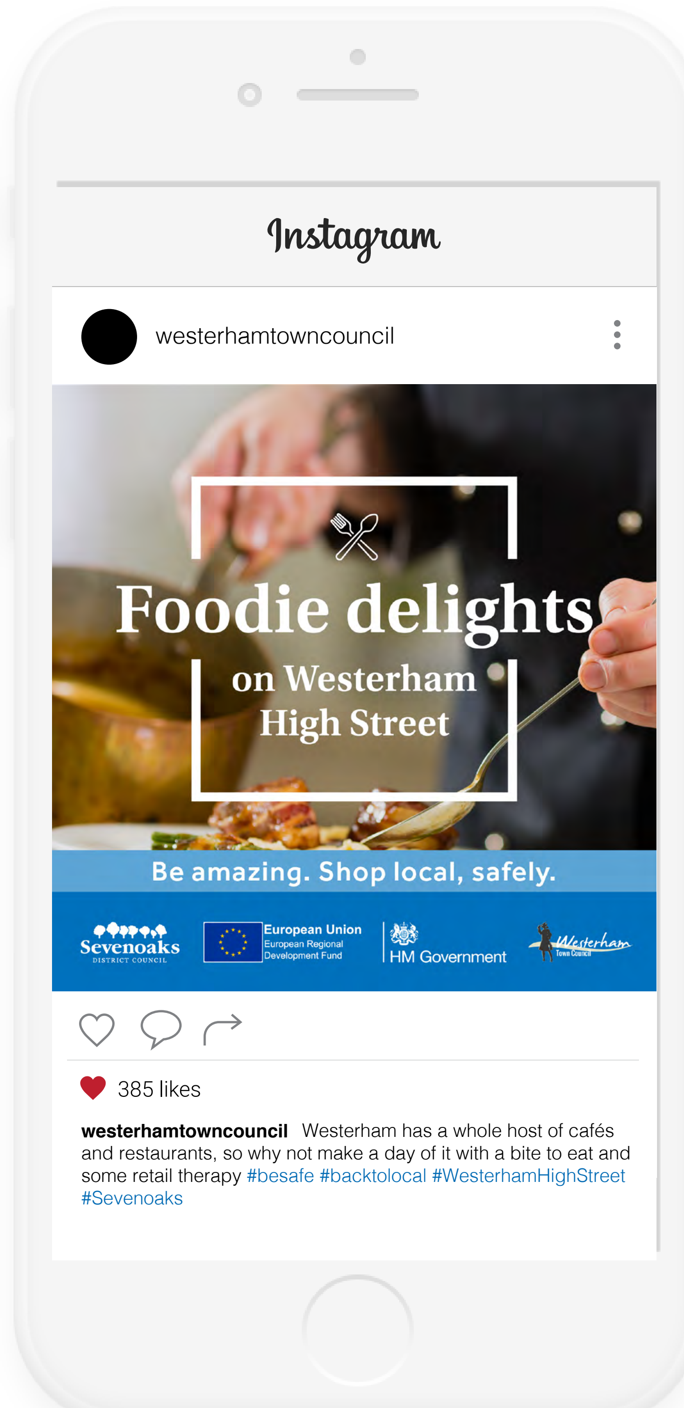
Westerham

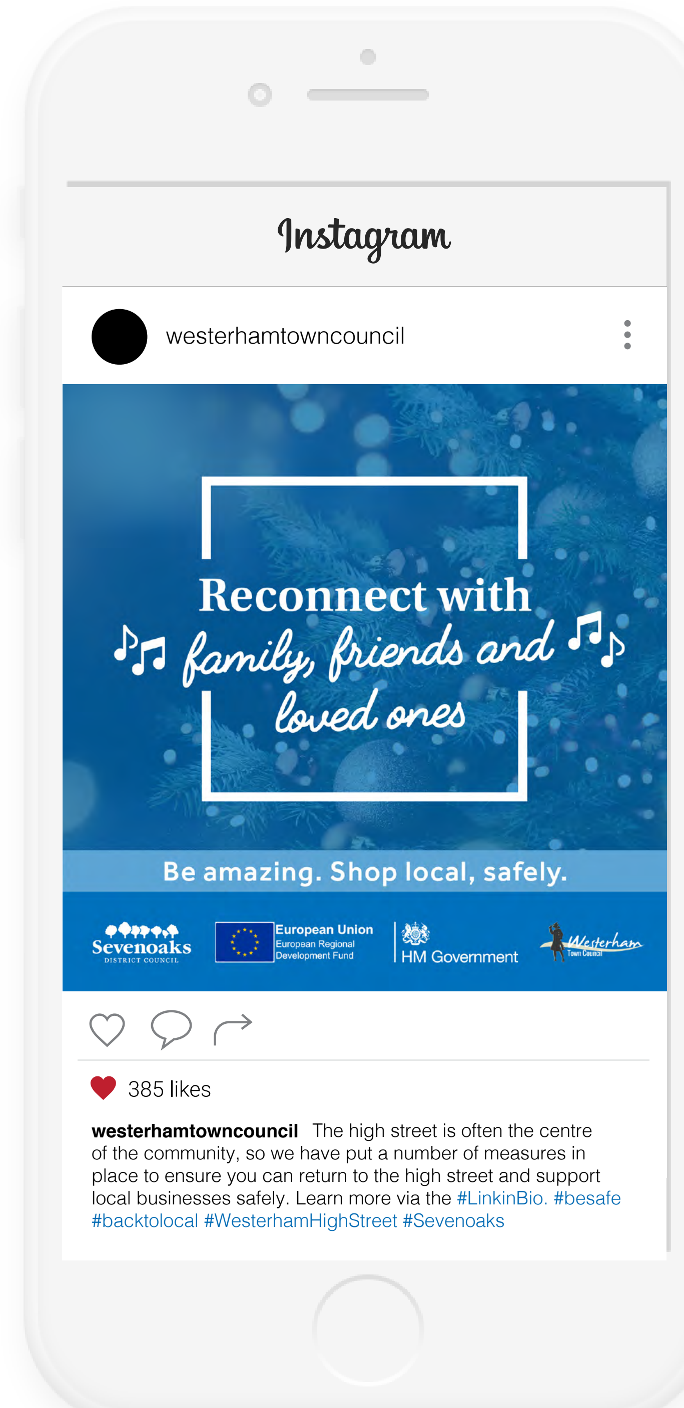


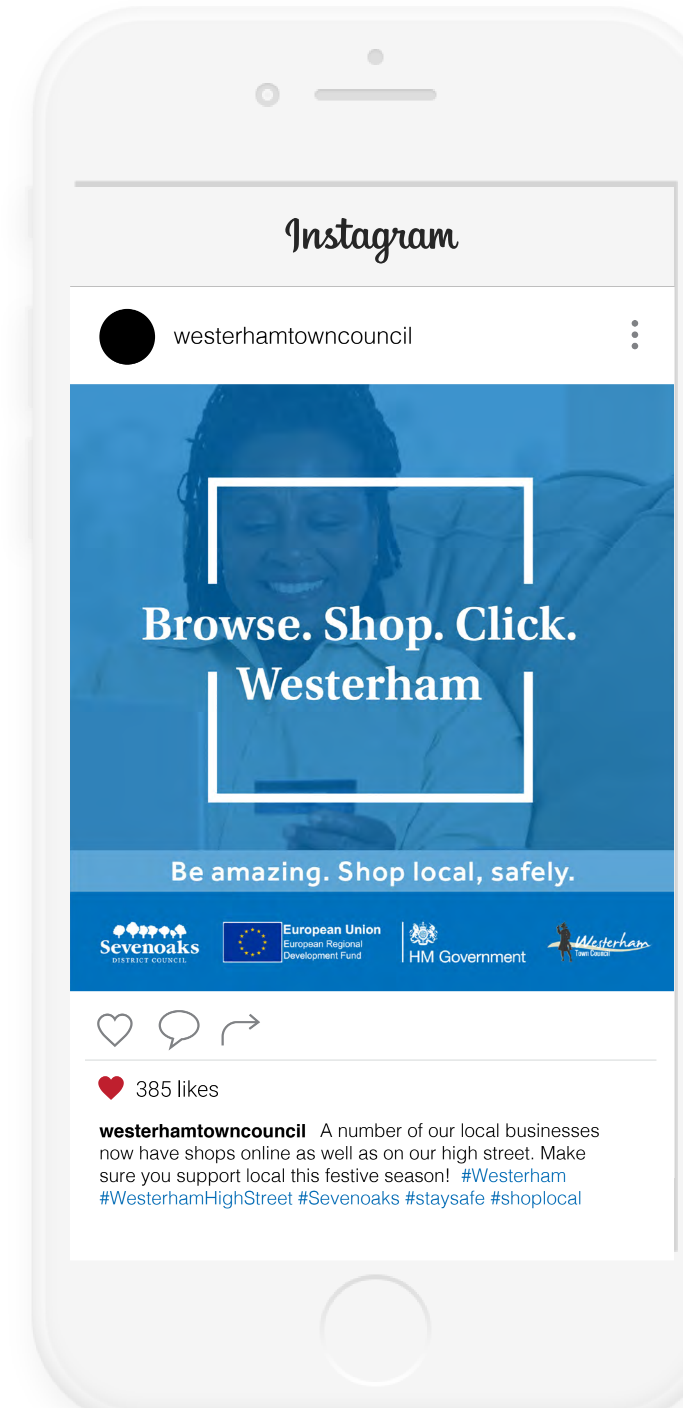
Campaign development




Instagram
westerhamtowncouncil
Walk. Shop. Eat.
Westerham
Be amazing. Shop local, safely.
Sevenoaks District Council
European Union European Regional Development Fund
HM Government
Westerham
385 likes
westerhamtowncouncil Get outside and walk Westerham High Street. Explore our independent shops and enjoy a spot of lunch safely #besafe #backtolocal #WesterhamHighStreet #Sevenoaks


Instagram
westerhamtowncouncil
Foodie delights
on Westerham High Street
Be amazing. Shop local, safely.
Sevenoaks District Council
European Union European Regional Development Fund
HM Government
Westerham
385 likes
westerhamtowncouncil Westerham has a whole host of cafés and restaurants, so why not make a day of it with a bite to eat and some retail therapy #besafe #backtolocal #WesterhamHighStreet #Sevenoaks


Instagram
westerhamtowncouncil
Reconnect with
family, friends and loved ones
Be amazing. Shop local, safely.
Sevenoaks District Council
European Union European Regional Development Fund
HM Government
Westerham
385 likes
westerhamtowncouncil The high street is often the centre of the community, so we have put a number of measures in place to ensure you can return to the high street and support local businesses safely. Learn more via the #LinkinBio. #besafe #backtolocal #WesterhamHighStreet #Sevenoaks


Instagram
westerhamtowncouncil
Browse. Shop. Click.
Westerham
Be amazing. Shop local, safely.
Sevenoaks District Council
European Union European Regional Development Fund
HM Government
Westerham
385 likes
westerhamtowncouncil A number of our local businesses now have shops online as well as on our high street. Make sure you support local this festive season! #Westerham #WesterhamHighStreet #Sevenoaks #staysafe #shoplocal

WESTERHAM

- Strong food offering.
- Generic imagery.
- Clear safety message. Back to local message is strong in the call to action and also the hashtags.

Be safe.
Back to local.

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FACEBOOK POSTS | TWITTER POSTS | INSTAGRAM STORIES | LINKEDIN POSTS

Hashtags:

#besafe (2.8M posts)
#backtolocal (100+posts)
#WesterhamHighStreet (<100 posts)
#Westerham (30.3K posts)

#Sevenoaks (218K posts)
#shoplocal (41.3M posts)
#supportlocal (20.1M posts)
#supportlocalbusiness (3.8M posts)

#highstreet (757K posts)
#shopsafely (5K+ posts)
#covidsecure (26.8K posts)


Shop
independent,
safely.
Be amazing. Shop local, safely.
European Union
European Regional
Development Fund
HM Government
Sevenoaks
Town Council
Sevenoa
DISTRICT COUNC

Notes of Sevenoaks Town Partnership Meeting held via Zoom on Thursday 17th September at 6.30pm.

Executive Board

Representing	Number	Current Member	Current Organisation	
Sevenoaks Town Council	3	CEO / Town Clerk Cllr Victoria Granville-Baxter Cllr Simon Raikes		Present Present Apologies
Sevenoaks District Council	1	Cllr Avril Hunter		Present
Transport	3	Tony Clayton Austin Blackburn Elliott Waters	Sevenoaks Rail Travellers Association Go Coach Southeastern	Apologies Apologies Apologies
Leisure Facilities	3	Jane Parish CEO Andrew Eyre (Chairman) Hannah Kay	Sencio Stag Knole	Apologies Present Apologies
Chamber of Commerce	1	Julie Phillips	CEO Sevenoaks & District Chamber of Commerce	Apologies
Bligh's Meadow	1		Savills, agent for Bligh's owners Standard Life Investments	Apologies
Sevenoaks Chronicle	1			Apologies
Sevenoaks Society	1	Roger Walshe		Apologies
Large Business	2	Maxine Morgans (Vice Chairman) Elizabeth Dolding	Specsavers Warners Solicitors	Present Present
Small Independent Business	2	Roberta Ware Glenn Ball	Francis Jones Jewellers Local Architect	Present Present
Resident Association	1	Elizabeth Purves	Hollybush Residents Association	Present
Round Table	1			Apologies
Police	1			Apologies
	21			

Also, in Attendance:
Paul Brailsford – Daejan Commercial Properties Ltd
Mark Newton – Daejan Commercial Properties Ltd
Chris Levett - Daejan Commercial Properties Ltd
Stephanie Harrison – Committee Clerk & Pink Week
Cllr Dr Canet – Sevenoaks Town Council

Emily Haswell – SDC Economic Development Officer
Roger Lee
Roger Fitzgerald
Helen O'Sullivan - Eardley Road Residents' Association
John Levett – Sevenoaks Summer Festival
Richard Baxter- Sevenoaks Society
Cllr Parry – Sevenoaks Town Council
Cllr Busvine – Mayor & Sevenoaks Town Council
Jim Hughes – Local Resident
Mrs Turnbull
David Green
Rob - Waitrose

1. **Apologies for Absence**
   (As noted above)

2. **Pre-Planning Consultation Presentation by Daejan Commercial Properties Ltd re proposal to develop 136 High St (former Tesco site)**

   Paul Brailsford, Mark Newton and Chris Levett, of Daejan Commercial Properties Limited, gave an interesting presentation, lasting approximately 35 minutes, regarding the proposals to redevelop 136 High Street. This was followed by a question and answer session.

   The present plans are for 3 x 4000 sq. ft retail shops on the ground floor and 100 flats above, some of which will be kept for letting, and improved landscape and pedestrian access. There will also be some affordable housing made available, but there are no details yet.

   Discussion took place regarding the provision of only 50 car parking spaces for 100 flats. The developers were in discussion with KCC regarding this. There were suggestions by representatives present of an aerial walkway connecting to the West side of the town.

   A representative from Waitrose asked about disruption, especially in the Suffolk Way area and was assured there should be very few road closures or major disruptions.

   This will be an 18 month to two-year project and, if plans are accepted, it could be completed by 2023.

   Cllr Eyre thanked the team for their in-depth and insightful presentation.

3. **Buckhurst 1 Car Park available for Temporary Use until March 2021 (see attached)**

   Sevenoaks District Council had offered the Buckhurst Car Park area, site of the current Wednesday market, to Sevenoaks Town Council to use until March 2021. Councillors had decided that due to the current situation with Covid-19 and the uncertainty surrounding the High St it would not be financially viable to take up the offer However, we will seek out other businesses to see if they could use the space. A premises licence was being progressed.

Cllr Eyre closed the meeting at 7.35pm.

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Notes of the Town Team Annual General Meeting held via zoom
On Wednesday 7th October 2020

Meeting Commenced: 6.30 p.m. **Meeting Concluded:** 8.00 p.m.

Executive Board – Chairman: Andrew Eyre, Vice Chairman: Maxine Morgan

Representing	Number	Current Member	Current Organisation	
Sevenoaks Town Council	3	Cllr Victoria Granville-Baxter Cllr Simon Raikes Town Clerk		Apologies Present Present
Sevenoaks District Council	1	Cllr Avril Hunter		
Transport	3	(Cllr) Tony Clayton Austin Blackburn Elliott Waters	Sevenoaks Rail Travellers Association Go Coach Southeastern	Present Present Apologies
Leisure Facilities	3	Jane Parish, CEO Andrew Eyre, CEO Hannah Kay, CEO	Sencio Stag Knole	Apologies Present Apologies
Chamber of Commerce	1	Julie Phillips, CEO	Sevenoaks District Chamber of Commerce	Present
Bligh's Meadow	1		Savills, agent for Blighs owners Standard Life Investments	
Sevenoaks Chronicle	1			
Sevenoaks Society	1	Roger Walshe		Present
Large Business	2	Maxine Morgan Elizabeth Dolding	Specsavers Warners Solicitors	Present Present
Small Independent Business	2	Roberta Ware Glenn Ball	Francis Jones Jewellers Local Architect	Present
Resident Association	1	Elizabeth Purves	Hollybush Residents Association	Present
Round Table	1			
Police	1			
	21			

In Attendance: Cllr Merilyn Canet, Cllr Busvine, Emily Haswell, Cllr Richard Parry, Jim Hughes, Evy Drew

1. **Election of Chairman of the Town Team**
   Andrew Eyre and Tony Clayton were nominated and seconded. The nominations were put to the vote and it was

   RESOLVED: Andrew Eyre to be Chairman of the Town Team for the next year.

2. **Election of Vice Chairman of the Town Team**
   Tony Clayton and Maxine Morgan were nominated and seconded. Tony Clayton was the opinion that the post should be held by a retailer and withdrew from the nomination.

   RESOLVED: Maxine Morgan to be Vice Chairman of the Town Team for the next year.

3. **Apologies for Absence**
   Elliott Waters, John Levett, Steph Harrison, Hannah Kay

4. **Declaration of Interest**
   There were no Declarations of Interest

5. **Minutes of the Town Team Meeting held on 17th September 2020**
   It was noted that Minute 2 was incorrect in relation to the square meterage of the planning proposal and should read – three retail units one at 4,000 sqm and two at 2,000 sqm.

   RESOLVED: Subject to above the Minutes were agreed to be a true record.

6. **Annual Report 2020**
   It was noted that several of the regular annual events had not been able to take place due to COVID-19 and priority had moved towards a Recovery Plan and promoting local businesses.

   There was some discussion about the disappointment that the Town Team's proposals for the Recovery Plan had not been supported and moved forward by other organisations. The Town Team would continue to use its voice for requesting improvements for safety in the town during COVID-19.

   There was also discussion about the composition of the Town Team Executive Board.

   RESOLVED: To place the composition of the Executive Board on the agenda for a future meeting.

7. **Strategic Aims**
   A small group from the Executive Board had updated the Strategic Aims at the end of 2019. It was noted that the Strategic Aims and Priorities needed to be reviewed considering COVID-19, volunteers for this task were requested.

   RESOLVED: The following small group meet and review the Strategic Aims and report back to a future Town Team meeting: Andrew Eyre, Emily Haswell, Cllr Merilyn Canet, Maxine Morgan, Town Clerk

8. **Finance Matters**
   It was noted that there had not been any financial activity since the previous meeting.

9. Recovery Action Plan

The Town Team would continue with its campaign to encourage people to use local businesses either in person or online.

Sevenoaks District Council had received Re-Opening High St. Safety Fund this would be used for a wider communication strategy across the District, focusing also individually on the four towns promoting them as a safe place to visit. It was noted that Sevenoaks due to the work of the Town Team was more advanced than other towns.

Sevenoaks District Council had made the generous offer of use of the Buckhurst 1 Car Park for other uses up to March 2021. Sevenoaks Town Council and the Chamber of Commerce had jointly invited suggestions from local businesses for use of the land. Two suggestions had been received – 1) Traditional wooden Christmas Stalls, 2) Ice Skating Rink. These ideas had previously been discussed by Sevenoaks Town Council who were not willing at present to put in place the investment needed to progress these ideas. It was noted that Sevenoaks District Council were developing some alternative ideas for the land.

10. Christmas 2020 Promotions

i) <u>Sevenoaks Promotional Video</u>

At the previous meeting it was agreed that a Sevenoaks Promotional Video would be a good idea. Given the time that it would take to create it was agreed that this would be beneficial to promote the Christmas Offer in Sevenoaks.

RESOLVED: to produce a Sevenoaks Christmas Promotional Video to be available for the end of November 2020.

ii) <u>Christmas Trail</u>

At a previous meeting, the provision of a Town Trail had been discussed. At the time, the Town Team did not like the offer as it involved users making a financial contribution (to NHS) to use.

The Town Clerk had negotiated for Sevenoaks to be part of the national Christmas Spirit Safari which takes place between November 14th and December 31st, 2020 which includes the following:

A new story for a festive-themed Safari, free to play, based around families interacting with 10 cheerful Studio-Ghibli inspired Christmas 'Spirits'. Families will use the knowledge they gain from each character to solve a simple mystery (involving the disappearance of Father Christmas' brother) and unlock the Christmas eBook.

£350 Pack includes

- 10 x A4 QR enabled character window vinyl stickers
- Press Release

- Social media imagery and examples
- Website copy
- 25 x Branded QR A3 printed poster
- Standard collection page header
- Branded print ready A4 QR enabled posters
- Branded print ready A5 QR enabled flyers
- 5 x A1 Branded QR enabled posters

RESOLVED: to proceed with the Christmas Trail for 2020

iii) Window Wonderland

Window Wonderland is a national scheme with the branding 'The Opportunity to Light up the Community with a COVID safe celebratory festival, with no risk of cancellation. The proposal is that businesses, shops, and homes are transformed by lit window displays giving everyone the chance to use their creative skills to spread collective community cheer and a free outdoor art gallery around the whole town.

The concept is being used around the country to promote businesses and get the public fully involved and immersed in the winter festivities.

Sevenoaks has been registered – https://windowwanderland.com

It is envisaged to coincide the start of Window Wonderland with the switching on of the Christmas Lights, which sadly will be a low key turning on of the lights in the town centre in 2020 without the accompanying event or street festivities.

The £350 pack includes the following:

- Your own event page with interactive map
- Email platform to keep in touch with your window makers and local community
- Planning toolkit with timeline
- Display ideas gallery for makers
- Add images, links, and logos to event page
- 'Print at home' downloadable maps
- Facebook event page
- Template flyers, posters, and logos
- Schools pack
- Health and safety information
- Branding kit and survey advise
- PowerPoint presentations for schools and community groups

RESOLVED: To proceed with the Window Wonderland initiative involving as many schools, community groups and members of the community as possible.

11. Virtual Business Awards Event

It was noted that the project had not been progressed and that the Town Team's current priority were related to the Christmas season.

RESOLVED: To plan for the Virtual Business Awards Event early in 2021.

12. Member Organisations

i) Sevenoaks Rail Travellers Association

AGM taking place on 15th October 2020 with two main themes Future of Rail Franchising impact on Kent – New Kent Rail Strategy and Darent Valley Community Rail Partnership (DVCRP)

ii) Senior Action Forum

Continue to be active. Previous Sunday had arranged a film showing at the Stag, unfortunately had poor attendance. Continue to have concerns regarding digital exclusion.

iii) Resident Associations

Several were focusing on campaigning for 20 mph in resident association areas. Working with Sevenoaks Society on the Government Planning White Paper.

iv) Go Coach

Currently operating at 60% capacity with 1,500 less passengers per day. Noticeable that traffic in general was reduced with more people WFH. Go2 service still operating and likely to continue.

v) Sevenoaks District Council

Working on the Government Planning White Paper.

Discussion took place about the higher demand for premises in Sevenoaks due to people moving businesses out of London. It was noted that the new Business Hub in Cobden Road was very busy and smaller office spaces needed, rather than larger premises which seem to be remaining empty. Emily Haswell was asked if SDC could provide some background information to this.

vi) Warners Solicitors

Approximately about 50% of staff back at work in the office, shopping in the town centre during lunch breaks. Town seems very busy during the day, especially the restaurants.
Hoped that Warners might be able to be involved in the Window Wonderland initiative.

vii) Chamber of Commerce

Had held a positive virtual networking event earlier that day with 65 attending which is nearly up to the levels of face to face networking. Continuing to attract new members and providing online services for members. Encouraging businesses to support each other. Arranging a virtual event for members at Christmas.

viii) Specsavers

Remaining busy and evidence that people were still spending. Staff subject to abuse from people who were not personally happy with COVID-19 restrictions. Concerned that Café Nero had closed.

ix) Stag

Cinema had been open since July 2020. It was disappointing that restaurants were full that people still lacked confidence to return to the cinema which followed strict protocol to create a safe environment.

Following the success of the Live on the Vine a similar initiative was being held in the Theatre to encourage the return of audiences.

x) Sevenoaks Town Council

The Bat & Ball Station Café had re-opened on 5th October 2020.

Works to the Bat & Ball Centre were nearing completion, mainly the exterior area to be completed, car park etc. The Town Clerk could arrange visits for Town Team members (it is still a building site). Those who had attended encouraged others to visit.

Town Councillors would be considering tenders for the Business Hub on 12th October 2020 and whether to go ahead with the project.

Although not arranging a full Christmas Lights Switch On event would be focusing on moving forward with Christmas initiatives including those already mentioned and a potential electronic Sevenoaks Christmas Gift Guide for the benefit of local businesses and residents.

13. Date of Next Meeting – Wednesday 16th December 2020

14. Press Release

It was agreed to issue press releases on the projects agreed above as they developed.

There being no further business the Chairman closed the meeting.

Sevenoaks Town Council

Agenda Item 10

Finance & General Purposes Committee 23rd November 2020

Streetlighting update

2019/20 invoices

Of the invoices raised for 2019-20, we are still awaiting payment from:

- Wilderness Ave
- South Park
- The Glade (1 resident)
- SDC re Harrison Way

Emails chasing payment have been sent this month

Other updates:

Coombe Ave – Western end light to be removed as per previous decision. Residents have been contacted. 1 resident has replied to say they are unhappy. Resident on Cramptons Road is being kept updated as the light is to the rear of their property.

Eastern end – Councillors were to investigate whether we could treat this as a footpath light or keep light within council policy.

Woodside Road – Residents all contacted with deadline of end Nov to form a single party to receive streetlighting charges.

RFO has received contact from 3 households who are unhappy with this decision.

Kippington Lane footpath SU21 – at the edge of the footpath between Kippington Meadow & no 67 Oakhill Road. Repairs have been paid for by STC. Light is not SDC or KCC.

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Sevenoaks Town Council
Finance & General Purposes Committee 23rd November 2020

Grant Applications from Local Community Groups

1. Budget – Grants to Local Voluntary Organisation 2020/21

The overall budget for grants to local voluntary organisations for 2020/2021, and the balance to date is as follows:

	2020/21	
Budget	**2020/21 Budget £**	**Balance October 2020 £**
Community Resilience Fund	3,111	0
Budget Local Organisations F & GP & Youth Support Services *Of which Play Days £2,000*	12,578	9,228
Twinning Support	1,000	1,000
Grant Subsidies Chamber	1,000	971
Sevenoaks Summer Festival	5,000	5000
Grant Subsidies Sevenoaks Community Centre	250	250
Youth Outreach	3,811	3,811
Youth Council Support	500	500
Stag	27,000	0
Community Rail Partnership	3,000	0
Total	57,250	20,760

- £65,000 additional grant paid to the Stag, funded from revenue reserves.
- £5,795 unspent grant budget from 2019/20 is held in reserves for CRF or other approved grants.

Sevenoaks Town Council
Finance & General Purposes Committee 23rd November 2020

2. Request to Repurpose Grant Award

At its meeting on 3rd March 2020, this Committee awarded the following grant.

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grants 2017 2018	Previous grants 2018 2019	2019/2020 Grant Application	Grant Awarded
4	Citizens Advice in North & West Kent 1082979	To expand scam awareness programme to Sevenoaks Town; to deliver 6 community sessions reaching 120 vulnerable people.	£556 - 2017	£650	£500	£500

Unfortunately, as the pandemic continues, Citizens Advice N&WK will be unable to deliver face to face scams awareness sessions in the foreseeable future. They therefore plan to work with local organisations to distribute locally relevant scams information.

Citizens Advice N&WK has requested permission to use the £500 grant award to pay for the printing of 4000 leaflets to be distributed to Sevenoaks Town residents and to Sevenoaks Town locations. Please see attached letter.

RECOMMENDATION: That approval be given for Citizens Advice in North & West Kent to use the £500 grant, originally awarded to deliver six community scams awareness sessions, for the printing of 4000 leaflets to be distributed to Sevenoaks Town residents and to Sevenoaks Town locations.

3. Application for Consideration

This Committee is requested to consider the following Grant Application received **(application form and supporting documents attached**):

Sevenoaks Town Council
Finance & General Purposes Committee 23rd November 2020

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous Grants 2018/19	Grants 2019/20	Current Grant Application
61	West Kent Mind	To continue to provide free Skiffle Music Group face-to-face, maintaining social distancing guidelines, through current uncertain period.		£4000 for park time project	£2,972.50

This application was circulated to all members by email, following which a number of queries were raised. Further information obtained from the applicants is as follows:

- *We currently support **39** beneficiaries living within Sevenoaks Town. This does not include beneficiaries who access our counselling service.*

- *6 beneficiaries of this project live within Sevenoaks Town. The waiting list of 3 does not currently include any Sevenoaks Town residents. We are currently not accepting anyone else onto our waiting list, but this could well change in the New Year.*

- *Funding since March*
  West Kent Mind has worked hard to build up earned income through the delivery of training and the creation of a strong network of community fundraisers. We also hired out rooms to community groups, counsellors and to other local organisations. In March 2020, we faced a reduction in income of 30-40% as a result of a COVID-19. Income from community fundraising and training programmes dried up overnight. COVID-19 has impacted on these funding streams specifically and we don't know when, or even if, our face to face services can resume. Our current budget could not foresee the extended impact of COVID-19 and we find that our projections to reinstate these funding streams are simply not realistic given the current restrictions. We budgeted to end the year with a £62,000 deficit knowing that we were investing in new posts as a result of an organisational restructure to bring in the skills we felt gave us the best chance of remaining viable. We have worked hard to secure emergency funding from a range of funders. This helped to stabilise our organisation and we are now in a better position than previously projected. Whilst this appears to be a promising result, we were unaware that a second lockdown was looming; severely inhibiting our ability to reach our fundraising volunteers and deliver face-to-

face paid-for training. Social distancing restrictions and lockdown mean we are also losing income from room hire and face-to-face counselling sessions.

We are trying to gear up for the significantly increased need for mental health support that we couldn't envisage back in March. Additionally, we have to deliver that support in ways we hadn't budgeted for back then, so we must allocate some of the financial resources we recently secured to address that impending need. It is highly likely that we will end the financial year in deficit and will have to use some of our reserves. Over the next two years we envisage an exponential increase in demand for our services and some sources have forecast this to be around 60%. We have to be ready to meet this level of demand but reduced income. An increased demand and an urgent need to upgrade our offer to cope with the demand will all impact significantly on the financial position of West Kent Mind over the next 12-18 months.

- *Adjusting to Lockdown*
  We adapted quickly to respond to our client's needs during lockdown since March 2020, offering online group sessions via Zoom, weekly telephone calls (or more frequently for our very vulnerable clients). We have increased our referrals to foodbanks for those struggling financially and offered digital befrienders to anyone requiring technical support and instruction to access/set up internet and email. We also introduced a telephone counselling service for anyone feeling distressed, lonely and isolated.

- *Lockdown 2*
  We are still planning to run our Skiffle Music Group at St Luke's Church. The government guidelines for support groups has remained the same - they can still take place for up to 15 people. A second lockdown is likely to heighten the anxiety that many of our service users will be facing during this time. We took this decision after very careful consideration, ultimately feeling that there is still a great need for the group to take place, but whilst of course taking all the necessary precautions to keep everyone as safe as possible. This is of course in line with the wishes of our beneficiaries and the group facilitator.

<u>RECOMMENDATION</u>

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

Citizens Advice in North & West Kent
Buckhurst Lane
Sevenoaks
Kent TN13 1HW

Alison Futtit
Sevenoaks Town Council
Council Office
Bradbourne Vale Road
Sevenoaks, Kent
TN13 3QG

citizensadvice.org.uk

12 November 2020

Dear Alison,

Re: Citizen Advice in North & West Kent – Sevenoaks Town Council Grants

I am writing to again thank you for the ongoing support we have received from the Sevenoaks Town Council through these incredibly challenging times, and to update you on both our use of our 2020 Resilience Fund grant and on potential plans for our scams awareness project in Sevenoaks, which was successful in receiving funding at the end of March.

Firstly, as planned in our application to the Community Resilience Fund, we have used the grant to enable an IT specialist to create remote access to the computers and server in our Sevenoaks Town office. This has enable a total of 25 advice-trained volunteers who would usually be based in our Sevenoaks Advice Centre to continue volunteering their time and skills from their own homes, without compromising data security or advice quality. We have been so grateful to have this capability, as demand for our advice has continued to rise as the pandemic has continued and its impact becomes more widespread across our community. By enabling our highly-skilled Sevenoaks volunteers to continue giving advice, your support has enabled us to maximise our advice capacity and prevented our experienced volunteers from becoming disengaged and deskilled. As we enter the second lockdown, we are so grateful to have this system already setup, to prevent further impact on our advice-giving capabilities. I have attached a copy of the invoice paid, to confirm the spend of the grant as agreed.

The Covid-19 crisis has created unprecedented challenges for us all, but we have attempted to meet the challenges head-on; focusing on embedding our remote serves, expanding capacity to meet demand and ensuring our advice and support remains of the highest quality and accessible to the most vulnerable in our community. Since the start of the first lockdown, we have supported over 230 Sevenoaks Town residents with over 730 separate issues. Of these clients, 40% were disabled or with long term health conditions and within this group, 52% had mental health conditions. Whilst it is too early to know most outcomes of our advice during the period, we do know that we enabled Sevenoaks Town clients to secure over £125,000 in additional income (primarily through Universal Credit claims and appealing benefits decisions) and secured the write off of debts totalling £50,000.

Secondly, I wanted to update you on the situation with our Scams Awareness Project, which you generously supported through a grant in April 2020 to provide 6 scams awareness community sessions within Sevenoaks Town.

Due to Covid-19 restrictions, it was not possible to immediately begin delivery of the project, however at that time we all hoped that lockdown restrictions would be fairly time-limited. Unfortunately this has not been the case and we are now facing the prospect that it is likely to be many months before community groups for vulnerable people, who would have been our primary target audiences,   Therefore, as we are unable to deliver in person scams awareness sessions for the foreseeable future, we have been developing plans to deliver all our planned face-to-face projects in different ways.

To achieve similar outcomes in Sevenoaks Town, we wish to partner with local organisations to distribute locally-relevant scams information of scams, which has been developed as part of the project. We will utilise our links within our local community to distribute the leaflets to the most vulnerable in our community – including local GPs, pharmacies and residential homes in Sevenoaks Town, supermarkets and other local shops, community volunteers, foodbank and the lockdown larder.

With the permission of Sevenoaks Town Council, we would like to use the £500 grant awarded for scams awareness sessions to pay for the printing of 4000 leaflets (Quote attached) to be distributed to Sevenoaks Town residents and in Sevenoaks Town locations. I hope that you will agree that, whilst this is not quite the same as the original project, it will achieve similar objectives as it will be giving local people the knowledge and confidence to avoid being a victim of a scam and what to do if they believe they have been targeted by scammers. We will ensure that the Sevenoaks Town Council support is credited on the leaflet, including the use of your logo.

I hope that this proposal will be agreeable to the Council in the circumstances. If you would like to discuss anything further, please do not hesitate to contact me.

Thank you once again for your continued support

With best wishes
Helen

Helen Beckerson
Fundraising Manager
Email: helen.beckerson@nwkent.cab.org.uk
Telephone: 01732 440477

Helen Beckerson

Subject: RE: Printing quote

From: Simon Waghorn <Simon.Waghorn@tmbc.gov.uk>
Sent: 12 November 2020 09:24
To: Helen Beckerson <helen.beckerson@nwkent.cab.org.uk>
Subject: RE: Printing quote

Hi Helen,

The Cost for 3000 A4 to A5 Booklet single A4 sheet will be £471.45 and for 4000 would be £583.60 all printed on Colour copy 100g Semi coated paper.

Simon

From: Helen Beckerson [mailto:helen.beckerson@nwkent.cab.org.uk]
Sent: 11 November 2020 14:30
To: Simon Waghorn <Simon.Waghorn@tmbc.gov.uk>
Subject: Printing quote

Hi Simon,
Please could you send me a quote when you have a moment. I am looking to print a leaflet which would be A4 colour printed on both sides and then folded to create an A5 booklet – if that makes sense?
Please could you let me know how much for 3000 and 4000 quantity?
Many thanks
Helen

Helen Beckerson
Fundraising Manager
Tel: 07917 807811

Citizens Advice in North & West Kent

APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting **[15th March 2021]** to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

West Kent Mind

NAME OF CONTACT

LORRAINE GIBBS

ADDRESS OF CONTACT

WEST KENT MIND, 34 ST JOHN'S ROAD, SEVENOAKS, KENT

POSTCODE TN13 3LW

TELEPHONE NO:	DAYTIME	01732 744950
	EVENING	N/A
	EMAIL ADDRESS	LORRAINE.GIBBS@WESTKENTMIND.ORG.UK

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

West Kent Mind (WKM) is an independent mental health charity that, since 1963, has worked tirelessly to a) help individuals experiencing emotional distress, mental health problems or crises, b) raise awareness and understanding of mental health and c) promote the preservation of good mental health within communities. We have two wellbeing centres (one in Sevenoaks and one in Tonbridge), a crisis cafe in Tonbridge and we manage two supported housing sites in Sevenoaks. From those locations and using outreach venues in other areas, we deliver training courses and workshops, peer support groups, 1:1 counselling and therapy sessions, community wellbeing and social inclusion activities. Courses and workshops are delivered by accredited and experienced personnel or training associates and our counsellors and therapists are also fully qualified and experienced, as are our peer support group leaders.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	34
	B) VOLUNTEERS	101

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[*See Guidance Notes]*

6

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£2972.50

PLEASE DESCRIBE YOUR PROJECT

Since 2013, every Friday at our Sevenoaks Wellbeing Centre we have run a free Skiffle Music Group, Skiffle Express. This inclusive band is made up of a) members of the local community (volunteers who specialise in mental health support), b) people from Sevenoaks who have had, or who are experiencing, a mental health problem and c) professional musicians. The band is led by Eddie Armer, a professional Skiffle musician who teaches Skiffle music to various groups. Skiffle Express is currently providing essential support to beneficiaries who are feeling isolated and lonely due to the impact of the coronavirus pandemic. It enables them to leave their homes and spend valuable time with likeminded individuals, together experiencing all the benefits that music can bring.

Since its inception, the group has proved to have had a positive impact on the mental health and wellbeing of its members. The group has helped many beneficiaries with long term mental health issues to reignite a passion for music from their past or in many cases, pick up an instrument for the first time. Bringing musical suggestions to the group, learning to play and singing together helps beneficiaries to develop confidence and improve their social connection with others. Above all, we find that the beneficiaries are enabled to use music as a coping mechanism for periods of difficulty and as a powerful way of helping them to communicate feelings that are often difficult to express - a key tool when managing mental health conditions.

Prior to lockdown, the Skiffle band was an integral part of our social calendar, playing at summer events, Christmas parties and fundraising by playing for the public. Their presence was always warmly welcomed by other beneficiaries as a symbol of our community working together and an inspiration as to what can be achieved despite the difficulties we may face in our lives. Like many organisations, the coronavirus pandemic has had a huge impact on our charity. We have, however, adapted our services where possible and the Skiffle Music Group was delivered virtually during the period of lockdown. Whilst we were pleased to still be able to run the group, and it was very well attended, it did present some challenges. For example, delays on Zoom made it difficult for the team to sing together and members of the group have fed back that the they have really missed the social interaction they previously got from attending the group sessions.

Since restrictions have eased, and considering feedback from our beneficiaries, we have decided to return to physical delivery of our Skiffle Music Group, whilst of course adhering to government guidance which currently allows up to 15 people to attend support groups. Unfortunately, our in-house venue is no longer a suitable space for this and cannot safely accommodate the group. We are therefore delighted to have found a new venue, St Luke’s Church, Sevenoaks, which will enable us to effectively run the group at a maximum capacity of 15, whilst adhering to social distancing guidelines and keeping our staff, volunteers and service users safe. Currently 6 of these service users are from Sevenoaks Town.

To ensure the sustainability of this service, we are already planning applications to fund the Skiffle Music Group for the next financial year. A grant from Sevenoaks Town Council would help us to continue providing this much-loved service through this uncertain period and aid us in ensuring that we can be there to improve the mental health and wellbeing of local people, through a shared passion of music.

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

This grant would be put to use immediately and would enable us to run our Skiffle Music Group at a new venue, St Luke's Church, Sevenoaks, from 30th September 2020 – 31st March 2021. Please see below for a full breakdown of the budget for this project. The group takes place every Wednesday and runs for 2.5 hours.

The group leader is a highly experienced, professional musician and therefore part of the grant will pay his fee. The hall hire cost will also be paid for by the grant, along with sanitising products to ensure the hall and anything else the group members touch is kept as clean as possible. The hall can accommodate 15 people safely. The current group number is 20, so a rota system is in place to ensure everyone has a chance to attend. We currently have 3 people on a waiting list who will also be included and invited to attend.
The first half hour of each session will be used for teaching clients how to play musical instruments, for example, banjo and guitar.

The main body of each session will be used for playing music and singing, learning new songs as well as playing our client's favourites. The group are also involved in developing a partnership with the D'Vine Singers (another musical group in Sevenoaks) and are planning a joined up piece of work to celebrate Christmas with them via zoom. Therefore, the sessions from November leading up to December will include planning and rehearsing for this.

Running 25 sessions of our Skiffle Music Group over 25 weeks will mean that 20 people will be able to continuously benefit from social interaction, reduced isolation and the therapeutic benefits that music can provide.

Project Budget

Request for: £2,972.50	**Cost for 25 weeks**	**Notes**
Personnel		
Fee for 2.5 hours x 25 weeks of music sessions with Support Group Tutor	£1,875.00	£30 per hour fee
Delivery		
Hall hire - 25 x 2.5 hour sessions	£937.50	25 weeks x 2.5 hourly sessions at £15 per hour 30th September 2020 - 31st March 2021
Administration costs/printing/music sheets	£100.00	
Sundries		
Cleaning/sanitising materials/PPE	£60.00	
Contribution towards organisational running costs		
20% of total project costs towards WKM organisational overheads	£655.00	Contributions towards rent, rates, insurances etc… Covered by West Kent Mind
Total:	**£3,627.50**	

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? **See map attached at the back of this form** Yes / No

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

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

IF YES, PLEASE GIVE DETAILS

We are actively investigating the possibility of attracting funding from other parish councils, where they have grant-giving schemes that may support this project, but this is the first application we have submitted.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

We will be submitting an application to Sevenoaks District Council to fund the service from April 2021-March 2022 and are actively seeking funders who will be able to support the service in the future. The Skiffle Music Group has been in place for a number of years and has been funded in the past, so we are very keen to ensure that it can continue through this difficult period and we secure grants in the future to ensure its sustainability.

We will also be reaching out to key community groups for support such as: Lions Clubs, Rotaty Clubs and Masonic Lodges.

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

Below are some quotes from beneficiaries of our Skiffle Music Group, demonstrating the impact it has had on their lives and helped to improve their mental health.

'I didn't know what to expect, but everyone is so friendly. Music really brings people together, that's what I have noticed, some real bonding. As well as being good for your mental health, it also helps you to make friends. It's a musical community at West Kent Mind'

'I think it is very good for your soul, your confidence and your state of mind. It's like doing exercise; it makes you feel good. I feel really good after doing a session with the Skiffle Music Group at West Kent Mind.'

'Coming to the music group makes us feel better. You learn new songs which you can sing amongst your friends and learn musical instruments.'

'I think that coming to the Skiffle group has been very inspiring and has helped with my confidence. I feel that I've learned things that I've been able to give to the group. I get a lot of enjoyment out of music. I've played some of my songs which have been good to do. I did a song called 'Peter Veinkman' (from the Ghostbusters film) which was quite funny and I did a song called 'out and about in public' which people enjoyed.'

These quotes reinforce why we are so passionate about securing the funding required to enable us to continue running this popular and effective project, long into the future. We would like to thank Sevenoaks Town Council for their kind consideration of funding our Skiffle Music Group. If you need any further information to support our application, please do not hesitate to get in touch.

Skiffle Music Group leader, Eddie and project volunteers, Bernie and Nick

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	£437,321
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	6 months
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS EG. FUNDRAISING DURING THE LAST YEAR?	£0 Prior to lockdown the group were able to raise funds by playing at local community events which has unfortunately not been possible this year due to COVID-19.

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

We were awarded £4,000 by Sevenoaks Town Council to deliver a park time project in 2019. The project ran from 9 April to 11 June 2019.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION
CHECKLIST

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

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

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

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

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE K.Barnes DATE 27/10/20

NAME AND POSITION IN ORGANISATION: KATE BARNES, FUNDRAISING MANAGER
IN CAPITALS PLEASE

* **IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO**?

West Kent Mind

All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [14th August 2020] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [8th January 2021] for the March Finance and General Purposes Grant Committee

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

Application Forms are also available by email from: council@sevenoakstown.gov.uk
If you have any queries, please contact Aliosn Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

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Sevenoaks Town Council

Agenda Item No 12

Current Matters

Item	Minute No		Status	Latest update
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017 222 - OSL 3.9.18 *197 – F&GP 05.08.19*	Street Lighting	Ongoing	Invoices were sent prior to the financial year end (March). Upgrades to streetlights in Linden Chase (PROW) have been completed. **197. Streetlighting** The Committee received and considered the report from the Responsible Financial Officer and note the Town Council's policy as set out in Minute No. 61 of the Finance & General Purposes Committee held on 15th June 2015. The following private roads had adopted their streetlights: • Clarendon Road • Quarry Hill • Yeomans Meadow • Heathfield Road • Garvock Drive • Wildernesse Mount • Wood Drive • St Botolphs Avenue • St James Road • The Glade • South Park • Harrison Way • Farnaby Drive • Wildernesse Avenue The following private roads had not adopted their streetlights: • Coombe Avenue • Pineneedle Lane • Heathfield Road • Woodside Road • Lyle Park • Kincraig Drive **RESOLVED:** i) To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd's Piece at a cost of £17,790 noting that the Sevenoaks Town Council shortfall of £11,717 to be met from Capital Reserves.

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Item	Minute No		Status	Latest update
				ii) To write to remaining private roads who have chosen to not adopt their streetlights providing one month's notice that the Town Council intends to proceed as per Minute No.61 F&GP 15th June 205 for removal of all lights on all private roads with unadopted lights at a cost of £12,978. Noted that the projected budget shortfall of £7,978 would be met from Revenue Reserves. iii) To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme. F&GP Committee 16.09.19 (Minute 280):
	280 – F&GP 16.09.19			**RESOLVED:** i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights; ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights. F&GP Committee 25.11.19 (Minutes 377):
	377 – F&GP 25.11.19			**RESOLVED** that: 1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded; 2) Following notification by residents of Kincraig Drive that they would not adopt their lights, the lights be removed; 3) That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes; 4) The 15 households in Woodside Road be asked whether they would form a group to administer payments to the Town Council; and 5) That the Council be asked to rescind the following Resolution, removing the requirement for residents

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Item	Minute No		Status	Latest update
	407 – Council 09.12.19 *199 – F&GP 14.09.2020*			of Heathfield Road to pay outstanding charges for the last two years: "To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme." (Minute 197 (iii) 05.08.19 refers) Council 09.12.19 (Minute 407) RESOLVED: That the following Resolution 197(iii) of the Finance and General Purposes Committee held on 5th August 2019 be rescinded: **"**To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme." ***199. Streetlighting Update*** ***RESOLVED:*** *1) That residents of Woodside Road be advised of a deadline by which this matter needed to be resolved, including providing a single point of contact for the road for the Town Council to invoice, after which time the lights would be removed; and* *2) That the light at the eastern end of Coombe Avenue be retained while officers investigate whether the footpath is a Public Right of Way or whether the light could be retained under the Town Council's current policy.*
2	CIC 7.8.2017 CIC 15.04.2019 Minute No 30 v) 284 - F&GP 16.09.19	Business Hub		8th April 2019 planning permission for Business Hub was granted with some conditions. Restricted use of external seating area plus installation of two electric vehicle charging points. 14 tenders were returned 5th April 2019. HMRC *confirmed* Option to Tax on Business Hub. SELEP Funding unsuccessful. CIL Funding unsuccessful. Documents for a "revised tender" were uploaded to the Government Contract Finder on 5th August 2020, with tenders due to be returned on 14th September 2020.

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Item	Minute No		Status	Latest update
	154.5 -CIC 17.08.20 255 – CIC 12.10.2020			The Community Infrastructure Committee held on 17th August 2020 RESOLVED: 1) That authority be delegated to the Chairman (Vice-Chairman) of CIC, Chairman (Vice- Chairman) of F&GP, Chief Executive and Responsible Finance Officer to review the tenders received and prepare a shortlist; and 2) That this Committee **[CIC]** review the shortlist and decide whether the project should go ahead. *Following a revised tender process, 11 tenders were obtained by the closing date of 14th September 2020. Two tenders were within the budget.* ***RESOLVED** that:* ***i)*** *Sevenoaks Town Council accepts Tender B (as set out in the report) of £236,928.30 net and enters a contract for the refurbishment of the former Red Cross building to create a Business Hub;* ***ii)*** *Fees and Charges are reviewed and agreed by the Finance and General Purposes Committee;* ***iii)*** *Market research be conducted to ascertain local demand for the proposed flexible workspace; and* ***iv)*** *The possibility of a head lease holder operating the business be explored.* *Contractor to start on site 23.11.2020*
4	33(i) – CIC 23.4.2018 27 (i) CIC 20.08.18	Bat & Ball Centre		Planning Application granted 8.11.2018 Amended planning application for materials submitted. First draft plans prepared, and consultation taken place for Community Centre User. Planning Permission had been approved without any conditions. An amended planning application with some change of details to exterior finishes had been submitted. The planning application had been agreed subject to a new planning condition relating to the provision of cycle racks versus car parking spaces. The Town Council had agreed to progress a Public Works Loan Board (PWLB) application for £1.4m. The PWLB were seeking further clarification about the application -see F&GP Agenda.

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Item	Minute No		Status	Latest update
				A successful funding application had been agreed from the SDC CIL Board for £1.2m and funds received on 12th April 2019. 4 Tenders for the project were received and opened prior to the meeting and would be analysed by the Quantity Surveyor. The contract was scheduled to commence in June 2019. The Town Council had previously resolved to delegate authority to proceed with the project if tenders received within budget to Chairman of Community Infrastructure Committee, Chairman of Finance and General Purposes Committee and Town Clerk / Deputy Town Clerk. On 1st August 2019 BJF Group were appointed as the contractor for the Bat and Ball Centre – contract value £1,559,953.56. Contractors currently working on site. Burial of Time Capsule took place on 1st November 2019. The exterior landscaping including paths and water feature, gates, new car park surface etc has commenced. Quotation of £95,941 in respect of the Multi Use Games Area for the Bat and Ball Centre accepted June 2020. Work due to commence October 2020. Chairman of the Finance and General Purposes Committee, the Chairman of the Community Infrastructure Committee, the Town Clerk and the Responsible Financial Officer signed off on additional expenditure to increase the size of the netball court and to install electric lighting to meet netball sports body governing requirements. The revised cost for the MUGA was £139,000 after negotiated savings. Opening 4th December 2020. Some internal "trial" events will take place before that date – subject to Covid guidelines *Building handed over 9.11.2020.* *External landscaping continuing.* *Soft opening planned for 4.12.2020 subject to public health guidelines*
5	F&GP 361	Markets		**RESOLVED: unanimously** to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:

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Item	Minute No		Status	Latest update
				• reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. Sevenoaks District Council wrote to the Town Council on 5th March 2019: - Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that out options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis. Regulation 72 of the 2015 Regulations explains the limited circumstances in which we can modify an existing contract. Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. the Heads of Terms clearly sets out the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the contract documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations. In order to reduce the rent for the Town Council, we would have to make all bidders aware of this before we awarded the contract. If we make a modification to the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72 (9)). Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals. The Town Council has been informed by the Market Traders that they submitted a petition on this topic to Sevenoaks District Council. Sevenoaks Town Council continue to request SDC for permission to move Wednesday Market to the High Street identifying this as a solution to the long-term viability of the market and potential for additional revenue for SDC for 40+ car parking spaces becoming available.

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Item	Minute No		Status	Latest update
				Meeting took place with SDC 17th February 2020. SDC considering temporary relocation of Wednesday market. No further information received.
7	F&GP Min 472	Wayleaves		The Responsible Financial Officer to provide an information report to a future meeting.