Sevenoaks
Town Council

13th January 2021

You are hereby summoned to attend a virtual meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held **via Zoom** on **Monday 18th January 2021 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/O5QKDo0fQ7c 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.

L. Kate

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

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Town Clerk

drawn to the attention of the Town Council.

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 – 23rd NOVEMBER 2020 To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 23rd November 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 November 2020 and 1st to 31st December 2020	Attached
5.2	Suppliers' Accounts To authorise payment of the accounts listed in the schedules for the periods 1st to 30th November 2020 and 1st to 31st December 2020	Attached
5.3	Payroll Account To confirm payments from the account listed in the schedules for the periods 1st to 30th November 2020 and 1st to 31st December 2020	Attached
5.4	Petty Cash Account To confirm payments from the account listed in the schedules for the periods 1st to 30th November 2020 and 1st to 31st December 2020	Attached
5.5	Hospitality and Gifts Register To receive and note Hospitality or Gifts received by Councillors or staff for the period 1st November to 31st December 2020: None	–
5.6	Internal Audit First Visit Report	Attached

5.7	Review of Internal Audit Plan 2021/22 To review and adopt the attached proposed internal audit plan, with KCC to remain as internal auditors	Attached
6	UPDATES ON CIC RESERVE & BAT & BALL CENTRE	Attached
7	REQUEST FROM KCC FOR STC CIL CONTRIBUTION TOWARDS SCHOOL SPORTS PROVISION	Attached
8 8.1	REVIEW OF INTERNAL CONTROLS To review and adopt updated Financial Regulations 2021/2022	 Attached
8.2	To receive and review the following internal policies for 2021/2022: a) Investment Strategy b) Reserves	 Attached Attached
9 9.1	REVENUE ESTIMATES AND PRECEPT PROPOSAL 2021/2022 To receive the final Revenue Estimates for the financial year 2021/2022	 Attached
9.2	To review and approve the Draft Capital Programme 2021/2022, approved in principle at the meeting of this Committee held on 23rd November 2020	Attached
9.3	Draft Property Maintenance Programme *Due to current unusual work commitments this item needs to be deferred to the next meeting.*	Attached
9.4	To consider the impact of the Band D reductions on the proposed Precept	Attached
9.5	Precept 2021/2022 To consider a Recommended Precept for 2021 / 2022 Financial Year of £1,239,898	
10	SEVENOAKS TOWN TEAM To receive and note the minutes of the meetings held on 16th December 2020	Attached
11 11.1	CURRENT MATTERS AND PRIORITIES Current Matters To receive and note a list of Current Matters	 Attached
11.2	Sevenoaks Town Council Priorities To receive and note the Town Council's priorities (copy attached)	Attached

	To receive and note the Town Council's priorities (copy attached)	Attached
12	PRESS RELEASE 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 23rd November 2020
Held via Zoom
Livestreamed on YouTube

Meeting commenced: 19:04 Meeting Concluded: 20:35

Present:

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Present		Cllr Tom Morris Brown	Present
Cllr Sue Camp (from 19:57)	Present		Cllr Robert Piper	Present
Cllr Dr Merilyn Canet	Present		Cllr Simon Raikes, **Chairman**	Present
Cllr Tony Clayton, **Vice-Chairman**	Present		Cllr Edward Waite (from 19:21)	Present
Cllr Andrew Eyre	Present			

In attendance: Cllr Granville-Baxter, Cllr Parry, Cllr Mrs Parry, Cllr Shea, Town Clerk, Responsible Financial Officer and Senior Committee Clerk

Representations received from Members of the Public: None

311. Apologies for Absence
There were no apologies for absence.

312. Dispensations
There were no requests for dispensations.

313. Declaration of Interests
Declarations of Interests were declared by the following Councillors in respect of the items shown:

- Cllr Raikes declared a pecuniary interest in respect of the Street Lighting Update (Agenda Item 10) which was submitted for noting only.

- Cllr Eyre declared a pecuniary interest in matters relating to the Stag Theatre: no discussion arose on this matter.

- Cllr Waite declared a non-pecuniary interest in the Draft Capital Programme 2021/22 (Agenda Item 7.3) in so far as it related to St Nicholas' Church, of which he was a member, and took no part in the discussion thereon.

314. Minutes of the Finance & General Purposes Committee on 14th September 2020
RESOLVED: To receive and sign the Minutes of the Finance and General Purposes Committee held on 14th September 2020 as a true record.

315. Finance Reports

315.1 Management Accounts 1st to 30th September and 1st to 31st October 2020

The Committee received and noted, for the periods 1st to 30th September and 1st to 31st October 2020, the Finance Officer's Report with Variance Analysis, Income and Expenditure, Working Capital Summary and Statement of Fund Balances, together with the:

- Suppliers Accounts 1st to 30th September and 1st to 31st October 2020, balance as at 31st October - £263,393.36
- Payroll Accounts 1st to 30th September and 1st to 31st October 2020, balance as at 31st October 2020 - £90,824.48
- Petty Cash Accounts 1st to 30th September and 1st to 31st October, balance as at 31st October 2020 - £821.70

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

It was also noted that the risk to income from the continuing impact of Covid-19 was being closely monitored: looking ahead to the end of year, assuming markets remained open at current level, that the Bat & Ball Centre opens as planned in December (at reduced capacity) and no further Lockdown, the expected adverse impact was c£25k.

Councillors congratulated the Town Clerk and Responsible Financial Officer on their good financial management during the current crisis.

RESOLVED: To accept the Management Accounts 1st to 30th September and 1st to 31st October 2020.

315.2 Conclusion of Audit, Year Ended 31st March 2020

The Committee noted the successful conclusion of the audit for 2019/20. The external auditors, PKF Littlejohn, had raised no matters of concern.

The Responsible Financial Officer was congratulated on the outcome, particularly as this was her first audit for the Town Council and during a particularly difficult year.

315.3 Hospitality and Gifts Register

Nothing to report.

316. Community Infrastructure Levy Payment October 2020

The Committee noted the payment of £27,712.24 received in October 2020 for the Town Council's portion of the Community Infrastructure Payment (CIL).

317. 2021/22 Draft Revenue Estimates and Rolling Capital Programme

317.1 Recommendation from the Open Spaces and Leisure Committee

The Committee received and noted the recommendation from the Open Spaces and Leisure Committee *[Minute 294, 09.11.2020 refers]* that 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], be adopted

317.2 Draft Revenue Estimates 2021/22

The Committee received and noted the report of the Responsible Financial Officer outlining the key assumptions in the preparation of the 2021/22 budget.

Prior to Covid-19 the Town Council had planned to undertake a 5-year financial review this Autumn. Given current challenges and uncertainties it was considered prudent to postpone the 5-year review for a year and to focus on a Resilience Plan.

RESOLVED: That the 5-Year financial review be postponed for a year and the Town Council focus on a Resilience Plan for 2021/22.

The Committee reviewed the Draft Revenue Estimates 2021/22. Councillors commented that, in the light of the current pandemic, it was a credit to the Town Clerk and Responsible Financial Officer that they had prepared a budget based on a 2% increase in the precept.

RESOLVED: That the Draft Revenue Estimates 2021/22 be approved in principle, subject to further review at the meeting of this Committee to be held on 18th January 2021/22.

317.3 Draft Capital Programme 2021/22

RESOLVED: That the Draft Capital Programme 2021/22 be approved in principle, subject to further review at the meeting of this Committee to be held on 18th January 2021/22.

317.4 Property Maintenance Programme 2021/22

RESOLVED: That the Draft Property Maintenance Programme 2021/22 be approved in principle, subject to further review at the meeting of this Committee to be held on 18th January 2021/22.

317.5 Charges 2021/22

The Committee reviewed proposed Town Council charges for 2021/22 based on an increase of 3%.

The recommendation from the Open Spaces and Leisure Committee *[Minute 293, OS&L 09.11.2020 refers]* proposing adoption of the draft charges in respect of General Charges, Cemetery Charges, Charges for Sports Facilities and the Charging and Non-Charging Schedule for the MUGA at the Bat & Ball Centre, was received and noted.

It was agreed that a general review of the Cemetery costs be part of the 5-Year financial review referred to at Minute 317.2 above.

RESOLVED: That the proposed Town Council charges 2021/22 in relation to the following (attached as Appendices A to H) be adopted:

A. Hire of the Council Chamber with effect from April 2021
B. Charges for the Bat & Ball Centre with effect from December 2020
C. Charges for the Bat & Ball Station with effect from April 2021
D. Charges for the Business Hub with effect from April 2021
E. General charges (effective dates as set out)
F. Cemetery charges with effect from April 2021
G. Charges for Sports Facilities with effect from April 2021
H. Charges and non-charging schedule for the MUGA at Bat & Ball Centre with effect from December 2020

318. Sevenoaks District Council – Reopening High Streets Safely Campaign

The Committee received and noted details of the District Council's Reopening High Streets Safely Digital Campaign.

RESOLVED: that the Sevenoaks District Council's Reopening High Streets Safely Campaign be noted, recognising that it is complimentary and enhancing to campaigns currently in place.

319. Minutes of Sevenoaks Town Team Meetings

The Minutes of the meeting of the Sevenoaks Town Team held on 17th September and of the AGM held on 7th October 2020 were received and noted.

320. Streetlighting Update

The update in relation to Streetlighting issues was noted.

321. Grant Applications from Local Community Groups

The Committee considered: a request to repurpose a grant awarded in March 2020 as a result of restrictions arising from Covid-19; and a grant aid request received. The balance of the Grant Aid Budget was noted.

In considering the grant application from West Kent Mind, it was agreed that in line with the Town Council's criteria that grants be provided for "services that will directly benefit the area and residents of Sevenoaks Town", a grant award could only be made proportionate to the number of Sevenoaks Town Residents participating in the project.

RESOLVED: That:

1) Approval be given for Citizens Advice North & West Kent to use the £500 grant originally awarded to deliver six community scam awareness sessions, for the printing of 4000 leaflets to be distributed to Sevenoaks Town residents and to Sevenoaks Town locations

2) A grant 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	West Kent Mind	Towards continuing provision of free Skiffle Music Group face-to-face, maintaining social distancing guidelines, through current uncertain period	£2,972.50	£900

322. Current Matters
The Committee received and noted the update on Current Matters.

323. Press Releases: None

There being no further business the Chairman closed the Meeting.

Signed .... Dated ....

Chairman

1.0 Summary

The year to date position at the end of December including Precept, gives a net deficit of £8,273. Adjusted for agreed Bat & Ball Management & Maintenance reserves movement (£39,967 YTD), the position is a surplus of £31,694 against adjusted budget surplus of £17,797 resulting in a year to date net favourable variance of £13,897.

The biggest variances to budget are £60K matched funding granted to the Stag, offset by £64K of CJRS grant received, and £36K budgeted PWLB loan repayment covered by capital reserves transfer.

We originally looked at the impact of Covid-19 on our income streams 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 has not been as bad as anticipated.

The coronavirus pandemic has also required unbudgeted expenditure (currently approx. £25K) including adapting buildings and facilities to be Covid safe, additional cleaning, and IT kit to enable remote working and meetings. The council has managed to absorb these costs by making savings elsewhere including 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.

In November, the updated view of the impact on income was £25K. This was on the assumption that B&B Ctr would open as planned, markets would continue to remain open & no further lockdown.

Since then we have moved into Tier 4 and are now in our 3rd Lockdown. The Bat & Ball centre has been unable to open to the public, but KCC will be using the centre for 6 weeks. Markets have continued to stay open, as has Vine Café (for takeaway only), but sports have had to stop. I have reviewed the forecast, and £25K adverse impact still looks a likely position.

We are in uncertain times and there are risks in this forecast that further restrictions will impact on our few remaining income streams and drive further costs, but we will hopefully manage this through unspent contingency and continuing cost savings.

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 January- March 2021 is £303,819.

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	27,811 (F)	Please refer to the variance report.
28	Vine Cafe	12,496 (A)	Please refer to the variance report.
30	Bat & Ball Station	7,962 (A)	Please refer to the variance report.
31	Establishment	63,145 (F)	Please refer to the variance report.
33	Council Offices	11,918 (A)	Please refer to the variance report.
38	Grants	62,182 (A)	Please refer to the variance report.

50	HitB	18,948 (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 £1,973,796.

This reduction is mainly due to year to date capital expenditure of £1.788M on the new Community Centre, also £43K on Bat & Ball Station & cycle store, £36K on Cemetery Messroom, £37K on Business Hub 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 December 2020 totals £2,387,195 (31 Mar 2020 £3,923,338).

£2,103,467 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 0.1%.

Sub ratings reviewed 31st December 2020.

December 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	23,281	27,760	4,479	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	181,312	209,123	27,811	277,730	£16k 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. £6.9K less equipment hired & maintenance. £2.2K less fuel. Overspend in Knole Paddock due to Eviction Notice served (£2,250). Overspend in 5310/21. Mainly due to £21k Pontoise play area equipment/surfacing/fencing. Offset by Enovert grant. Overspend in 5550 - Vehicle expenses, due to remaining cost of eVan (balance in 2019/20), offset by govt grant reveived. Overspend in Bus Shelter Maint due to new Bus Shelter. Fully offset by KCC grant and Capital reserves release. £9.2K less sports hire income due to coronavirus, and £1.7K Raleys Car Permits extended by 3 months for free.
Cemetery	33,598	36,655	3,057	45,105	£4.5K Favourable pay related, £1.3K low spend ytd on training. Underspend in Trees, Plants, Turf & Fertilizer £2k. £1,458 Insurance claim relating to 2019/20. Adverse Cemetery Income £3.7K. New Sign & Post in New Equipment (£1,153). JCB Service (£1,712) causing the overspend in Equipment Maintenance.
Allotments	(1,243)	(896)	347	1,213	Favourable income for QH allotments - both allotments are at capacity. Overspend in Gross Pay (£733) 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	25,034	25,543	509	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	24,687	12,191	(12,496)	19,566	Covid related Q1 closure and no events has resulted in less income (£8.4K & £1.5K adverse). This is partially offset by Furlough grant received of £9.4K. After opening post-lockdown, sales have been fairly strong in July, August, November & December. Longer winter & summer opening hours have meant higher pay £10K. £2.9K spend on cafe consumables due to coronavirus requirements.
Vine Grounds	19,672	15,842	(3,830)	21,472	£1.5K negative variance due to no paid for events this summer; £773 phasing of kiosk rental income £16K work on Vine Outfield covered by CIL funding. £3.3K spend on Vine Pav maintenance (inc ramp, windows, notice and scoreboard)

December 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	39,967	32,005	(7,962)	42,694	Current closure until end September has resulted in very low income (£51.2K variance) partially offset by low spend on Goods For Resale to date (£13.5K variance). Underspend in Pay (£12.4K) 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. £19.1K Furlough Grant is offsetting some payroll costs. £1.3K grant received for second lockdown. YTD deficit to be offset at year end by release from B&B M&M reserve.
Establishments	371,530	434,675	63,145	623,608	Favourable variance due to capital reserves release to cover PWLB repayment £35,801. £9.7K Furlough grant received. £5.6k in unspent mayoral allowance, £1.8K members allowances. £4.8K pay related partly due to budgetted payrise not happening until Sept, & £3.6K lower pension. Also lots of general underspending due to Covid-19 - £2.1K training, £4K printing & stationery, £1.6K conferences £7.6K unspent provision (£26K remaining budget) Additional costs in 6240/31 (£7.3K) due to Virtual meeting set up, remote working support & new laptop. £7K Income affected by Covid-19 as well (less people looking to advertise via banners, interest rates dropped).
General	29,999	26,378	(3,621)	29,500	No 8 bus hasn't been running which has impacted income & expenditure equally. Variance is due to lack of Christmas Lights Switch-On Income this year, offset by less spend on special events. Full Christmas lights budget has been spent, including £4.5K on new/ replacement lights.
Council Offices	50,077	38,159	(11,918)	50,322	Covid closures has resulted in minimal Chamber Hire income to date (£11.9k variance). Large adverse cost in Health & Safety due to cost of Guard Screens for desks (£2,776). Adverse variance in Rent & Rates (£2k) due to costs related to previous water leak investigation. Offset partly by Furlough CJRS grant £2.4K & £2.2K lower light & heat cost. Adverse variance in Property Maintenance (£1.3k) due to Roof Cleaning for the building, covered by reserves transfer.
Community Centre	11,095	7,155	(3,940)	3,738	Tier 4 & lockdown have meant B&B Ctr has been unable to open to general public for hire. Some income is expected this year when the centre is used by KCC. Only expenses are related to ongoing costs for building. £3.3K higher electricity spend, new meter installed for centre required new contract. Utilities during construction phase to be claimed back from contractor.
Grants	99,790	37,608	(62,182)	57,250	£65K grant issued to Stag in June - covered by reserves transfer. £60K additional matched funding grant issued to Stag in October. £3K 2019/20 CRP grant paid this year.

December 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
	£	£	£	£	
Property	(4,956)	(8,000)	(3,044)	(8,000)	£2.625K SCC ground rent no longer payable by nursery. Payment plan has been agreed with SRC & they will be up to date with lease payments by year end. Currently payments have been made to reduce their rent defecit.

December 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	4,224	3,241	(983)	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 £500). Sundry Expenses spend this month on Xmas Video Production £1.2K.
Business Hub	1,883	597	(1,286)	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	1,908	20,856	18,948	28,207	£10K grant to cover staff costs. £18.8K furlough grant Negative variance in Gross Pay (£7k) possibly due to overstaffing prior to lockdown. £2.6K hire income lost due to covid.
Markets	7,870	6,773	(1,097)	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 10.3K YTD deficit.
Precept	(911,457)	(911,457)	-	(1,215,276)	
Rolling Cap Budget	1,902,218	-	(1,902,218)	-	
Totals	8,273	14,208	5,935		

Summary by Committee:

Planning	23,281	27,760	4,479	36,785
Open spaces & Leisure	258,373	286,267	27,894	366,229
Vine Café	24,687	12,191	(12,496)	19,566
Bat Ball Station	39,967	32,005	(7,962)	42,694
Finance & General Purpose	573,420	567,442	(5,978)	798,738
Precept	(911,457)	(911,457)	-	(1,215,276)
Rolling Capital Budget	1,902,218	-	(1,902,218)	-
Total (exc. Capital items)	8,273	14,208	5,935	

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
11 Planning - General										
4010 Gross Pay	2,047	2,781	734	21,337	25,029	3,692	33,376		12,039	
4270 Employers Pension Contribution	81	130	49	905	1,170	265	1,565		660	
6240 Computer/ Data Base/WP's	63	11	(52)	702	511	(191)	544		(158)	
6630 Professional Fees	0	250	250	59	750	692	1,000		942	
6720 Books and Periodicals	0	0	0	0	300	300	300		300	
6730 Subscriptions	0	0	0	280	0	(280)	0		(280)	
Planning - General :- Indirect Expenditure	**2,191**	**3,172**	**981**	**23,281**	**27,760**	**4,479**	**36,785**	**0**	**13,504**	**0**
Net Expenditure	**(2,191)**	**(3,172)**	**(981)**	**(23,281)**	**(27,760)**	**(4,479)**	**(36,785)**			
21 O/ Spaces & Leisure - General										
1022 Letting & Hire of Facilities	0	0	0	12,729	22,000	9,271	30,900		0	
1316 Raleys Car Park Permits	0	1,750	1,750	42	1,750	1,708	1,750		0	
1350 Revenue Grant income	0	0	0	29,591	0	(29,591)	0		0	
1450 Furlough Grant Income	0	0	0	4,995	0	(4,995)	0		0	
1850 Log Sales	(62)	236	298	606	1,236	630	1,236		0	
1990 Other Income	50	0	(50)	872	742	(130)	742		0	
O/ Spaces & Leisure - General :- Income	**(12)**	**1,986**	**1,998**	**48,834**	**25,728**	**(23,106)**	**34,628**			**0**
4010 Gross Pay	14,036	15,952	1,916	129,228	143,568	14,340	191,421		62,193	
4270 Employers Pension Contribution	835	1,050	215	7,620	9,450	1,830	12,597		4,977	
5013 Graffiti Removal	0	0	0	0	668	668	1,000		1,000	
5025 Lower St Johns Toilets	915	875	(40)	9,132	7,875	(1,257)	10,500		1,368	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

Cost Centre Report

Month No: 9

	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	241	250	9	1,945	2,250	305	3,000		1,055	
5050 Seats And Litter Bins	0	695	695	1,250	2,085	835	2,780		1,530	
5060 Sevenoaks Common	0	0	0	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	0	0	3,558	2,475	(1,083)	3,300		(258)	
5110 Knole Paddock & Pavilion	0	0	0	3,935	0	(3,935)	1,500		(2,435)	
5120 Knole Paddock Pitch & Grnd Mt	0	500	500	1,194	2,000	806	3,500		2,306	
5310 Miscellaneous Open Spaces	1,840	1,300	(540)	36,951	13,200	(23,751)	17,100		(19,851)	
5316 Skatepark Maintenance	0	0	0	620	2,575	1,955	2,575		1,955	
5317 Raleys Car Park	45	0	(45)	531	500	(31)	500		(31)	
5320 Fertilizers	0	0	0	208	1,200	992	1,200		992	
5330 Grass Seed	0	0	0	104	2,100	1,996	2,100		1,996	
5340 Plants	565	625	60	905	1,875	970	2,500		1,595	
5410 Repairs & General Maintenance	0	125	125	158	1,125	967	1,500		1,342	
5500 Equipment Hired and New	54	688	634	3,341	6,192	2,852	8,250		4,910	
5525 Equipment Maintenance	61	941	880	2,501	6,586	4,085	8,000		5,499	
5550 Vehicle Expenses	533	340	(193)	9,242	3,470	(5,772)	4,500		(4,742)	
5700 Fuel	257	517	260	2,470	4,653	2,183	6,200		3,730	
6000 Rent & Rates	0	75	75	689	975	287	1,200		512	
6010 Light Heat & Cleaning	851	525	(326)	1,446	1,575	129	2,100		654	
6013 Cleaning	0	0	0	762	0	(762)	0		(762)	
6101 Telephone	12	17	5	99	153	54	200		101	
6104 Mobile Telephone	22	17	(5)	192	153	(39)	200		8	
6320 Staff Training	0	0	0	0	2,000	2,000	3,000		3,000	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6330	Welfare/Hospitality	0	17	17	156	153	(3)	200		44	
6730	Subscriptions	0	0	0	236	200	(36)	200		(36)	
6812	Road Dues	145	0	(145)	145	200	55	1,500		1,355	
6851	Bus Shelter Maintenance	0	14	14	5,558	126	(5,432)	175		(5,383)	
6900	Sundry Expenses	0	8	8	15	72	57	100		85	2,780
6922	Health&Safety/Risk Assessments	0	0	0	0	900	900	1,550		1,550	
6930	Alarm Maintenance	0	0	0	732	740	8	740		8	
6931	CCTV Maintenance	0	0	0	0	1,200	1,200	1,200		1,200	
6934	Waste Bin Collection-Dog Bins	655	700	45	1,966	2,100	134	2,800		834	
6935	Waste Bin Disposal-Waste Bins	181	352	171	1,931	3,168	1,237	4,220		2,289	
6952	Protective Clothing	60	121	61	1,055	1,089	34	1,450		395	
	O/ Spaces & Leisure - General :- Indirect Expenditure	**21,308**	**25,704**	**4,396**	**232,926**	**234,851**	**1,925**	**312,358**	**0**	**79,432**	**2,780**
	Net Income over Expenditure	**(21,320)**	**(23,718)**	**(2,398)**	**(184,092)**	**(209,123)**	**(25,031)**	**(277,730)**			
8001	plus Transfer from EMR	0			2,780						
	Movement to/(from) Gen Reserve	**(21,320)**			**(181,312)**						
22	O/ Spaces & Leisure - Cemetery										
1550	Insurance Claims	0	0	0	1,458	0	(1,458)	0		0	
1700	Cemetery Income	2,629	7,725	5,096	65,812	69,525	3,713	92,700		0	
1990	Other Income	0	0	0	132	0	(132)	0		0	
	O/ Spaces & Leisure - Cemetery :- Income	**2,629**	**7,725**	**5,096**	**67,402**	**69,525**	**2,123**	**92,700**			**0**

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Sevenoaks Town Council

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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
4010 Gross Pay	6,817	7,358	541	69,144	72,922	3,778	94,991		25,847	
4270 Employers Pension Contribution	525	619	94	5,116	5,879	763	7,738		2,622	
5210 Cemetery Chapel & Office	0	0	0	220	103	(117)	206		(14)	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	11	175	164	175		164	
5410 Repairs & General Maintenance	13	83	70	1,930	747	(1,183)	1,000		(930)	
5500 Equipment Hired and New	94	267	173	2,002	2,403	401	3,200		1,198	
5525 Equipment Maintenance	13	208	195	4,498	1,872	(2,626)	2,500		(1,998)	
5700 Fuel	53	58	5	457	522	65	700		243	
6000 Rent & Rates	591	548	(43)	5,559	4,932	(627)	6,570		1,011	
6010 Light Heat & Cleaning	247	103	(144)	580	927	347	1,240		660	
6013 Cleaning	0	0	0	568	0	(568)	0		(568)	
6101 Telephone	42	62	20	670	558	(112)	750		80	
6104 Mobile Telephone	0	10	10	8	90	82	120		112	
6105 Broadband wi-fi service	40	0	(40)	40	0	(40)	0		(40)	
6200 Printing & Stationery	0	8	8	0	72	72	100		100	
6240 Computer/ Data Base/WP's	0	0	0	3,449	3,715	266	3,715		266	
6320 Staff Training	0	500	500	225	1,500	1,275	2,000		1,775	
6330 Welfare/Hospitality	0	14	14	144	126	(18)	170		26	
6500 Goods for Resale	0	17	17	0	153	153	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	187	750	563	207	2,250	2,043	3,000		2,793	
6822 Roads Path & Boundaries	0	175	175	0	525	525	700		700	
6832 Lawn/Wall of Remembrance	8	0	(8)	306	0	(306)	100		(206)	

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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
6900 Sundry Expenses	0	4	4	9	36	28	50		42	
6922 Health&Safety/Risk Assessments	0	0	0	0	750	750	1,000		1,000	
6930 Alarm Maintenance	0	0	0	602	800	198	800		198	
6932 Cemetery Security	382	383	1	3,483	3,447	(36)	4,600		1,117	
6935 Waste Bin Disposal-Waste Bins	81	102	21	877	918	41	1,230		353	
6952 Protective Clothing	44	62	18	798	558	(240)	750		(48)	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	**9,137**	**11,331**	**2,194**	**100,999**	**106,180**	**5,181**	**137,805**	**0**	**36,806**	**0**
Net Income over Expenditure	**(6,507)**	**(3,606)**	**2,901**	**(33,598)**	**(36,655)**	**(3,057)**	**(45,105)**			
23 O/ Spaces & Leisure- Allotment										
1010 Rental Income	31	0	(31)	1,083	1,141	58	1,141		0	
1047 QH Allotments Income	(55)	0	55	7,330	6,376	(954)	6,376		0	
O/ Spaces & Leisure- Allotment :- Income	**(24)**	**0**	**24**	**8,414**	**7,517**	**(897)**	**7,517**			**0**
4010 Gross Pay	311	383	72	4,180	3,447	(733)	4,595		415	
4270 Employers Pension Contribution	24	15	(9)	198	135	(63)	184		(14)	
5410 Repairs & General Maintenance	0	0	0	1,631	900	(731)	1,200		(431)	
6000 Rent & Rates	0	146	146	765	1,314	549	1,751		986	
6002 QH Allotments Costs	2	175	173	397	525	128	700		303	
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**337**	**719**	**382**	**7,171**	**6,621**	**(550)**	**8,730**	**0**	**1,559**	**0**
Net Income over Expenditure	**(361)**	**(719)**	**(358)**	**1,243**	**896**	**(347)**	**(1,213)**			

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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
26	Open Spaces-Street Lighting/Ge										
1480	Streetlighting income	2,787	0	(2,787)	2,787	0	(2,787)	8,913		0	
1990	Other Income	0	0	0	0	1,200	1,200	1,200		0	
1997	In Bloom Income	0	0	0	500	0	(500)	0		0	
	Open Spaces-Street Lighting/Ge :- Income	**2,787**	**0**	**(2,787)**	**3,287**	**1,200**	**(2,087)**	**10,113**			**0**
6861	Public Clock Maintenance	9,830	727	(9,103)	14,045	2,181	(11,864)	2,908		(11,137)	12,999
6862	Street Lighting	2,742	1,118	(1,624)	15,110	10,062	(5,048)	13,414		(1,696)	
6865	In Bloom Costs	0	0	0	12,165	14,500	2,335	14,500		2,335	
	Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**12,572**	**1,845**	**(10,727)**	**41,320**	**26,743**	**(14,577)**	**30,822**	**0**	**(10,498)**	**12,999**
	Net Income over Expenditure	**(9,785)**	**(1,845)**	**7,940**	**(38,033)**	**(25,543)**	**12,490**	**(20,709)**			
8001	plus Transfer from EMR	8,871			12,999						
	Movement to/(from) Gen Reserve	**(914)**			**(25,034)**						
28	O/ Spaces & Leisure-Vine Cafe										
1211	Sale of Goods	5,936	2,777	(3,159)	44,943	53,379	8,436	61,710		0	
1212	Events Management	0	500	500	0	1,500	1,500	1,500		0	
1450	Furlough Grant Income	0	0	0	9,400	0	(9,400)	0		0	
	O/ Spaces & Leisure-Vine Cafe :- Income	**5,936**	**3,277**	**(2,659)**	**54,343**	**54,879**	**536**	**63,210**			**0**
4010	Gross Pay	5,546	3,174	(2,372)	50,291	40,124	(10,167)	49,646		(645)	
4270	Employers Pension Contribution	120	168	48	734	1,512	778	2,013		1,279	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

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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
5011	Property Maintenance	0	0	0	330	0	(330)	0		(330)	
5410	Repairs & General Maintenance	372	42	(330)	567	378	(189)	500		(67)	
5500	Equipment Hired and New	48	150	102	395	1,350	955	1,800		1,405	
5525	Equipment Maintenance	0	42	42	0	378	378	500		500	
6000	Rent & Rates	57	100	43	750	900	150	1,200		450	
6010	Light Heat & Cleaning	0	0	0	1,414	1,200	(214)	1,600		186	
6013	Cleaning	43	0	(43)	474	0	(474)	0		(474)	
6101	Telephone	27	26	(1)	241	234	(7)	309		68	
6200	Printing & Stationery	26	0	(26)	80	15	(65)	30		(50)	
6210	Postage & Courier	22	40	18	80	120	41	160		81	
6240	Computer/ Data Base/WP's	0	38	38	556	114	(442)	150		(406)	
6320	Staff Training	0	0	0	290	150	(140)	300		10	
6460	Publicity & Democratic notices	0	62	62	0	186	186	250		250	
6500	Goods for Resale	2,174	900	(1,274)	16,791	17,300	509	20,000		3,209	
6505	Cafe consumables	436	0	(436)	2,867	0	(2,867)	0		(2,867)	
6533	Copyright Fees/Royalties	0	0	0	0	320	320	320		320	
6635	Professional Fees Licensing	0	0	0	178	150	(28)	150		(28)	
6900	Sundry Expenses	26	17	(9)	35	153	118	206		171	
6922	Health&Safety/Risk Assessments	0	0	0	929	0	(929)	500		(429)	
6930	Alarm Maintenance	0	0	0	654	515	(139)	515		(139)	
6935	Waste Bin Disposal-Waste Bins	66	172	106	701	1,548	847	2,060		1,359	
6976	Credit card charges	0	47	47	673	423	(250)	567		(106)	
	O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**8,962**	**4,978**	**(3,984)**	**79,030**	**67,070**	**(11,960)**	**82,776**	**0**	**3,746**	**0**
	Net Income over Expenditure	**(3,026)**	**(1,701)**	**1,325**	**(24,687)**	**(12,191)**	**12,496**	**(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	1,500	1,500	1,500		0	
1805	Tea Kiosk Rental & Pavilion	0	774	774	2,318	3,090	773	3,090		0	
1870	Vine Club Insurance Contrib.	0	0	0	342	400	58	400		0	
	O/Spaces & Leisure-Vine Ground :- Income	**0**	**1,274**	**1,274**	**2,660**	**4,990**	**2,331**	**4,990**			**0**
4010	Gross Pay	717	758	41	6,424	6,822	398	9,092		2,668	
4270	Employers Pension Contribution	43	45	2	385	405	20	545		160	
5010	Vine Area General Maintenance	6	300	294	17,830	2,700	(15,130)	3,600		(14,230)	16,000
5014	Vine Kiosk	0	0	0	7	0	(7)	0		(7)	
5015	Vine Pavilion maintenance	1,188	0	(1,188)	3,293	0	(3,293)	0		(3,293)	
5020	Vine Public Convenience	1,271	708	(563)	7,491	6,372	(1,119)	8,500		1,009	
5412	Capital Refurbishments	(1,188)	0	1,188	0	0	0	0		0	
6000	Rent & Rates	0	43	43	203	387	184	515		312	
6460	Publicity & Democratic notices	0	62	62	0	186	186	250		250	
6635	Professional Fees Licensing	0	0	0	70	100	30	100		30	
6868	Summer Concerts	0	0	0	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	**2,037**	**1,916**	**(121)**	**39,332**	**20,832**	**(18,500)**	**26,462**	**0**	**(12,870)**	**17,000**
	Net Income over Expenditure	**(2,037)**	**(642)**	**1,395**	**(36,672)**	**(15,842)**	**20,830**	**(21,472)**			
8001	plus Transfer from EMR	0			17,000						
	Movement to/(from) Gen Reserve	**(2,037)**			**(19,672)**						

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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	25	2,000	1,975	1,098	18,000	16,902	24,000		0	
1211 Sale of Goods	17	4,003	3,986	1,725	36,027	34,302	48,039		0	
1350 Revenue Grant income	1,334	0	(1,334)	1,334	0	(1,334)	0		0	
1450 Furlough Grant Income	3,147	0	(3,147)	19,123	0	(19,123)	0		0	
F& G P - Bat & Ball Station :- Income	**4,523**	**6,003**	**1,480**	**23,279**	**54,027**	**30,748**	**72,039**			**0**
4010 Gross Pay	5,436	5,298	(138)	36,274	47,682	11,408	63,575		27,301	
4270 Employers Pension Contribution	137	183	46	624	1,647	1,023	2,202		1,578	
5410 Repairs & General Maintenance	0	132	132	11,519	1,188	(10,331)	1,586		(9,933)	
5500 Equipment Hired and New	0	125	125	93	1,125	1,032	1,500		1,407	
6000 Rent & Rates	270	238	(32)	2,433	2,142	(291)	2,860		427	
6011 Electricity	372	444	72	2,997	3,996	999	5,325		2,328	
6012 Gas	744	515	(229)	1,541	1,545	4	2,060		519	
6013 Cleaning	228	333	105	2,385	2,997	612	4,000		1,615	
6014 Water	0	500	500	0	1,500	1,500	2,000		2,000	
6101 Telephone	14	56	42	112	504	392	670		558	
6200 Printing & Stationery	8	17	9	166	153	(13)	206		40	
6210 Postage & Courier	130	0	(130)	141	0	(141)	0		(141)	
6241 Website Costs	0	0	0	285	0	(285)	0		(285)	
6320 Staff Training	0	64	64	125	192	67	258		133	
6330 Welfare/Hospitality	0	0	0	247	0	(247)	0		(247)	
6460 Publicity & Democratic notices	0	167	167	0	1,503	1,503	2,000		2,000	
6500 Goods for Resale	93	1,667	1,574	1,437	15,003	13,566	20,000		18,563	

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Month No: 9 **Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6505 Cafe consumables	0	0	0	38	0	(38)	0		(38)	
6533 Copyright Fees/Royalties	0	47	47	0	423	423	567		567	
6635 Professional Fees Licensing	0	0	0	0	567	567	567		567	
6900 Sundry Expenses	5	52	47	8	468	460	618		610	
6922 Health&Safety/Risk Assessments	0	0	0	1,744	789	(955)	1,051		(693)	
6930 Alarm Maintenance	0	667	667	0	1,267	1,267	1,267		1,267	
6931 CCTV Maintenance	0	0	0	0	0	0	639		639	
6935 Waste Bin Disposal-Waste Bins	137	106	(31)	790	954	164	1,267		477	
6976 Credit card charges	37	43	6	289	387	98	515		226	
F& G P - Bat & Ball Station :- Indirect Expenditure	**7,610**	**10,654**	**3,044**	**63,246**	**86,032**	**22,786**	**114,733**	**0**	**51,487**	**0**
Net Income over Expenditure	**(3,087)**	**(4,651)**	**(1,564)**	**(39,967)**	**(32,005)**	**7,962**	**(42,694)**			
31 F & G P - Establishments										
1115 Interest on Deposits	54	667	613	2,631	6,003	3,372	8,000		0	
1231 Banner Income	0	398	398	(81)	3,582	3,663	4,779		0	
1450 Furlough Grant Income	836	0	(836)	9,712	0	(9,712)	0		0	
1889 Waste Sacks Income	15	175	160	657	1,575	918	2,100		0	
1990 Other Income	(150)	8	158	212	72	(140)	100		0	
F & G P - Establishments :- Income	**755**	**1,248**	**493**	**13,131**	**11,232**	**(1,899)**	**14,979**			**0**
4010 Gross Pay	22,843	24,291	1,448	213,813	218,619	4,806	291,497		77,684	
4270 Employers Pension Contribution	2,451	2,902	451	22,494	26,118	3,624	34,827		12,333	
4271 Pension Deficiency	6,417	6,417	0	57,750	57,753	3	77,000		19,250	

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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
5500	Equipment Hired and New	0	208	208	309	1,872	1,563	2,500		2,191	
6013	Cleaning	18	0	(18)	18	0	(18)	0		(18)	
6020	Insurance Cost	1,233	1,428	195	14,545	15,710	1,165	20,000		5,455	
6101	Telephone	457	479	22	3,723	4,311	588	5,750		2,027	
6103	Fax	0	8	8	0	72	72	100		100	
6200	Printing & Stationery	263	1,250	987	9,244	13,250	4,006	17,000		7,756	
6210	Postage & Courier	0	429	429	3,537	3,861	324	5,150		1,613	
6240	Computer/ Data Base/WP's	3,087	1,116	(1,971)	18,167	10,044	(8,123)	13,390		(4,777)	
6241	Website Costs	0	0	0	935	1,500	565	2,000		1,065	
6242	I.T. Infrastructure	1,327	410	(917)	8,101	6,780	(1,321)	8,000		(101)	
6281	Furnishings,Furniture/Eqpt	0	188	188	3,082	564	(2,518)	750		(2,332)	
6300	Computers Accountancy	558	283	(275)	3,689	2,547	(1,142)	3,400		(289)	
6315	Recruitment Costs	0	167	167	0	1,503	1,503	2,000		2,000	
6320	Staff Training	0	250	250	130	2,250	2,120	3,000		2,870	
6321	Investors in People	0	0	0	0	0	0	824		824	
6330	Welfare/Hospitality	200	167	(33)	471	1,503	1,032	2,000		1,529	
6410	Civic Exps/Annual Reception	0	850	850	0	1,750	1,750	1,750		1,750	
6415	Gifts/hospitality	0	33	33	0	297	297	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	20	502	482	246	4,016	3,771	5,525		5,280	
6426	Mayor's Car Allowance 2020/21	0	224	224	0	1,792	1,792	2,462		2,462	
6435	Members Expenses	0	0	0	2,354	4,120	1,766	4,120		1,766	

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

Month No: 9 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6440	Press Notices	0	125	125	0	1,125	1,125	1,500		1,500	
6450	Bye Laws	0	0	0	0	0	0	100		100	
6460	Publicity & Democratic notices	0	208	208	2,000	1,872	(128)	2,500		500	
6461	Banner Costs	0	129	129	716	1,161	445	1,545		829	
6500	Goods for Resale	44	0	(44)	44	0	(44)	0		(44)	
6610	Audit Fees	495	540	45	3,695	4,860	1,165	4,860		1,165	
6611	Quality Parish	0	0	0	300	0	(300)	0		(300)	
6620	Legal Expenses	0	0	0	2,758	3,000	242	3,000		242	
6635	Professional Fees Licensing	0	0	0	1,361	1,000	(361)	1,500		139	
6710	Conference Fees & Expenses	0	192	192	132	1,728	1,596	2,300		2,168	
6720	Books and Periodicals	0	32	32	146	288	143	380		235	
6730	Subscriptions	29	0	(29)	4,690	5,150	460	5,150		460	
6889	Waste Sacks	0	167	167	1,116	1,503	387	2,000		884	
6900	Sundry Expenses	11	42	31	82	378	296	500		418	
6922	Health&Safety/Risk Assessments	0	0	0	3,384	3,000	(384)	3,200		(184)	
6935	Waste Bin Disposal-Waste Bins	9	0	(9)	9	0	(9)	0		(9)	
6975	Bank Charges	259	129	(130)	1,100	1,161	61	1,550		450	
6976	Credit card charges	193	58	(135)	601	522	(79)	700		99	
7010	Election Expenses	0	0	0	0	0	0	5,000		5,000	
7611	Contingency provision	0	6,000	6,000	(0)	7,677	7,677	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	**39,913**	**49,224**	**9,311**	**421,212**	**445,907**	**24,695**	**638,587**	**0**	**217,375**	**36,551**
	Net Income over Expenditure	**(39,158)**	**(47,976)**	**(8,818)**	**(408,081)**	**(434,675)**	**(26,594)**	**(623,608)**			
8001	plus Transfer from EMR	0			36,551						
	Movement to/(from) Gen Reserve	**(39,158)**			**(371,530)**						

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

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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
32	F & G P - General										
1490	Christmas Lights Switch On	0	0	0	0	6,000	6,000	6,000		0	
1495	Number 8 bus income	0	3,408	3,408	114	30,672	30,558	40,895		0	
1990	Other Income	0	0	0	(23)	0	23	0		0	
	F & G P - General :- Income	**0**	**3,408**	**3,408**	**90**	**36,672**	**36,582**	**46,895**			**0**
6490	Christmas Lights Switch On	18,963	19,200	237	24,439	24,500	61	26,000		1,561	
6491	Remembrance Day/Civic Serv.	15	500	485	3,200	3,000	(200)	3,000		(200)	
6495	Number 8 bus expenses	0	3,408	3,408	6,731	30,672	23,941	40,895		34,164	6,617
6869	Special Events	0	542	542	2,300	4,878	2,578	6,500		4,200	
6952	Protective Clothing	0	0	0	37	0	(37)	0		(37)	
	F & G P - General :- Indirect Expenditure	**18,978**	**23,650**	**4,672**	**36,707**	**63,050**	**26,343**	**76,395**	**0**	**39,688**	**6,617**
	Net Income over Expenditure	**(18,978)**	**(20,242)**	**(1,264)**	**(36,616)**	**(26,378)**	**10,238**	**(29,500)**			
8001	plus Transfer from EMR	0			6,617						
	Movement to/(from) Gen Reserve	**(18,978)**			**(29,999)**						
33	F & G P - Council Offices										
1022	Letting & Hire of Facilities	0	1,375	1,375	504	12,375	11,871	16,500		0	
1211	Sale of Goods	0	12	12	0	108	108	150		0	
1450	Furlough Grant Income	0	0	0	2,411	0	(2,411)	0		0	
	F & G P - Council Offices :- Income	**0**	**1,387**	**1,387**	**2,915**	**12,483**	**9,568**	**16,650**			**0**

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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
4010	Gross Pay	2,731	2,394	(337)	22,550	21,546	(1,004)	28,734		6,184	
4270	Employers Pension Contribution	142	116	(26)	1,151	1,044	(107)	1,393		242	
5011	Property Maintenance	1,275	0	(1,275)	1,275	0	(1,275)	0		(1,275)	1,275
5410	Repairs & General Maintenance	0	177	177	56	1,593	1,537	2,120		2,064	
6000	Rent & Rates	1,934	2,114	180	21,099	19,026	(2,073)	25,370		4,271	
6010	Light Heat & Cleaning	143	530	387	2,545	4,770	2,225	6,365		3,820	
6013	Cleaning	129	0	(129)	703	0	(703)	0		(703)	
6510	Catering Expenses	0	8	8	11	72	61	100		89	
6900	Sundry Expenses	0	8	8	0	72	72	100		100	
6922	Health&Safety/Risk Assessments	207	300	93	3,474	300	(3,174)	300		(3,174)	
6930	Alarm Maintenance	0	0	0	696	1,400	704	1,400		704	
6935	Waste Bin Disposal-Waste Bins	79	91	12	707	819	112	1,090		383	
	F & G P - Council Offices :- Indirect Expenditure	**6,639**	**5,738**	**(901)**	**54,267**	**50,642**	**(3,625)**	**66,972**	**0**	**12,705**	**1,275**
	Net Income over Expenditure	**(6,639)**	**(4,351)**	**2,288**	**(51,352)**	**(38,159)**	**13,193**	**(50,322)**			
8001	plus Transfer from EMR	1,275			1,275						
	Movement to/(from) Gen Reserve	**(5,364)**			**(50,077)**						
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**

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

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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
4010	Gross Pay	0	0	0	441	0	(441)	7,266		6,825	
4270	Employers Pension Contribution	0	0	0	32	0	(32)	376		344	
5318	SCC Car Park	0	0	0	120	500	380	500		380	
5410	Repairs & General Maintenance	37	0	(37)	39	0	(39)	500		461	
5500	Equipment Hired and New	55	0	(55)	55	0	(55)	0		(55)	
6000	Rent & Rates	393	383	(10)	3,893	3,447	(446)	4,600		707	
6011	Electricity	1,500	83	(1,417)	4,031	747	(3,284)	1,000		(3,031)	
6012	Gas	(666)	0	666	292	540	248	720		428	
6013	Cleaning	66	0	(66)	167	0	(167)	210		43	
6101	Telephone	115	36	(79)	722	324	(398)	436		(286)	
6104	Mobile Telephone	8	0	(8)	42	0	(42)	80		38	
6200	Printing & Stationery	0	0	0	0	0	0	100		100	
6330	Welfare/Hospitality	0	0	0	247	0	(247)	0		(247)	
6460	Publicity & Democratic notices	0	0	0	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	0	0	0	370	180	(190)	180		(190)	
6900	Sundry Expenses	245	0	(245)	272	0	(272)	50		(222)	
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	500		500	
6930	Alarm Maintenance	0	0	0	380	620	241	620		241	
6935	Waste Bin Disposal-Waste Bins	0	33	33	(157)	297	454	400		557	
6939	Healthcare Services	0	0	0	0	0	0	250		250	
F & G P - Community Centre :- Indirect Expenditure		**1,754**	**535**	**(1,219)**	**11,120**	**7,155**	**(3,965)**	**18,888**	**0**	**7,768**	**0**
Net Income over Expenditure		**(1,754)**	**(535)**	**1,219**	**(11,095)**	**(7,155)**	**3,940**	**(3,738)**			

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Sevenoaks Town Council

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Cost Centre Report

Month No: 9

	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
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	29	747	718	1,000		971	
7500 Local Organisations Grants	300	3,500	3,200	3,650	3,500	(150)	12,578		8,928	
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000	
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	0	0	0	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	**300**	**3,583**	**3,283**	**164,790**	**37,608**	**(127,182)**	**57,250**	**0**	**(107,540)**	**65,000**
Net Expenditure	**(300)**	**(3,583)**	**(3,283)**	**(164,790)**	**(37,608)**	**127,182**	**(57,250)**			
8001 plus Transfer from EMR	0			65,000						
Movement to/(from) Gen Reserve	**(300)**			**(99,790)**						
39 F & G P - Property										
1046 SCC Ground Rents & Wayleaves	0	375	375	375	3,000	2,625	3,000		0	
1469 O/S Ground Rents & Wayleaves	998	0	(998)	4,580	5,000	420	5,000		0	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	(0)	0		0	
F & G P - Property :- Income	**998**	**375**	**(623)**	**4,956**	**8,000**	**3,044**	**8,000**			**0**
Net Income	**998**	**375**	**(623)**	**4,956**	**8,000**	**3,044**	**8,000**			

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

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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
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	
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	
1990 Other Income	(200)	0	200	(200)	0	200	0		0	
Sevenoaks Town Partnership :- Income	**(200)**	**0**	**200**	**(200)**	**13,000**	**13,200**	**14,000**			**0**
6101 Telephone	0	8	8	0	72	72	100		100	
6200 Printing & Stationery	0	8	8	0	72	72	100		100	
6240 Computer/ Data Base/WP's	65	42	(23)	547	378	(169)	500		(47)	
6244 Information Screens	0	0	0	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	522	522	700		700	
6730 Subscriptions	0	0	0	545	0	(545)	0		(545)	
6900 Sundry Expenses	707	50	(657)	1,207	450	(757)	600		(607)	
7000 Reinvestment	0	0	0	0	0	0	2,000		2,000	
7607 Christmas gift guide expenses	0	0	0	450	0	(450)	0		(450)	
7608 Friends of Bat & Ball	0	83	83	0	747	747	1,000		1,000	
7616 Wellbeing show	0	0	0	0	2,500	2,500	2,500		2,500	
Sevenoaks Town Partnership :- Indirect Expenditure	**773**	**249**	**(524)**	**4,024**	**16,241**	**12,217**	**19,000**	**0**	**14,976**	**0**
Net Income over Expenditure	**(973)**	**(249)**	**724**	**(4,224)**	**(3,241)**	**983**	**(5,000)**			

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

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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
41 Business Hub										
6000 Rent & Rates	173	0	(173)	1,553	0	(1,553)	0		(1,553)	
6010 Light Heat & Cleaning	0	0	0	165	0	(165)	0		(165)	
6011 Electricity	0	125	125	165	375	210	500		335	
6012 Gas	0	62	62	0	186	186	250		250	
6014 Water	0	12	12	0	36	36	50		50	
Business Hub :- Indirect Expenditure	**173**	**199**	**26**	**1,883**	**597**	**(1,286)**	**800**	**0**	**(1,083)**	**0**
Net Expenditure	**(173)**	**(199)**	**(26)**	**(1,883)**	**(597)**	**1,286**	**(800)**			
50 Youth Cafe										
1022 Letting & Hire of Facilities	(50)	312	362	150	2,808	2,658	3,740		0	
1211 Sale of Goods	0	192	192	58	1,728	1,670	2,300		0	
1350 Revenue Grant income	0	0	0	10,000	0	(10,000)	0		0	
1450 Furlough Grant Income	2,595	0	(2,595)	18,808	0	(18,808)	0		0	
Youth Cafe :- Income	**2,545**	**504**	**(2,041)**	**29,016**	**4,536**	**(24,480)**	**6,040**			**0**
4010 Gross Pay	2,940	2,138	(802)	26,228	19,242	(6,986)	25,661		(567)	
4270 Employers Pension Contribution	84	86	2	713	774	61	1,026		313	
5410 Repairs & General Maintenance	0	83	83	344	747	403	1,000		656	
6010 Light Heat & Cleaning	0	42	42	977	378	(599)	500		(477)	
6101 Telephone	44	47	4	413	423	10	560		147	
6200 Printing & Stationery	0	42	42	5	378	373	500		495	
6240 Computer/ Data Base/WP's	17	62	45	133	558	425	750		617	

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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
6281 Furnishings,Furniture/Eqpt	0	42	42	21	378	357	500		479	
6320 Staff Training	120	0	(120)	120	200	80	400		280	
6340 Staff Uniforms	0	50	50	0	150	150	200		200	
6460 Publicity & Democratic notices	0	42	42	0	378	378	500		500	
6500 Goods for Resale	0	142	142	213	1,278	1,065	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	108	108	150		150	
6922 Health&Safety/Risk Assessments	0	0	0	1,280	0	(1,280)	400		(880)	
6952 Protective Clothing	0	0	0	135	0	(135)	0		(135)	
Youth Cafe :- Indirect Expenditure	**3,204**	**2,788**	**(416)**	**30,924**	**25,392**	**(5,532)**	**34,247**	**0**	**3,323**	**0**
Net Income over Expenditure	**(659)**	**(2,284)**	**(1,625)**	**(1,908)**	**(20,856)**	**(18,948)**	**(28,207)**			
60 Markets										
1017 Rental Income Sat Market	1,326	1,871	545	13,050	16,839	3,789	22,456		0	
1018 Rental Income Wed Market	900	1,148	248	8,073	10,332	2,260	13,774		0	
1019 Rental Income Blighs Market	2,200	1,250	(950)	10,940	11,250	310	15,000		0	
1024 Rental Income Friday Market	0	1,148	1,148	0	10,332	10,332	13,774		0	
Markets :- Income	**4,426**	**5,417**	**991**	**32,063**	**48,753**	**16,691**	**65,004**			**0**
4010 Gross Pay	137	122	(15)	1,235	1,098	(137)	1,464		229	
5410 Repairs & General Maintenance	0	25	25	159	75	(84)	100		(59)	

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Cost Centre Report

Month No: 9

	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
5420 Saturday market charges	1,113	1,130	17	10,907	11,019	112	14,695		3,788	
5421 Wednesday Market charges	2,027	2,059	32	19,877	20,076	199	26,766		6,889	
5423 Friday market charges	0	1,148	1,148	0	10,332	10,332	13,774		13,774	
6001 Blighs Market Charges	660	990	330	7,660	11,048	3,388	14,018		6,358	
6010 Light Heat & Cleaning	0	125	125	94	375	281	500		406	
6460 Publicity & Democratic notices	0	167	167	0	1,503	1,503	2,000		2,000	
Markets :- Indirect Expenditure	**3,937**	**5,766**	**1,829**	**39,932**	**55,526**	**15,594**	**73,317**	**0**	**33,385**	**0**
Net Income over Expenditure	**489**	**(349)**	**(838)**	**(7,870)**	**(6,773)**	**1,097**	**(8,313)**			
70 Precept										
1995 Precept	101,273	101,273	0	911,457	911,457	0	1,215,276		0	
Precept :- Income	**101,273**	**101,273**	**0**	**911,457**	**911,457**	**0**	**1,215,276**			**0**
Net Income	**101,273**	**101,273**	**0**	**911,457**	**911,457**	**0**	**1,215,276**			
Grand Totals:- Income	**125,635**	**133,877**	**8,242**	**1,201,670**	**1,263,999**	**62,329**	**1,687,191**			
Expenditure	**139,824**	**152,051**	**12,227**	**1,352,166**	**1,278,207**	**(73,959)**	**1,735,927**	**0**	**383,761**	
Net Income over Expenditure	**(14,189)**	**(18,174)**	**(3,985)**	**(150,495)**	**(14,208)**	**136,287**	**(48,736)**			
plus Transfer from EMR	**10,146**			**142,223**						
Movement to/(from) Gen Reserve	**(4,043)**			**(8,273)**						

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
11 Planning - General										
4010 Gross Pay	2,046	2,781	735	19,289	22,248	2,959	33,376		14,087	
4270 Employers Pension Contribution	81	130	49	824	1,040	216	1,565		741	
6240 Computer/ Data Base/WP's	52	11	(41)	639	500	(139)	544		(95)	
6630 Professional Fees	0	0	0	59	500	442	1,000		942	
6720 Books and Periodicals	0	0	0	0	300	300	300		300	
6730 Subscriptions	0	0	0	280	0	(280)	0		(280)	
Planning - General :- Indirect Expenditure	**2,179**	**2,922**	**743**	**21,090**	**24,588**	**3,498**	**36,785**	**0**	**15,695**	**0**
Net Expenditure	**(2,179)**	**(2,922)**	**(743)**	**(21,090)**	**(24,588)**	**(3,498)**	**(36,785)**			
21 O/ Spaces & Leisure - General										
1022 Letting & Hire of Facilities	3,536	0	(3,536)	12,729	22,000	9,271	30,900		0	
1316 Raleys Car Park Permits	0	0	0	42	0	(42)	1,750		0	
1350 Revenue Grant income	2,778	0	(2,778)	29,591	0	(29,591)	0		0	
1450 Furlough Grant Income	0	0	0	4,995	0	(4,995)	0		0	
1850 Log Sales	164	800	636	667	1,000	333	1,236		0	
1990 Other Income	333	0	(333)	823	742	(81)	742		0	
O/ Spaces & Leisure - General :- Income	**6,810**	**800**	**(6,010)**	**48,846**	**23,742**	**(25,104)**	**34,628**			**0**
4010 Gross Pay	14,153	15,952	1,799	115,192	127,616	12,424	191,421		76,229	
4270 Employers Pension Contribution	844	1,050	206	6,785	8,400	1,615	12,597		5,812	
5013 Graffiti Removal	0	167	167	0	668	668	1,000		1,000	
5025 Lower St Johns Toilets	808	875	67	8,218	7,000	(1,218)	10,500		2,282	

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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
5026 Greatness Rec Convenience	0	250	250	1,704	2,000	296	3,000		1,296	
5050 Seats And Litter Bins	0	0	0	1,250	1,390	140	2,780		1,530	
5060 Sevenoaks Common	0	0	0	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	610	0	(610)	3,558	2,475	(1,083)	3,300		(258)	
5110 Knole Paddock & Pavilion	18	0	(18)	3,935	0	(3,935)	1,500		(2,435)	
5120 Knole Paddock Pitch & Grnd Mt	0	500	500	1,194	1,500	306	3,500		2,306	
5310 Miscellaneous Open Spaces	1,593	1,300	(293)	35,111	11,900	(23,211)	17,100		(18,011)	
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	0	0	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	0	125	125	158	1,000	842	1,500		1,342	
5500 Equipment Hired and New	107	688	581	3,287	5,504	2,217	8,250		4,963	
5525 Equipment Maintenance	297	941	644	2,440	5,645	3,205	8,000		5,560	
5550 Vehicle Expenses	51	340	289	8,709	3,130	(5,579)	4,500		(4,209)	
5700 Fuel	306	517	211	2,213	4,136	1,923	6,200		3,987	
6000 Rent & Rates	449	75	(374)	689	900	212	1,200		512	
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	12	17	6	88	136	48	200		112	
6104 Mobile Telephone	0	17	17	170	136	(34)	200		30	
6320 Staff Training	0	0	0	0	2,000	2,000	3,000		3,000	

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Sevenoaks Town Council

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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
6330	Welfare/Hospitality	30	17	(13)	156	136	(20)	200		44	
6730	Subscriptions	0	0	0	236	200	(36)	200		(36)	
6812	Road Dues	0	200	200	0	200	200	1,500		1,500	
6851	Bus Shelter Maintenance	5,558	14	(5,544)	5,558	112	(5,446)	175		(5,383)	2,780
6900	Sundry Expenses	5	8	3	15	64	49	100		85	
6922	Health&Safety/Risk Assessments	0	0	0	0	900	900	1,550		1,550	
6930	Alarm Maintenance	610	740	130	732	740	8	740		8	
6931	CCTV Maintenance	0	1,200	1,200	0	1,200	1,200	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	161	352	191	1,750	2,816	1,066	4,220		2,470	
6952	Protective Clothing	236	121	(115)	995	968	(27)	1,450		455	
	O/ Spaces & Leisure - General :- Indirect Expenditure	**25,848**	**25,466**	**(382)**	**211,618**	**209,147**	**(2,471)**	**312,358**	**0**	**100,740**	**2,780**
	Net Income over Expenditure	**(19,038)**	**(24,666)**	**(5,628)**	**(162,772)**	**(185,405)**	**(22,633)**	**(277,730)**			
8001	plus Transfer from EMR	2,780			2,780						
	Movement to/(from) Gen Reserve	**(16,258)**			**(159,992)**						
22	O/ Spaces & Leisure - Cemetery										
1550	Insurance Claims	0	0	0	1,458	0	(1,458)	0		0	
1700	Cemetery Income	2,320	7,725	5,405	63,183	61,800	(1,383)	92,700		0	
1990	Other Income	39	0	(39)	132	0	(132)	0		0	
	O/ Spaces & Leisure - Cemetery :- Income	**2,359**	**7,725**	**5,366**	**64,772**	**61,800**	**(2,972)**	**92,700**			**0**

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/11/2020

Cost Centre Report

Month No: 8

	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
4010 Gross Pay	7,063	7,358	295	62,327	65,564	3,237	94,991		32,664	
4270 Employers Pension Contribution	542	619	77	4,591	5,260	669	7,738		3,147	
5210 Cemetery Chapel & Office	90	0	(90)	220	103	(117)	206		(14)	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	11	175	164	175		164	
5410 Repairs & General Maintenance	187	83	(104)	1,917	664	(1,253)	1,000		(917)	
5500 Equipment Hired and New	0	267	267	1,908	2,136	228	3,200		1,292	
5525 Equipment Maintenance	32	208	176	4,485	1,664	(2,821)	2,500		(1,985)	
5700 Fuel	44	58	14	404	464	60	700		296	
6000 Rent & Rates	591	548	(43)	4,967	4,384	(583)	6,570		1,603	
6010 Light Heat & Cleaning	91	103	12	333	824	491	1,240		907	
6013 Cleaning	42	0	(42)	568	0	(568)	0		(568)	
6101 Telephone	47	62	15	629	496	(133)	750		121	
6104 Mobile Telephone	0	10	10	8	80	72	120		112	
6200 Printing & Stationery	0	8	8	0	64	64	100		100	
6240 Computer/ Data Base/WP's	0	0	0	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	46	14	(32)	144	112	(32)	170		26	
6500 Goods for Resale	0	17	17	0	136	136	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	0	0	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	32	24	50		42	

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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	0	250	250	0	750	750	1,000		1,000	
6930 Alarm Maintenance	0	0	0	602	800	198	800		198	
6932 Cemetery Security	382	383	1	3,101	3,064	(37)	4,600		1,499	
6935 Waste Bin Disposal-Waste Bins	81	102	21	797	816	19	1,230		433	
6952 Protective Clothing	209	62	(147)	753	496	(257)	750		(3)	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	**9,447**	**10,156**	**709**	**91,862**	**94,849**	**2,987**	**137,805**	**0**	**45,943**	**0**
Net Income over Expenditure	**(7,088)**	**(2,431)**	**4,657**	**(27,090)**	**(33,049)**	**(5,959)**	**(45,105)**			
23 O/ Spaces & Leisure- Allotment										
1010 Rental Income	(44)	0	44	1,052	1,141	89	1,141		0	
1047 QH Allotments Income	73	0	(73)	7,386	6,376	(1,010)	6,376		0	
O/ Spaces & Leisure- Allotment :- Income	**28**	**0**	**(28)**	**8,438**	**7,517**	**(921)**	**7,517**			**0**
4010 Gross Pay	511	383	(128)	3,870	3,064	(806)	4,595		725	
4270 Employers Pension Contribution	23	15	(8)	174	120	(54)	184		10	
5410 Repairs & General Maintenance	0	0	0	1,631	900	(731)	1,200		(431)	
6000 Rent & Rates	0	146	146	765	1,168	403	1,751		986	
6002 QH Allotments Costs	41	0	(41)	395	350	(45)	700		305	
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**576**	**544**	**(32)**	**6,834**	**5,902**	**(932)**	**8,730**	**0**	**1,896**	**0**
Net Income over Expenditure	**(547)**	**(544)**	**3**	**1,604**	**1,615**	**11**	**(1,213)**			

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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
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	
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**
6861	Public Clock Maintenance	31	0	(31)	4,215	1,454	(2,761)	2,908		(1,307)	4,128
6862	Street Lighting	416	1,118	702	12,367	8,944	(3,423)	13,414		1,047	
6865	In Bloom Costs	0	0	0	12,165	14,500	2,335	14,500		2,335	
	Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**447**	**1,118**	**671**	**28,748**	**24,898**	**(3,850)**	**30,822**	**0**	**2,074**	**4,128**
	Net Income over Expenditure	**(447)**	**(1,118)**	**(671)**	**(28,248)**	**(23,698)**	**4,550**	**(20,709)**			
8001	plus Transfer from EMR	0			4,128						
	Movement to/(from) Gen Reserve	**(447)**			**(24,120)**						
28	O/ Spaces & Leisure-Vine Cafe										
1211	Sale of Goods	8,305	3,703	(4,602)	39,007	50,602	11,595	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	**8,305**	**3,703**	**(4,602)**	**48,407**	**51,602**	**3,195**	**63,210**			**0**
4010	Gross Pay	5,279	3,174	(2,105)	44,746	36,950	(7,796)	49,646		4,900	
4270	Employers Pension Contribution	129	168	39	615	1,344	729	2,013		1,398	

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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
5011	Property Maintenance	330	0	(330)	330	0	(330)	0		(330)	
5410	Repairs & General Maintenance	2	42	40	195	336	141	500		305	
5500	Equipment Hired and New	125	150	25	347	1,200	853	1,800		1,453	
5525	Equipment Maintenance	0	42	42	0	336	336	500		500	
6000	Rent & Rates	57	100	43	693	800	107	1,200		507	
6010	Light Heat & Cleaning	640	0	(640)	1,414	1,200	(214)	1,600		186	
6013	Cleaning	66	0	(66)	430	0	(430)	0		(430)	
6101	Telephone	25	26	1	214	208	(6)	309		95	
6200	Printing & Stationery	0	0	0	54	15	(39)	30		(24)	
6210	Postage & Courier	0	0	0	58	80	23	160		103	
6240	Computer/ Data Base/WP's	0	0	0	556	76	(480)	150		(406)	
6320	Staff Training	0	0	0	290	150	(140)	300		10	
6460	Publicity & Democratic notices	0	0	0	0	124	124	250		250	
6500	Goods for Resale	1,943	1,200	(743)	14,616	16,400	1,784	20,000		5,384	
6505	Cafe consumables	636	0	(636)	2,431	0	(2,431)	0		(2,431)	
6533	Copyright Fees/Royalties	0	0	0	0	320	320	320		320	
6635	Professional Fees Licensing	0	0	0	178	150	(28)	150		(28)	
6900	Sundry Expenses	0	17	17	10	136	126	206		196	
6922	Health&Safety/Risk Assessments	395	0	(395)	929	0	(929)	500		(429)	
6930	Alarm Maintenance	0	0	0	654	515	(139)	515		(139)	
6935	Waste Bin Disposal-Waste Bins	66	172	106	635	1,376	741	2,060		1,425	
6976	Credit card charges	80	47	(33)	673	376	(297)	567		(106)	
	O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**9,772**	**5,138**	**(4,634)**	**70,068**	**62,092**	**(7,976)**	**82,776**	**0**	**12,708**	**0**
	Net Income over Expenditure	**(1,468)**	**(1,435)**	**33**	**(21,661)**	**(10,490)**	**11,171**	**(19,566)**			

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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
29	O/Spaces & Leisure-Vine Ground										
1208	Other Events Income	0	0	0	0	1,000	1,000	1,500		0	
1805	Tea Kiosk Rental & Pavilion	0	0	0	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	**0**	**0**	**0**	**2,660**	**3,716**	**1,057**	**4,990**			**0**
4010	Gross Pay	793	758	(35)	5,707	6,064	357	9,092		3,385	
4270	Employers Pension Contribution	47	45	(2)	342	360	18	545		203	
5010	Vine Area General Maintenance	69	300	231	17,824	2,400	(15,424)	3,600		(14,224)	16,000
5014	Vine Kiosk	0	0	0	7	0	(7)	0		(7)	
5015	Vine Pavilion maintenance	2,105	0	(2,105)	2,105	0	(2,105)	0		(2,105)	
5020	Vine Public Convenience	56	708	652	6,219	5,664	(555)	8,500		2,281	
5412	Capital Refurbishments	0	0	0	1,188	0	(1,188)	0		(1,188)	
6000	Rent & Rates	0	43	43	203	344	141	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	0	0	0	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	**3,070**	**1,854**	**(1,216)**	**37,295**	**18,916**	**(18,379)**	**26,462**	**0**	**(10,833)**	**17,000**
	Net Income over Expenditure	**(3,070)**	**(1,854)**	**1,216**	**(34,635)**	**(15,200)**	**19,435**	**(21,472)**			
8001	plus Transfer from EMR	0			17,000						
	Movement to/(from) Gen Reserve	**(3,070)**			**(17,635)**						

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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	195	2,000	1,805	1,073	16,000	14,927	24,000		0	
1211 Sale of Goods	311	4,003	3,692	1,708	32,024	30,316	48,039		0	
1450 Furlough Grant Income	2,260	0	(2,260)	15,975	0	(15,975)	0		0	
F& G P - Bat & Ball Station :- Income	**2,766**	**6,003**	**3,237**	**18,756**	**48,024**	**29,268**	**72,039**			**0**
4010 Gross Pay	4,973	5,298	325	30,838	42,384	11,546	63,575		32,737	
4270 Employers Pension Contribution	106	183	77	487	1,464	977	2,202		1,715	
5410 Repairs & General Maintenance	300	132	(168)	11,519	1,056	(10,463)	1,586		(9,933)	
5500 Equipment Hired and New	0	125	125	93	1,000	907	1,500		1,407	
6000 Rent & Rates	270	238	(32)	2,162	1,904	(258)	2,860		698	
6011 Electricity	551	444	(107)	2,625	3,552	927	5,325		2,700	
6012 Gas	0	0	0	797	1,030	233	2,060		1,263	
6013 Cleaning	0	333	333	2,158	2,664	506	4,000		1,842	
6014 Water	0	0	0	0	1,000	1,000	2,000		2,000	
6101 Telephone	14	56	42	98	448	350	670		572	
6200 Printing & Stationery	20	17	(3)	158	136	(22)	206		48	
6210 Postage & Courier	0	0	0	11	0	(11)	0		(11)	
6241 Website Costs	0	0	0	285	0	(285)	0		(285)	
6320 Staff Training	0	0	0	125	128	3	258		133	
6330 Welfare/Hospitality	247	0	(247)	247	0	(247)	0		(247)	
6460 Publicity & Democratic notices	0	167	167	0	1,336	1,336	2,000		2,000	
6500 Goods for Resale	0	1,667	1,667	1,344	13,336	11,992	20,000		18,656	
6505 Cafe consumables	0	0	0	38	0	(38)	0		(38)	

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Detailed Income & Expenditure by Phased Budget Heading 30/11/2020

Month No: 8 **Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6533 Copyright Fees/Royalties	0	47	47	0	376	376	567		567	
6635 Professional Fees Licensing	0	0	0	0	567	567	567		567	
6900 Sundry Expenses	0	52	52	3	416	413	618		615	
6922 Health&Safety/Risk Assessments	395	0	(395)	1,744	789	(955)	1,051		(693)	
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	141	106	(35)	653	848	195	1,267		614	
6976 Credit card charges	57	43	(14)	252	344	92	515		263	
F& G P - Bat & Ball Station :- Indirect Expenditure	**7,074**	**8,908**	**1,834**	**55,636**	**75,378**	**19,742**	**114,733**	**0**	**59,097**	**0**
Net Income over Expenditure	**(4,308)**	**(2,905)**	**1,403**	**(36,880)**	**(27,354)**	**9,526**	**(42,694)**			
31 F & G P - Establishments										
1115 Interest on Deposits	210	667	457	2,578	5,336	2,758	8,000		0	
1231 Banner Income	0	398	398	(81)	3,184	3,265	4,779		0	
1450 Furlough Grant Income	725	0	(725)	8,876	0	(8,876)	0		0	
1889 Waste Sacks Income	75	175	100	642	1,400	758	2,100		0	
1990 Other Income	0	8	8	362	64	(298)	100		0	
F & G P - Establishments :- Income	**1,009**	**1,248**	**239**	**12,376**	**9,984**	**(2,392)**	**14,979**			**0**
4010 Gross Pay	23,528	24,291	763	190,970	194,328	3,358	291,497		100,527	
4270 Employers Pension Contribution	2,535	2,902	367	20,043	23,216	3,173	34,827		14,784	
4271 Pension Deficiency	6,417	6,417	0	51,333	51,336	3	77,000		25,667	
5500 Equipment Hired and New	0	208	208	309	1,664	1,355	2,500		2,191	

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Sevenoaks Town Council

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Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6020 Insurance Cost	1,343	1,428	85	13,312	14,282	970	20,000		6,688	
6101 Telephone	439	479	40	3,267	3,832	565	5,750		2,483	
6103 Fax	0	8	8	0	64	64	100		100	
6200 Printing & Stationery	122	1,250	1,128	8,981	12,000	3,019	17,000		8,019	
6210 Postage & Courier	1,202	429	(773)	3,537	3,432	(105)	5,150		1,613	
6240 Computer/ Data Base/WP's	0	1,116	1,116	15,080	8,928	(6,152)	13,390		(1,690)	
6241 Website Costs	0	0	0	935	1,500	565	2,000		1,065	
6242 I.T. Infrastructure	0	410	410	6,775	6,370	(405)	8,000		1,225	
6281 Furnishings,Furniture/Eqpt	0	0	0	3,082	376	(2,706)	750		(2,332)	
6300 Computers Accountancy	219	283	64	3,131	2,264	(867)	3,400		269	
6315 Recruitment Costs	0	167	167	0	1,336	1,336	2,000		2,000	
6320 Staff Training	0	250	250	130	2,000	1,870	3,000		2,870	
6321 Investors in People	0	0	0	0	0	0	824		824	
6330 Welfare/Hospitality	17	167	150	271	1,336	1,065	2,000		1,729	
6410 Civic Exps/Annual Reception	0	0	0	0	900	900	1,750		1,750	
6415 Gifts/hospitality	0	33	33	0	264	264	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	0	502	502	226	3,514	3,289	5,525		5,300	
6426 Mayor's Car Allowance 2020/21	0	224	224	0	1,568	1,568	2,462		2,462	
6435 Members Expenses	294	0	(294)	2,354	4,120	1,766	4,120		1,766	
6440 Press Notices	0	125	125	0	1,000	1,000	1,500		1,500	
6450 Bye Laws	0	0	0	0	0	0	100		100	

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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
6460	Publicity & Democratic notices	0	208	208	2,000	1,664	(336)	2,500		500	
6461	Banner Costs	0	129	129	716	1,032	316	1,545		829	
6610	Audit Fees	3,200	0	(3,200)	3,200	4,320	1,120	4,860		1,660	
6611	Quality Parish	0	0	0	300	0	(300)	0		(300)	
6620	Legal Expenses	0	0	0	2,758	3,000	242	3,000		242	
6635	Professional Fees Licensing	0	0	0	1,361	1,000	(361)	1,500		139	
6710	Conference Fees & Expenses	0	192	192	132	1,536	1,404	2,300		2,168	
6720	Books and Periodicals	0	32	32	146	256	111	380		235	
6730	Subscriptions	29	0	(29)	4,661	5,150	489	5,150		489	
6889	Waste Sacks	0	167	167	1,116	1,336	220	2,000		884	
6900	Sundry Expenses	2	42	40	71	336	265	500		429	
6922	Health&Safety/Risk Assessments	50	0	(50)	3,384	3,000	(384)	3,200		(184)	
6975	Bank Charges	105	129	24	842	1,032	190	1,550		708	
6976	Credit card charges	61	58	(3)	408	464	56	700		292	
7010	Election Expenses	0	0	0	0	0	0	5,000		5,000	
7611	Contingency provision	0	6,000	6,000	(0)	1,677	1,677	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	**39,563**	**47,646**	**8,083**	**381,299**	**396,683**	**15,384**	**638,587**	**0**	**257,288**	**36,551**
	Net Income over Expenditure	**(38,553)**	**(46,398)**	**(7,845)**	**(368,923)**	**(386,699)**	**(17,776)**	**(623,608)**			
8001	plus Transfer from EMR	0			36,551						
	Movement to/(from) Gen Reserve	**(38,553)**			**(332,372)**						

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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
32 F & G P - General										
1490 Christmas Lights Switch On	0	5,000	5,000	0	6,000	6,000	6,000		0	
1495 Number 8 bus income	0	3,408	3,408	114	27,264	27,150	40,895		0	
1990 Other Income	(23)	0	23	(23)	0	23	0		0	
F & G P - General :- Income	**(23)**	**8,408**	**8,431**	**90**	**33,264**	**33,174**	**46,895**			**0**
6490 Christmas Lights Switch On	95	3,500	3,405	5,477	5,300	(177)	26,000		20,524	
6491 Remembrance Day/Civic Serv.	1,528	1,500	(28)	3,185	2,500	(685)	3,000		(185)	
6495 Number 8 bus expenses	0	3,408	3,408	6,731	27,264	20,533	40,895		34,164	6,617
6869 Special Events	0	542	542	2,300	4,336	2,036	6,500		4,200	
6952 Protective Clothing	0	0	0	37	0	(37)	0		(37)	
F & G P - General :- Indirect Expenditure	**1,623**	**8,950**	**7,327**	**17,729**	**39,400**	**21,671**	**76,395**	**0**	**58,666**	**6,617**
Net Income over Expenditure	**(1,646)**	**(542)**	**1,104**	**(17,639)**	**(6,136)**	**11,503**	**(29,500)**			
8001 plus Transfer from EMR	0			6,617						
Movement to/(from) Gen Reserve	**(1,646)**			**(11,021)**						
33 F & G P - Council Offices										
1022 Letting & Hire of Facilities	0	1,375	1,375	504	11,000	10,496	16,500		0	
1211 Sale of Goods	0	12	12	0	96	96	150		0	
1450 Furlough Grant Income	0	0	0	2,411	0	(2,411)	0		0	
F & G P - Council Offices :- Income	**0**	**1,387**	**1,387**	**2,915**	**11,096**	**8,181**	**16,650**			**0**

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Detailed Income & Expenditure by Phased Budget Heading 30/11/2020

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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
4010 Gross Pay	2,392	2,394	2	19,819	19,152	(667)	28,734		8,915	
4270 Employers Pension Contribution	117	116	(1)	1,009	928	(81)	1,393		384	
5410 Repairs & General Maintenance	5	177	172	56	1,416	1,360	2,120		2,064	
6000 Rent & Rates	1,934	2,114	180	19,166	16,912	(2,254)	25,370		6,204	
6010 Light Heat & Cleaning	94	530	436	2,402	4,240	1,838	6,365		3,963	
6013 Cleaning	189	0	(189)	574	0	(574)	0		(574)	
6510 Catering Expenses	11	8	(3)	11	64	53	100		89	
6900 Sundry Expenses	0	8	8	0	64	64	100		100	
6922 Health&Safety/Risk Assessments	67	0	(67)	3,267	0	(3,267)	300		(2,967)	
6930 Alarm Maintenance	0	0	0	696	1,400	704	1,400		704	
6935 Waste Bin Disposal-Waste Bins	49	91	42	629	728	99	1,090		461	
F & G P - Council Offices :- Indirect Expenditure	**4,857**	**5,438**	**581**	**47,628**	**44,904**	**(2,724)**	**66,972**	**0**	**19,344**	**0**
Net Income over Expenditure	**(4,857)**	**(4,051)**	**806**	**(44,713)**	**(33,808)**	**10,905**	**(50,322)**			
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	441	0	(441)	441	0	(441)	7,266		6,825	
4270 Employers Pension Contribution	32	0	(32)	32	0	(32)	376		344	
5318 SCC Car Park	0	500	500	120	500	380	500		380	
5410 Repairs & General Maintenance	0	0	0	2	0	(2)	500		498	

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Sevenoaks Town Council

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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
6000 Rent & Rates	393	383	(10)	3,501	3,064	(437)	4,600		1,099	
6011 Electricity	1,287	83	(1,204)	2,532	664	(1,868)	1,000		(1,532)	
6012 Gas	0	0	0	958	540	(418)	720		(238)	
6013 Cleaning	101	0	(101)	101	0	(101)	210		109	
6101 Telephone	70	36	(34)	607	288	(319)	436		(171)	
6104 Mobile Telephone	0	0	0	33	0	(33)	80		47	
6200 Printing & Stationery	0	0	0	0	0	0	100		100	
6330 Welfare/Hospitality	247	0	(247)	247	0	(247)	0		(247)	
6460 Publicity & Democratic notices	0	0	0	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	0	0	0	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	0	0	0	380	620	241	620		241	
6935 Waste Bin Disposal-Waste Bins	0	33	33	(157)	264	421	400		557	
6939 Healthcare Services	0	0	0	0	0	0	250		250	
F & G P - Community Centre :- Indirect Expenditure	**2,572**	**1,035**	**(1,537)**	**9,367**	**6,620**	**(2,747)**	**18,888**	**0**	**9,521**	**0**
Net Income over Expenditure	**(2,572)**	**(1,035)**	**1,537**	**(9,342)**	**(6,620)**	**2,722**	**(3,738)**			
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	29	664	635	1,000		971	

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Sevenoaks Town Council

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Month No: 8

		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
7500	Local Organisations Grants	0	0	0	3,350	0	(3,350)	12,578		9,228	
7502	Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000	
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	0	0	0	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	**0**	**83**	**83**	**164,490**	**34,025**	**(130,465)**	**57,250**	**0**	**(107,240)**	**65,000**
	Net Expenditure	**0**	**(83)**	**(83)**	**(164,490)**	**(34,025)**	**130,465**	**(57,250)**			
8001	plus Transfer from EMR	0			65,000						
	Movement to/(from) Gen Reserve	**0**			**(99,490)**						
39	F & G P - Property										
1046	SCC Ground Rents & Wayleaves	0	0	0	375	2,625	2,250	3,000		0	
1469	O/S Ground Rents & Wayleaves	2,185	1,000	(1,185)	3,583	5,000	1,417	5,000		0	
1870	Vine Club Insurance Contrib.	0	0	0	0	0	(0)	0		0	
	F & G P - Property :- Income	**2,185**	**1,000**	**(1,185)**	**3,958**	**7,625**	**3,667**	**8,000**			**0**
	Net Income	**2,185**	**1,000**	**(1,185)**	**3,958**	**7,625**	**3,667**	**8,000**			

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Detailed Income & Expenditure by Phased Budget Heading 30/11/2020

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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
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	
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	64	64	100		100	
6200 Printing & Stationery	0	8	8	0	64	64	100		100	
6240 Computer/ Data Base/WP's	24	42	18	481	336	(145)	500		19	
6244 Information Screens	0	0	0	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	464	464	700		700	
6730 Subscriptions	0	0	0	545	0	(545)	0		(545)	
6900 Sundry Expenses	500	50	(450)	500	400	(100)	600		100	
7000 Reinvestment	0	0	0	0	0	0	2,000		2,000	
7607 Christmas gift guide expenses	0	0	0	450	0	(450)	0		(450)	
7608 Friends of Bat & Ball	0	83	83	0	664	664	1,000		1,000	
7616 Wellbeing show	0	0	0	0	2,500	2,500	2,500		2,500	
Sevenoaks Town Partnership :- Indirect Expenditure	**524**	**249**	**(275)**	**3,251**	**15,992**	**12,741**	**19,000**	**0**	**15,749**	**0**
Net Income over Expenditure	**(524)**	**(249)**	**275**	**(3,251)**	**(2,992)**	**259**	**(5,000)**			

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Detailed Income & Expenditure by Phased Budget Heading 30/11/2020

Month No: 8 **Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
41 Business Hub										
6000 Rent & Rates	173	0	(173)	1,381	0	(1,381)	0		(1,381)	
6010 Light Heat & Cleaning	119	0	(119)	165	0	(165)	0		(165)	
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	**291**	**0**	**(291)**	**1,711**	**398**	**(1,313)**	**800**	**0**	**(911)**	**0**
Net Expenditure	**(291)**	**0**	**291**	**(1,711)**	**(398)**	**1,313**	**(800)**			
50 Youth Cafe										
1022 Letting & Hire of Facilities	0	312	312	200	2,496	2,296	3,740		0	
1211 Sale of Goods	15	192	177	58	1,536	1,478	2,300		0	
1350 Revenue Grant income	0	0	0	10,000	0	(10,000)	0		0	
1450 Furlough Grant Income	1,304	0	(1,304)	16,213	0	(16,213)	0		0	
Youth Cafe :- Income	**1,318**	**504**	**(814)**	**26,471**	**4,032**	**(22,439)**	**6,040**			**0**
4010 Gross Pay	2,353	2,138	(215)	23,288	17,104	(6,184)	25,661		2,373	
4270 Employers Pension Contribution	66	86	20	629	688	59	1,026		397	
5410 Repairs & General Maintenance	0	83	83	344	664	320	1,000		656	
6010 Light Heat & Cleaning	969	42	(927)	977	336	(641)	500		(477)	
6101 Telephone	44	47	3	369	376	7	560		191	
6200 Printing & Stationery	0	42	42	5	336	331	500		495	
6240 Computer/ Data Base/WP's	0	62	62	116	496	380	750		634	

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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
6281	Furnishings,Furniture/Eqpt	0	42	42	21	336	315	500		479	
6320	Staff Training	0	0	0	0	200	200	400		400	
6340	Staff Uniforms	0	0	0	0	100	100	200		200	
6460	Publicity & Democratic notices	0	42	42	0	336	336	500		500	
6500	Goods for Resale	0	142	142	213	1,136	923	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	96	96	150		150	
6922	Health&Safety/Risk Assessments	395	0	(395)	1,280	0	(1,280)	400		(880)	
6952	Protective Clothing	0	0	0	135	0	(135)	0		(135)	
	Youth Cafe :- Indirect Expenditure	**3,826**	**2,738**	**(1,088)**	**27,721**	**22,604**	**(5,117)**	**34,247**	**0**	**6,526**	**0**
	Net Income over Expenditure	**(2,508)**	**(2,234)**	**274**	**(1,249)**	**(18,572)**	**(17,323)**	**(28,207)**			
60	Markets										
1017	Rental Income Sat Market	1,543	1,871	328	11,724	14,968	3,244	22,456		0	
1018	Rental Income Wed Market	960	1,148	188	7,173	9,184	2,012	13,774		0	
1019	Rental Income Blighs Market	680	1,250	570	8,740	10,000	1,260	15,000		0	
1024	Rental Income Friday Market	0	1,148	1,148	0	9,184	9,184	13,774		0	
	Markets :- Income	**3,183**	**5,417**	**2,234**	**27,637**	**43,336**	**15,700**	**65,004**			**0**
4010	Gross Pay	137	122	(15)	1,098	976	(122)	1,464		366	
5410	Repairs & General Maintenance	0	0	0	159	50	(109)	100		(59)	

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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
5420	Saturday market charges	1,113	1,130	17	9,794	9,889	95	14,695		4,901	
5421	Wednesday Market charges	2,027	2,059	32	17,850	18,017	167	26,766		8,916	
5423	Friday market charges	0	1,148	1,148	0	9,184	9,184	13,774		13,774	
6001	Blighs Market Charges	880	990	110	7,000	10,058	3,058	14,018		7,018	
6010	Light Heat & Cleaning	0	0	0	94	250	156	500		406	
6460	Publicity & Democratic notices	0	167	167	0	1,336	1,336	2,000		2,000	
	Markets :- Indirect Expenditure	**4,157**	**5,616**	**1,459**	**35,995**	**49,760**	**13,765**	**73,317**	**0**	**37,322**	**0**
	Net Income over Expenditure	**(974)**	**(199)**	**775**	**(8,359)**	**(6,424)**	**1,935**	**(8,313)**			
70	Precept										
1995	Precept	101,273	101,273	0	810,184	810,184	0	1,215,276		0	
	Precept :- Income	**101,273**	**101,273**	**0**	**810,184**	**810,184**	**0**	**1,215,276**			**0**
	Net Income	**101,273**	**101,273**	**0**	**810,184**	**810,184**	**0**	**1,215,276**			
	Grand Totals:- Income	**129,213**	**137,468**	**8,255**	**1,076,035**	**1,130,122**	**54,087**	**1,687,191**			
	Expenditure	**115,825**	**127,861**	**12,036**	**1,212,341**	**1,126,156**	**(86,185)**	**1,735,927**	**0**	**523,586**	
	Net Income over Expenditure	**13,388**	**9,607**	**(3,781)**	**(136,306)**	**3,966**	**140,272**	**(48,736)**			
	plus Transfer from EMR	**2,780**			**132,076**						
	Movement to/(from) Gen Reserve	**16,168**			**(4,230)**						

Agenda Item

Sevenoaks Town Council

Working Capital Summary as at 31st December 2020

		B/fwd 01-Apr-20 £	Movement* £		C/fwd 31-Dec-20 £		31-Dec-19 £
Current Assets							
Stock		606	-		606		3,075
Trade debtors		17,194	6		17,200		51,368
VAT		133,876	(13,102)		120,774		86,486
Prepayments and other debtors		60,147	(33,297)		26,850		16,881
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		(1,514,263)	1,030,735			3,444,144
Total Cash at Bank		3,923,338	(1,536,143)		2,387,195		4,843,654
		4,135,160	(1,582,535)		2,552,625		5,001,463
Current Liabilities							
Trade creditors		52,772	149,124		201,896		84,468
Accruals and other creditors		115,124	(55,425)		59,698		88,656
Prior Mayors charity account		-	-		-		
Precept received in advance of budget		-	303,819		303,819		285,346
Receipts in advance (rent and hall hire)		13,529	(6,257)		7,272		7,389
		181,425	391,261		572,685		465,860
Net Current Assets		3,953,736	(1,973,796)		1,979,940		4,535,604
Represented by:							
General Funds							
Revenue Reserves		383,872	(43,364)		340,508	Note 1	223,615
Earmarked/Designated Funds							
Council Offices Reserve		16,398	(1,275)		15,123	Note 2	-
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	(569,698)		352,306	Note 3	1,030,042
Bat & Ball Management & Maintenance reserve		320,903	-		320,903	Note 4	-
PWL repayment reserve		1,378,339	(1,378,339)		0	Note 3	1,399,510
CRF reserve		5,795	-		5,795		-
CIL Earmarked Reserve		747,054	44,883		791,936	Note 5	1,609,131
No 8 bus Reserve		85,426	(6,617)		78,808	Note 6	45,352
QH Allotments Key Reserves		4,100	(35)		4,065		4,720
Mayor's Charity Reserve		16,617	(9,351)		7,266	Note 7	14,669
		3,569,864	(1,930,432)		1,639,431		4,311,988
		3,953,736	(1,973,796)		1,979,940		4,535,604

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

Note 1 YTD movement is a net deficit of £8273 and £65,000 revenue reserves released to cover Stag grant offset by released provisions of £29,467 and cashbook suspense of £439.

Note 2 Maintenance on Council offices building

Note 3 YTD expenditure mainly on B&B centre £1.788M (£1.378M to be funded from PWL), plus £36K on Cemetery messroom, £26K on B&B Stn, £3.5K on 3G Rugby & £4.7K on NDP, £38K on Business Hub, & £2.8K on bus shelter. Also £36K PWL repayment and interest & £7K correction of historic CIL error, & £1000 capital grant received for B&B Ctr

Note 4 YTD B&B café deficit £40K to be covered by reserves release

Note 5 CIL income received £77,559; correction of historic error £7K; £13K Jubilee clock spend; £11K B&B ancillaries spend; £16K Vine Ground. Spend on B&B Ctr, Bus Hub & Cemetery messroom to be released

Note 6 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 7 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 December 2020

£ (2019/20)			S&P Rating 31/12/2020 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			233,823			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			4,594			
						249,393	10.45%	
	HSBC		A+	A1				
50,300		Business money manager			50,499			0.01%
						50,499	2.12%	
	Handelsbanken		AA-	A1+				
63,813		Deposit account			64,292			0.00%
260,005		35 day notice account			260,005			0.00%
						324,297	13.58%	
	Nationwide		A	A1				
1,605,781		Instant Saver			751,977			0.05%
10,132		Sevenoaks Fund Instant Saver			10,161			0.05%
						762,138	31.93%	
	CCLA							
1,000,000		Business money manager	AAA (Fitch only)		1,000,000			
						1,000,000	41.89%	0.04%
	Clydesdale							
1		Current account	BBB+	A2	1	1		
824	Petty Cash					867	0.04%	
5,386,534						2,387,195	100.00%	

Instant access funds 2,103,467

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

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 9

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
17/12/2020	65258	28837	APPOINTMENT BUS	APP001	51.62	10.32	61.94	6500	31	43.52	28837/printing chgs
								6200	30	8.10	28837/printing chgs
15/12/2020	15/12/2020	28799	BANKLINE	BANKL01	93.80	0.00	93.80	6975	31	93.80	28799/Dec bank chgs
01/12/2020	0001017590	28726	BJF ELECTRICAL	BJF001	174,229.51	34,845.90	209,075.41	9063	91	174,229.51	28726/application 13
01/12/2020	CN0001017590	28758	BJF ELECTRICAL	BJF001	-174,229.51	-34,845.90	-209,075.41	9063	91	-174,229.51	28758/Incorrect account used
01/12/2020	0001017590	28759	BJF CONNECTIONS LTD	BJF002	174,229.51	34,845.90	209,075.41	9063	91	174,229.51	28759/B&B.C redevelopment Ap13
18/12/2020	SI53324	28852	BLACHERE	BLA001	965.00	193.00	1,158.00	6490	32	965.00	28852/xmas lights
03/12/2020	3564291	28785	BOOKER	BOOK001	156.14	15.90	172.04	6500	28	93.61	28785/Goods for resale
								6013	28	27.26	28785/cleaning eq
								5500	28	18.28	28785/apron&order pads
								6505	28	16.99	28785/napkins 10 x 200pk
10/12/2020	3564430	28828	BOOKER	BOOK001	89.58	8.43	98.01	6500	28	70.61	28828/Goods for resale
								6013	28	2.99	28828/cleaning equipment
								5500	28	15.98	28828/aprons
17/12/2020	M118ZD	28838	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	28838/Dec telephone chgs
30/11/2020	INV-194377	28724	CURD & CURE	CHS001	62.39	0.00	62.39	6500	28	62.39	28724/goods for resale
07/12/2020	INV-195218	28787	CURD & CURE	CHS001	44.65	1.80	46.45	6500	28	44.65	28787/goods for resale
10/12/2020	INV-195538	28829	CURD & CURE	CHS001	68.95	0.00	68.95	6500	28	68.95	28829/goods for resale
15/12/2020	INV-196062	28827	CURD & CURE	CHS001	68.62	0.00	68.62	6500	28	68.62	28827/goods for resale
17/12/2020	INV-196379	28825	CURD & CURE	CHS001	74.57	0.00	74.57	6500	28	74.57	28825/goods for resale
04/12/2020	33184	28777	CLAIRGLOW	CLAIR001	575.00	115.00	690.00	5020	29	575.00	28777/water heater sup&install
04/12/2020	150274	28803	CONNECTAPHONE	CON001	522.79	104.56	627.35	6101	31	390.67	28803/Nov phone chgs
								6101	22	14.46	28803/Nov phone chgs
								6101	21	11.70	28803/Nov phone chgs
								6101	30	13.99	28803/Nov phone chgs
								6101	36	91.97	28803/Nov phone chgs
20/10/2020	11742	28804	STREETLIGHTS	DIR001	1,411.84	282.37	1,694.21	6862	26	1,411.84	28804/maint contract pymnt 2/2
25/11/2020	11847	28718	STREETLIGHTS	DIR001	782.00	156.40	938.40	6862	26	782.00	28718/lighing repairs LindenCh

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 9 **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
04/12/2020	11864	28802	STREETLIGHTS	DIR001	146.25	29.25	175.50	6862	26	146.25	28802replaced door at B&B.C
02/12/2020	H193A150D4	28782	E-ON	E-ON	402.28	80.46	482.74	6862	26	402.28	28782/Nov electric chgs
28/11/2020	0003332872	28722	ELITE	EFS001	91.90	0.00	91.90	6500	28	91.90	28722/goods for resale
28/11/2020	0003333682	28833	ELITE	EFS001	-25.45	0.00	-25.45	6500	28	-25.45	28833/goods for resale credit
01/12/2020	0003334057	28721	ELITE	EFS001	160.86	0.00	160.86	6500	28	160.86	28721/goods for resale
08/12/2020	0003339070	28786	ELITE	EFS001	101.67	0.00	101.67	6500	28	101.67	28786/goods for resale
11/12/2020	0003341250	28830	ELITE	EFS001	167.59	0.00	167.59	6500	28	167.59	28830/goods for resale
12/12/2020	0003342132	28832	ELITE	EFS001	47.70	0.00	47.70	6500	28	47.70	28832/goods for resale
17/12/2020	0003344873	28826	ELITE	EFS001	149.33	0.00	149.33	6500	28	149.33	28826/goods for resale
01/12/2020	51431	28806	ATLAS FM/EMPRISE SVS	EMP001	382.09	76.42	458.51	6932	22	382.09	28806/Dec lock up chgs
01/12/2020	51432	28807	ATLAS FM/EMPRISE SVS	EMP001	987.66	197.53	1,185.19	5310	21	987.66	28807/Dec lock up chgs
01/12/2020	51433	28808	ATLAS FM/EMPRISE SVS	EMP001	658.44	131.69	790.13	5310	21	658.44	28808/Dec High.St lock up chgs
30/11/2020	917552	28731	EXPRESS FACTORS	EXPR001	142.74	28.55	171.29	6490	32	142.74	28731/battery for Xmas lights
30/11/2020	917553	28736	EXPRESS FACTORS	EXPR001	93.95	18.79	112.74	5500	21	93.95	28736/jump pack w/compressor
25/11/2020	0063/02407133	28849	FAIRALLS	FAIR001	47.88	9.58	57.46	9063	91	47.88	28849/post fix for benches
26/11/2020	0063/02408398	28732	FAIRALLS	FAIR001	49.73	9.95	59.68	9063	91	49.73	28732/sharp sand
27/11/2020	0063/02409590	28841	FAIRALLS	FAIR001	52.06	10.41	62.47	9063	91	52.06	28841/sharp sand - 1.46 T
18/12/2020	0063/02437292	28871	FAIRALLS	FAIR001	11.97	2.39	14.36	5410	22	11.97	28871/postfix 20kg x 3
24/11/2020	TS202	28773	FALLING SNOW PRODUCT	FALL001	650.00	0.00	650.00	6900	40	650.00	28773/Xmas video production
09/12/2020	I024472	28813	FORGE GARAGE	FORG001	533.20	95.68	628.88	5550	21	533.20	28813/LS55CKL service
15/12/2020	INV480340	28851	GAZA TIMBER	GAZA001	149.94	29.99	179.93	9063	91	149.94	28851/fence for along railway
30/11/2020	10316	28805	HARDWARE CENTRE	HARD001	43.23	8.64	51.87	5410	28	18.69	28805/paint&roller set
								5410	22	1.08	28805/connectors x 9
								5500	21	6.83	28805/blades&chisel
								5525	21	10.81	28805/end & tap connector
								5010	29	5.82	28805/fishing line
28/11/2020	77753	28723	HERBERT & WARD	HAW001	413.80	42.80	456.60	6500	28	199.80	28723/goods for resale
								6505	28	214.00	28723/cups,tray,lids
10/12/2020	77908	28831	HERBERT & WARD	HAW001	260.00	0.00	260.00	6500	28	260.00	28831/goods for resale

Purchase Ledger for Month No 9 **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
15/12/2020	77965	28824	HERBERT & WARD	HAW001	106.80	20.60	127.40	6500	28	3.80	28824/sprinkles
								6505	28	103.00	28824/consumables
30/11/2020	14576	28740	HELIOCENTRIX	HELI001	1,731.14	346.23	2,077.37	6240	31	1,067.84	28740/IT support
								6242	31	663.30	28740/Office 365
30/11/2020	14657	28742	HELIOCENTRIX	HELI001	1,050.00	210.00	1,260.00	9063	91	1,050.00	28752/internet&IT connection
15/12/2020	14678	28843	HELIOCENTRIX	HELI001	725.00	145.00	870.00	6240	31	725.00	28843/Laptop for BT
31/12/2020	14790	28866	HELIOCENTRIX	HELI001	1,726.64	345.33	2,071.97	6240	31	1,063.34	28866/Dec IT support chgs
								6242	31	663.30	28866/Dec office 365 chgs
30/11/2020	T1637	28719	HELIOCENTRIX	HELI001	39.90	7.98	47.88	6105	22	39.90	28719/wifi hotspot monthly sub
08/12/2020	33697590	28776	INITIAL WASHROOMS	INIT001	341.25	68.25	409.50	6935	31	8.77	28776/toilet bin service
								6935	30	76.53	28776/toilet bin service
								110	0	26.33	28776/offices loo bin service
								110	0	229.62	28776/B&B Cafe loo bin service
02/12/2020	20-109	28741	JJ BROOKS	JJB001	260.00	52.00	312.00	9071	91	260.00	28741/Oct-Nov acrop prop hire
23/11/2020	1005068	28789	KALL KWIK	KALL001	20.00	4.00	24.00	6490	32	20.00	28789/Winter Wanderland poster
23/11/2020	1005069	28788	KALL KWIK	KALL001	46.00	9.20	55.20	9063	91	46.00	28788/B&B.C opening posters
07/12/2020	900119466	28749	KENT COUNTY COUNCIL	KCC002	495.00	99.00	594.00	6610	31	495.00	28749/audit visit Nov2020
27/11/2020	I3722585	28739	KCC KCS	KCC003	89.40	17.88	107.28	9063	91	26.10	28739/plug safety covers
								6013	36	63.30	28739/cleaning products
04/12/2020	I3728409	28720	KCC KCS	KCC003	50.57	10.11	60.68	9063	91	12.92	28720/hand towel dispenser
								6200	31	19.24	28720/stationery
								6013	31	18.41	28720/white hand towel
11/12/2020	I3733140	28772	KCC KCS	KCC003	2.82	0.56	3.38	6013	33	2.82	28772/clothes,red 1 x 50pk
11/12/2020	I3733141	28771	KCC KCS	KCC003	2.82	0.56	3.38	6013	36	2.82	28770/clothes,red 1 x 50pk
16/12/2020	I3735685	28801	KCC KCS	KCC003	6.27	1.25	7.52	6200	31	6.27	28801/post it notes 1 x 12pack
15/12/2020	1154310588	28846	KONICA MINOLTA	KMB001	237.57	47.51	285.08	6200	31	237.57	28846/print chgs 19/09-18/12
17/12/2020	1154351204	28845	KONICA MINOLTA	KMB001	230.97	46.19	277.16	6240	31	230.97	28845/bizhub C558 19/12-18/03
20/12/2020	302013	28848	K O MANAGEMENT	KOM001	200.00	0.00	200.00	6330	31	200.00	28848/comedy show for TC staff
07/12/2020	96564	28817	LANDSCAPE SUPPLY CO	LAND001	115.30	23.06	138.36	6952	21	59.95	28817/boots for P.T

Purchase Ledger for Month No 9 **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
								5500	36	55.35	28817/hose,clips,couplings
18/12/2020	2998	28844	LONDON HEARTS	LON001	524.40	0.00	524.40	9063	91	524.40	28844/cabinet for defib
15/12/2020	ML20098	28850	MANT LEISURE	MAN001	105,148.00	21,029.60	126,177.60	9063	91	105,148.00	28850/MUGA & Floodlighting
03/11/2020	2516	28733	MILLS	MILL001	520.16	104.03	624.19	5340	21	520.16	28733/plants
03/11/2020	2517	28734	MILLS	MILL001	187.20	37.44	224.64	6802	22	187.20	28734/plants
30/11/2020	1486/18/017	28767	MOULTON TAGGART	MOUL001	1,855.00	371.00	2,226.00	9063	91	1,855.00	28767/surveyor fees
30/11/2020	22127545	28743	NISBETS	NIS001	125.80	25.16	150.96	6013	33	125.80	28743/hand sanitiser
07/12/2020	22167895	28784	NISBETS	NIS001	206.86	41.37	248.23	6922	33	89.96	28784/face masks 4 x 50
								6922	33	70.14	28784/nitrile gloves L 6 x 100
								6922	33	46.76	28784/nitrile gloves XL 4x100
30/11/2020	975764	28842	OAKS PLANT HIRE	OAKS001	112.38	22.48	134.86	9063	91	112.38	28842/fencing rolls&pins
30/11/2020	975765	28816	OAKS PLANT HIRE	OAKS001	46.80	9.36	56.16	5500	21	46.80	28816/fencing pins x 30
10/12/2020	0001/00087722	28821	OBM	OBM001	32.36	6.47	38.83	5410	36	32.36	28821/combi lock
28/11/2020	28/NOV/ANN	28755	ONECARD	ONE002	1,641.39	184.16	1,825.55	6104	21	8.34	28755/NC mobile
								6104	21	6.67	28755/OS team ipad
								6104	36	8.34	28755/KW mobile
								6104	21	6.67	28755/OS team ipad
								6101	31	10.00	28755/LL ipad
								6101	31	8.34	28755/main office mobile
								6210	28	3.00	28755/delivery fee
								6210	30	130.00	28755/100x 2nd class stamps
								6210	28	5.00	28755/delivery fee
								6210	28	5.50	28755/delivery fee
								6210	28	4.50	28755/delivery fee
								6210	28	4.00	28755/delivery fee
								6500	28	40.78	28755/goods for resale
								6500	30	5.00	28755/goods for resale
								6500	30	80.32	28755/goods for resale
								6500	30	47.65	28755/goods for resale

Purchase Ledger for Month No 9 **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
								6500	28	79.73	28755/goods for resale
								6500	28	58.85	28755/goods for resale
								6500	28	3.33	28755/goods for resale
								6500	28	46.95	28755/goods for resale
								6500	28	36.51	28755/goods for resale
								6500	28	59.10	28755/goods for resale
								5500	28	6.00	28755/juicer
								5500	28	7.46	28755/coffee bean loyal. stamp
								6491	32	14.96	28755/ribbon for Remembrance D
								6240	11	10.95	28755/Acrobat Standard Licence
								6240	50	16.64	28755/Acrobat Illustrator
								6240	40	41.62	28755/Creative Cloud Membersh
								6900	30	2.50	28755/flowers
								6900	30	2.08	28755/flowers
								6900	28	2.08	28755/flowers
								6425	31	27.00	28755/Mayor of Bromley art auc
								6425	31	20.00	28755/Brom Mayor Xmas event
								6425	31	-27.00	28755/May of Brom art auct ref
								5340	21	44.98	28755/40 nerine bulbs
								6013	28	1.67	28755/cleaning equipment
								6013	28	11.25	28755/cleaning equipment
								5410	28	348.25	28755/dishwasher repair
								9063	91	5.17	28755/mop holder
								9063	91	44.62	28755/childsafety lock,clean p
								9063	91	161.67	28755/chair for caretaker
								6320	50	120.00	28755/ safe guarding course
								6200	28	26.30	28755/100 loyalty cards
								6490	32	49.61	28755/window w/land stickers
								6975	31	45.00	28755/bank charges

Purchase Ledger for Month No 9 **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
28/11/2020	28/NOV/LIN	28797	ONECARD	ONE002	102.38	2.88	105.26	6900	40	57.38	28797/Xmas music promo
								6975	31	45.00	28797/card fee
08/12/2020	00002498449-032	28769	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	28769/Dec phone chgs
09/12/2020	00002498468-032	28768	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	28768/Dec phone charges
04/12/2020	00002976949-032	28717	PLUSNET	PLUS01	27.06	5.41	32.47	6101	28	27.06	28717/internet chrgs Dec2020
04/12/2020	00003028653-032	28751	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	28751/internet Dec
03/12/2020	00003028673-032	28725	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	28725/internet chrgs Dec2020
01/12/2020	134598	28735	PROVENDER	PRO002	1,050.00	210.00	1,260.00	9063	91	1,050.00	28735/turf
02/12/2020	134662	28775	PROVENDER	PRO002	8,610.00	1,722.00	10,332.00	9063	91	8,610.00	28775/Taxus Baccata x 360
30/11/2020	S83597	28839	RAWSTONE HIRE	RAW001	130.00	26.00	156.00	9063	91	130.00	28839/tracked tipper hire
30/11/2020	28409	28744	RIALTAS	RIAL001	338.50	67.70	406.20	6300	31	338.50	28744/Assets Inv software
02/12/2020	2062338	28745	SDC	SDC001	4,186.20	0.00	4,186.20	5420	60	1,483.72	28745/Markets rent Dec2020
								5421	60	2,702.48	28745/Markets rent Dec2020
11/12/2020	2062497	28847	SDC DIRECT SERVICES	SDC002	60.45	0.00	60.45	6935	30	60.45	28847/bin collection 9/11-6/12
11/12/2020	2062612	28791	SDC DIRECT SERVICES	SDC002	181.35	0.00	181.35	6935	21	181.35	28791/bin collection 9/11-/12
11/12/2020	2062613	28792	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	28792/bin collection 9/11-6/12
11/12/2020	2062614	28794	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	28794/bin collection 9/11-6/12
11/12/2020	2062621	28793	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	28	65.60	28793/bin collection 9/11-6/12
31/12/2020	2062801	28865	SDC DIRECT SERVICES	SDC002	655.20	131.04	786.24	6934	21	655.20	28865/dog bins emptied Oct-Dec
30/11/2020	9303246296	28840	SETON	SET001	39.99	8.00	47.99	9063	91	39.99	28840/laddertag sytem x 1
02/12/2020	9303247779	28737	SETON	SET001	44.25	8.85	53.10	6952	22	44.25	28737/ear plugs
18/11/2020	GAC35524	28727	SETYRES	SETY001	50.00	10.00	60.00	5525	21	50.00	28727/tyres-sweeper
11/11/2020	80512	28818	SGE	SGE001	21.60	1.08	22.68	5700	22	21.60	28818/oil
30/09/2020	80589	28819	SGE	SGE001	4.56	0.91	5.47	5410	36	4.56	28819/bolts,nuts,washers
24/11/2020	80615	28820	SGE	SGE001	34.48	3.66	38.14	5700	22	21.60	28820/gas oil
								5525	22	12.88	28820/handle
29/11/2020	6161393	28811	SHELL	SHEL001	85.30	17.06	102.36	5700	21	85.30	28811/diesel
06/12/2020	6203727	28822	SHELL	SHEL001	31.24	6.25	37.49	5700	21	31.24	28822/diesel
13/12/2020	6240969	28812	SHELL	SHEL001	80.93	16.19	97.12	5700	21	80.93	28812/diesel

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 9 — **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
20/12/2020	6273028	28870	SHELL	SHEL001	69.50	13.91	83.41	5700	21	59.99	28870/fuel
								5700	22	9.51	28870/fuel
27/11/2020	0000116694	28748	SMITH OF DERBY	SMIT003	9,632.00	1,926.40	11,558.40	6861	26	9,632.00	28748/Jubilee Clock refurbishm
03/12/2020	0000116893	28800	SMITH OF DERBY	SMIT003	198.00	39.60	237.60	6861	26	198.00	28800/service of Warren clock
30/11/2020	0036	28752	SSE	SSE005	851.45	170.29	1,021.74	6010	21	851.45	28752/5Sep-27Nov chrgs
04/12/2020	0079	28765	SSE	SSE006	247.05	49.41	296.46	6010	22	247.05	28765/electric chgs 2/11-1/12
30/11/2020	0035	28754	SSE	SSE007	67.10	3.36	70.46	5025	21	67.10	27854/5Sep-27Nov charges
04/12/2020	0022	28764	SSE	SSE008	372.06	74.41	446.47	6011	30	372.06	28764/electric chgs 1/11-30/11
04/12/2020	0003	28762	SSE	SSE009	1,121.23	224.24	1,345.47	6011	36	1,121.23	28762/Electric chgs 1/11-30/11
04/12/2020	0080	28761	SSE	SSE009	378.53	75.70	454.23	6011	36	378.53	28761/Electric chgs 5/11-3/12
07/12/2020	0037	28760	SSE	SSE013	-845.72	-169.14	-1,014.86	6012	36	-845.72	28760/Gas chgs 01/08-27/10
07/12/2020	0038	28763	SSE	SSE013	179.79	8.98	188.77	6012	36	179.79	28763/gas chgs 01/08-27/10
30/11/2020	0008	28753	SSE	SSE014	743.73	148.74	892.47	6012	30	743.73	28753/5Sep-27Nov charges
14/12/2020	0024	28835	SSE	SSE015	-417.02	-20.85	-437.87	6010	33	-417.02	28835/gas credit - 14/05-14/08
14/12/2020	0025	28834	SSE	SSE015	334.60	16.73	351.33	6010	33	334.60	28834/gas chgs - 14/05-14/08
14/12/2020	0026	28836	SSE	SSE015	225.75	11.28	237.03	6010	33	225.75	28836/gas chgs - 15/08-09/11
27/11/2020	00376359	28750	STAGE ELECTRICS	STA001	20,053.82	4,010.76	24,064.58	9063	91	20,053.82	28750/AV installation-20%contr
27/11/2020	00376360A	28757	STAGE ELECTRICS	STA001	4,577.76	915.55	5,493.31	9063	91	4,577.76	28757/AV streaming solution
09/12/2020	00376601	28790	STAGE ELECTRICS	STA001	403.97	80.79	484.76	9063	91	403.97	28790/stage skirt x 1
27/11/2020	CN00376360	28756	STAGE ELECTRICS	STAGE001	-4,577.76	-915.55	-5,493.31	9063	91	-4,577.76	28756/wrong account used
15/12/2020	359242	28774	SYBRON UK LTD	SYB001	101.82	20.36	122.18	6505	28	101.82	28774/burger boxes 2 x 500
14/12/2020	0001108	28823	TAMILLEK TREE CARE	TAM001	2,012.06	0.00	2,012.06	9071	91	2,012.06	28823/tree work 1/2 pyment
13/11/2020	0000495439	28868	TATE FENCING	TATE001	5.85	1.17	7.02	9063	91	5.85	28868/approx.390 50mm nails
13/11/2020	0000495491	28783	TATE FENCING	TATE001	193.44	38.69	232.13	5310	21	193.44	28783/16 posts& 16 straps
23/11/2020	0000496124	28854	TATE FENCING	TATE001	26.32	5.26	31.58	9063	91	26.32	28854/tree stakes x 12
23/11/2020	0000496125	28867	TATE FENCING	TATE001	45.36	9.07	54.43	5317	21	45.36	28867/64 round tree stakes
14/12/2020	14396	28766	JS TAYLOR	TAYL001	190.00	0.00	190.00	6490	32	190.00	28766/xmas light supply at VC
23/12/2020	2144	28873	ULTRALITE	ULTRA001	12,900.00	2,580.00	15,480.00	6490	32	12,900.00	28873/install&dismantle lights
23/12/2020	2145	28856	ULTRALITE	ULTRA001	3,870.00	774.00	4,644.00	6490	32	2,670.00	28856/replace 30 lights

Purchase Ledger for Month No 9 **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
								6490	32	1,200.00	28856/replace 4 LED fittings
23/12/2020	2146	28857	ULTRALITE	ULTRA001	812.00	162.40	974.40	6490	32	812.00	28857/fit&intall lights&timer
31/12/2020	VC/31.12.2020	28858	V.C HANDYMAN	VCH001	660.00	0.00	660.00	6001	60	660.00	28858/Dec market set up chgs
30/11/2020	LAO1221092	28728	VEOLIA	VEOL001	13.20	2.64	15.84	6935	33	13.20	28728/glass collection Nov2020
30/11/2020	140350	28809	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.79	28809/Nov clean&lock up chgs
								5025	21	683.40	28809/Nov clean&lock up chgs
								5026	21	227.79	28809/Nov clean&lock up chgs
								5020	29	683.41	28809/Nov clean&lock up chgs
30/11/2020	140351	28810	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5025	21	4.31	28810/Nov hygiene unit clean
								5026	21	12.94	28810/Nov hygiene unit clean
								5020	29	12.95	28810/Nov hygiene unit clean
03/12/2020	7FINAL	28746	WICKSTEEDS	WICK002	5,561.05	1,112.21	6,673.26	9072	91	5,561.05	28746/valuation-final
03/12/2020	3040R 14FEE	28730	WICKSTEEDS	WICK002	675.00	135.00	810.00	9072	91	675.00	28730/1day professional serv.
03/12/2020	REV	28869	WICKSTEEDS	WICK002	-5,561.05	-1,112.21	-6,673.26	9072	91	-5,561.05	28869/Final Val paid in error
09/12/2020	760	28795	WOODSIDE CONTRACT SE	WOO002	1,275.00	275.00	1,550.00	5011	33	1,275.00	28795/roof cleaning
18/12/2020	762	28853	WOODSIDE CONTRACT SE	WOO002	31,914.84	6,630.97	38,545.81	9071	91	31,914.84	28853/refurbishment of Hub
20/12/2020	20DECEMBER2020	28798	WOODSIDE ROAD	WOOD001	145.00	0.00	145.00	6812	21	145.00	28798/annual road fee
30/11/2020	133546739	28781	WORLDPAY	WOR001	7.02	0.05	7.07	6976	31	7.02	28781/card trans chgs
30/11/2020	133628268	28779	WORLDPAY	WOR001	36.65	6.92	43.57	6976	30	36.65	28779/Nov card chgs
30/11/2020	133677432	28780	WORLDPAY	WOR001	175.98	20.14	196.12	6976	31	175.98	28780/card trans chgs
01/12/2020	WM11390086	28738	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	28738/monthly subs fee
03/12/2020	1060	28778	YELLOW DUCK	YELL002	245.00	49.00	294.00	6900	36	245.00	28778/Memorial plaque for JL
03/12/2020	1061	28729	YELLOW DUCK	YELL002	552.00	110.40	662.40	9063	91	552.00	28729/MUGA&toilets signs
				TOTAL INVOICES	410,214.85	79,915.12	490,129.97			410,214.85	

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8 **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
19/11/2020	SI-56	28646	ACCOLADE PRODUCTIONS	ACC003	1,220.00	0.00	1,220.00	6491	32	1,220.00	28646/Rem day filming costs
11/11/2020	C13638Z	28714	ALPHA FURNITURE	ALPHA001	2,711.00	542.20	3,253.20	9063	91	1,037.50	28714/stacking armchairs x 12
								9063	91	1,673.50	28714/folding tables x 12
30/09/2020	5849646	28705	ANGEL WATERLOGIC	ANWA001	493.79	98.76	592.55	6330	30	321.89	28705/water cooler hire&maint
								110	0	171.90	28705/water cooler hire&maint
30/09/2020	5849647	28623	ANGEL WATERLOGIC	ANWA001	418.79	83.76	502.55	6330	36	246.89	28623/water cooler suppl&maint
								110	0	171.90	28623/water cooler suppl&maint
11/11/2020	5915536	28704	ANGEL WATERLOGIC	ANWA001	-75.00	-15.00	-90.00	6330	30	-75.00	28704/credit for installation
11/11/2020	13510	28626	ARK TRADING	ARK001	128.73	25.74	154.47	6952	21	31.14	28626/jacket x 1
								6952	22	97.59	28626/jumperx2,trousersx2
05/11/2020	37476	28577	ARK TRADING	ARK001	49.50	9.90	59.40	6922	31	49.50	28577/face masks x 10
16/11/2020	16/11/2020	28716	BANKLINE	BANKL01	104.60	0.00	104.60	6975	31	104.60	28716/Nov bank chgs
20/11/2020	INV2571	28656	B&M MCHUGH LIMITED	BM001	5,561.05	1,112.21	6,673.26	9072	91	5,561.05	28656/ramp construction chgs
29/10/2020	3563564	28586	BOOKER	BOOK001	103.38	6.19	109.57	6013	28	4.99	28586/blue roll 200pk x 1
								6500	28	72.42	28586/good for resale
								6505	28	25.97	28586/cafe consumables
12/11/2020	3563853	28682	BOOKER	BOOK001	140.11	21.92	162.03	6505	28	47.95	28682/cafe consumables
								6500	28	63.72	28682/goods for resale
								6013	28	12.17	28682/cleaning equipment
								5500	28	16.27	28682/food storer,order pads
19/11/2020	3563986	28703	BOOKER	BOOK001	192.93	21.98	214.91	6013	28	27.45	cleaning equipment
								5500	28	8.48	d/pan & brush, handle
								6505	28	2.99	straws 1 x 250
								6500	28	154.01	goods for resale
26/11/2020	3564146	28690	BOOKER	BOOK001	104.05	7.08	111.13	6013	28	20.98	28690/cleaning equipment
								6500	28	83.07	28690/goods for resale
17/11/2020	SVO/356534	28689	BREWERS	BREW001	6.50	1.30	7.80	5110	21	6.50	28689/caulk&caulk gun
17/11/2020	M117 VR	28675	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	28675/Nov phone chgs

Purchase Ledger for Month No 8 **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
04/11/2020	INV268742	28625	BROXAP	BROX001	2,226.00	445.20	2,671.20	9063	91	2,226.00	28625/timber benches x 3
30/10/2020	0001801331	28594	CASTLE WATER	CAS005	648.04	83.85	731.89	5025	21	648.04	28594/water cg 29/8/20-27/2/21
30/10/2020	0001801520	28592	CASTLE WATER	CAS006	449.20	89.84	539.04	6000	21	449.20	28592/water cg 29/8/20-27/2/21
02/11/2020	2115	28578	A CHAILI	CHAI001	300.00	0.00	300.00	5410	30	300.00	28578/Cooler - new pipe&valve
03/11/2020	2116	28582	A CHAILI	CHAI001	90.00	0.00	90.00	5410	22	90.00	28582/replace w.c siphon
09/11/2020	INV-192541	28619	CURD & CURE	CHS001	41.10	0.00	41.10	6500	28	41.10	28619/goods for resale
12/11/2020	INV-192968	28620	CURD & CURE	CHS001	74.93	0.00	74.93	6500	28	74.93	28620/goods for resale
18/11/2020	INV-193503	28684	CURD & CURE	CHS001	76.93	0.00	76.93	6500	28	76.93	28684/goods for resale
23/11/2020	INV-193845	28710	CURD & CURE	CHS001	136.93	0.00	136.93	6500	28	136.93	28710/goods for resale
31/10/2020	6486	28635	CLEVELAND SITESAFE	CLEV001	4,408.49	881.70	5,290.19	9073	91	4,408.49	28635/2nd messroom installment
06/11/2020	150193	28615	CONNECTAPHONE	CON001	483.36	96.67	580.03	6101	22	19.78	28615/Oct telephone chgs
								6101	21	11.50	28615/Oct telephone chgs
								6101	30	13.99	28615/Oct telephone chgs
								6101	36	46.98	28615/Oct telephone chgs
								6101	31	391.11	28615/Oct telephone chgs
31/10/2020	941461	28583	ERNEST DOE	DOE001	238.42	47.71	286.13	5525	21	238.42	28583/Sisis service
10/11/2020	4589R	28633	ROBERT DRAPER	DRA001	160.00	32.00	192.00	9063	91	160.00	28633/piano trans STC to B&B.C
02/11/2020	H191E841F4	28593	E-ON	E-ON	415.69	83.14	498.83	6862	26	415.69	28593/Oct electric chgs
07/10/2020	0003309537	28634	ELITE	EFS001	-12.80	-2.56	-15.36	6500	28	-12.80	28634/goods for resale credit
06/11/2020	0003327959	28605	ELITE	EFS001	79.75	0.00	79.75	6500	28	79.75	28605/goods for resale
10/11/2020	0003328717	28606	ELITE	EFS001	126.53	0.00	126.53	6500	28	126.53	28606/goods for resale
13/11/2020	0003329456	28679	ELITE	EFS001	151.40	7.06	158.46	6500	28	151.40	28679/goods for resale
14/11/2020	0003329764	28680	ELITE	EFS001	61.80	0.00	61.80	6500	28	61.80	28680/goods for resale
19/11/2020	0003330709	28681	ELITE	EFS001	143.36	0.00	143.36	6500	28	143.36	28681/goods for resale
21/11/2020	0003331274	28700	ELITE	EFS001	10.99	0.00	10.99	6500	28	10.99	28700/goods for resale
24/11/2020	0003331747	28702	ELITE	EFS001	187.56	0.00	187.56	6500	28	187.56	28702/goods for resale
25/11/2020	0003332017	28701	ELITE	EFS001	47.70	0.00	47.70	6500	28	47.70	28701/goods for resale
01/11/2020	50137	28640	ATLAS FM/EMPRISE SVS	EMP001	382.09	76.42	458.51	6932	22	382.09	28640/Nov lock up chgs
01/11/2020	50138	28642	ATLAS FM/EMPRISE SVS	EMP001	955.80	191.16	1,146.96	5310	21	955.80	28642/Nov lock up chgs

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8

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
01/11/2020	50139	28641	ATLAS FM/EMPRISE SVS	EMP001	637.20	127.44	764.64	5310	21	637.20	28641/Nov lock up chgs
12/11/2020	914093	28628	EXPRESS FACTORS	EXPR001	8.98	1.80	10.78	5550	21	8.98	28628/white paint spray x 2
16/11/2020	0063/02397505	28692	FAIRALLS	FAIR001	42.75	8.55	51.30	5410	22	42.75	28692/floor protector x 1
31/10/2020	10294	28688	HARDWARE CENTRE	HARD001	74.04	14.80	88.84	5010	29	20.84	28688/plug,tape,screws
								5010	29	15.66	28688/blades,chain,mason bits
								5010	29	6.78	28688/hinge,strip,washer,bolts
								5010	29	21.62	28688/drill bit, fishing lines
								5410	28	2.18	28688/hinges
								5500	21	6.96	28688/cutters, spanner
09/11/2020	77556	28621	HERBERT & WARD	HAW001	294.00	25.20	319.20	6505	28	126.00	28621/compostable cups&lids
								6500	28	168.00	28621/coffee
13/11/2020	77601	28678	HERBERT & WARD	HAW001	173.80	34.00	207.80	6505	28	170.00	28678/compostable cups 500 x 3
								6500	28	3.80	28678/sprinkles
21/11/2020	77700	28709	HERBERT & WARD	HAW001	290.80	32.20	323.00	6500	28	129.80	28709/goods for resale
								6505	28	161.00	28709/cups&lids
23/11/2020	20-106	28707	JJ BROOKS	JJB001	2,435.00	487.00	2,922.00	5011	28	330.00	28707/Vine cafe repairs
								5015	29	550.00	28707/repair to sash window
								5015	29	315.00	28707/repair notice board
								5015	29	1,240.00	28707/new score board cover
02/11/2020	1005011	28565	KALL KWIK	KALL001	20.00	4.00	24.00	6200	30	20.00	28565/B&B Cafe poster
04/11/2020	I3705485	28570	KCC KCS	KCC003	25.41	5.08	30.49	6013	33	25.41	28570/cleaning equipment
06/11/2020	I3707558	28587	KCC KCS	KCC003	55.54	11.11	66.65	6200	31	55.54	28587/stationary
12/11/2020	I3711026	28627	KCC KCS	KCC003	145.88	29.18	175.06	6013	22	42.12	28627/tissue&cleaning spray
								6952	22	51.88	28627/gloves&wipes
								6952	21	51.88	28627/gloves&wipes
14/11/2020	I3712768	28639	KCC KCS	KCC003	195.43	39.09	234.52	9063	91	195.43	28639/Legionella test kit
17/11/2020	I3713716	28653	KCC KCS	KCC003	93.35	18.67	112.02	9063	91	93.35	28653/cleaning equipment
17/11/2020	I3713717	28617	KCC KCS	KCC003	163.23	32.65	195.88	6013	33	163.23	28617/cleaning spray & wipes
21/11/2020	I3718414	28657	KCC KCS	KCC003	147.84	29.57	177.41	9063	91	147.84	28657/security key cabinet

Purchase Ledger for Month No 8 **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
21/11/2020	I3718415	28671	KCC KCS	KCC003	43.83	8.77	52.60	6200	31	43.83	28671/stationery
28/11/2020	I3724444	28706	KCC KCS	KCC003	22.81	4.56	27.37	6200	31	22.81	28706/envelopes 125 x 1
04/11/2020	95825	28581	LANDSCAPE SUPPLY CO	LAND001	103.35	20.67	124.02	6952	21	103.35	28581/boots,jacket,trousers
06/11/2020	95906	28624	LANDSCAPE SUPPLY CO	LAND001	59.95	11.99	71.94	6952	22	59.95	28624/safety boots x 1
17/11/2020	96138	28676	LANDSCAPE SUPPLY CO	LAND001	97.66	19.54	117.20	6952	21	49.95	28676/boots x 1
								5525	21	47.71	28676/5L oil& funnels x 2
05/11/2020	2113	28644	LITTLETHORPE	LIT001	5,557.50	1,111.50	6,669.00	6851	21	5,557.50	28644/Eaton sytle bus shelter
11/11/2020	1412669-01	28694	MC TRUCK&BUS	MCT002	13.98	2.80	16.78	5550	21	13.98	28694/rear light lens x 1
30/10/2020	1486/18/016	28616	MOULTON TAGGART	MOUL001	2,473.00	494.60	2,967.60	9063	91	2,473.00	28616/Surveyor fees
02/11/2020	388192	28600	NATIONAL LEAFLET CO	NAT010	1,004.59	200.92	1,205.51	6210	31	1,004.59	28600/RM Town Crier delivery
02/11/2020	388193	28655	NATIONAL LEAFLET CO	NAT010	176.46	35.29	211.75	6210	31	176.46	28655/Town Crier team delivery
22/10/2020	21958370	28585	NISBETS	NIS001	42.49	8.49	50.98	5500	28	42.49	28585/frying pan x 1
22/10/2020	21958371	28594	NISBETS	NIS001	126.87	25.37	152.24	9063	91	126.87	28594/1 ashtray& 2 table bases
03/11/2020	22014490	28569	NISBETS	NIS001	50.76	10.15	60.91	9063	91	50.76	28569/classic mug white 2 x 12
16/11/2020	22062355	28648	NISBETS	NIS001	57.56	11.51	69.07	5500	28	57.56	28648/cake stand,tongs,spatula
16/11/2020	22062356	28650	NISBETS	NIS001	78.35	15.67	94.02	6510	33	10.88	28650/cling film 1 x pack of 3
								6922	33	67.47	28650/face masks 3 x 50 pack
16/11/2020	22062357	28618	NISBETS	NIS001	161.23	32.24	193.47	9063	91	161.23	28618/matting&cutlery trays
17/11/2020	22068276	28651	NISBETS	NIS001	15.98	3.19	19.17	9063	91	15.98	28651/table cloth x 1
25/11/2020	22104013	28697	NISBETS	NIS001	588.50	117.70	706.20	9063	91	527.34	28697/table cloth x 33
								6013	36	61.16	28697/cleaning equipment
02/11/2020	220007445	28567	NISBETS	NIS001	1,571.79	314.35	1,886.14	9063	91	1,057.64	28567/Mugs 12x36, tables x 4
								9063	91	10.31	28567/table cloth x 1
								9063	91	503.84	28567/wicker chairs x 4
02/11/2020	577426	28573	PIN BINS	PINB001	245.00	49.00	294.00	9071	91	245.00	28573/skip for RCB
08/11/2020	SB20202544	28579	PKF	PKF001	3,200.00	640.00	3,840.00	6610	31	3,200.00	28579/Audit fee yr end 31/3/20
08/11/2020	00002498449-031	28574	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	28574/Nov phone&broadband chgs
09/11/2020	00002498468-031	28572	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	28572/Nov phone&broadband chgs
04/11/2020	00002976949-031	28563	PLUSNET	PLUS01	25.38	5.08	30.46	6101	28	25.38	28563/Nov phone chgs

Purchase Ledger for Month No 8 **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
04/11/2020	00003028653-031	28575	PLUSNET	PLUS01	43.61	8.72	52.33	6101	50	43.61	28575Nov phone&broadband chgs
03/11/2020	00003028673	28568	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	28568/Nov phone chgs
03/11/2020	185281	28603	PREMIER ALARMS	PREM001	609.87	121.97	731.84	6930	21	609.87	28603/An security system maint
11/11/2020	S82821	28649	RAWSTONE HIRE	RAW001	57.60	11.52	69.12	6491	32	57.60	28649/roadsigns hire
05/11/2020	21340531	28637	RENTOKIL	RENT001	790.00	158.00	948.00	6922	30	395.00	28637/Annual pest control chg
								110	0	395.00	28637/Annual pest control chg
05/11/2020	21340532	28638	RENTOKIL	RENT001	790.00	158.00	948.00	6922	28	395.00	28638/Annual pest control chg
								110	0	395.00	28638/Annual pest control chg
05/11/2020	21340533	28636	RENTOKIL	RENT001	790.00	158.00	948.00	6922	50	395.00	28636/Annual pest control chg
								110	0	395.00	28636/Annual pest control chg
18/11/2020	20-079	28652	RUSSELL HARPER	RUS001	150.00	30.00	180.00	9063	91	150.00	28652/B&B Centre photography
11/11/2020	2061857	28613	SDC	SDC001	4,186.20	0.00	4,186.20	5421	60	2,702.48	28613/Nov market rent chgs
								5420	60	1,483.72	28613/Nov market rent chgs
13/11/2020	2062004	28672	SDC DIRECT SERVICES	SDC002	141.05	0.00	141.05	6935	30	141.05	28672/bin collection chgs oct
13/11/2020	2062120	28609	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	28609/bin collect 12/10-8/11
13/11/2020	2062121	28611	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	28611/bin collect 12/10-8/11
13/11/2020	2062122	28607	SDC DIRECT SERVICES	SDC002	49.20	0.00	49.20	6935	33	49.20	28607/bin collect 12/10-8/11
13/11/2020	2062129	28610	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	28	65.60	28610/bin collect 12/10-8/11
04/11/2020	9303234572	28576	SETON	SET001	332.72	66.54	399.26	9063	91	332.72	28576/signs for B&B Centre
25/11/2020	9303244258	28695	SETON	SET001	79.75	15.95	95.70	5500	21	79.75	28695/fibreglass work platform
23/11/2020	13217	28693	SEV MOWERS	SEV006	38.73	7.75	46.48	5525	22	27.78	28693/drive cable x 1
								5525	21	10.95	28693/drive belt x 1
16/10/2020	80225	28629	SGE	SGE001	24.96	1.57	26.53	5700	22	22.80	28629/Gas oil x 38
								5525	22	2.16	28629/hammer handle&wedge
16/10/2020	80228	28612	SGE	SGE001	4.02	0.80	4.82	5010	29	4.02	28612/bolts,washers,nuts
26/10/2020	80276	28631	SGE	SGE001	36.22	7.25	43.47	5410	22	36.22	28631/parts for Cem stand pipe
30/10/2020	80339	28630	SGE	SGE001	23.62	1.48	25.10	5700	22	21.60	28630/Gas oil x 36
								5525	22	2.02	28630/nuts&washers
25/10/2020	5975009	28598	SHELL	SHEL001	61.31	12.26	73.57	5700	21	61.31	28598/fuel

Purchase Ledger for Month No 8 **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
01/11/2020	6015870	28599	SHELL	SHEL001	82.19	16.43	98.62	5700	21	82.19	28599/fuel
08/11/2020	6052007	28632	SHELL	SHEL001	41.96	8.39	50.35	5700	21	41.96	28632/fuel
15/11/2020	6085465	28677	SHELL	SHEL001	97.76	19.55	117.31	5700	21	97.76	28677/fuel
22/11/2020	6118368	28691	SHELL	SHEL001	23.15	4.63	27.78	5700	21	23.15	28691/fuel
12/11/2020	0033	28643	SSE	SSE002	512.25	102.45	614.70	6010	33	512.25	28643/Electric chgs 19/8-11/11
18/11/2020	0034	28670	SSE	SSE002	-512.25	-102.45	-614.70	6010	33	-512.25	28670/electr credit 19/8-11/11
18/11/2020	0035	28668	SSE	SSE002	-880.67	-176.13	-1,056.80	6010	33	-880.67	28668/electi credit 16/5-18/8
18/11/2020	0036	28666	SSE	SSE002	-881.55	-176.31	-1,057.86	6010	33	-881.55	28666/electri credit 14/2-15/5
18/11/2020	0037	28665	SSE	SSE002	881.55	176.31	1,057.86	6010	33	881.55	28665/electric chgs 14/2-15/5
18/11/2020	0038	28667	SSE	SSE002	950.17	190.03	1,140.20	6010	33	950.17	28667/electric chgs 16/5-18/8
18/11/2020	0039	28669	SSE	SSE002	24.32	1.21	25.53	6010	33	24.32	28669/electric chgs 19/8-11/11
18/11/2020	0031	28658	SSE	SSE003	56.15	2.80	58.95	5020	29	56.15	28658/electric chgs 25/8-17/11
18/11/2020	0036	28687	SSE	SSE004	639.52	127.90	767.42	6010	28	639.52	28687/Electric chgs 25/8-17/11
05/11/2020	0078	28595	SSE	SSE006	90.71	4.53	95.24	6010	22	90.71	28595/Oct Electric chgs
05/11/2020	0021	28596	SSE	SSE008	550.83	110.16	660.99	6011	30	550.83	28596/Oct electric chgs
05/11/2020	0002	28604	SSE	SSE009	1,149.01	229.80	1,378.81	6011	36	1,149.01	28604/Oct electricity chgs
05/11/2020	0079	28597	SSE	SSE009	137.79	27.55	165.34	6011	36	137.79	28597/Oct Electric chgs
12/11/2020	0007	28645	SSE	SSE010	51.26	2.56	53.82	6010	41	51.26	28645/Electric chgs 19/8-11/11
18/11/2020	0008	28663	SSE	SSE010	-51.26	-2.56	-53.82	6010	41	-51.26	28663/electr credit 19/8-11/11
18/11/2020	0009	28662	SSE	SSE010	-50.66	-2.53	-53.19	6010	41	-50.66	28662/electri credit 16/5-18/8
18/11/2020	0010	28660	SSE	SSE010	-50.07	-2.50	-52.57	6010	41	-50.07	28660/electri credit 14/2-15/5
18/11/2020	0011	28659	SSE	SSE010	26.35	1.31	27.66	6010	41	26.35	28659/electric chgs 14/2-15/5
18/11/2020	0012	28661	SSE	SSE010	19.92	0.99	20.91	6010	41	19.92	28661/electric chgs 16/5-18/8
18/11/2020	0013	28664	SSE	SSE010	20.40	1.02	21.42	6010	41	20.40	28664/electric chgs 19/8-11/11
13/11/2020	0009	28654	SSE	SSE011	137.77	6.88	144.65	6010	41	137.77	28654/electric chgs 25/7-11/11
26/11/2020	0010	28699	SSE	SSE011	-137.77	-6.88	-144.65	6010	41	-137.77	28698/electric chgs 25/7-11/11
26/11/2020	0011	28698	SSE	SSE011	152.84	7.64	160.48	6010	41	152.84	28698/electric chgs 25/7-19/11
10/11/2020	0003	28622	SSE	SSE016	30.91	1.54	32.45	6861	26	30.91	28622/Electric chgs 15/08-9/11
20/11/2020	4657	28683	STAG	STAG002	968.75	193.75	1,162.50	6010	50	968.75	28683/HITB cleaning- 11/9-4/11

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8 **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
27/11/2020	00376360	28696	STAGE ELECTRICS	STAGE001	4,577.76	915.55	5,493.31	9063	91	4,577.76	28696/AV streaming solution
02/11/2020	INV-0082	28566	S WILLIAMS	SWA001	900.00	180.00	1,080.00	9063	91	900.00	28566/architect fees
19/11/2020	356430	28711	SYBRON UK LTD	SYB001	101.82	20.36	122.18	6505	28	101.82	28711/burger boxes 2 x 500
02/11/2020	001095	28580	TAMILLEK TREE CARE	TAM001	610.00	0.00	610.00	5070	21	610.00	28580/Tree work at Mt close
05/11/2020	14369	28584	JS TAYLOR	TAYL001	90.00	0.00	90.00	5210	22	90.00	28584/supp&fit time w.c switch
20/11/2020	14380	28708	JS TAYLOR	TAYL001	95.00	0.00	95.00	6490	32	95.00	28708/supply&fit new socket
30/09/2020	0638	28673	URBAN STUDIO	UIS001	2,200.00	440.00	2,640.00	9066	91	2,200.00	28673/NDP work - Apr 20-Sep 20
31/10/2020	VC/31.10.2020	28614	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	28614/Oct Sat market setup chg
19/11/2020	STC1120	28647	JAMIE WILSON	WIL002	500.00	0.00	500.00	6900	40	500.00	28647/Xmas promo film
31/10/2020	130075774	28588	WORLDPAY	WOR001	56.81	9.12	65.93	6976	30	56.81	28588/Oct card trans chgs
31/10/2020	130078227	28590	WORLDPAY	WOR001	80.21	10.84	91.05	6976	28	80.21	28590/Oct card trans chgs
31/10/2020	130130961	28589	WORLDPAY	WOR001	30.64	4.46	35.10	6976	31	30.64	28589/Oct card trans chgs
31/10/2020	130207808	28591	WORLDPAY	WOR001	20.01	0.12	20.13	6976	31	20.01	28591/Oct card trans chgs
01/11/2020	WM11363434	28564	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	28564/card trans chgs
17/11/2020	1048	28674	YELLOW DUCK	YELL002	170.00	34.00	204.00	9063	91	170.00	28674/frames for poster casing
25/11/2020	1054	28713	YELLOW DUCK	YELL002	646.00	129.20	775.20	9063	91	646.00	28713/commemorative plaque x 1
25/11/2020	1055	28712	YELLOW DUCK	YELL002	2,802.00	560.40	3,362.40	9063	91	2,802.00	28712/doors& post signage
10/11/2020	503254795	28685	ZURICH INSURANCE	ZUR001	109.80	0.00	109.80	6020	31	109.80	28685/insurance - 04/20-03/21
				TOTAL INVOICES	70,358.64	11,845.49	82,204.13			70,358.64	

Receipts for Month 9 | **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: **01/12/2020**	**3,510.92**							
DD1/12	Nat West - Current Account		3,510.92			201		3,510.92	November '20 L&G Tfr
HMRC JRS G	Banked: **15/12/2020**	**4,288.15**							
HMRC JRS G	HMRC		4,288.15			1450	31	4,288.15	November HMRC JRS Grant
	Banked: **22/12/2020**	**49,278.86**							
BACS22/12	Nat West - Current Account		49,278.86			201		49,278.86	December '20 Salaries Tfr
	Banked: **23/12/2020**	**21,657.07**							
BACS23/12	Nat West - Current Account		21,657.07			201		21,657.07	December '20 HMRC/KCC Tfr
	Banked: **30/12/2020**	**3,483.17**							
DD30/12	Nat West - Current Account		3,483.17			201		3,483.17	December '20 L&G Tfr
	Total Receipts for Month	82,218.17		0.00	0.00			82,218.17	
	Cashbook Totals	83,218.17		0.00	0.00			83,218.17	

Continued on Page 2

Payments for Month 9 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/12/2020	Legaal & General	DD1/12	3,510.92			516		3,510.92	November L&G Payment
15/12/2020	Nat West - Current Account	HMRC15/12	4,288.15			201		4,288.15	November HMRC CJRS Grant Tfr
22/12/2020	Employees	BACS22/12	49,278.86			520		49,278.86	December Salaries Paymen
23/12/2020	HMRC/KCC	BACS23/12	21,657.07			515		11,667.93	December '20 HMRC Payment
						516	0	9,989.14	December '20 KCC Paymer
30/12/2020	Legal & General	DD30/12	3,483.17			516		3,483.17	December L&G Payment
	Total Payments for Month		82,218.17	0.00	0.00			82,218.17	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		83,218.17	0.00	0.00			83,218.17	

Receipts for Month 8 | **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: **24/11/2020**	**48,635.27**							
TFR24/11	Nat West - Current Account		48,635.27			201		48,635.27	Salaries Tfr Nov '20
	Banked: **25/11/2020**	**48,635.27**							
BACS25/11	Nat West - Current Account		48,635.27			201		48,635.27	Salaries Tfr Nov '20 duplicate
	Banked: **26/11/2020**	**22,758.49**							
BACS26/11	Nat West - Current Account		22,758.49			201		22,758.49	HMRC/KCC Tfr Nov '20
	Total Receipts for Month	120,029.03		0.00	0.00			120,029.03	
	Cashbook Totals	121,029.03		0.00	0.00			121,029.03	

Continued on Page 2

Payments for Month 8 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
24/11/2020	Nat West - Current Account	TFR24/11-2	48,635.27			201		48,635.27	Salaries Tfr Nov '20 Reverse
25/11/2020	Employees	BACS25/11	48,399.79			520		48,399.79	Monthly Wages Nov '20
25/11/2020	Cllrs	BACS25/11-	235.48			520		235.48	Member's Allowances Nov '20
26/11/2020	HMRC/KCC	BACS26/11	22,758.49			515		12,681.75	HMRC Payment Nov '20
						516	0	10,076.74	KCC Payment Nov '20
	Total Payments for Month		120,029.03	0.00	0.00			120,029.03	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		121,029.03	0.00	0.00			121,029.03	

Sevenoaks Town Council

Cashbook 6

Petty Cash

For Month No: 9

Receipts for Month 9

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**784.06**					**784.06**	
	Banked: **11/12/2020**	**361.65**							
001565	Nat West - Current Account		361.65			201		361.65	petty cash top up
	Total Receipts for Month	361.65		0.00	0.00			361.65	
	Cashbook Totals	1,145.71		0.00	0.00			1,145.71	

Continued on Page 2

Payments for Month 9 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/12/2020	Allotments	610	2.06			6002	23	2.06	signed for postage
01/12/2020	Establishments	611/A	7.98		1.33	6490	32	6.65	Window Wanderland decorations
01/12/2020	Establishments	611/B	9.99		1.67	6900	31	8.32	batteries
01/12/2020	Establishments	611/C	1.00			6900	31	1.00	parking
02/12/2020	Bat and Ball Centre	612	24.50		4.08	9063	91	20.42	6 keys
02/12/2020	Bat and Ball Centre	613	2.99		0.50	9063	91	2.49	4 pack of funnels
04/12/2020	Vine Cafe	614/A	78.99			6500	28	78.99	goods for resale
04/12/2020	Vine Cafe	614/B	28.20		4.70	6900	28	23.50	Xmas decoration
08/12/2020	Bat&Ball Cafe	615	7.98		1.33	9063	91	6.65	lock barrel
11/12/2020	Cemetery	616/A	9.95		1.66	6832	22	8.29	engraving
11/12/2020	Vine Cafe	616/B	6.00		1.00	5410	28	5.00	padlock
18/12/2020	Vine Cafe	617	89.59			6500	28	89.59	goods for resale
21/12/2020	General	618/A	7.98		1.33	6490	32	6.65	A4 clip frame
21/12/2020	Establishments	618/B	2.00			6900	31	2.00	parking
	Total Payments for Month		279.21	0.00	17.60			261.61	
	Balance Carried Fwd		866.50						
	Cashbook Totals		1,145.71	0.00	17.60			1,128.11	

Receipts for Month 8 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**821.70**					**821.70**	
	Banked: **17/11/2020**	**376.91**							
001561	Nat West - Current Account		376.91			201		376.91	Petty cash top up
	Total Receipts for Month	376.91		0.00	0.00			376.91	
	Cashbook Totals	1,198.61		0.00	0.00			1,198.61	

Continued on Page 2

Payments for Month 8 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/11/2020	Open Spaces	595/A	14.20			6330	21	14.20	milk, coffee, sugar
03/11/2020	Open Spaces	595/B	2.94			6900	21	2.94	Postage
04/11/2020	Cemetery	596/A	6.90		1.15	6330	22	5.75	squash
04/11/2020	Cemetery	596/B	23.65			6330	22	23.65	milk,tea,coffee,sugar
10/11/2020	Establishments	597	20.98			6210	31	20.98	Town Crier postage
11/11/2020	Open Spaces	598/A	13.99		2.33	5110	21	11.66	5L Tile adhesive
11/11/2020	Cemetery	598/B	15.60			6330	22	15.60	tea,coffee,milk
11/11/2020	Cemetery	598/C	1.00		0.16	6330	22	0.84	squash
11/11/2020	Open Spaces	599/A	6.00		1.00	5500	21	5.00	plastic shovel x 1
11/11/2020	Open Spaces	599/B	15.00			5500	21	15.00	kettle x 1
11/11/2020	Open Spaces	599/C	15.40			6330	21	15.40	milk,coffee,sugar
11/11/2020	Open Spaces	599/D	1.64			6900	21	1.64	postage, LGE letter
11/11/2020	Allotments	600	29.96		4.99	6002	23	24.97	pick 'n' mix tulip bag
13/11/2020	Vine Cafe	601	41.35			6500	28	41.35	goods for resale
16/11/2020	Council Offices	602	16.30			6330	31	16.30	milk, tea, coffee
17/11/2020	Establishments	603	2.00			6900	31	2.00	parking for the bank
17/11/2020	Open Spaces	604	34.19		5.70	5550	21	28.49	paint&wipes to paint LS55 CKL
18/11/2020	Cemetery	605	21.25		3.54	5410	22	17.71	key
19/11/2020	Vine Cafe	606	100.40			6500	28	100.40	goods for resale
24/11/2020	Allotments	607	16.48			6002	23	16.48	postage
24/11/2020	Business Hub	608	8.50		1.42	9071	91	7.08	key for builders
30/11/2020	Council Offices	609/A	1.15			6330	31	1.15	milk
30/11/2020	Council Offices	609/B	5.67		0.95	5410	33	4.72	paint set
	Total Payments for Month		414.55	0.00	21.24			393.31	
	Balance Carried Fwd		784.06						
	Cashbook Totals		1,198.61	0.00	21.24			1,177.37	

Sevenoaks Town Council

INTERNAL AUDIT REPORT

Date: 30th November 2020

Report Author: Ed Ashworth

Audit Manager: Kelly Neath

1 SUMMARY

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

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

Due to the outbreak of COVID-19 and the subsequent restrictions in place, the internal audit visit was carried out remotely. In accordance with the agreed audit plan (Appendix A) testing of the following areas has been completed:

- Progress on Previous Issues Raised
- Previous Financial Year Statement of Accounts
- Financial Regulations and Standing Orders
- Budget Setting
- Budget Reporting
- Expenditure
- Income (Hiring)
- Investments
- Insurance
- Cemeteries
- Allotments
- Salaries and Wages
- Section 137

2 FINDINGS

From the 2019-20 audit visits:

Finding: Internal Audit were informed that the outstanding issues regarding Café on the Vine and the House in the Basement have been actioned. This will be formally reviewed by Internal Audit when lockdown restrictions have been lifted in 2021.

Previous Financial Year Statement of Accounts
Control: The previous year's financial statements and AGS are publicised for inspection before and after external audit.

Finding: Internal Audit observed that the previous year's financial statements and Annual Governance Statement have been published on the Town Council's website.

Financial Regulations and Standing Orders
Control: Financial Regulations are reviewed annually and reported to the relevant committee.

Finding: The last review of the Financial Regulations took place in November 2019 The Full Council agreed to rollover a review of governance arrangements until May 2021

Budget Setting
Control: Budget setting is produced for revenue and capital expenditure and approved by the Council with the precept agreed and set as part of the process. The precept set covers the annual estimated spend and is not agreed without any budget setting in place.

Finding: The 2020/21 budget has been approved and aligns to the agreed 2020/21 precept. The Council has a reserve policy in place.

Budget Reporting
Control: Detailed expenditure and income for the current financial year to date against the budget set is reported at least quarterly if not included within the monthly reporting to committee.

Finding: Expenditure, Income and position against budget is reported to the Finance and General Purposes Committee and includes detailed explanations for budget variances.

Expenditure
Control: Invoices show order number, copy letter or contract authorising purchase of goods. Expenditure is authorised and reported to the relevant committee as per the financial regulations.

Finding: Testing of a sample of purchases found all had been authorised as per the Financial Regulations and had been appropriately reported to the Finance and General Purposes Committee.

Income

Control: A sequential receipt book is in place to record all income received. All income recorded as received within the receipt book are against invoices/booking forms/daily cash book etc agrees with the bank paying in book.

Finding: Testing of a sample of room hire income found that all had been charged at the correct rate, as agreed at the Finance and General Purposes Committee, all fees had been collected timely and could be traced through to the bank account and the accounts.

Investments

Control: Full accurate and complete records are held of all investments and kept securely. Investments are reviewed regularly, and all instructions are agreed by full council and minuted.

Finding: Investment records are held securely. The investment position is reviewed and reported regularly and agreed by the Full Council.

Insurance

Control: There is sufficient insurance cover in place to cover buildings, street furniture, fidelity, public liability, employers, civic regalia and buildings and contents.

Finding: A review of current insurance policies confirmed that there is sufficient insurance coverage in place. Best value was sought, and the Council have obtained a 3-year renewal.

Cemeteries

Control: Fees and charges for cemeteries are reviewed annually and all elements of cemetery accounts payments can be reconciled.

Finding: Fees and charges for 2020-21 were agreed at Finance & General Purposes Committee in January 2020. For a sample of cemetery income tested, Internal Audit can confirm that the correct fees have been charged and monies received could be reconciled.

Allotments

Control: Fees and charges for allotments have been reviewed annually and charges have been invoiced accurately with all expected income received.

Finding: Allotment fees have been reviewed for the current year. Testing of a sample of key replacements and allotment fees found all had been invoiced accurately and income received could be traced through to the bank account.

Salaries and Wages

Control: Salaries and wages are reviewed annually and agreed at full council. Accurate salaries and wages are paid to staff

Finding: A review of salaries and wages takes place annually. Testing of a sample of salary payments found all had been paid in line with the agreed 2020-21 salaries.

Section 137 Payments

Control: All section 137 payments have been stated as such in the minutes and all such payments are within the annual limit of £8.32 per elector.

Finding: The Clerk has received training on the General Power of Competence and the Council will review this as part of its review of governance arrangements in May 2021

Appendix A – Audit Plan 2020/21

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

The majority of the audit work will be done by sample testing a sufficient number of transactions to provide assurance that the systems of financial control work effectively and provide accurate information to support the Council's activities. It is therefore proposed that a review of the following control objectives is carried out to ensure they are being achieved throughout the year to a standard adequate to meet the needs of the Council:

- Significant risks are assessed by the Council to ensure objectives are achieved along with a review of the adequacy of the arrangements to manage these.
- Appropriate books of account have been kept accurately throughout the year.
- The annual precept requirement resulted from an adequate budgetary process with progress against the budget regularly monitored and reserves appropriate.
- The Council's financial regulations have been met, payments supported by invoices with expenditure approved and VAT appropriately accounted for.
- Expected income fully received, based on correct prices, accurately recorded, promptly banked, and VAT appropriately accounted for.
- Petty cash payments properly supported by receipts with expenditure approved and VAT appropriately accounted for.
- Salaries to employees and allowances to members paid in accordance with Council approvals, and PAYE and NI requirements accurately applied.
- Complete and accurate Asset and Investments registers that are properly maintained.
- Regular and year-end bank account reconciliations accurately carried out.
- Accounting statements prepared during the year are prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors accurately recorded.
- Where applicable trust funds (including charitable) responsibilities as trustee are met by the Council.
- Awareness to the potential for fraud, error or non-compliance, and any issues that may increase this potential, including a review of the arrangements for the security of systems and data.

Kent County Council
kent.gov.uk

Proposed Internal Audit Plan for 2021/22

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- Awareness to the potential for fraud, error or non-compliance, and any issues that may increase this potential, including a review of the arrangements for the security of systems and data.

If there are any matters that the Council would like to be included in the audit programme, or greater emphasis given to an item, then the proposed internal audit plan set out above can be amended.

Sevenoaks Town Council
Finance & General Purposes Committee 18th January 2020

Request from KCC for Sevenoaks Town Council to provide a CIL (Community Infrastructure Levy) towards School Sports Provision

Sevenoaks Town Council receives an allocated 25% of CIL twice a year October and March. In October 2020, the receipt was for £27,712.24; £16,000 was allocated to the Vine Grounds project, which left a balance of £11,712.24 unallocated. The March 2021 CIL currently stands at £94,622.13.

Of the remaining 75% of CIL collected by Sevenoaks District Councillors from developers, 5% is retained by them for administration and 70% is available for organisations to 'bid' for infrastructure projects.

KCC has submitted a 'bid' for additional sports provision to be created and provided the following request to Sevenoaks Town Council:

> Hopefully, you will recall that I am coordinating a Kent County Council (KCC) bid to seek additional funding from Sevenoaks District Council to provide a new sporting facility that will benefit three schools and the local community. I would firstly like to thank you for your email of support. It is greatly appreciated.
>
> Kent County Council is asking whether the Sevenoaks Town Council have any CIL funding available that could support this project. The bulk of this funding (60%) is coming from KCC budgets, and we are seeking the difference from Sevenoaks District Council. However, Sevenoaks funding rules require us to explore every other avenue in addition to us applying to them. If there is any mechanism that could provide funding, I would be grateful for any details. If you are unable to support this project, it would help the bid if you could just confirm that there is no funding available.

Sevenoaks Town Council has responded to KCC that the request would be considered by the Finance and General Purposes Committee. Also, that Sevenoaks Town Council paid £150,000 s.106 funds to Sevenoaks District Council for the purposes of Indoor Cricket provision. If the scheme included Indoor Cricket provision, it may be appropriate to contact them about those funds.

Committee Members consideration is requested.

Agenda Item 6

Update on Bat & Ball Ctr project & Impact on CRR

B&B Ctr spend at project completion is expected to be £2,916,825 (subject to final account), which is **£162K under budget** (against budget of £3,078,805).

This is inclusive of the following uplift items to the original budget:

- Solar Panels
- Higher Spec Ext Wood Panelling
- Additional Insulation
- Sprung Floor
- AV Equipment
- Safety Wet Pour outside small hall
- Hard Landscaping
- Soft Landscaping
- Resurfaced car park
- MUGA
- New kitchen equipment
- Curtains and blinds
- Furniture
- SDN Demolition

i. The RFO has uncovered an error in the calculation of CRR required for the B&B Ctr project. In her calculation of the use of CRR to complete the project, RFO has taken the whole life project cost – including £328K of preliminary professional fees incurred in financial years 2016/17 & 2017/18. These preliminary fees related to abandoned projects e.g. residential and two storey facility.

ii. The original calculation of budget requirement of £3,078,805 was based on spend from financial year 2018/19 onwards.

iii. Based on the view that full budget would be spent, the RFO calculated that spend of £1,904,304 would happen this financial year (Budget £3,079K less spend in prior years £1,176K)

iv. The correct calculation of spend on B&B Ctr this financial year should have been £2,232,130 (Budget £3,079K less spend in prior years £1,176K, excluding £328K re 2016/17 & 2017/18)

v. The impact of the calculation error on CRR is £328K, mitigated by the underspend on project of £162K , giving an overall adverse impact on CRR of £164K

vi. The updated view of CRR remaining after completion of current capital projects is £231K (view presented at October CIC was £395K)

Community Investment Project 2020/21 Cashflows & use of Capital Receipts Reserve (CRR)

F&GP 18/01/2021

	Oct 2020 CIC Update			Jan 2021 F&GP Update			
	2020/21 Sept YTD	Remaining	Total	2020/21 Dec YTD	Remaining	Total	Notes
Bat & Ball Station Building	(26,133)		(26,133)	(26,133)		(26,133)	Final invoices & automatic door installation. ** £396K Management & Maintenance reserve was created. Current balance £321K to cover operational costs
Bat & Ball , Ancillary ram, bike stores etc	(280)	(79,549)	(79,829)	(17,430)	(62,399)	(79,829)	Otford steps & Cycle racks budget
Bat & Ball Centre	(1,359,081)	(545,223)	(1,904,304)	(1,788,936)	(281,928)	(2,070,864)	Remaining cost commitments broken down by supplier/ final estimates
Business Hub	(3,018)	(271,250)	(274,268)	(37,717)	(236,551)	(274,268)	Work commenced end Nov. First payment made
Other Community Investment Plan projects							
NDP & Northern Masterplan	(2,000)	(8,814)	(10,814)	(4,700)	(6,114)	(10,814)	2019/20 cost deducted. Remaining budget used as future spend
Sports Strategy-Rugby	(3,500)	(228,616)	(232,116)	(3,500)	(228,616)	(232,116)	Planning issues. Prior years capital spend deducted
Total Expenditure	(1,394,012)	(1,133,452)	**(2,527,464)**	(1,878,416)	(815,608)	**(2,694,024)**	
CIL reserves to be released							
Bat & Ball Community centre			570,525			570,525	
Business Hub			75,000			75,000	
Bat & Ball ancillaries			60,547			60,547	
			706,072			**706,072**	
PWL reserves - for Bat & Ball Comm Ctr			1,378,339			1,378,339	
KCC grant towards Bat & Ball Comm Ctr equipment						2,500	
Net funding required (after CIL & PWL & Grant)			(443,053)			(607,113)	
Capital Receipts Reserve (CRR) current balance			878,965			878,965	Sept 2020 balance
Agreed further use of CRR (F&GP 200720):							
PWLB repayment and interest Jan 2021			35,800			35,800	
St John's toilets improvements			2,391			2,391	
Replacement Bus shelter			2,779			2,779	£5,557 agreed by F&GP, less £2,778 KCC grant received (OSL 280920)
CRR Unallocated			837,995			837,995	
Remaining Unallocated CRR (After agreed further use & net project funding required)			**394,941**			**230,882**	

Sevenoaks Town Council
Finance & General Purposes Committee 18th January 2020

Request from KCC for Sevenoaks Town Council to provide a CIL (Community Infrastructure Levy) towards School Sports Provision

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Committee Members consideration is requested.

Sevenoaks
Town Council

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council for the financial year 2021/22 at its meeting held on ....

Signed by the Chairman ....

SEVENOAKS TOWN COUNCIL

FINANCIAL REGULATIONS

INDEX

1. GENERAL

1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for Members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group

(JPAG), available from the websites of NALC and the Society for Local Council Town Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.3. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or Member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.4. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.5. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council.

2.6. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.7. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.8. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.9. The RFO shall, without undue delay, bring to the attention of the Finance & General Purposes Committee any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. Each committee (in consultation with the Responsible Finance Officer) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO (in consultation with the Town Clerk) must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & General Purposes Committee. In turn, the Committee shall consider these estimates and submit recommendations to the Council no later than the end of January each year and shall recommend the Precept to be levied for the ensuing financial year.

3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved committee budget. This authority is to be determined by:

- the Council for all items over [£5,000];
- a duly delegated committee of the Council for items over [£500]; or

- the Town Clerk, such authority is to be evidenced by a purchase order and financial report to the Finance & General Purposes Committee.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the ~~Council, or~~ duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of ~~Council or~~ the relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council in liaison with Chairman/Vice Chairman of Finance & General Purposes Committee which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£5,000]. The Town Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.

4.6. For delegated decisions exceeding £5,000, or decisions where the effect is to grant a permission or license or affect the right of an individual, written records of the date, decision, alternative options considered, and associated background papers are retained in a file available to the public for 6 years

4.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained. A proposal to incur expenditure, which is not included in the budget or is in excess of the budget, shall be promptly drawn to the attention of the Finance and General Purposes Committee for approval. Following approval, this may be funded from existing reserves and if deemed appropriate, added to any future Precept.

4.8. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.9. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. All accounts will be clearly identified with Sevenoaks Town Council as part of the title. Arrangement shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall be authorised to maintain bank accounts with financial institutions that have been approved by the Finance and General Purposes Committee and that he/she considers necessary for the Council's financial administration. No account may be opened or closed without the prior approval of the Finance and General Purposes Committee and the Town Clerk.

No monies shall be paid out of or transferred to or from any account without the authority of the Town Clerk, his/her authorised Deputy or the Responsible Finance Officer.

5.3. All bank payment instructions shall be ordered and issued only on the authority of the Town Clerk, his/her designated Deputy or the Responsible Finance Officer and only when they are satisfied that the appropriate checks per below have been satisfactorily carried out.

- All bank payment instructions shall show a designated space for two signatories authorised by the Finance and General Purposes Committee.
- All cheques shall be issued in sequential order and not more than two books of cheques per account shall be in use at any one time.
- All cheques/cash received shall be banked at the earliest opportunity and at the very least within 5 working days of receipt.
- A register of cheques/cash received shall be maintained at the point of receipt by a Member of the Finance team and compared to the paying in book by a different Member of the Finance team on a regular basis.
- Bank reconciliations shall be performed promptly on a monthly basis and reviewed by the Responsible Finance Officer and Town Clerk.

5.4. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.5. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order.

5.6. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and General Purposes Committee];

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and General Purposes Committee]; or

c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and General Purposes Committee].

5.7. For each financial year the Town Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council [or a duly authorised committee] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council [or Finance & General Purposes Committee].

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.

For all payments other than petty cash:

- All invoices must be authorised by two Officers of the Council

- two bank signatories must review the supporting documentation and sign/initial the invoices to evidence their review prior to payment.
- Invoices ~~for £5,000 or more~~ *exceeding £5,000* must additionally be authorised prior to payment by at least two Members of the Council.

6.3. All payments shall be effected by BACS, cheque or other instructions to the Council's bankers, or otherwise, in accordance with these regulations

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be evidenced by two bank signatories initialling the cheque stubs. Approval of BACS payments shall be evidenced by two bank signatories initialling computer-generated payments listings.

A Member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. Payment for utility supplies (energy, telephone and water), any National Non-Domestic Rates and any other main service providers may be made by variable Direct Debit provided that the instructions are signed by two bank signatories and reported to the Finance and General Purposes Committee on the Schedule of payments referred to in Regulation 5. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

6.6. If thought appropriate by the Responsible Finance Officer~~,~~ payment for certain items may be made by Banker's Standing Order provided that the instructions are signed by two bank signatories and reported to the Finance and General Purposes Committee on the Schedule of payments referred to in Regulation 5.15. All Standing Orders are to be reviewed and reapproved at least every 2 years.

6.7. The final authorisation for BACS payments shall be made by any two Officers on the bank mandate to include the Town Clerk, Deputy Town Clerk or Responsible Finance Officer.

6.8. Cards and card readers for the purposes of internet banking payments shall be PIN and password protected and kept in the safe when not in use. Passwords shall be changed regularly. No employee, bank signatory or Councillor shall disclose any personal identification number (PIN) or other password relevant to the working of the Council or its bank accounts to any person not authorised in writing by the Council or Finance and General Purposes Committee. Access to any internet banking accounts will be directly to the access page, and not through a search engine or email link. Remembered or saved passwords facilities should not be used on any computer.

6.9. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.11. The Council, and any Members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.12. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and must be retained as supporting evidence. A programme of regular checks of standing data with suppliers will be followed.

6.15. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [1,000] unless authorised by council or finance committee in writing before any order is placed.

6.16. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [relevant committee] and authority for topping-up shall be at the discretion of the [relevant committee].

6.17. Any corporate credit card account opened by the Council will be specifically restricted to use by the Town Clerk, his/her Deputy or the Responsible Finance Officer and shall be subject to automatic payment in full at each month end. Other Members of the Finance team will have access to the corporate credit card for making payments on line or over the telephone but only upon instructions from either the Town Clerk, his/her Deputy or the Responsible Finance Officer. Officers' personal credit or debit card should not be used. Continuous payment authorities whereby regular payments are charged to the corporate credit card may be established where required (e.g. for mobile phone/iPad/Adobe software contracts) provided that the authorities are approved by two bank signatories and reported to the Finance and General Purposes Committee on the Schedule of payments referred to in Regulation 5.

6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. The total aggregate amount of petty cash float across all committees must not exceed £1,000.

a) Vouchers for payments made shall be forwarded to the Finance Department with a claim for reimbursement.
b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Cheque payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above. The schedule shall be accompanied by a breakdown of the expenditure incurred since the last payment

d) Petty cash reconciliation of movements shall be prepared by a designated Member of the Finance team and reviewed by the RFO on a regular basis (at least quarterly) prior to presentation at the next available Finance & General Purposes Committee meeting for formal approval and authorisation.

6.19. All invoice claims and accounts for payment shall be examined, verified and certified by the RFO with a counter signature from a Manager when applicable.

6.20. Before certifying the invoice, the RFO and the applicable Manager shall satisfy him/herself that:

a. the work, goods or services to which the account relates have been received, carried out, examined and approved.
b. The prices, extensions, calculations, trade discounts, other allowances, credits and tax are correct.
c. The relevant expenditure has been properly incurred and is within the relevant estimated provisions.
d. The account has not been previously passed for payment and is a proper liability of the Council.

6.21. Certification of an invoice shall imply that the above mentioned checks have been applied to the satisfaction of the certifying Officer and Manager, that the Standing Orders with regard to contracts have been complied with in full and that the expenditure was necessary for the purpose of the expenditure heading thereon.

6.22. Duly certified invoice shall be passed to the Finance Department who shall examine them in relation to arithmetical accuracy and authorisation, and shall code them to the appropriate expenditure heading, if not already done so by the certifying Officer or Manager.

6.23. The Finance team will take all possible steps to settle invoices submitted, and which are in order, within the period stipulated in the suppliers' terms of trade and wherever a discount is offered for prompt or early settlement, he/she shall ensure that the discount is taken.

6.24. A Schedule summarising all the payments made shall be prepared by the Finance team and reviewed by the Responsible Finance Officer each month and presented at the next available Finance and General Purposes Committee meeting for formal approval and authorisation.

7. PAYMENT OF SALARIES

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

Payments shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

7.3. The Town Clerk or his/her authorised Deputy shall notify the Finance Department of all relevant information for the purpose of keeping the above records i.e. appointments, resignations, dismissals, absence through sickness or other reason. All new appointments must be approved by the Chair of Personnel Committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any Councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported to the Finance and General Purposes Committee (for formal authorisation and approval) with all other payments as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.5. All investments of money under the control of the Council shall be in the name of the Council.

8.6. All investment certificates and other documents relating thereto shall be retained by the Finance department in the custody of the RFO.

8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the Finance Department and the RFO shall ultimately be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the Town Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Finance & General purposes Committee and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be forwarded to the Finance Department, and banked intact on a weekly basis (or soon after) by a Member of staff as directed by the RFO. In between banking, all receipts shall be deposited in the safe, recorded on the safe contents listing and a Member of the Finance team notified.

9.6. The origin of each receipt shall be entered in the banking book.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Approved grants shall be notified to the Finance Department upon approval in order that an up to date grants register can be maintained.

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

10.4. A Member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;
ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the Finance & General Purposes Committee); and
vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations[1].

c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)[2].

d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

e. Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one Member of Council.

g. Any invitation to tender issued under this regulation shall be subject to Standing Orders[ ], [3] [insert reference of the Council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced

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[1] The Regulations require Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

[2] Thresholds currently applicable are:

a. For public supply and public service contracts 209,000 Euros (£164,176)
b. For public works contracts 5,225,000 Euros (£4,104,394)

[3] Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

descriptions of the proposed supply); where the value is below £3,000 and above £100 the Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk to the contractor in writing, the appropriate committee being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council and shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No property shall be sold, leased or otherwise disposed of without the prior approval of the Town Clerk, his/her Deputy or the Responsible Finance Officer save where the estimated value of any one item does not exceed £1,000.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ultimately be responsible for the maintenance of an accurate Fixed Asset Register of the Council's plant, equipment and machinery recording the location, purchase details, serial number and other distinguishing features, and disposal details of all such assets with an original cost of £1,000 or more. In addition, all chattels with an original cost of £250 or more are to be recorded in the Fixed Asset Register.

14.7. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets. Managers will be provided with a copy of their department's fixed asset register annually to verify existence of assets within their control.

14.8. The Responsible Finance Officer shall ensure that Council property is properly and fully insured, subject to an agreed excess, against material damage and loss, and shall review replacement values at least annually to ensure that adequate cover is maintained.

15. INSURANCE

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers [in consultation with the Town Clerk].

15.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]

15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.5. All appropriate Members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

16. CHARITIES

16.1. Where the Council is sole managing trustee of a charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. RISK MANAGEMENT

17.1. The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk [with the RFO] shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

17.2. When considering any new activity, the Town Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

Sevenoaks Town Council

FINANCE AND GENERAL PURPOSES COMMITTEE

INVESTMENT STRATEGY, POLICY AND RISK MANAGEMENT for the 2021/22 financial year

1. Introduction:

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

2. Reporting, Approval, Review and Amendment

2.1. The Council is required to approve an annual Investment Strategy and Prudential Indicators so that borrowing and investments remain prudent, affordable and sustainable. The policy in line with CLG Guidance Note, will be reviewed by the Responsible Finance Officer for consideration and approval annually

2.2. The Annual Strategy for the coming financial year will be prepared by the RFO and presented for approval to the Finance and General Purposes Committee before the start of the financial year

2.3. The Council reserves the right to make variation to the Strategy at any time subject to the approval of Full Council. Any variations will be made available to the public.

2.4. Fund balances and Investment activity is to be reported at every Finance and General Purposes Committee.

3. Investment Objectives

3.1. Guidance on local government investments issued by the Department for Communities and Local Government (CLG) currently suggests that investment strategy should have regard to the informal policy: **Security – Liquidity – Yield** – in that order.

The Council's investment priorities are as follows:

- Security of reserves i.e. protecting the capital sums invested from loss,
- Liquidity of its investments i.e. ensuring that funds invested are available for expenditure when needed. Cash available from the current account should be judged as adequate to cover the Council's commitments during the period of the investment(s).
- Yield i.e. the return on investment is considered once the first two objectives are satisfied.
- All investments will be made in sterling.
- The Council will carry out quarterly cash flow forecasts to ascertain expenditure commitments for the coming financial year.

3.2. The Guidance Note makes a distinction between investments that are:
- high security and high liquidity (specified investments); and,
- those with potentially greater risks and lower liquidity (non-specified investments)

The strategy should determine which categories of investment may be prudently used during the financial year and state the upper limits for the amounts which, at any time during the financial year, may be held in each category.

A 'Specified Investment' is one which is made in sterling, is not long term (less than 12 months) not defined as capital expenditure and is

I. placed with a body which has a high credit rating or made with the UK Government,
II. a UK Local Authority or a parish or community council.

Any other type of investment is considered 'Non Specified Investment' to which there can be greater risk and where professional investment advice might be required.

4. Policy

4.1. The Council's strategy requires investment in Bodies with high credit ratings i.e. ratings of UK clearing banks and building societies should be at least A- or equivalent.
4.2. The Council will only invest in 'Specified' investments as per the criteria defined above.
4.3. 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.
4.4. Amounts representing the balance on Revenue Reserves at the beginning of the financial year to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements;
4.5. Other funds to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.
4.6. The Council policy is to invest for the best income return having regard to the Statutory Guidance and the absolute requirement to avoid a capital loss.

5. Investment Risk

5.1. Risk Management:

Limits
As a rule, not more than 40% of the funds are to be placed with any one institution, however authorised officers may use their discretion to increase this to 50%.

Categories
Funds only to be deposited or invested in the following categories of specified investments (as defined by the 2003 Act)[1]:

a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;

b) The Treasury Departments of building societies which are members of BSA with assets over £2bn;

c) Non-UK financial institutions approved by the Finance and General Purposes Committee;

d) UK Government stocks;

e) UK local authority stocks or bonds;

f) The money-market management operations of a UK public body or authority[2], where the council's funds are pooled and invested on the money markets under the name of such UK public body or authority.

Monitoring of Investment Counterparties

In the case of (a) and (b) above, for investments with maturity of 6 months or less the receiving body of investment scheme should generally have a short term credit rating of not less than A2 or equivalent as indicated by Standard and Poors, Moody's Investors Services or Fitch Ratings.

For investments with maturities over 6 months, the long-term credit rating should be A- or equivalent. The Committee may take other information into account in assessing the creditworthiness (e.g. sovereign support).

In the case of (c) and (f) above, where ratings are available, such credit ratings should be equivalent to A or above, and subject to prior approval by the Finance and General Purposes Committee.

Ratings are to be monitored not less than quarterly and if the rating of any Council investment has fallen below the appropriate rating, the Council will take the earliest opportunity to withdraw the investment and re-invest the proceeds appropriately depending on the best rates of return on offer at the time.

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

5.2. Treasury Management Advice

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

5.3. Investment Training

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

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

5.4. Investment of money borrowed in advance of need

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

6. Investment strategy review

6.1. Specified Investments

The Council currently has 5 approved institutions, which are sufficient for it to keep within the 40-50% maximum investment limit for any one institution. Short term investments will be with any of the following, depending on the interest yield at the time of the investment.
Most of STC's investments currently fall within the 'specified investments' category.

Credit ratings are from all three rating agencies but Standard and Poor ratings are listed. Ratings are assessed at least on a quarterly basis. The last review listed was as at December 2020.

Name of Institution	Investment Period	Short Term Credit Rating	Long Term Credit Rating	Yield
Bank of Scotland	1 month rolling	A1	A+	0.10%
Handelsbanken	35 Day notice	A1+	AA-	0%
Nationwide	Instant access	A1	A	0.05%
HSBC Business Money Manager	Instant access	A1	A+	0.01%
CCLA-Public Sector Deposit Fund (PSDF)			AAA (Fitch)	0.04%

As at 1st April 2021, the Council will continue to hold its money in a current account with the NatWest bank (A1, A) and receive interest at the current applicable rate.

The Council has an existing account with Clydesdale (rating BBB+), which remains open with a £1 balance in case Councillors choose to invest with the bank in the future.

CCLA Fund - Public Sector Deposit Fund

It is an FCA regulated qualified money market fund with an AAA Fitch rating. The fund is instant access (although access does involve the selling of income shares) with interest paid at the end of each month. It aims to maximise net asset value of the Fund by investing in deposits with a range of highly rated sterling denominated deposits and instruments. The PSDF is a "Qualifying Money Market Fund" (QMMF) which is classed as a "low volatility net asset value" (LVNAV) short- term money market fund under the EU Money Market Funds Regulation. The weighted average maturity of the PSDF's investments will not exceed 60 days. The weighted average life of the PSDF's investments will not exceed 120 days.

It offered a dividend yield of 0.04% net of fees as at December 2020.

Investment was made for the first time in September 2019 to ensure that the Council does not invest more than 40% in any one investment fund.

Owing to capital projects and related spending, funds will continue to be invested at maturities of no more than one year. Quarterly cashflow predictions will be used to ensure that funds required for projects anticipated to occur in the next quarter are held at appropriate maturities.
Overall, funds invested will be reviewed continually and aligned with both cashflow and projects. Maturities of a longer duration will only be considered after consideration of security and the absolute requirement to avoid capital loss.

6.2. Consideration of alternative investments

The Council may wish to introduce additional investments as requirements change so that funds can be spread more widely (but within reason) in order to minimise financial risk.
Consideration may be given to unspecified investments, CCLA funds and investing through a broker.

CCLA Funds - Local Authorities Property Fund
Aims to provide investors with a high level of income and long-term capital appreciation. Fund invests in UK commercial properties. Capital growth is achieved while property prices continue to increase – but fund values would decrease in the event that property prices fall (e.g. in the event of a significant rise in interest rates).

It offered a dividend yield of 4.4% at the end of September 2020. Fund size is £1.156m at 30/9/20 – only open to local authorities.

The investment is regarded as for the long term. Councillors should bear in mind the Council's current investment strategy which has an absolute requirement to avoid capital loss.

Investments through a broker

Investing through a broker would allow access to building society and money market funds which may not be accessible directly. Brokers furnish an introduction to available funds, and provide information and facilitate the administration of opening accounts. No funds are provided to them, and there are no charges associated with their services – they charge the borrower.

Minimum investments are generally £1m for money market funds, but building societies will accept investments down to £500,000. While this would not be appropriate in normal circumstances for STC, information may be sought should the opportunity arise.

Recommendations

Having carefully considered the current guidance, the council's cash flow and investment requirements, and considering the current uncertain outlook at a result of covid & the requirement for flexibility, it is recommended that:

Members adopt the existing strategy document and policy noting investment in the CCLA Public Sector Deposit fund which will continue into 2021/22.

Sevenoaks Town Council

Reserves Policy 2021/22

Background

Sevenoaks Town Council (STC) is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires local precepting authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum or maximum level of reserves that an authority should hold.

In an Audit Commission document 'Interpreting the accounts' published in September 2014, the Audit Commission defined the useable reserves of a council as 'the money it is retaining to fund future spending commitments and to meet unpredictable variations in spending'.

The Commission defined useable reserves as including:

- the balance of the council's general fund;
- earmarked general fund reserves; and
- useable capital receipts.

With regard to the levels of reserves which a council decides to hold, the Commission states that the following issues should be considered:

Elected members are responsible for ensuring that their council's reserves are appropriate for local circumstances, and are accountable to taxpayers for the decisions they make.'

'Councils face ongoing financial challenges as they adapt to deliver services at lower cost in response to rising demand, in some cases, and reductions in funding. As we have reported previously), the cost and risks associated with service transformation, and uncertainty about future funding, have resulted in some councils increasing reserves, while others have been using reserves to make up shortfalls between their funding and spending plans.

All councils should continue to ensure that their reserves remain adequate for planned future needs and contingencies without placing undue constraints on current expenditure. Councils with very high levels of reserves relative to their spending should review the purposes for which these are held to ensure they are still required. The purposes for holding reserves, particularly where these are increasing, should be clearly communicated through the annual accounts.'

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 Net Revenue Expenditure (precept, less amounts included in precept for loan repayment, capital projects & transfers to reserves). (2021/22 £286,974)

Sevenoaks Town Council

Reserves Policy 2021/22

Sevenoaks Town Council Policy

The current policy of Sevenoaks Town Council is to work towards a general reserves fund equal to at least 6 months of the current precept. *(2021/22 £619,949)*

Any decision to set up reserves or spend from reserves must be made by Council

Reserves must not be held for on-going expenditure because this would be unsustainable.

To the extent that reserves are used to meet short term funding gaps, the aim should be to replenish in the following year or as soon as possible thereafter

Earmarked reserves that have been used to meet specific liability would not need to be replenished having served the purpose for which they were established.

Reviewing the Council's Financial Risk Assessment forms part of the budgeting and year end accounting procedures and identifies planned expenditure (and an allocation for contingency towards unplanned expenditure) thereby indicating the appropriate level of Reserves required for the coming financial year.

General reserves fund

The general reserves are funds which do not have any restrictions as to their use. These reserves cushion the impact of uneven cashflows, offset budget requirements (if necessary), fund short-term financial risks (see below), and unexpected or exceptional events. The reserve also enables the Town Council to act in an agile manner as opportunities occur.

The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been used up in the previous year.

Earmarked reserves

Earmarked reserves are created and held for specific ring-fenced purposes or to help smooth out medium and long term financial risks and spending plans.

They can also be held as carry forward of underspend. As is the case where the Council commits expenditure to specific projects but is unable to spend the budget in the year. Reserves in this instance are used as a mechanism to carry forward budgeted resources e.g. Rolling Capital Projects, Youth activities reserves, Markets, STP.

Consideration of Short-term Financial Risks

In order to assess the adequacy of the general reserve, the Council must take account of the strategic, operational and financial risks faced. The level of the reserve for the forthcoming year must be based upon a risk assessment of the Council's income and expenditure and take into account any contingencies that may be required.

The short-term risks that the Town Council faces, with particular reference to its current plans include:

Reserves Policy 2021/22

Lower than expected income

- Grant income - In previous years the net expenditure of the Town Council has been slightly lower than the precept, with the result that the Council has been able to boost the level of the general reserve fund. Since net expenditure is stated after deducting revenue grants received from third parties, the savings partly reflect *successful grant applications* ~~unbudgeted grant~~. Conversely if budgeted grant income were not received for any reason then a surplus of net expenditure over precept could result, with the balance being funded by the general reserves fund.
- Other income - the revenue estimates forming the basis of the precept includes predicted income from a range of sources, such as cemetery income, letting and hiring income, new facilities such as Bat & Ball station café and room hires. It is difficult to predict with accuracy (particularly, for new venues such as the Bat & Ball station). If income received were to fall below the budgeted level, then the balance could be funded from general reserves.
- *Other risks – eg Coronavirus*

Higher than expected costs due to:

- Inflation increases;
- capital overspend. The general reserves fund can be used to fund capital costs as well as to cover short term revenue funding requirements. It would therefore cover any unexpected costs associated with the Council's Community Investment Plan in the unlikely event that alternative sources of funding do not meet requirements or that the timing of receipts do not match expenditure.
- uninsured events which are not adequately provided for such as major streetlighting repairs, conversion, replacement and removal on certain streets;
- unexpected professional fees (although these will be mainly charged against the capital receipts fund);
- increased costs of running properties and facilities. For example, under the Council's current capital commitments, any excess running costs for new facilities that cannot be funded out of the precept or grants will be charged against revenue reserves;
- shortage of staff resources. The costs of additional staff recruited to cope with increased workload could be treated as capital transaction costs insofar as they are deemed to relate to additional work created by significant capital plans, otherwise additional costs not covered by the precept would be charged against revenue reserves;
- *Other risks – eg Coronavirus*

Consideration of Longer-term Financial Risks

Longer term financial risks faced by the Council include:

- ~~*Funding the Council's capital projects and the uncertainties therein;*~~
- ~~*Funding the deficit in the Local Government Pension Scheme;*~~
- ~~*Funding for expenditure that arises once every 2-5 years e.g elections*~~
- Funding the repairs or replacement of assets;

Sevenoaks Town Council

Reserves Policy 2021/22

- Changes to legislation e.g. uncertainties created by the income to be generated from CIL

Current Level of Financial Reserves

As at December 2020, the level of earmarked reserves was £1.639m and the level of revenue reserves was £341K.

The Council should consider the opportunity cost of holding reserves which enables it to manage unforeseen pressures against current strategic plans. Given the increase in operational activity, the current level of general reserves will need to be built up as part of the Council's medium-term strategy review from 2020-21 onwards. The 2021-22 budget recommendation includes a transfer of £20,000 to revenue reserves.

General Funds	
Revenue Reserves	340,508
Earmarked/Designated Funds	
Council Offices Reserve	15,123
Pension Reserve	2,814
Rolling Capital Prog Revenue Reserve	34,478
Street Lighting Reserve	4,937
Stag Winding Up Reserve	7,000
Planning Fees Reserve	12,500
Youth Activities Reserve	1,500
Capital Receipts Reserve	352,306
Bat & Ball Management & Maintenance reserve	320,903
PWL repayment reserve	0
CRF reserve	5,795
CIL Earmarked Reserve	791,936
No 8 bus Reserve	78,808
QH Allotments Key Reserves	4,065
Mayor's Charity Reserve	7,266
	1,639,431
	1,979,940

Recommendation:

1. That Members consider and adopt the Reserves Policy for financial year 2021/22 with the emphasis on building revenue reserves as part of the medium term strategy review

OSL Cttee Rolling Capital Programme 2021 -2022 Recommendations

Version: 04-Nov-20

Capital type	Location	Detail	Capital required	CIL	Grant	RCP	CRR	20-21	21-22	22-23	Future Years	Additional Notes
				Agreed Funding sources				Balance to be funded				
Machinery		tractor mounted mower	16,000					-	16,000			
		replace van LS55CKL	16,000					-		16,000		
		replace grave digging jcb	16,000					16,000				Plan to replace 1 vehicle per year. Purchase grave digging jcb if surplus in Cemetery this year
		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	Jubilee 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									

Agenda item 9.4

Impact of Band D reductions on proposed precept.

No changes to the draft revenues estimates & precept proposal agreed as draft at Nov 2020 F&GP.

Band D figures received from SDC indicate that Band D Final tax base for 2021/22 will be 9648.9. 2020/21 tax base & draft base assumed for precept was 9690.6.

If we want to keep the same 2% increase per Band D (as per draft), we would need to reduce our draft precept by £5,335.

Based on the info I received from SDC, I've split out the £5,335 by 3 factors:
- increase in Band D base (driven by increased number of households)
- Increase in number of Band Ds in receipt of council tax support (deducted from our Band D equivalent)
- Increase in adjustment for non-collection (deducted from our Band D equivalent).

Break down of Band D Movement	2020/21	2121/22	£ impact
Band D totals	10218.8	10323.1	13345.60
Households in receipt of C tax support	469.7	517.3	-6090.61
Band D equivalents	9749.1	9805.8	
Adjustment for non collection %	99.4%	98.4%	
Adjustment for non collection households (based on last year %)	58.5	58.8	-43.53
Adjustment for non collection households (increased %)		98.1	-12546.91
Final tax base	**9690.6**	**9648.9**	**-5335.45**

The increase in % of adjustment for non-collection is having over £12K impact.

If we stick with the draft precept of £1,239,898, this equates to a Band D equivalent household rate of £128.50 per annum which is approximately £2.47 per week and an increase of 6p per week.

The reason for the drop in Band D taxpayers is the removal from the tax base those households who cannot pay. Therefore increase will only be felt by those households who are still able to pay.

Recommendation is to adopt the draft precept of £1,239,898.

Sevenoaks Town Council 2020/21 Forecasts	Ref.	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
		£	£	£	£	£	£	£	
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 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
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 2020/21 Forecasts		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
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 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
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 2020/21 Forecasts STREET LIGHTING AND GENERAL Cost Centre 26		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
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 2020/21 Forecasts CENTRAL SERVICES -VINE CAFÉ Cost Centre 28		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	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 Forecasts		2017/18	2018/19	2019/20	2020/21	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		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
CENTRAL SERVICES -BAT & BALL STATION (Café & Hall Hire) Cost Centre 30									
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 2020/21 Forecasts		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
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)		

		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
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%

		Actual	Actual	Actual	Budget	Actual 2020/21	Forecast	Budget	Budget at risk
Sevenoaks Town Council									
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 2020/21 Forecasts COUNCIL OFFICES Cost Centre 33		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	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 Forecasts		2017/18	2018/19	2019/20	2020/21	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 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
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%

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
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 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
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 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
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 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
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 2020/21 Forecasts		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
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 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
% 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 ie. Band D Equivalents		9,315	9,470	9,638	9,691			9,649	
Council Tax		**£110.53**	**£114.95**	***£118.43***	***£125.41***			***£128.50***	
% increase		4.74%	4.00%	3.03%	5.89%			2.47%	
Increase in Council Tax per year				**£3.48**	**£6.98**			**£3.09**	
Council Tax per week		**£2.13**	**£2.21**	**£2.28**	**£2.41**			**£2.47**	
Increase in Council Tax per week		**£0.10**	**£0.08**	**£0.07**	**£0.13**			**£0.06**	

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

Notes of the Sevenoaks Town Team Executive Virtual Board Meeting
Wednesday 16th December 2020

Meeting started 6.30 p.m. **Meeting concluded: 7.40 p.m.**

Executive Board Attendance:

Cllr Simon Raikes	Sevenoaks Town Council	Present
Cllr Victoria Granville Baxter	Sevenoaks Town Council	Present
Linda Larter, Town Clerk	Sevenoaks Town Council	Present
Cllr Avril Hunter	Sevenoaks District Council	Apologies
Cllr Tony Clayton	Sevenoaks Rail Travellers Association	Present
Austin Blackburn	Go Coach	Present
Elliott Waters	Southeastern	Absent
Jane Parish	Sencio	Apologies
Hannah Kay	Knole, National Trust	Apologies
Andrew Eyre, Chairman	Stag	Present
Julie Phillips	Chamber of Commerce	Present
	Blighs Meadow	Absent
	Sevenoaks Chronicle	Absent
Roger Walshe	Sevenoaks Society	Present
Maxine Morgan Vice Chairman	Specsavers	Apologies
Roberta Ware	Francis Jones Jewellers	Present
Elizabeth Dolding	Warners Solicitors	Apologies
Glenn Ball	Architect	Absent
Cllr Elizabeth Purves	Hollybush Residents Association	Apologies
	Round Table	Absent
	Police	Absent

In attendance: Cllr Merilyn Canet, Cllr Richard Parry, Jim Hughes, Richard Baxter, Emily Haswell.
Apologies received: As above, and Cllr N Busvine.

1. **Declaration of Interest** – none received.

2. **Minutes of the Previous Meeting – 7th October 2020**
   Agreed as a true record.

3. **Christmas 2020 Promotion**
   All the promotions are to encourage the public to shop safely and support local businesses.

i) **Sevenoaks Christmas Promotional video**
   Positive feedback received.
   The Chairman thanked Julie Phillips, Linda Larter and Jamie Wilson for their work on this video.

ii) **Christmas Spirit Trail**
   Positive feedback, additional promotion arranged.

iii) Window Wanderland

Successful first year with 120 participants and over 5000 visited the website.

4. Virtual Business Show & Awards

Consideration was for combining the two either with the Business Show during the day and Awards early evening. Potentially in April 2021. Jamie Wilson was available to assist with the digital content – as he did with the first Business Awards.

AGREED: That Julie Phillips and Linda Larter would research the viability of the idea.

5. Use of Buckhurst 1 Car Park for outdoor retail, etc

It was agreed that consideration for a scheme to operate on Buckhurst 1 would be considered in the new year and would be dependent on government public health guidelines.

6. Business Hub

Construction of Business Hub was now well under way with a planned opening for April 2021. Expressions of interest would be welcomed for use of the facility and potentially as an operator.

7. Reports from Partnership Members

i) Senior Action Forum

Cllr Canet reported that the Forum now had 1500 members. Members were reporting that they did not know what safety measures SDC were putting in place for public and therefore remained nervous about visiting the town.

It was noted that SDC had installed signage, employed specialised cleaners for car parking machines etc and provided guidance to business for following public health guidelines to ensure public safety. Ambassadors had been appointed and would be in the town providing reassurances to public and businesses, they would be visible wearing clothing with 'Here to Help'.

It was also noted that local businesses had invested considerable resources into making their business safe for customers to visit.

AGREED: That within the Town Team a one-sided A4 information sheet would be produced to detail all the safety measures introduced in the town. The Information Sheet would be featured in the Town Team Newsletter and in a half page advert in the Chronicle in the New Year. It could also be used for organisations to forward to its members.

ii) Sevenoaks Rail Travellers Association

The Association had helped to publicise to its members the recent meeting with the Minister to discuss the Maidstone East rail proposal. Further information was expected in the new year.

iii) Sevenoaks District Council

As previously mentioned, the Re-Opening High St Safety Scheme was now operational. Staff were in place to deliver the EU funding for new signage including 'wrapping' of empty shop windows which brightened them up and provided information, Ambassadors would be visible in the town centre, hand sanitisers provided.

Free car parking had been provided for one hour and on designated dates.

Work continued delivering Business Grants, noting that new schemes for Tier 3 would become available soon.

iv) Sevenoaks Society

A meeting had recently been held with the MP raising important concerns about the White Paper on Planning.

v) Sevenoaks & District Chamber of Commerce

The Chamber had recently completed a member's survey and was working on the findings.

The next networking meeting was scheduled for January 2021 at the new Bat & Ball Centre. It was unlikely that the meeting could take place in person but hoped that a virtual tour could be provided within the meeting.

vi) Francis Jones Jewellers

Roberta reported that she thought the 'wrapping' on the old Tesco store looked good. She had not received her business pack from SDC – Emily said she would address this.

General concern at lower footfall in the town, mainly due to the restaurants and other facilities including Stag being closed. Also, that some public still unaware that retail shops were open again.

Busier than expected but no where near a normal month business.

vii) Go Coach

Generally, the business was ok during these difficult times, staff sickness was low and 42 buses were operating per day. School travel was at 60% of normal, duplicate services had to operate to enable social distancing – this in turn helped coach businesses. Non school buses were operating at 30 – 40% of normal.

Go2 service was taking approximate 200 passengers per day. The service would continue in the future moving to an Uber style of operation.

Results of a recent survey indicated that 20% of current bus users had not previously used a bus and car travel was reducing.

A new shopper service in Edenbridge had started and was proving successful.

AGREED: a presentation on bus services would be provided to a future meeting.

viii) Stag
The Stag was currently closed due to being within Tier 3 restrictions. If Sevenoaks moved into Tier 2 the pantomime could go ahead with health guidelines in place, if not it could be postponed until February 2021. The cinema also currently remained closed.

It was noted that the pantomime provider would be streaming the pantomime virtually – details at end of minutes.

ix) Sencio
It was noted that Sencio like most hospitality businesses was having a difficult time. Some funding had been provided by SDC which would enable limited re-opening. An emergency funding grant was being applied for.

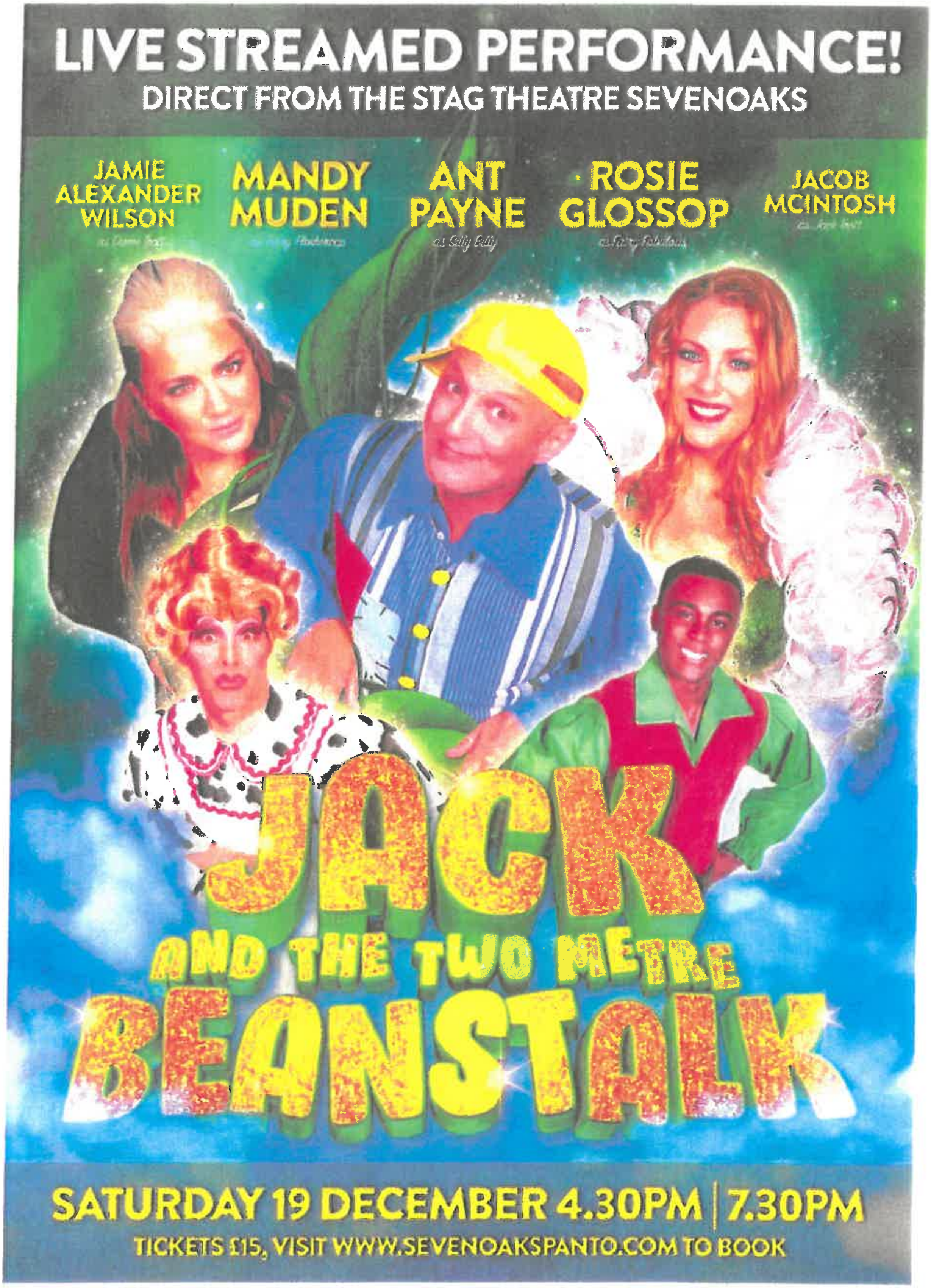
x) Sevenoaks Town Council
The Bat & Ball Centre was practically completed with bookings in place but currently could not open due to public health restrictions. Discussions were taking place with the Public Health Department about making it available as a vaccination centre.

The Business Hub construction was progressing. Working on the Love your Local Business campaign encouraging the public to use local businesses continued.

In addition, within covid restrictions continued to maintain public facilities, e.g. burial grounds, public open spaces, public toilets, grants. In the new year progress would recommence on the Neighbourhood Development Plan.

8. Date of Next Meeting
The next meeting will be held on Wednesday 24th February 2021.

9. Press Release
As previously agreed, the Public Safety Information Sheet would be issued as a Press Release and used in other formats.


LIVE STREAMED PERFORMANCE!
DIRECT FROM THE STAG THEATRE SEVENOAKS
JAMIE ALEXANDER WILSON
MANDY MUDEN
ANT PAYNE
ROSIE GLOSSOP
JACOB MCINTOSH
JACK
AND THE TWO METRE
BEANSTALK
SATURDAY 19 DECEMBER 4.30PM | 7.30PM
TICKETS £15, VISIT WWW.SEVENOAKSPANTO.COM TO BOOK

Sevenoaks Town Council

Agenda Item No 12

Current Matters

Item	Minute No		Status	Latest update
1	-	Risk Assess-ment Review	Ongoing	tbc
2	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

Sevenoaks Town Council

Agenda Item No 12

Item	Minute No		Status	Latest update
				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. 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.
	280 – F&GP 16.09.19			F&GP Committee 16.09.19 (Minute 280): **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.
	377 – F&GP 25.11.19			F&GP Committee 25.11.19 (Minutes 377): **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;

Sevenoaks Town Council

Agenda Item No 12

Item	Minute No		Status	Latest update
				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 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)
	407 – Council 09.12.19			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 – F&GP 14.09.2020			**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.
	F&GP 23.11.2020			Update: 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.

Sevenoaks Town Council

Agenda Item No 12

Item	Minute No		Status	Latest update
				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.
3	255 – CIC 12.10.2020	Business Hub	Ongoing	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. Construction commenced November 2020, due for completion April 2021.
4		Bat & Ball Centre		Building handed over 9.11.2020. External landscaping continuing. Construction completed. Soft opening planned for 4.12.2020 subject to public health guidelines. Postponed due to pandemic restrictions. MUGA facility mainly completed, awaiting delivery and installation of floodlights. Currently unable to be used due to pandemic restrictions.
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: • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council

Sevenoaks Town Council

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Item	Minute No		Status	Latest update
				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. Meeting took place with SDC 17th February 2020. SDC

Sevenoaks Town Council

Agenda Item No 12

Item	Minute No		Status	Latest update
				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.

Sevenoaks Town Council Priorities

PRIORITY ONE

No	Project	Details	Proposed target timescale	£	Update / comment
1	Climate Change / Carbon Neutral	To recognise the Government and KCC declarations for aiming for Zero Carbon. To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.			Consideration of an Environmental Committee (or add to Terms of Reference for Committee) to create an Action Plan to review: • Reducing cars / traffic particularly in relation to school traffic. • STC new buildings to be as sustainable and eco-friendly as possible. Existing buildings to be improved to be more sustainable with reduced carbon footprint where practicable. • Include planting of more trees, where possible fruit and nut trees • Continue to promote Refill Scheme and Sevenoaks Plastic Free Pledge • Cycle racks / planters to be installed • Install drinking fountains where possible at STC sites • Increased safety for pedestrians and cyclists • NDP Transport Strategy recommendations including 20 mph, one-way system in town centre and shared space. • Link STC open spaces together with 'green routes' • Encourage increased use of public transport – buses and trains by having improved facilities including live running information. • Install electric car charging points at STC sites • Consider enabling community initiatives for sustainable living e.g. Toy Library, Zero Waste Shop, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources e.g. nappies.

Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
2	Bat & Ball Centre	Construction of new multipurpose community centre	December 2020	£3,078,805	Completed.
3	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	December 2019	£1,500,000 approx.	Completed.
4	Neighbourhood Development Plan (NDP) for Sevenoaks Includes: • Northern Sevenoaks Masterplan • Cultural Quarter • Transport Strategy • Sports Strategy	To provide a long-term sustainable plan for the Sevenoaks	December 2020	£100,000 (initial budget)	Second draft of NDP to be reviewed and public round of consultation with aim for referendum in 2020. 6-week public consultation commenced 31st January 2020. Postponed due to Covid-19. **NEW TIMETABLE:**

	NDP Programme 2020 /2021	Date
1	Meeting with SDC to understand current planning position / agree SEA screening	19.11.2020
2	NDP Steering Cttee - consider and agree changes following 2020 public consultation	Tuesday 12.1.2021
3	STC Planning Cttee - consider and agree changes following 2020 public consultation	25.1.2021
4	Prepare submission draft NDP, Basic Condition Statement, Consultation Statement	February 2021
5	NDP Steering Cttee STC Planning Committee - official sign off by both.	22.3.2021
6	Submit NDP & supporting documents to SDC	April 2021
7	Referendum	June 2021

Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
5	Business Hub	Convert old Red cross building to Business Hub for new start-up of small businesses	June 2020	£373,000	Construction commenced November 2020, due for completion April 2021,
6	Business Improvement District (BID)	To progress a BID to ensure that Sevenoaks remains a competitive environment to do business.	Tbc	Tbc	Referendum to be on hold until after the NDP referendum Postponed due to Covid-19
7	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	Unknown	£1,500,000	Football Club submitting planning application for new pavilion and seeking funding. Consultation needed with football club(s) and residents. GRA prefer this ambitions scheme and are submitting scheme for pre-planning advice to have separate building to replace current portacabins, current pavilion adjacent to pitch 2 refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility. Would release current pavilion building, adjacent to pitch 2 for alternative use. Planning application due to be submitted. STC agreed current pavilion to be retained by STC as Community Hub. Project to be considered at OSL meeting 6th July 2020. New public toilets installed. CIL Funding allocated towards this facility. 3G Official launch Saturday 9th September 2018. STFC submitting planning application. STC asked to submit planning application as it has in the past for other voluntary groups to acquire 50% discount

Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
8	3G Pitch at Knole Paddock	Identifies as part of the Sevenoaks Sports Strategy.	Tbc	Tbc	Refused planning permission 2019. Appeal process commencing this month.
9	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			Cllrs to be asked to provide information of such buildings within their wards Registration process for Stag. Completed. Registration process for Bradbourne Lakes completed. To Register Kaleidoscope (Library)

Sevenoaks Town Council Priorities

PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	South East in Bloom	Provide action plan for obtaining gold award.			Budget and plans for 2020 to start January 2020. Desktop exercise due to Covid-19 Theme: 'edible gardening' to continue for second year. 2020, Sevenoaks to be entered for first time into national Britain in Bloom competition. Postponed due to Covid-19. 2020 and 2021 to be digital entries due to pandemic.
2	MUGA Multi Use Games Area	Install to replace facility at Community centre	September 2020	£139,000	Install new MUGA on current community site in new location. To be installed October 2020. Facility mainly completed, awaiting delivery and installation of floodlights. Currently unable to be used due to pandemic restrictions.
3	Tarmac Site	Develop community facility provision as part of the NDP / Local Plan	Tbc	Tbc	Ensure community facilities are delivered as outlined in the Northern Sevenoaks Masterplan. Invest in feasibility and project design where appropriate particularly in relation to Oast House. Tarmac presented to Planning Committee 13th January 2020. Tarmac to provide STC with update on its progress.

Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
4	Markets	Long term aim for Sevenoaks Town Council to take over control of the markets.	Tbc	Tbc	Currently 'owned' by Sevenoaks District Council
5	St John's car park public toilets	Refurbish	2020	£10,000	Potentially from future CIL receipts. Following consideration of lower cost option, **OS&L Committee** on 06.07.2020 **RESOLVED THAT:** 1) The Open Spaces & Leisure Committee use £7,608.52 [CIL allocation] towards the refurbishment and adaption of the St John's Public Toilets to create two unisex, accessible toilet (one on Radar key). 2) A request be made to the Finance & General Purposes Committee for the remaining £2,391.48 to be met from Sevenoaks Town Council's Capital Reserves. **F&GP Committee on 20.02.2020 RESOLVED:** That £2,391.48 be allocated to the St John's Public Toilets Refurbishment from Capital Reserves. Permission needed from Sevenoaks District Council who lease the public toilets to Town Council. STC staff to commence this project when resources permit.
6	Electric Bus	To convert No.8 bus to meet sustainable agenda	2020	£300,000	To initially seek grant funding.

Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
7	Darent Valley Community Rail Partnership	Support and be involved in the development.	2019	£3,000 p.a.	Launched in September 2019, working in partnership with Sevenoaks District Council, representatives from six stations, Southeastern and GTR. STC assisting with administration support January – March 2020 whilst SDC recruit member of staff. SDC recruited member of staff. To create a Community Interest Company with STC as 'accountable body' when resources permit.

Sevenoaks Town Council Priorities

PRIORITY THREE

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bradbourne Lakes	To seek continued improvements with facility			To work with SDC to achieve this. Bradbourne Residents Association had started to create a plan. SDC agreed at Town Forum 10.03.2014 to involve STC. SDC produced Consultation document. Town Clerk met with SDC on 26.02.2019 to discuss potential joint working. Asset to remain in SDC ownership.
2	Night-time economy	To seek to develop night-time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week			Programme being put in place for bands on Vine Bandstand. Long term, evening bands to be funded by presence of arts and craft stalls, now premises licence in place. Preparing application for Purple Flag Award. To be considered within proposed BID.
3	Library (Kaleidoscope)	Research feasibility for taking over the management of facility and operating with volunteers like the Stag.	Ongoing		To liaise with KCC and register as a Community Asset (see Priority 1).
4	Stag	Freehold and Capital Improvements	Tbc	Tbc	Aspirations to buy lease if it becomes available. 15 years left on current lease.

Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
					Improvements to building (Fly Tower, 4th Storey, Walkway from front to back enabling additional basement area, Nightclub?) subject to funding, planning permission and ownership. Linked to Cultural Quarter – improved walkway from London Road to South Park car park.
5	Nightclub for Sevenoaks	Support provision of nightclub in Sevenoaks	Tbc	Tbc	
6	Community Events	Continue to promote the town to residents and visitors via community events.	Tbc	Tbc	
7	Cafes	Continue to operate and promote	Ongoing		Noted the benefits of ongoing community service and crime reduction.
8	Youth Provision	HitB Youth Café Partners New provision if viable Youth Council	Ongoing		To continue to provide the HitB Youth Café facilities To work with partners to provide youth provision If viable to extend youth provision. To continue to support the development of the Youth Council.